**Tri-County Special Education Association**

Association Council Meeting

**Date:** August 29, 2019

**Location: TCSEA Board Room**

105 E. Hamilton Rd.

Bloomington, Illinois 61704

**Time:** 1:30- 1:45 Association Council Meeting

1:45 - 2:30 Executive Committee Meeting

**AGENDA**

1. Call to Order - Roll Call
2. Minutes of August 28, 2018 meeting of the Association Council are presented for approval.
3. Director’s Report

The Director’s Report is enclosed for review by members and their guests.

1. New Business

1. Review of Joint Agreement Budget

The budget for Fiscal Year 2020 assumes a significant (nearly 33%) decrease in the total budget due to all federal funds being sent to our member districts. Over the last three years we have averaged keeping $700,000 of IDEA funds for the workings of the cooperative. Therefore, our local assessment to districts will also increase by this amount. This budget also sends $170,000 of additional Medicaid dollars directly to districts, in exchange for an increase in local assessment. You will see this broken out in the income and assessment sheet attached.

While the overall budget dropped significantly due to the shift in IDEA funding, you will see that our salaries increased by roughly $120,000 due to three additional social workers positions over last year’s budget. As you might expect, that is a very low increase given the increase in three positions and nearly 3% increase for staff salary increases. That is because we are down both a psychologist and an SLP, which we will be using contractual employees to cover those shortages. You will also notice a $240,000 increase in purchased services. We also increased Hammitt’s use of our OT staff up to 30 hours per month and increased COTA time at Hammitt and Metcalf. So while these increases are significant, we have income to cover the increases. The only increases that will eat into our deficit are bills to HILIA which have increased in recent years and our purchase and rehabilitation of the building at 119 Sangamon Ave. in Lincoln. The purchase in Lincoln caused the capital outlay costs to go up 120,000 over the February budget which was presented.

The following FY 20 TCSEA Budget documents are attached:

* FY 20 Cumulative Budget;
* District income and billing for services and membership into TCSEA;
* FY 14-20 comparison document;
* OT/PT bill which is repeat information from the billing for services but shows exact costs of all personnel for those interested.

The Director recommends approval at this time.

1. New Business (cont.)
2. Appointment of Executive Committee
3. Appointment of Finance and Board Policy Committees
4. Old Business
5. Adjournment

**Tri-County Special Education Association**

TCSEA Annual Board Meeting

**Date:** August 29, 2019

**Location: TCSEA Board Room**

105 E. Hamilton Rd.

Bloomington, Illinois 61704

**Time:** 1:45- 2:30 TCSEA Executive Committee Meeting

**Executive Committee**

**AGENDA**

1. Call to Order
2. Roll Call
3. Additions/Deletions
4. Consent Agenda Items

A. Approval of June Board Minutes

B. Approval of Treasurer’s Reports

1. Public Participation
2. Administrative Report

A. Director’s Report

1. New Business
2. Approval Regarding the Appointment, Employment, Compensation, Discipline, Retirement, Resignation or Dismissal of Employees
3. The Director recommends approval to increase Sara Derges, OT from 17 hours per week to 21 hours per week due to increase in Hammitt consults;
4. The Director recommends accepting the resignation of Toni Doak and Bethany Hoffert, School Psychologists;
5. The Director Recommends approving the hire of Stephanie Buhrow to replace Toni Doak, serving the Heyworth and Clinton School Districts. All costs are covered by Clinton.
6. The Director recommends approval to hire Dean Brown, Rebecca Billiter and Trisha Mann as Psychologists (8 to 10 hours per week) to fill in for losing Bethany Hoffert. All non TRS employees.
7. The Director recommends approval to decrease Katy Lane by 2 days a week and hiring Jeffery Boyette as contractual SLP to cover WLB, CEL and NHM.
8. The Director recommends increasing Julie Mulliken from .8 to 1.0 FTE. This increase is fully covered by the United Way Grant, which is on a two year cycle.

B. Discussion Items

1. Discussion of devices to support new IEP program
2. Discussion of district employees lifting students with special needs.
3. Discussion of Board Meeting dates and possible change to location of meeting
4. Old Business
5. Adjournment

**Agenda Background**

**Item IV** **Consent Agenda**

1. **Minutes -** Attached you will find the Minutes from the Executive Committee Meeting held June 6, 2019.
2. **Treasurer's Reports** - Attached are the treasurer's reports for the months of May and June 2019. The director recommends approval.

**Item VI Administrative Report**

* 1. **ISBE board Focus.** As I mentioned in my last board update, ISBE and the DOE are focusing more on discrepancies between general education and special education student scores. They are also looking at district eligibility, particularly by race, but there is much more discussion about looking at eligibility by income. For those of you with a significant low income population, or significant special education population, it is likely a good idea to disaggregate your data and know your data.
  2. We obtained a grant from the United Way to increase our home intervention services to Dewitt County by one day per week. This is to help us coordinate services for those students involved with multiple agencies and who are at risk.
  3. Due to GATA changes with the federal grants, I will continue coming out to districts in late spring to look at your requests for reimbursement of IDEA funds. As I mentioned last year, I am now required to conduct an onsite visit and "audit" your expenditure reports for IDEA funds. I have contacted our auditor to see if I will be required to do more on site visits now that we no longer see what you are requesting for reimbursement.
  4. Brandon Wright provided an excellent training on 504’s. Unfortunately, he highlighted a number of issues that are common in schools in Illinois. The number of parents winning monetary court settlements, because of districts not following the appropriate 504 procedures, are increasing. Even when a district has a good plan in place that meets a student’s needs, if they did not follow 504 procedures to evaluate, notify parents of their rights, etc. they are being required to pay monetary damages to students because of “deliberate indifference”.

**Item VII New Business**

1. Approval Regarding the Appointment, Employment, Compensation, Discipline, Retirement, Resignation or Dismissal of Employees
   * + 1. The Director recommends approval to increase Sara Derges, OT from 17 hours per week to 21 hours per week due to increase in Hammitt consults;
       2. The Director recommends accepting the resignation of Toni Doak and Bethany Hoffert, School Psychologists;
       3. The Director recommends approving the hire of Stephanie Buhrow to replace Toni Doak, serving the Heyworth and Clinton School Districts. All costs are covered by Clinton;
       4. The Director recommends approval to hire Dean Brown, Rebecca Billiter and Trisha Mann as Psychologists to fill in for losing Bethany Hoffert. All non TRS employees.
       5. The Director recommends approval to decrease Katy Lane by 2 days a week and hire Jeffery Boyette as contractual SLP to cover WLB, CEL and NHM.
       6. The Director recommends increasing Julie Mulliken from .8 to 1.0 FTE. This increase is fully covered by the United Way Grant, which is on a two year cycle.

B. Discussion Items

1. Discussion of devices to support new IEP program – As we have continued to move toward a paper free IEP system, we are able to have people sign in at meetings electronically. However, sending around a laptop is not only impractical, it is often difficult to sign on a trackpad. For this reason we are recommending that districts have a device in every building for signatures. IPADs are not needed or required. A simple Amazon Fire ($50 to $100) or other device can be used to sign the IEP.
2. Discussion of district employees lifting students with special needs. While our Physical Therapists continue to educate teachers and aides on effective lifting techniques, we continue to see teachers and aides lifting in a manner that is not recommended. While I am concerned for the safety of every child, I am equally concerned about workers compensation claims. There is a significant cost with even one claim. Not only is the claim expensive, but if you have a claim, your worker’s comp insurance will increase. For this reason, I recommend that districts with students who are over 50 pounds should consider buying a tram lift. While these may cost $5,000, they can be used with multiple students, can be used for transfers and as walkers which keeps you from buying multiple devices.
3. Discussion of board meeting dates/places and possible approval to change meeting date/place. As we have recently moved to a new Lincoln office, I would like to have one meeting this year in Lincoln.

**Item VIII Old Business**