

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

GOVERNING BOARD MEETING

August 11, 2022

Mr. Larson, Chair of the Executive Board, called the meeting to order at 6:14 PM. The meeting was held in the conference room of the Rural Champaign County Special Education Cooperative, 807 N. Mattis Avenue, Champaign, Illinois.

Members Present

Ms. Rushing
Ms. Wilson
Mr. Elmore
Ms. Morgan
Mr. Fultz
Mr. Rein

Not Present

Ms. Bennett-Miller
Ms. Harris
Mr. Quinlan
Mr. Goldenstein

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director; Mrs. Stephanie Ward, Executive Assistant; Ms. Martine Nickols, Executive Assistant.

Additions/Deletions

There were no additions or deletions.

Consent Agenda Items

a. Approval of Minutes

The minutes of the March 23, 2022 Governing Board meeting were included in the packet.

Ms. Rushing moved to approve the consent agenda items as presented. Mr. Elmore seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

Action Items

a. Action to Appoint Governing Board President

Mr. Fultz moved to appoint Tracy Wilson as President of the Governing Board. Ms. Morgan seconded. The motion carried. (voice vote)

b. Action to Employ Personnel

The Executive Board recommended the approval of the employment of the following personnel:

- | | | |
|--------------------|---|--------------------------------------|
| a. Megan Molina | - | 1.0 FTE Early Childhood Teacher |
| b. Samantha Pettry | - | 1.0 FTE Spectrum Program Coordinator |
| c. Rebecca Hawley | - | .40 FTE School Social Worker |

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- d. Stephanie Ward - 1.0 FTE Executive Assistant
- e. Joe Pittenger - 1.0 FTE Transition Specialist
- f. Sarah Giacobbe - 1.0 FTE Physical Therapist
- g. Taylor Learnard - 1.0 FTE Early Childhood Teacher
- h. Meghan Loschen - 1.0 FTE Early Childhood Teacher

Mr. Rein moved to employ Megan Molina, Samantha Pettry, Rebecca Hawley, Stephanie Ward, Joe Pittenger, Sarah Giacobbe, Taylor Learnard and Meghan Loschen as presented. Mr. Elmore seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

c. Action to Approve Resignation of Personnel

The Executive Board recommended the approval of the following resignations:

- a. Megan Molina - 1.0 FTE Early Childhood Teacher
- b. Haley Allen - 1.0 FTE Early Childhood Teacher
- c. Mike Kelly - 1.0 FTE Early Childhood Teacher
- d. Jennifer Varvel - 1.0 FTE Paraprofessional, Individual Aide
- e. Lori Larson - 1.0 FTE School Social Worker
- f. Michelle Curry - 1.0 FTE School Social Worker
- g. Katherine Shutt - 1.0 FTE Paraprofessional
- h. Bobbie Collins - 1.0 FTE Paraprofessional
- i. Tony Buser - .40 FTE School Social Worker

Mr. Elmore move to accept the resignations of Megan Molina, Haley Allen, Mike Kelly, Jennifer Varvel, Lori Larson, Michelle Curry, Katherine Shutt, Bobbie Collins and Tony Buser as presented. Ms. Rushing seconded. The motion carried. (voice vote)

d. Action to Approve Change of FTE of Personnel

The Executive Board recommended the approval to increase Kris Stalter's hours from 15 hours per week to 20 hours per week.

Mr. Elmore moved to increase Kris Stalter's hours from 15 hours per week to 20 hours per week as presented. Ms. Wilson seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

e. Second Reading and Action to Approve RCCSEC Board Policies

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

- 2:230 Public Participation at Board Meetings and Petitions to the Board
- 4:70 Resource Conservation
- 5:80 Court Duty
- 7:15 Student and Family Privacy Rights
- 7:285 Anaphylaxis Prevention, Response, and Management Program
- 7:270 Administering Medicines to Students

Mr. Rein moved to approve the above policies as presented. Ms. Rushing seconded. The motion carried. (voice vote)

f. Action to Approve Retirement

The Executive Board recommended the approval of the retirement of Karen Jannusch, .80 FTE Physical Therapist at the end of the 2021 – 2022 school year.

Mr. Fultz moved to approve the retirement of Karen Jannusch as presented. Ms. Wilson seconded. The motion carried. (voice vote)

g. Action to Approve Job Descriptions

The Executive Board recommended the approval of the following job descriptions. Copies of the job descriptions were included in the Board packet.

a. Transition Specialist

Language was added to align with all other job descriptions (added physical/mental demands).

b. Physical Therapist

Language was added to align with all other job descriptions (added physical/mental demands).

Mr. Elmore moved to approve the transition specialist and physical therapist job descriptions as presented. Ms. Morgan seconded. The motion carried. (voice vote)

h. Action to Approve Memorandum of Understanding

The MOU for administrative leave for COVID 19 related absences was created by Brandon Wright, Attorney at Law, and aligns with HB 1167. The union is in agreement and staff who produced the required documentation had their sick leave credited back to their sick leave bank. Those days will be entered as administrative leave. 7 employees presented the necessary documentation and sick leave was credited to their sick leave bank. The Executive Board recommended the approval of the MOU.

Ms. Rushing moved to approve the MOU for administrative leave for COVID 19 related absences. Ms. Wilson seconded. The motion carried. (voice vote)

i. Action to Approve Non-Union Raises

The Executive Board approved a 4% raise for the following employees:

Kristie Behrens
Jean McCarthy
Jennifer Armstrong

Mr. Fultz moved to approve a 4% raise for Kristie Behrens, Jean McCarthy and Jennifer Armstrong. Mr. Rein seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

j. Action to Approve 5-year Review of Board Policies

The Executive Board recommended the approval of the 5-year review of the following policies:

3:70	Succession of Authority
5:70	Religious Holidays
5:110	Recognition for Service
5:140	Solicitations by or From Staff
5:240	Suspension

Mr. Elmore moved to approve the 5-year review of the above policies. Mr. Fultz seconded. The motion carried. (voice vote)

k. Action to Approve FY 23 Budget

The Executive Board recommended the approval of the FY 23 budget in the amount of \$3,651,834 with overall increase of 3.22% from FY 22. Breakdown is as follows:

Local Budget	1.47% increase
Preschool Local Budget	94.77 % increase because last year no administrator was assigned and for FY 23 part of the administrator salary is in the Preschool Local budget.
Preschool For All Budget	0% increase
STEP Budget	8.22 % decrease due to staff retirement
Preschool Individual Aide	14.92% increase due to increase in students needing individual aide
Medicaid	54.53% increase as this budget now includes all salary and benefits of administrator

Ms. Wilson moved to approve the RCCSEC FY 23 budget as presented. Mr. Rein seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

l. 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

Ms. Rushing moved 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. Morgan seconded. The following roll call was recorded: "Aye" Ms. Rushing, Mr. Elmore, Ms. Wilson, Ms. Morgan, Mr. Fultz, Mr. Rein; "Nay" None. The motion carried. (6-0)

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

The next scheduled meeting of the Governing Board will be March 9, 2023.

Adjournment

At 6:24 PM, Mr. Rein moved to adjourn. Mr. Elmore seconded. The motion carried. (voice vote)

Tracie Harris
Secretary of Governing Board of Directors

Tracy Wilson
Chair of Governing Board of Directors

Jennifer Armstrong
Recording Secretary

Curt Elmore
Vice-Chair of Governing Board of Directors