

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

EXECUTIVE BOARD OF DIRECTORS

December 9, 2021

Mr. Larson, Chair, called the meeting to order at 1:02 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
Mr. Davis
Mr. Smith
Mr. Isenhower
Mr. Brooks

Not Present

Ms. McArthur
Mr. Graham
Mr. Pence
Ms. Turner

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

Additions/Deletions

There were no additions or deletions

Consent Agenda Items

a. Approval of Minutes

The minutes of the November 11, 2021 Executive Board of Directors meeting were in the packet.

b. Accounts Payable

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

c. Approval of Financial Report (Reconciliation)

The reconciliation for the month of November, listing a cash and investment balance of \$ 653,661.18 was included in the packet.

Mr. Brooks moved to approve the consent agenda items as presented. Ms. Thompson seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Davis, Mr. Larson, Mr. Smith, Mr. Isenhower, Mr. Brooks. "Nay" None. The motion carried. (6-0)

Action Items

a. Action to Accept Resignation of Personnel

The Director recommended the approval of the following resignations:

- Heather Harden - 1.0 FTE Paraprofessional, Individual Aide, Unity Spectrum
- Sheryl Robinson - 1.0 FTE Paraprofessional, Classroom Aide, St. Joseph Spectrum

Ms. Thompson moved to accept the resignations of Heather Harden and Sheryl Robinson as presented.

Mr. Davis seconded. The motion carried. (voice vote)

b. Action to Approve Leave under Family Medical Leave Act

The Director recommended the approval of the Family Medical Leave Act leave request from Tammy Gilbert, School Social Worker, from November 29, 2021 to January 3, 2022. The Director has made arrangements for coverage of part of her duties.

Mr. Brooks moved to approve the Family Medical Leave of Tammy Gilbert as presented. Mr. Isenhower seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Davis, Mr. Larson, Mr. Smith, Mr. Isenhower, Mr. Brooks. "Nay" None. The motion carried. (6-0)

c. Action to Approve Memorandum of Understanding

The Union wanted the Board to sign a Memorandum of Understanding to allow staff to work from home during COVID related absences. This practice is already in place as long as the staff member can perform his/her duties at home. There is also language in the Collective Bargaining Agreement to address working from home. Legal counsel recommended not to act upon the Memorandum of Understanding.

The action item died due to lack of a motion.

Discussion Items

a. Spectrum

The Director reported the following:

- The results of the monitoring visit have been received. The program received an overall score of 5.13 out of a possible total of 7. The Director was pleased with the score considering there are three substitute teachers running classrooms. One area across the board that needs the most attention is learning activities dealing with math. This will be the focus for the improvement plan. There were also some building issues noted in the report.
- The program is five students short of being full. Current enrollment is 140 students.
- The St. Joseph classrooms had to go to full remote.

b. The Director has scheduled an Administrator's Academy with Brandon Wright on March 2, 2022.

Public Participation

Janice Swanson, RCCSEC-EA President, told the Board that she is fine with the way the Director has been handling absences related to COVID 19 and working from home.

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 1:13 PM, Mr. Smith moved to adjourn. Ms. Thompson seconded. The motion carried. (voice vote)

Ms. Bonnie McArthur
Secretary of the Board of Directors

Mr. Andrew Larson
Chair of the Board of Directors

Mrs. Jennifer Armstrong
Recording Secretary

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