

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**June 16, 2021**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, June 16, 2021, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:02am. Present at roll call were: Dr. Owens, Dr. Greuter, Dr. Allaman, Dr. Brooks, Mr. Ingold, Dr. Hill and Dr. Link. Dr. Hellrigel was absent from this month's meeting.

Others in attendance: Kristina Neville, Leslie Fornoff, Charity Adams, and Jay Wendelin.

**Joint Consent – Open & Closed Session Minutes of May 12, 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 May 12, 2021 open session minutes, destruction of verbatim records (Audio Recordings) of May 13, 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 prior to the time of this meeting.

The motion was made by Dr. Greuter and seconded by Dr. Link to approve the Joint Consent items as presented. Roll call was taken with all parties present voting aye. 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. IDEA Preschool and Flow Through Grants:**

Preliminary FY22 IDEA Part B Flow Through and Preschool allocations as well as Nonpublic Proportionate Share estimates for each district have been sent to member districts. ISBE applied a 90% proration to all FY22 IDEA Preliminary Allocations.

The IDEA Allocation Procedural Change began on July 1, 2020. The distribution of IDEA Flow Through and Preschool Grant funds are sub-granted from the state directly to individual districts instead of cooperatives as of fiscal year 2021. It has been important to preserve the relationships and mechanisms being utilized to provide the exemplary education and supports to students. The procedural change in funding distribution resulted in districts contracting with cooperatives to provide on-going services to students and districts' administration in very similar ways as before the procedural change.

The Director recommends continuation with billing for Shared Costs, which is based on child count to provide Low Incidence Diagnostic & Consultation Services and Professional Development, Program Support & Training to member districts. Billing for shared costs allows TMCSEA to continue to provide services to member districts that were previously funded from the IDEA Flow Through Grant and support districts with spending 5% of IDEA Flow Through dollars on Inservice as well as Maintenance of Effort (MOE) requirements. A meeting was conducted on May 28 to support member districts in the IDEA Grant process and review TMCSEA shared costs for FY22 for future financial planning purposes.

**C. ESY 2021 Staffing Pattern and Budget – Revised (Exhibit #1):**

The ESY Staffing Pattern has been revised to reflect the resignation and hiring of a Paraprofessional (Non-TMCSEA Staff). The ESY Budget has been revised to reflect additional summer speech therapy contracted services requested by a member district.

The motion was made by Dr. Link and seconded by Mr. Ingold to approve the revised ESY Staffing Pattern and Budget as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

D. Maintenance of Effort - MOE (Exhibit #2):

TMCSEA has forwarded ISBE prepared Maintenance of Effort (MOE) Worksheets to all member districts. Districts should enter the current and previous years' net expenditures on the MOE Compliance page of their IDEA Grant applications. ISBE approved one district with a negative expenditure comparison but a positive special education per capita cost. We have four districts completing individual district maintenance of effort exception reports. The Director worked with individual districts, and all MOE exceptions have been met.

**New Business**

**A. Joint Consent:**

1. Approve Hiring of Sheri Robinson as a Paraprofessional for Extended School Year (ESY) Program:

The Director asks for approval to hire Sheri Robinson as a Paraprofessional for the ESY Program at a salary of \$1,650.

2. Approve Hiring of Amanda Galleger as a Warm Water Therapy Pool Attendance

The Director asks for approval to hire Amanda Galleger as a part-time Warm Water Therapy Pool Attendant for 18 hours per week at an hourly rate of \$12 beginning in the 2021-2022 school year.

3. Approve Hiring of Heather Cassidy as a Job Coach:

Heather Cassidy is currently employed as a Transition Specialist Assistant, and she was previously a Job Coach. Ms. Cassidy has resigned the Transition Specialist Assistant position. The Director asks for approval to hire Ms. Cassidy as a Job Coach beginning in the 2021-2022 school year at a salary of \$18,915.

4. Approve Hiring of Kelsey Murphy as a Paraprofessional:

The Director asks for approval to hire Kelsey Murphy as a full-time Paraprofessional beginning in the 2021-2022 school year, pending ISBE licensure. Ms. Murphy will be placed on the salary schedule at TA 1, Step 1. This is a new position for 1:1 contracted aide services for a student at Schramm Educational Center per district request, which will be reflected in the FY22 budget and staffing pattern.

5. Approve Salary Increase for Eric Wass, Custodian:

Eric Wass has been employed as a full-time Custodian since March 2020, which is a 12-month position. Mr. Wass is currently paid \$24,513 annually, which equates to an hourly rate of \$12.57. Based on adjustments to the minimum wage, the Director recommends an increase to \$28,665 for FY22, which is \$14.70 per hour beginning on July 1, 2021.

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the New Business, Joint Consent as presented. Roll call was taken with all parties present voting aye. Motion carried.

**B. Informational:**

1. Resignation of Heather Cassidy, Transition Specialist (Exhibit #3):

The Director informed the Executive Committee of the resignation of Heather Cassidy, Transition Specialist effective June 4, 2021.

2. Resignation of Judith Maxwell, ESY Paraprofessional (Exhibit #4):

The Director informed the Executive Committee of the resignation of Judith Maxwell, ESY Paraprofessional.

**C. Use of TMCSEA Satellite Location in North Pekin as a Polling Place:**

The Director attended a meeting on May 25 where Tazewell County Clerk, John Ackerman, discussed the use of school districts as polling locations and the use of e-Learning on Election Day. House Bill 4 is permits student instruction to be received electronically under a school district's program for e-learning days while students are not physically present because a school was selected to be a polling place under the Election Code. It was determined that 109 Rogers Road may be used as a polling place when school is not in session.

**D. Stratus Networks Service Agreement (Exhibit #5):**

The cooperative currently contracts Internet services from Stratus Networks at its 300 Cedar Street location. A new agreement with Stratus has been proposed for Internet services at 109 Rogers Road at a monthly cost of \$800. Although this agreement is for a 60-month term, the cooperative would bid this out per E-Rate guidelines in November 2021. If a decision is made to move to another Internet service provider, early termination fees could be negotiated and applied. Beginning in July 2022, the Rogers Road location would be eligible for E-Rate discounts. The Director asks for approval of this service agreement as presented.

The motion was made by Dr. Allaman and seconded by Dr. Link to approve the Stratus Networks Contract as presented. Roll call was taken with all parties present voting aye. Motion carried.

**E. Waste Management Service Agreement (Exhibit #6):**

Waste disposal services are provided by Waste Management of Illinois, Inc. for TMCSEA/Schramm Educational Center at a current monthly cost of \$195.42. We are in the third year of a three-year agreement that expires in October 2021. The Director is proposing to initiate two new 24-month agreements with Waste Management for a decreased monthly rate of \$119.89 for our 300 Cedar Street location in Pekin and a monthly rate of \$84.63 for 109 Rogers Road in North Pekin. The Director asks for approval of these 24-month service agreements with Waste Management of Illinois, Inc. for waste disposal services at a total monthly cost of \$204.52 as presented.

The motion was made by Dr. Hill and seconded by Dr. Greuter to approve the Waste Management Contracts as presented. Roll call was taken with all parties present voting aye. Motion carried.

**F. ESSER II Grant Application:**

On March 2, ISBE released the Elementary and Secondary Emergency Relief (ESSER) II Grant awarded under the Coronavirus Aid, Relief, and Economic Security Act. The Director has completed an initial application in the electronic Grants Management System (eGMS) through the ISBE Web Application Security (IWAS) system. The purpose of the ESSER II funds is to provide LEAs with emergency relief funds to address the impact that COVID-19 has had, and continues to have, on elementary and secondary schools across the nation. The Director asks for approval to submit the ESSER II Grant Application to ISBE with a total budget of \$4,565 to be utilized to purchase various safety and sanitizing products for the purpose of providing a safe and healthy school environment. These expenditures will be made through the Operations & Maintenance department and incorporated into the FY22 budget.

The motion was made by Mr. Ingold and seconded by Dr. Hill to approve the submission of the ESSER II Grant Application as presented. Roll call was taken with all parties present voting aye. Motion carried.

**G. Director's Contract:**

The Director's current contract is from July 1, 2016 through June 30, 2021. The Director's new contract will begin on July 1, 2021 through June 30, 2026, and includes revised language for salary, early retirement incentive, retiree health insurance, and unused vacation leave upon retirement.

The motion was made by Dr. Allaman and seconded by Dr. Link to approve the Director's Contract. Roll call was taken with all parties present voting aye. Motion carried.

**H. Consultant Contracts (Exhibit #7):**

Current service agreements/contracts of the Association are represented by Exhibit #7. The building maintenance, technology and E-Rate contracts have already received individual Executive Committee approval. The Director asks for approval of the remaining annual service agreements and personnel service contracts as listed on the exhibit. The City of Pekin will provide busing for Schramm Educational Center. Consultant services include: Joanna Capobianco, Audiologist, for audiology evaluations & hearing equipment (increase to 60 days from 40 days); and Dr. Andrew Morgan for motor clinic services (4 times/year).

The motion was made by Dr. Greuter and seconded by Dr. Brooks to approve the Consultant Contracts as presented. Roll call was taken with all parties present voting aye. Motion carried.

**I. End of Year Enrollment Numbers (Exhibit #8):**

This exhibit reflects the actual numbers and projections for TMCSEA programs and services. End of year enrollment at Schramm is consistent with last year, and beginning of year enrollment is projected to increase. Assistive Technology Consultations, Autism Consultations, Educational/Behavioral Consultations, Physical Therapy Caseload/Consultations, Vision Consultations/Evaluations, and District Consultation/Trainings remained stable. Although the number of Student Consultations appears lower, the Educational/Behavioral Consultations are now counted in their own separate category. Therefore, the total number of Student Consultations remained similar to last year, respectively. Audiology Evaluations, Low Incidence Evaluations, Educational/Behavioral Evaluations, Medical Review, and STEP/Transition decreased this year. Hearing Consultations/Caseload and Occupational Therapy Consultations/Caseload showed significant increases this year. These areas will be monitored closely next school year to ensure future staffing levels to meet district demands. Participation in professional development was down due to districts training fewer individuals in CPI, and there was lower attendance with the virtual training format. Overall, TMCSEA completed 447 Evaluations, 363 Consultations, and provided training for 581 cooperative and member district staff in the 2020-2021 school year.

**J. End of Year Program Summaries (Exhibit #9):**

This exhibit provides an update to the various services and programs provided by TMCSEA. I am very appreciative of the creativity, expertise, and support of the TMCSEA coordinators and staff for our many accomplishments. We have persevered through a challenging yet productive year with goal achievements for continued improvement initiatives. We strive to strengthen and enhance special education services for the students, staff and families within our member districts.

**K. End of Year Director's Report (Exhibit #10):**

This has been an unpredictable year with navigating the COVID-19 pandemic; however, many positive changes and targeted growth for identified areas within TMCSEA have been accomplished. We have provided high quality training and support for our member districts, showcased innovative practices, and continually improved TMCSEA programs. We appreciate all of the excellent collaboration and support from our member districts.

**L. Election and Seating of Officers (Exhibit #11):**

The Director would like to thank the Executive Committee members for their service, time, guidance and expertise. The enclosed exhibit provides information on the current members and Executive Committee arrangements. According to our Articles of Joint Agreement, Executive Committee members are serving three-year terms, July 2019 - June 2022. Dr. Danielle Owens has completed her second year as Executive Committee Chairperson. Her leadership, commitment and support are greatly appreciated. Terrie Schappaugh is highly valued as Board Secretary, and the Director recommends she continue in this role. The remaining leadership and representative decisions are yours to make.

**M. Executive Committee Meeting Schedule for 2021 (Exhibit #12):**

This exhibit confirms next year's meeting schedule. All meetings will be held on the second Wednesday of the month, unless otherwise specified.

**Closed Executive Session**

There were no items for closed session.

**Action Items:**

There are no action items for this month's meeting.

**Other Business/Information**

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

The next Executive Committee meeting is scheduled for **Wednesday, July 14, 2021** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Link motioned and Mr. Ingold seconded to adjourn the meeting with all parties in attendance voting aye. Motion carried. The Executive Committee meeting ended at 8:46am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee