

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
January 12, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, January 12, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:03am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Allaman, Dr. Brooks, Dr. Greuter and Dr. Hill. Dr. Link and Mr. Ingold were absent from this month's meeting.

Others in attendance: Kristina Neville and Charity Adams.

Joint Consent – Open Session Minutes of December 8, 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 December 8, 2021 open session minutes, destruction of verbatim records (Audio Recordings) of November 10, 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. Allaman 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 districts' financial payments are current.

B. IDEA Grants:

Final FY22 Individuals with Disabilities Education Act (IDEA) Part B Flow Through and Preschool allocations, as well as Nonpublic Proportionate Share set-asides, have been calculated by ISBE and shared with member districts. Additional IDEA Flow Through and Preschool funds were made available through the American Rescue Plan (ARP), which is a separate grant award via IWAS.

C. Satellite ED Program Options

The majority of member districts indicated a significant priority for additional programming for students with emotional disabilities based on survey results this fall. Therefore, the Director drafted two options for Executive Committee consideration regarding the initial start-up of a cooperative Satellite ED Program to be housed at 109 Rogers Road in North Pekin.

The first option proposes a shared cost scenario during first semester of the 2022-2023 school year 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 during second semester. This program would consist of 3 classrooms with one teacher and two paraprofessionals per class with a total enrollment of 18-24 students in grades K-12. All member district superintendents and special education administrators were asked for feedback via email. Two superintendents responded in support of this option, and two superintendents noted issues with higher shared costs for FY23. Given the minimal feedback and concerns with raising shared costs for all districts to fund a program that not all may use, the Director developed a second option for Executive Committee feedback.

The second option involves restructuring the cooperative's administrative staffing pattern for the 2022-2023 school year and assigning an existing Program Coordinator position to complete the planning, development, recruitment and staffing of a cooperative Satellite ED Program for a portion of their time. Similar shared costs would be maintained for our districts in FY23. All Satellite ED Program staff and student placements would begin in the fall of 2023, which would be fully funded on a tuition basis beginning with the 2023-2024 school year. Although this delays student placements by one semester when compared to the first option, it does not transfer increased shared costs to member districts. It would also allow more time to recruit and hire staff in this shortage environment. It is important to note that there may be an opportunity for additional classrooms and student placements in the 2023-2024 school year,

depending on staffing and enrollment variables, which would help offset tuition at a more reasonable rate. This option would allow for the creation of a succession plan with a potential new position of an Assistant Director beginning with the 2023-2024 school year in an effort to prepare proactively for the Director's retirement. The Assistant Director position will be required to complete graduate programming for Superintendent Endorsement.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the second option for establishing a Satellite ED Program beginning with the 2023-2024 school year. Roll call was taken and motion carried.

D. Policy Updates – Second Reading (Exhibit #1):

This is the second 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

The motion was made by Dr. Hill and seconded by Dr. Greuter to approve the Policy updates as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

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

There was no candidate brought to the meeting for approval.

2. Approve Hiring of a Behavior Specialist Assistant – Candidate to be Named:

The Director asks for approval to hire a Jessica Schulzki as a full-time Behavior Specialist Assistant beginning on February 14, 2022 at a salary of \$11,680.00 for 73 days.

3. Increase in Vision Itinerant Staffing Pattern:

TMCSEA currently employs 2.4 FTE Teachers of the Visually Impaired to provide Vision Itinerant Services for our member districts. We have recently seen an increase in students requiring Braille services, which requires a significant portion of instructional time and materials preparation. The Director asked for approval to eliminate the part-time (0.4 FTE) position and post a full-time Teacher of the Visually Impaired position for the 2022-2023 school year.

4. Approval of Skyward Software Proposal (Exhibit #2):

The cooperative is due for an upgrade to its human resource and financial management software. The Financial Operations Manager researched two programs, Skyward and iVisions by Tyler Technologies. The Skyward School Business Suite Software is the most cost effective and will meet our current needs. The Director recommends approval of the Total School Business Suite Software for Employee Management for an initial cost of \$5,848 in FY22, which includes software and 23 hours of training. This will allow our employees to have access to their information more independently. There are adequate funds in our current fiscal year's budget to cover this cost. The Director asked for approval of this initial agreement for \$5,848 with Skyward as presented.

For future planning purposes, the second phase of implementation will be proposed in FY23 for Qmlativ Migration Service - Gold and True Time. The Qmlativ Service will be the full suite of school business software including finance, employee access, staff planning, payroll, position management, professional development center, substitute tracking and time off. The True Time will allow for approval of timesheets electronically. This will enable our Administrative Office to run more efficiently and provide employees with easily accessible, real-time financial and benefits information. The annual cost for the Skyward Qmlativ Business Suite Core Package is \$9,182 as compared to our current Skyward SMS 2.0 recurring fee of \$10,202. Beginning in FY23, a 5-year agreement will be proposed with the following annual costs: Year 1 is \$15,681, which includes initial set up; Year 2 is \$9,469; Year 3 is \$9,469; Year 4 is \$9,828.82; and Year 5 is \$10,202.32. The final two years of the agreement reflect a 3.8% increase annually. These final two proposals will be brought to the Executive Committee for approval at the July 2022 meeting.

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

B. Informational:

1. Resignation of Rachel Leman as a Certified Occupational Therapy Assistant (Exhibit #3):

The Director is informing the Executive Committee of Ms. Leman's revised resignation date of February 8, 2022.

2. Resignation of Nancy Frantz as a Teacher of the Visually Impaired (Exhibit #4):

The Director is informing the Executive Committee of Ms. Frantz's resignation on May 20, 2022.

3. Grand Canyon University School Psychology Program):

The Director and other area Special Education Cooperative Directors have been in contact with a local representative of Grand Canyon University (GCU). GCU would like to fly our group to Phoenix to the main campus to meet with the President of the University and discuss creating a School Psychology Program in Illinois. The Director has been invited to represent IAASE, TMCSEA and its member districts in this initiative on January 27-28 in Arizona. A strong show of support should be beneficial in getting a program moving forward to help address the School Psychologist staffing shortage in our geographic area. Additionally, the Director will discuss the opportunity for a "Grow Your Own" partnership with GCU to address educator staffing shortages on behalf of the cooperative and its member districts.

C. Mid-Year Enrollment Numbers (Exhibit #5):

Enrollment at Schramm Educational Center remains stable at 73 students. District consultations/trainings show an increase from the previous year. Autism Consultations, Educational/Behavioral Consultations, Student Consultations, and Hearing & Vision Consultations remain consistent overall. Hearing Itinerant Caseloads show a decrease over last year's numbers. Assistive Technology, Autism Consultations/Evaluations, Educational/Behavioral Evaluations, Low Incidence Evaluations, Vision Evaluations, Medical Reviews and Transition Consultations show an increase over last year. Occupational and Physical Therapy consultations/evaluations have increased from last year, and caseloads remain consistent overall. The Occupational Therapy numbers will continue to be monitored closely to ensure next year's staffing levels can meet district demands. At the conclusion of first semester, TMCSEA has completed 296 Evaluations, 264 Consultations, and provided training for 543 cooperative and member district staff.

D. Mid-Year Program Coordinators Summary Report (Exhibit #6):

This exhibit reflects mid-year updates for services and programs provided by TMCSEA. All areas have goals focused on continued improvement and professional development to meet our districts' needs.

E. Mid-Year Director's Report (Exhibit #7):

This Exhibit reflects progress toward goals and continued support to the member districts of the Association.

F. Written Notice to Commence Director's Evaluation:

The Director provided written notice to the Executive Committee to commence her annual performance evaluation.

Closed Executive Session

At 8:49am the motion was made by Dr. Hellrigel and seconded by Dr. Brooks to enter into closed session to discuss minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

The Executive Committee returned to open session at 8:50am.

Action Items

A. Resolution Regarding Semi-Annual Review of Meetings Conducted in Closed Session

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to continue with the closed status of the July to December 2021 minutes. Roll call was taken and motion carried.

Other Business/Information

There was no FYI Report for this month's meeting

The next Executive Committee meeting is scheduled for **Wednesday, February 9, 2022** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Brooks motioned and Dr. Hellrigel seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:52am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee