

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

GOVERNING BOARD MEETING

August 13, 2020

Mr. Brooks, Chair Executive Board, called the meeting without physical presence of quorum to order at 6:04 PM from St. Joseph-Ogden High School, 301 N. Main Street, St. Joseph, Illinois. The meeting was held via Zoom video conferencing.

Members Present

Ms. Rushing (Remotely)
Mr. Koss (Remotely)
Ms. Morgan (Remotely)
Mrs. Brucker (Remotely)
Ms. Bennett-Miller (Remotely)
Ms. Harris (Remotely)
Mr. Quinlan (Remotely)
Ms. McCormick (Remotely)

Not Present

Mr. Elmore
Mr. Goldenstein

Also present were Mrs. Jennifer Armstrong, Executive Director (St. Joseph-Ogden High School), Ms. Martine Nickols, Executive Assistant (Remotely)

Additions/Deletions

There were no additions or deletions.

Consent Agenda Items

a. Approval of Minutes

The minutes of the March 12, 2020 Governing Board meeting were in the packet.

Ms. McCormick made the motion to approve the minutes as presented. Mr. Quinlan seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Ms. Morgan, Mrs. Brucker, Ms. Bennett-Miller, Ms. Harris, Mr. Quinlan, Ms. McCormick. "Nay" None. The motion carried. (8-0)

Action Items

a. Action to Approve FY 21 RCCSEC Budget

The Executive Board recommended the approval of the FY 21 Budget.

Mr. Koss moved to approve the FY 21 RCCSEC budget as presented. Mrs. Brucker seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Ms. Morgan, Mrs. Brucker, Ms. Bennett-Miller, Ms. Harris, Mr. Quinlan, Ms. McCormick. "Nay" None. The motion carried. (8-0)

b. Action to Employ Personnel

The Executive Board recommended the approval of the following individuals:

- Jennifer Hastings - 1.0 FTE Special Education Administrator
- Michelle Swanson - 1.0 FTE Spectrum Teacher, Thomasboro
- Rebecca Dey - .43 FTE Spectrum Individual Aide, Unity
- Whitney Highfill - 1.0 FTE School Social Worker
- Lori Larson - 1.0 FTE School Social Worker
- Anna McCarthy - 1.0 FTE School Social Worker
- Lisa Liggins-Chambers - 1.0 FTE School Psychologist

Ms. Rushing moved to approve the employment of Jennifer Hastings, Michelle Swanson, Rebecca Dey, Whitney Highfill, Lori Larson, Anna McCarthy and Lisa Liggins-Chambers as presented. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Ms. Morgan, Mrs. Brucker, Ms. Bennett-Miller, Ms. Harris, Mr. Quinlan, Ms. McCormick. "Nay" None. The motion carried. (8-0)

c. Action to Approve Revised Special Education Administrator Job Description

The Executive Board recommended the approval of the Special Education Administrator job description which was revised to include mental and physical demands. The job description was enclosed in the packet.

Mr. Quinlan made the motion to approve the revised special education administrator job description. Mr. Koss seconded. The motion carried. (voice vote)

d. Action to Approve Retirement of Professional Educator Licensed Personnel

The Executive Board recommended the approval of the 4-year notice of intent to retire at the end of the 2023 – 2024 school year of Janice Swanson, School Social Worker.

Mrs. Brucker moved to approve the 4-year notice of intent to retire of Janice Swanson, School Social Worker. Ms. Harris seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Ms. Morgan, Mrs. Brucker, Ms. Bennett-Miller, Ms. Harris, Mr. Quinlan, Ms. McCormick. "Nay" None. The motion carried. (8-0)

e. Motion to Approve Non-Union Raises

The Executive Board recommended the approval of a 4% raise for the following non-union staff:

Kristie Behrens, Bookkeeper
Karen Jannusch, Physical Therapist
Jean McCarthy, Occupational Therapist
Jennifer Armstrong, Executive Director

Ms. McCormick moved to approve the non-union staff raises as presented. Ms. Rushing seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Koss, Ms. Morgan, Mrs. Brucker, Ms. Bennett-Miller, Ms. Harris, Mr. Quinlan, Ms. McCormick. "Nay" None. The motion carried. (8-0)

f. Action to Approve Five Year Review and to Approve RCCSEC Board Policies

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

Five Year Review

4:50 Payment Procedures
7:130 Student Rights and Responsibilities
8:80 Gifts to the Cooperative

RCCSEC Board Policies

2:125 Board Member Compensation; Expenses
2:160 Board Attorney
5:60 Expenses
5:150 Personnel Records
5:185 Family and Medical Leave
5:200 Terms and Conditions of Employment and Dismissal
5:230 Maintaining Student Discipline
5:250 Leaves of Absence
5:280 Duties and Qualifications
5:290 Employment Termination and Suspensions
5:330 Sick Days, Vacation, Holidays, and Leaves
7:70 Attendance and Truancy
7:90 Release During School Hours
8:30 Visitors to and Conduct on School Property
8:110 Public Suggestions and Concerns
4:180 Pandemic Preparedness; Management; and Recovery
7:345 Use of Educational Technologies; Student Data Privacy and Security
2:220 Board Meeting Procedure
2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
7:340 Student Records
7:190 Student Behavior

Mr. Koss moved to approve the 5- year review and to approve the above Board policies as presented. Ms. Harris seconded. The motion carried. (voice vote)

g. Action to Accept the Resignation of Personnel

The Executive Board recommended the approval of the following resignations:

- Shelly Curry - 1.0 FTE School Social Worker
- Susan Jackson - .60 FTE School Social Worker
- Jordan Wiles - 1.0 FTE School Psychologist
- Melissa Sanders - 1.0 FTE Early Childhood Teacher
- Ameer Lemke - 1.0 FTE Paraprofessional, Spectrum
- Amanda Black - 1.0 FTE Paraprofessional, Spectrum

Ms. Rushing moved to approve the resignations of Shelly Curry, Susan Jackson, Jordan Wiles, Melissa Sanders, Ameer Lemke and Amanda Black as presented. Mrs. Brucker seconded. The motion carried. (voice vote)

h. Action to Reduce Full Time Equivalent of Personnel

The Executive Board recommended the following:

- Karen Jannusch - 1.0 FTE reduce to .80 FTE Physical Therapist
- Allison Whitney - 1.0 FTE School Psychologist reduce to 0.80 FTE.
Requesting to work 0.20 FTE of that time from home in Action K.

Mr. Quinlan moved to approve to reduce the full-time equivalence of Karen Jannusch and Allison Whitney from 1.0 FTE to .80 FTE. Ms. Rushing seconded. The motion carried. (voice vote)

i. Action to Approve Visa Card User

The Executive Board recommended the approval of the following VISA card user:

- Jennifer Hastings - Special Education Administrator

Ms. Harris moved to approve Jennifer Hastings, Special Education Administrator, as a VISA card user. Ms. Bennett-Miller seconded. The motion carried. (voice vote)

j. Action to Approve Maternity Leave of Professional Educator Licensed Personnel

The Executive Board recommended the approval of the maternity leave request of:

- Mesha Ruskin - 1.0 FTE Teacher Spectrum Unity
Tentative leave date is September 23 for 6 weeks.

Mr. Koss moved to approve the maternity leave of Mesha Ruskin as presented. Ms. Bennett-Miller seconded. The motion carried. (voice vote)

k. Action to Approve Remote Work from Home

The Executive Board recommended the approval of the remote work from home for:

- Allison Whitney - work day (.20 FTE) from home
- Sharon Benekohal - work full-time from home

Mr. Quinlan made the motion to approve the remote work from home for Allison Whitney and Sharon Benekohal as presented. Mr. Koss seconded. The motion carried. (voice vote)

l. Action to Approve Return to School and Safety Plans

The Executive Board recommended the approval of the following return to school and safety plans:

- Spectrum Return to School and Safety Plan which was completed by Jennifer Hastings was included in the packet.
- RCCSEC Staff Return to School and Safety Plan which was completed by Jennifer Armstrong was included in the packet.

Ms. Bennett-Miller moved to approve the Spectrum Return to School and Safety Plan and the RCCSEC Staff Return to School and Safety Plan as presented. Ms. Harris seconded. The motion carried. (voice vote)

m. Action to Approve RCCSEC MOU Change in Working Conditions

The Executive Board recommended the approval of the RCCSEC MOU Change in Working Conditions.

Ms. McCormick moved to approve the RCCSEC MOU Change in Working Conditions. Mr. Quinlan seconded. The motion carried. (voice vote)

n. 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. Rushing seconded. The motion carried. (voice vote)

Public Participation

There was no public participation.

Good of the Cause Participation

The next meeting of the Governing Board will be March 11, 2021.

Adjournment

At 6:24 PM, Ms. Harris moved to adjourn. Mr. Quinlan seconded. The motion carried. (voice vote)

Tiffany Rushing
Secretary of Governing Board of Directors

Fred Koss
Chair of Governing Board of Directors

Jennifer Armstrong
Recording Secretary

Roger Quinlan
Vice-Chair of Governing Board of Directors