

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

GOVERNING BOARD MEETING

March 23, 2022

Mr. Larson, Chair Executive Board, called the meeting to order at 6:00 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. Douglas
Mr. Koss
Mr. Elmore
Ms. Morgan
Ms. Harris
Mr. Rein

Not Present

Mrs. Brucker
Ms. Bennett-Miller
Mr. Quinlan
Mr. Goldenstein

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

Additions/Deletions

There were no additions or deletions.

Consent Agenda Items

a. Approval of Minutes

The minutes of the August 12, 2021 Public Hearing and Governing Board meeting were in the packet.

Mr. Rein moved to approve the minutes as presented. Ms. Harris seconded. The motion carried. (voice vote)

Action Items

a. Action to Appoint Board Officers

Ms. Harris moved to appoint Mr. Fred Koss as president of the Governing Board. Mr. Elmore seconded. The motion carried. (voice vote)

Ms. Harris moved to appoint Mr. Elmore as vice-president of the Governing Board. Mr. Rein seconded. The motion carried. (voice vote)

Mr. Koss moved to appoint Ms. Tracie Harris as Secretary of the Governing Board. Mr. Rein seconded. The motion carried. (voice vote)

b. Action to Employ Personnel

The Executive Board recommended the employment of the following personnel:

- Heather Harden - 1.0 FTE Paraprofessional, Individual Aide, Spectrum Unity East
- Leslie Stewart - 1.0 FTE Paraprofessional, Individual Aide, Spectrum St. Joseph
- Jennifer Varvel - 1.0 FTE Paraprofessional, Spectrum Extra
- Sheryl Robinson - 1.0 FTE Paraprofessional, St. Joseph Spectrum
- Katherine Shutt - 1.0 FTE Paraprofessional, St. Joseph Spectrum
- Tayler Garrett - 1.0 FTE Paraprofessional, St. Joseph Classroom Aide
- Michelle Curry - 1.0 FTE School Social Worker
- Tricia Willis - 1.0 FTE Early Childhood Teacher Short Term Approval
- Angela Kamradt - 1.0 FTE RTI and Entitlement Consultant
- Sierra Smith - .80 FTE School Social Work Intern
- Gayle Lewis - .80 FTE School Social Work Intern
- Jon Gouliard - 1.0 FTE Paraprofessional, Float
- Cathy Shanks - 1.0 FTE Paraprofessional, St. Joseph, Individual Aide
- Pamela Roberts - 1.0 FTE Paraprofessional, St. Joseph, Classroom Aide

Mr. Elmore moved to employ the above personnel as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Douglas, Mr. Koss, Mr. Elmore, Ms. Morgan, Ms. Harris, Mr. Rein: "Nay" None. The motion carried. (6-0)

c. Action to Approve Resignation of Personnel

The Executive Board recommended the approval of the following resignations:

- Lori Craddock - 1.0 FTE Paraprofessional, Individual Aide, Spectrum
- Jennifer Matthews - 1.0 FTE Paraprofessional, Individual Aide, Spectrum
- Emily Williams - 1.0 FTE Classroom Aide, St. Joseph Spectrum
- Leslie Stewart - 1.0 FTE Individual Aide, St. Joseph Spectrum
- Ashia Smart - 1.0 FTE Individual Aide, Thomasboro Spectrum
- Jon Gouliard - 1.0 FTE Paraprofessional, Float
- Heather Harden - 1.0 FTE Paraprofessional, Individual Aide, Unity Spectrum
- Sheryl Robinson - 1.0 FTE Paraprofessional, Classroom Aide, St. Joseph Spectrum
- Tammy Gilbert - 1.0 FTE School Social Worker

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

d. Action to Approve RCCSEC Board Policies

The Executive Board recommended the approval of the following Board policies:

- 2:10 Cooperative Governance
- 2:130 Board-Executive Director Relationship
- 2:240 Board Policy Development

- 2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings
- 2:240-E1 Exhibit - PRESS Issue Updates
- 2:240-E2 Exhibit - Developing Local Policy
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 6:235 Access to Electronic Networks
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 7:280 Communicable and Chronic Infectious Disease
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 2:105 Ethics and Gift Ban
- 2:220 Board Meeting Procedure
- 2:220-E1 Exhibit- Board Treatment of Closed Meeting Verbatim Recordings and Minutes
- 2:220-E3 Exhibit - Closed Meeting Minutes
- 2:220-E5 Exhibit - Semi-Annual Review of Closed Meeting Minutes
- 2:220-E6 Exhibit - Log of Closed Meeting Minutes
- 2:220-E8 Exhibit- Governing Board Records Maintenance Requirements and FAQs
- 2:260 Uniform Grievance Procedure
- 3:40 Executive Director
- 3:50 Administrative Personnel Other Than the Executive Director
- 4:60 Purchases and Contracts
- 4:160 Environmental Quality of Buildings and Grounds
- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 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

- 5:100 Staff Development Program
- 5:120 Employee Ethics; Conduct; and Conflict of Interest
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:185 Family and Medical Leave
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:20 Calendar and Day
- 6:120 Education of Children with Disabilities
- 6:340 Student Testing and Assessment Program
- 7:10 Equal Educational Opportunities
- 7:20 Harassment of Students Prohibited
- 7:60 Residency
- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observance
- 7:150 Agency and Police Interviews
- 7:160 Student Appearance
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190 Student Behavior
- 7:200 Suspension Procedures
- 7:210 Expulsion Procedures
- 7:250 Student Support Services
- 7:290 Suicide and Depression Awareness and Prevention
- 7:310 Restrictions on Publications; Elementary Schools
- 7:340 Student Records
- 7:345 Use of Educational Technologies; Student Data Privacy and Security
- 8:100 Relations with Other Organizations and Agencies (5-year review)

Ms. Morgan moved to approve the above Board policies as presented. Mr. Koss seconded. The motion carried. (voice vote)

e. Action to Approve the 5 Year Review of RCCSEC Board Policies

The Executive Board recommended the approval of the 5-year review of the following Board policies:

- 1:10 Cooperative Legal Status
- 1:20 Cooperative Organization, Operations, and Joint Agreement
- 2:220-E4 Exhibit - Open Meeting Minutes
- 3:30 Chain of Command
- 6:100 Using Animals in the Educational Program
- 7:23 Misconduct by Students with Disabilities

Ms. Harris moved to approve the 5-year review of the above Board policies. Mr. Rein seconded. The motion carried. (voice vote)

f. Action to Approve RCCSEC Local Assessment Increase

The Executive Board recommended the approval of a \$30 increase, per student, for the Cooperative Local Assessment.

The Board packet included a record of the past 3 years fund balances.

Mr. Rein moved to approve the \$30 increase per student for the local assessment as presented. Mr. Elmore seconded. The following roll call was recorded: "Aye" Ms. Douglas, Mr. Koss, Mr. Elmore, Ms. Morgan, Ms. Harris, Mr. Rein: "Nay" None. The motion carried. (6-0)

g. Action to Approve RCCSEC FY 21 Audit Report

A copy of the audit and the letter to the Board was included in the board packet. The auditor found no areas which needed improvement. The Cooperative ended fiscal year 2021 in the red. (\$-232,970.00). The Executive Board approved the \$30 per student assessment fee increase in order to reduce the deficit. Each district also received additional IDEA ARP (American Rescue Plan) grant funds that will flow back to the Cooperative for operational costs. The additional revenue from IDEA ARP is \$266,176 for FY 22 and is additional revenue for FY 22 only.

The Executive Board recommended the approval of the FY 21 audit report.

Mr. Koss moved to approve the FY 21 audit report as recommended. Mr. Elmore seconded. The following roll call was recorded: "Aye" Ms. Douglas, Mr. Koss, Mr. Elmore, Ms. Morgan, Ms. Harris, Mr. Rein: "Nay" None. The motion carried. (6-0)

h. Action to Approve RCCSEC Insurance

The Executive Board recommended the approval of the following health insurance plans:

1. POS-C + 2000 with HRA:
Employee Only HRA: \$250.00 front and \$750.00 back end
Family HRA: \$500.00 front and \$1,500.00 back end
2. POS 2000 50% 6000 with HRA:
Employee Only HRA: \$250.00 front and \$2000.00 back end
Family HRA: \$500.00 front and \$4,000.00 back end

Ms. Morgan moved to approve the health insurance plans as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Douglas, Mr. Koss, Mr. Elmore, Ms. Morgan, Ms. Harris, Mr. Rein: "Nay" None. The motion carried. (6-0)

i. Action to Approve Memorandum of Understanding

The board packet included an MOU with the Union to adjust the evaluation cycle for tenured PEL employees. The Executive Board recommended the approval of the MOU.

Beginning in the 2021-2022 school year, a tenured teacher (professional educator licensed employee) whose performance is rated as either "excellent" or "proficient" shall be evaluated at least once in the course of the three (3) school years after receipt of the rating. Each tenured teacher (professional educator licensed employee) whose performance is rated as either "excellent" or "proficient" shall be informally observed at least once in the course of the two (2) school years after receipt of the rating.

Mr. Rein moved to approve the MOU as presented. Ms. Harris seconded. The motion carried. (voice vote)

j. Action to Approve Leave under Family Medical Leave Act

The Executive Board recommended the approval of the FMLA request from Tammey Gilbert, School Social Worker, from 11/29/2021 to 1/3/2022 as well as the request to extend her FMLA through 1/31/2022.

Mr. Elmore moved to approve the FMLA requests from Tammey Gilbert, School Social Worker. Mr. Koss seconded. The motion carried. (voice vote)

k. Action to Remove RCCSEC Board Policies

The Executive Board recommended removing the following policies from the RCCSEC Board policy manual:

- 6:300 Graduation Requirements
- 7:315 Restrictions on Publications; High Schools

Ms. Harris moved to remove the above policies as presented. Ms. Morgan seconded. The motion carried. (voice vote)

I. 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. Koss 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. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Douglas, Mr. Koss, Mr. Elmore, Ms. Morgan, Ms. Harris, Mr. Rein: "Nay" None. The motion carried. (6-0)

Public Participation

There was no public participation.

Good of the Cause Participation

The next meeting of the Governing Board is August 11, 2022.

Adjournment

At 6:14 PM, Mr. Rein moved to adjourn. Mr. Elmore seconded. The motion carried. (voice vote)

Tracie Harris
Secretary of Governing Board of Directors

Fred Koss
Chair of Governing Board of Directors

Jennifer Armstrong
Recording Secretary

Curt Elmore
Vice-Chair of Governing Board of Directors