

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

EXECUTIVE BOARD OF DIRECTORS

May 9, 2019

Mr. Davis, Vice-Chair, called the meeting to order at 1:01 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. Wilson
Mr. White
Mr. Brooks

Not Present

Mr. Pence
Mr. Grimsley (arrived at 1:03 PM)

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Lori Bednarz, Special Education Administrator; Mrs. Allison Whitney, School Psychologist; Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

The following items were added to the discussion items:

- e. Documenting receipt of federal dollars
- f. Orders submitted without approval
- g. FY 20 IDEA Procedures

Consent Agenda Items

- a. Approval of Minutes

The minutes of the April 11, 2019 Executive Board of Directors meeting were in the packet.

- b. Accounts Payable

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

- c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of April, listing a cash and investment balance of \$ 1,203,614.80 was included in the packet.

Mr. Larson moved to approve the consent agenda items as presented. Ms. Lobmaster seconded. The following roll call was recorded: "Aye" Mr. White, Mr. Davis, Mr. Larson, Mr. Wilson, Mr. Brooks, Ms. McArthur, Ms. Thompson, Ms. Lobmaster. The motion carried. (8-0)

Action Items

a. Second Reading and Approval of RCCSEC Board Policies

Mr. Grimsley arrived at 1:03 PM.

The Director recommended the approval of the following Board policies:

4:30 Revenue and Investments
6:65 Student Social and Emotional Development
7:185 Teen Dating Violence Prohibited
8:95 Parental Involvement
2:20 Powers and Duties of the Boards
4:100 Insurance Management
4:110 Transportation
4:150 Facility Management and Building Programs
4:160 Environmental Quality of Building and Grounds
5:330 Sick Days, Vacation, Holidays and Leaves

Mr. Larson moved to approve the above policies as presented. Mr. Brooks seconded. The following roll call was recorded: "Aye" Mr. Larson, Mr. Grimsley, Mr. Davis, Mr. Brooks, Ms. Thompson, Mr. Wilson, Ms. McArthur, Mr. White, Ms. Lobmaster. The motion carried. (9-0)

b. Action to Approve RCCSEC Roof Bid

The Director recommended the approval of the roof bid proposal submitted by Martinsville Roofing in the amount of \$50,515.00.

Ms. Thompson moved to approve the roof bid from Martinsville Roofing. Mr. Larson seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. White, Mr. Davis, Mr. Larson, Mr. Brooks, Mr. Grimsley, Mr. Wilson, Ms. McArthur, Ms. Lobmaster. The motion carried. (9-0)

Discussion Items

a. Timely and Meaningful Consultation

The Director reminded the Board that timely and meaningful consultation meetings need to be held no later than May 31, 2019.

b. Governing Board

The Director asked that Superintendents submit to RCCSEC the names of newly appointed Governing Board members.

c. FY 20 IDEA Procedures – Meeting with Bookkeepers

The Director met with district bookkeepers on May 9th regarding the procedures for the FY 20 IDEA grants.

d. Spectrum

Mrs. Bednarz reported the following:

- Screenings are continuing for Spectrum.
- Another child with autism with significant needs will be enrolling at Unity in August and one with significant needs will be enrolling at St. Joe.
- Registration for returning students will be on Tuesday, May 14th from 10-6 at Unity, Thursday, May 16th from 10-6 at St. Joe, and Friday, May 17th from 8:30-3:30 at Thomasboro.
- She will need to hire additional staff as individual aides for the students who have had substitute aides this year.
- She is working on final amendments for the grant which is due at the end of the month, but won't have a total of the reimbursement for transportation for a few more weeks.
- She contacted the company who works on the playground surface to fix the areas of wear and tear and is waiting to hear back from them on estimate.
- The program improvement plan is due to the state by the end of the month and she will begin that work soon.
- There is a new student enrolled for the last 9 days of school.
- Two teachers are out on maternity leave.
- The program has had difficulty finding subs.

e. Documenting Federal Funds

The Director told the Board that receipt of federal dollars needs to be reported as such, otherwise Maintenance of Effort (MOE) might be affected.

f. Orders Submitted without Approval

The IDEA grant amendment had not been approved yet. Therefore, orders should not be or should not have been submitted prior to approval. Once orders have been received, packing slips need to be submitted to RCCSEC.

g. FY 20 IDEA Procedures

A handout regarding the FY 20 IDEA Procedural Change was distributed.

The Director learned that she can obtain an IWAS login under each member district RCDT. This will allow her to write the grants for each district. The grant will be submitted to the district superintendent for approval.

Beginning July 1, RCCSEC will invoice each district. There are two ways to pay the invoice:

- Traditional reimbursement: An expenditure report is submitted by the end of the month. Funds are then received within 1.5 weeks. This can be done monthly or quarterly.
- Modified Advance with a Commitment Amount: Districts will submit the expenditure report noting the commitment amount. Districts will receive the funds typically within 1.5 weeks. Those funds will then be used to pay the invoice. Once the invoice is paid, districts submit a month end expenditure report noting the actual payment for contractual services on the following month end report.

The Director is suggesting that districts use the traditional reimbursement method.

The preliminary grant amounts will be loaded into IWAS at 95% of the IDEA Flow Through allotment. Carryover will be loaded into IWAS after RCCSEC submits the final expenditure report for FY 19. Carryover will be distributed based on allotment. Carryover funds will be spent first. RCCSEC will bill districts for the total allotment.

Districts should write their budgets based on the preliminary allocation. The final allocation will be known in a few months. There will be a budget for IDEA Part B and IDEA Pre-K.

Districts will be audited by ISBE on the IDEA grants and the district single audit status may change if the district spends more than \$750,000.00 in federal funds.

Public Participation

There was no public participation.

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Mr. White thanked the Director for the extra funds to districts for special education.

Mr. Davis thanked the Director for her assistance in completing the MOE worksheet.

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Adjournment

At 1:28 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