

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

Executive Board of Directors

August 8, 2019

Mr. Brooks, Chair, called the meeting to order at 1:01 PM. The meeting was held in Conference Room of the Rural Champaign County Special Education Cooperative, 807 N. Mattis Ave, Champaign, Illinois.

Members Present

Ms. Thompson
Mr. Davis
Mr. Pence
Mr. Smith
Mr. White
Mr. Brooks

Not Present

Mr. Larson
Ms. McArthur
Mr. Graham
Mr. Wilson

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

Additions/Deletions

The following changes/additions were made to the discussion items:
The Writing Legally Defensible IEP workshop is on August 28, not August 25th.
Retirees return to work

Consent Agenda Items

a. Approval of Minutes

The minutes of the July 16, 2019 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of July, listing a cash and investment balance of \$908,277.63, was included in the packet.

Ms. Thompson moved to approve the consent agenda items as presented. Mr. Pence seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. White, Mr. Davis, Mr. Brooks, Mr. Smith, Mr. Pence. The motion carried. (6-0)

Action Items

a. Action to Employ Part-Time Professional Educator Licensed Personnel

The Director recommended the approval of the employment of the following professional educator licensed personnel:

- Elizabeth Holcomb - 108 days, Social Worker
- Tony Buser - 52 days, Social Worker

Mr. Davis moved to employ Elizabeth Holcomb and Tony Buser as recommended by the Director. Mr. Smith seconded. The following roll call was recorded: "Aye" Mr. Brooks, Mr. Pence, Mr. Davis, Ms. Thompson, Mr. White, Mr. Smith. The motion carried. (6-0)

b. Action to Employ Educational Support Personnel

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

- Brandy Mentock - 1.0 FTE Paraprofessional

Mr. Pence moved to approve the employment of Brandy Mentock as recommended by the Director. Mr. Davis seconded. The following roll call was recorded: "Aye" Mr. Brooks, Mr. Pence, Mr. White, Mr. Smith, Ms. Thompson, Mr. Davis. The motion carried. (6-0)

c. Action to Approve Resignation of Personnel

The Director recommended the approval of the following resignation:

- Meghan Loschen - 1.0 FTE Early Childhood Teacher

Mr. Pence moved to approve the resignation of Meghan Loschen as presented. Ms. Thompson seconded. The motion carried. (voice vote)

d. Action to Approve RCCSEC Local Assessment Increase

At the July Board meeting, a committee was created to discuss the finances of RCCSEC and the need for an assessment increase. The committee requested that the director develop a formula for scheduling staff in districts. The Director has e-mailed area cooperatives to inquire about their process and will create one for RCCSEC. The committee is recommending a local assessment increase from \$70.00 per student to \$90.00 per student.

A discussion was held regarding how it is determined what services districts receive. The Director explained that if districts were billed based on the amount of services they receive, they would be paying a lot more than the current assessment. Currently, districts receive services based on the total

number of students. The \$20.00 increase is not a permanent fix to solve the local deficit. Therefore, it is important that a common formula for billing districts is developed.

Mr. White moved to increase the local assessment from \$70.00 per student to \$90.00 per student. Mr. Pence seconded. The following roll call was recorded: "Aye" Mr. Davis, Mr. Pence, Mr. Brooks, Mr. Smith, Mr. White, Ms. Thompson. The motion carried. (6-0)

e. Action to Approve Leave of Professional Educator Licensed Personnel

The Director recommended the approval of the leave of absence request of Sharon Benekohal , social worker. Mrs. Benekohal is requesting a leave of absence due to a family emergency. The minutes will be covered by a retired social worker until Sharon's return.

Mr. White moved to approve the leave of absence request of Sharon Benekohal as presented. Mr. Davis seconded. The motion carried. (voice vote)

f. Action to Approve IDEA Flow Through Grant Amendment

The Director recommended the approval of the final amendment for IDEA Flow Through which was included in the packet.

Mr. Davis moved to approve the IDEA grant amendment as presented. Mr. Smith seconded. The following roll call was recorded: "Aye" Mr. Smith, Mr. Pence, Mr. Brooks, Mr. White, Ms. Thompson, Mr. Davis. The motion carried. (6-0)

Discussion Items

a. October 11 Inservice

RCCSEC has secured Kathy Oehler and Cheryl Boucher for October 11. They will present Executive Function Strategies to help reluctant learners increase achievement and improve behavior. The Director needs to know how many districts and the number of participants who will be attending.

b. CPI Trainers

The Director told the Board that RCCSEC does not have the adequate number of trainers to properly and safely train large groups of learners. Most districts want their staff trained prior to the first day of student attendance. This makes the groups very large, reaching 35 or more participants. Furthermore, the trainings are on days that the trainers (all administrators) have school related duties. RCCSEC needs more trainers or larger districts need to send one or more staff members to become trainers in order to break up the groups into smaller sizes and decrease the risk of injury and increase the efficiency of the course. RCCSEC is willing to schedule and fund the training necessary for an individual to become a certified CPI instructor.

c. August 28 – Writing a Legally Defensible IEP

The Writing a Legally Defensible IEP workshop is scheduled for August 28th (not August 25th). The Director is requesting that all new special education teachers attend this workshop which is being held at the I-Hotel and Conference Center from 8:00 AM – 3:30 PM. The Director will email superintendents and principals a list of current teachers who should attend. As it might be difficult to secure subs for multiple teachers on one day, RCCSEC could present to the special education staff on an inservice day.

d. Retirees Return to Work

A brief discussion was held regarding TRS retirees return to work and where these individuals are placed on the salary schedule. According to Board members, the salary placement is subject to the stipulations in the collective bargaining agreement. The Regional Superintendent determines the subject shortage areas for retirees return to work without post retirement limitations.

Administrative Report

a. Cooperative Program Updates

Spectrum

The Director reported that there have been changes in staff assignments. Registrations have been completed. Enrollment is down at St. Joe Spectrum, but higher at Unity East.

The way districts are billed for personal aides is going to change this school year. Districts will be billed based on a per diem and not based on the salary of the aide assigned.

For FY 20, there will be two payments for PFA transportation. District would prefer to receive all payments by June 30th.

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

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Adjournment

At 1:58 PM, Mr. White moved to adjourn. Ms. Thompson seconded. The motion carried. (voice vote)

Ms. Bonnie McArthur
Secretary of the Board of Directors

Mr. Brian Brooks
Chair of the Board of Directors

Mrs. Jennifer Armstrong
Recording Secretary

Ms. Barbara Thompson
Vice-Chair of the Board of Directors