

**MID-STATE SPECIAL EDUCATION  
GOVERNING BOARD MEETING**

August 23, 2023

Mid-State Special Education  
Morrisonville, Illinois

**Minutes**

**PROCEDURAL BUSINESS:**

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The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Ms. Melissa Ritter, at 6:34 p.m.

**Members Present:**

<u>District</u>	<u>Superintendent</u>	<u>Board Representative</u>
Morrisonville		Bobbie Harker
Edinburg		Jeff Pentzien
South Fork		Bob Brandon
Mulberry Grove		
Bond County	Wes Olson	Amy Frey
Brownstown		
St. Elmo		
Vandalia		Therese Tate
Ramsey	Melissa Ritter	Katie Hayes
Carlinville	Becky Schuchman	Kathy Norris
Panhandle	Aaron Hopper (Remote)	Terri Payne
Hillsboro		
Litchfield		

**Others Present:**

Bobbi Fisher, Director  
Liz Holcomb, Business Manager  
Vickie Throne, Executive Secretary

**Presentation of Proxies:**

None

**CONSENT AGENDA:**

Presented for review and approval:

- Official Designation of Officers
  - Governing Board President – Ms. Hayes, Ramsey CUSD #204 Board of Education
  - Governing Board Vice-President – Bob Brandon, South Fork CUSD #14 Board of Education
  - Governing Board Secretary – Ms. Throne, Mid-State Executive Secretary
  - Governing Board Treasurer – Ms. Holcomb, Business Manager
  - Executive Committee Chairperson – Ms. Melissa Ritter, Ramsey
  - Executive Committee Vice-Chairperson – Mr. Clark, South Fork
  - Executive Committee Secretary – Ms. Throne, Mid-State Executive Secretary
  - Finance Committee: Dr. Schuchman, Carlinville; Ms. Bowman, Mulberry Grove, Mr. Hopper, Panhandle Ms. Ritter, Ramsey; Mr. Clark, South Fork
  - Personnel/Search Committee: Dr. Schuchman, Carlinville; Ms. Ritter, Ramsey; Mr. Portz, St. Elmo; Mr. Clark, South Fork; Dr. Garrison, Vandalia
  - Policy Committee: Ms. Francis, Edinburg; Ms. Ritter, Ramsey
  - Grounds & Facilities Committee: Mr. Shackelford, Brownstown; Mr. Powell, Hillsboro; Dr. Fuerstenau, Litchfield; Mr. Hopper, Panhandle

- Minutes from March 22, 2023 MSSE Consolidated Budget Amendment Hearing
- Minutes from March 22, 2023 Governing Board Meeting
- Recommendation for destruction of Executive Session audio recordings older than 18 months – 8/25/2021 Recorded due to Health Emergency
- Annual Delegation of Duties to the Executive Committee
- Annual Delegation of Duties to the Director of Special Education
- Annual Approval of the Revised Special Education Procedures Assuring the Implementation of comprehensive Programming for Children with Disabilities for MSSE and All Member Districts

A motion made by Ms. Hayes, Ramsey and seconded by Ms. Norris, Carlinville to approve all items on the consent agenda. Roll Call Vote: Harker, yes; Pentzien, yes; Brandon, yes; Frey, yes; Tate, yes; Hayes, yes; Norris, yes; Payne, yes. Motion carried 8-0.

### **REPORTS AND COMMUNICATION:**

Mrs. Fisher thanked the board members for attending in person and tonight and serving as their district's board representative on our Governing Board. Ms. Fisher introduced Liz Holcomb, Business Manager and Vickie Throne, Executive Secretary.

### **NEW BUSINESS:**

Mrs. Fisher thanked the attendees who are present and attending via Zoom for serving as their district's board representative on our Governing Board.

Mrs. Fisher reported that although many responsibilities are delegated to the Executive Committee which is made up of our superintendents who meet monthly or to the director, a few responsibilities legally require action by an elected board at least annually. We appreciate you taking time to represent your school district by being present tonight so that we can hold our required Governing Board meeting and complete the tasks that are required of this body.

Mrs. Fisher would like to take some time to share how her transition as the new director has been going. As soon as school closed in May, Mrs. Fisher spent several weeks in the Mid-State office to continue the valuable mentoring sessions that Angie provided. Angie spent a large amount of time with her in her final year as director, and that will play a major factor in Mrs. Fisher's success. Mrs. Fisher reported that she used time in June to prepare for her start, including preparing for several staff meetings and training scheduled for July and August. Mrs. Fisher attended the Director's Conference where she heard Dr. Tony Sanders speak and she attended many break-out sessions (IDEA allocations, teacher retention, mental health, due process/dispute resolutions, and director mentoring where she was inspired to do a book study with the Program Coordinators, "Your Life is Your Message". Mrs. Fisher also engaged in several other trainings including OMA and FOIA, Budget Basics, and on-going legal webinars made available to her. We worked on grant periodic reports, prepped IDEA grants for districts, approved contracts, paid bills, and took care of the formality of switching all accounts over to herself (bank, ISBE, GATA, DHS, SDS, Embrace, website, etc.). Mrs. Fisher has taken advantage of the board providing her with a membership with the CEC, IASA, and IAASE. Organization goals, director goals, Action Plan, and employee handbook were all updated as well. Employment procedures were updated with the help of Bushue, to meet the requirements associated with Faith's Law. The employee evaluation schedule was updated, ensuring all employees due for an evaluation has one completed this school year. The staff in the MSSE office all knew Mrs. Fisher prior to starting this new role, but we spent time together and discussed procedures and how some can be simplified for efficiency. We all had lunch once a week during the summer to stay connected and to discuss progress on summer tasks. CTI and Mrs. Fisher worked together to get a new phone system for the office, which was much overdue. The existing phones were over 20 years old and it will save the organization money in the long run to make the switch. The organization has initiated a Facebook page for recruitment and general celebration purposes. In June, we hosted Dr. Burns and Brandon Wright as they presented on RTI/MTSS. Dr. Burns gave valuable resources

regarding reading interventions, progress monitoring tools, and overall best practices. Brandon presented on RTI plans; what should go in them, the legalities of RTI/MTSS requirements, etc. In July, we had a bootcamp for 1<sup>st</sup> and 2<sup>nd</sup> year Program Coordinators and in August, we hosted GoForward with PCs where we heard legal updates and answers to questions from Brandon Wright. We also discussed beginning of year business. Our book study this year with PCs will be "Your Life is Your Message" by Nancy Stanford Blair, focusing on administration remembering that their life is their message and they should make it inspiring! We made a visual for them to keep in their offices where they listed words to remind them of what they want their message to say this year. Brandon Wright came back again in August to speak to the entire staff. We gifted staff with a small pencil bag with the MSSE logo on it as a small token of appreciation. Procedures and updates for the year were also shared with staff during this meeting. This was Mrs. Fisher's first time leading a whole-staff meeting as the director and she believes it went very well, mainly due to the fact that staff already knew her. For professional development, we have offered Year 1 mentoring for 1<sup>st</sup> year teachers and Emma Reichert Campbell hosted ULS and DTI trainings. We also provided 5 different CPI trainings so far this month. We lost an SLP-substitute due to health concerns. This position was covering a maternity leave for the first semester of the school year. We were fortunate to have filled the sub position with in-house SLPs and through TheraKids with the use of their tele-therapy services.

**Personnel Action Items and FY23 Consolidated Budget:** The following personnel action items that occurred since the March 22, 2023 Governing Board Meeting, were previously approved by the Executive Committee, and were presented for approval.

- Certified (Full-time) – Emma Reichert, Board-Certified Behavior Analyst
- Certified (Part-Time Sub) – Jeanne Winkler, Speech Language Pathologist
- Non-Certified (Intern) – Amy Toberman, Psychologist Intern
- Certified ESY – Debbie Musgrave, Speech Pathologist

A motion made by Ms. Norris and seconded by Ms. Payne to approve certified and non-certified personnel action items and the FY23 Consolidated Budget, as presented. Roll Call Vote: Frey, yes; Tate, yes; Hayes, yes; Harker, yes; Pentzien, yes; Brandon, yes; Norris, yes; Payne, yes. Motion carried 8-0.

**DISCUSSION:**

The next Governing Board Meeting is scheduled for Wednesday, April 3, 2024, at 6:30 p.m. at the Mid-State Special Education office in Morrisonville.

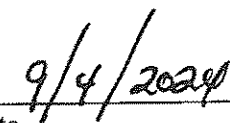
**ADJOURNMENT:**

Motion made by Ms. Tate and seconded by Mr. Brandon to adjourn the meeting at 6:455 p.m. Voice Vote: 8 yays, 0 nays. Motion carried 8-0.

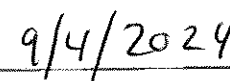
Respectfully submitted,

Ms. Vickie Throne, Board Secretary

  
Governing Board President

  
Date

  
Governing Board Secretary

  
Date