

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

August 14, 2025

Ms. Norton, Chair, called the meeting to order at 1:07 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. Ellison
Ms. Norton
Mr. Brooks
Mr. Landeck
Ms. McArthur
Ms. Thompson

Not Present

Mr. Brink
Mr. Graham
Mr. Wilson
Mr. Amerio

Present at the meeting were Mrs. Jennifer Armstrong, Executive Director ; Mrs. Stephanie Ward, Executive Assistant; Mrs. Allison Whitney, School Psychologist; Ms. Jayme Bajer, ROE Assistant Superintendent

Mr. Landeck was appointed secretary pro tem for the August meeting.

Additions/Deletions

None

Consent Agenda Items

a. Approval of Minutes

The minutes of the July 10, 2025 Executive Board meeting were in the Board packet.

b. Accounts Payable

The accounts payable report for July 1, 2025 - August 1, 2025 were included in the Board packet.

c. Approval of Financial Report (Reconciliation)

The balance sheet as of August 6, 2025, listing a cash and investment balance of \$1,289,308.10 was included in the Board packet.

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

Executive Session

At 1:08 PM, Mr. Ellison made the motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Ms. McArthur seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

At 2:11 PM, Mr. Brooks made the motion to move out of executive session. Ms. Thompson seconded. The motion carried. (voice vote)

Action Items

a. Action to Employ Personnel

The Director recommended the employment of the following personnel:

Emily Shaffer - 1.0 FTE Certified Occupational Therapy Assistant

Mr. Brooks moved to employ Emily Shaffer as 1.0 COTAx. Ms. McArthur seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

b. Action to Approve Resignation of Personnel

The Director recommended the approval of the following resignations:

Taylor Garrett - 1.0 Paraprofessional
Jessica Henson - 1.0 PEL Spectrum Teacher

Mr. Landeck moved to accept the resignation of Taylor Garrett and Jessica Henson. Ms. McArthur seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

c. Action to Approve Stipend for Personnel

Jennifer Armstrong will receive a \$25,000 stipend to serve as the Spectrum Administrator for the 2025-2026 school year.

Mr. Brooks moved to approve the stipend for Jennifer Armstrong. Mr. Ellison seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

d. Action to Approve Employment Contracts

The Director recommended the approval of the following contracts:

Laura O'Reilly	-	1.0 School Social Worker, virtual
Sara Grapski	-	1.0 School Psychologist, virtual

The contracts were included in the board packet.

Ms. McArthur moved to approve the employment contracts as presented. Mr. Brooks seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

e. Action to Approve Joint Client Notice

The Director recommended RCCSEC continue to use Brandon Wright as their Special Education attorney. The joint client notice was included in the board packet.

Ms. McArthur moved to approve the joint client notice as presented. Mr. Landeck seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

f. Action to Approve FMLA

FMLA leave was approved for Stephanie Ward, Executive Assistant.

Mr. Landeck moved to approve FMLA leave for Stephanie Ward as presented. Mr. Brooks seconded. The following roll call was recorded: "Aye" Ms. Thompson, Mr. Ellison, Ms. Norton, Mr. Landeck, Mr. Brooks, Ms. McArthur "Nay" None. The motion carried. (6-0)

Discussion Items

a. Spectrum Update

It was decided to repost the Spectrum Administrator position in December 2025 with an updated job description.

Public Participation

There was no public participation.

Good of the Cause Participation

There was no good of the cause participation.

Adjournment

At 2:16 PM, Mr. Landeck moved to adjourn. Ms. McArthur seconded. The motion carried. (voice vote)

Executive Board of Directors

August 14, 2025

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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