

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
May 11, 2022

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, May 11, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:06am. Present at roll call were: Dr. Owens, Dr. Allaman, Dr. Hill, and Dr. Hellrigel. Dr. Brooks was present via speaker phone. Dr. Link, Mr. Ingold and Dr. Greuter were absent from this month's meeting.

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

Joint Consent – Open and Closed Session Minutes of March 9, 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 April 8, 2022 open session minutes, destruction of verbatim records (Audio Recordings) of April 14, 2021 closed session meeting, monthly accounts payable, and cash flow statements were 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:

Zina Young, Program Coordinator, will be retiring at the end of the school year. She thanked the Executive Committee for their support of her programs over the past 26 years.

Old Business

A. Districts' Financial Payments:

All districts' financial payments are current.

B. ESSER III ARP Grant Amendment:

ESSER III Grant funds of \$302,351 are required to be spent according to the following breakdown: \$188,473 Learning Loss; \$56,939 Summer Enrichment; and \$56,939 After School Programs. As part of our ESSER III Grant, the Association will be purchasing the Styer-Fitzgerald curriculum, instructional technology and BEAM Interactive System for students at Schramm. Additionally, our ESSER III grant funds will be used for all students to have an iPad to support functional skills from school to home. Interested staff may be paid an additional stipend to work with parents to support in-home training programs for our students. In-home training will be completed outside of regular work hours, and mileage will be reimbursed at the federal government rate.

There is a staffing shortage, and the Association is working diligently to put together a high quality ESY Program to serve all students needing supplemental summer instruction. The Director proposed mileage reimbursement paid at the federal government rate for ESY staff as part of the Summer Enrichment Program. The ESSER III ARP Grant has been amended to reflect travel reimbursement for ESY staff through Summer Enrichment funds. Additionally, staff stipends and benefits have been added as part of Summer Enrichment to support implementation of evidence-based behavior interventions throughout the ESY Program. Budget detail and amounts have been revised in the areas of Learning Loss and Summer Enrichment.

The motion was made by Dr. Hellrigel and seconded by Dr. Allaman to approve the ESSER III ARP Grant Amendment as presented. Roll call was taken and motion carried.

C. 2022-2023 School Calendar – Second Reading (Exhibit #1):

Exhibit #1 reflects the calendar for the 2022-2023 school year. The Teacher Institute has been moved from 10/21/22 to 2/17/23, and the School Improvement Day on 2/10/23 has been changed to 10/14/22.

The motion was made by Dr. Allaman and seconded by Dr. Hill to approve the 2022-2023 School Calendar as presented. Roll call was taken and motion carried.

D. Needs Assessment – Contracted Staff (Exhibit #2):

Exhibit #2 confirms district requests for contracted professional services for the 2022-2023 school year. There has been an increase in member districts requesting contracted services next year, which will be reflected in the cooperative's proposed FY23 staffing pattern and budget. Increases in OT/COTA, Program Coordinator, and decreases in Hearing Itinerant contracted services are reflected in the Exhibit.

We currently have a 1.0 FTE School Psychologist position posted with no applicants. Some district requests for School Psychologist contracted services were unable to be provided and/or reduced due to a shortage in our current staffing pattern. Contracted personnel are billed on the actual cost of the salary/benefits of the individual professional. The actual cost will be sent in a confirmation letter to individual districts. OT, PT, Vision and Hearing Itinerant services are billed at a per visit rate as approved within the final budget by the Executive Committee and Policy Board in August.

E. Interest Update (Exhibit #3):

This Exhibit summarizes the Association's interest revenues from 2006 through 2021. Interest revenues were previously used to purchase technology for the cooperative; however, these funds became insufficient to maintain and upgrade adequate technology. In FY16, TMCSEA began using Medicaid Administrative Outreach revenue to fund technology purchases. This fiscal year, the Association expended \$8,752 from interest revenues for security system upgrades, which included installation of a new card access point, proximity readers, door strikes, and door chimes to secure entry/exit to the new classroom. The current balance is \$123,665.14, which includes a \$100,000 contingency.

New Business

A. Joint Consent:

1. Approve Graduate Assistantship with Illinois State University:

The Director asks for approval to contract a graduate assistantship with ISU beginning with the 2022-2023 school year. In addition to completing 1 day in the school each week for the assistantship, the graduate assistant will complete a practicum course in the schools for 2 hours per week working alongside our school psychologist. The anticipated total cost for this contractual agreement with ISU shall not exceed \$7,700 for the 2022-2023 school year.

2. Approve Hiring of Mikalah Mullen as a Paraprofessional:

The Director asked for approval to hire Ms. Mullen as a Paraprofessional at Schramm Educational Center for the 2022-2023 school year, pending ISBE licensure. Ms. Mullen will be placed on the salary schedule at TA1, Step 1.

3. Approve Leave of Absence for Haley Lee, Paraprofessional (Exhibit #4):

Haley Lee is employed as a full-time Paraprofessional, and she has exhausted all of her paid time off. The Director asks for approval of an intermittent unpaid leave of absence of up to 5 days for the remainder of the 2021-2022 school year.

4. Approve Hiring of the Following Non-TMCSEA ESY Staff:

- Elizabeth Kerr, Teacher
- Dione Gresham, Teacher
- Crystal Cosentine, Teacher
- Danielle Fisher, Teacher
- Chris Snider, Adapted PE Teacher
- Isabelle Neville, Paraprofessional
- Mikalah Mullen, Paraprofessional
- Michelle Beranek, Paraprofessional
- Laura Williams, Paraprofessional
- Brienna Riley, Paraprofessional
- Dawn Finneran, Paraprofessional
- Logan Finneran, Paraprofessional

- Kristina Bohannon, Paraprofessional
- Erin Tovrea, COTA
- Sue Hale, COTA
- Kelly James, RN

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

B. Informational:

1. Retirement Notification of Mary Hubner, Paraprofessional (Exhibit #5):

The Director informed the Executive Committee of Ms. Hubner's retirement at the conclusion of the 2022 ESY Program.

2. Bequest Update:

The Association received information from the attorney for the estate of Wanda Ripper, who left some farm ground to the cooperative in her will. The attorney for her estate has indicated that the property will be offered to the current tenant farmers at fair market value (as determined by appraisal) and then sold. If the tenants do not buy the property or decide to buy only a portion, the ground will be auctioned. Following the sale, the estate will distribute the proceeds. The attorney indicated that he anticipates distribution will occur by the fall.

C. Approval of COVID-19 Relief Payment:

The Director proposes to pay each TMCSEA employee who works through the last day of this school year a \$500 COVID Relief Payment. The Director suggested utilizing local versus ESSER III funds. The total cost is anticipated to be approximately \$46,000, and the Executive Committee determined previously withheld tuition refund dollars would be the local funding source used.

The motion was made by Dr. Allaman and seconded by Dr. Owens to approve the COVID19 Relief payment as presented. Roll call was taken and motion carried.

D. Extended School Year 2022 Staffing Pattern and Budget (Exhibit #6):

The half-day Extended School Year program will run from June 13 through July 15, with a staff work day on June 10th. There will be no school on June 20 or July 5. Ms. Stuff will be providing coordination of our ESY Program. Contracted 1:1 paraprofessional services from TMCSEA have been added into the ESY budget, which will be billed directly to member districts requesting these services. ESSER III ARP Grant Funds will be utilized to provide a one-time travel reimbursement to each ESY employee as part of the Summer Enrichment Program. We have based this year's tuition of \$1,776 on 68 students with growth to 73.

The motion was made by Dr. Hill and seconded by Dr. Allaman to approve the ESY Staffing Pattern and Budget as presented. Roll call was taken and motion carried.

E. 2022-2023 Tentative Staffing Pattern (Exhibit #7):

Exhibit #7 reflects the tentative staffing pattern for the 2022-2023 school year.

The motion was made by Dr. Owens and seconded by Dr. Allaman to approve the 2022-2023 Staffing Pattern as presented. Roll call was taken and motion carried.

F. 2022-2023 Professional Development Plan (Exhibit #8):

Exhibit #8 addresses professional development activities supported by TMCSEA to provide best practices and training initiatives to our 21 member districts. Utilizing data from this year's online district needs assessment, we are establishing professional

development opportunities to meet district needs. We will continue to provide ongoing professional development for districts and specialized training for psychologists, social workers, occupational, physical and speech therapists. The Exhibit reflects specific professional development opportunities that have been established at this time. The Director recommended approval of this \$182,500 budget, which will be incorporated into the Professional Development shared cost billed to member districts based on child count in FY23. This shared cost may be included in member districts' FY23 IDEA Flow Through Grant budgets to support districts with spending 5% of IDEA Flow Through dollars on Inservice.

The motion was made by Dr. Hellrigel and seconded by Dr. Hill to approve the 2022-2023 Professional Development Plan as presented. Roll call was taken and motion carried.

G. 2022-2023 Initial Budget Presentation (Exhibit #9):

TMCSEA's initial draft budget reflects the proposed staffing pattern, professional development plan, and ESY program. District requests for contracted services reflect an increase in Program Coordinator and OT/COTA services. We were unable to fulfill additional contracted requests for School Psychologists due to a staffing shortage in this area. Schramm Educational Center's enrollment is projected to remain similar to this year. It is important to note that there are multiple vacancies at Schramm Educational Center. If viable candidates cannot be recruited by next fall, the ability to take new students and/or the number of classrooms may be impacted for the 2022-2023 school year. An additional 1.0 FTE LPN and a new position of 1.0 FTE Warm Water Therapy Pool Floating Paraprofessional have been incorporated into next year's staffing pattern and budget. Projected Schramm tuition reflects an increase of 7% at \$25,555 per student in FY23.

Initial health insurance premium projections were estimated at approximately a 10% increase. TMCSEA currently has a self-funded plan with East Peoria Community High School District 309, and it was recently discovered that our plan has been underfunded. The most responsible choice is to move to a fully funded plan. The Director anticipates that we will be transitioning from Consociate to another health insurance vendor beginning on June 1.

The FY23 budget includes a 75% personnel proration, which reflects the Base Funding Minimum amount of \$407,592.50 from Evidence-Based Funding. Federal TRS is currently at 10.31%, and FY23 rates have not yet been released at the time of this report. Our IMRF employer contribution will decrease from 7.76% to 6.30% on January 1, 2023. The DHS Transition Specialist contract amount remains the same at \$98,310. The FY23 initial budget reflects a 9.2% increase overall.

Billing rates for the following four shared costs are included in this Exhibit: 1) Administration; 2) Operations & Maintenance; 3) Low Incidence Diagnostic & Consultation Services; and 4) Professional Development, Program Support & Training. Administrative shared costs reflect an increase of 0.53% at a billed rate of \$184.55 per student. Operations & Maintenance shared costs reflect an increase of 0.16% at a billed rate of \$95.75 per student. Low Incidence Diagnostic & Consultation Services reflect an overall increase of 2.41% at a billed rate of \$161.43. Professional Development reflects an increase of 18.6% at a billed rate of \$129.94, which may be paid from IDEA Grant funds. All shared costs will be billed in 10 equal payments to member districts beginning in July for cash flow purposes. This will be a first look at the projected budget for FY23.

H. Child Count December 1, 2021 (Exhibit #10):

Exhibit #10 reflects the December 1, 2021 special education child count numbers for Tazewell and Mason counties. This December 1, 2021 child count is considered final at 3,880 students, which reflects an overall increase of 97 students from the previous year. This child count will be used for FY23 district billing.

Closed Executive Session

The Executive Committee entered into Closed Session at 8:46am in a motion made by Dr. Hill and seconded by Dr. Allaman to discuss: 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 9:00am with a motion made by Dr. Allaman and seconded by Dr. Hill.

Action Items

A. Action on the Employment of Heather Schackow due to Non-Attendance:

Dr. Owens motioned and Dr. Brooks seconded that Heather Schackow be removed from employment rolls effective immediately due to non-attendance. Roll call was taken and motion carried.

Other Business/Information

There is no FYI Report for this month.

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

Dr. Hill motioned and Dr. Allaman seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:02am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee