

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
November 20, 2019

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman Dr. Wes Olson at 9:04 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 (arrived at 9:07 am); Ms. Julie Healy, St. Elmo; Mr. Chris Clark, South Fork; Dr. Jennifer Garrison, Vandalia; Ms. Melissa Ritter, Ramsey

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; Mr. Aaron Hopper, Panhandle

CONSENT AGENDA

The following were presented as part of the Consent Agenda for approval:

- Regular Session Minutes from October 16, 2019.
- Destruction of Executive Session Audio Recordings Older than 18 Months - None
- Financial report to date for FY20.
 - The balance sheet for the October new 16 account reflects assets of \$2,147,637.02. The Receipt vs. Expenditure report also reflects an October 31st fund balance of \$2,147,637.02 including revenue of \$996,671.48 and expenditures totaling \$367,502.52. The November expenses are anticipated at \$374,281.13 with projected revenue of \$624,835.35. The resulting November 30th fund balance is projected at \$2,398,191.24.
 - The MSSE 15 account balance sheet reflects current assets of \$693,748.69. The Receipt vs. Expenditures report is in agreement and includes revenue of \$151,966.40 with no expenditures resulting in the fund balance of \$693,748.69. The Receipts vs. Expenditures reflect no projected November expenses and only revenue from interest. The November 30th fund balance is projected at \$693,998.69.
 - The Bond/Fayette balance sheet shows current assets of \$22,307.21 on October 31st. The Christian Region balance sheet shows current assets of \$99,385.45 on October 31st. The MC/C Region balance sheet shows current assets of \$262,138.15 on October 31st.
- Accounts Payable Review & Approval- The November 20th lists total:
 - MSSE = \$23,291.58 Old – 15 Bills
 - MSSE = \$101,954.52 New – 16 Bills
 - BF = None
 - CR = None
 - MCC = None

A motion made by Mr. Clark and seconded by Mr. Theillen 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 School Psychology Awareness Week was November 11th through the 15th. Mrs. Armour asked everyone to thank their school psychologist for their service.

Mrs. Armour reported that ISBE has not yet sent the informational announcement out to directors, but she understands Excess Cost was released in IWAS Monday. After speaking with our grant coordinator, Ms. Richards, Mrs. Armour reported that districts will be able to complete their Excess Cost forms in IWAS this year. Although the Excel form will not be used, the same information will appear in the district IWAS Excess Cost system. The new system will appear for the district program administrator but others needing access to the Excess Cost system may "sign-up for new systems" in IWAS. This will be listed under active grants and is titled "IDEA Excess Costs". Ms. Holcomb and Mrs. Armour are working to collect the portions of the data that we have access to. Ms. Richards has offered to have a live webinar for us if there is interest. Mrs. Armour noted that this may be easier than the typical "travel to MSSE" format we've used in the past.

Mrs. Armour reported that SB460 passed both Houses and is waiting for the Governor's signature. It delays implementation until July 1, 2020 of P.A. 101-0515 but only the requirement of providing "all written material that will be considered" three days prior to each IEP meeting. Everything else remains law such as related service logs, notifying parents they may request logs, notifying parents of non-compliance with the IEP, and their ability to request compensatory services if services are not implemented "within 10 school days after a date or at the frequency set by the IEP consistent with the IEP."

Mrs. Armour reported that the new 5 year re-check of the Statewide Sex Offender Database and Murderer and Violent Offender Against Youth Database required by P.A. 101-531 has been completed on all employees.

Mrs. Armour reported that Lyn Becker facilitated mentoring & induction for six special education teachers from Carlinville, Edinburg, South Fork, and Litchfield. Bobbi Hartman continues to mentor new teachers in Ramsey and Brownstown while Brandy Buske provides mentoring support to teachers in Hillsboro.

Mrs. Armour reported that a Refresher CPI course was provided last week by Brandy Buske for 12 teachers and administrators from Carlinville, Litchfield, and South Fork.

Mrs. Armour reported that a DLM Assessment session was facilitated last week at LLCC by Brandy Buske for 8 Life Skills teachers from Litchfield, Carlinville, Hillsboro, Bond, and Ramsey.

Mrs. Armour reported that a Legal Update was provided this Monday by Brandon Wright at the monthly Leadership meeting. Prior to this training, Mr. Wright reviewed several of our key procedures and best practices for IEP meetings and IEP notes, re-evaluations, MDRs, and the information and recommendations provided thus far related to the new PA 101-0515. It was reassuring that he asked for additional information related to only two processes and confirmed our best practices are consistent with his recommendations to clients.

Mrs. Armour reported that the Chicago Tribune/Pro Public Article "Seclusion and Isolation Rooms Misused in Illinois Schools" will appear in the Sunday Chicago Tribune and was published online yesterday. She noted that it paints a terrible picture of services provided to students across the state. As expected, many districts and cooperatives were named. This article, in a series of three, focused on "exclusionary time-out." Although none of our districts or schools were mentioned, several of our

neighbors weren't so fortunate. Mrs. Armour noted that we do have a few of our students in one of the programs mentioned that is operated by another cooperative. She encouraged everyone to read the article and to share with principals.

Mrs. Armour reported that a FOIA request was received on October 24th from Mr. DeAtley of Taylorville. The response was emailed on Oct. 31st.

Mrs. Armour reported that the Finance/Steering Committees met prior to the board meeting today and will continue meeting following the board meeting.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS FOLLOWING EXECUTIVE SESSION

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour reported that FY19 IDEA Carryover Allocations for each district were provided in the advanced packet. ISBE provided the total carryover totals for IDEA of \$1,039,585 and IDEA PS of \$75,813. The carryover for each district has been calculated by using the FY19 percent of IDEA generated in the cooperative. These are the same percentages that were used for calculating assessments in FY19. By law, and as indicated in our the Joint Agreement, the 16 districts in FY19 will receive IDEA funds that remain. Once these funds are transferred, they will be spent down first in FY20 as expenditure reports are submitted.

A motion made by Dr. Fuerstenau and seconded by Dr. Schuchman to authorize the Director to notify the Illinois State Board of Education of the FY19 IDEA Carryover Allocations, as presented, for each member district, carried by a roll call vote of 10 yeas, 0 nays.

Mrs. Armour reported that Scarlett Vanzo, SSW serving Brownstown, Mulberry Grove, Ramsey, and St. Elmo, has requested to extend her maternity leave through December using unpaid leave. She will work part-time to complete required evaluations during this time. The counselor, Joy Criner, who is providing part-time direct IEP services, will continue until the holiday break. Cassandra Charles, school psychologist serving Edinburg, Morrisonville, Panhandle, and South Fork, has requested a leave of absence beginning on or around January 25th, 2020. She plans to return in 10-11 weeks and will use unpaid leave following exhausting sick leave. While we have continued to seek a part-time or retired school psychologist, we are finalizing a plan for coverage utilizing current psychologists.

A motion made by Dr. Schuchman and seconded by Ms. Ritter to recommend extending the leave of absence for 6 weeks through December 20th utilizing unpaid leave, as requested, for Scarlett Vanzo and approving a leave of absence for up to 11 weeks beginning on or around January 25, 2020 utilizing both sick and unpaid leave, as requested, for Cassandra Charles, carried by a roll call vote of 10 yeas, 0 nays.

Mrs. Armour reported that she has worked with Brandon Wright to establish a retainer with his firm.

A motion made by Mr. Clark and seconded by Dr. Fuerstenau to approve a retainer with Miller, Tracy, Braun, Funk, & Miller at a monthly rate of \$175.00, carried by a roll call vote of 10 yeas, 0 nays.

Dr. Olson provided an update to the board regarding the FY19 Audit. Dr. Olson received an email on November 3rd from Ms. Yockey regarding the status of the audit. At that time Ms. Yockey indicated that they had not received the General Ledger details to begin the preliminary

work for the audit, so the audit is delayed and is still in process. Ms. Yockey also communicated that as auditors they have a responsibility to communicate to those in charge with governing the difficulties that they have encountered with the audit and that she was formalizing that in her email to Dr. Olson on the 3rd. Dr. Olson reported that he followed up with Ms. Yockey by phone on November 14th and Ms. Yockey again indicated that there are significant issues in terms of obtaining accounting data and other information, so it is unlikely that is body will meet the December 15th deadline for submission of the AFR to ISBE as a result of that. Dr. Olson reported that the Steering & Finance Committee met this morning and have directed Mrs. Armour to move forward this process and try to bring some resolution to it. The committee will meet again after the Executive Board meeting to continue the problem solving process.

DISCUSSION


The next Executive Committee Board meeting is scheduled for Wednesday, December 18, 2019 at 9:00 a.m.

ADJOURNMENT

A motion made by Mr. Shackelford and seconded by Dr. Fuerstenau to adjourn the meeting at 9:31 a.m. carried unanimously by voice vote.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary



Chairperson

12/18/19

Date



Secretary of the Board

12/18/19

Date