

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

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, November 10, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:04am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Brooks, Mr. Ingold, Dr. Hill, and Dr. Greuter. Dr. Allaman arrived just after roll call was taken. Dr. Link was absent from this month's meeting.

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

Joint Consent – Open Session Minutes of October 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 October 13, 2021 open session minutes, destruction of verbatim records (Audio Recordings) of September 9, 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 at the time of this meeting.

The motion was made by Dr. Brooks and seconded by Dr. Hill 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. 2020-2021 LEA Determinations – Revised (Exhibit #1):

The 2020-2021 LEA Determinations were presented to the Executive Committee in October; however, an error was discovered after last month's meeting. Exhibit #1 reflects the revised 2020-2021 LEA Determinations for member districts.

C. TMCSEA Satellite Program Survey (Exhibit #2):

At the October Executive Committee meeting, it was determined that member districts should complete a follow up survey for specific input regarding cooperative satellite program needs. Exhibit #1 summarizes feedback from member district superintendents and special education administrators. The Executive Committee requested a cost analysis to determine the feasibility of operating a cooperative satellite program for students with Emotional Disabilities at the 109 Rogers Road location in North Pekin.

D. TMCSEA Adjusted Billing for 2020-2021 (Exhibit #3):

Exhibit #3 reflects the final adjusted billing for Schramm, Extended School Year, Administrative, Operations/Maintenance, and Low Incidence Diagnostic Services (LIDS). A combined total of \$206,209 will be returned to member districts based on their December 1, 2019 Child Count for Administrative, Operations/Maintenance, and LIDS costs reflective of FY21 actual expenditures.

Schramm's final adjusted billing results in a \$2,731 per 1.0 FTE return of unspent gross billed tuition, and Extended School Year's final adjusted billing results in a \$27 per 1.0 FTE return of additional gross billed tuition. The adjusted billing refunds will be issued by check to member districts.

The motion was made by Dr. Greuter and seconded by Mr. Ingold to approve the TMCSEA Adjusted Billing as presented. Roll call was taken and motion carried.

E. Hearing, Vision, OT & PT Financial Analysis (Exhibit #4):

The enclosed exhibit outlines the gains/losses to the itinerant service programs provided by the Association during the 2020-2021 school year. This exhibit includes a ten-year comparison and cost analysis. The ten-year cumulative loss across all itinerant programs is \$168,793.

Previously, vision and hearing itinerant programs have recouped some of our program costs due to an increase in student enrollment. In FY21, vision revenues increased, which was supplemented by the introduction of Orientation & Mobility services. The revenue for the hearing itinerant program should continue to show increases as visits for assistive technology technical support are now being billed consistently. OT/PT revenues continue to operate at an overall loss; however, this deficit has been reduced when compared to last year's numbers. When a district is utilizing a significant portion of services, we have the ability to contract the person as an option to the per visit cost. Billed rates have been increased beginning in FY22 to offset overall program losses, and no changes are recommended for FY23.

F. Medicaid Reimbursement 2020-2021:

Medicaid reimbursement flows to schools through two programs, Administrative Outreach Claim (MAC) and Fee-for-Service (FFS). Districts can no longer claim TMCSEA staff on the district's MAC participant list. Now, only TMCSEA may claim its employees on our MAC Participant List, even if districts contract TMCSEA employees. This is due to a new cost settlement process. Beginning in FY22, all Fee-for-Service revenue that is generated by TMCSEA staff serving member district students will go directly to TMCSEA. Then, TMCSEA will flow this Fee-for-Service money back to each member district on a quarterly basis according to FFS billing reports from Timberline. Districts' revenue will not be impacted by this new "flow through" process for Medicaid reimbursement. After the fourth quarter Fee-for-Service claim period, it is anticipated there will be a new cost settlement method for reconciling Fee-for-Service reimbursement. If so, the Director recommends using Child Count to disburse any additional revenue or bill any remaining shortfall back to districts.

During April 1, 2020 - March 30, 2021, TMCSEA received \$97,285 in revenues from Administrative Outreach, which will continue to fund technology purchases for the Association. It is important to note that the revenue used to fund technology purchases is backed out of TMCSEA shared administrative costs, which benefits member districts.

The motion was made by Dr. Hellrigel and seconded by Dr. Greuter to approve the Medicaid Reimbursement as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Nicole Melton as a Paraprofessional:

The Director asks for approval to hire Nicole Melton as a full-time Paraprofessional for the 2021-2022 school year. Ms. Melton will be placed on the salary schedule at TA 2, Step 10. Ms. Melton will provide contracted 1:1 aide services for a student at Schramm Educational Center to fulfill a member district request.

2. Approve Hiring of Mimi Patton as a Paraprofessional:

The Director asks for approval to hire Mimi Patton as a full-time Paraprofessional for the 2021-2022 school year, pending ISBE licensure. Ms. Patton will be placed on the salary schedule at TA 2, Step 4.

3. Approve Hiring of Allee Mayberry as a Transition Secretary:

The Director asks for approval to hire Allee Mayberry as a full-time Transition Secretary beginning on November 15, 2021 through June 30, 2022 at a salary of \$16,920. This is a new position for 200 days annually and 7.5 hours per day, which will replace the Transition Specialist Assistant position.

4. ENTEC Mechanical Agreement (Exhibit #5):

The Director recommends continuing our Technical Support Agreement with ENTEC for the heating/air conditioning mechanical systems. ENTEC provides preventative maintenance and repairs to our HVAC units. The annual cost is \$5,120, which is no increase from last year.

5. Snow Removal Agreement (Exhibit #6):

David Burling Excavating, Inc. has provided snow plowing for the Association as needed to clear snow from our parking lot and driveways. This service is used on an as-needed basis at a cost of \$140 per plow for 2” or more of snow removal. There was no increase to these rates. The Director recommends approval of this agreement.

The motion was made by Mr. Ingold and seconded by Dr. Hill to approve the New Business Joint Consent as presented. Roll call was taken and motion carried.

B. Informational:

1. Resignation of Courtney Moore, Paraprofessional (Exhibit #7):

The Director is informing the Executive Committee of the resignation of Courtney Moore, Paraprofessional, effective November 5, 2021.

C. Annual Statement of Affairs – Exhibit Distributed at Meeting:

The Annual Statement of Affairs is provided for review by the Executive Committee and will be posted in the *Pekin Daily Times* by December 1, 2021.

Closed Executive Session

There are no items for closed session.

Action Items

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, December 8, 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. The Executive Committee meeting ended at 8:41am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee