

**20230111TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
January 11, 2023**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, January 11, 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, Mr. Ingold, Dr. Hellrigel, Dr. Smock, Dr. Greuter, Dr. Allaman and Mrs. Geary. Dr. Link was absent from this month's meeting.

Others in attendance: Kristina Neville and Terrie Schappaugh.

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 December 14, 2022, destruction of verbatim records (audio recordings) of closed session of December 8, 2021 (no closed session held), 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 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. Policy Updates – Second Reading (Exhibit #1):

This is the second 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 second 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.

The motion was made by Mr. Ingold and seconded by Mrs. Geary to approve the PRESS Policy updates as presented. Roll call was taken and motion carried.

New Business

A. Joint Consent:

1. Approve Hiring of Jessica Schulzki as an Associate Behavior Specialist:

Jessica Schulzki is currently employed by TMCSEA as a Behavior Specialist Assistant, and she holds a Bachelor's degree in Psychology and certification as a Registered Behavior Technician. Ms. Schulzki will complete graduate coursework for her Master's degree in Behavior Analysis, and she will have accumulated 1,000 hours in fieldwork by September 2023. Ms. Schulzki is required to complete 2,000 supervised fieldwork hours and pass the exam to obtain BCBA certification, which is anticipated by June 2024. The Director asked for approval to hire Ms. Schulzki as a full-time Associate Behavior Specialist beginning with the 2023-2024 school year for 185 days at a salary of \$45,000. This will be a new position and an increase to the TMCSEA Behavior Services staffing pattern by 1.0 FTE in FY24.

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

B. Informational:

1. Building Update:

On the evening of December 25, the fire alarm was activated by collapsed ceiling tiles due to flooding/water damage from frozen and burst heating coils in the kitchen exchange unit. The extreme cold temperatures and high winds caused ice to develop within the coils and split the copper tubing. One classroom was flooded as well, which also damaged an adjoining classroom's bathroom. SERVPRO provided emergency water damage restoration, which included removing and replacing insulation and drywall. Some additional finishing work still needs to be completed, and repairs for the heating coils are ongoing. The Director is working with the Association's insurance carrier for coverage related to these damages.

2. Roof Asset Report – Exhibit to be Distributed at Meeting:

An initial roof assessment was completed by The Garland Company, Inc. The Director will reviewed the Roof Asset Report with the Executive Committee and discussed next steps.

3. ROE Building Inspection:

The annual building inspection was completed on December 19, 2022, with the ROE and Fire Marshall.

4. Medicaid Cost Reconciliation:

PCG recently announced training opportunities throughout January and February for those that complete the financial reporting for Medicaid reimbursement. This is training for the new Fee-for-Service Cost Reconciliation, or Cost Settlement Process. The Cost Reconciliation Process is replacing the Annual Cost Study, so attendance in one of PCG's trainings is highly encouraged by Timberline.

5. IDEA Excess Cost:

The fiscal year 2023 IDEA Excess Cost Application will be available in IWAS soon. The template and instructions have been shared with member districts. District IDEA Excess Cost Applications are due February 28, 2023, via IWAS.

6. December 1st Child Count:

It is important that each district report an accurate December 1 Child Count. In an effort to assist with the reporting deadline of February 22, 2023, ISBE will begin weekly December 1 Child Count Snapshots on Friday, January 13th. No edits will be allowed after February 22nd. The Superintendent Certification Period is March 10-24, 2023.

C. Addendum to Omni Energy Partners Performance Contract – Exhibit to be Distributed at Meeting:

The kitchen make-up air unit was noted in our recent 10-Year Health Life Safety Survey for replacement due to major rust damage and beyond its expected lifespan. On December 25, heating coils in this unit froze and burst causing flooding and water damage in the

kitchen. Given these circumstances, Omni has proposed an addendum to include the kitchen make-up air unit with the projected HVAC work to be completed by Summer 2023. Omni is currently reviewing proposals to find the most reasonable cost for this additional work.

The motion was made by Mrs. Geary and seconded by Dr. Allaman to approve the Addendum to Omni Energy Partners Performance Contract as presented. Roll call was taken and motion carried.

D. National School Lunch Program Equipment Assistant Grant:

The U.S. Department of Agriculture (USDA) Food and Nutrition Service provides funding to the Illinois State Board of Education (ISBE) to provide equipment assistance through competitive grants to School Food Authorities (SFAs) participating in the federally funded National School Lunch Program (NSLP). Funds allocated for this program are intended to assist schools in purchasing equipment to serve healthier meals; support scratch cooking; improve food safety; store fresh food; upgrade equipment; and to help support the establishment, maintenance, or expansion of the School Breakfast Program. The Director requested approval to submit this grant on behalf of equipment needs at Schramm Educational Center.

The motion was made by Dr. Hellregil and seconded by Mr. Ingold to approve the submission of the National School Lunch Equipment Assistant Grant. Roll call was taken and motion carried.

E. Medicaid Fee-for-Service Reimbursement (Exhibit #2):

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 #2 summarizes amounts due to districts received in January 2023, which reflects the deduction of Timberline's 7% fee. The Director asks for approval of these Medicaid Fee-for-Service disbursements to member districts as presented.

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.

F. Mid-Year Enrollment Numbers (Exhibit #3):

Enrollment at Schramm Educational Center remains stable at 73 students during first semester. District consultations/trainings, Low Incidence Evaluations, Educational/Behavioral Evaluations and Transition Consultations show a decrease from the previous year. Assistive Technology, Audiology Evaluations, Autism Evaluations/ADOS, Educational/Behavioral Consultations, Medical Reviews, and Vision Consultations/Caseloads remain consistent overall. Hearing Itinerant Consultations/Caseloads show an increase over last year's numbers. Autism Consultations, Vision Evaluations, Student Consultations, and STEP Caseload show an increase over last year. Occupational and Physical Therapy Consultations/Caseloads have remained consistent overall, and OT/PT Evaluations have decreased. TMCSEA has completed 207 Evaluations, 252 Consultations, and provided training for 410 cooperative and member district staff.

G. Mid-Year Program Coordinators Summary Report (Exhibit #4):

The Administrative team provided mid-year updates for their assigned program areas.

H. Mid-Year Director's Report (Exhibit #5):

This update reflects progress toward goals and continued support to the member districts of the Association.

I. Written Notice to Commence Director's Evaluation:

The Director gives written notice to the Executive Committee to commence her annual performance evaluation.

Closed Executive Session

The Executive Committee entered into closed session at 9:11am with a motion by Dr. Hellrigel, seconded by Mr. Ingold. Roll call was taken by voice vote with all parties present voting aye, motion carried. The following items were discussed:

1. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

Mr. Ingold motioned and Mrs. Geary seconded to exit closed session with all parties in attendance voting aye, closed session ended at 9:14am.

Action Items

A. Resolution Regarding Semi-Annual Review of Meetings Conducted in Closed Session.

The motion was made by Dr. Allaman and seconded by Dr. Hellrigel to continue the closed status of the July to December 2022 closed session minutes. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

Other Business/Information

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

Mr. Ingold motioned and Mrs. Geary seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 9:14am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee