

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**October 11, 2017**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, October 11, 2017, at the TMCSEA Administrative Offices, Schramm Educational Center, Pekin, IL. Dr. Hellrigel called the meeting to order at 8:00am. Present at roll call were: Dr. Hellrigel, Dr. Allaman, Mrs. Greuter, Dr. Owens, Mr. Ingold, Mr. Hinman and Dr. Hill. Dr. Link were absent from this month's meeting.

Others in attendance were Kristina Neville, Leslie Fornoff, Zina Young and Terrie Schappaugh. Tom Peffer from Gorenz and Associates was in attendance to present the TMCSEA audit.

**Joint Consent – Open & Closed Session Minutes of September 13, 2017, 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 September 13, 2017 open and closed session minutes, destruction of verbatim records (audio recordings) September 14, 2016, 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 available at the time of this meeting. The Director is requesting approval of an additional accounts payable be added in the amount of 2,050.55 for mileage reimbursements.

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

**Audience Participation:**

There were no requests for audience participation.

The Executive Committee allowed Tom Peffer to present the audit at this time. Action on the audit was taken at the time of placement on the agenda.

**Old Business**

**A. Districts' Financial Payments:**

All district financial payments are current.

**B. IDEA Preschool Grant & Flow Through Grant Amendment:**

TMCSEA provided an IDEA Grant Support Meeting on September 26 for member districts. First quarter sub-grant payments will be sent to districts by the end of October. ISBE has released final allocation amounts for FY18 IDEA Preschool and Flow Through Grants. Carryover will be added to fully fund the IDEA Flow Through Grant. The cooperative requires an amendment to the IDEA Flow Through Grant for personnel, salary and benefits changes. Washington High School District #308 submitted changes to its Nonpublic Proportionate Share based on final FY18 allocations in their IDEA Flow Through Sub-Grant.

The motion was made by Mr. Ingold and seconded by Dr. Owens to approve the Flow Through Grant Amendment as presented. Roll call was taken and motion carried.

**C. Policy Updates – Second Reading (Exhibit #1):**

Exhibit #1 reflects the second reading of the following policies recommended by PRESS:

|          |   |
|----------|---|
| 2:220-E3 | Closed Meeting Minutes                      |
| 2:260    | Uniform Grievance Procedure                 |
| 6:80     | Teaching About Controversial Issues         |
| 7:275    | Orders to Forgo Life-Sustaining Treatment   |
| 8:70     | Accommodating Individuals with Disabilities |

Policy 7:275 has been revised from the first reading based on input from the cooperative's attorney and administrative team.

The motion was made by Dr. Owens and seconded by Mr. Hinman to approve the Policy Updates as presented. Roll call was taken and motion carried.

D. UnityPoint Methodist Contract:

The Association has contracted full-time Registered Nurse (RN) services from UnityPoint Methodist since August 2016. The RN who was providing contracted services to TMCSEA/Schramm resigned her position in early September. Since that time, UnityPoint Methodist has not been able to provide adequate substitute coverage and unable to fulfill the contracted nursing services stipulated in the agreement with TMCSEA. The Director and TMCSEA Health Services Coordinator met with the In-School Health Executive Director on October 2 and were informed that UnityPoint Methodist had no RN candidates. The Director asks for approval to provide UnityPoint Methodist a 30-day written notice to terminate our contract.

The motion was made by Mrs. Greuter and seconded by Dr. Allaman to approve the written notice to terminate contractual agreement. Roll call was taken and motion carried.

E. ED Program Survey (Exhibit #2):

The Director reviewed the most recent ED Program survey results. Member districts expressed a need for TMCSEA to operate a Satellite ED Program. The largest number of students was high school. Three member districts indicated a willingness to house students in grades K-4 and/or 5-8. At this time, there is no central geographic location available, and no districts expressed interest in housing high school age classrooms. Therefore, it was determined it is not feasible for the cooperative to proceed with a Satellite ED Program at this time. The Director will continue to monitor the needs of member districts and explore potential expansion of behavior support services in the future.

**New Business:**

A. Joint Consent:

1. Approve Leave of Absence Request of Kelly McGrath, COTA (Exhibit #3):

Ms. McGrath will use her accumulated paid sick days first then unpaid time off for this anticipated 6-week maternity leave.

2. Approve Hiring of Deb Turner as a Paraprofessional:

The Director asks for approval to hire Deb Turner as a Paraprofessional for the 2017-2018 school year with a start date of December 21, 2017. Ms. Turner will be hired at TA1, Step 18 on the paraprofessional salary schedule.

3. Approve .30 FTE Increase of Laura Dawson, Occupational Therapist:

The Director asks for approval to increase Laura Dawson, Part-Time Occupational Therapist, from 0.4 FTE to 0.7 FTE. This increase of 0.3 FTE is needed to support member district contracted services.

4. Approve New Part-time (.60 FTE) COTA Position:

The Director asks for approval of a new 0.6 FTE COTA position to support member district contracted services.

5. Approve Hiring of Christy Dillard as a Registered Nurse:

The Director asks for approval to hire Christy Dillard, Bachelor Degree Registered Nurse, at a salary of \$40,200 for the remainder of the 2017-2018 school year. Ms. Dillard will enroll in the ISBE training in order to complete Medical Reviews.

6. Remove Jessica Miller, Paraprofessional, from Employment Rolls:

Jessica Miller was approved for employment at the September 13, 2017, Executive Committee meeting, pending ISBE paraprofessional licensure. Due to her failure to register with the Regional Office of Education to take the Work Keys Test, her services are no longer required. The Director asks for approval to remove Jessica Miller, Paraprofessional, from the employment rolls based upon not completing the required licensure.

The motion was made by Mr. Ingold and seconded by Mrs. Grueter to approve the New Business Joint Consent. Roll call was taken and motion carried.

B. Informational:

1. Resignation of Larissa Herrman, COTA (Exhibit #4):

The Director is informing the Executive Committee of the resignation of Ms. Herrmann, COTA, effective February 23, 2018.

2. Resignation of Stephanie Copelen, Warm Water Therapy Pool Assistant (Exhibit #5):

The Director is informing the Executive Committee of the resignation of Ms. Stephanie Copelen as a Warm Water Therapy Pool Assistant.

C. ISBE Audit:

During September 18-21, ISBE completed an audit of TMCSEA's 2016-2017 IDEA Preschool and Flow Through Grants, 2015-2016 Special Education Personnel Reimbursement, and 2015-2016 Special Education Transportation Claim. No preliminary findings were issued for federal funds. There were some issues in the Association's personnel claim regarding incorrect salary amounts and number of days employed during summer school, which amounted to an audit adjustment of \$220.48. No corrective action is required at this time.

D. Gorenz & Associates Audit Presentation – Material Distributed at Meeting:

Tom Pepper, representing the audit firm of Gorenz & Associates, presented results of the Association's annual audit.

The motion was made by Dr. Owens and seconded by Mr. Hinman to approve the Association's audit as presented. Roll call was taken and motion carried.

E. School Psychologist Intern Positions for the 2018-2019 School Year:

The Director recommends the cooperative post and actively recruit two full-time School Psychologist Interns for the 2018-2019 school year. The cooperative and member districts have experienced a significant shortage of School Psychologists. The hope is by recruiting local School Psychologist Interns it will increase the pool of viable candidates to fill vacancies within the districts. In order to aggressively recruit candidates to our geographic region and be competitive, an annual salary of \$25,000 plus health insurance benefits for 185 days is recommended. The Director asks for approval for two 1.0 FTE School Psychologist Intern Positions for the 2018-2019 school year.

The motion was made by Mrs. Grueter and seconded by Dr. Owens to approve two 1.0 FTE Psychologist Intern positions for the 2018-2019 school year. Roll call was taken and motion carried.

Closed Executive Session:

There were no items for Closed Session.

Action Items

A. There were no Action Items.

Other Business/Information:

The Director reviewed the FYI portion of the Executive Committee material.

The next Executive Committee meeting is scheduled for **Wednesday, November 8, 2017** at the TMCSEA Administrative Offices, Schramm Educational Center, Pekin, IL, at **8:00am**.

Dr. Owens motioned and Mr. Hill seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:56am.