

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

EXECUTIVE BOARD OF DIRECTORS

June 19, 2018

Mr. Pence, 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. Lobmaster
Mr. Pence
Mr. Grimsley
Mr. Brooks

Not Present

Ms. McArthur
Mr. White
Mrs. Davis

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mr. Jay Smith, Principal Gifford Grade School. Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

There were some changes to the percentage increases /decreases for the FY 19 budget.

Consent Agenda Items

a. Approval of Minutes

The minutes of the May 10, 2018 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of May, listing a cash and investment balance of \$1,663,585.32, was included in the packet.

Mr. Larson moved to approve the consent agenda items as presented. Mr. Thompson seconded. The following roll call was recorded: "Aye" Mr. Davis, Mr. Pence, Mr. Brooks, Mr. Grimsley, Mr. Larson, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

Executive Session

At 1:03 PM, Mr. Larson moved to go into executive session to discuss the appointment, employment, discipline, performance, or dismissal of specific employees of the public body. Ms. Thompson seconded. The motion carried. (voice vote)

At 1:08 PM, Mr. Grimsley made the motion to move out of closed session. Mr. Larson seconded. The motion carried. (voice vote)

Action Items

a. Action to Approve the RCCSEC FY 18 Amended Budget

The Director recommended the approval of the FY 18 amended budget which included additional funds within the IDEA Part B grant in the amount of \$340,082. The on-behalf payments in the amount of \$618,281 were included within the amended budget.

Mr. Grimsley moved to approve the amended FY 18 budget as presented. Ms. Thompson seconded. The following roll call was recorded: "Aye" Mr. Grimsley, Mr. Pence, Mr. Brooks, Mr. Larson, Ms. Thompson, Mr. Davis, Ms. Lobmaster. The motion carried. (7-0)

b. Action to Approve the FY 19 Budget

An updated FY 19 budget spreadsheet was distributed. The overall budget had an increase of .84%. The following is a summary of the FY 19 budget changes:

Local Assessment	increase of 6.68%
Preschool Local	decrease of 29.59%
PFA	increase of 3.48%
STEP	no change
IDEA PreK	increase of 17.70%
IDEA Part B	increase of 1.72%
Connections	no budget as there is no classroom
Personal Assistants	increase of 8.37%
ESY	decrease of 4.06%
Medicaid	increase of 100%

Mr. Larson moved to approve the FY 19 budget as presented. Mr. Davis seconded. The following roll call was recorded: "Aye" Mr. Davis, Mr. Larson, Mr. Grimsley, Mr. Brooks, Mr. Pence, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

c. Action to Recall Professional Educator Licensed Personnel

The Director recommended the recall of the following Professional Educator Licensed Personnel:

- Meghan Loschen - 1.0 FTE Spectrum Teacher, St. Joseph

- Kimberly Flesch - .5 FTE Spectrum Teacher Unity/.5 FTE Instructional Leader

Mr. Grimsley moved to recall Meghan Loschen and Kimberly Flesch as recommended by the Director. Ms. Lobmaster seconded. The following roll call was recorded: "Aye" Mr. Larson, Mr. Grimsley, Mr. Davis, Mr. Brooks, Mr. Pence, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

d. Action to Approve Non-Union Personnel as IMRF Authorized Agent

The Director recommended the approval of the new bookkeeper, Lynnette Brown as the RCCSEC Authorized Agent.

Mr. Larson moved to approve Lynnette Brown as the RCCSEC IMRF Authorized Agent. Mr. Brooks seconded. The motion carried. (voice vote)

e. Action to Approve Retirement

The Director recommended the approval of the intent to retire (4-year plan) of Jim Mayer, Transition Specialist.

Ms. Thompson moved to approve the intent to retire, 4-year plan, 6% raise per year, of Jim Mayer, Transition Specialist. Mr. Larson seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Davis, Mr. Larson, Mr. Brooks, Mr. Grimsley, Mr. Pence, Ms. Lobmaster. The motion carried. (7-0)

f. Action to Approve Leave

The Director recommended the approval of the request from Betsy Holcomb, School Social Worker, to use sick leave to care for her daughter after the birth of twins. She anticipates being away from work no more than 3 weeks.

Mr. Grimsley moved to approve the request of Betsy Holcomb to use sick leave as requested. Mr. Pence seconded. The motion carried. (voice vote)

g. Second Reading and Approval of RCCSEC Board Policies

The Director recommended the approval of the following policies:

- 2:260 Uniform Grievance Procedure
- 4:40 Incurring Debt
- 5:20 Workplace Harassment Prohibited
- 5:200 Terms and Conditions of Employment Dismissal
- 5:20-E Resolution to Prohibit Sexual Harassment

Ms. Lobmaster moved to approve the above policies as presented. Ms. Thompson seconded. The motion carried. (voice vote)

h. Action to Approve RCCSEC FY 19 Executive Board Meetings

The Director recommended the approval of the following dates for the FY 19 Executive Board of Directors meetings:

July 12, 2018
August 9, 2018
September 13, 2018
October 11, 2018
November 8, 2018
December 13, 2018
January 10, 2019
February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019
June 13, 2019

Ms. Thompson moved to approve the FY 19 Executive Board Meeting dates as presented. Mr. Larson seconded. The motion carried. (voice vote)

i. Action to Approve Memorandum of Understanding

Due to the shortage of staff within the Psychology department, the Director is requesting Board approval to continue the Memorandum of Understanding which was included in the packet. This exact MOU was approved by the Board in FY 18 in order to provide compensation to school psychologists who complete evaluations outside of their assigned placement.

Mr. Larson moved to approve the Memorandum of Understanding for School Psychology coverage. Ms. Thompson seconded. The following roll call was recorded: "Aye" Mr. Brooks, Mr. Pence, Mr. Larson, Mr. Davis, Ms. Thompson, Mr. Grimsley, Ms. Lobmaster. The motion carried. (voice vote)

j. Action to Approve Additional Pay

The Director proposed that the Board approve additional pay for Janice Swanson, Shelly Curry and Robin Fierer-Wilson at the rate of \$64.29 per hour for meeting social work minutes during Betsy Holcomb's absence.

Mr. Larson moved to approve additional pay of \$64.29 per hour for Janice Swanson, Shelly Curry and Robin Fierer-Wilson to cover social work minutes during Betsy Holcomb's absence. Ms. Thompson seconded. The following roll call was recorded: "Aye" Mr. Brooks, Mr. Pence, Mr. Grimsley, Mr. Larson, Ms. Thompson, Mr. Davis, Ms. Lobmaster. The motion carried. (voice vote)

k. Approval to Employ Professional Educator Personnel

The Director recommended the approval of the employment of the following personnel:

- Michelle Curry - 1 FTE School Social Worker

Mr. Grimsley moved to approve the employment of Michelle Curry as a 1 FTE School Social Worker. Mr. Brooks seconded. The following roll call was recorded: "Aye" Mr. Davis, Mr. Pence, Mr. Brooks, Mr. Grimsley, Mr. Larson, Ms. Thompson, Ms. Lobmaster. The motion carried. (7-0)

l. Approval of Maternity Leave Request

The Director recommended the approval of the maternity leave request of Amanda Seets, School Psychologist from the beginning of the 2018 – 2019 school year through October 21, 2018. Mrs. Seets is planning on using accrued sick leave to cover the leave.

Discussion Items

None

Administrative Report

None

Public Participation

There was no public participation.

Good of the Cause Participation

A brief discussion was held regarding the Accelerated Placement Act in regards to Kindergarten entrance.

The Director told the Board that a board member is needed to run the Governing Board meeting on the June 20th.

Executive Board of Directors

June 19, 2018

Page 6 of 6

Adjournment

At 1:35 PM, Mr. Larson moved to adjourn. Mr. Grimsley 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