

RURAL CHAMPAIGN COUNTY SPECIAL EDUCATION COOPERATIVE
807 N. MATTIS AVE, CHAMPAIGN, IL 61821
EXECUTIVE BOARD OF DIRECTORS

October 9, 2025

Ms. Norton, Chair, called the meeting to order at 1:02 PM. The meeting was held in the Conference Room at the Rural Champaign County Special Education Cooperative, 807 N. Mattis Avenue, Champaign, Illinois.

Members Present

Mr. Graham
Mr. Landeck
Ms. Norton
Mr. Wilson
Mr. Amerio
Mr. Brooks
Ms. McArthur

Not Present

Ms. Thompson
Mr. Ellison
Mr. Brink

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Allison Whitney, School Psychologist

Lance Landeck was appointed Pro Tem Secretary.

Additions/Deletions

The Executive Session was deleted from the agenda.

Consent Agenda Items

a. Approval of Minutes

The minutes of the September 11 , 2025 Executive Board meeting were in the Board packet.

b. Accounts Payable

The accounts payable report for September 12, 2025 - October 9, 2025 were included in the Board packet.

c. Approval of Financial Report (Reconciliation)

The balance sheet as of September 30, 2025, listing a fund balance of \$1,117,946.94 was included in the Board packet.

Ms. McArthur moved to approve the consent agenda items as presented. Mr. Landeck seconded. The following roll call was recorded: "Aye" Ms. Norton, Mr. Graham, Mr. Wilson, Mr. Amerio, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (7-0)

Action Items

a. Action to Approve Board Policies

The Director presented the following Board Policies for approval:

1:10 Cooperative Legal Status

1:15 Membership

1:20 Cooperative Organization, Operations, and Joint Agreement

2:10 Cooperative Governance

2:130 Board-Executive Director Relationship

2:240 Board Policy Development

2:220-E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

2:220-E4 Exhibit - Open Meeting Minutes

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

3:30 Chain of Command

3:65 Staff Supervision

4:50 Payment Procedures

4:180 Pandemic Preparedness; Management; and Recovery

5:20-E Resolution to Prohibit Sexual Harassment

5:270 Employment At-Will, Compensation, and Assignment

7:90 Release During School Hours

7:130 Student Rights and Responsibilities

7:140 Search and Seizure

8:80 Gifts to the Cooperative

8:110 Public Suggestions and Concerns

Mr. Amerio moved to approve the above Board policies as presented. Mr. Landeck seconded. The motion carried. (voice vote)

b. Action to Approve FY 25 Audit Report

There were no major deficiencies noted in the FY 25 Audit.

Receipts/Revenues	\$4,298,852
Disbursements/Expenditures	\$4,063,454
Excess/Deficiency	\$235,398
Fund Balance June 30, 2025	\$1,165,901
Fund Balance June 30, 2024	\$930,503

The Director recommended the approval of the RCCSEC FY 25 Audit Report.

Ms. McArthur moved to approve the RCCSEC FY 25 Audit Report as presented. Mr. Landeck seconded. The following roll call was recorded: "Aye" Ms. Norton, Mr. Graham, Mr. Wilson, Mr. Amerio, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (7-0)

c. Action to Employ Personnel

The Director recommended the employment of the following personnel:

- a. Jennifer Colvin - 1.0 FTE Instructional Leader/Parent Coordinator
- b. Cassandra Shanks - 1.0 FTE Paraprofessional

Ms. Thompson moved to employ Jennifer Colvin and Cassandra Shanks as presented. Mr. Landeck seconded. The following roll call was recorded: "Aye" Ms. Norton, Mr. Graham, Mr. Wilson, Mr. Amerio, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (7-0)

d. Action to Approve Resignation

The Director recommended the approval of the following resignation:

Elizabeth Walters - 1.0 FTE Paraprofessional

Mr. Brooks moved to approve the resignation of Elizabeth Walters as presented. Mr. Landeck seconded. The following roll call was recorded: "Aye" Ms. Norton, Mr. Graham, Mr. Wilson, Mr. Amerio, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (7-0)

e. Action to Approve RCCSEC Staff Evaluation Plan

This action item was tabled.

Discussion

a. Spectrum Class at Heritage

Kim Norton sent a survey to the Heritage parents asking about interest in a Spectrum class within the Heritage Elementary building. The results included 28 yes votes and 4 that would like more information. If all families register, this would allow Heritage to bet the site for a full day, morning and afternoon session.

The Director shared the following information:

- Heritage has the classroom space.
- Heritage has the room for a Spectrum playground.
- A new playground with the appropriate surfacing will need to be installed. Heritage is willing to assist in funding this project. Remaining costs would come from the PFA budget.
- Enrollment is enough for a morning and afternoon session for at least one year if all register.
- Unity did not have a full classroom last year and is not full this year but has students with the most needs.
- If this is approved, Spectrum would close a classroom in either St. Joe or Unity and use that equipment for the Heritage classroom.
- The cost of the move would be covered by PFA or by Heritage.
- Any PFA funds used will be deducted from the transportation line, therefore reducing the reimbursement to districts.

Discussion on this topic will continue once we know if Spectrum will be fully funded.

Administrative Report

a. Spectrum

Full enrollment: 180 (15 morning, 15 afternoon for 6 classrooms)

Current enrollment: 145 students

Thomasboro Tricia Willis

A.M. 12 students

P.M. 10 students

St. Joseph Angela Lillie

A.M. 15 students

P.M. 16 students

St. Joseph Brittany Friese

A.M. 15 students

P.M. 16 students

St. Joseph Meghan Loschen

A.M. 14 students

P.M. 14 students

Unity Sadie Huckstadt

A.M. 9 students

P.M. 8 students

Unity Parker Poole

A.M. 8 students

P.M. 8 students

December 5 screening at Unity.

December 12 screening at Thomasboro.

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 1:35 PM, Mr. Amerio moved to adjourn. Mr. Landeck seconded. The motion carried.
(voice vote)

Ms. Barb Thompson
Secretary of the Board of Directors

Ms. Kimberly Norton
Chair of the Board of Directors

Mrs. Jennifer Armstrong
Recording Secretary

Mr. Bonnie McArthur
Vice-Chair of the Board of Directors