

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
January 22, 2020

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Vice-Chairman, Mr. David Powell, at 9:01 a.m.

MEMBERS PRESENT

Mr. Mike Shackelford, Brownstown; Dr. Becky Schuchman, Carlinville; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Steve Phillips, Mulberry Grove; Mr. Aaron Hopper, Panhandle  
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: Ms. Robin Yockey, Auditor from Mose, Yockey, Brown & Kull

MEMBERS ABSENT

Dr. Wes Olson, Bond County; Mr. Ben Theilen, Edinburg; Mr. Dave Meister, Morrisonville

NEW BUSINESS

Ms. Robin Yockey, Auditor with Mose, Yockey, Brown & Kull, LLC presented the FY19 Audit. Each superintendent was provided with the following reports: Mid-State Special Education Consolidated Annual Financial Report, Mid-State Special Education Central Annual Financial Report as well as the appropriate Region report: Bond/Fayette Region Annual Financial Report, Christian Region Annual Financial Report, or the Montgomery County/Carlinville Region Annual Financial Report. Ms. Yockey reported that she will present all reports together. She provided a comparison of fund balances for Fiscal Year 2018 to 2019. Included in the Consolidated Annual Financial Report is the reporting that is recognized by ISBE. Ms. Yockey explained that there are three reports that are included. The first report is the Independent Auditor's Report. It gives an unmodified opinion on the regulatory basis which says that your financial statements are fairly presented in accordance with the regulatory basis of the county or how ISBE requires you to present your financial statements. Also included is the Adverse Opinion-GAAP which is required because the financial statements are available through FOIA to businesses, individuals, and creditors that might not understand the regulatory basis of accounting. Mrs. Yockey reported that there were no Federal findings but an internal control finding and a compliance finding. The internal control finding was due to control issues over financial reporting due to not having controls in place to provide reports in a timely manner. Mrs. Yockey reported that she believes that has been resolved. The compliance finding is due to the budget adoption process. The posting was not placed in a public paper reporting that it was available for public inspection at least thirty days prior to approving the budget. Mrs. Yockey referred to an additional report in the back of the consolidated report. She stated that whenever an entity expends more than \$750,000.00 in federal funds, they are required to have a single audit performed in accordance with Government Auditing Standards which holds them to a higher level. All school districts and joint agreements in the State of Illinois are required to have an audit performed under Government Auditing Standards. It requires that we be in compliance with certain provisions of laws, contracts, and regulations. Mrs. Yockey referred to the Government Audit Standards Report, noting that there are three levels of deficiencies including material weakness, significant deficiency, and management comment.

Ms. Yockey reported on the comparison of fund balances from fiscal year 2018 to fiscal year 2019. Ms. Yockey stated that it is her understanding that the Steering Committee has been meeting and determining how they will hand the sub-region fund balances. There are no significant changes in the fund balances among the sub-regions or the consolidated MSSE as a whole. Next report is Material Variances on State of Revenues Received/Expenditures Disbursed. Mrs. Yockey reported that the most important thing in the Disclosure Highlights is that as of July 1<sup>st</sup> the sub-regions dissolved. Also of significance is that the United States Department of Education along with the State of Illinois no longer allows for a sub-grantee to sub-grant funds. Ms. Yockey reported that since that sub-grant will no longer flow through Mid-State, it will have a material effect on the operation and the financials of the Joint Agreement.

Ms. Yockey reported that she did receive a call from the Illinois State Board of Education yesterday letting her know that they had not received Mid-State's audit. Ms. Yockey explained to them that she would be presenting the audit to Mid-State the following day at 9:00 a.m. and hoped to have the audit uploaded by 12:00 p.m. that afternoon. Ms. Yockey reported that what remains to be completed is the GATA reporting and the goal is to have that completed by the end of the week. There is another report that goes to the Federal Audit Clearinghouse which is the data collection form that has been drafted. Ms. Yockey will review this one more time and hopes to have that submitted by the end of the week. She added that the reports for Regional Office of Education are ready for delivery. Ms. Yockey concluded by noting that she does not anticipate that Mid-State will have a single audit in the future.

#### CONSENT AGENDA

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

- Regular Session Minutes from December 18, 2019.
- Approval of the Semi-Annual Review of Closed Session Minutes August 2019 through December 2019 with the recommendation to open the closed session minutes from August 6, 2019.
- Destruction of Executive Session Audio Recordings Older than 18 Months
- Financial report to date for FY20:
  - The balance sheet for the December new account reflects assets of \$2,261,511.13. The Receipt vs. Expenditure report also reflects revenue of \$365,852.19 and expenditures totaling \$449,157.23. The projected January expenses are anticipated at \$425,000.00 with projected revenue of \$592,345.62. The resulting January 31<sup>st</sup> fund balance is projected at \$2,428,856.75.
  - The MSSE 15 account balance sheet reflects current assets of \$553,833.54. The Receipt vs. Expenditures report is in agreement and includes revenue of \$165.66. The Receipts vs. Expenditures reflect no projected January expenses and only revenue from interest and a return of a FY19 grant overpayment. The January 31<sup>st</sup> fund balance is projected at \$557,632.41.
  - The Bond/Fayette balance sheet shows current assets of \$22,317.34 on December 31<sup>st</sup>. The Christian Region balance sheet shows current assets of \$83,250.30 on December 31<sup>st</sup>. The MC/C Region balance sheet shows current assets of \$317,908.91 on December 31<sup>st</sup>.
- Accounts Payable Review & Approval- The December 18<sup>th</sup> lists total:
  - MSSE = \$169,402.85 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 10 yeas, 0 nays.

#### NEW BUSINESS

Mrs. Armour reported that there was an updated resolution related to policy 5:20 E Resolution to Prohibit Sexual Harassment included in the advanced packet.

A motion made by Mr. Shackelford and seconded by Mr. Clark to approve the Resolution to Prohibit Sexual Harassment as presented, carried by a voice vote of 10 yeas, 0 nays.

Mr. Powell reported that Dr. Olson will be completing Mrs. Armour's evaluation in the next month and will be reaching out to all superintendents for their input.

Mr. Powell reported that there is a need to approve the Continuous Service/Seniority Lists for licensed employees and support personnel.

A motion made by Mr. Hopper and seconded by Dr. Schuchman to approve the Continuous Service/Seniority Lists as presented, carried by a voice vote of 10 yeas, 0 nays.

#### UNFINISHED BUSINESS

Mrs. Armour reported that the Policy Committee provided input on specific policies in PRESS 100,101, and 102. These recommendations were incorporated along with additional review and revision. There were 11 draft policies that were provided for attorney input before being provided back to the Policy Committee for additional review. Policies recommended for review, second reading, and approval were included in the advanced packet. Mrs. Armour reported that she received input regarding Policy 2:100 related to Governing Board members and Statement of Economic Interests from attorney Brandon Wright. The policy states that the Governing Board Members must annually file a Statement of Economic Interest as required by statute. Mrs. Armour questioned our past practice and requested input. Mr. Wright replied that for the Governing Board, we do need a defined membership as it is supposed to be a board under the School Code. Mr. Wright encouraged member districts to appoint a board member and an alternate, get Statements of Economic Interest from each, and then work to get them to the meetings twice a year. Mrs. Armour reported that we will need the board member names and addresses in order for us to provide the list as required to the Circuit Clerk's office in Christian County. Dr. Schuchman asked if Mrs. Armour could check with Brandon Wright to see if they could have their board members add Mid-State to the Statement of Economic Interest that they complete for the district. Mrs. Armour will check to see if that is acceptable for the cooperative, and let everyone know once she receives input.

A motion made by Dr. Schuchman and seconded by Mr. Hopper to recommend approving the second reading of Press Plus Policies included in Press 100, 101, and 102 as presented carried by a roll call vote of 9 yeas, 0 nays. (Dr. Fuerstenau stepped out of the meeting at 9:21 a.m. and returned at 9:25 a.m.)

#### REPORTS AND COMMUNICATION

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

- Mrs. Armour provided an overview of the FY20 MSSE Action Plan updates which was also included in the advance packet.
- Mrs. Armour reported that the Director's Goals with updates were included in the advance packet and that more detailed evidence and documentation was provided this year related to her goals. She stated that when reviewing information, documents, and data back to one year ago at this time, there were "career firsts" in many categories. She accomplished many things, much of which she had no idea were even on the list, and some she will strive to never experience again. Mrs. Armour concluded that she has

always taken pride in the fact that she loves to learn noting that she learned much as well as many lessons.

- Mrs. Armour reported that due to continued technical difficulties in IWAS, the Excess Cost deadline will be extended. ISBE has recommended using the Excel worksheet to gather the necessary data which is how we recommended proceeding several months ago. Mrs. Armour reported that we will need a copy of what is submitted for our records, and noted if assistance is needed to please contact her.
- Mrs. Armour reported that the ISBE licensure department seems to be responding to shortage concerns. According to Shannon Fehrholz, ROE 51 assistant superintendent who serves on the Licensure Committee, new applicants for LBS1 endorsement will be issued a K-21 PEL with no restrictions on the grade band. To teach Early childhood Special Education, the EC endorsement or approval will still be required. Teachers, who currently have a limit on the grade band, can reapply online through ELIS and request the endorsement outside the grade range. This applies to teachers who took three courses to obtain the endorsement on their grade specific PEL. She also noted that for paraprofessionals, ACT is now showing up as an option to obtain the Para license; however, they do not yet know the cut off score. This may be helpful as the ACT might be on file at an applicant's high school. With the ACT WorkKeys and ETS ParaPro tests being allowed again, Mrs. Armour reminded superintendents that our office administers the ParaPro assessment during regular business hours for only the cost of the test.
- Mrs. Armour reported that the Time-Out and Restraint guidance and rules are still very much a work in progress. Mrs. Armour included links to proposed permanent rules and the ISBE guidance document for the convenience of the board. The public comment period is open through February 3. Mrs. Armour noted that the current rules result in some children who will be unable to continue to be served in even private day schools and in residential settings. Even so, they remain our obligation to serve. ISBE released the Guidance on Time Out and Physical Restraint early in January with the Illinois Council of School Attorneys being very involved in the drafting of this document. It helps with clarification, but many questions remain. Mrs. Armour added that we have completed a survey through IAASE to provide input as they continue to work with ISBE and legislators. IAASE hosted a webinar Wednesday afternoon featuring six attorneys who presented and answered questions for over two hours. She noted that we will continue to provide updates to district administrators and to program coordinators who are assisting with compliance, reporting, and appropriate programming for students. We are continuing to advocate so that all children will receive the interventions necessary.
- Mrs. Armour updated the board on the December 1 Child Count that is not yet verified. She reminded the group that ISBE will provide periodic updates to us so that we ensure the SIS records and ISTAR records will match and be error-free on the final day they pull the report. We will need the continued support of district SIS personnel in order to be error-free so that this count reflects the highest possible Dec. 1<sup>st</sup> count for your district as this translates to IDEA funding for your district.
- Mrs. Armour reported that we received the FY19 pro-ration rates yesterday. Both Individual and Summer Orphanage will be reimbursed at 100% and Private Facility at 79.5% down slightly from FY18 at 80.16%. Mrs. Throne will generate the student computation reports, and then will email each superintendent and bookkeeper the final reimbursement amounts.

### Communications

- None

### Steering & Finance Committee and Policy Committee Meetings:

- The Policy Committee met following the December board meeting to provide input on specific policies in PRESS 100, 101, and 102. The Steering & Finance

Committees met prior to today's board meeting and will reconvene after the board meeting.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS

Mrs. Armour reported that she is excited to present a candidate for employment for the psychologist position that has been vacant the last two years. Our current intern in Hillsboro, Lucas Altenberger who will graduate in May from SIU-E with this specialist degree, was interviewed for the position. The Litchfield administration was able to participate in the interview and shared information regarding their district. Mrs. Armour recommended the employment of Mr. Altenberger for the vacancy in the Litchfield district.

A motion made by Dr. Fuerstenau and seconded by Mr. Hopper to approve the employment of Lucas Altenberger, as a full-time school psychologist effective at the start of the 2020-21 school year, pending successful completion of all state and local requirement, carried by a roll call vote of 10 yeas, 0 nays.

DISCUSSION


The next Executive Committee Board meeting is scheduled for Wednesday, February 19, 2020 at 9:00 a.m.

ADJOURNMENT

A motion made by Dr. Fuerstenau and seconded by Ms. Healy to adjourn the meeting at 9:36 a.m. carried unanimously by voice vote.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

  
\_\_\_\_\_  
Chairperson

1-20-20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary of the Board

2-19-2020  
\_\_\_\_\_  
Date