

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
August 11, 2021

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, August 11, 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. Brooks, Mr. Ingold, Dr. Link and Dr. Greuter. Dr. Allaman arrived at 8:06am. Dr. Hill was absent from this month's meeting.

Others in attendance: Kristina Neville, Charity Adams and Terrie Schappaugh.

Joint Consent – Open & Closed Session Minutes of July 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 July 14, 2021 open and closed session minutes, destruction of verbatim records (Audio Recordings) of June 10, 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 at the time of this meeting.

The motion was made by Dr. Link and seconded by Dr. Brooks to approve the Joint Consent items as presented. Roll call was taken and 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. Extended School Year Update (Exhibit #1):

Schramm Educational Center provided Extended School Year (ESY) programming to 63 students from June 14-July 16. Instruction was delivered in-person and remotely to students for 24 days during the hours of 8:00am - noon. Student attendance for the program decreased in enrollment due to some parents opting out of instruction this summer. Therefore, billed tuition reflected an increase to \$1,863.63 from the projected rate of \$1,806.00, respectively. A work day was beneficial for staff on June 11 to plan for instruction as well as receive an orientation with Kari Behrends, Program Coordinator.

C. Director's Goals 2021-2022 – Second Reading (Exhibit #2):

There are no changes to these goals as presented at the July meeting. The Director requested approval of these goals at this time.

The motion was made by Mr. Ingold and seconded by Dr. Link to approve the Director's Goals as presented. Roll call was taken through voice vote with all parties present voting aye, motion carried

D. Cooperative American Rescue Plan (ARP) ESSERIII Grant (Exhibit #3):

Under the Elementary and Secondary School Emergency Relief III ARP Fund (ESSER III), the Department awards grants to State educational agencies (SEAs) for the purpose of providing activities and interventions that respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID 19 on underrepresented student subgroups, including each major racial and ethnic subgroup, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care: 1) for the implementation of evidence-based interventions aimed specifically at addressing learning loss such as summer learning or summer enrichment, extended day, comprehensive after-school programs, or extended school year programs; 2) for evidence-based summer enrichment programs; and 3) for evidence-based comprehensive after-school programs.

Cooperatives listed as serving schools are eligible to receive a portion of the State set aside distribution of 7%, and the total ESSER III allocation amount for TMCSEA is \$302,351. The grant application is due by August 15, 2021 to receive a July 1, 2021 start date. The eligible reimbursement period is March 13, 2020 through September 30, 2024 as long as requirements are met. The proposed ESSER III Spending Plan is enclosed in the exhibit, which will be shared with stakeholders and posted on the Association's website for additional feedback. The grant application reflects the following budget of \$188,473 to address learning loss; \$56,939 for summer enrichment; and \$56,939 for after school programs. The Director asked for approval to submit the Cooperative ARP ESSER III Grant Application to ISBE.

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the ESSER III Grant Application as presented. Roll call was taken and motion carried.

E. Final Budget Presentation for 2021-2022 FY22 Prior to Annual Policy Board Meeting – Material Distributed at the Meeting:

The final budget reflects an 11.3% total increase overall for FY22. An elementary classroom has been added at Schramm Educational Center to address growth in student enrollment and building capacity. In order to maintain high quality services at Schramm and meet member district requests, the budget reflects the following increases in the staffing pattern: 1.0 FTE Teacher; 2.0 FTE Paraprofessionals; 1.0 FTE Program Coordinator; 0.2 FTE Occupational Therapist; and 0.4 FTE Speech/Language Pathologist. Two positions to support the Administrative Office and Custodian/Groundskeeper areas have revised roles with an increase in time to provide efficient year-round operation of the Association.

The final budget reflects the cost of a new lease and expenses for our Satellite Office & Rogers Professional Development Center located at 109 Rogers Road in North Pekin. An additional \$15,000 in Medicaid Administrative Outreach Revenue to offset initial office equipment and furniture expenses has also been included in the budget. The Director recommends using interest revenue to fund a total of \$9,000 for security system upgrades, which includes the new classroom at Schramm.

This will be the first year of a four-year Collective Bargaining Agreement. The final budget incorporates one year of contract salary raises as well as a 3% increase in health insurance premiums. Federal TRS amounts decreased from the previous year's rate of 10.41% to 10.31% in this fiscal year. IMRF average rates decreased from 10.325% to 8.845%. Schramm tuition is based on 75 students, and the final rate is \$23,873. ESSER II and ESSER III funds to be expended in FY22 have been included in this budget as well.

The motion was made by Dr. Brooks and seconded by Dr. Link to approve the 2021-2022 FY22 Budget as presented. Roll call was taken and motion carried.

F. Special Education Procedures:

Revised Special Education Procedures were presented to the Executive Committee for a first reading at its July 14, 2021 meeting. Given recent legislative changes, the Director would like to postpone the second reading of these procedures in order to consult with the cooperative's attorney. The Director will keep the Executive Committee updated on legal guidance regarding the adoption of revised special education procedures.

G. Policy Updates – Second Reading (Exhibit #4):

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

- 2:10 Cooperative Governance
- 2:130 Policy Board/Executive Committee Director Relationship
- 2:240 Board Policy Development
- 2:240-E1 Exhibit - PRESS Issue Updates
- 2:240-E2 Exhibit - Developing Local Policy
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 6:235 Access to Electronic Networks
- 6:255 Assemblies and Ceremonies
- 7:280 Communicable and Chronic Infectious Disease
- 8:90 Parent Organizations and Booster Clubs
- 1:10 Cooperative Legal Status

- 1:20 Cooperative Organization, Operations and Cooperative Agreements
- 3:30 Chain of Command
- 6:100 Using Animals in the Educational Program
- 7:230 Misconduct by Students with Disabilities

The motion was made by Mr. Ingold and seconded by Dr. Allaman to approve the policy updates as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Sharon Robinson as a Long-Term Substitute Teacher:

Sharon Robinson is a retired teacher of Schramm Educational Center. Due to a vacancy with no viable applicants, the Director asked for approval to hire Ms. Robinson as a long-term substitute teacher for the 2021-2022 school year at a daily rate of \$334.81 for up to 110 days.

2. Approve Hiring of Grace Hill as a Paraprofessional:

The Director asked for approval to hire Grace Hill, pending ISBE licensure, as a Paraprofessional for Schramm Educational Center beginning in the 2021-2022 school year. Ms. Hill will be placed on the salary schedule at TA2, Step 1.

3. Approve Hiring of a Paraprofessional – Candidate to be Named:

The Association was unable to secure a candidate for this position.

4. Approve Leave of Absence Request of Erin Phillips, SLP (Exhibit #5):

Erin Phillips is employed as a part-time (0.6 FTE) Speech/Language Pathologist who provides contracted speech services to a member district. The Director asked for approval of Ms. Phillips' unpaid leave of absence request for the 2021-2022 school year.

5. Approve Increase from 0.4 FTE to 0.6 FTE of Nicole Campbell, SLP:

Nicole Campbell is currently employed as a part-time (0.4 FTE) Speech/Language Pathologist who provides speech therapy at Schramm Educational Center. The Director asked for approval to increase Ms. Campbell's part-time position from 0.4 FTE to 0.6 FTE during the 2021-2022 school year in order to provide coverage of contracted speech services for 0.2 FTE to a member district due to a leave of absence.

6. Approve Hiring of a Part-Time Speech/Language Pathologist – Candidate to be Named:

The Association was unable to secure a candidate for this position.

7. Approve Hiring of a School Social Worker – Candidate to be Named:

The Association was unable to secure a candidate for this position.

8. Approve Memorandum of Understanding Regarding Remote Work Opportunities (Exhibit #6):

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

The motion was made by Dr. Brooks and seconded by Dr. Hellrigel to approve the Joint Consent items as presented. Roll call was taken and motion carried.

B. Informational:

1. Resignation of Leticia Powell, Paraprofessional (Exhibit #7):

The Director informed the Executive Committee of the resignation of Ms. Powell as a Paraprofessional.

2. Resignation of Rachel Hughes, Paraprofessional (Exhibit #8):

The Director informed the Executive Committee of the resignation of Ms. Hughes as a Paraprofessional.

3. Resignation of Lori Ringel, Social Worker (Exhibit #9):

The Director informed the Executive Committee of the resignation of Ms. Ringel as a Social Worker.

4. Memorial Donation to Schramm Educational Center:

The Director informed the Executive Committee of an anticipated bequest to Schramm Educational Center.

C. Approve Agreement with Huron Consulting Group, LLC/Studer Education (Exhibit #10):

Huron Consulting Group, LLC/Studer Education is proposing a 3-year agreement for purchased services to create a culture of engagement, execution and excellence through the implementation of a system-wide continuous improvement approach and evidence-based leadership practices and framework for the Association. This work will directly support initiatives that are deemed critical to TMCSEA's success in providing high quality, specialized education services and aligning those services to solutions for defined problems of practice. The continuous improvement framework and leadership development will support, among other things, the monitoring, adjusting, and reporting on progress toward key priorities and initiatives aimed at serving all students in new and improved ways as the response to the COVID-19 pandemic evolves over time. The Director recommended funding these expenditures from the Cooperative ARP ESSER III Grant. The annual cost is \$51,129, which includes all consulting services, materials, technology, and travel expenses. The total cost of the 3-year agreement is \$153,387 from September 1, 2021 through August 31, 2024.

The motion was made by Dr. Allaman and seconded by Dr. Link to approve the Agreement with Huron Consulting Group, LLC/Studer Education as presented. Roll call was taken and motion carried.

D. Approve TMCSEA/Schramm Educational Center Return to School Plan – Exhibit Distributed at Meeting:

The proposed TMCSEA/Schramm Educational Center Return to School Plan was reviewed with input and discussion from the Executive Committee.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the Return to School Plan as presented. Roll call was taken and motion carried.

E. Schedule of Labor Management Relations Committee (Exhibit #11):

Exhibit #11 reflects the 2021-2022 LMRC meeting schedule. Meetings are only held when there is an agreed upon topic for an agenda. Dr. Greuter will be representing the Executive Committee on Labor Management Relations.

F. Approve Student Discipline Policies & Procedures Manual (Exhibit #12):

The TMCSEA/Schramm Educational Center Student Discipline Policies & Procedures Manual has been updated. Annual approval by the Executive Committee is required by Policy 7:190.

Closed Executive Session

There were no items for closed session.

Action Items

There were no action items for this month's meeting.

Other Business/Information

There is no Director's Report for this month's meeting.

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

Dr. Hellrigel motioned and Dr. Link seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:50am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee