

**2023TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
MINUTES OF EXECUTIVE COMMITTEE
June 14, 2023**

The Executive Committee of Tazewell-Mason Counties Special Education Association held their monthly meeting on Wednesday, June 14, 2023, at Rogers Professional Development Center, 109 Rogers Road, North Pekin, IL. Dr. Owens called the meeting to order at 7:59am. Present at roll call were: Dr. Owens, Mr. Ingold, Dr. Allaman, Dr. Smock and Dr. Greuter. Dr. Link, Dr. Hellrigel and Mrs. Geary 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 May 10, 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 May 10, 2023, destruction of verbatim records (audio recordings) of closed session of May 11, 2022, accounts payable, and cash flow statements as presented. The Director also requested permission to complete one final accounts payable at the end of June to finalize FY23 invoices.

The motion was made by Dr. Allaman and seconded by Dr. Smock 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:

Preliminary FY24 IDEA Part B Flow Through and Preschool allocations as well as Nonpublic Proportionate Share estimates for each district will be shared with member districts upon release by ISBE. A virtual meeting was held on June 7 to support member districts in the IDEA Grant process.

The IDEA Professional Development Shared Costs have been revised with updated budget information. The Shared Cost amount is projected at \$124.87 per student versus \$123.82, which was presented at last month's Executive Committee meeting.

C. PRESS Policy Updates – Second Reading (Exhibit #1):

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

- 2:110 Qualifications, Term, and Duties of Officers
- 4:60 Purchases and Contracts
- 5:30 Hiring Process and Criteria
- 5:90 Abused and Neglected Child Reporting
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:260 Student Teachers
- 8:20 Community Use of School Facilities

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

- 4:40 Incurring Debt
- 8:70 Accommodating Individuals with Disabilities

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

D. Child Count December 1, 2022 - Revised (Exhibit #2):

Exhibit #2 reflects the revised December 1, 2022 special education child count numbers for Tazewell and Mason counties. This December 1, 2022 child count is considered final at 3,993 students, which reflects an overall increase of 113 students from the previous year. This child count will be used for FY24 district billing.

E. 2022-2023 School Calendar – Revised (Exhibit #3):

Exhibit #3 reflects the revised calendar for the 2023-2024 school year. Two holidays were corrected from the calendar presented on May 10, 2023.

The motion was made by Dr. Greuter and seconded by Dr. Allaman to approve the Revised Calendar as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

New Business

A. Joint Consent:

1. Approve Unpaid Leave Request of Heidi Griffin, Paraprofessional (Exhibit #4):

Heidi Griffin has exhausted her paid time off. She is requesting one additional day of unpaid leave for the 2022-2023 school year.

2. Approve Hiring of Jessica Lohman as a Behavior Specialist Assistant

The Director asked for approval to hire Jessica Lohman as a Behavior Specialist Assistant beginning with the 2023-2024 school year at a salary of \$30,000 for 185 days.

3. Approve Hiring of Kim Bowler as a Certified Occupational Therapy Assistant:

The Director asked for approval to hire Kim Bowler as a Certified Occupational Therapy Assistant beginning with the 2023-2024 school year. Ms. Bowler will be placed on Step 1 of the COTA Salary Schedule.

4. Approve Hiring of Kara Swearingen as a Certified Occupational Therapy Assistant:

The Director asked for approval to hire Kara Swearingen as a Certified Occupational Therapy Assistant beginning with the 2023-2024 school year. Ms. Swearingen will be placed on Step 12 of the COTA Salary Schedule.

5. Approve Hiring of Beth Barksdale as a Teacher:

The Director asked for approval to hire Beth Barksdale as a Teacher beginning with the 2023-2024 school year. Ms. Barksdale will be placed on BS+30, Step 26 of the Certified Salary Schedule.

6. Approve Hiring of Melissa Mahoney as a Teacher:

The Director asked for approval to hire Melissa Mahoney as a Teacher beginning with the 2023-2024 school year, pending ISBE licensure. Ms. Mahoney will be placed on BS, Step 1 of the Certified Salary Schedule.

7. Approve Hiring of Jackie Huff as a Paraprofessional:

The Director asked for approval to hire Jackie Huff as a Paraprofessional beginning with the 2023-2024 school year. Ms. Huff will be placed on TA2, Step 8 of the Paraprofessional Salary Schedule.

8. Approve Hiring of Molly Springer as a Paraprofessional:

The Director asked for approval to hire Molly Springer as a Paraprofessional beginning with the 2023-2024 school year. Ms. Springer will be placed on TA1, Step 10 of the Paraprofessional Salary Schedule.

9. Approve Hiring of Alayna Miller as a School Psychologist

The Director asked for approval to hire Alayna Miller as a School Psychologist beginning with the 2023-2024 school year at a salary of \$68,000 for 185 days.

10. Approve Increase in Paraprofessional Staffing Pattern:

The Director asked for approval to increase the Paraprofessional staffing pattern for Schramm Educational Center by 2.0 FTE Paraprofessional positions. This recommendation will allow for two paraprofessionals assigned to each classroom and eliminate the need for floating paraprofessionals shared between grade levels. This should provide more consistent support in classrooms to meet student needs and reduce the necessity for additional daily substitutes.

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

B. Informational:

1. TMCSEA Summer Office Hours (Exhibit #5):

Exhibit #5 reflects summer office hours for the Association. The Administrative Office will be relocating to 109 Rogers Road in North Pekin during July due to the building project at TMCSEA/Schramm Educational Center.

2. Medicaid State Plan Amendment:

With the recent approval of the State Plan Amendment (SPA), HFS requires a new Intergovernmental Agreement (IGA) to be completed and signed by each participating LEA and Joint Agreement (Cooperatives). HFS is requiring that each LEA complete and return the IGA by June 30, 2023. HFS will not be able to pay claims (Fee-for-Service Monthly Claims or Quarterly Medicaid Administrative Claims) if the IGA is not completed and returned to PCG by the district.

3. Early Childhood Classroom Age Range:

Amendments to 23 IAC 226.720 related to early childhood special education classroom age ranges became effective on February 6, 2023. Prior to approval of this amendment, a student with an Individualized Education Program (IEP) could remain in an early childhood special education classroom if they turned age 6 during a school year. The amended language now states, "Early childhood classes and services shall serve only children from three through five years of age." This language is consistent with requirements under Preschool for All and Preschool for All Expansion programs to serve children ages 3 to 5 years. This age range also applies to district-funded programs. Children who are age-eligible for kindergarten should be enrolled in kindergarten and not remain in early childhood classrooms.

C. TMCSEA Contracted Professional Staff – Revised (Exhibit #6):

The TMCSEA contracted professional staff assignments have been revised due to hiring of new staff. Some increases in School Psychologist contracted services were able to be provided due to the addition of a 1.0 FTE School Psychologist in our staffing pattern. We are still in need of a 1.0 FTE Speech/Language Pathologist to provide contracted services to member districts. Contracted personnel are billed on the actual cost of the salary/benefits of the individual professional. The actual cost will be sent in a confirmation letter to individual districts. OT, PT, Vision and Hearing Itinerant services are billed at a per visit rate as approved within the final budget by the Executive Committee and Policy Board in August.

D. Agreement with Watts Copy Systems (Exhibit #7):

Our agreement with Watts Copy Systems ends on June 30, 2023. The new proposal includes three copy machines at TMCSEA/Schramm Educational Center and one copy machine at Rogers Academy with a monthly payment of \$496, which is the same monthly cost as our current equipment maintenance agreement. The proposed image rate will remain .0069 per black/white image and .045 per color image. The Director asked for approval of this 5-year agreement with Watts Copy Systems.

The motion was made by Dr. Allaman and seconded by Dr. Owens to approve the Agreement with Watts Copy Systems as presented. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

E. Agreement with Waste Management (Exhibit #8):

We are completing our two-year agreements with Waste Management for dumpster disposal services. Our current monthly payments are \$120.71 for TMCSEA/Schramm and \$114.60 for Rogers. The proposed monthly grand totals are \$114.38 each for TMCSEA/Schramm and Rogers, respectively. The Director asked for approval of these 2-year agreements with Waste Management.

The motion was made by Dr. Allaman and seconded by Mr. Ingold to approve the Agreement with Waste Management as presented. Roll call was taken though voice vote with all parties present voting aye. Motion carried.

F. Consultant Contracts (Exhibit #9):

Current service agreements/contracts of the Association are represented by Exhibit #9. The technology and E-Rate contracts have already received individual Executive Committee approval. The Director asked for approval of the remaining annual service agreements and personnel service contracts as listed on the exhibit. The City of Pekin will provide busing for Schramm Educational Center and Rogers Academy. Consultant services include Dr. Joanna Capobianco, Audiologist, for audiology evaluations & hearing equipment up to 60 days, and her daily rate will remain \$450 in FY24. Additionally, Dr. Andrew Morgan will be contracted to provide motor clinic services at Schramm Educational Center four times per year at a total cost of \$4,000 (\$1,000 per motor clinic session).

The motion was made by Dr. Grueter and seconded by Mr. Ingold to approve the Consultant Contracts as presented. Roll call was taken and Motion carried.

G. End of Year Enrollment Numbers (Exhibit #10):

This exhibit reflects the actual numbers and projections for TMCSEA programs and services. Enrollment at Schramm is projected to decrease at the start of the school year due to five graduates, but there are additional placements anticipated later this fall. There were 16 Satellite ED Program Consultations completed this spring. Rogers Academy has enrollment beginning the school year with approximately 12 students with growth expected throughout the year. At this time, we have teachers for three classrooms and a 1.0 Teacher vacancy posted for a fourth classroom.

Assistive Technology Consultations, Autism Consultations/Evaluations, Occupational Therapy Consultations, Vision Consultations, and STEP Caseload remained stable. District Consultations, Educational/Behavioral Evaluations, Low Incidence Evaluations, Occupational Therapy Evaluations, Physical Therapy Caseload/Consultations/Evaluations, and Transition Consultations decreased this year. Audiology Evaluations, Educational/Behavioral Consultations, Hearing Consultations/Caseload, Medical Reviews, Occupational Therapy Caseload, Schramm Consultations, and Vision Evaluations/Caseload showed increases this year. Overall, TMCSEA completed 464 Evaluations, 391 Consultations, and provided training for 551 cooperative and member district staff in the 2022-2023 school year.

H. End of Year Program Summaries (Exhibit #11):

Exhibit #11 provides an update to the various services and programs provided by TMCSEA.

I. End of Year Director's Report (Exhibit #12):

Exhibit #12 provides an update to the Director's goals for the 2022-2023 school year.

J. Election and Seating of Officers (Exhibit #13):

Dr. Owens will remain as Chairperson. Mr. Ingold will continue in his role as Vice Chairperson. Terrie Schappaugh will remain as the Secretary.

The motion was made by Dr. Smock and seconded by Dr. Allaman to approve the Election and Seating of Officers as presented. Roll call was taken through voice vote. Motion carried.

K. Executive Committee Meeting Schedule for 2023-2024 (Exhibit #14):

Exhibit #14 confirms next year's meeting schedule. All meetings will be held on the second Wednesday of the month, unless otherwise specified. The Executive Committee and Policy Board meetings scheduled in July and August will take place at the Rogers Professional Development Center at 109 Rogers Road, North Pekin, due to building projects at TMCSEA/Schramm Educational Center.

L. PRESS Policy Updates – First Reading (Exhibit #15):

This is the first 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 first 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

Closed Executive Session

The Executive Committee entered into closed session at 8:39am with a motion by Dr. Greuter, seconded by Dr. Smock. Roll call was taken and Motion carried. The following items were discussed:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body under Section (c)(1) of the Open Meetings Act and for collective negotiating matters between the public body and its employees or their representatives under Section (c)(2) of the Open Meetings Act.

The Executive Committee returned to Open Session at 8:44am with a motion by Dr. Greuter and seconded by Mr. Ingold. Roll call was taken through voice vote with all parties present voting aye. Motion carried.

Action Items

A. Approval of Employment Contract for Amber Ealey, Program Coordinator:

The Director asked for approval of the Employment Contract for Amber Easley, Program Coordinator as presented.

The motion was made by Dr. Smock and seconded by Dr. Allaman to approve the Employment Contract for Amber Ealey as presented. Roll call was taken and motion carried.

Other Business/Information

The next Executive Committee meeting is scheduled for **Wednesday, July 12, 2023** at the Rogers Professional Development Center, 109 Rogers Road, North Pekin, IL, at **8:00am**.

Dr. Smock motioned and Dr. Allaman seconded to adjourn the meeting with all parties in attendance voting aye. The Executive Committee meeting ended at 8:45am.

Danielle Owens, Chairperson
TMCSEA Executive Committee

Terrie Schappaugh, Secretary
TMCSEA Executive Committee