

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

GOVERNING BOARD MEETING

March 23, 2023

Mr. Larson, Chair of the 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 Avenue, Champaign, Illinois.

Members Present

Ms. Douglas
Ms. Harris
Mr. Fultz
Mr. Goldstein
Ms. McCormick
Ms. Morgan
Ms. Wilson
Mr. Quinlan
Mr. Elmore

Not Present

Ms. Bennett-Miller

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Stephanie Ward, Executive Assistant.

Additions/Deletions

There were no additions or deletions.

Consent Agenda Items

a. Approval of Minutes

The minutes of the August 11, 2022 Governing Board meeting were included in the packet.

Ms. McCormick moved to approve the consent agenda items as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Douglas, Ms. Harris, Mr. Fultz, Mr. Goldstein, Ms. McCormick, Ms. Morgan, Ms. Wilson, Mr. Quinlan, Mr. Elmore; "Nay" None. The motion carried. (9-0)

Action Items

a. Action to Approve Family Medical Leave

Mr. Elmore moved to approve Family Medical Leave request from Sharon Benekohal, Social Worker. Mr. Goldstein seconded. The motion carried. (voice vote)

b. Action to Employ Personnel

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

- a. Bobbie Collins - 1.0 FTE Paraprofessional Float
- b. Amber Seder - 54.5 days Spectrum Paraprofessional, Thomasboro
- c. Vickie Reese - 1.0 FTE Spectrum Paraprofessional, St. Joseph FY 24
- d. Rebecca Jones - 1.0 FTE School Social Worker FY 24
- e. Tiffany Stevens - 1.0 FTE Teacher of Visually Impaired
- f. Ashley Kolakowski - 1.0 FTE Paraprofessional, Unity Spectrum
- g. Ashley Cain - 1.0 FTE Paraprofessional, Unity Spectrum
- h. Tessa Durso - 1.0 FTE Paraprofessional, Unity Spectrum
- i. Kenicia Osterbur - 1.0 FTE Paraprofessional, St Joseph Spectrum

Mr. Fultz moved to employ Bobbie Collins, Amber Seder, Vickie Reese, Rebecca Jones, Tiffany Stevens, Ashley Kolakowski, Ashley Cain, Tess Durso, and Kenicia Osterbur as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, 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:

- a. Gayle Lewis - 0.80 FTE School Social Work Intern
- b. Sharon Benekohal - 1.0 FTE School Social Worker
- c. Emily Gulliford - 1.0 Braille Assistant
- d. Lana Fisher - 1.0 Paraprofessional, Thomasboro Spectrum
- e. Elizabeth Chin - 1.0 FTE Paraprofessional, Unity Spectrum
- f. Sharon Walters - 1.0 FTE Paraprofessional, Unity Spectrum
- g. Tressica Jeffers - 1.0 FTE Paraprofessional, Unity Spectrum

Ms. Wilson move to accept the resignations of Gayle Lewis, Sharon Benekohal, Emily Gulliford, Lana Fisher, Elizabeth Chin, Sharon Walters, and Tressica Jeffers as presented. Mr. Goldstein seconded. The motion carried. (voice vote)

d. Action to Approve RCCSEC FY 22 Audit Report

A copy of the audit and the letter to the Board was distributed at the meeting. The auditor found no areas which needed improvement.

The Executive Board recommended the approval of the FY 22 audit report.

Mr. Elmore moved to approve the FY 22 audit report as recommended. The following roll call was recorded: "Aye" Ms. Douglas, Ms. Harris, Mr. Fultz, Mr. Goldstein, Ms. McCormick, Ms. Morgan, Ms. Wilson, Mr. Quinlan, Mr. Elmore; "Nay" None. The motion carried. (9-0)

e. Action to Approve Maternity Leave

The Executive Board recommended the approval of maternity leave for Samantha Pettry, Spectrum Coordinator beginning January 3, 2023 and returning on February 23, 2023.

Mr. Fultz moved to approve the maternity leave for Samantha Pettry as presented. Ms. Harris seconded. The motion carried. (voice vote)

f. Action to Appoint RCCSEC Treasurer

The Executive Board recommended Stephanie Ward be appointed the RCCSEC Treasurer as she transitions into full time Executive Assistant.

Ms. Wilson moved to appoint Stephanie Ward RCCSEC Treasurer as presented. Mr. Quinlan seconded. The following roll call was recorded: "Aye" Ms. Douglas, Ms. Harris, Mr. Fultz, Mr. Goldstein, Ms. McCormick, Ms. Morgan, Ms. Wilson, Mr. Quinlan, Mr. Elmore; "Nay" None. The motion carried. (9-0)

g. Action to Approve Memorandum of Understanding

The board packet included a MOU with the Union.

MOU #1

The Memorandum of Understanding between the RCCSEC Executive Board and the RCCSEC IEA NEA addresses Sharon Benekohal, School Social Worker, and the request to work from home through December 21, 2022.

MOU #2

Sharon Benekohal has requested an extension for the current MOU which allows her to work remotely. The remote work will not be extended past January 31, 2023.

The Executive Board recommended the approval of the MOU #1 and #2.

Mr. Elmore moved to approve MOU #1 and #2. Ms. McCormick seconded. The motion carried. (voice vote)

h. Action to Approve RCCSEC Insurance Plan

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

PPO 2500

HRA Benefit

Employee Only: \$0 front and \$750 back end

Family: \$0 front and \$1500 back end

Mr. Quinlan moved to approve the health insurance plan as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Douglas, Ms. Harris, Mr. Fultz, Mr. Goldstein, Ms. McCormick, Ms. Morgan, Ms. Wilson, Mr. Quinlan, Mr. Elmore; "Nay" None. The motion carried. (9-0)

i. Action to Approve OMA and FOIA Officer

The Executive Board recommended the approval of Stephanie Ward as OMA and FOIA Officer.

Mr. Elmore moved to appoint Stephanie Ward OMA and FOIA Officer. Ms. Wilson seconded. The motion carried. (voice vote)

j. Action to Approve RCCSEC Visa

The Executive Board recommended the approval of a RCCSEC Visa card for Stephanie Ward.

Mr. Goldstein moved to approve a RCCSEC Visa card for Stephanie Ward. Ms. McCormick seconded. The motion carried. (voice vote)

k. Action to Approve Review and Monitoring of RCCSEC Board Policies

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

2:150 Committees

2:250 Access to Cooperative Public Records

4:55 Use of Credit and Procurement Cards

5:170 Copyright

5:190 Teacher Qualifications

5:260 Student Teachers

6:270 Guidance and Counseling Program

7:10-E Exhibit – Equal Educational Opportunities Within the School Community

Mr. Fultz moved to approve the review and monitoring of the above Board policies. Ms. Harris seconded. The motion carried. (voice vote)

l. Action to Approve RCCSEC Board Policies

The executive Board recommended the approval of the following policies:

2:100 Board Member Conflict of Interest

2:105 Ethics and Gift Ban

2:265 Title IX Sexual Harassment Grievance Procedure
4:10 Fiscal and Business Management
4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest
5:20 Workplace Harassment Prohibited
5:220 Substitute Teachers
5:250 Leaves of Absence
5:280 Duties and Qualifications
5:320 Evaluations
5:330 Sick Days, Vacations, Holidays, and Leaves
6:20 Calendar and Day
6:65 Student Social and Emotional Development
6:250 Community Resource Persons and Volunteers
6:255 Assemblies and Ceremonies
6:260 Complaints About Curriculum, Instructional Materials, and Programs
6:340 Student Testing and Assessment Program
7:50 Cooperative Admissions and Eligibility for Services
7:70 Attendance and Truancy
7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:180 Prevention of Response to Bullying, Intimidation, Harassment
7:250 Student Support Services
7:285 Anaphylaxis Prevention, Response, and Management Program
7:290 Suicide and Depression Awareness and Prevention
7:340 Student Records
7:270 Administering Medicines to Students
7:285 Anaphylaxis Prevention, Response, and Management Program

Ms. Wilson moved to approve the above Board policies. Ms. McCormick seconded. The motion carried. (voice vote)

m. 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. Fultz 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, Ms. Harris, Mr. Fultz, Mr. Goldstein, Ms. McCormick, Ms. Morgan, Ms. Wilson, Mr. Quinlan, Mr. Elmore; "Nay" None. The motion carried. (9-0)

Public Participation

There was no public participation.

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Good of the Cause Participation

There was no good of the cause participation.

The next scheduled meeting of the Governing Board will be August 10, 2023.

Adjournment

At 6:10 PM, Ms. McCormick moved to adjourn. Mr. Goldstein seconded. The motion carried. (voice vote)

Tracie Harris
Secretary of Governing Board of Directors

Tracy Wilson
Chair of Governing Board of Directors

Jennifer Armstrong
Recording Secretary

Curt Elmore
Vice-Chair of Governing Board of Directors