

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
August 10, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, August 10, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:07am. Present at roll call were: Dr. Owens, Mr. Ingold, Mrs. Geary, Dr. Hellrigel and Dr. Link. Dr. Allaman, Dr. Smock and Dr. Greuter were absent from this month's meeting.

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

Joint Consent – Open and Closed Session Minutes of July 13, 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 July 13, 2022 open and closed session minutes, destruction of verbatim records (Audio Recordings) of July 14, 2022 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. Link 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. Extended School Year Update:

Schramm Educational Center provided Extended School Year (ESY) programming to 66 students from June 13-July 15. Instruction was delivered in-person to students for 23 days during the hours of 8:15am - 11:30am. Student attendance for the program decreased slightly from anticipated enrollment due to some parents opting out of instruction this summer. Billed tuition reflected an increase to \$1,829.53 from the projected rate of \$1,776, respectively. A work day was beneficial for staff on June 10 to plan for instruction as well as receive an orientation with Laura Stuff, Program Coordinator.

C. Director's Goals 2022-2023 - Second Reading (Exhibit #1):

This is the second reading of the Director's goals.

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. Motion carried.

D. 2022-2023 Substitute Categories & Pay Rates - Revised (Exhibit #2):

There has been an on-going shortage of paraprofessionals, and there are candidates who require additional time to obtain ISBE licensure. The Director asked for approval to add a new category of Individual Care Aide Substitute at a rate of \$15.00 per hour as a proactive measure to maintain sufficient personal care, safety and support to students in the interim.

The motion was made by Mrs. Geary and seconded by Dr. Hellrigel to approve the Revised 2022-2023 Sub Categories & Pay Rates as presented. Roll call was taken and motion carried.

E. Final Budget Presentation for 2022-2023 FY23 Prior to Annual Policy Board Meeting – Material Distributed at Meeting:

The final budget reflects an 8.77% total increase overall for FY23, less the anticipated bequest, STEP, and Medicaid Flow Through amounts. In order to maintain high quality services at Schramm and meet member district requests, the budget reflects the following increases in the staffing pattern: 0.6 FTE Vision Itinerant Teacher; 1.0 FTE Paraprofessional; 1.0 FTE LPN; 0.8 FTE OT; and 1.0 FTE COTA. The Schramm Educational Center Secretary position role has been revised with an increase in time to provide support and efficient year-round operation of the Maintenance Department.

The Association's 10-Year Health/Life Safety Survey will be completed this year. The final budget reflects anticipated bequest funds and facility improvement projects for FY23. Up to \$200,000 has been budgeted to cover potential health insurance run-off costs due to the transition from a self-insured plan to fully insured for TMCSEA employees, which will be paid from reserve funds. The following two new areas were added to this year's budget at the request of our auditors to reflect flow through expenditures: 1) \$200,000 in Medicaid Fee-for-Service; and 2) \$250,000 in STEP. The Director recommends using Medicaid Administrative Outreach revenue to fund a total of \$18,500 for security system upgrades.

This will be the second year of a four-year Collective Bargaining Agreement with two Memorandums of Understanding from FY23 through FY25 to increase Teacher & Paraprofessional Salary Schedules and raise the percentage paid by TMCSEA for family health insurance premiums from 60% to 65%. Federal TRS amounts increased from the previous year's rate of 10.31% to 10.49% in this fiscal year. IMRF average rates decreased from 8.845% to 7.03%. Schramm tuition is based on 73 students, and the final rate is \$26,973. ESSER III funds to be expended in FY23 have been included in this budget as well.

The motion was made by Dr. Hellrigel and seconded by Dr. Link to approve the 2022-2023 FY23 Budget as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

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

Due to an unfilled teacher vacancy at Schramm Educational Center, the Director asked for approval to hire Ms. Putman as a long-term substitute teacher for the first semester of the 2022-2023 school year at a daily rate of \$200 for up to 86 days.

2. Approve Hiring of 4.0 FTE Paraprofessionals – Candidates to be Named:

The Director asks for approval to hire Armanda Rader as a Paraprofessional at TA2, Step 5 beginning in the 2022-2023 school year.

3. Approve Hiring of Rae Ann Dudiak as a Cook Assistant:

The Director asks for approval to hire Rae Ann Dudiak as a part-time Cook Assistant for Schramm Educational Center beginning in the 2022-2023 school year for 4.5 hours/day on student attendance days at an hourly rate of \$15.50.

4. Approve Memorandum of Understanding Regarding Remote Work Opportunities (Exhibit #3):

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

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

B. Informational:

1. Resignation of Racheal Balteau, Paraprofessional (Exhibit #4):

The Director is informing the Executive Committee of the resignation of Ms. Balteau as a Paraprofessional effective July 25, 2022.

2. Request for Proposals (Exhibit #5):

The Director published a Request for Proposals from Qualified Energy Services Companies to provide comprehensive infrastructure and energy-related capital improvement services based on guidance from the Executive Committee at last month's meeting. The published opening is scheduled for September 1, 2022 at 11:00am with Executive Committee approval at the September 14th meeting. Dr. Owens and Dr. Hellrigel will participate in the September 1st meeting.

3. Bequest Update:

The Director provided a verbal update on the anticipated bequest to the Association.

C. Medicaid Fee-for-Service Reimbursement (Exhibit #6):

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 #6 summarizes amounts due to districts received in July 2022, which reflects the deduction of Timberline's 7% fee.

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

D. Approve Agreement with Kenyon & Associates (Exhibit #7):

As an outcome of the Request for Qualifications process, Kenyon & Associates was selected to submit a contract to complete the Association's 10-Year Health/Life Safety Survey this fall at a rate of \$14,100.

The motion was made by Mrs. Geary and seconded by Dr. Hellrigel to approve the Architectural Agreement with Kenyon & Associates as presented. Roll call was taken and motion carried.

E. Approve Agreement with Equitable Advisors, LLC (Exhibit #8):

The Director asks for approval of the agreement with Equitable Advisors as an optional 457b vendor for the TRS Supplemental Savings Plan.

The motion was made by Dr. Link and seconded by Dr. Hellrigel to approve the Agreement with Equitable Advisors, LLC. Roll call was taken and motion carried.

F. Special Education Procedures (Exhibit #9):

On behalf of our member districts, TMCSEA has updated our special education procedures to remain compliant with federal & state regulations, rules and requirements. All district superintendents and/or school boards are asked to review and approve these procedures at the local level. TMCSEA will send a revised assurance statement to ISBE later this fall.

The motion was made by Mr. Ingold and seconded by Mrs. Geary to approve the Special Education Procedures as presented. Roll call was taken and motion carried.

G. Approve TMCSEA/Schramm Educational Center Return to School Plan (Exhibit #10):

The Director asked for approval of the TMCSEA/Schramm Educational Center Return to School Plan.

The motion was made by Mrs. Geary and seconded by Dr. Link to approve the TMCSEA/Schramm Educational Center Return to School Plan as presented. Roll call was taken by voice vote. Motion carried.

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

Exhibit #11 reflects the 2022-2023 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.

I. 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.

The motion was made by Dr. Hellrigel and seconded by Mrs. Geary to approve the Student Discipline Policies & Procedures manual as presented. Roll call was taken by voice vote. Motion carried.

Closed Executive Session

There were no items for closed session.

Action Items

There were no actions items for this month's meeting

Other Business/Information

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

The next Executive Committee meeting is scheduled for **Wednesday, September 14, 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 8:49am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee