

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

EXECUTIVE BOARD OF DIRECTORS

October 11, 2018

Mr. Pence called the meeting to order at 1:00 PM. 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
Mr. Davis
Ms. Lobmaster
Mr. Pence
Mr. Grimsley
Mr. Amerio
Mr. White
Mr. Brooks

Not Present

Ms. McArthur

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Lori Bednarz, Special Education Administrator; Mr. Jordan Wiles, School Psychologist.

Additions/Deletions

The Executive Session was deleted from the agenda.
The Director becoming BCBA certified was added to the Discussion Items.

Consent Agenda Items

a. Approval of Minutes

The minutes of the September 13, 2018 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of September, listing a cash and investment balance of \$ 1,161,577.02, was included in the packet.

Mr. Thompson made the motion to approve the consent agenda items as presented. Mr. Brooks seconded. The following roll call was recorded: "Aye" Mr. Thompson, Mr. Larson, Mr. Davis, Ms. Lobmaster, Mr. Pence, Mr. Grimsley, Mr. Amerio, Mr. White, Mr. Brooks. The motion carried. (9-0)

Action Items

a. Action to Approve Job Description

The Director revised the existing bookkeeper job description and title to better reflect the duties completed in the position. A copy of the new job description was included in the packet.

Mr. Larson moved to approve the staff accountant job description as presented. Ms. Thompson seconded. The motion carried. (voice vote)

b. Action to Employ Non-Union Personnel

The Director recommended the approval of the employment of the following non-union personnel:

- Lindsey Nickelson - 1 FTE Staff Accountant

Mr. Larson moved to approve the employment of Lindsey Nickelson as Staff Accountant as presented. Mr. Davis seconded. The following roll call was recorded: "Aye" Mr. Davis, Mr. Larson, Ms. Lobmaster, Mr. Pence, Mr. Grimsley, Mr. Amerio, Mr. White, Mr. Brooks, Ms. Thompson. The motion carried. (9-0)

c. Action to Employ Educational Support Personnel

The Director recommended the approval of the employment of the following educational support personnel:

- Jennifer Matthews - .43 FTE Individual Aide

Mr. Pence moved to employ Jennifer Matthews as an individual aide as presented. Mr. White seconded. The following roll call was recorded: "Aye" Mr. Larson, Ms. Lobmaster, Mr. Pence, Mr. Grimsley, Mr. Amerio, Mr. White, Mr. Brooks, Ms. Thompson, Mr. Davis. The motion carried. (9-0)

d. Action to Approve IMRF Authorized Agent

The Director recommended approving Lindsey Nickelson, new Staff Accountant, as the RCCSEC IMRF Authorized Agent.

Mr. Larson moved to approve Lindsey Nickelson, Staff Accountant, as the RCCSEC IMRF Authorized Agent. Ms. Thompson seconded. The motion carried. (voice vote)

e. Action to Approve RCCSEC FY 18 Audit

The Director recommended the approval of the FY 18 audit. The auditor did not note any areas which needed improvement.

Mr. Larson moved to approve the FY 18 audit as presented. Mr. Grimsley seconded. The motion carried. (voice vote)

Discussion Items

a. FY 20 IDEA Grants Allocation

Beginning with FY 20, all IDEA grant allocations will be provided directly to the districts. The Director has spoken with the ISBE auditor and the IDEA grant reviewer. In order for the funds to return back to the cooperative, RCCSEC will invoice districts and districts will pay that invoice to RCCSEC.

The Director informed the Board that Brandon Wright reviewed the procedure and there is no need to amend the joint agreement.

b. Connections (not discussed)

c. BCBA (Board Certified Behavior Analyst)

The Director proposed to the Board that she complete online coursework to obtain BCBA certification. There was a question whether an outside agency should complete the evaluations. Mr. Amerio stated that parents don't care who does it as long as the evaluator has the title of BCBA. The Director commented that RCCSEC has spent over \$8,899.06 for BCBA's to complete observations and evaluations for only 3 students. The Board agreed to fund the cost of the Director's BCBA's certification in the amount of \$13,500. This would be paid out of professional development for a 2-year degree plus clinical hours to be completed alongside the Director's current observations within districts.

Administrative Report

a. Cooperative Program Updates

Spectrum

No Report

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

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Adjournment

At 1:16 PM, Mr. Larson moved to adjourn. Ms. Thompson seconded. The motion carried. (voice vote)

Ms. Barbara Thompson
Secretary of the Board of Directors

Mr. Todd Pence
Chair of the Board of Directors

Mrs. Jennifer Armstrong
Recording Secretary

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