

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

**EXECUTIVE BOARD OF DIRECTORS**

January 10, 2019

Mr. Pence, Chair, 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. McArthur  
Ms. Lobmaster  
Mr. Pence  
Mr. Grimsley  
Mr. Wilson  
Mr. White  
Mr. Brooks

Not Present

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mr. Jordan Wiles, School Psychologist; Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

The Executive Session was deleted from the agenda.

The following items were added to the Discussion Items: Aimsweb, Roof, Governing Board and Executive Board Officers, SDS Software.

Consent Agenda Items

a. Approval of Minutes

The minutes of the December 13, 2018 Executive Board of Directors were included 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 \$ 1,286,316.23, was included in the packet

Mr. Larson moved to approve the consent agenda items as presented. Ms. Thompson seconded. The following roll call was recorded: "Aye" Mr. Grimsley, Mr. Pence, Mr. Brooks, Ms. McArthur, Mr. White, Mr. Larson, Ms. Thompson, Mr. Wilson, Mr. Davis, Ms. Lobmaster. The motion carried. (10-0)

Action Items

a. Action to Approve the Resignation of Non Union Personnel

The Director recommended the approval of the following resignation:

- Lindsey Nickelson - Staff Accountant

Ms. Thompson moved to approve the resignation of Lindsey Nickelson, Staff Accountant. Ms. McArthur seconded. The motion carried. (voice vote)

b. Action to Approve Job Description

The Director recommended the approval of the Bookkeeper job description which was included in the packet. The job responsibilities will remain the same but the title will be changed from Staff Accountant to Bookkeeper.

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

c. Action to Approve First Reading of RCCSEC Board Policy Updates

The Director recommended the approval of the following Board policy updates:

4:45	Insufficient Fund Checks and Debt Recovery
4:170	Safety
5:30	Hiring Process and Criteria
5:60	Expenses
5:100	Staff Development Program
5:220	Substitute Teachers
7:70	Attendance and Truancy
7:190	Student Behavior
7:250	Student Support Services
7:270	Administering Medicines to Students
7:290	Suicide and Depression Awareness and Prevention
3:40-E	Exhibit Checklist for the Superintendent Employment Contract Negotiation Process

Mr. Larson moved to approve the first reading of the above Board policies as presented. Mr. Brooks seconded. The motion carried. (voice vote)

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

Mr. White moved to approve the closed session minutes and to keep closed session minutes confidential. Ms. Lobmaster seconded. The motion carried. (voice vote)

- e. Approval to Destroy Verbatim Records of Closed Session Meetings prior to June 2017

Ms. Thompson moved to destroy the verbatim records of closed session meetings prior to June 2017. Ms. McArthur seconded. The motion carried. (voice vote)

#### Discussion Items

- a. Defensible IEP Workshop

Jordan Wiles, School Psychologist and Jennifer Armstrong will be presenting a Defensible IEP Workshop at the I Hotel on January 25, 2019. The Director asked that the districts send at least one special education teacher from their district. It is expected that the information presented be shared with the remaining special education staff in the district.

- b. AIMSweb

The Director told the Board that AIMSweb 1.0 will be retired in July. Districts will need to upgrade to AIMSweb Plus. Jordan Wiles, School Psychologist, will provide training on AIMSweb Plus.

- c. Roof

The Director received a quote for repairs to the roof. RCCSEC could continue to repair the roof, but since it is the original roof, it might be better to replace the roof. This will require a bid process.

- d. Governing Board and Executive Board Officers

The Director asked the Board to start thinking about who will serve as officers of the Executive Board starting July 2019.

Also, the Director asked that Superintendents notify her of any changes to school board members serving on the Governing Board after the spring school board elections.

- e. SDS Software

RCCSEC will be requesting a quote from SDS for 7 of the member districts and ask if a discount is available for a group purchase.

Administrative Report

Cooperative Program Updates

There was no Spectrum report due to winter break.

Public Participation

There was no public participation.

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A discussion was held regarding the upcoming change in the distribution of IDEA Part B funds.

The Director told the Board that districts will need to bill RCCSEC monthly. District bookkeepers will need to file expenditure reports. Districts will also be responsible for GATA reporting. Carryover funds will be distributed among the member districts based on special education enrollment. Districts may want to use the cash advance method for receiving the IDEA funds. Districts will be billed monthly and will send a payment monthly to RCCSEC.

As the current ISBE grant reviewer is retiring, the Director will check with the new grant reviewer on the proposed process.

The foster care plan which districts have to submit for approval was briefly discussed.

Adjournment

At 1:30 PM, Mr. Larson moved to adjourn. Ms. Thompson 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