

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
November 18, 2020

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:00 a.m. with remote participation as allowed during the current public health emergency, current Disaster Declaration, and extended Executive Orders, in-person attendance at this meeting was deemed not practical, prudent, or feasible. In complying with our revised policy related to Open Meetings Act, the Board Secretary completed or will complete the following requirements: keep a verbatim record of the complete meeting for no less than 18 months; ensured that any interested member of the public can hear discussion; verified that each Board Member could hear one another; verified the Board Members present and that a quorum was met; conducted all votes by roll call and recorded each Board Member's vote so that it is identified; and reported to the public following the Board's meeting with no physical presence of quorum.

MEMBERS PRESENT

Dr. Wes Olson (Remote), Bond County; Dr. Becky Schuchman (Remote), Carlinville; Dr. Gregg Fuerstenau (Remote), Litchfield; Mr. Ben Theilen (Remote), Edinburg; Mr. Aaron Hopper (Remote), Panhandle; Ms. Melissa Ritter (Remote), Ramsey; Mr. Chris Clark (Remote), South Fork; Mr. Robert Koontz (Remote), Mulberry Grove; Dr. Jennifer Garrison (Remote), Vandalia; Ms. Julie Healy (Remote), St. Elmo; Mr. Dave Meister, Morrisonville (Remote)

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Vickie Throne, Executive Secretary; Mrs. Lyn Becker, Assistant Director; Mr. Kurtis Land, CTI technology

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Mike Shackelford, Brownstown; Mr. David Powell Hillsboro

CONSENT AGENDA

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

- Regular Session Minutes from October 12, 2020.
- Destruction of Executive Session Audio Recordings Older than 18 Months from the MSSE April 17, 2019 MSSE and former Christian and MC/C Region.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflect an October 31st fund balance of \$2,899,397.46 which includes revenue of \$983,833.73 and expenditures totaling \$464,041.64. The projected November expenses are estimated at \$451,524.92 with projected revenue of \$1,034,541.21. The resulting November 30th fund balance is projected at \$3,486,000.75. Mrs. Armour reported that we did receive a refund of \$6,042.00 from PSIC for policy period 2015/16.
- November Accounts Payable List in the amount of \$190,517.75 was presented for approval.

A motion made by Ms. Healy and seconded by Ms. Ritter to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Olson, yes; Healy, yes; Koontz, yes; Meister, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 11-0

REPORTS AND COMMUNICATION

Mrs. Armour provided a sneak peek of the new MSSE website while providing updates. The website displays news and during the week of November 9–13, 2020 schools throughout the country celebrated National School Psychology Week to highlight the important work school psychologists and other educators do to help all students thrive. This year's theme was "The Power of Possibility" which conveys hope, growth, resilience and renewal. Mrs. Armour asked that everyone please help us in recognizing and thanking our talented and dedicated School Psychologists who are an important member of each school team: Lucas Altenberger (Litchfield schools), Kassi Charles (Edinburg, Morrisonville, Panhandle, and St. Fork schools), Amanda Cunningham (Hillsboro schools), Kristy Haston (Bond County schools), Tricia Kelley (Carlinville Schools), Meg Marquardt (Vandalia schools), and Lisa Murfee (Brownstown, Mulberry Grove, Ramsey, and St. Elmo schools). Mrs. Armour also congratulated Lucas Altenberger, new school psychologist serving Litchfield, who received word yesterday that he passed another test, met all the requirements, and is now a National Certified School Psychologist!

Mrs. Armour reported on the COVID Staff Updates and Implementation and Monitoring of Special Education Services. We have had a total of 17 quarantine or isolations by 12 employees with the first occurring August 12th to date where we have two in isolation and one quarantined. The first staff member who tested positive was on October 26th, and a total of three employees have been positive along with a total of three children of employees have been positive. Thankfully, all have had minor symptoms and have fully recovered and returned to in-person work. Mrs. Armour reported that most all of the staff quarantined or isolated have worked remotely most or all days. Up to November 10, which was the date of the current individuals isolated or quarantined, a total of 10 Emergency Sick Leave days have been utilized. Employees have been very good about letting either Mrs. Armour or Mrs. Becker know immediately of any exposure or symptoms. Information is then confidentially shared with the district superintendent(s). During this time of hybrid and remote learning, it is very important that Remote Learning Plans are being implemented, direct services being provided, and continued efforts are made to engage students in learning. We have worked to ensure that all service providers have what they need to move between in-person and remote instruction and that they have prepared students for what remote instruction or therapy will look like. Program Coordinators are checking in with all teachers to provide supports and to problem solve for individual students where adjustments need to be made. Our specialists and yours are being thinkers, showing such perseverance, and doing remarkable work to meet all needs.

Mrs. Armour reported that the RIF Joint Committee and PERA Joint Committee has met and completed the requirements related to evaluation and the appeals process for the 2020-21 school year. Mrs. Armour thanked Meg Marquardt and Crystal Schmidt who represented Mid-State employees on both committees along with Mrs. Becker and herself.

Mrs. Armour provided an update on implementation of the new Time-Out, Isolated Time-Out, and Physical Restraint requirements. She thanked all of the Superintendents for making the necessary decisions so that we have information shared and a process in place to meet the time-out, isolated time-out, and physical restraint requirements in each district. We will work with districts in the spring to facilitate the required annual review of district specific data and documentation.

Mrs. Armour provided updates regarding Professional Development reporting that we had 24 educators from seven member districts participate in the virtual Social Skills Training the afternoon of Nov. 4th. On December 4th, we are offering a virtual training for all speech-

language pathologists that will meet the annual ethics training requirement for this group of professionals. We are excited to have the 2020 President of the American Speech-Language-Hearing Association who represents over 200,000 SLPs and who is an ASHA Fellow, Dr. Theresa Rodgers, who will provide an afternoon of professional development to SLPS.

Mrs. Armour provided updates from the Steering and Finance Committee meeting. The committee met following the board meeting on October 21st. Items of discussion included the FY21 financial status, revision of the FY21 assessment schedule, information needed for the possible additional adjustment to the future Billing Structure, and the FY20 audit. The committee approved the recommendation to adjust the FY21 assessment schedule which is an action item later in the agenda.

As we focus on thanksgiving and all that we are grateful for, Mrs. Armour thanked each superintendent for their amazing leadership and for continually doing what is right for your students and community.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Dr. Fuerstenau and seconded by Dr. Olson to approve the request for leave of absence for Madalyn Whittington utilizing both accrued and unpaid leave beginning on or around April 2, 2021 through the end of the 20-21 school year. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Meister, yes; Clark, yes; Ritter, yes; Theilen, yes; Koontz, yes. Motion carried 11-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour reported that the Steering and Finance Committee approved the recommendation to defer the 6th Mid-State FY21 Assessment until the Final Cost Billing is completed. Mrs. Armour reported that we have six assessment payments scheduled for July through December. Last year as we made improvements to our processes, we were able to make a positive change by completing the final cost billing in February/March which eliminated the late June exchange of funds. After the offsetting revenue was applied, we refunded FY20 assessments back to districts taking care to make sure they were accounted for properly to reduce the overall special education costs for MOE purposes. At that time, Ms. Holcomb and Mrs. Armour began discussing how the assessment schedule could be adjusted to eliminate the back and forth of funds all together. After also studying cash flow, the recommendation is to delay the 6th FY21 payment until spring. This will allow the Steering and Finance Committee to obtain input on how much of the base funding minimum to apply to offset FY21 assessments. The final assessment bills will be sent in March for districts to process in their March or April bills. Mrs. Armour reported that we are on track to keep the FY21 final assessment in-line with the FY20 final assessment.

Mrs. Armour reported that we have begun looking at "Actual Versus Pooled Costs: for employee categories of School Psychologist, School Social Work, Program Coordinator, and Speech-Language services. A breakdown of services for each district was provided in the advanced packet. Dr. Schuchman reported that she had some discussion with districts since this is the time of the year districts need to notify Mid-State if they plan to employ directly any positions. Mrs. Armour reported that date is December 1st, but believes that date can be altered and moved to January 1st. Mrs. Armour reported that even if changes are made in the Billing Structure for FY22, it is important that we maintain the spirit and core purpose of the cooperative which ensures service to all districts of the legally required services and

expertise given the fact that many of these specialty areas are nearly impossible to "cover" even for a short amount of time.

A motion made by Mr. Clark and seconded by Mr. Theilen to delay the assessment to be billed in March/April. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Garrison, yes; Ritter, yes; Hopper, yes; Fuerstenau, yes; Meister, yes; Schuchman, yes; Koontz, yes; Theilen, yes. Motion carried 11-0.

DISCUSSION

The next MSSE Executive Committee meeting is scheduled for December 16, 2020 at 9:00 a.m.

ADJOURNMENT

A motion made by Ms. Healy and seconded by Mr. Hopper to adjourn the meeting at 9:26 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Meister, yes; Clark, yes; Ritter, yes; Theilen, yes; Koontz, yes. Motion carried 11-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

Beky D. Schuchman
Chairperson

12-10-2020
Date

Vickie L. Throne
Secretary of the Board

Dec 16 2020
Date