

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
May 12, 2021

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, May 12, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:00am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Greuter, Dr. Allaman, Dr. Brooks and Mr. Ingold. Dr. Hill and Dr. Link were absent from this month's meeting.

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

Joint Consent – Open & Closed Session Minutes of April 14, 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 April 14, 2021 open and closed session minutes, destruction of verbatim records (Audio Recordings) of April 15, 2020 closed session meeting (no closed session held), 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. 2021-2022 School Calendar – Second Reading (Exhibit #1):

Exhibit #1 reflects the calendar for the 2021-2022 school year.

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the 2021-2022 school calendar as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

C. Needs Assessment – Contracted Staff (Exhibit #2):

Exhibit #2 confirms district requests for contracted professional services for the 2021-2022 school year. There has been an increase in member districts requesting contracted services next year, which will be reflected in the cooperative's proposed FY22 staffing pattern and budget. New requests include: Delavan (1.0 FTE 1:1 Schramm Paraprofessional) and Washington Central District 51 (.22 FTE Hearing Itinerant Services). Increases in OT/COTA and decreases in PT/PTA contracted services are reflected in the Exhibit. We currently have a 1.0 FTE School Psychologist position posted with no applicants. Some district requests for School Psychologist contracted services were unable to be provided and/or reduced due to a shortage in our current staffing pattern. Contracted personnel are billed on the actual cost of the salary/benefits of the individual professional. The actual cost will be sent in a confirmation letter to individual districts.

D. Interest Update (Exhibit #3):

This Exhibit summarizes the Association's interest revenues from 2006 through 2020. This fiscal year, the Association expended \$29,331.60 from interest revenues for security system upgrades. The current balance is \$132,035.38, which includes a \$100,000 contingency. In FY22, the Director recommended a security system upgrade from Christenberry Systems, which includes installation of a new card access point, proximity readers, door strikes, and door chimes to secure entry/exit to the new classroom. The total cost of \$8,752 can be funded by the Association's interest revenue, which is backed out of shared O&M costs to benefit member districts in the FY22 budget.

The Executive Committee approved a plan to build reserve funds for the cooperative in order to prevent the necessity for billing member districts for significant costs in the future with the IDEA Grant Allocation Procedural Change, and these funds have also

helped maintain adequate cash flow during FY21. The Executive Committee recommended the Director proactively build reserve funds for the cooperative by withholding \$100,000 from each tuition refund distributed to member districts in December 2018, June 2019, and December 2019. Based on guidance from the Executive Committee, the Director invested these retained refund amounts totaling \$300,000 in Certificates of Deposit (CD) with Morton Community Bank to accumulate \$5,902.68 in interest revenue, which is reflected in the Exhibit. An additional \$100,000 was retained from the June 2020 tuition refund, and \$400,000 was retained in December 2020 for a total of \$800,000 in tuition refund dollars withheld.

The motion was made by Mr. Ingold and seconded by Dr. Brooks to approve the use of interest funds for security upgrades as presented. Roll call was taken with all parties present voting aye. Motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Monica Maricle as a Licensed Practical Nurse:

The Director asked for approval to hire Monica Maricle as a Licensed Practical Nurse (LPN) beginning with the 2021-2022 school year at a salary of \$23,400 for 180 days.

2. Approve Hiring of Staci Petersen as a Paraprofessional:

The Director asked for approval to hire Staci Petersen as a Paraprofessional beginning with the 2021-2022 school year. Ms. Petersen will be placed on the salary schedule at TA2, Step 7.

3. Approve Increase in Assignment of Tim Estes, Part-Time Custodian:

Tim Estes is currently employed as a part-time custodian for 25 hours/week during the regular school term. His weekly hours were increased from 20 to 25 this school year due to the additional cleaning needed for COVID protocols. We currently have a Seasonal Groundkeeper position posted with no viable candidates, and the Director proposed an increase of Mr. Estes' assignment to work on the grounds for up to 25 hours per week during the summer. The Director recommends continuing Mr. Estes' weekly hours as part-time custodian for 25 hours per week during the regular school year and adding seasonal groundskeeper work for up to 25 hours per week during spring break and summer.

4. Approve Hiring of Charity Adams as a Financial Operations Manager (Exhibit #4):

The Job Title and Job Description of the Bookkeeper position have been updated to Financial Operations Manager, which is reflected in the Exhibit. The Director asks for approval to hire Charity Adams as a Financial Operations Manager at an annual salary of \$55,000 beginning on July 1, 2021. The Director recommended Ms. Adams be paid a daily rate of \$211.54 beginning on June 1 through June 30, 2021 for training with the current Bookkeeper for transition purposes.

5. Approve New Position of Financial Administrative Assistant (Exhibit #5):

The Director recommends eliminating the Secretary/Receptionist position and replacing it with a new position of Financial Administrative Assistant, which would be a 12-month position. The rationale for this position would be to have an individual that could be trained to be a backup for payroll as well as additional administrative office functions. The Director asked for approval of the Financial Administrative Assistant to competently serve our districts and maintain efficient office operations.

6. Approve Hiring of Desiree Krowlek as a Financial Administrative Assistant:

The Director asks for approval to hire Desiree Krowlek as a Financial Administrative Assistant at an annual salary of \$33,150 beginning on July 1, 2021. The Director recommends Ms. Krowlek be paid a daily rate of \$127.50 beginning on June 21 through June 30, 2021 for training with the current Secretary/Receptionist and Bookkeeper for transition purposes.

7. Approve Hiring of the Following Non-TMCSEA ESY Staff:

- April Emery, Teacher
- Melanie Ernst, Teacher
- Crystal Cosentine, Teacher
- Sharon Robinson, Teacher
- Tiffany Fletcher, Teacher

- Dione Gresham, Teacher
- Chris Snider, Adapted PE Teacher
- Caroleen Harper, Paraprofessional
- Chit Arrowsmith, Paraprofessional
- Jude Maxwell, Paraprofessional

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

B. Informational:

1. Resignation of Staci Petersen, Receptionist/Secretary (Exhibit #6):

The Director informed the Executive Committee of the resignation of Staci Petersen, Receptionist/Secretary effective at the end of summer.

2. Resignation of Lexi DeGreef, Job Coach (Exhibit #7):

The Director informed the Executive Committee of the resignation of Lexi DeGreef, Job Coach, effective at the end of the 2020-2021 school year.

3. Resignation of Candy Robosky, Teacher (Exhibit #8):

The Director informed the Executive Committee of the resignation of Candy Robosky, Teacher, effective at the end of the 2020-2021 school year.

C. Approval of License Agreement with North Pekin-Marquette Heights School District 102 (Exhibit #9):

The Exhibit reflects a two-year agreement with District 102 for use of its Elementary Building at a fee of \$20,000 per year. TMCSEA will be responsible for telephone, internet, and trash collection. District 102 will bill TMCSEA 70% of utility costs for the Elementary Building, which is estimated at \$7,000 annually. Custodial services will be shared, and TMCSEA will pay a pro-rated cost based on usage of custodial services, which is approximately \$10,700 annually. This is a total estimated annual cost of \$37,700 for the license agreement, not including telephone, internet and trash collection. The new building costs will be included in the FY22 budget and incorporated into the shared Administrative and O&M costs billed to member districts.

D. Revised FY22 Technology Plan (Exhibit #10):

The FY22 Technology Plan was approved at the April 14, 2021 Executive Committee meeting. The Exhibit reflects a reduction in technology supplies by \$10,000, and this amount will be used to offset the cost of internet services at the new building due to inability to apply for additional E-Rate discounts during this fiscal year.

The motion was made by Dr. Brooks and seconded by Dr. Greuter to approve the Revised FY22 Technology Plan as presented. Roll call was taken with all parties present voting aye. Motion carried.

E. Addendum to Contractual Agreement with Watts (Exhibit #11):

We are in the third year of a five year agreement with Watts Copy Systems, Inc. An addendum has been prepared to lease an additional printer/copier/fax machine at the new Elementary Building, which is an additional monthly cost of \$157.50 plus our current per image rate for a two-year term.

The motion was made by Mr. Ingold and seconded by Dr. Brooks to approve the Addendum with Watts as presented. Roll call was taken with all parties present voting aye. Motion carried.

F. Extended School Year 2021 Staffing Pattern and Budget (Exhibit #12):

The half-day Extended School Year program will run from June 14 through July 16, with a staff work day on June 11th. There will be no school on July 5. Ms. Behrends will be providing coordination of our ESY Program. Our ESY Program will be delivered in-person, but we will also offer a remote option. Contracted speech therapy, physical therapy, and 1:1 paraprofessional services from

TMCSEA have been added into the ESY budget at member district request. These services will be billed to Creve Coeur #76, Pekin Community High School #303, East Peoria Community High School #309, and Delavan #703, which will be deducted from the total budget prior to calculating the tuition rate. Additionally, transportation costs will be backed out of the tuition rate as no community-based instruction/recreation trips will take place this summer due to COVID restrictions. We have based this year's tuition of \$1,806 on 65 students with growth to 70.

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to approve the ESY Staffing Pattern and Budget as presented. Roll call was taken with all parties present voting aye. Motion carried.

G. 2021-2022 Tentative Staffing Pattern (Exhibit #13):

Exhibit #13 reflects the tentative staffing pattern for the 2021-2022 school year.

The motion was made by Dr. Brooks and seconded by Mr. Ingold to approve the 2021-2022 Staffing Pattern as presented. Roll call was taken with all parties present voting aye. Motion carried.

H. 2021-2022 Professional Development Plan (Exhibit #14):

The attached plan addresses professional development activities supported by TMCSEA to provide best practices and training initiatives to our 21 member districts. The Exhibit reflects specific professional development opportunities that have been established at this time. The Director recommended approval of this \$188,300 budget, which will be incorporated into the Professional Development shared cost billed to member districts based on child count in FY22.

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to approve the 2021-2022 Professional Development Plan as presented. Roll call was taken with all parties present voting aye. Motion carried.

I. 2021-2022 Initial Budget Presentation (Exhibit #15):

TMCSEA's initial draft budget reflects the proposed staffing pattern, professional development plan, and ESY program. District requests for contracted services reflect an increase in OT/COTA services and Hearing Itinerant services. We were unable to fulfill additional contracted requests for School Psychologists due to a staffing shortage in this area. Schramm Educational Center's enrollment is projected to increase from this year. A 1.0 FTE teacher and 1.0 FTE paraprofessional position have been added to staff an additional elementary classroom. Projected Schramm tuition reflects an increase of 4% at \$23,464 per student next school year.

The FY22 budget includes an 81% personnel proration, which reflects the Base Funding Minimum amount of \$407,592.50 from Evidence-Based Funding. Federal TRS is currently at 10.41% and projected to decrease to 10.31%. Our IMRF employer contribution will decrease from 9.93% to 7.76% on January 1, 2022. Initial health insurance premium projections were estimated at approximately a 3% increase. The DHS Transition Specialist contract amount remains the same at \$98,310. The FY22 initial budget reflects a 6.74% increase overall.

Administrative shared costs reflect an increase of 9.84% at a billed rate of \$182.33 per student. Operations & Maintenance shared costs reflect an increase of 20.36% at a billed rate of \$95.60 per student. Low Incidence Diagnostic & Consultation Services reflect an overall increase of 16.9% at a billed rate of \$159.60. Professional Development reflects an increase of 31.89% at a billed rate of \$109.56, which may be paid from IDEA Grant funds. All shared costs will be billed in 10 equal payments to member districts beginning in July for cash flow purposes.

J. Child Count December 1, 2020 (Exhibit #16):

Exhibit #16 reflects the December 1, 2020 special education child count numbers for Tazewell and Mason counties. This December 1, 2020 child count is considered final at 3,783 students, which reflects an overall decrease of 106 students from the previous year. This child count will be used for FY22 district billing.

Closed Executive Session

There were no items for closed session.

Action Items:

There are 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, June 16, 2021** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Greuter motioned and Mr. Ingold seconded to adjourn the meeting with all parties in attendance voting aye. Motion carried. The Executive Committee meeting ended at 8:59am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee