

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

EXECUTIVE BOARD OF DIRECTORS

September 12, 2019

Mr. Brooks, 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

Ms. Thompson
Mr. Larson
Ms. McArthur
Mr. Graham
Mr. Pence
Mr. Smith
Mr. Wilson
Mr. White
Mr. Brooks

Not Present

Mr. Davis

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 additions were made:

Action Item a. Change to Accept Resignations (Remove Educational Support Personnel) and add the resignation of Robin Fierer-Wilson, School Psychologist.

The following topics were added to the Discussion Items: Psychologist Coverage, PFA, IDEA Funds, and Work Visa.

Mr. Larson moved to approve the additions as presented. Ms. Thompson seconded. The motion carried. (voice vote)

Consent Agenda Items

a. Approval of Minutes

The minutes of the August 8, 2019 Executive Board of Directors meeting were in the packet.

b. Approval of Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of August was in the packet, listing a cash and investment balance of \$ 1,000,419.41.

Mr. Larson moved to approve the consent agenda items as presented. Mr. Smith seconded. The following roll call was recorded: "Aye" Mr. White, Mr. Larson, Mr. Smith, Mr. Wilson, Mr. Brooks, Ms. McArthur, Mr. Pence, Ms. Thompson, Mr. Graham. The motion carried. (9-0)

Action Items

a. Action to Accept Resignations

The Director recommended the approval of the following resignations:

- Abigail Golden - 1.0 FTE Braille Assistant, effective end of 19-20 school year
- Robin Fierer-Wilson - 1.0 FTE School Psychologist, last day 9/24/2019

Mr. Larson moved to accept the resignations of Abigail Golden and Robin Fierer-Wilson as presented. Mr. Smith seconded. The motion carried. (voice vote)

b. First Reading of the Five Year Review of RCCSEC Board Policies

The following policies were presented for five-year review:

2:110 Qualifications, Term, and Duties of Board Officers

2:240 Board Policy Development

5:35 Compliance with the Fair Labor Standards Act

5:40 Communicable and Chronic Infectious Disease

5:130 Responsibility Concerning Internal Information

6:110 Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program

7:170 Vandalism

Mr. Larson moved to approve the first reading of the five-year review of the above policies. Ms. McArthur seconded. The motion carried. (voice vote)

c. First Reading of RCCSEC Board Policies

The following policies were presented for first reading:

2:140 Communication to and from the Board

2:140E Guidance for Board Member Communication Including Email Use

2:230 Public Participation at Board Meetings and Petitions to the Board

5:180 Temporary Illness or Temporary Incapacity

6:340 Student testing and Assessment Program

Mr. Wilson moved to approve the first reading of the above policies. Ms. McArthur seconded. The motion carried. (voice vote)

d. Action to Employ Office Personnel

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

- Kris Stalter - 1.0 FTE Special Education Records Manager
- Kathryn Maulding - 599 Hours, Special Education Records Manager Assistant

Mr. Larson moved to approve the employment of Kris Stalter and Kathryn Maulding as presented. Ms. McArthur seconded. The following roll call was recorded: "Aye" Mr. Larson, Mr. Smith, Mr. Brooks, Mr. Pence, Ms. Thompson, Mr. Wilson, Ms. McArthur, Mr. White, Mr. Graham. The motion carried. (9-0)

e. Action to Approve Job Description

The Director recommended the approval of the Special Education Records Manager job description. The FACTS/Medicaid Technician and the Data Manager/Records Technician job descriptions were combined to create the Special Education Records Manager job description. These two positions were combined and duties are being completed by Kris Stalter.

Ms. Thompson moved to approve the Special Education Records Manager job description as presented. Ms. McArthur seconded. The motion carried. (voice vote)

Discussion Items

a. District Assessment Procedures

The Finance Committee met on September 11. Mr. Brooks reported that at this time the committee is not recommending any additional changes besides the increase to \$90.00 in assessment for this school year. The committee is hoping that the \$20.00 increase per student will cover the shortfall.

In the past, approximately \$200,00.00 was available for distribution to member districts to purchase materials and equipment at the end of the school year. There is a possibility that these funds may need to be used to cover expenses.

b. Psychologist Coverage

Due to the resignation of a school psychologist, the Director is recommending that the three school psychologists be on an itinerant schedule. Therefore, they will not be in their assigned buildings on certain days. The re-evaluations at Heritage school district are being absorbed by the three school psychologists. The Director has contacted Presence Learning to provide school psychologist services at Fisher High School. Psychologist services at the elementary level will be covered by an RCCSEC school psychologist. The school psychologists will receive extra pay according to the language in the Collective Bargaining Agreement.

The Director told the Board that the Cooperative may need to look at employing an Educational Diagnostician. This individual could attend meetings and could complete some types of assessment.

c. IDEA funds

The Director said that the IDEA payments from the member districts are be received timely by the Cooperative. The superintendents did not have any issues with the expenditure reporting.

d. PFA

The first payment for this year's PFA grant has been received.

e. Work Visa

The Director asked if anyone had experience with work visas. RCCSEC has an applicant who would need a work visa. The Director asked what responsibilities the employer has in this process. Mr. Wilson said that RTHS had experience with this. RCCSEC's obligation in this process would be to provide employment.

Administrative Report

a. Cooperative Program Updates – Spectrum

Mrs. Bednarz reported the following:

- 173 students are enrolled. There is a waitlist for Unity.
- There have been 11 Early Intervention referrals.
- 8 screenings are scheduled; 50 screenings have been completed.
- SIS information has been given to districts.
- 3 family events have been held. There are also some events scheduled for October.

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 1:31 PM, Mr. Larson 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