

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**December 8, 2021**

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

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

**Joint Consent – Open Session Minutes of November 10, 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 November 10, 2021 open session minutes, destruction of verbatim records (Audio Recordings) of October 14, 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. Hill and seconded by Dr. Link 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. 2021-2022 Amended School Calendar (Exhibit #1):**

The 2021-2022 school calendar has been amended. Two Emergency Days were taken on November 15-16 due to a power outage and damage to our boiler with no heat. Therefore, our Teacher Institute was moved from May 26 to May 31, 2022.

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

**New Business**

**A. Joint Consent:**

**1. Approve Hiring of Laura Smith as a Teacher:**

Laura Smith is currently employed as a Student Teacher at Schramm Educational Center. Ms. Smith has a Bachelor's degree and ISBE Substitute Teacher License. She is completing a Master of Teaching in Special Education degree through Liberty University in December 2021. The Director asks for approval to hire Ms. Smith as a Teacher beginning January 3, 2022. Ms. Smith will be placed on the certified salary schedule at MS, Step 1.

**2. Approve Hiring of Molly Reeser as a Certified Occupational Therapy Assistant:**

Due to a mid-year leave of absence and resignation, the Director asks to hire Molly Reeser as a COTA beginning on December 13, 2021. Ms. Reeser will be placed on the COTA salary schedule at Step 8.

**3. Approve Hiring of Jamie Talley as a Long-Term Substitute Speech/Language Pathologist:**

Due to coverage for a year-long leave of absence, the Director asks to hire Jamie Talley as a Long-Term Substitute SLP beginning second semester at a daily rate of \$261.08 for up to 40 days. Ms. Talley will provide contracted speech services to a member district.

4. Approve Hiring of Stephanie McCain as a Licensed Practical Nurse:

The Director asks for approval to hire Stephanie McCain as a full-time LPN at Schramm Educational Center beginning on January 3, 2022 at a salary of \$13,240.50 for 97 days.

5. Approve Hiring of Heidi Putman as a Long-Term Substitute Teacher:

Due to unfilled vacancies, the Director asks for approval to hire Heidi Putman as a Long-Term Substitute Teacher beginning second semester at a daily rate of \$200.00 for up to 97 days.

6. Approve Leave of Absence for Heather Schackow, Paraprofessional (Exhibit #2):

Heather Schackow did not qualify for FMLA, and all paid time off has been exhausted. The Director asks for approval of Ms. Schackow's unpaid intermittent leave of absence through December 17 on a limited basis.

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

**B. Informational:**

1. Resignation of Monica Maricle, Licensed Practical Nurse (Exhibit #3):

The Director is informing the Executive Committee of Ms. Maricle's resignation on November 18, 2021.

2. Resignation of Madison Haynes, Paraprofessional (Exhibit #4):

The Director is informing the Executive Committee of Ms. Haynes' resignation on December 3, 2021.

3. Resignation of Kerry Rohman, Speech/Language Pathologist (Exhibit #5):

The Director is informing the Executive Committee of Ms. Rohman's resignation effective at the end of the 2021-2022 school year.

4. Employee Engagement Survey – Exhibit Distributed at Meeting:

The Director provided a summary to the Executive Committee of the Fall 2021 Results Report from our Employee Engagement Survey facilitated by Studer Education.

C. Audiology Booth Rental:

Way to Grow Pediatric Therapy is located in Peoria and provides comprehensive pediatric therapy services to individuals from birth to 18 years of age in the Central Illinois Area. The Director was approached by Sarah Myers, SLP & business owner, who inquired about renting our audiology booth space one day per week in order to offer audiological testing for children ages birth to three through the Illinois Early Intervention (EI) System. TMCSEA contracts a part-time audiologist, Dr. Joanna Capobianco, who would also be privately contracted by Way to Grow Pediatric Therapy to conduct these EI evaluations on site. The Director asks for approval to proceed with a rental agreement for use of our audiology booth at a daily rate of \$100 (\$50 per half day) up to one full day weekly during the Association's regular business hours.

The motion was made by Dr. Hill and seconded by Dr. Link to approve the Audiology Booth Rental as presented. Roll call was taken and motion carried.

D. Satellite ED Program 2022-2023:

The Director estimated tuition for a cooperative satellite ED Program beginning in the 2022-2023 school year for 18-24 students in grades K-12. This would be a separate public day school program for students with emotional disabilities housed at 109 Rogers Road in North Pekin consisting of 3 classrooms with one teacher and two paraprofessionals per class. A full-time administrator and secretary as well as Social Work, BCBA/Psychologist, and School Nurse services are included in the annual cost. All other related services such as Speech, OT, and PT would be billed separately. The initial estimate for annual tuition is approximately \$30,000-\$40,000 per 1.0FTE, depending on total enrollment.

Given the significant amount of time required to hire staff, complete professional development/training, and prepare for start-up of this new program, the Director proposed a shared cost scenario during first semester based on member district child count, which is estimated at \$90 per child. Anticipated student attendance would begin in January 2023, and districts would pay tuition second semester, which would be approximately \$21,000 per student.

E. Approval to Void Outstanding Checks from the TMCSEA General Ledger (Exhibit #6):

The Exhibit reflects checks that were issued to previous employees that have not yet cleared from 2/14/08 thru 3/16/20. Based on guidance from our auditors, these individuals will be notified and re-issued checks. Any checks that do not clear in a reasonable amount of time will be sent to the Illinois State Treasurer Unclaimed Property Division. The Director asked for approval to void and re-issue checks with a total outstanding balance of \$2,370.55 in order to fully reconcile our accounts payable.

The motion was made by Dr. Hellrigel and seconded by Dr. Link to approve the voiding and re-issuing of these checks as presented. Roll call was taken and motion carried.

F. Policy Updates – First Reading (Exhibit #7):

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

- 4:165 Awareness & Prevention of Child Sexual Abuse & Grooming Behaviors - **New**
- 2:20 Powers & Duties of the Policy Board
- 2:105 Ethics & Gift Ban
- 2:110 Qualifications, Term & Duties of Officers
- 2:220 Policy Board/Executive Committee Meeting Procedure
- 2:260 Uniform Grievance Procedure
- 3:40 Director
- 3:50 Administrative Personnel Other Than the Director
- 4:60 Purchases & Contracts
- 4:160 Environmental Quality of Buildings & Grounds
- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 5:10 Equal Employment Opportunity & Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process & Criteria
- 5:50 Drug & Alcohol-Free Workplace; E-Cigarette, Tobacco, & Cannabis Prohibition
- 5:90 Abused & Neglected Child Reporting
- 5:100 Staff Development Program
- 5:120 Employee Ethics; Conduct; & Conflict of Interest
- 5:125 Personal Technology & Social Media; Usage & Conduct
- 5:150 Personnel Records
- 5:185 Family & Medical Leave
- 5:200 Terms & Conditions of Employment & Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:330 Sick Days, Vacation, Holidays, & Leaves
- 6:20 Calendar & Day
- 6:50 School Wellness
- 6:120 Education of Children with Disabilities
- 6:300 Graduation Requirements
- 6:340 Student Testing Assessment Program
- 7:10 Equal Educational Opportunities
- 7:20 Harassment of Students Prohibited
- 7:60 Residency
- 7:70 Attendance & Truancy
- 7:80 Release Time for Religious Instruction/Observance
- 7:150 Agency & Police Interviews
- 7:160 Student Appearance

- 7:180 Prevention of & Response to Bullying, Intimidation, & Harassment
- 7:190 Student Behavior
- 7:200 Suspension Procedures
- 7:210 Expulsion Procedures
- 7:250 Student Support Services
- 7:290 Suicide & Depression Awareness & Prevention
- 7:310 Restrictions on Publications; Elementary Schools
- 7:315 Restrictions on Publications; High Schools
- 7:340 Student Records
- 7:345 Use of Educational Technologies; Student Data Privacy & Security
- 2:220-E3 Exhibit: Closed Session Meeting Minutes - Rewritten

This is the first reading of the following policy updates recommended for 5-Year Review by PRESS:

- 4:120 Food Services
- 8:100 Relations with Other Organizations and Agencies

#### **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 shared information from the IAASE Board Meeting.

The next Executive Committee meeting is scheduled for **Wednesday, January 12, 2022** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Hill motioned and Dr. Link seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:58am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee