

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

EXECUTIVE BOARD OF DIRECTORS

September 9, 2021

Mr. Pence, Vice-Chair, called the meeting to order at 1:00 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

Mr. Davis  
Ms. McArthur  
Mr. Graham  
Mr. Pence  
Mr. Smith  
Ms. Turner  
Mr. Brooks

Not Present

Ms. Thompson  
Mr. Larson  
Mr. Isenhower

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Janice Swanson, School Social Worker; Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

Cathy Shanks, 1.0 FTE Paraprofessional, Spectrum St. Joseph was added to the Action to Employ Educational Support Personnel.

Consent Agenda Items

a. Approval of Minutes

The minutes of the August 12, 2021 Executive Board Meeting were included in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of August, listing a cash and investment balance of \$ 681,110.14, was included in the packet.

Mr. Smith made the motion to approve the consent agenda items as presented. Ms. McArthur seconded. The following roll call was recorded: "Aye" Mr. Davis, Ms. McArthur, Mr. Graham, Mr. Pence, Mr. Smith, Ms. Turner, Mr. Brooks. "Nay" None. The motion carried. (7-0)

Action Items

a. Action to Approve Resignation of Educational Support Personnel

The Director recommended the approval of the following resignations:

- Lori Craddock - 1.0 FTE Paraprofessional, Individual Aide, Spectrum
- Jennifer Matthews - 1.0 FTE Paraprofessional, Individual Aide, Spectrum

Ms. McArthur moved to approve the resignations of Lori Craddock and Jennifer Matthews as presented. Mr. Brooks seconded. The motion carried. (voice vote)

b. Action to Employ Educational Support Personnel

The Director recommended the employment of the following Educational Support Personnel:

- Heather Harden - 1.0 FTE Paraprofessional, Individual Aide, Spectrum Unity East
- Leslie Stewart - 1.0 FTE Paraprofessional, Individual Aide, Spectrum St. Joseph
- Jennifer Varvel - 1.0 FTE Paraprofessional, Spectrum (Extra)
- Cathy Shanks - 1.0 FTE Paraprofessional, Individual Aide, Spectrum St. Joseph

Mr. Davis made the motion to employ Heather Harden, Leslie Stewart, Jennifer Varvel and Cathy Shanks as presented. Ms. McArthur seconded. The following roll call was recorded: "Aye" Mr. Davis, Ms. McArthur, Mr. Graham, Mr. Pence, Mr. Smith, Ms. Turner, Mr. Brooks. "Nay" None. The motion carried. (7-0)

c. First Reading of RCCSEC Board Policies

The following policies were presented for first reading:

- 2:10 Cooperative Governance
- 2:130 Executive Director Relationship
- 2:240 Board Policy Development
- 2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings
- 2:240-E1 Exhibit - PRESS Issue Updates
- 2:240-E2 Exhibit - Developing Local Policy
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 6:235 Access to Electronic Networks
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 7:280 Communicable and Chronic Infectious Disease

Mr. Brooks moved to approve the first reading of the above policies as presented. Mr. Smith seconded. The motion carried. (voice vote)

d. Action to Approve the 5-Year Review of RCCSEC Board Policies

- 1:10 Cooperative Legal Status
- 1:20 Cooperative Organization, Operations, and Joint Agreement
- 2:220-E4 Exhibit – Open Meeting Minutes
- 3:30 Chain of Command
- 6:100 Using Animals in the Educational Program
- 7:230 Misconduct by Students with Disabilities

Mr. Brooks moved to approve the 5-year review of the above policies as presented. Mr. Smith seconded. The motion carried. (voice vote)

e. Action to Approve RCCSEC Local Assessment Increase

The Director proposed a \$50.00 increase per student, per year for the next two years. Over two years, this increase will generate a revenue of approximately \$515,400.00. The packet included a spreadsheet with projected costs for each district for FY 22 and FY 23 for a \$50.00 per student per year increase and a \$20.00 per student per year increase. The Board packet also listed June 30 fund balances for the past three years:

FY 18 \$1,315,093.19  
FY 19 \$ 893,810.30  
FY 20 \$1,014,788.81  
FY 21 \$ 771,317.56

The fund balance as of August 31, 2021 was \$681,110.14

The packet also included copies of investment worksheets for 6/29/18, 6/28/19, 6/30/20, 6/30/21, 7/30/21 and 8/31/21. For FY 18 – FY 20, the Cooperative had funds invested in certificates of deposit. By June 30, 2021 all certificates of deposit had been redeemed.

The local budget is where there is a huge decrease in funds. The other budgets are either reimbursed or grant funded. The social work department has several veteran staff members. There is also the huge cost of contracting school psychology services. Upcoming retirements will affect the local budget, but not for 2 -3 years. When asked the Director said that a fund balance of \$800,000.00 would be a better financial position.

During discussion, Board members expressed that they wanted to get through this fiscal year and then re-evaluate the fund balance. They want the Cooperative to be in a good financial position for contract negotiations. They felt more comfortable with a 1-year increase at this point. Some felt that \$50.00 was too much and \$20.00 not enough and felt more comfortable with \$30.00. The fund balance will be tracked all year.

Mr. Brooks moved to approve a \$30.00 per student increase in local assessment. Mr. Smith seconded. The following roll call was recorded: "Aye" Mr. Davis, Ms. McArthur, Mr. Graham, Mr. Pence, Mr. Smith, Ms. Turner, Mr. Brooks. "Nay" None. The motion carried. (7-0)

Discussion Items

a. October 8 Inservice

RCCSEC is hosting two workshops at the I-Hotel on October 8, 2021:

- Brandon Wright will be presenting. It was suggested to have a morning and afternoon session.
- Jim Mayer, Transition Specialist, will be presenting on important transition information required for legally compliant IEPs.

Administrative Report

a. Cooperative Program Updates - Spectrum

The Director reported that:

- Screenings have been completed.
- Enrollment is as follows: St. Joseph: 72 students; Thomassboro: 14 students; Unity: 18 students
- ESSER III funds will be used to hire additional aides to support classrooms and to provide sub coverage.

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 1:54 PM, Ms. McArthur moved to adjourn. Mr. Brooks seconded. The motion carried. (voice vote)

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Ms. Bonnie McArthur  
Secretary of the Board of Directors

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Mr. Andrew Larson  
Chair of the Board of Directors

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Mrs. Jennifer Armstrong  
Recording Secretary

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Mr. Todd Pence  
Vice-Chair of the Board of Directors