

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**March 8, 2023**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, March 8, 2023, 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, Mr. Ingold, Dr. Allaman, Dr. Hellrigel, Dr. Smock, and Dr. Greuter. Mrs. Geary and Dr. Link were absent from this month's meeting.

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

**Joint Consent – Open and Closed Session Minutes of February 8, 2023 Destruction of Verbatim Records, Accounts Payable and Year to Date Expenditure Reports:**

The information and materials presented are accurate and outline the regular monthly business of the Association. Your Director asks for approval of the open session minutes of February 8, 2023, destruction of verbatim records (audio recordings) of closed session of February 9, 2022, accounts payable, cash flow statement, and expenditure reports as presented.

The motion was made by Mr. Ingold and seconded by Dr. Allaman 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. Roof Restoration Project – Exhibit to be Distributed at Meeting**

Ryan Benson from The Garland Company presented a roof restoration project proposal for consideration by the Executive Committee.

The motion was made by Dr. Hellrigel and seconded by Mr. Ingold to approve the Roof Restoration Project as presented. Roll call was taken and motion carried.

**C. Cash Basis Audit Practice (Exhibit #1):**

Based on feedback from the February 8, 2023 Executive Committee meeting, the Director contacted Phillips, Salmi, and Associates, LLC. This firm currently does not audit any special education cooperatives.

The Director followed up with Gorenz and Associates, Ltd. regarding their initial proposal for FY23 audit services at a cost of \$14,620. After further discussion with the ownership group concerning the projected 11.48% increase from the previous fiscal year, the original engagement letter was revised, which lowered the 2023 fee from previously stated. Gorenz and Associates, Ltd. indicated their costs are continuing to increase due to inflation and wage pressures for accountants, which is reflected in their rates moving forward.

The Association's audit will be prepared using the regulatory provisions prescribed by the Illinois State Board of Education, which differs from accounting principles generally accepted. Russ Rumbold, CPA, is the engagement partner who is assigned to supervise this process for the Association. The total cost for FY23 audit services shall not exceed \$14,160, as compared to the FY22 cost of \$13,115. This is a 7.97% increase in the proposed total cost for services from the previous fiscal year.

The motion was made by Dr. Allaman and seconded by Dr. Greuter to approve the audit and annual financial report to be prepared on a cash basis by Gorenz and Associates, Ltd. with acceptance of the Regulatory Basis Engagement letter as presented. Roll call was taken and motion carried.

## **New Business**

### **A. Joint Consent:**

1. The Director asked for approval to hire Stephanie Heerde as a full-time Paraprofessional for the remainder of the 2022-2023 school year. Ms. Heerde will be placed on the salary schedule at TA1, Step 8.

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

### **B. Informational:**

1. Resignation of Erin Mitchell, COTA (Exhibit #2):

The Director informed the Executive Committee of the resignation of Ms. Mitchell effective at the end of the 2022-2023 school year.

2. Resignation of Alexis Diehl, Paraprofessional:

The Director informed the Executive Committee of the resignation of Ms. Diehl effective March 8, 2023.

3. Resignation of Candi Hallam, Seasonal Groundskeeper

The Director informed the Executive Committee of the resignation of Ms. Hallam on February 26, 2023.

4. District Level Special Education Administrators' Meeting (Exhibit #3):

The Director met with the district level special education administrators on March 3, 2023.

5. Recognition of Morton and Midwest Central Member Districts:

TMCSEA would like to extend our sincere gratitude to Morton CUSD #709 and Midwest Central CUSD #191 for their generous donation of furniture. This equipment will help us prepare for the opening of our new Satellite Program for students with emotional disabilities located at 109 Rogers Road in North Pekin beginning in the 2023-2024 school year. We greatly appreciate the generosity and support from these member districts.

6. Final 2021-2022 IDEA Room & Board Claim Payment Information

The 2021-22 Individuals with Disabilities Education Act (IDEA) Room and Board program is now complete. All claims were reimbursed at 100%. During the 2021-22 school year, monthly claims were paid at 75% to ensure sufficient funding was available to pay all claims equally. After all claims for the school year are received, an assessment of the availability of Room and Board funds is performed and a final payment is made. There was sufficient funding available this year to pay all claims for the additional 25% due. The final 2021-22 school year voucher was processed by ISBE on December 21, 2022. Based on the amount of funds required to be set aside for Room and Board in the state IDEA plan for FY23, submitted monthly claims will be paid at 75% during the year.

7. Medicaid Cost Settlement

HFS is changing their annual reconciliation process for Medicaid Fee-for-Service to an Annual Cost Report, which must be completed and submitted for federal approval by March 31. It will replace the previous annual rate submission. This new cost settlement process now involves more detailed information than with the cost study completed in previous years. To assist with this change, TMCSEA has scheduled two half-day work sessions at Rogers Professional Development Center on March 9 with Bryan Pullen from Timberline Billing. Additionally, a virtual presentation will be provided on March 15 in collaboration with SELA, IAASE, and IASBO. The session will include important updates on the Illinois Medicaid State Plan Amendment, an overview of the new Fiscal Year 2022 Annual Cost Report, and a Q&A session.

8. December 1 Child Count

The final requirement of the December 1 Child Count is the data certification, which will be completed by the district superintendent or authorized representative. The estimated opening of the certification is March 10th.

9. Grand Canyon University – School Psychology Update

An official date in May has been secured for the proposed School Psychology Program to be reviewed for approval.

C. Extended School Year (Exhibit #4):

TMCSEA will provide an Extended School Year (ESY) Program at Schramm Educational Center for students with significant disabilities. The ESY Program will consist of 20 student attendance days with no school on June 19. There will be a total of 75 student attendance hours, which meets the 60 clock hour ISBE requirement. A tentative staff work day will be provided on June 2 (if not all Emergency Days are used) to prepare for students' first day of attendance on June 5. We are recommending a staffing pattern to meet the needs of up to 75 students in this year's program. The Director recommended the addition of an RN position for 21 days and an increase in SLP time of 5 days to meet student medical and therapy needs. Districts should refer students to the program by April 17 to ensure appropriate staffing patterns, space, materials and budgeting for the summer program. Amber Ealey and Adam Mangold will be job sharing the coordination of this program.

The motion was made by Mr. Ingold and seconded by Dr. Allaman to the ESY - First Look as presented. Roll call was taken and motion carried.

D. TMCSEA Needs Assessment (Exhibit #5):

Exhibit #5 reflects member district responses regarding their needs, suggestions, and confirmation of services for the 2023-2024 school year. The Needs Assessment has provided us with excellent data for review, discussion and continued improvement. Additionally, our Needs Assessment meets the IDEA grant requirements. Consultations and service delivery provided at the district level have been well received this year with quality ratings of 3.0 to 5.0 on a 5-point scale. We are currently revising our Educational/Behavioral Consultation process to improve overall quality and customer satisfaction for FY24. Member districts requested additional School Psychologist, Social Worker, Speech/Language Pathologist, and Occupational Therapy services from TMCSEA, which will be reflected in next year's staffing pattern.

Part 3 of the Needs Assessment was conducted via online survey with 237 responses from 19 districts and TMCSEA. Any of our member districts may request their individual needs assessment data from TMCSEA, which may be used in the Consolidated District Plan (CDP). The results help TMCSEA plan staffing patterns to meet the projected training and professional development needs of our districts.

Closed Executive Session

There were no items for Closed Session.

Action Items

There were no Action Items for this month's meeting.

Other Business/Information

The next Executive Committee meeting is scheduled for **Wednesday, April 12, 2023** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Dr. Grueter motioned and Dr. Hellrigel seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:03am.