

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**December 14, 2022**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, December 14, 2022, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:04am. Present at roll call were: Dr. Owens, Mr. Ingold, Dr. Hellrigel, Dr. Smock, Dr. Greuter, and Dr. Link. Dr. Allaman and Mrs. Geary were absent from this month's meeting.

Others in attendance: Kristina Neville, Charity Adams, Adam Mangold and Terrie Schappaugh.

**Joint Consent – Open Session Minutes of November 9, 2022, 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. The Director asked for approval of the open session minutes of November 9, 2022, destruction of verbatim records (audio recordings) of closed session of November 10, 2021 (no closed session held), monthly accounts payable, and cash flow statements as 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. Link 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.

**Old Business**

**A. Districts' Financial Payments:**

All district's financial payments are current.

**B. IDEA Preschool & Flow Through Grants:**

Final fiscal year 2023 IDEA Part B Flow Through and Preschool allocations, as well as Nonpublic Proportionate Share set-asides, have been released by ISBE and forwarded to member districts. Final FY23 allocations and Nonpublic Proportionate Share set-asides have been loaded in the electronic Grants Management System (eGMS) for both programs. All FY23 IDEA Part B Flow Through and Preschool initial applications that have been approved in eGMS by the Special Education Department are automatically loaded into the Financial Reimbursement Information System. You may submit cumulative cash basis expenditure reports via the Electronic Expenditure Reporting System in IWAS to receive reimbursement. As a reminder, all federal grant vouchering occurs each Wednesday unless that day falls on a holiday or is within two business days from the end of the month. Expenditure reports received at ISBE through Tuesday evening will be loaded and vouchered the next day. Any carryover (i.e., unbudgeted or unexpended funds) from FY22 will not be moved forward into FY23 and made available for an amendment until a final FY22 expenditure report is on file. All districts must submit their FY23 IDEA Excess Cost Applications to ISBE by February 28, 2023 via IWAS.

**C. Satellite ED Program 2023-2024 (Exhibit #1):**

Exhibit #1 is a first look at two options for proposed staffing pattern and estimated tuition for a cooperative Satellite ED Program beginning in the 2023-2024 school year for students in grades K-12. This would be a separate public day school program for students with emotional disabilities housed at 109 Rogers Road in North Pekin consisting of 3-4 classrooms with one teacher and two paraprofessionals per class. A full-time administrator and part-time secretary as well as Social Work, BCBA/Psychologist, and School Nurse services are included in the annual cost. All other related services such as Speech, OT, and PT would be billed separately. The Director recommended funding a Job Coach through STEP and is exploring this possibility with the Transition Specialist and DHS/DRS. This estimate does not include any cost for a School Resource Officer at this time.

The Director calculated two options for initial estimates for annual tuition based on 3-4 classrooms given the large number of projected elementary students with diverse needs in grades K-4. The first option is for 3 classrooms (1 Elementary; 1 Middle/Junior High; and 1 High School) serving 18-24 students with a tuition rate of approximately \$26,000-\$35,000 per 1.0 FTE, depending on total enrollment. The second option is for 4 classrooms (2 Elementary; 1 Middle/Junior High; and 1 High School) serving 24-32 students with a tuition rate of approximately \$24,000-\$32,000 per 1.0 FTE, depending on total enrollment.

The motion was made by Dr. Greuter and seconded by Mr. Ingold to approve Option #2 utilizing Option #1 as an alternate if necessary due to staffing shortages. Roll call was taken and motion carried.

**New Business**

**A. Joint Consent:**

1. Approve Hiring of Heidi Putman as a Long-Term Substitute or Student Teacher:

Due to an unfilled vacancy, Heidi Putman was hired as a long-term substitute teacher during first semester. Ms. Putman has completed all coursework for her Master's degree in Special Education, and the final outstanding requirement is the content test prior to student teaching. There are no viable applicants for this vacancy. The Director asked for approval to hire Ms. Putman as a Long-Term Substitute and should Ms. Putman complete the content test in time, she will be hired as a Student Teacher for second semester at a daily rate of \$200.00 for up to 95 days.

2. Approve Hiring of Justin Miller as a Teacher:

The Director asks for approval to hire Justin Miller as a Teacher beginning in the 2023-2024 school year. Mr. Miller will be placed on the salary schedule at BS, Step 8.

3. Approve Memorandum of Understanding (Exhibit #2):

The Director asks for approval for the MOU to compensate Kayla Ullett, Vision Itinerant Teacher, for reimbursement of graduate coursework for a Master's Degree in Orientation & Mobility to become an O&M Specialist in exchange for remaining employed full-time with TMCSEA for 5 years after degree completion.

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

**B. Informational:**

1. School Maintenance Project Grant:

TMCSEA was awarded the FY23 Round 1 School Maintenance Project Grant (SMPG) for \$50,000 in match dollars to fund the boiler replacement.

2. 10-Year Health Life Safety Survey – Exhibit Distributed at Meeting

The Director presented material outlining the 10-Year Health Life Safety Survey

3. Employee Engagement Survey (Exhibit #3)

Exhibit #3 reflects from the Employee Engagement Survey facilitated by Studer Education as part of our evidence-based leadership practices.

4. Memorial Donation Survey (Exhibit #4)

Exhibit #4 reflects employee feedback regarding use of bequest funds for the Association.

5. Building License Agreement with District #102

The Association is in the second year of a two-year agreement with District 102 for use of its Elementary Building at a fee of \$20,000 per year. TMCSEA is responsible for telephone, internet, and trash collection. District 102 bills TMCSEA 70% of utility costs for the Elementary Building, which was \$9,462 in FY22. Custodial services are shared, and TMCSEA paid a pro-rated cost based on usage of custodial services, which was \$3,105 in FY22. This was a total annual cost of \$32,567 for the license agreement in FY22. The Director proposed to continue to incorporate the building expenses into the shared Administrative and O&M costs billed to member districts. The Director asked for feedback and discussion from the Executive Committee regarding contract length and terms related to the renewal of this agreement with District 102.

C. PMA Resolution (Exhibit #5):

The Director signed a Letter of Intent with PMA Financial, Inc., which is an agent of the Illinois School District Liquid Asset Fund (ISDLAF), regarding a proposed investment relationship. A money market account, CDs and Treasury Notes/Bills will be utilized to maximize interest on an initial total investment of \$3,000,000. Moving forward, this spreadsheet will be provided to the Executive Committee as part of our monthly financial statements.

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

D. Stratus Networks Agreement (Exhibit #6):

TMCSEA is in the final year of a seven-year agreement with Stratus Networks for 100 Mbps internet service at a monthly cost of \$975 before the E-Rate discount is applied. Exhibit #6 reflects a proposed service agreement with Stratus Networks for fiber internet service beginning on July 1, 2023 for 200 Mbps internet service at a monthly cost of \$795 prior to the E-Rate discount.

The motion was made by Dr. Link and seconded by Dr. Greuter to approve the Agreement with Stratus Networks as presented. Roll call was taken and motion carried.

E. Policy Updates – First Reading (Exhibit #7):

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

2:100 Board/Executive Committee Member Conflict of Interest; 2:105 Ethics & Gift Ban; 2:265 Title IX Sexual Harassment Grievance Procedure; 4:10 Fiscal & Business Management; 4:165 Awareness & Prevention of Child Sexual Abuse Grooming Behaviors; 5:20 Workplace Harassment Prohibited; 5:220 Substitute Teachers; 5:250 Leaves of Absence; 5:280 Duties & Qualifications; 5:320 Evaluation; 5:330 Sick Days, Vacation, Holidays & Leaves; 6:20 Calendar & Day; 6:50 School Wellness; 6:65 Student Social & Emotional Development; 6:250 Community Resource Persons & Volunteers; 6:255 Assemblies & Ceremonies; 6:340 Student Testing & Assessment Program; 7:50 School Admissions & Eligibility for Services; 7:70 Attendance & Truancy; 7:100 Health, Eye, & Dental Examinations; Immunizations; & Exclusion of Students; 7:180 Prevention of & Response to Bullying, Intimidation, & Harassment; 7:250 Student Support Services; 7:285 Anaphylaxis Prevention, Response, & Management Program; 7:290 Suicide & Depression Awareness & Prevention; 7:340 Student Records and 5:120 Employee Ethics; Code of Professional Conduct; & Conflict of Interest (**Rewritten**).

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

2:250 Access to Cooperative Public Records; 4:55 Use of Credit & Procurement Cards; 5:170 Copyright; 5:190 Teacher Qualifications; 5:260 Student Teachers; 6:270 Guidance & Counseling Program; 7:10-E Equal Educational Opportunities Within the School Community.

F. Medicaid Fee-for-Service Reimbursement (Exhibit #8):

All Fee-for-Service (FFS) revenue that is generated by TMCSEA staff serving member district students goes directly to TMCSEA. Then, TMCSEA flows this Fee-for-Service money back to each member district according to monthly FFS billing reports received from Timberline. Exhibit #8 summarizes amounts due to districts received in December 2022, which reflects the deduction of Timberline's 7% fee.

The motion was made by Dr. Greuter and seconded by Dr. Hellrigel to approve the Medicaid Fee-for-Service Reimbursements as presented. Roll call was taken and motion carried.

Closed Executive Session

The Executive Committee went into closed session at 8:5am with a Motion by Dr. Grueter, seconded by Mr. Ingold to discuss the following:

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.

Dr. Link motioned and Mr. Ingold seconded to exit closed session with all parties in attendance voting aye, closed session ended at 9:16am.

**Action Items**

There were no actions items for this month's meeting

**Other Business/Information**

The next Executive Committee meeting is scheduled for **Wednesday, January 11, 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 9:16am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee