

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
July 13, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, July 13, 2022, 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. Allaman, Mrs. Geary, Dr. Hellrigel, Dr. Smock and Dr. Greuter. Mr. Ingold arrived at 8:09am. Dr. Link was absent from this month's meeting.

Others in attendance: Kristina Neville, Charity Adams and Terrie Schappaugh. Scott & Mark Graves were present to present on the Facility Report.

Joint Consent – Open Session Minutes of June 8, 2022, 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 June 8, 2022 open and closed session minutes, destruction of verbatim records (Audio Recordings) of June 16, 2021 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. Hellrigel 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. Executive Committee Members for 2022-2023 (Exhibit #1):

Exhibit #1 reflects members of the Executive Committee for the 2022-2023 school year. Dr. Owens will remain as Chairperson and Mr. Ingold will serve as Vice-Chairperson. The remaining representation is as outlined.

C. Maintenance of Effort – MOE Revised (Exhibit #2):

ISBE has revised a member district's MOE worksheet due to auditor verification. There are now six districts maintaining special education expenditures through a positive per capita cost, and only seven districts require exceptions to MOE.

D. Policy Updates – Second Reading (Exhibit #3):

This is the second reading of the following policies:

- 2:230 Public Participation at Meetings
- 4:70 Resource Conservation
- 5:80 Court Duty
- 6:80 Teaching About Controversial Issues
- 7:15 Student & Family Privacy Rights
- 7:285 Anaphylaxis Prevention, Response, & Management Program
- 7:270 Administering Medicines to Students
- 3:70 Succession of Authority – **5 Year Review**
- 5:70 Religious Holidays – **5 Year Review**
- 5:240 Suspension – **5 Year Review**
- 6:70 Teaching About Religions – **5 Year Review**

The motion was made by Dr. Hellrigel and seconded by Dr. Smock to approve the Policy Updates as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Madison Woiwode as a Paraprofessional:

The Director asked for approval to hire Madison Woiwode as a Paraprofessional beginning in the 2022-2023 school year. Ms. Woiwode will be placed on the salary schedule at TA2, Step 5.

2. Approve Hiring of 2.0 FTE Paraprofessionals – Candidates to be Brought to the Meeting

The Director asked for approval to hire Sam McCain as a Paraprofessional beginning in the 2022-2023 school year. Ms. McCain will be placed on the salary schedule at TA2, Step 1.

The Director asked for approval to hire Leticia Powell as a Paraprofessional beginning in the 2022-2023 school year. Ms. Powell will be placed on the salary schedule at TA2, Step 3.

3. Approve Hiring of Matt Sommer as a Custodian:

The Director asks for approval to hire a Matt Sommer as a full-time Custodian at a salary of \$31,748 for 249 days beginning on July 18, 2022. This is a 12-month position.

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

B. Informational:

1. Preliminary Facility Report (Exhibit #4):

Omni Energy Partners completed a Preliminary Facility Report for TMCSEA/Schramm Educational Center. Scott Graves, Vice President, and Mark Graves, CEO, presented information from this report to the Executive Committee.

2. Architect Requests for Qualifications:

The Director published a Request for Qualifications for architectural firms to complete the Association's Health Life Safety Survey this fall. A total of five submissions were received from the following: Farnsworth Group; Kenyon & Associates Architects; PCM + Design Architects; MMLP (Melotte-Morse-Leonatti-Parker) Architects; and JH Petty & Associates Architects.

3. Resignation of Jami Beach, Paraprofessional:

The Director is informing the Executive Committee of Ms. Beach's resignation effective June 3, 2022.

4. Resignation of Staci Petersen, Paraprofessional (Exhibit #5):

The Director is informing the Executive Committee of Ms. Petersen's resignation effective June 17, 2022.

5. Resignation of Rachel McCurdy, Cook Assistant:

The Director is informing the Executive Committee of Ms. McCurdy's resignation effective July 6, 2022.

C. Director's Retirement (Exhibit #6):

The Director provided notice of her retirement effective June 30, 2026.

D. Director's Goals 2021-2022 – First Reading (Exhibit #7):

Exhibit #7 reflects the first reading of the Director's goals for the 2022-2023 school year.

E. Medicaid Fee-for-Service Reimbursement (Exhibit #8):

Beginning in FY22, all Fee-for-Service (FFS) revenue that is generated by TMCSEA staff serving member district students goes directly to TMCSEA. Then, TMCSEA flows this Fee-for-Service money back to each member district according to monthly FFS billing reports received from Timberline. Exhibit #8 summarizes amounts due to districts received in June 2022, which reflects the deduction of Timberline's 7% fee.

The motion was made by Dr. Greuter and seconded by Mrs. Geary to approve the Medicaid Fee-for-Service Reimbursement as presented. Roll call was taken and motion carried.

F. TMCSEA Insurance Renewals (Exhibit #9):

The Unland Companies has provided us with insurance premium renewal rates. Our Worker's Compensation insurance carrier is the Accident Fund. Our premium of \$28,105 reflects a 6.04% increase from last year's premium. Our experience modification history is as follows: 2017 - .99; 2018 - 1.03; 2019 - 0.92; 2020 - 0.98; 2021 - 0.94; and 2022 - 0.91. Our building, auto, liability and umbrella coverage is currently with Selective Insurance with a projected premium of \$22,585. This reflects a 5.26% increase from last year's premium. The estimated cyber liability insurance rate is \$2,310, which is an increase of 16.08% from last year's annual premium. Our current Cyber liability insurance carrier is Beazley, but we are awaiting final confirmation at the time of this report.

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

G. Agreement with Stratus (Exhibit #10):

The leased property at 109 Rogers Road in North Pekin is in need of a telephone landline for 911-emergency address recognition. The contract will be with Stratus Networks for 36-months at a monthly rate of \$40.

The motion was made by Mrs. Geary and seconded by Dr. Owens to approve the Stratus Agreement as presented. Roll call was taken and motion carried.

H. 2022-2023 Records & Copy Posting (Exhibit #11):

Exhibit #11 provides the required documentation for records access and copying fees. No increase is recommended to these rates.

I. 2022-2023 Schramm Program Materials, Lunch & Copying Fees (Exhibit #12):

Exhibit #12 reflects Schramm Educational Center program charges. The Association does not charge material fees to students. Schramm Educational Center has applied for Community Eligibility Provision (CEP) through School Nutrition Programs, which provides free breakfast and lunch to all students. Lunch fees for adults have been increased by \$0.35 based on ISBE guidance. Adult lunch fees will increase to \$4.20.

J. 2022-2023 Substitute Categories & Pay Rates (Exhibit #13):

Exhibit #13 provides the daily pay rates for substitutes by area. We have included increases to the teacher, paraprofessional, custodian, and kitchen (cook/cook assistant) rates from the prior year. Nurse substitute rates were increased last spring.

K. 2022-2023 Rental Fees for Use of Schramm Educational Center (Exhibit #14):

Exhibit #14 reflects the rental fees for use of Schramm Educational Center with no increase recommended in building rental and hourly rates.

The motion was made by Mr. Ingold and seconded by Dr. Greuter to approve Items H-K as presented. Motion carried through voice vote with all parties voting aye.

L. TMCSEA Treasurer:

Jeff Schieferle Uhlenbrock has resigned as Treasurer of TMCSEA effective June 30, 2022. The Director asked for approval for Lisa Bishop, Senior Vice President Corporate Business Services Operations Manager at Morton Community Bank, to serve as TMCSEA Treasurer. Ms. Bishop is currently the Treasurer for East Peoria Community High School District 309, which is the Association's administrative agent.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve Lisa Bishop as the Treasurer for the Association. Roll call was taken and motion carried.

M. Discussion on January to June 2022 Closed Session Minutes & Audio Recordings as Allowed by the School Code:

Discussion is needed to review closed session minutes to determine continued closed status and the destruction of audio recordings as allowed per school code for the period of January to June 2022.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to enter into closed session. Motion carried through voice vote with all parties voting aye.

Closed Executive Session

The Executive Committee went into closed session at 9:13am for discussion of the following topics:

1. Closed session is requested for discussion of minutes of meetings lawfully closed under this 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 120/2.06).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459.

The Executive Committee returned to open session at 9:24 am with a motion made by Mrs. Geary and seconded by Dr. Owens. Motion carried through voice vote with all parties voting aye.

Action Items

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

The motion was made by Dr. Greuter and seconded by Dr. Allaman to continue the closed status of the January to June 2022 closed session minutes as presented. Roll call was taken through voice vote with all parties voting aye. Motion carried.

B. Approve MOU Regarding FY23-25 Salary Schedules for Teachers and Paraprofessionals (Exhibit #15):

The motion was made by Dr. Greuter and seconded by Mrs. Geary to approve the Memorandum of Understanding regarding FY23-25 Salary Schedules for Teachers and Paraprofessionals as presented. Roll call was taken and motion carried.

C. Approve FY23 Market Adjustment for Job Coach Salaries:

The motion was made by Mrs. Geary and seconded by Mr. Ingold to approve the FY23 Market Adjustment for Job Coach Salaries as presented. Roll call was taken and motion carried.

D. Approve FY23 Market Adjustment for Part-Time Custodian & Groundskeeper Hourly Pay Rates:

The motion was made by Mr. Ingold and seconded by Dr. Allaman to approve the FY23 Market Adjustment for Part-Time Custodian & Groundskeeper Hourly Pay Rates as presented. Roll call was taken and motion carried.

E. Action on Consent of Sale of Land by Estate in which TMCSEA is Beneficiary:

The motion was made by Mrs. Geary and seconded by Mr. Ingold to approve the Consent of Sale as presented. Roll call was taken and motion carried.

Other Business/Information

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

The next Executive Committee meeting is scheduled for **Wednesday, August 10, 2022** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Mr. Ingold motioned and Dr. Hill seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:24am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee