

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

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, July 12, 2023, at Rogers Professional Development Center, 109 Rogers Road, North Pekin, IL. Mr. Ingold called the meeting to order at 8:03am. Present at roll call were: Mr. Ingold, Dr. Allaman, Dr. Smock, Dr. Greuter, Dr. Hellrigel and Mrs. Geary. Dr. Owens and Mr. Ealey were absent from this month's meeting.

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

**Joint Consent – Open and Closed Session Minutes of June 14, 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. The Director asked for approval of the open and closed session minutes of June 14, 2023, destruction of verbatim records (audio recordings) of closed session of June 8, 2022, accounts payable, and cash flow statements as presented.

The motion was made by Dr. Hellrigel and seconded by Dr. Greuter 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. Executive Committee Members for 2023-2024 (Exhibit #1):**

Exhibit #1 reflects the Executive Committee members for the 2023-2024 school year.

**C. Policy Update - Second Reading (Exhibit #2):**

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

- 2:170 Procurement of Architectural, Engineering, and Land Surveying Services
- 4:45 Insufficient fund Checks and Debt Recovery
- 4:100 Insurance Management
- 5:230 Maintaining Student Discipline

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

- 6:240 Field Trips and Recreational Class Trips
- 7:275 Orders to Forgo Life-Sustaining Treatment
- 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
- 8:95 Parental Involvement

The motion was made by Dr. Hellrigel and seconded by Mrs. Geary to approve the PRESS Policy updates as recommended. Roll call was taken and motion carried.

**New Business**

**A. Joint Consent:**

1. Approve Hiring of Carlene Bachar as a Paraprofessional:

The Director asked for approval to hire Carlene Bachar as a Paraprofessional beginning in the 2023-2024 school year, pending completion of the Employment History Review (EHR) as required by State law. Ms. Bachar will be placed on the salary schedule at TA1, Step 5.

2. Approve Hiring of 1.0 FTE Paraprofessional – Candidate to be Brought to the Meeting:

The Director did not have a candidate to bring to the Executive Committee for approval.

3. Unpaid Leave Request of Khylee Hardwick, Paraprofessional (Exhibit #3):

Khylee Hardwick has exhausted her paid time off. She is requesting one additional day of unpaid leave for the 2022-2023 school year due to illness on May 22, 2023.

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

**B. Informational:**

1. Building Project Update:

Scott Graves and Allen Snyder from OMNI Energy provided an update to the construction project at Schramm Educational Center.

C. Director's Goals 2023-2024 – First Reading (Exhibit #4):

This exhibit reflects a first reading of the Director's goals for the 2023-2024 school year.

D. TMCSEA Insurance Renewals (Exhibit #5):

Unland Companies has provided us with insurance premium renewal rates. Our Worker's Compensation insurance carrier is the Accident Fund. Our premium of \$31,744 reflects a 12.95% increase from last year's premium. Our experience modification history is as follows: 2018 – 1.03; 2019 - 0.92; 2020 - 0.98; 2021 – 0.94; 2022 – 0.91; and 2023 – 0.97. Our building, auto, liability and umbrella coverage is currently with Selective Insurance with a projected premium of \$25,564. This reflects a 13.19% increase from last year's premium. The cyber liability insurance rate is \$2,699 from Tokio Marine, which is consistent with last year's annual premium.

The motion was made by Dr. Greuter and seconded by Mrs. Geary to approve the Insurance Renewals as presented. Roll call was taken and motion carried.

E. 2023-2024 Records & Copy Posting (Exhibit #6):

The enclosed exhibit provides the required development and posting of records access and copying. No increase is recommended to these rates.

F. 2023-2024 Program Materials, Lunch & Copying Fees (Exhibit #7):

Exhibit #7 reflects Schramm Educational Center and Rogers Academy program charges. The Association does not charge material fees to students. Schramm Educational Center and Rogers Academy have applied for Community Eligibility Provision (CEP) through School Nutrition Programs, which provides free breakfast and lunch to all students. Lunch fees for adults have been increased by \$0.65 based on ISBE guidance. Adult lunch fees will increase to \$4.85. The Director asked for approval of these fees and rates for operation of the Schramm Educational Center and Rogers Academy programs for 2023-2024.

G. 2023-2024 Substitute Categories & Pay Rates (Exhibit #8):

The enclosed exhibit provides the daily pay rates for substitutes by area. No increase is recommended to these rates.

H. 2023-2024 Rental Fees for Use of Schramm Educational Center (Exhibit #9):

The enclosed exhibit reflects the rental fees for use of Schramm Educational Center with no increase recommended in building rental and hourly rates.

The motion was made by Mrs. Geary and seconded by Dr. Greuter to approve Items E-H as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

I. Discussion on January to June 2023 Closed Session Minutes & Audio Recordings as Allowed by the School Code:

Discussion is needed to review closed session minutes to determine continued closed status and the destruction of audio recordings as allowed per school code for the period of January to June 2023.

**Closed Executive Session**

The Executive Committee entered into closed session at 8:40am with a motion by Dr. Hellrigel, seconded by Mrs. Geary. Roll call was taken and Motion carried. The following items were discussed:

Closed session is requested for discussion of minutes of meetings lawfully closed under this 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 120/2.06).

The Executive Committee returned to Open Session at 8:42am with a motion by Dr. Allaman and seconded by Dr. Smock. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

**Action Items**

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

The closed session minutes of January through June 2023 shall remain closed.

The motion was made by Mrs. Geary and seconded by Dr. Greuter to keep the January through June 2023 closed session minutes in closed status. Roll call was taken and motion carried.

**Other Business/Information**

The next Executive Committee meeting is scheduled for **Wednesday, August 9, 2023** at the Rogers Professional Development Center, 109 Rogers Road, North 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 8:43am.

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Danielle Owens, Chairperson  
TMCSEA Executive Committee

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Terrie Schappaugh, Secretary  
TMCSEA Executive Committee