

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
July 17, 2019**

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman Dr. Wes Olson at 9:00 a.m.

MEMBERS PRESENT

Mr. Ben Theilen (arrived at 9:10 a.m.), Edinburg; Dr. Wes Olson, Bond County; Mr. David Powell, Hillsboro; Dr. Becky Schuchman, Carlinsville; Dr. Gregg Fuerstenau, Litchfield; Mr. Mike Shackelford, Brownstown; Dr. Jennifer Garrison, Vandalia; Mr. Aaron Hopper, Panhandle; Dave Meister, Morrisonville

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Administrator of Special Education Services; Mrs. Vickie Throne, Executive Secretary

Recognition of Visitors: None

MEMBERS ABSENT

Ms. Melissa Ritter, Ramsey; Mr. Steve Phillips, Mulberry Grove; Mr. Chris Clark South Fork; Ms. Julie Healy, St. Elmo

CONSENT AGENDA

- Approval of Regular and Closed Session Minutes (June 13, 2019)
- Approval of Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial Report to date for FY19 & FY20
- Accounts Payable Review & Approval
 - FY19 Return of Assessment
 - MSSE = 236,301.01
 - BF/MSSE = \$5,354.09
 - CR/MSSE = \$293,021.72
 - MCC/MSSE = \$219,843.10
- FY19 Region (ESY, Legal, & TRS on federal projects)
 - BF= \$86.66
 - CR= 3,821.09
 - MCC= \$9,642.61
- FY19 IDEA (O/M, materials, in-service, travel, flow-thru to districts)
 - MSSE= \$306,429.34
 - BF= \$1,756.00
 - CR= \$10.59
 - MCC= \$257.36
- FY19 Region (ESY, Return of Region Legal Assessments)

- CR= \$11,881.00
 - MCC= \$4,015.97
- FY19 Additional Regular (O/M, therapy, travel, GSA/EBF flow-thru, flow-thru IDEA to districts and Regions, credit to CR of part-time PC stipend)
 - MSSE= \$324,690.55
- FY20 Regular (O/M, materials annual IEP, 504, & eval. programs, annual treasurer's bonds, annual property/casualty, annual w/c, travel, flow-thru to districts)
 - MSSE= \$89,637.52

Mrs. Armour reported that as we begin to pay out the obligations that are owed to staff for the remainder of the 2018-19 school year, it has been determined that Christian Region does not have a fund balance that will cover the remaining liabilities. The Christian Region Board had received some estimates back in April. As we have finalized the calculations, the balance is short approximately \$60,000.00 which is less than we had anticipated; however, there is also a cash flow problem in meeting the payroll. Mrs. Armour reported that the Christian Region Staff are yet to be paid on August 1st and August 15th. We will be able to meet the August 1st payroll with an estimated \$2,920.75 remaining, but the August 15th payroll which will be approximately \$140,000.00 will not be met. There is some anticipated IDEA reimbursement that will not be received by the payroll date. Mrs. Armour recommended that we bill the Christian Region districts today for the deficit needed in order to meet the August 15th payroll. As soon as the IDEA Flow-thru is received, we would then send a refund to these districts as a reimbursement.

Dr. Fuerstenau expressed his concerns regarding the amount of the bill for the deficit and the fact that we have crossed fiscal years. Mr. Meister stated that this is a deficit that is from the past and that no one in the room is responsible for it; however, the payroll has to be met and the fact is none of the Christian Region districts wanted to pay the extra amount needed back in the day to make up the deficit. Mr. Hopper stated that the MC/C Region managed this situation over 10 years ago so that they would not have a deficit, and at the time Christian Region did not want to pay the extra expense. Mrs. Armour reported that if the regions would not have dissolved, we would have continued to meet the payroll by using some of the FY20 assessments. It is the belief of some members that the Christian Region districts would be responsible for the cost; however, Dr. Olson is concerned that with the cost being incurred during the FY20 school year, the Mid-State board as a whole may be responsible for the cost. Dr. Olson confirmed that Mrs. Armour's recommendation is to send the bills and recommend a special board meeting to engage in and establish a line of credit in order to meet the August 15th payroll. Mrs. Armour confirmed that we would use First National Bank in Taylorville for the line of credit. Dr. Schuchman asked if who would be responsible for the extra cost if there is a need to access a line of credit. Would this be cost to the Christian Region districts or would it be a cost to all districts? Discussion took place with some board members stating that this is a FY19 expense; and therefore, it would be billed to the Christian Region districts. Dr. Fuerstenau stated that he believes other anticipated costs should be included in the bill so that we can cover costs without having to go back to local boards. He feels we need to let districts know the total cost now so there are no surprises later in the year. Mrs. Armour reported that the amount that is being assessed is \$150,000.00 which includes slightly more than the anticipated payroll and liabilities for just this reason. Mrs. Armour reported that we have estimated the cost of everything that we are aware of at this time. However, Mrs. Rexroad reminded has pointed out that someone who is working for a different employer right now could later file an unemployment claim, and we would be responsible for that cost. She noted that there is no way we would be able to predict that in advance. Dr. Fuerstenau indicated support in sending Christian Region districts the bills for what they owe for serving the kids. Mr. Powell stated that costs incurred by former Christian Region districts should not be absorbed by Mid-State because it's easier. Dr. Olson noted that we are in a transitional year and costs from former

Regions, no matter what Region, are the responsibility of those districts. However, the current body must do what is necessary to take care of the situation including obtaining a line of credit and the interest may be the responsibility of the current board. It was agreed that the auditor may weigh in on this. Mr. Hopper noted that as we move on as one organization, we are going to have to continue to work through the situations including the ongoing obligations and stop having the us and them conversations. Mrs. Armour stated that she does not see this as a problem, and believes bills should be sent and that districts will do the right thing and pay for the services. She noted that on July 1st records were ready to be picked up by former districts. We've processed very payment due to these districts, and worked hard to complete their claims and are continuing to meet all of our obligations to 16 districts.

A motion made by Dr. Garrison and seconded by Mr. Hopper to approve the Consent Agenda, carried by a roll call vote of 9 yeas, 0 nays.

REPORTS AND COMMUNICATION

Director's Report

Mrs. Armour reported that the transfer of staff and records has begun and that the NPT districts picked up personnel records on July 1 and 2. For those former CR and MCC Region districts who have not received personnel records, they are ready for to be taken back to districts today. An email was sent last night with details from Julie Wollerman that can be referred to related to the transfer of records and future compliance reviews that her office will conduct.

Mrs. Armour reported that unfilled positions include full or part-time SSW, SLP, and psychologist positions as well as needs to cover leaves of absence for SSWs. Mrs. Armour asked that everyone continue to share information on anyone who may be interested. As we are hiring staff and finalizing assignments, we are updating our spreadsheet with contact information for staff which will be emailed soon. Mrs. Armour asked that they please include staff in opening activities in the district.

Mrs. Armour reported that support for new special education teachers and our specialist staff is imperative! Earlier this week, Mrs. Becker emailed districts information on trainings being offered in August to acquaint new users with embraceIEP, CPI certification, and mentoring for special education teachers. It was noted that we will also be providing mentoring to new specialty staff such as SLPs and SSWs. Mrs. Armour encouraged participation and reminded superintendents that we need every one of these individuals to be successful and choose to serve students in our schools.

Mrs. Armour reported that the Maintenance of Effort Exception worksheets have been submitted to ISBE for the four districts that did not meet MOE as well as the required Cooperative Composite Worksheet. Three out of four districts have MOE approved and one district is approved pending an auditor letter that should be received this week. The MSSE cooperative composite is approved pending the last district being approved.

Mrs. Armour asked for a status update on IDEA grants submitted and approved. She encouraged superintendents to continue to contact us for assistance and with questions. She noted that we have so appreciated your patience as we have been in learning mode too related to assisting with district IDEA grants.

Mrs. Armour reported that the annual audit is scheduled for the week of Nov. 4th. Jeanne Vancil will be onsite that week and Shelly Rexroad is scheduled to provide two days of training and SDS work for us through SDS. Mrs. Armour noted that the November board meeting will need to be moved up in order to have the audit presentation and board approval by the extended deadline of November 15th. She asked that they pencil in for Nov. 14th or 15th with the date to be confirmed with the auditor as we get closer to November.

Mrs. Armour reported that the FY19 district student claims for orphanage were error-free and electronically picked up on Monday. Private facility claims are due Aug. 15th and are nearly complete as we are just waiting on final ESY private facility bills for a few students. She noted that everyone in our office plays a part in completion of claims, and we have been working hard to complete this for the 16 districts. In August, we will have the projected reimbursements for each district. Mrs. Armour recognized and thanked Vickie Throne who has completed both CR and MCC Region and Amy Zimmerman who completed BF Region claims. They both also served as teachers as our goal is for more than one person to be familiar with and able to assist with or complete important projects. Mrs. Armour stated that she is amazed how these ladies find and help correct other people's errors and dig for every penny that they can for reimbursement to the districts!

Mrs. Armour reported that the DHS Contract for FY20 for \$132,729 was executed in June for Mid-State. She noted instead of three Region contracts, we now have one.

Mrs. Armour reported that we are continuing to work with districts in getting set up in Embrace so that service providers can begin billing for services in August. She stated that we are excited to continue to help each district maximize these reimbursements on students who are Medicaid eligible.

Mrs. Armour reported that on Monday, we received notice on the results of the three districts that were selected last winter for Indicator 8, Annual Illinois Parent Survey on Special Education Services, which is conducted at the request of the US Department of Education. Carlinville, Pana, and Taylorville all exceeded the State Target of 61%. She noted that we will continue to focus on the few specific items that were rated lower in all our districts and share the results with staff.

Mrs. Armour reported that each year, the federal Office for Special Education Programs (OSEP) issues a rating to each state about whether or not the state is making progress on the Individuals with Disabilities in Education Act (IDEA). The ratings issued last week were released with Illinois receiving a Needs Improvement rating for its Part B and Part C programming for two or more consecutive years. Mrs. Armour shared the areas of focus at the federal level for FY20 noting that we will see these areas of emphasis at the state level. Mrs. Armour also shared recent information on Significant Disproportionality in the areas of discipline and graduation rates.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS

Personnel:

A motion made by Mr. Powell and seconded by Mr. Hopper to approve the resignation of Laurie Nolan, speech language pathologist, effective at the end of the 2018-19 school year, carried by a roll call vote of 9 yeas, 0 nays.

A motion made by Dr. Schuchman and seconded by Dr. Garrison to reemploy part-time staff Charles Bowles, school psychologist and of Mickey Emerson, speech-language pathologist as well as the part-time employment of Patricia Redpath, school social worker and of Madalyn Rogers, full-time speech-language pathologists, as presented, for the 2019-20 school year pending successful completion of all state and local employment requirements, carried by a roll call vote of 9 yeas, 0 nays.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour reported that we are working to complete the revisions of the Articles of Joint Agreement. During the last school year, the local boards took action midyear related to dissolution of the Regions. A draft will be available in August with the Executive Committee approving the recommended changes and then forwarding the revision to the Governing Board. She noted that it will require two-thirds approval by the Governing Board. Given the reorganization of MSSE and elimination of the Regions, additional revision of the Articles is necessary. Mrs. Armour asked for direction from the board before proceeding with this work.

Mrs. Armour received the insurance rate information for FY20 which will be sent to employees in the next week for open enrollment that begins Aug. 1st. Mid-State was in the 10% premium increase tier which results in an increase to the employee portion of between \$62 -\$182 per month. The MSSE employee portion with the FY20 premiums and current board contribution of \$500 per month ranges from \$175 - \$1,532 per month for the employee portion. The recommended increased board contribution to \$630 per month, which brings MSSE employees up to the current MC/C contribution for the SLPs we employ, would result in the employee portion ranging from \$45-\$1,402 per month. The estimated cost to increase this benefit given those who take insurance is \$24,960. Mrs. Armour referred the board to the advanced packet that included detailed information on the plans, increases, and those employees by group who take insurance. Mrs. Armour recommended that the board take action on the insurance benefit increase this month so that employees will have the necessary information to make decisions during open enrollment.

A motion made by Dr. Garrison and seconded by Mr. Powell to approve the increase of board paid contribution of health insurance of \$630.00 per month for MSSE staff, carried by a roll call vote of 9 yeas, 0 nays.

DISCUSSION

The next Executive Committee Board meeting is scheduled for Wednesday, July 17th at 9:00 a.m.

ADJOURNMENT

A motion made by Dr. Fuerstenau and seconded by Mr. Shackelford to adjourn the meeting at 10:11 a.m. carried unanimously by voice vote.

Respectfully submitted,


Mrs. Vickie Throne, Executive Secretary



Chairperson

8/21/19

Date



Executive Secretary

8/21/19

Date