

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
February 19, 2020**

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

Dr. Wes Olson, Bond County; Mr. Mike Shackelford, Brownstown; Dr. Becky Schuchman, Carlinsville; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Steve Phillips, Mulberry Grove; Mr. Aaron Hopper, Panhandle (departed meeting at 11:07 a.m.); Ms. Melissa Ritter, Ramsey; 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; Ms. Liz Holcomb, Business Manager

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Ben Theilen, Edinburg; Mr. Dave Meister, Morrisonville

CONSENT AGENDA

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

- Regular Session Minutes from January 22, 2020.
- Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial report to date for FY20:
 - The balance sheet for the December 16 account reflects assets of \$2,581,256.14. The Receipt vs. Expenditure report also reflects revenue of \$737,567.90 and expenditures totaling \$424,651.41. The projected February expenses are anticipated at \$375,000.00 with projected revenue of \$170,392.92. The resulting February 29th fund balance is projected at \$2,376,340.47.
 - The MSSE 15 account balance sheet reflects current assets of \$557,624.15. The Receipt vs. Expenditures report is in agreement and includes revenue of \$162.00. The Receipts vs. Expenditures reflect no projected February expenses and only revenue from interest. The February 29th fund balance is projected at \$557,786.15.
 - The Bond/Fayette balance sheet shows current assets of \$22,322.49 on January 31st. The Christian Region balance sheet shows current assets of \$85,624.14 on January 31st. The MC/C Region balance sheet shows current assets of \$318,001.93 on January 31st.
- Accounts Payable Review & Approval- The February 19th lists total:
 - MSSE = \$211,812.68 New – 16 Bills
 - MSSE = \$0.00 Old – 15 Bills
 - BF = None
 - CR = None
 - 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 11 yeas, 0 nays.

REPORTS AND COMMUNICATION

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

- The Final IDEA December 1st pick-up will be on Wednesday, February 26th. ISBE will not allow edits after this time if data is not accurate. We are continuing to work closely with your SIS staff on all remaining errors related to the Dec. 1st count. Mrs. Armour referred to a copy of the most recent pick up that was provided that provided a comparison to the student count in each district to last year. It was noted that the instructions were included in the advanced packet and will be emailed to each superintendent when ISBE announced the certification of the "Current Child Count Status" is open in I-STAR.
- Mrs. Armour reminded the group that Excess Cost is now open in IWAS with the extended deadline of Friday, February 28, 2020 offering assistance if needed. Mrs. Armour reported we have received the completed information from 8 districts thus far.
- Mrs. Armour referenced the IL Administrative Code Section 226.735 which provides the Work Load for Special Educators requirements that have been in place since 2009 as well as an email providing additional input from attorney Brandon Wright. Yearly, we disseminate work load information, provide an opportunity for special educators to respond, tabulate and maintain the data, and use it for planning purposes. Mrs. Armour inquired to Mr. Wright if it is permissible for the cooperative to continue to complete this requirement for districts learning that it is fine to do so. Mrs. Armour noted that aggregate data may also be useful and that the information would also be disaggregated by district. Each superintendent was asked to indicate the level of assistance they desired in completing this task.
- Mrs. Armour reported that following a recent IAASE Region V meeting, EmbraceDS quickly made the necessary updates in order for districts to also bill Medicaid for special transportation on therapy days for students attending a program outside of the home district. Sandra Rodenberg from Illinois Center for Autism shared at the meeting that she is open to having her therapists enter into EmbraceDS directly which is a positive collaboration that will assist districts in recouping some of the special transportation at their locations. Mrs. Armour thanked Lyn Becker for her continued work on getting this accomplished.

Communications

- Mrs. Armour shared the letter of written comments made on behalf of Mid-State Special Education to ISBE regarding the proposed permanent rules related to time-out and restraint. Mrs. Becker reviewed the 50 pages of comments and ISBE revisions, providing a summary to district administrators and program coordinators yesterday.

Steering & Finance Committee and Policy Committee Meetings:

- The Steering & Finance Committees met before and after the January board meeting. Prior to the board meeting, they met with Mrs. Yockey regarding the audit, return of the Region fund balances, and recommended amount for the MSSE fund balance moving forward. Following the board meeting, a webinar was held related to the tethering program with BCBS through Egyptian Trust. An Insurance Committee has been formed to obtain input from employees. The Steering and Finance Committee will meet again following the board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour reported that the Governing Board meeting scheduled for Tuesday March 24th is in conflict with the Illinois School Board Association Kaskaskia Region Meeting. After discussion, the board agreed to move the Governing Board meeting to March 25, 2020 at 6:30 p.m.

In follow-up from the last board meeting, Mrs. Armour received input from attorney Brandon Wright regarding questions about the filing of the Statements of Economic Interests. He indicated that the district board member representative to the Governing Board will be able to add Mid-State Special Education to their districts filing so that they only have to complete one filing. Mrs. Armour indicated that since lists of filers have been submitted a for this current year, we will proceed as in the past and make the change for the 2020-21 school year.

Mrs. Armour thanked Liz Holcomb for all of her hard work on the budget amendments before providing a brief update of the FY20 Amended Budgets for all former Regions, MSSE, and the Consolidated Budget. The audited beginning fund balance for Bond/Fayette is \$22,311.79 with the anticipated transfer to districts of \$22,322.49 which includes a small amount of interest. The Christian Region audited fund balance is \$502,650. The revenue received was \$30,394.17 less than budgeted in spite of higher than expected IDEA & Medicaid Outreach receipts due to debits to revenue accounts for assessment returns. The Expenditures were under budget by \$32,821.59 noting a payment to Mid-State that will be made in March of workers' compensation related to the remaining July and August payrolls. Mrs. Armour recommended the board approve the return of the remainder of the deficit assessment that was made in August due to the receipt of additional Medicaid Administrative Outreach and IDEA reimbursement. The fund balance allows the return the remaining \$68,688 in March so that districts can credit against their expense to totally get that expenditure off of their books which will assist with Maintenance of Effort. Mrs. Armour noted that \$1,974 in ESY costs were subtracted from the anticipated return of the fund balance for the four Christian Region districts who incurred the costs. There is a projected \$11,215.71 Christian Region fund balance. Mrs. Armour reported that Montgomery County/Carlinville Region audited fund balance is \$747,675 with revenue received of \$68,805.71 being higher than budgeted due to additional IDEA, IDEA Pre School and Medicaid Administrative Outreach. ESY costs totaling \$9,134.18 are subtracted from the anticipated return of the fund balance of two districts who incurred costs. The payment in March of workers' compensation due MSSE from the July and August final MC/C Payrolls totaled 8,174.28. Mrs. Armour estimates being able to transfer \$324,196.68 to the MC/C Region districts.

Dr. Schuchman asked about the flow of these funds and possible impact on MOE. Mrs. Armour reported that she spoke with Tim Imler and Pam Jurkoshek at ISBE as well as Robin Yockey. The transfer of fund balances from former Regions is viewed as unrestricted MSSE funds that will transfer to districts as unrestricted funds. It is recommended to use function 8990 "Other Uses of Funds Not Classified Elsewhere" and districts are recommended to use revenue function 1999 "Other Local Revenues." Mrs. Jurkoshek has confirmed that MOE only picks up AFR function 4600 and 4620 related to IDEA. Therefore, the transfer will not impact MOE net expenditures. Dr. Schuchman asked that Mrs. Armour forward the emails from ISBE or send some kind of letter form so that they can provide that information to their auditors.

Mrs. Armour reported that the audited beginning fund balance of the MSSE 15 account is \$1,024,227.00. Overall, revenue was down \$110,486.27 primarily due to \$152,000.00 of GSA/EBF being budgeted in FY20 that was received in FY19. The projected June 30, 2020 Fund Balance is \$596,379.71.

Mrs. Armour reported that the MSSE 16 account had a beginning fund balance of \$49,993.00 which was transferred from the 15 account. Revenue is up in several areas including the DHS STEP contract and Medicaid FFS. Overall, revenue decreased by \$329,132.75 due to the decrease in GSA/EBF of \$445,000.00 with amended revenues projected at \$5,642,762.02. Expenditures are down overall by \$688,658.28 again primarily related to the decrease in GSA/EBF flow-thru of \$710,194.17. Expenditures that changed significantly include decreased Vision-TV1 costs (\$-65,260.31) and an increase in Health Services OT & PT (+\$134,317.93). The projected expenditures total \$5,251,736.49, and the projected

June 30, 2020 fund balance is \$441,018.53. Mrs. Armour noted in the 16 budget there are revenue sources that do not yet have assigned expenses, and that she will continue to work with the Steering & Finance Committee regarding the best option. Mrs. Armour expects there to be some positive adjustments in the 16 budget that will either impact assessments or flow-thru. Dr. Schuchman asked if we will be closing the 15 account at some point. Mrs. Armour confirmed and noted that when the Steering & Finance Committee met with Mrs. Yockey prior to the last board meeting there was discussion regarding establishing the amount of the fund balance. Dr. Schuchman asked about allowable MOE exceptions, our restructuring, and the fund balance commenting on the possible opportunity of some of that money being used to bring everyone's MOE down. Mrs. Armour reiterated the allowable federal exceptions and offered to again contain the consultant at ISBE. It was agreed that the board will want an answer by the end of March so that they can everything in place by April.

Dr. Fuerstenau asked the board what the deadline is to notify Mid-State that a district would like to hire their own school psychologist, school social worker and program coordinator. Dr. Fuerstenau believes that if he does this his district would not have to pay for an assistant director or any clerical cost as well as possible reduction of a full time director. The district would only use Mid-State for OT/PT, VI /HI, and speech services. Dr. Olson stated his understanding that Dr. Fuerstenau as presenting a form of withdrawal which has not been discussed before. Dr. Olson believes that the Finance & Steering Committee would need to address this since it has not been previously discussed in order to make a recommendation. Dr. Olson explained that by a district employing their own staff could result in a reduction of a position, and at this time that is too late for this to happen next year. Mrs. Armour indicated that she will re-send out the guidelines that were agreed to last year explaining how we will proceed with assessment billing starting in the 2019-2020 school year. It has timelines in it and there is a chart that shows how everyone is billed for each service. Dr. Olson stated that the date has already passed for that to occur next year. It is agreed that upon that an efficiency meeting needs to occur. Dr. Fuerstenau reported that he believes that his district could take on the psychologist and social work positions and pay them more. His board's biggest discussion is how do they handle the speech positions since some are part-time? Dr. Garrison explained that we also need to look at efficiency with the grants and other processes. Mrs. Armour agreed that we are still in a transition period and working to make things efficient as we move forward. Mr. Shackelford asked for clarification that he heard Dr. Fuerstenau clearly. Mr. Shackelford's understanding is that if Litchfield employs their own psychologist, social worker and program coordinator that they would not have to pay a portion of the director, assistant director or clerical staff salary? Dr. Fuerstenau reiterated it is about him having control of the people he owns. Dr. Olson confirmed agreement that it will be the responsibility of Finance & Steering Committee to explore what kind of de-centralized model will work for the FY20-21 school year.

A motion made by Mr. Powell and seconded by Mr. Hopper to approve the FY20 Budget Amendments for posting and to set the Budget Hearing for March 25, 2020 at 6:30 p.m., carried by a roll call vote of 11 yeas, 0 nays.

Mrs. Armour reported that she has started the process of closing the Illinois Funds account to cash out the balance of approximately \$1,125.00 for the former Christian Region districts. After further discussion with Robin Yockey the recommended method of establishing the amount to transfer for each district is to use the FY19 percentage of IDEA generated/assessment percentage in the Region.

A motion made by Dr. Schuchman and seconded by Dr. Garrison to close the Illinois Fund account held by Christian Region, refund the remainder of the Christian Region Deficit Assessment, and prepare to transfer former Region fund balances to districts using the FY19 percentage of IDEA generated in each Region, carried by a roll call vote of 10 yeas, 0 nays. (Mr. Powell stepped out of the meeting at 10:13 am and return at 10:14 a.m.)

EXECUTIVE SESSION

A motion made by Dr. Garrison and seconded by Mr. Clark to enter into Executive Session carried by a roll call vote of 11 yeas, 0 nays at 10:15 a.m. (Mr. Hopper exited meeting at 11:07 a.m.)

A motion made by Mr. Phillips and seconded by Dr. Schuchman to return to open session carried by a roll call vote of 10 yeas, 0 nays at 11:08 a.m.

ACTION ON BUSINESS ITEMS

A motion made by Mr. Powell and seconded by Dr. Schuchman to approve the part-time employment of Deb Koelker, school psychologist, and of SLP substitutes, Becky Suess and Kay Grabbe, as presented, through the end of the 2019-20 school year pending completion of all state and local employment requirements, carried by a roll call vote of 10 yeas, 0 nays.

A motion made by Ms. Healy and seconded by Mr. Powell to approve the leave of absence for Ali Beyers, SLP, from approximately March 19th through the end of the 2019-20 school year, carried by a roll call vote of 10 yeas, 0 nays.

DISCUSSION

The next Executive Committee Board meeting is scheduled for Wednesday, March 18, 2020 at 9:00 a.m. and the Governing Board meeting is rescheduled for March 25, 2020 at 6:30 p.m. due to a conflict with the ISBA Kaskaskia meeting.

ADJOURNMENT

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

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary



Chairperson

5/20/2020
Date



Secretary of the Board

5/20/2020
Date