

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

Governing Board of Directors

March 12, 2020

Mr. Brooks, Chair of the Executive Board, called the meeting to order at 6:02 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. Rushing

Mr. Koss

Mr. Elmore

Ms. Morgan

Mr. Fultz

Ms. Harris

Mr. Quinlan

Mr. Goldenstein

Mr. Rein

Not Present

Ms. Bennett-Miller

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director and Ms. Martine Nickols, Executive Assistant.

The Director told the Board that the Executive Board was unable to meet earlier in the day due to new requirements issued by the Health Department due to COVID-19. Therefore, the consent agenda items were added to the Governing Board agenda.

Additions/Deletions

There were no additions or deletions other than the additions from the Executive Board Agenda.

Consent Agenda Items

a. Approval of Minutes

The minutes of the August 8, 2019 Public Hearing, the August 8, 2019 Governing Board meeting and the February 13, 2020 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of February, listing a cash and investment balance of \$1,230,220.45, was included in the packet.

Mr. Quinlan moved to approve the consent agenda items as presented. Mr. Elmore seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Mr. Elmore, Ms. Morgan, Mr. Fultz, Ms. Harris, Mr. Quinlan, Mr. Goldenstein, Mr. Rein. The motion carried. (9-0)

Action Items

a. Action to Appoint Board Officers

Mr. Goldenstein moved to appoint Mr. Fred Koss as Chair, Mr. Roger Quinlan as Vice-Chair and Ms. Tiffany Rushing as Secretary. Mr. Fultz seconded. The motion carried. (voice vote)

b. Action to Accept Resignation of Personnel

The Executive Board recommended the resignations of the following personnel:

- a. Abigail Golden - 1.0 FTE Braille Assistant (end of 19-20 school year)
- b. Sarah Cassem - 1.0 FTE Paraprofessional (Individual Aide), Unity Spectrum
- c. Abigail Golden - 1.0 FTE Braille Assistant, St. Joseph Middle School (effective 12/20/19)
- d. Lori Bednarz - 1.0 FTE Special Education Administrator
- e. Robin Fierer-Wilson - 1.0 FTE School Psychologist
- f. Hayley Marshall - 1.0 FTE Paraprofessional (Individual Aide), St. Joseph Spectrum

Mr. Goldenstein moved to approve the above resignations as presented. Mr. Koss seconded. The motion carried. (voice vote)

c. Action to Approve the Five Year Review of RCCSEC Board Policies

The Executive Board recommended the approval to approve the five-year review of the following policies:

- 2:110 Qualification Term, and Duties of Board Officers
- 2:240 Board Policy Development
- 5:35 Compliance with the Fair Labor Standards Act
- 5:40 Communicable and Chronic Infectious Disease
- 5:130 Responsibility Concerning Internal Information

- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program
- 7:170 Vandalism

Ms. Rushing moved to approve the five-year review of the above policies. Mr. Fultz seconded. The motion carried. (voice vote)

d. Action to Approve RCCSEC Board Policies

The Executive Board recommended the approval of the following policies:

- 2:140 Communication to and from the Board
- 2:140-E Guidance for Board Member Communication Including Email Use
- 2:230 Public Participation at Board Meetings and Petitions to the Board
- 5:180 Temporary Illness or Temporary Incapacity
- 6:340 Student Testing and Assessment Program
- 2:100 Board Member Conflict of Interest
- 2:200 Types of Board Meetings
- 2:220-E2 Exhibit - Motion to Adjourn to Closed Meeting
- 2:220 Board Meeting Procedure
- 2:105 Ethics and Gift Ban
- 2:220-E6 Exhibit - Log of Closed Meeting Minutes
- 4:15 Identity Protection
- 4:30 Revenue and Investments
- 2:260 Uniform Grievance Procedure
- 4:80 Accounting and Audits
- 4:150 Facility Management and Building Programs
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process and Criteria
- 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90 Abused and Neglected Child Reporting
- 4:60 Purchases and Contracts
- 5:100 Staff Development Program
- 5:120 Employee Ethics; Conduct; and Conflict of Interest
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:290 Employment Termination and Suspensions
- 6:20 Calendar and Day
- 6:300 Graduation Requirements
- 7:20 Harassment of Students Prohibited

- 7:150 Agency and Police Interviews
- 8:30 Visitors to and Conduct on School Property
- 3:40-E Exhibit - Checklist for the Executive Director Employment Contract Negotiation Process
- 5:20-E Resolution to Prohibit Sexual Harassment
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:150 Home and Hospital Instruction
- 7:270 Administering Medicines to Students

Mr. Elmore moved to approve the above Board policies as presented. Mr. Quinlan seconded. The motion carried. (voice vote)

e. Action to Employ Personnel

The Executive Board recommended the approval of the employment of the following personnel:

- a. Kris Stalter - 1.0 FTE Special Education Records Manager
- b. Kathy Maulding - 599 hours, Special Education Records Manager Assistant
- c. Lori Craddock - 1.0 FTE Paraprofessional (Individual Aide) Unity Spectrum
- d. Lana Fisher - 1.0 FTE Paraprofessional (Individual Aide) Unity Spectrum
- e. Emily Gulliford - 1.0 FTE Braille Assistant, St. Joseph Middle School
- f. Tony Buser - 40 days, School Social Worker
- g. Samantha Stone - 1.0 FTE RTI and Entitlement Consultant
- h. Kadey Beinborn - 1.0 FTE Paraprofessional (Individual Aide) St. Joseph Spectrum

Mr. Goldenstein moved to approve the employment of the above personnel as presented. Mr. Koss seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Mr. Elmore, Ms. Morgan, Mr. Fultz, Ms. Harris, Mr. Quinlan, Mr. Goldenstein, Mr. Rein. The motion carried. (9-0)

f. Action to Approve Job Descriptions

The Executive Board recommended the approval of the following job descriptions, which were included in the packet:

The FACTS/Medicaid Technician and the Data Records Technician job descriptions were combined to create the Special Education Records Manager job description.

The Rtl and Entitlement Consultant job description is a revision of the Technical Assistant Supervisor job description presented at the October Executive Board meeting. This position will perform duties to assist the school psychologists with the Rtl Entitlement of students for special education.

Mr. Rein moved to approve the job descriptions as presented. Mr. Elmore seconded. The motion carried. (voice vote)

g. Action to Approve RCCSEC FY 19 Audit Report

The packet included a letter to the RCCSEC Board of Education noting Russ Leigh and Associates found no significant deficiencies during the audit. There were no areas which needed improvement.

Mr. Koss moved to approve the RCCSEC FY 19 audit report. Ms. Rushing seconded. The motion carried. (voice vote)

h. Action on Employee Dismissal Hearing

The Executive Board approved the dismissal of Melinda Willard, Paraprofessional at Thomasboro Spectrum. Ms. Willard had been absent from work since September 19 and has exhausted all leave and is not eligible for FMLA.

Mr. Fultz moved to approve the dismissal of Melinda Willard as recommended by the Executive Board. Mr. Koss seconded. The motion carried. (voice vote)

i. Action to Increase FTE of Professional Educator Licensed Personnel

The Executive Board recommended the following increase in FTE:

- a. Sarah Thomas - 16 hours per week increase to .60 FTE

Mr. Elmore moved to approve the increase to .60 FTE for Sarah Thomas as presented. Mr. Rein seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Mr. Elmore, Ms. Morgan, Mr. Fultz, Ms. Harris, Mr. Quinlan, Mr. Goldenstein, Mr. Rein. The motion carried. (9-0)

j. Action to Approve Memorandum of Understanding

The Memorandum of Understanding is an agreement with the Union to create a salary schedule for the RTI and Entitlement Consultant position. The RTI and Entitlement Consultant job description was approved in November 2019 by the Executive Board. The Director has worked with the Union to create a salary schedule for this position. The schedule aligns with the psychologists/social workers schedule starting at the MA lane. This was agreed upon with the Board in November and the Union.

Mr. Koss moved to approve the RTI and Entitlement Consultant Memorandum of Understanding as presented. Ms. Morgan seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Mr. Elmore, Ms. Morgan, Mr. Fultz, Ms. Harris, Mr. Quinlan, Mr. Goldenstein, Mr. Rein. The motion carried. (9-0)

- k. Action to Approve the Governing Board Delegating to the Executive Board the Authority to Employ Specific Personnel when such Employment is Necessary Prior to the Next Regularly Scheduled Meeting of the Governing Board

Mr. Goldenstein made the motion that the Governing Board delegate to the Executive Board the authority to employ specific personnel when such employment is necessary prior to the next regularly scheduled meeting of the Governing Board. Mr. Fultz seconded. The motion carried. (voice vote)

Public Participation

There was no public participation.

Good of the Cause Participation

The Director told the Board that next meeting of the Governing Board will be on August 13, 2020.

Adjournment

At 6:14 PM, Mr. Quinlan moved to adjourn. Ms. Rushing seconded. The motion carried. (voice vote)

Tiffany Rushing
Secretary of Governing Board of Directors

Fred Koss
Chair of Governing Board of Directors

Jennifer Armstrong
Recording Secretary

Roger Quinlan
Vice-Chair of Governing Board of Directors