

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**May 10, 2023**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, May 10, 2023, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:00am. Present at roll call were: Dr. Owens, Mr. Ingold, Dr. Allaman, Dr. Smock, Dr. Greuter, Dr. Link and Dr. Hellrigel. Mrs. Geary was 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 April 12, 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 and closed session minutes of April 12, 2023, destruction of verbatim records (audio recordings) of closed session of April 8, 2022, accounts payable, and cash flow statements as presented.

The motion was made by Dr. Greuter and seconded by Dr. Link 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. Roofing Restoration Proposals – Exhibit to be Distributed at Meeting:**

Ryan Benson from Garland Company, Inc. reviewed the roof restoration bids for the Executive Committee to consider.

The motion was made by Dr. Link and seconded by Mr. Ingold to approve the Roofing Proposal made by Kreiling Roofing as presented. Roll call was taken and motion carried.

**C. ESSER III ARP Grant Amendment:**

The ESSER III ARP Grant has been amended to revise budget detail and amounts in the areas of Learning Loss, After School Programs and Summer Enrichment. The ESSER III ARP Grant will fund additional evidence-based curriculum including STAR and LINKS for our students at Schramm. The Director proposes to continue mileage reimbursement paid at the federal government rate for ESY staff as part of the Summer Enrichment Program. Staff stipends will be utilized for instructional technology management and curriculum development for in-home programs.

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

**D. Maintenance of Effort – MOE (Exhibit #1):**

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 five districts completing individual district maintenance of effort exception reports. The Director is available to work with individual districts to ensure MOE exceptions are met.

E. 2023-2024 School Calendar – Second Reading (Exhibit #2):

Exhibit #2 reflects the calendar for the 2023-2024 school year.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve the 2023-2024 School Calendar as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

F. Needs Assessment – Contracted Staff (Exhibit #3):

Exhibit #3 confirms district requests for contracted professional services for the 2023-2024 school year. There has been an increase in member districts requesting contracted services next year, which will be reflected in the cooperative's proposed FY24 staffing pattern and budget. Increases in OT, SLP, Social Worker, Vision Itinerant, and decreases in COTA contracted services are reflected in the Exhibit.

We have been unable to hire an additional Speech/Language Pathologist despite four applicants. We continue to have a 1.0 FTE School Psychologist position posted with no applicants. Some district requests for new SLP contracted services and increases in School Psychologist contracted services were unable to be provided 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.

G Reserve Funds Update (Exhibit #4):

Exhibit #4 summarizes CD investments and interest from FY20, tuition refunds withheld in June and December 2020 in order to proactively build reserve funds for the Association based on the IDEA Allocation Procedural Change implemented by ISBE. A total of \$45,500 was utilized in FY21 for a COVID-19 Relief Payment to staff. The total amount of remaining reserve funds is \$760,402.68.

H. Interest Update (Exhibit #5):

This Exhibit summarizes the Association's interest revenues from 2006 through 2022. 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. The current balance is \$124,813.37, which includes a \$100,000 contingency. The Director proposes to utilize up to \$10,000 for security system upgrades for Rogers, which will be reflected in the FY24 Technology Plan.

I. Medicaid Administrative Outreach Revenue – Revised (Exhibit #6):

The revised Exhibit summarizes Medicaid Administrative Outreach revenues from FY22 and FY23 as well as technology expenses to date this school year. The FY22 and FY23 expenses have been updated to more accurately reflect remaining balances. The FY23 Medicaid Administrative Outreach revenues have decreased from FY22 but remain adequate to fully fund technology purchases in the 2023-2024 school year.

J. 2023-2024 Technology Plan – Revised (Exhibit #7):

The Association's Technology Plan outlines computer replacements, iPads, Chromebooks, special projects, supplies and training needs. The new proposal contains special projects for Rogers including infrastructure and phone costs. The Director recommends utilizing interest revenue for security system upgrades for Rogers. Additionally, hardware replacements for laptops, iPads, Chromebooks, purchased services, software subscriptions/licenses and supplies are included in the FY24 Technology Plan. TMCSEA will continue to provide staff training on Medicaid billing programs and will facilitate training on cyber security with a focus on phishing. The Technology Committee's recommendation is to remain with SNAP for nursing software and Embrace for the Association's web-based IEP service and performance evaluation software. We will be in the first year of a three-year agreement with E-Rate Funding Solutions, and we have a one-year agreement for IT services with STL.

The motion was made by Mr. Ingold and seconded by Dr. Link to approve the 2023-2024 Technology Plan as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

**New Business**

**A. Joint Consent:**

1. Approve Increase from 0.6 FTE to 1.0 FTE for Michelle Turner as a Physical Therapist Assistant:

Michelle Turner is currently employed as a Part-Time (0.6 FTE) Physical Therapist Assistant. The Director asked for approval to increase Ms. Turner's position to full-time beginning with the 2023-2024 school year.

2. Approve Hiring of Jessica Peplow as a Part-Time Physical Therapist Assistant

The Director asked for approval to hire Jessica Peplow as a Part-Time (0.6 FTE) Physical Therapist Assistant beginning with the 2023-2024 school year. Ms. Peplow will be placed on the COTA/PTA salary schedule at Step 15.

3. Approve Hiring of Jill Calvin as a Physical Therapist Assistant:

The Director asks for approval to hire Jill Calvin as a full-time Physical Therapist Assistant beginning with the 2023-2024 school year. Ms. Calvin will be placed on the COTA/PTA salary schedule at Step 11.

4. Approve Hiring of a Full-Time Paraprofessional – Candidate to be Named:

There was no candidate to bring to the Executive Committee.

5. Approve Hiring of Olivia Radcliff as a Social Worker:

The Director asks for approval to hire Olivia Radcliff as a Social Worker beginning with the 2023-2024 school year for 185 days at a salary of \$56,000, which includes TRS.

6. Approve Intermittent Unpaid Leave of Absence for Leticia Powell (Exhibit #8):

Ms. Powell has exhausted her paid time off. The Director asked for approval for an unpaid intermittent absence for Ms. Powell for up to 5 days through the end of this school year.

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

- Tracey Carlson, Teacher
- Crystal Cosentine, Teacher
- Sarah Cox, Teacher
- Heidi Putman, Long-Term Substitute Teacher
- Adrainna Chism, Paraprofessional
- Morgan Naramore, Paraprofessional
- Isabelle Neville, Paraprofessional
- Natalie Owens, Paraprofessional
- Sue Hale, COTA
- Kelly James, RN

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

**B. Informational:**

1. Resignation of Stefanie Straw, PTA (Exhibit #9):

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

2. Resignation of Tammy Block, Teacher (Exhibit #10):

The Director informed the Executive Committee of the resignation of Ms. Block as a Teacher for the 2023-2024 school year.

3. Resignation of Katie Chase, PTA (Exhibit #11):

The Director informed the Executive Committee of the resignation of Ms. Chase as a PTA at the end of the 2022-2023 school year.

4. Resignation of Krista Burling, COTA (Exhibit #12):

The Director informed the Executive Committee of the resignation of Ms. Burling as a COTA at the end of the 2022-2023 school year.

5. Schramm Educational Center Graduation:

The graduation ceremony for Schramm will be held on May 19, 2023, at 1:00pm in celebration of five graduates.

6. Medicaid State Plan Amendment Update:

On April 18, 2023, CMS approved the IL Medicaid State Plan Amendment, with an effective date of July 1, 2021. Districts and Cooperatives are required to complete the PCG First Day of School Survey by noon on May 12. The PCG announcement with survey and training registration links has been forwarded to member districts. Once HFS releases the revised manual for changes related to the SPA, the Director will share revised content and explore training options for school-based Medicaid educational opportunities with member districts.

C. Extended School Year 2023 Staffing Pattern and Budget:

The half-day Extended School Year program will run from June 5 through July 3, with a staff work day on June 2. There will be no school on June 19. Ms. Ealey and Mr. Mangold 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 final travel reimbursement to each ESY employee as part of the Summer Enrichment Program, and mileage will be paid at the federal government rate. This year's tuition of \$2,053 is based on 65 students with growth to 70.

The motion was made by Dr. Greuter and seconded by Mr. Ingold to approve the Extended School Year 2023 Staffing Pattern & Budget as presented. Roll call was taken and motion carried.

D. 2023-2024 Tentative Staffing Pattern (Exhibit #14):

Exhibit #14 reflects the tentative staffing pattern for the 2023-2024 school year.

The motion was made by Dr. Smock and seconded by Dr. Owens to approve the 2023-2024 Staffing Pattern as presented. Roll call was taken and motion carried.

E. 2023-2024 Professional Development Plan (Exhibit #15):

The attached plan 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 recommends approval of this \$196,500 budget, which will be incorporated into the Professional Development shared cost billed to member districts based on child count in FY24. This shared cost may be included in member districts' FY24 IDEA Flow Through Grant budgets to support districts with spending 5% of IDEA Flow Through dollars on Inservice.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve the 2023-2024 Professional Development Plan as presented. Roll call was taken though voice vote with all parties present voting aye. Motion carried.

F. 2023-2024 Initial Budget Presentation (Exhibit #16):

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 OT, SLP, Social Worker, and Vision Itinerant. We have a full-time SLP vacancy posted in an effort to provide new contracted service requests to member districts. We are currently 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 decrease slightly from this year. It is important to note that there are two teacher 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 2023-2024 school year. Projected Schramm tuition reflects an increase of 7% at \$28,917 per student in FY24.

Rogers Academy is the cooperative's new satellite program for K-12 students with emotional disabilities beginning with the 2023-2024 school year. We have planned for four classrooms; however, we received a teacher resignation on May 1. Therefore, we will attempt to fill this vacancy; however, if a viable candidate cannot be secured, we may reduce to three classrooms for the 2023-2024 school year: Elementary; Junior High; and High School. The Director recommends a full-time job coach position to be funded through STEP reserves. Tuition is based on an initial enrollment of 24 students with a projected rate of \$29,339 per student in FY24. At this time, the tuition rate includes social work, nursing, behavior, and speech therapy services. No school psychologist services are currently available. Any additional related services required by a student's IEP would be billed at the per visit rate.

Initial health insurance premium projections were estimated at approximately a 10% increase. The FY24 budget includes a 67% personnel proration, which reflects the Base Funding Minimum amount of \$407,592.50 from Evidence-Based Funding. Federal TRS will increase from 10.49% to 10.60% in FY24. Our IMRF employer contribution will decrease from 6.30% to 6.00% on January 1, 2024. The DHS Transition Specialist contract amount remains the same at \$98,310. The FY24 initial budget reflects a 7.2% 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 a decrease of 3.42% at a billed rate of \$176.37 per student. Operations & Maintenance shared costs reflect a decrease of 2.75% at a billed rate of \$98.25 per student. Low Incidence Diagnostic & Consultation Services reflect an overall decrease of 3.29% at a billed rate of \$154.55. Professional Development reflects a decrease of 5.24% at a billed rate of \$123.81, 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 FY24.

G. Child Count December 1, 2022 (Exhibit #17):

Exhibit #17 reflects the December 1, 2022 special education child count numbers for Tazewell and Mason counties. This December 1, 2022 child count is considered final at 3,998 students, which reflects an overall increase of 118 students from the previous year. This child count will be used for FY24 district billing.

H. PRESS Policy Updates – First Reading (Exhibit #18):

This is the first reading of the following policy updates as recommended by PRESS:

- 2:110 Qualifications, Term, and Duties of Officers
- 4:60 Purchases and Contracts
- 5:30 Hiring Process and Criteria
- 5:90 Abused and Neglected Child Reporting
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:260 Student Teachers
- 8:20 Community Use of School Facilities

This is the first reading of the following policy updates as recommended for Review & Monitoring by PRESS:

- 4:40 Incurring Debt
- 8:70 Accommodating Individuals with Disabilities

**Closed Executive Session**

The Executive Committee entered into closed session at 8:36am with a motion by Mr. Ingold, seconded by Dr. Greuter. Roll call was taken by voice vote with all parties present voting aye. Motion carried. The following items were discussed:

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 by Dr. Link and seconded by Dr. Allaman. All parties present voted aye. Motion carried.

**Action Items**

A. Action on MOU for Certified Salary Schedule; SLP Stipend; and COTA/PTA Salary Schedule in FY24-25:

The Director asked for approval of the MOU for Certified Salary Schedule; SLP Stipend; and COTA/PTA Salary Schedule in FY24-25 as presented.

The motion was made by Dr. Greuter and seconded by Dr. Smock to approve the MOU for Certified Salary Schedule; SLP Stipend; and COTA/PTA Salary Schedule in FY 24-25 as presented. Roll call was taken and motion carried.

**Other Business/Information**

The next Executive Committee meeting is scheduled for **Wednesday, June 14, 2023** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

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

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee