

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
April 12, 2023

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, April 12, 2023, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:05am. Present at roll call were: Dr. Owens, Mr. Ingold, Dr. Allaman, Dr. Smock, and Dr. Greuter. Mrs. Geary, Dr. Link and Dr. Hellrigel were absent from this month's meeting.

Others in attendance: Kristina Neville and Charity Adams.

Joint Consent – Open Session Minutes of March 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 March 8, 2023, destruction of verbatim records (audio recordings) of closed session of March 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. IDEA Grants:

The Director updated the Executive Committee on IDEA Grant applications and timelines.

New Business

A. Joint Consent:

1. Approval of Unpaid Intermittent Leave of Absence for Haley Lee, Paraprofessional (Exhibit #1):

The Director asked for approval of the unpaid intermittent time off up to 5 unpaid days for the remainder of the 2022-2023 school year.

2. Approve the Hiring of Delaney Knott as a Paraprofessional:

The Director asked for approval to hire Delaney Knott as a Paraprofessional for the remainder of the 2022-2023 school year. Ms. Knott will be placed on the non-certified salary schedule at TA1, Step 3.

3. Approve the Hiring of Heidi Griffin as a Paraprofessional:

The Director asked for approval to hire Heidi Griffin as a Paraprofessional for the remainder of the 2022-2023 school year, pending ISBE licensure. Ms. Griffin will be placed on the non-certified salary schedule at TA1, Step 7.

4. Approve the Hiring of Tammy Block as a Teacher:

The Director asked for approval to hire Tammy Block as a Teacher beginning in the 2023-2024 school year. Ms. Block will be placed on the certified salary schedule at MS+30, Step 14.

5. Approve the Hiring of Sarah Cox as a Teacher:

The Director asked for approval to hire Sarah Cox as a Teacher beginning in the 2023-2024 school year. Ms. Cox will be placed on the certified salary schedule at MS, Step 12.

6. Approve the Hiring of Cassandra Frietsch as a Teacher:

The Director asked for approval to hire Cassandra Frietsch as a Teacher beginning in the 2023-2024 school year pending Short-Term Emergency Approval in Special Education for LBS1. Ms. Frietsch will be placed on the certified salary schedule at MS, Step 14.

7. Approve Increase from 195 Days to 205 Days for Laura Stuff, Program Coordinator:

Laura Stuff is currently employed as a Program Coordinator for 195 days. Due to additional instructional technology management needs, the Director asked for approval to increase Ms. Stuff's position to 205 days beginning with the 2023-2024 school year.

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

B. Informational:

1. Building Project Update:

The Director provided an update on the building project.

2. RTO Reminders:

The Director reviewed the Physical Restraint, Time Out, and Isolated Time Out (RTO) Reduction Plans for the 2023-2024 school year.

3. Resignation of Madison Haynes, Paraprofessional:

The Director is informing the Executive Committee of the resignation of Ms. Haynes as a Paraprofessional effective March 27, 2023.

4. Resignation of Michelle Rodcay, Teacher (Exhibit #2):

The Director is informing the Executive Committee of the resignation of Ms. Rodcay as a Teacher at the end of the 2022-2023 school year.

5. Resignation of Rachel Yang, School Psychologist (Exhibit #3):

The Director is informing the Executive Committee of the resignation of Ms. Yang as a School Psychologist at the end of the 2022-2023 school year.

C. Approve Graduate Assistantship with Illinois State University:

The Director asked for approval to contract a graduate assistantship with ISU for the 2023-2024 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 2023-2024 school year, which will be incorporated into the LIDS Shared Costs billed to member districts in FY24.

The motion was made by Mr. Ingold and seconded by Dr. Allaman to approve the Graduate Assistantship with Illinois State University as presented. Roll call was taken and motion carried.

D. WIU Externally Funded Assistantship Agreement (Exhibit #4):

The Director recommended approval of an agreement for an external graduate assistantship position with Western Illinois University (WIU). A school psychology graduate student (typically 2nd year student) would provide "psych assistant" duties, which may include screening, progress monitoring, scoring, data entry, tutoring, and conducting assessments. The graduate assistantship would be 13

hours/minimum and practicum for 13 hours per week. The stipend is \$762 per month with an 8-month contract term, and it may be increased to 20 hours/week for a slightly higher stipend. Additionally, this could serve as a potential avenue to recruit school psychologist interns in the future. The Director recommends billing this as a LIDS Shared Cost to member districts in FY24.

The motion was made by Dr. Allaman and seconded by Dr. Smock to approve the WIU Assistantship Agreement as presented. Roll call was taken and motion carried.

E. Approval of License Agreement with North Pekin District 102 (Exhibit #5):

TMCSEA is in its second year of a two-year agreement with District 102 for use of its Elementary Building at a fee of \$20,000 per year, which expires on June 30, 2023. The Exhibit reflects a five-year renewal at a fee of \$22,000 per year in the first three years (FY24, FY25, FY26) and \$23,000 per year in the last two years of the agreement (FY27, FY28). The rest of the terms remain the same. TMCSEA will be responsible for telephone, internet, and trash collection. District 102 will bill TMCSEA 70% of utility costs for the Elementary Building. Custodial services will be shared, and TMCSEA will pay a pro-rated cost based on usage of custodial services. The building costs will be included in the FY24 budget and incorporated into the shared Administrative and O&M costs billed to member districts.

The motion was made by Dr. Greuter and seconded by Mr. Ingold to approve the License Agreement with North Pekin District 102 as presented. Roll call was taken and motion carried.

F. Proposed 2023-2024 School Calendar (Exhibit #6):

The proposed 2023-2024 calendar has our staff starting on August 24, 2023 and ending on June 5, 2024 to allow for completion of the HVAC project this summer. The Association has opted to go with spring break from March 29 - April 5, which is in line with several of our member districts. We have received union input on this calendar as well. We will begin this school year with three Teacher Institute Days. Schramm Educational Center and Rogers Academy will follow the same school calendar. This is a first look at the school calendar for 2023-2024.

G. Medicaid REV Data (Exhibit #7):

Exhibit #7 reflects the REV counts to be used on the MAC claims for the calendar year 2023.

H. Medicaid Administrative Outreach Revenue (Exhibit #8):

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

I. 2023-2024 TMCSEA Technology Plan (Exhibit #9):

The Association's Technology Plan outlines computer replacements, iPads, Chromebooks, special projects, supplies and training needs. The new proposal contains special projects including infrastructure, phone, security system upgrades, and initial costs for the Satellite ED Program. 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 Dr. Allaman and seconded by Mr. Ingold to approve the 2023-2024 TMCSEA Technology Plan as presented. Roll call was taken and motion carried.

J. Approval of User Agreement with IL State Police Law Enforcement Portal (Exhibit #10):

The Director asks for approval of the agreement for school administrators to use the Illinois State Police Law Enforcement Portal for the purpose of submitting clear and present danger reports.

The motion was made by Dr. Greuter and seconded by Dr. Owens to approve the User Agreement with IL State Police Law Enforcement Portal as presented. Roll call was taken and motion carried.

Closed Executive Session

The Executive Committee entered into closed session at 8:33am with a motion by Mr. Ingold, seconded by Dr. Allaman. 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 9:29am with a motion by Dr. Greuter and seconded by Mr. Ingold. All parties present voted aye. Motion carried.

Action Items

A. Approve FY24 Market Adjustment for School Psychologist/Social Worker Salaries:

The Director asked for approval of the FY24 Market Adjustment for School Psychologist/Social Worker salaries as presented.

The motion was made by Dr. Allaman and seconded by Dr. Greuter to approve the FY24 Market Adjustment for School Psychologist/Social Worker Salaries as presented. Roll call was taken and motion carried.

B. Approve FY24 - FY25 Salary Increases for Non-Union Staff:

The Director asked for approval of the FY24-FY25 Salary Increases for Non-Union Staff.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the FY24-FY25 Salary increase for Non-Union Staff as presented. Roll Call was taken and motion carried.

C. Approve Social Emotional Learning Specialist Position:

The Director asked for approval of the Social Emotional Learning Specialist Position.

The motion was made by Mr. Ingold and seconded by Dr. Greuter to approve the Social Emotional Learning Specialist position as presented. Roll Call was taken and motion carried.

Other Business/Information

The next Executive Committee meeting is scheduled for **Wednesday, May 10, 2023** at the TMCSEA/Schramm Educational Center, Room 125, Pekin, IL, at **8:00am**.

Mr. Ingold motioned and Dr. Allaman seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:30am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee