

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
December 18, 2019

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman Dr. Wes Olson at 9:08 a.m.

MEMBERS PRESENT

Dr. Wes Olson, Bond County; Dr. Becky Schuchman, Carlinsville; Mr. Ben Theilen, Edinburg; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Chris Clark, South Fork; Dave Meister, Morrisonville; Mr. Steve Phillips, Mulberry Grove;

OTHERS PRESENT

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

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Mike Shackelford, Brownstown; Dr. Jennifer Garrison, Vandalia; Ms. Melissa Ritter, Ramsey; Ms. Julie Healy, St. Elmo; Mr. Aaron Hopper, Panhandle

CONSENT AGENDA

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

- Regular Session Minutes from November 20, 2019.
- Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial report to date for FY20:
 - The balance sheet for the November new account reflects assets of \$2,338,981.43. The Receipt vs. Expenditure report also reflects a November 31st fund balance of \$2,338,981.43 including revenue of \$861,255.98 and expenditures totaling \$673,091.95. The December expenses are anticipated at \$445,000.00 with projected revenue of \$841,953.50. The resulting December 31st fund balance is projected at \$2,735,934.93.
 - The MSSE 15 account balance sheet reflects current assets of \$553,668.19. The Receipt vs. Expenditures report is in agreement and includes revenue of \$196.08 with a credit to expenditures resulting in the fund balance of \$553,668.19. The Receipts vs. Expenditures reflect no projected December expenses and only revenue from interest. The December 31st fund balance is projected at \$553,863.19.
 - The Bond/Fayette balance sheet shows current assets of \$22,312.19 on November 30th. The Christian Region balance sheet shows current assets of \$102,724.94 on November 30th. Projected Revenue in December includes flow-thru of \$64,143.31 in IDEA and Expenditures of \$2,349.28 in payroll costs to honor the negotiated agreement with CREATE that no employee should make less in FY20 than FY19 and \$81,312.00 in return to former Region districts the estimated portion of the deficit payments made to meet the August 15th final CR payroll. The MC/C Region balance sheet shows current assets of \$264,946.34 on November 30th. Projected Revenue in December includes flow-thru of \$52,871.10 in IDEA.

- **Accounts Payable Review & Approval- The December 18th lists total:**
 - MSSE = \$184,172.56 and Cash Pay of \$5,354.92 for IRS Late Payment Penalties/Fees New – 16 Bills
 - MSSE = \$0.00 Old – 15 Bills
 - BF = None
 - CR = \$81,312.00 Refunds to former member districts
 - MCC = None

A motion made by Dr. Fuerstenau and seconded by Mr. Phillips to approve the Consent Agenda, carried by a roll call vote of 8 yeas, 0 nays.

REPORTS AND COMMUNICATION

Mrs. Armour provided the following information as part of the Director's Report:

- Mrs. Armour reported that Jessica Ryan, School Social Worker in Carlinville, received the Making a Difference Award on Friday, December 13th at the mid-year staff training. Jessica was nominated by district and MSSE administrators for her exceptional work. Over the last 12 years while serving as the School Social Worker for Carlinville School District, Jessica has repeatedly demonstrated strong leadership, continued persistence, on-going cooperation and heart-felt enthusiasm for the students, staff, and families she serves. Mrs. Ryan was congratulated on receiving this recognition.
- Mrs. Armour reported that the FY19 IDEA carry-over to districts was completed by ISBE on November 26th. Information needed for Excess Cost, including the current year December 1st unofficial district IEP count, has been prepared and will be emailed. If anyone prefers that we complete Excess Cost and provide it to you for review and submission in IWAS, we are happy to do so.
- Mrs. Armour attended the mid-year PSIC meeting on December 4th learning more about a number of topics including cyber liability and network security as well as the new Prairie State Benefit Cooperative for health insurance. Mrs. Armour reported that Mid-State will receive a refund of \$14,739 from workers' compensation premiums paid for the policy periods of 2011 through 2015.
- Mrs. Armour reported that on December 13th, Mid-State hosted a legal update provided by Brandon Wright. All MSSE staff along with district employed coordinators and SLPs were invited to attend. Considering all of the changes that have occurred just this school year related to new legislation and special education, Mrs. Armour reported that this was excellent professional development. The information was tailored to school personnel who evaluate and re-evaluate students, determine eligibility under IDEA and 504, contribute to and develop IEPs, conduct FBAs and develop BIPs, and those who conduct MDRs. Mr. Wright addressed all areas requested along with answering many questions from staff.
- Mrs. Armour reported that Governor Pritzker signed legislation passed in October on December 6th delaying only the portion of implementation of PA 101-0515 related to the requirement to provide all written materials to the parent at least three days prior to any IEP meeting.
- Mrs. Armour provided updates and clarification regarding emergency rules and proposed permanent rules on time-out and restraint noting that the recent clarification has been helpful. We have had contact with all private facility and residential placements for our students. The process for reporting to ISBE from each facility has been obtained and shared with program coordinators. We recommend in all cases that information is sent to more than one person who will ensure that information is or has been sent to ISBE, the parent, and placed in the student temporary file. She noted concern about the impact on future placements for children not able to be maintained in our public schools and for those currently in private day or residential placements. Should time-out or restraint be

utilized in order to keep a child or staff safe, we must use the new process making sure the documentation tells an accurate and clear story.

- Mrs. Armour reported that on November 20th, all of the financial information needed for the audit pre-work was emailed to Robin Yockey. As Mrs. Armour reported previously in a Director's Bulletin, she projects a January completion date. Mrs. Armour notified Julie Wollerman, seeking her assistance, and provided her with a letter that she could forward to ISBE explaining the reasons for the delay and anticipated completion. Mrs. Yockey was out last week due to the death of her father-in-law, but much work has been completed. The auditors have been requesting information via email in order to maximize the workday and limit travel. In the last week and a half, we have received daily requests for additional information from the team working on the audit which are prioritized. Mrs. Armour noted that we do not yet have dates for the on-site work.
- Mrs. Armour reported that the Steering & Finance Committees were to meet prior to the board meeting, but did not have a quorum. The Policy Committee will meet following the board meeting to discuss PRESS issues 100, 101 and 102.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS FOLLOWING EXECUTIVE SESSION

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour presented the PRESS 100, 101 and 102 for the first reading. The policies were included in the advanced packet with updates. The Policy Committee will be meeting following the Board Meeting, so input and some changes are expected prior to approval in January.

Mrs. Armour reported that she has been working with the Steering and Finance Committees this year regarding services for unfilled vacancies as well as leaves of our full-time employees. At the September 18th committee meeting, options and estimated costs were provided to members and discussion occurred. The Committees decided that Mrs. Armour should proceed with the search for part-time or retired individuals and that an extra assignment stipend at the rate of 1% of the employee's base salary per month, not to exceed 10% per year, will be paid to compensate current full-time employees who serve districts during long-term leaves or that have unfilled vacancies. Since we have not had any interest from part-time or retirees to serve the remaining part-time vacancy in Carlenville or to serve districts during an upcoming maternity leave, Mrs. Armour recommended the need to have our school psychologists work an extra assignment. She referred to information that was provided in advance of the meeting as to which district(s) each employee is responsible for and the anticipated length of time as well as the additional compensation. Mrs. Armour noted that FY20 budgeted funds will cover these expenses.

A motion made by Dr. Schuchman and seconded by Mr. Powell to approve the FY20 extra assignments and compensation of 1% of the base salary per month, as presented, carried by a roll call vote of 8 yeas, 0 nays.

Mrs. Armour reported that the contract retainer with Bushue HR, Inc. is due. The proposed agreement, which reflects a reduced cost due to re-organization, was presented for consideration and approval.

A motion made by Dr. Fuerstenau and seconded by Mr. Meister to approve the agreement with Bushue HR, Inc., as presented, carried by a roll call vote of 8 yeas 0 nays.

DISCUSSION

The next Executive Committee Board meeting is scheduled for Wednesday, January 15, 2020 at 9:00 a.m.

ADJOURNMENT

A motion made by Dr. Fuerstenau and seconded by Mr. Clark to adjourn the meeting at 9:32 a.m. carried unanimously by voice vote.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

DEMA

Chairperson
Vice-
Vickie Throne

Secretary of the Board

1-22-2020

Date
1-22-2020

Date