

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
February 10, 2021

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, February 10, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:01am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Mr. Ingold, Dr. Hill, Dr. Brooks and Dr. Greuter. Dr. Link and Dr. Allaman were absent from this month's meeting.

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

Joint Consent – Open & Closed Session Minutes of January 13, 2021, 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 January 13, 2021 open and closed session minutes, destruction of verbatim records (Audio Recordings) of January 8, 2020 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 Mr. Ingold and seconded by Dr. Hellrigel 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. 2020-2021 Amended School Calendar (Exhibit #1):

The 2020-2021 school calendar has been amended. An Emergency Day was taken on Friday, October 9, due to a power outage. Therefore, our Teacher Institute was moved from May 27 to May 28.

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

New Business

A. Joint Consent:

1. Increase in Seasonal Groundskeeper Staffing Pattern:

TMCSEA currently employs a part-time seasonal groundskeeper for 25 hours per week from April through October. The grounds are in need of additional care, and the Director asks for approval for an additional part-time seasonal groundskeeper position up to 25 hours per week.

2. Increase in SLP Staffing Pattern:

The anticipated student enrollment at Schramm Educational Center remains at capacity with significant augmentative communication needs. After reviewing anticipated enrollment numbers and preliminary data from the TMCSEA Needs Assessment, the Director recommends a 0.4 FTE position increase in the 2021-2022 SLP staffing pattern to meet service delivery needs at Schramm Educational Center and provide for adequate staffing levels on TMCSEA's low incidence diagnostic services teams.

3. Increase in Program Coordinator Staffing Pattern:

After reviewing preliminary data from the TMCSEA Needs Assessment, the Director recommends an additional full-time Program Coordinator position for the 2021-2022 school year to meet new member district contracted service needs, maintain adequate supervision of staff and provide support for low incidence diagnostic services teams.

4. Approve Memorandum of Understanding Regarding Remote Work Opportunities (Exhibit #2):

The Director asks for approval of the Memorandum of Understanding Regarding Remote Work Opportunities.

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

B. Informational:

1. Revision of Phase 4 Transition Plan:

Discussion was held regarding additional in-person learning days for Schramm Educational Center students.

C. Timberline Service Agreement Renewal (Exhibit #3):

The Association and member districts have utilized Timberline Billing Service, LLC for processing Medicaid Fee for Service claims since July 2013, and our current contract expires on June 30, 2021. We have been pleased with the high quality of customer service, technical assistance/training and knowledgeable expertise provided by Timberline. Informational presentations were provided to District Level Special Educational Administrators on January 29 to consider two potential vendors, Timberline and Embrace. The special education administrators were surveyed to obtain their feedback, and survey results indicated 50% prefer Timberline, and 50% were undecided/had no preference based on 14 responses. The cost for Embrace is 5% of the Medicaid reimbursement as compared to Timberline with an all-inclusive fee of 7%. There is no additional cost for Timberline to provide in-person training and conduct quality assurance reviews.

The Director recommends the contract renewal with Timberline, which is for a three-year term with no increase in service rates from the previous contract's fees. The fees are as follows: Each LEA shall pay Timberline a fee equal to 7% of the Medicaid reimbursement received by the LEA. This fee will be calculated monthly based on the paid claims for the preceding month. The master contract will again be with TMCSEA, and member districts will sign a one-page addendum that requires no board action on their part. The Director asked for approval of the agreement with Timberline Billing Service, LLC effective July 1, 2021 through June 30, 2024.

The motion was made by Dr. Hellrigel and seconded by Mr. Ingold to approve the Timberline Service Agreement as presented. Roll call was taken with all parties present voting aye. Motion carried.

D. TMCSEA Programs & Services Student Performance Data (Exhibit #4):

Student performance data was collected from January-December 2020 for Schramm, speech, hearing, vision, occupational therapy, and physical therapy services. Total percentages were based on successful completion of student IEP objectives. Overall, 78% of student IEP objectives were met across all TMCSEA programs and services, which is a 3% decrease from last year's total average of 81%.

E. Cash Basis Audit Practice (Exhibit #5):

Our audit will be prepared using the regulatory provisions prescribed by the Illinois State Board of Education, which differs from accounting principles generally accepted. The total cost for FY21 audit services shall not exceed \$12,500, as compared to the FY20 cost of \$15,350. This 18.57% decrease in the proposed total cost for services is due to the IDEA Grant Allocation Procedural Change and reduction in need for single audit work. The Director would like approval for the audit and annual financial report to be prepared on a cash basis by Gorenz and Associates, Ltd. with acceptance of the Regulatory Basis Engagement letter as presented.

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the Cash Basis Audit Practice with Gorenz and Associates as presented. Roll call was taken with all parties present voting aye. Motion carried.

F. Notification to Commence Collective Bargaining:

Pursuant to the Illinois Educational Labor Relations Act the SOS/IEA/NEA has provided written notification to commence collective bargaining. TMCSEA's administrative bargaining team includes: Marjorie Greuter, Jay Greening, Tina Lazarz, and Kristina Neville. Collective bargaining meetings are scheduled February 22 and March 1, 2021.

The motion was made by Dr. Hill and seconded by Mr. Ingold to approve the Commencement of Collective Bargaining. Roll call was taken with all parties present voting aye. Motion carried.

Closed Executive Session

The Executive Committee entered into closed session at 8:41am with a motion made by Dr. Brooks and seconded by Dr. Hill. Roll call was taken with all parties present voting aye. Motion carried.

1. 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 8:46am with a motion made by Mr. Ingold and seconded by Dr. Brooks. Motion carried through voice vote with all parties voting aye.

Action Items:

- A. There were no Action Items for this month's meeting.

Other Business/Information

The Director reviewed the FYI report.

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

Dr. Hellrigel motioned and Dr. Greuter seconded to adjourn the meeting with all parties in attendance voting aye. Motion carried. The Executive Committee meeting ended at 8:55am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee