

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
October 16, 2019

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman Dr. Wes Olson at 9:05 a.m.

MEMBERS PRESENT

Dr. Wes Olson, Bond County; Mr. Mike Shackelford, Brownstown; Dr. Becky Schuchman, Carlinsville; Mr. Ben Theilen, Edinburg; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Aaron Hopper, Panhandle; Ms. Julie Healy, St. Elmo; Mr. Chris Clark, South Fork; Dr. Jennifer Garrison, Vandalia

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Assistant Director; Mrs. Vickie Throne, Executive Secretary

Recognition of Visitors: None

MEMBERS ABSENT

Dave Meister, Morrisonville; Mr. Steve Phillips, Mulberry Grove; Ms. Melissa Ritter, Ramsey

CONSENT AGENDA

- Approval of Regular and Closed Session Minutes from September 18, 2019.
- Approval of Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial report to date for FY20.
 - Mrs. Armour reported that the balance sheet for the September new account reflects assets of \$1,515,178.80. The Receipt vs. Expenditure report also reflects a September 30th fund balance of \$1,515,178.80 including revenue of \$488,457.23 and expenditures totaling \$327,211.10. This balance includes the transfer from Christian Region which repays the loan of \$150,000. Mrs. Armour reported that the October expenses are anticipated at \$359,832.89 with projected revenue of \$848,858.22. The resulting October 31st fund balance is projected at \$2,004,204.13.
 - Mrs. Armour reported that for the MSSE old account balance sheet reflects current assets of \$533,663.98. The Receipt vs. Expenditures report is in agreement and includes revenue of \$172.35 (interest) with no expenditures resulting in the fund balance of \$533,663.98. The Receipts vs. Expenditures reflect no projected October expenses and only revenue from interest although we are anticipating some final IDEA reimbursement. Transfers to the new account are anticipated resulting in the October 30th fund balance projection of \$508,590.65.
 - Mrs. Armour reported that the Bond/Fayette balance sheet shows current assets of \$22,302.07 on September 30th. The Christian Region balance sheet shows current assets of \$99,355.61 on September 30th. The \$150,000.00 loan from MSSE has been repaid and is reflected. The MC/C Region balance sheet shows current assets of \$262,061.74 on September 30th.
- Accounts Payable Review & Approval- It was noted in the advanced packet that EBF is not included this month.
 - MSSE = \$94,447.09 New – 16 Bills
 - MSSE = \$315.00 Old – 15 Bills

- BF = None
- CR = None
- MCC = None

A motion made by Dr. Garrison and seconded by Mr. Shackelford to approve the Consent Agenda, carried by a roll call vote of 10 yeas, 0 nays.

REPORTS AND COMMUNICATION

Director's Report

Mrs. Armour reported that Robin Yockey and colleagues will be on-site November 4th through the 8th to complete the FY19 audit. The audit timeline extension through ROE has been requested and approved.

Mrs. Armour provided an update regarding the business office. Liz Holcomb is bonded and on all bank accounts. She is doing a terrific job self-teaching and does not shy away from digging in and figuring things out. Jeanne has been in several times to provide training on specific tasks that she is handling, and last Friday we secured SDS to provide a full-day of training which was extremely beneficial. Liz is beginning to get to know some of the district bookkeepers. Besides the audit, we will be working together to learn more about Excess Cost in order to assist districts with this upcoming task. We have begun work to establish cost-billing program rates for districts who are hosting joint programs this year.

Mrs. Armour reported that the Excess Cost Worksheets are expected to be out later this month and are due January 31st. We do not expect many changes with the process. There is a portion of the worksheet that we will complete and send to your bookkeeper. Also related to IDEA, we have our carryover amounts for IDEA and IDEA PS from FY19. IDEA is \$1,039,585 and IDEA PS is \$75,813. The final IDEA expenditure reports were submitted on September 30th.

Mrs. Armour provided a brief update on PA 101-0515. Near the end of September, additional information was provided to staff summarizing this new legislation and recommendations on the implementation. We hosted a SCISHA meeting the following week, and heard a lot on the topic from our SLPs. Coordinators are working with school teams to develop a process that works best for them. At IAASE later this week, Mrs. Armour hopes to learn more as no guidance has come from ISBE, and we are not hearing much about any legislative fix.

Mrs. Armour reported that in addition to CPI and Mentoring that we provided in the past month, we also hosted VB MAPP & DTI training on October 10, 2019 at the Hillsboro Unit Office for 10 SLPs, early childhood and life skills teachers. Attendees came from Bond 2, Hillsboro, Litchfield, Morrisonville, and Ramsey. The Verbal Behavior Milestones Assessment and Placement Program is a tool that allows teachers to evaluate students who are lower functioning and prepare a developmentally appropriate educational program that targets functional life skills. The results from this assessment/curriculum guide coupled with the use of discrete trial instruction gives students the best possible chance at making significant progress in the school setting. Special thanks was given to Mr. Powell for getting the technology set up and ensuring participants had a comfortable place to learn and to Mrs. Becker for providing the valuable professional development.

Mrs. Armour reported that Teacher Consultation Teams are in place in each district in order to share information and develop strategies and interventions to assist a student who is not progressing. In most districts, superintendents see these TCT requests which contain basic student data and important information for teams regarding the interventions that have been attempted and the results. In the past, superintendents requested to be made aware of students who are struggling and may be referred for special education services before the referral occurs. So in most districts the superintendent even reviews the interventions, sometimes provides input, and signs-off on the TCT. We realized that with many new superintendents in the last few years, it's important to share some about the TCT process. We want to make sure that we have adequate data and intervention information before jumping straight to "evaluate and get an IEP" for every child who comes to the group. We know that some of you communicated with us as part of district goal setting that you would like us to focus on the RtI process in a particular school,

more Tier II interventions, and even that you are concerned about how many children in the district are disabled. We know there are different perspectives on this sensitive topic, and want you to know that we are prepared to assist in these areas.

Mrs. Armour reported that she has been in contact with Brandon Wright who is pleased to provide services to our cooperative. After talking with the Steering & Finance Committees this morning, Mrs. Armour will seek information on a legal retainer.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS FOLLOWING EXECUTIVE SESSION

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Dr. Olson reported that a copy of the EBF agreement with NPT was provided to everyone in the advanced packet for review. The agreement has been signed by both parties and forwarded to ISBE. The money has been redistributed according to process indicated by ISBE.

A motion made by Dr. Fuerstenau and seconded Mr. Powell to approve the *Base Funding Minimum Re-Distribution Agreement*, as presented, carried by a roll call vote of 10 yeas, 0 nays.

Mrs. Armour reported that a request for a leave of absence from a school social worker who will be out for 3 to 6 weeks has been received. She recommends board approval so that we can use any substitute costs as part of the Maintenance of Effort. Mr. Shackelford asked how the cooperative handles intermittent leave. Mrs. Armour explained that FMLA runs concurrent with sick leave. When we receive a letter requesting FMLA, we then provide the staff member with the FMLA paperwork for the doctor to complete and return. Intermittent leave is allowed under FMLA. We do require a release from a doctor for the staff member to return to work.

A motion made by Mr. Hopper and seconded by Dr. Fuerstenau to approve the leave of absence for up to 6 weeks beginning October 16th, as requested for Nancy Roasio, carried by a roll call vote of 10 yeas, 0 nays.

DISCUSSION

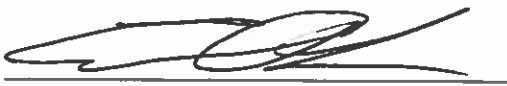
The next Executive Committee Board meeting is scheduled for Wednesday, November 20, 2019 at 9:00 a.m.

ADJOURNMENT

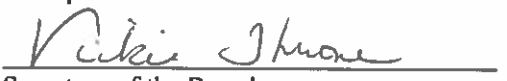
A motion made by Mr. Powell and seconded by Mr. Clark to adjourn the meeting at 9:26 a.m. carried unanimously by voice vote.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary



Chairperson



Secretary of the Board

11/20/19
Date

11/20/19
Date