

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
September 16, 2020**

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:02 a.m. with remote participation as allowed by Gubernatorial Disaster Proclamation related to (COVID-19 pandemic).

MEMBERS PRESENT

Dr. Wes Olson (Remote), Bond County; Dr. Becky Schuchman (Remote), Carlinsville; Dr. Gregg Fuerstenau (Remote), Litchfield; Mr. Ben Theilen (Remote), Edinburg; Mr. Aaron Hopper (joined Remote at 9:05 a.m.), Panhandle; Ms. Melissa Ritter (Remote), Ramsey; Mr. Chris Clark (Remote), South Fork; Mr. Robert Koontz (joined Remote at 9:04 a.m.), Mulberry Grove; Dr. Jennifer Garrison (Remote), Vandalia; Mr. Mike Shackelford (joined Remote at 9:24 a.m.), Brownstown; Mr. David Powell (Remote), Hillsboro; Ms. Julie Healy (Remote), St. Elmo

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. Dave Meister, Morrisonville

CONSENT AGENDA

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

- Regular Session Minutes from August 19, 2020.
- Destruction of Executive Session Audio Recordings Older than 18 Months from the MSSE February 20, 2019 MSSE and former MC/C Region.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflect an August 31st fund balance of \$2,300,769.10 which includes Revenue of \$831,266.66 and expenditures totaling \$271,218.97. The projected September expenses are estimated at \$421,329.77 with projected revenue of \$813,437.22. The resulting September 30th fund balance is projected at \$2,695,704.75.
- September 16th Accounts Payable List in the amount of \$168,746.72 was presented for approval.
- Mrs. Armour presented the Administrator and Teacher Salary Report and the Vendor Contracts Over \$25,000.00 Report for the 2019-20 school year noting that the reports will be posted on the website.

A motion made by Ms. Ritter and seconded by Dr. Fuerstenau to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Healy, yes; Ritter, yes; Garrison, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 9-0

REPORTS AND COMMUNICATION

Mrs. Becker provided an updated regarding the Illinois Special Education Accountability and Support System. Mrs. Becker reported that a new system for monitoring education results and functional outcomes has been developed by ISBE. The new system uses differentiated levels and types of monitoring. The same indicators will be measured with the new results-based accountability system. This system is designed to identify potential district risk through the LEA Determination process and to effectively use

resources to support LEAs in improving their results and compliance. Mrs. Becker reported that a risk assessment scoring rubric will now be used to provide districts with an overall score and LEA determination. One positive change is that districts will receive credit for making progress toward state targets. She explained the 3-tiered system which includes: Universal Tier 1 is Support Available, Targeted Tier 2 is Guidance Needed, and Intensive Tier 3 is Coaching Required. Mrs. Becker reported that Support Plans for Improvement & Compliance will be required for any district who has a noncompliance finding. Districts with a finding will receive a letter in September that will require follow up actions. In addition, districts are encouraged to complete the Critical Components Tool for Special Education in conjunction with the District School Improvement Plan.

Mrs. Armour reported that our FY20 audit is in progress. All the information that was requested during the summer, a week prior to, and at the start of the on-site audit week were provided in a timely manner. Mrs. Armour reported Robin Yockey and her staff were to be on-site the week of August 30th, but they ended up remote until Friday of that week due to a staff situation. will need to return one day as her schedule allows to finish the on-site work since it was limited. After consultation with Ms. Yockey, Mrs. Armour recommended moving the October meeting up one week to October 14th. Mrs. Armour has confirmed that Ms. Yockey is available that day to present remotely.

Mrs. Armour reported that the Legal Updates & FAQ were included for reference. Legal updates are received regularly from a number of sources including IAASE. Attorneys are reporting that there has been an increase in ISBE complaints and due process filings. Mrs. Armour reported that the top 5 special education issues are:

1. IEP requests related to the increase in homebound and home school requests.
2. Unilateral private placements by parents.
3. Requests for compensatory education.
4. Masks issues as staff are finding that they are receiving parent requests, physician's notes, and staff reports of "mask failures".
5. Change in location of service requests to more regular education time during remote.

Mrs. Armour reported that we know how to handle and document all of these situations, and encouraged districts not to hesitate to reach out on the front end of a situation. We will continue to update our FAQ document as we learn more and provide it via email every 1-2 weeks. Other items related to legal that have been completed is the development and process for a "Telehealth Service Informed Consent Form" for both individual and group remote counseling that our social workers are using with students who are remote and an update of the "stand ready" letter that is used when a parent withdraws a child to home schooling. Mrs. Armour also shared related to our increasing remote activities, Remote Signatures via the new Embrace Parent Portal is coming in October. This will assist greatly in obtaining a parent signatures on IEP or 504 documents.

Mrs. Armour reported that we have held our virtual beginning of the year staff meeting including legal professional development; continued our mentoring of new teachers; facilitated the first SCIHSA meeting of all of our speech-language therapists which organized this group for the school year and provided access to Early Childhood Outcomes training; and held our monthly Leadership with program coordinators.

Mrs. Armour provided an update regarding IDEA Grants. As part of our cross-training efforts, Mrs. Becker, Ms. Holcomb, Ms. Throne, and Mrs. Armour completed the IDEA webinar offered by ISBE on August 28th. Mrs. Armour reported that all 13 districts have submitted their FY21 IDEA grant and 7 out of 13 districts have approved grants noting the extension provided this year by ISBE due to COVID-19. Mrs. Armour noted that we will continue to check the status of grants weekly and if a grant is returned for changes, she can often take care of what is needed and have it ready to resubmit in IWAS.

Mrs. Armour reported that the Illinois provider for the Medicaid Administrative Claims is changing. Fairbanks will collect financial data through October 15th. The new company, PCG will collect the Oct-

Dec participant list and take over at that point. She noted that several emails received from them and webinar training has been provided.

Mrs. Armour reminded board members that their local board will need to adopt the "Mid-State Policy and Procedures for Behavioral Interventions for Students Eligible for Special Education" at the local level. The pdf of the policy to be adopted was attached separately with the board packet for convenience.

EXECUTIVE SESSION

None

UNFINISHED BUSINESS

Mrs. Armour presented the PRESS 104 for second reading and approval.

A motion made by Dr. Fuerstenau and seconded by Dr. Olson to approve the 2nd reading of PRESS 104, as presented. Roll Call Vote. Ms. Healy, yes; Dr. Schuchman, yes; Mr. Clark, yes; Dr. Olson, yes; Ms. Ritter, yes; Dr. Fuerstenau, yes; Dr. Garrison, yes; Mr. Koontz, yes; Mr. Theilen, yes; Mr. Powell, yes; Mr. Hopper, yes. Motion carried 11-0

NEW BUSINESS

Mrs. Armour presented the FY21 MSSE Action Plan and FY21 Director Goals for approval. These items had been provided in advance of the meeting, and there were no questions.

A motion mad by Ms. Healy and seconded by Dr. Fuerstenau to approve the FY21 MSSE Action Plan and the FY21 Director Goals as presented. Roll Call Vote. Mr. Hopper, yes; Dr. Olson, yes; Ms. Healy, yes; Dr. Garrison, yes; Dr. Fuerstenau, yes; Dr. Schuchman, yes; Mr. Clark, yes; Ms. Ritter, yes; Mr. Powell, yes; Mr. Theilen, yes; Mr. Koontz, yes. Motion carried 11-0.

Mrs. Armour presented the PRESS Policy 105 updates for a first reading which was noted in the record.

Mrs. Armour presented FY21 contracts and service agreements for CTI, Serpentine Web Solutions, and Kriha Boucek for approval.

A motion made by Dr. Fuerstenau and seconded by Mr. Shackelford to the contracts and services agreements for FY21, as presented. Roll Call Vote. Dr. Olson, yes; Ms. Healy, yes; Mrs. Clark, yes; Dr. Garrison, yes; Ms. Ritter, yes; Mr. Shackelford, yes; Mr. Hopper, yes; Dr. Fuerstenau, yes; Dr. Schuchman, yes; Mr. Koontz, yes; Mr. Theilen, yes; Mr. Powell, yes. Motion carried 12-0.

DISCUSSION

Dr. Schuchman reported that we need to move the next scheduled Executive Committee Board meeting from Wednesday October 21, 2020 to Wednesday, October 14, 2020 at 9:00 a.m. so that Robin Yockey may present the FY20 Audit.

A motion made by Mr. Hopper and seconded by Mr. Koontz to change the October MSSE board meeting to Wednesday October 14, 2020 at 9:00 a.m. Roll Call Vote. Ms. Ritter, yes; Mr. Clark, yes; Ms. Healy, yes; Dr. Fuerstenau, yes; Mr. Shackelford, yes; Mr. Hopper, yes; Mr. Koontz, yes; Mr. Theilen, yes; Dr. Olson, yes; Dr. Schuchman, yes; Mr. Powell, yes; Dr. Garrison, yes. Motion carried 12-0.

ADJOURNMENT

The meeting adjourned at 9:25 a.m.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

Becky D. Schuchman

Chairperson

10/21/2020

Date

Vickie L. Shwan

Secretary of the Board

Oct 21, 2020

Date