

**TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION**  
**MINUTES OF EXECUTIVE COMMITTEE**  
**February 8, 2023**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, February 8, 2023, at TMCSEA/Schramm Educational Center, Room 125, Pekin, IL. Dr. Owens called the meeting to order at 8:02am. Present at roll call were: Dr. Owens, Dr. Hellrigel, Dr. Greuter, Dr. Allaman, Mrs. Geary and Dr. Link. Mr. Ingold and Dr. Smock were absent from this month's meeting.

Others in attendance: Kristina Neville and Charity Adams.

**Joint Consent – Open and Closed Session Minutes of December 14, 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 and closed session minutes of January 11, 2023, destruction of verbatim records (audio recordings) of closed session of January 12, 2022, monthly accounts payable, and cash flow statements as presented. The monthly Expenditure and activity reports were also made available at the time of this meeting.

The motion was made by Dr. Grueter and seconded by Mrs. Geary 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 fiscal year 2023 IDEA Excess Costs Application is now available in the electronic Grants Management System through the ISBE Web Application Security (IWAS) system. This information has been forwarded to member districts. All FY 2023 eligible applicants must create and submit an application through the IWAS system. Applications are due March 1, 2023.

Prior to full execution of any FY 2024 state or federal grant application, grantees must ensure that all Grant Accountability and Transparency Act (GATA) requirements are met. Grantees must complete prequalification registration at the GATA portal and complete a Fiscal and Administrative Risk Assessment via an Internal Controls Questionnaire (ICQ).

The GATA Programmatic Risk Assessment (PRA) is split into an Organizational Risk Assessment and ISBE Grant Specific Assessment. Grantees will complete the Organizational Risk Assessment in IWAS one time; the results will apply to all FY 2024 grants. Further, ISBE Grant Specific Assessments will be included in each FY 2024 grant. A combination of the results of these two risk assessments will generate the Programmatic Risk Conditions in each grant. Completion of the GATA registration and ICQ, as well as the Organizational Risk Assessment, must be completed prior to submission of an FY 2024 state or federal grant.

Follow these steps to fully execute FY 2024 grants: 1) Ensure an active [SAM.gov](https://sam.gov) registration; 2) Complete the Fiscal and Administrative Control Questionnaire (ICQ) via [GATA Portal](#); 3) Complete and submit the Organizational Risk Assessment via IWAS; 4) School Districts Only: Complete and submit the Consolidated District Plan; 5) Submit FY 2024 grant applications to ISBE; and 6) ISBE program staff review and approve grants in their respective program areas.

**C. ESSER III Grant Amendment**

Last summer, providing travel reimbursement was an effective way to recruit staff for our Extended School Year (ESY) Program. The Director proposes to offer a travel reimbursement to each ESY employee again this summer from our remaining ESSER III Grant funds as part of the Summer Enrichment Program. This travel reimbursement is based on the number of miles driven roundtrip from home to school at the federal government rate (65.5 cents per mile). If staff are absent, there is no travel reimbursement provided on that date.

The motion was made by Dr. Link and seconded by Mrs. Geary to approve the ESSER III Grant Amendment as presented. Roll call was taken and motion carried.

D. 10-Year Health Life Safety Survey – Revised (Exhibit #1):

After corresponding with ISBE, the Association’s architect made changes to the 10-Year Health Life Safety Survey. The Association was not previously listed as a cooperative, which has been corrected. Exhibit #1 summarizes a list of violations. The Director changed the Funding Type to “O” to indicate “Other” funds. If the Funding Type is listed as “F” for Fire Prevention, then each member district would be responsible for an assigned cost ratio, or cost sharing from their available Health Life Safety Funds. The use of member district Health Life Safety Funds is not currently specified in the Joint Agreement. The Director would like approval from the Executive Committee regarding submission of the revised 10-Year Health Life Safety Survey and consideration for legal review of the Joint Agreement.

The motion was made by Dr. Allaman and seconded by Dr. Owens to approve the Revised 10-Year Health Life Safety Survey as presented. Roll call was taken and motion carried.

E. Roof Diagnostic Survey & Roof Asset Report (Exhibit #2):

A Roof Diagnostic Survey was completed by Len Simpkins of Infrared Roofing Technologies to locate any wet areas of the roof system. Overall, the roof had 72 square feet of wet insulation. Based on this information, the Roof Asset Report was updated by Ryan Benson of Garland Company. The Director reviewed options for roof restoration and/or replacement and asked for feedback from the Executive Committee regarding next steps.

**New Business**

A. Joint Consent:

1. Approve Hiring of Madison Haynes as a Paraprofessional:

The Director asks for approval to hire Madison Haynes as a full-time Paraprofessional for the remainder of the 2022-2023 school year. Ms. Haynes will be placed on the salary schedule at TA1, Step 3.

2. Approve Hiring of Molly Suellentrop as a COTA Long-Term Substitute:

The Director asks for approval to hire Molly Suellentrop as a long-term COTA substitute for up to 22 days at a daily rate of \$184.00 for FMLA coverage.

3. Approve Leave of Absence for Deb Rosas, Paraprofessional:

Deb Rosas is employed as a full-time Paraprofessional. She has exhausted her paid time off and FMLA. The Director asks for approval of Ms. Rosa’s unpaid leave of absence for the remainder of the 2022-2023 school year.

4. Approve Leave of Absence for Kristina Bohannan, Paraprofessional:

Kristina Bohannan is employed as a full-time Paraprofessional, and she does not qualify for FMLA. The Director asks for approval of an unpaid leave of absence for Ms. Bohannan of up to 10 days.

5. Approve Hiring of Michelle Gambill as a Cook:

The Director asks for approval to hire Michelle Gambill as a full-time Cook beginning in the 2023-2024 school year at a salary of \$21,600 for 180 days, pending Food Protection Manager Certification.

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

B. Informational:

1. Resignation of Mimi Patton, Paraprofessional (Exhibit #5):

The Director is informing the Executive Committee of Ms. Patton’s resignation effective January 27, 2023.

2. District Level Special Education Administrators' Meeting (Exhibit #6):

The Director met with the district level special education administrators on January 13, 2023, and the topics outlined in the exhibit were discussed.

C. Renewal of Infinitec Agreement (Exhibit #7):

TMCSEA and our member districts have been pleased with our membership in the Infinitec Coalition to support a variety of assistive technology initiatives, professional development opportunities and software group buys. We are utilizing ENGAGE with Infinitec for management of required mandated trainings. The FY24 cost is based on .72 cents per student times the fall enrollment, which is a two cent increase from the previous year. ISBE has not yet released the 2022-2023 Fall Housing Report. Based on student enrollment from the 2023 SIS Demographic Summary, the estimated cost for FY24 is \$15,210 which is approximately \$340 more than this year's cost. This amount will be incorporated into the inservice budget and billed as a shared cost to all districts, which is paid from IDEA funds. The Director serves on the Infinitec Executive Leadership and State Advisory Board. The Director recommends approval of this agreement for FY24.

The motion was made by Dr. Allaman and seconded by Mrs. Geary to approve the Renewal Agreement with Infinitec as presented. Roll call was taken and motion carried.

D. Approval of Contractual Agreement for IT Services (Exhibit #8):

TMCSEA currently contracts technology support from Sky's the Limit (STL), and our agreement expires on June 30, 2023. The FY23 contracted cost is \$2,255 plus \$300 per month for Managed Internal Broadband Services (MIBS), \$275 per month for Hosted Data Servers, and \$150 for back-up/recovery for a monthly cost of \$2,980. The contracted amounts proposed for FY24 are the same as the previous year. The Director recommends approval of the one-year agreement with STL at a total annual cost of \$35,760 beginning on July 1, 2023 and ending on June 30, 2024 as presented.

The motion was made by Mrs. Geary and seconded by Dr. Greuter to approve the Contractual Agreement for IT Services with STL. Roll call was taken and motion carried.

E. Approval of Rogers Network & Phone System Proposals (Exhibit #9):

The TMCSEA Satellite location at 109 Rogers Road in North Pekin is in need of network and phone system upgrades in preparation for students next fall. The Director proposes to utilize Medicaid Administrative Outreach revenue to fund this project in FY24 as part of the Association's Technology Plan. The supply chain shortage and delay for accessing next fiscal year's E-Rate funds would not be a feasible timeline for the opening of the cooperative's Satellite ED Program by August 2023. The Director asks for approval of the proposals from STL for network additions at a cost of \$9,238.71 and All-Tech Datacom for cabling and phone system installation at a cost of \$7,730, which is a total cost of \$16,968.71.

The motion was made by Mrs. Geary and seconded by Dr. Hellrigel to approve the Rogers Network & Phone System Proposals as presented. Roll call was taken and motion carried.

F. TMCSE Program & Services Student Performance Data(Exhibit #10):

Student performance data was collected from January-December 2022 for Schramm, speech, hearing, vision, occupational therapy, and physical therapy services. Total percentages were based on successful completion of student IEP objectives. Overall, 82% of student IEP objectives were met across all TMCSEA programs and services, which is a 1% decrease from last year's total average of 83%.

G. Cash Basis Audit Practice (Exhibit #11):

Our audit will be prepared using the regulatory provisions prescribed by the Illinois State Board of Education, which differs from accounting principles generally accepted. Russ Rumbold, CPA, is the engagement partner who is assigned to supervise this process for the Association. The total cost for FY23 audit services shall not exceed \$14,620, as compared to the FY22 cost of \$13,115. This is an 11.48% increase in the proposed total cost for services from the previous fiscal year. This item was tabled until the March meeting.

**Closed Executive Session**

There were no items for Closed Session.

**Action Items**

There were no Action Items for this month's meeting.

**Other Business/Information**

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

Dr. Allaman motioned and Dr. Greuter seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:33am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee