

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

August 28, 2024

Mid-State Special Education  
Morrisonville, Illinois

**Minutes**

**PROCEDURAL BUSINESS:**

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Chairman Mr. Chis Clark called the regular meeting of the Mid-State Special Education Executive Committee to order, at 6:36 p.m.

**Members Present:**

<u>District</u>	<u>Superintendent</u>	<u>Board Representative</u>
Bond County	Not present	Not present
Brownstown	Not present	Not present
Carlinville	Not present	Ms. Kathy Norris
Edinburg	Not present	Mr. Jeff Pentzien
Hillsboro	Not present	Not present
Litchfield	Not present	Not present
Morrisonville	Not present	Ms. Bobbie Harker
Mulberry Grove	Not present	Not present
Panhandle	Not present	Ms. Terri Payne
Ramsey	Not present	Mr. Keith Casey
South Fork	Mr. Chris Clark	Mr. Wes Aymer
St. Elmo	Not present	Not present
Vandalia	Not present	Ms. Theresa Tate

**Others Present:**

Bobbi Fisher, Director  
Liz Holcomb, Business Manager  
Ingrid Watkins, Executive Secretary

**Presentation of Proxies:**

None

**CONSENT AGENDA:**

Presented for review and approval:

- Official Designation of Officers
  - Governing Board President: Mr. Bob Brandon, South Fork #114 Board of Education
  - Governing Board Vice-President: Ms. Lisa Voelker, St. Elmo #202 Board of Education
  - Governing Board Secretary: Mid-State Executive Secretary, Ms. Watkins
  - Governing Board Treasurer: Mid-State Business Manager, Ms. Holcomb
  - Executive Committee Chairperson: Mr. Chris Clark, South Fork #14
  - Executive Committee Vice-Chairperson: Mr. Portz, St. Elmo #202
  - Executive Committee Secretary: Ms. Watkins
  - Finance Committee: Mr. Clark, South Fork; Mr. Portz, St. Elmo; Dr. Schuchman, Carlinville; Ms. Bowman, Mulberry Grove; Mr. Hopper, Panhandle
  - Personnel & Search Committee: Mr. Clark, South Fork; Mr. Portz, St. Elmo; Dr. Schuchman, Carlinville; Mr. Portz, St. Elmo; Dr. Garrison, Vandalia; Ms. Ritter, Ramsey
  - Policy Committee: Mr. Clark, South Fork; Ms. Francis, Edinburg

- Grounds & Facilities Committee: Mr. Hopper, Panhandle; Mr. Lund, Brownstown; Mr. Powell, Hillsboro; Dr. McClain, Litchfield
- Minutes from August 23, 2023 MSSE Consolidated Budget Amendment Hearing
- Minutes from August 23, 2023 Governing Board Meeting
- Recommendation for destruction of Executive Session audio recordings older than 18 months – 8/24/2022 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 Mr. Aymer, South Fork and seconded by Ms. Payne, Panhandle to approve all items on the consent agenda. Roll call Vote: Norris, yes; Pentzien, yes; Harker, yes; Payne, yes; Casey, yes; Aymer, yes; Tate, yes. Motion carried 7-0

#### **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 Ingrid Watkins, 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 MSSE had a great 23-24 school year! Mrs. Fisher reported that she settled into her position and completed all the yearly tasks for her position. Last year was successful due to the MSSE staff. They carried their weight and more, helping to get a good start. The five central staff employees worked alongside Mrs. Fisher as a team. The 40 other employees assigned out in districts are so knowledgeable and experienced; she was able to offer assistance as needed and complete her own tasks.

A summary of the year included with MSSE starting a new Facebook page and the beginning of the year Leadership meeting, "Go Forward", followed up with monthly Leadership meetings. MSSE also had monthly mentoring meetings for first year teachers and 1st and 2nd year Program Coordinators. Brandon Wright came to speak to the Leadership group and the whole-staff to discuss legal updates. MSSE also hosted a Professional Development event that included a presentation on PUNS. Staff attended a lot of Professional Development, as they are all eager to learn. SCISHA was exceptionally active this year, bringing in 3 big-name presenters to speak to the Speech Therapists. MSSE bought virtual reality Ocular systems to assist with Transition Services, provided many Professional Development events such as CPI and targeted training on accommodations, behavior, DTI, Unique Learning Systems, BIP writing, among others. The Eligibility Criteria, Employee Handbook, edited Home Hospital Guidance, MDR Procedures, and revised the SDS packet were updated. At the end of the year, employees were honored for years of service, seven Making a Difference Awards were given out, and the entire staff had a fiesta-themed party. MSSE has many professional development opportunities lined up related to focusing on increasing interventions and lowering the percentage of students identified for special education, related to Speech Language Pathology, Crisis De-Escalation, mentoring, and many others. Collectively, the organization is thriving, making positive advancements in operations, and strengthening as an organization in general.

**Personnel Action Items, Directors Contract, and FY25 Consolidated Budget:** These items, the Personnel action items, Directors contract, and FY25 MSSE Consolidated budget were approved by the Executive Committee, and are presented for approval. The following are the personnel action items that occurred since the August 2023 Governing Board Meeting.

- Certified (Full-time) –Kristen White, School Psychologist; Amy Toberman, School Psychologist (has since resigned in June 2024); Chris Harms Speech Language Pathologist (rehired due to Retiree Return to Work being extended)
- Certified Reassignment (Part Time) – Patricia Redpath, School Social Worker (increased from 1 day a week to 3 days a week)
- Certified (Part-Time) – Peggy Rice, DHH Teacher (only worked April & May 2024); Angie Armour, Program Coordinator (Morrisonville district); Larry Emerick, School Psychologist (Bond) & Social Workers Short-Term Sub (Brownstown, Mulberry Grove, Ramsey, St. Elmo)
- Non-Certified (Full Time) – Kristy Pfalzgraf, Student Data Clerical
- Certified ESY – Debbie Musgrave, Speech Pathologist
- Director's contract from 2024-2028, effective July 1, 2024. The board is requesting a motion to act retroactively on approving the contract.

A motion made by Ms. Norris and seconded by Mr. Pentzien to approve certified and non-certified personnel action items, the Directors contract and the FY25 Consolidated Budget, as presented. Roll call Vote: Norris, yes; Pentzien, yes; Harker, yes; Payne, yes; Casey, yes; Aymer, yes; Tate, yes. Motion carried 7-0

#### **DISCUSSION:**

The next Governing Board Meeting is Wednesday, March 26, 2025, at 6:30 p.m. at the Mid-State Special Education office in Morrisonville.

#### **ADJOURNMENT:**

Motion made by Ms. Tate and seconded by Ms. Payne to adjourn the meeting at 6:42 p.m. Voice Vote: Motion carried 7-0.

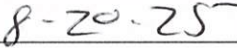
Respectfully submitted,

Ms. Ingrid Watkins, Board Secretary

  
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Governing Board President

  
\_\_\_\_\_  
Date

  
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Governing Board Secretary

  
\_\_\_\_\_  
Date