

**RURAL CHAMPAIGN COUNTY SPECIAL EDUCATION COOPERATIVE  
807 N. MATTIS AVE, CHAMPAIGN, IL 61821**

**EXECUTIVE BOARD OF DIRECTORS**

January 11, 2018

Mr. Pence, Chair, called the meeting to order. The meeting was held in the Conference Room of the Rural Champaign County Special Education Cooperative, 807 N. Mattis Ave, Champaign, Illinois.

Members Present

Ms. Thompson  
Mr. Larson  
Ms. Lobmaster  
Mr. Pence  
Mr. Grimsley  
Mr. White  
Mr. Brooks

Not Present

Mr. Davis  
Ms. McArthur  
Mrs. Davis

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Lori Bednarz, Special Education Administrator; Mrs. Allison Whitney, School Psychologist; Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

There were no additions or deletions.

Consent Agenda Items

a. Approval of Minutes

The minutes of the December 14, 2017 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

The accounts payable for the month of January and the payments between Board meetings were in the packet.

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of December, listing a cash and investment balance of \$ 1,333,815.69 was in the packet.

Mr. White moved to approve the consent agenda items as presented. Ms. Lobmaster seconded. The motion carried. (voice vote)

Executive Session

At 1:02 PM, Mr. Larson moved to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Ms. Thompson seconded. The motion carried. (voice vote)

At 1:17 PM, Mr. Larson made the motion to move out of executive session. Mr. White seconded. The motion carried. (voice vote)

Action Items

a. Action to Approve the Memo of Understanding

Due to the resignation of the FACTS/Medicaid Technician, the Director recommended the approval of the Office Coverage Agreement - Memo of Understanding with the RCCSEC-EA. The agreement includes stipends for Kathryn Maulding and Kris Stalter.

Ms. Thompson moved to approve the office coverage agreement as presented. Mr. Larson seconded. The following roll call was recorded: "Aye" Mr. Brooks, Mr. Pence, Mr. White, Mr. Grimsley, Mr. Larson, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

b. Action to Approve the Resignation of Professional Educator Licensed Personnel

The Director recommended the approval of the resignation of:

- Courtney Diamond - 1.0 FTE ECE Teacher – Unity East Spectrum

Mr. Brooks moved to approve the resignation of Courtney Diamond as presented. Mr. Grimsley seconded. The motion carried. (voice vote)

c. Review of Closed Session Minutes (Semi-Annual Review) and Approval to Keep Closed Session Minutes Confidential

Mr. Larson moved to approve the semi-annual review of closed session minutes and to keep the closed session minutes confidential. Ms. Lobmaster seconded. The motion carried. (voice vote)

d. Approval to Destroy Verbatim Records of Closed Session Meetings Prior to June 2016

Mr. White moved to approve the destruction of verbatim records of closed session meetings prior to June 2016. Ms. Thompson seconded. The motion carried. (voice vote)

e. Action to Approve Long Term Substitute Teacher Compensation

The resignation of the Courtney Diamond has left a vacancy at Unity East Spectrum. Mrs. Bednarz has not been able to fill this position; therefore, the Director is requesting that the Board approve a daily

rate of \$130.00 per day for long term substitute teachers. The current rate for licensed personnel is \$100.00 per day.

Mr. Pence made the motion that the long term substitute rate be increased to \$ 130.00 per day, after the substitute teacher has worked 10 consecutive days. Ms. Thompson seconded. The following roll call was recorded: "Aye" Mr. Pence, Mr. Brooks, Mr. Grimsley, Mr. Larson, Mr. White, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

f. First Reading of RCCSEC Board Policies

The following policies were presented for first reading:

- 2:250 – AP2 Administrative Procedure – Protocols for Record Preservation and Development of Retention Schedules
- 5:130 – AP Administrative Procedure – Email Retention

Discussion Items

*Excess Cost Worksheets*

All member districts' Excess Cost worksheets have been submitted to ISBE and all worksheets have been approved. The Director thanked the Superintendents for the timely completion of the tedious spreadsheet.

*PFA Grant Signature Pages*

Mrs. Bednarz received all the signature pages back from Superintendents in order to submit the Preschool for All grant.

Administrative Report

*Spectrum*

Mrs. Bednarz reported the following:

- Winter benchmarking is being completed.
- No notification regarding the monitoring visit has been received.
- Mrs. Bednarz is submitting/delivering the Preschool for All grants to ISBE on Friday, January 12, 2018.
- The program has an early childhood teacher vacancy.

Public Participation

There was no public participation.

Executive Board of Directors

January 11, 2018

Page 4 of 4

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 1:25 PM, Mr. Grimsley moved to adjourn. Mr. Larson seconded. The motion carried. (voice vote)

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Ms. Barbara Thompson  
Secretary of the Board of Directors

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Mr. Todd Pence  
Chair of the Board of Directors

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Mrs. Jennifer Armstrong  
Recording Secretary

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Mr. Tom Davis  
Vice-Chair of the Board of Directors