

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**January 13, 2021**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, January 13, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:02am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Allaman, Mr. Ingold, Dr. Hill and Dr. Greuter. Dr. Link and Dr. Brooks were absent from this month's meeting.

Others in attendance: Kristina Neville, Leslie Fornoff and Terrie Schappaugh.

**Joint Consent – Open Session Minutes of December 9, 2020, Destruction of Verbatim Records, Accounts Payable and Year to Date Expenditure Reports:**

The information and materials presented outline the regular monthly business of the Association. The December 9, 2020 open and closed session minutes, destruction of verbatim records (Audio Recordings) of December 11, 2021 (no session held) closed session meeting, monthly accounts payable, and cash flow statements were approved as presented. The monthly Expenditure Report, Schramm Activity Fund Report, and Imprest Fund Report were also made available prior to the time of this meeting.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve the Joint Consent items as presented. Roll call was taken with all parties present voting aye. Motion carried.

**Audience Participation:**

There were no requests for audience participation.

**Old Business**

**A. Districts' Financial Payments:**

All district's financial payments are current.

**B. Policy Updates – Second Reading (Exhibit #1):**

This is the second reading of the following policy updates recommended by PRESS:

- 3:40 Director
- 4:80 Accounting and Audits
- 4:90 Student Activity and Fiduciary Funds
- 5:270 Employment At-Will, Compensation, and Assignment
- 6:20 Calendar and Day
- 6:300 Graduation Requirements
- 6:340 Student Testing and Assessment Program
- 7:140 Search and Seizure

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the Policy Updates as presented. Roll call was taken with all parties present voting aye. Motion carried.

**New Business**

**A. Joint Consent:**

1. Approve Hiring of Physical Therapist Assistant - Candidate to be Brought to the Meeting:

The Director asked for approval to hire Katie Chase as a full-time Physical Therapist Assistant beginning January 19, 2021. Ms. Chase will be placed on the PTA salary schedule at Step 1.

2. Approve Request to Change FTE for Rachel Yang, Part-Time School Psychologist (Exhibit #2):

Rachel Yang is currently employed as a part-time (0.6 FTE) School Psychologist. Ms. Yang has voluntarily requested to work 0.2 FTE next school year due to taking another position in a member district. The Director asked for approval to reduce Ms. Yang's part-time status to 0.2 FTE beginning in the 2021-2022 school year.

The motion was made by Mr. Ingold and seconded by Dr. Hellrigel to approve the New Business, Joint Consent as presented. Roll call was taken with all parties present voting aye. Motion carried.

1. Revision of Phase 4 Transition Plan:

The TMCSEA/Schramm Educational Center Phase 4 Transition Plan has been revised to incorporate 7-Day and 10-Day shortened quarantine alternatives for staff based on updated CDC and IDPH guidance. We have also implemented Rapid Point of Care (POC) Testing for symptomatic students and staff.

**A. Mid-Year Enrollment Numbers (Exhibit #3):**

Enrollment at Schramm Educational Center remains stable at 73 students. District consultations/trainings are similar to the previous year with a significant portion of requests for CPI and verbal de-escalation trainings. Assistive technology, behavior consultations, and medical reviews remain consistent overall. STEP/Transition Consultations, Audiology, ADOS, Educational/Behavioral and Low Incidence Evaluations have decreased from last year's numbers. Autism consultations, hearing consultations/caseload numbers, and vision consultations/evaluations/caseload numbers show an increase over last year. Student consultations have remained consistent with the majority of requests for behavioral consultations followed by Schramm, functional curriculum, and IEP facilitation. Occupational/physical therapy consultations, evaluations, and caseload numbers have increased from last year. We have expanded our Vision Itinerant Services to introduce Orientation & Mobility (O&M), which has been a welcome addition for our member districts.

**B. Mid-Year Program Coordinators Summary Report (Exhibit #4):**

This exhibit reflects mid-year updates for services and programs provided by TMCSEA. All areas have goals focused on continued improvement and professional development to meet our districts' needs. The coordinators have worked hard with their respective staff to achieve these great accomplishments in support of exemplary services for students with disabilities.

**C. Mid-Year Director's Report (Exhibit #5):**

This update reflects progress toward goals and continued support to the member districts of the Association. Specific results and accomplishments from all goal areas will be reviewed at the meeting. The Director is pleased with the positive growth, continued improvement and changes that have already taken place this year.

**F. Written Notice to Commence Director's Evaluation:**

The Director gave written notice to the Executive Committee to commence her annual performance evaluation.

**Closed Executive Session**

The Executive Committee entered into closed session at 8:37am with a motion made by Dr. Hill and seconded by Dr. Hellrigel. Roll call was taken through voice vote with all parties voting aye. Motion carried.

1. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
2. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

The Executive Committee returned to open session at 8:43am with a motion made by Dr. Greuter and seconded by Mr. Ingold. Motion carried through voice vote with all parties voting aye.

**Action Items:**

A. Resolution Regarding Semi-Annual Review of Meetings Conducted in Closed Session

Upon return from closed session, the motion was made by Dr. Allaman and seconded by Dr. Greuter to approve the continued closed status of the July to December 2021 closed session minutes and destruction of audio recordings as legally allowed. Roll call was taken with all parties present voting aye. Motion carried.

**Other Business/Information**

There was no FYI Report for this month's meeting.

The next Executive Committee meeting is scheduled for **Wednesday, February 10, 2021** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Hellrigel motioned and Dr. Allaman seconded to adjourn the meeting with all parties in attendance voting aye. Motion carried. The Executive Committee meeting ended at 8:47am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee