

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
June 17, 2020

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Wes Olson, at 9:08 a.m. with remote participation as allowed by Executive Orders related to the Open Meeting Act due to COVID-19.

MEMBERS PRESENT

Dr. Wes Olson (Remote), Bond County; Mr. Mike Shackelford (Remote), Brownstown; Dr. Becky Schuchman (Remote) arrived at 9:10 a.m., Carlinsville; Mr. David Powell (Remote), Hillsboro; Dr. Gregg Fuerstenau (Remote), Litchfield; Mr. Ben Theilen (Remote), Edinburg; Mr. Aaron Hopper (Remote), Panhandle; Ms. Melissa Ritter (Remote), Ramsey; Ms. Julie Healy (Remote), St. Elmo; Mr. Chris Clark, South Fork

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Vickie Throne, Executive Secretary; Ms. Liz Holcomb, Business Manager; Mr. Kurtis Land, CTI technology

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Steve Phillips, Mulberry Grove; Dr. Jennifer Garrison, Vandalia; Mr. Dave Meister, Morrisonville

CONSENT AGENDA

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

- Regular Session Minutes from May 20, 2020.
- Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial report to date for FY20:
The balance sheet for May reflects assets of \$1,265,901.22. The Receipt vs. Expenditure report also reflects revenue of \$-52,621.44 due to the return/refund of FY20 assessments to district and expenditures totaling \$428,778.18. The projected June expenses are anticipated at \$518,000.00 with projected revenue of \$137,000.00. Mrs. Armour noted the transfer from the 15 account early in June in the amount of \$524,396.11. The resulting June 30th fund balance is projected at \$1,414,832.28. The MSSE 15 account balance sheet reflects current assets at the end of May of \$524,396.11. The Receipt vs. Expenditures report is in agreement and the remaining fund balance was transferred to the new account earlier this month. The June 30th 15 fund balance is projected at \$0.00.
Former Region fund balances were transferred to districts in May with all checks clearing the accounts resulting in the May 31st fund balances of \$0 for Bond/Fayette Region, Christian Region, and Montgomery County/Carlinsville Region.
- June 17th Accounts Payable in the amount of \$158,598.66 was presented for approval.
- Approval of FY20 year-end, June GSA/EBF, and July bills were requested with payables lists to be presented at the next board meeting.
- The FY21 Assessment Billing schedule was set. Mrs. Armour shared that there was consensus of the who responded to the survey indicating no anticipate hardships and the desire to continue with the July through December assessments schedule for FY21. It was noted that it is not necessary to double up in July or cut checks July 1st as in the past.

A motion made by Mr. Hopper and seconded by Mr. Powell to approve the Consent Agenda, carried by a roll call vote of 10 yeas, 0 nays.

REPORTS AND COMMUNICATION

Mrs. Armour referenced the FY20 MSSE Action Plan updates that were provided in the advanced packet. There were no questions from the board.

Mrs. Armour noted that a detailed update of the FY20 Director Goals was included in the advanced packet. She provided a brief overview including highlights of at least one performance indicator for each of the seven standards.

Mrs. Armour reported that the FY20 cost-billing for districts hosting programs as well as youth-in-care (orphanage) claims are complete. She thanked the districts' business office staff for providing the district specific financial information to us in a timely manner. Mrs. Armour reported that Vickie Throne has done an excellent job leading cost-billing and the claims completion for all 13 districts working closely with the districts finance staff as well as Shay Jones and Shera Hunt who maintain the student I-Star data. It was noted that Mrs. Throne works diligently to secure every dollar possible on behalf of each district and that she has secured thousands of dollars so far this summer. It was reported that in spite of the need to social distance this summer, we were still able to use this as an opportunity for cross-training which is one of our priorities for all key services.

Mrs. Armour reported that recently BCBS completed the underwriting for our group and that we were approved for the tethering program with Egyptian through Teachers Coalition on Health. Informational meetings were held June 11 and June 14 for all Mid-State employees. We are on target for a July 1st start date. Continuing the FY20 board contribution rate of \$630/month, both the board and employees will begin seeing some savings in July. The rate comparison and power point was included in the advanced packet.

Mrs. Armour reported that the MOE Compliance requirement has been met for each district. For the FY21 IDEA grants, data has been entered and documents uploaded to complete portions the Flow-Through and PS grants for 11 out of 13 districts. Mrs. Armour reminded the group of the need to submit grants for a July 1st start date. She shared that ISBE has restructured the grant coordinator assignments, so all of our districts will now be served by a new coordinator, Josh Green (jgreen@isbe.net).

Mrs. Armour reported that the Department of Human Services has continued the DRS-COVID Incentive program through June and that they have a new program starting in July. Laura Snyder, transition specialist, recently reported to Mrs. Armour that they are focusing on students who are working this summer as well as seniors/graduates who are still in need of resources and supports as they transition.

Mrs. Armour reported that a total of 75 special education teachers, SLPs, psychologists, social workers, and principals responded to the MSSE remote learning survey sent out in May. The results show that the majority of the respondents utilized packets and phone conferencing to provide instruction and/or therapy. Respondents consistently indicated that access to the internet and devices are needed for all students if there is a need to continue the use of virtual learning and direct instruction in the future. Survey results from superintendents indicate the districts are working to increase internet access and device access for all students by the start of the school year and all who responded were supportive of the use of a platform specific to the provision of therapies and individualized instruction. Mrs. Armour shared that we have a pilot occurring now with a therapy platform to obtain feedback from therapists. It was also reported that the Illinois School Psychology Association (ISPA) has provided two recent webinars to assist with continued planning. Dr. Robert Dixon, University of Wisconsin-LaCrosse, presented "Shifting Landscapes: An Ethical Playbook for School Psychologists in the Days of Remote Learning" and Dr. Melissa Reeves, Winthrop University, presented "A New Normal: SEL Considerations for Reopening Schools." In addition to Mrs. Armour and Mrs. Becker, several school psychologists participated with some email discussion following.

Mrs. Armour recognized and thanked Mr. Phillips for his service on this board and wished him well in his new position.

Committee Meeting Reports:

Mrs. Armour reported that the Steering & Finance Committee met prior to the board meeting. Topics discussed were insurance, items related to the FY21 Budget including salary; streamlining services and processes including research completed this year as requested by one district related to having school psychologists serve in a dual capacity as program coordinators; and organizational goal setting.

Dr. Olson thanked Mrs. Armour for her thorough report and her for her work and her ability to be adaptable and responsive to the needs of this group. He wanted her to know that she is appreciated. Dr. Olson also thanked Vickie Throne for her work on the Cost Billing and Claims. Dr. Olson asked if anyone had any questions regarding this report. Ms. Healy did ask for clarification regarding the new contact person for the IDEA grant. Mrs. Armour shared the name and email and then asked that anyone with questions work with her so that she can also receive the information and share with others.

UNFINISHED BUSINESS

Mrs. Armour presented Policy Updates for Press 103 and Mid-State Policy Manual Sections 1 & 2 for the second reading and approval noting no changes were necessary since the first reading.

A motion made by Mr. Hopper and seconded by Dr. Fuerstenau to approve the policy updates from PRESS 103 and Sections 1 and 2 of Mid-State Polices, as presented, carried by a roll call vote of 10 yeas, and 0 nays

NEW BUSINESS

Mrs. Armour presented for approval the Contract and Services Agreement Renewals for Garella Pest Control, Lynette Sproull SLP, TheraKids EC Teacher, and Prairie State Insurance Cooperative for FY21 noting there are minimal changes from the previous year. A motion made by Mr. Powell and seconded by Mr. Shackelford to approve the contracts and services agreements for FY21, as presented, carried by a roll call vote of 10 yeas, 0 nays.

Mrs. Armour presented the FY21 Mid-State Board Meeting Schedule. Mrs. Armour noted that dates for two Governing Board meetings are included but anticipates the March 2021 meeting may not be necessary. Mrs. Armour recommended canceling the July 2020 Executive Board meeting. Dr. Olson confirmed agreement with the members present. A motion made by Ms. Ritter and seconded by Ms. Healey to approve the FY21 Mid-State Board Meeting Schedule as presented, carried by a roll call vote of 10 yeas, 0 nays.

Prior to the election of FY21 officers, Mrs. Armour reported on the historic practice related to the rotation of board officers and information contained in the Articles of Joint Agreement related to the requirements. She shared that it had been suggested that the board may wish to depart from past practices given the newly restructured organization. Mr. Powell, current Board Vice-Chair, presented a slate of candidates for consideration by the group. A motion made by Mr. Theilen and seconded by Ms. Healey to approve Dr. Becky Schuchman chairperson, Melissa Ritter as vice-chairperson; Vickie Throne, secretary; Angela Armour, treasurer, following brief discussion carried by a roll call vote of 10 yeas, 0 nays

A motion made by Dr. Schuchman and seconded by Dr. Olson to appoint Dr. Schuchman, Mr. Clark, Ms. Ritter and Mr. Hopper to the FY21 Steering & Finance Committee, carried by a roll call vote of 10 yeas, 0 nays.

Discussion occurred regarding the FY 21 Policy Committee. It was determined that Dr. Schuchman and Mr. Theilen would serve on the Policy Committee and Mr. Koontz will serve as an alternate.

A motion made by Dr. Schuchman and seconded by Mr. Powell to appoint the following staff for FY21: Non-Discrimination Coordinator, Angela Armour; Complaint Mangers, Angela Armour and David Powell. The following positions were designated for the MSSE Joint Committee: Director, Assistant Director and two MSSE Licensed Staff members carried by a voice vote of 10 yeas, 0 nays. Mrs. Armour noted that the Joint Committee including Meg Marquardt, School Psychologist and Crystal Schmidt, Speech Language Pathologist, met earlier in the month to complete the requirement related to determining the criteria for evaluation appeals of unsatisfactory evaluations.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS

A motion made by Dr. Fuerstenau and seconded by Dr. Schuchman to recommend the employment of Velvet Balmer, SLP, as needed at the FY20 hourly rate, for the provision of ESY services, carried by a roll call vote of 10 yeas, 0 nays.

DISCUSSION

With the July meeting being canceled, the next Executive Committee Board meeting is scheduled for Wednesday, August 19th, 2020 at 9:00 a.m. and the Governing Board meeting is set for August 26th at 6:30 p.m.

ADJOURNMENT

A motion made by Dr. Schuchman and seconded by Ms. Ritter to adjourn the meeting at 10:05 a.m. carried unanimously by voice vote.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

Dr. Becky Schuchman
Chairperson

6/17/2020
Date

Vickie L. Throne
Secretary of the Board

6/17/2020
Date