

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
October 10, 2023

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee held at the Regional Office of Education #3 in Vandalia was called to order by Chairman, Ms. Melissa Ritter at 9:00 a.m.

MEMBERS PRESENT

Bond County: Dr. Wes Olson; Brownstown: Mr. Mike Shackelford; Edinburg: Ms. Ashley Francis (arrived at 9:05 a.m.); Morrisonville: Mr. Patrick Murphy; Mulberry Grove: Ms. Casie Bowman; Panhandle: Mr. Aaron Hopper; Ramsey: Ms. Melissa Ritter; South Fork: Mr. Chris Clark; St. Elmo: Mr. Travis Portz; Vandalia: Dr. Jennifer Garrison

MEMBERS ABSENT

Carlinsville: Dr. Becky Schuchman; Hillsboro: Mr. David Powell; Litchfield: Dr. Gregg Fuerstenau;

OTHERS PRESENT

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

CONSENT AGENDA

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

- Regular Session Minutes from September 20, 2023
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 3/16/2022 and no executive recordings;
- Financial report - The FY24 Balance Sheet and Receipt vs. Expenditures reflects the September fund balance of \$2,550,983.81. The receipts of \$999,882.71 include district assessments, interest, and GSA/EBF and expenditure totaled \$457,235.78. October projected revenue is \$787,254.96 and expenses of \$495,843.20. The resulting October 31<sup>st</sup> fund balance is projected at \$2,842,395.57.
- Request for Accounts Payable approval and order for immediate payment for the October 18<sup>th</sup> bills. Payable list total \$199,095.44 and the November 15<sup>th</sup> payables is requested.

A motion made by Mrs. Ritter and seconded by Mr. Shackelford to approve the Consent Agenda. Roll Call Vote. Shackelford, yes; Olson, yes; Portz, yes; Bowman, yes; Murphy, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes. Motion carried 9-0.

REPORTS AND COMMUNICATION

Mrs. Fisher reported that October is Physical Therapy Month and would like to take time to thank and appreciate the PTs and PTAs that serve our 13 districts. Between our very own Amy Ashmore, and the wonderful Thera Kids employees (Deanne Perry, Jane Goeken, Kelli Evans, Carrie Downs, Megan Lilley, and Lauren Hirner), we are able to deliver top notch PT services to students and families. Mrs. Fisher recognized them as an amazing group of professionals!

Mrs. Fisher reported that all 13 districts have now been approved for their Restraint and Time-Out Reduction Plan. Mrs. Fisher reminded all districts to ensure the plan approved by ISBE along with the RTO Bill of Rights document and the Policy and Procedures for Behavioral Interventions 2022 are all posted on their district website. We have been told by ISBE that we will be updating the plans with progress again this summer. Mrs. Fisher reported that we are to wait for the new form to come out in order to start the updates.

Mrs. Fisher is happy to report that all 13 districts FY24 IDEA Part B grants have all been approved.

Mrs. Fisher reported that on September 25th, ISBE sent out the annual LEA Determinations matrix. All districts met requirements at 80% or higher. Our districts have all met for the 3<sup>rd</sup> year in a row, with this

year's minimum being 86.67%, with 80% being the met target. Eight of our districts had 100% ratings, which is something we should be proud of. The only improvement that Mrs. Fisher can suggest to focus on in some districts is the graduation rates for students in special education. The state looked for 82.6% graduation rate for the FY22 school when interpreting this data. The other area is early childhood service delivery settings. For FY22 data, the state was looking for 47% of EC students to have the majority of their services in the general education setting. We are a cooperative full of tier 1 schools, which is a credit to the current and past cooperative and district employees working towards indicator compliance. Once the school report cards come out in late October, we will analyze that information as well as form an administrative group to determine what areas of improvement we should be working on.

Mrs. Fisher reported that the Director's Goals were included in the advanced packet. Updates will be provided to the board regarding progress. No changes have been made to the goals at this time.

Mrs. Fisher reported that MSSE has conducted several staff meetings in the month of September/early October.

- Leadership meeting was held on October 4, 2023. The group discussed their book study, planned for a virtual mentoring event on October 25<sup>th</sup>, discussed reevaluation procedures and the revisions suggested for the SDS and Medical reevaluation forms, discussed staff evaluations, planned for the IAASE fall conference, analyzed the LEA Determinations data, discussed the special educator article and how it relates to the MSSE and our districts, and planned for the quarter two team meeting.
- Virtual Mentoring session was held on September 20, 2023 by both Amy Knodle and Barb Daugherty. They had a total of nine participants for their hour long zoom mentoring meeting. This was aimed towards first year teachers. They worked on writing IEP goals among other timely IEP information.
- Program Coordinator Mentoring was held on September 28, 2023. Keri Buscher, Amy Knodle, and Barb Daugherty all participated in our monthly PC mentoring zoom call. They learned about Medicaid Billing and different reports/data they should be regularly be pulling.
- Mrs. Fisher has assembled an Eligibility Criteria Committee as Brandon Wright's presentation alarmed us to the fact that we weren't in line with the state statute. Lisa Murfee, Lucas Altenberger, Kassi Charles, and intern Amy Toberman made up the committee, along with Mrs. Fisher. The first meeting has been held and the group made great strides towards updating the SLD eligibility criteria. Once the committee has completed their work, they will be sending the changes to Brandon Wright for his approval before presenting it to the board to be adopted.
- Mrs. Fisher reported that a Psychologist/Social Worker Meeting was held September 22, 2023 and there was a great turn out, with only three members unable to attend. The group revised the re-evaluation procedures and discussed updating/down-sizing some of the paperwork. Mrs. Fisher learned that all of our teams are doing some things a bit differently and that is okay, but stressed that it is important that we make sure we are all following the required pieces, per the state law. We met as a team and discussed those important pieces, revising our procedures to ensure we are in line with the law. The final copy of the re-evaluation procedures will be distributed once all work is complete.

Mrs. Fisher provide the board with an update on her Director Transition.

- Mrs. Fisher is formally evaluating seven staff members and conducting informal observations for six other employees this semester. Mrs. Fisher has enjoyed her time out in the districts as she works towards completing the evaluation and observations.
- Mrs. Fisher reported that we have begun the planning process for FY25, as the two Psychology Interns are only with us for the year. We have hopes of hiring two full

time School Psychologists for next year. Liz and Mrs. Fisher have been preparing financial information to districts, as well as data so final decisions can be made.

- Mrs. Fisher is continuing to plan for the two January maternity leaves. Mrs. Fisher has reached out to all leads provided, the notice for the SLP need has been advertised, and Mrs. Fisher has offered the SLPs on leave to work remotely if cleared by their doctor and if they would want to and are able to. We have also reached out to SASSED who is looking into the possibility of being able help out both South Fork and Edinburg. Mrs. Fisher has not heard the final outcome from SASSED as of today. Mrs. Fisher reminded the board that we do have a contract with TheraKids for virtual speech therapy during the leaves if nothing else is available.
- Mrs. Fisher is working to plan a whole MSSE staff meeting for December 8<sup>th</sup>. Brady Smith from Loman-Ray Insurance Company will be presenting to the staff regarding how to be good insurance consumers. Mrs. Fisher reported that we will provide lunch and give staff a holiday gift, and we will provide any necessary updates.
- Mrs. Fisher reported that planning has begun for MTSS/RtI training focus for the summer of 2024. As we work through the reevaluation procedures and the eligibility criteria, many conversations are taking place regarding RtI improvements that are necessary. We would like to look at more Written Expression interventions, continue to learn about Reading interventions, and then eventually discuss math and get into the behavior side of MTSS. The Program Coordinators and Mrs. Fisher will continue to talk through that and hopefully decide on an area of training so then we can work on getting a presenter booked.
- Mrs. Fisher continues to support staff and make sure everyone has what they need to do their jobs. Mrs. Fisher is answering questions daily, getting out into the districts and learning how the school year has been going after the start of the year.

Mrs. Fisher reported that the Finance Committee met on September 20, 2023 to advise the director on unforeseen expenditures and to discuss salaries for potential new hires for FY25. Mrs. Fisher asked the committee if any data is requested to be analyzed by the Finance Committee.

Mrs. Fisher reported that the Personnel Committee met prior to today's meeting, October 10, 2023. The committee discussed the director's transition and work load as well as potentially hiring additional School Psychologists for the FY25 school year.

A motion made by Mr. Hopper and seconded by Ms. Bowman to post two School Psychologist job listings as needed and as recommended by the Personnel Committee and approve the salary recommended by the Finance Committee as presented. Roll Call Vote. Portz, yes; Clark, yes; Olson, yes; Ritter, yes; Murphy, yes; Garrison, yes; Bowman, yes; Francis, yes; Shackelford, yes; Hopper, yes. Motion carried 10 yay, 0 nays.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Mrs. Fisher was advised by Hottenrott on Sunday that they are unable to present the FY23 Audit at today's meeting. The plan is for Hottenrott to present the FY23 Audit via Zoom during the November 15, 2023 board meeting.

#### EXECUTIVE SESSION

None

### ACTION ITEMS

Mrs. Fisher recommended approving the maternity leave request for both Andrea Hughes and Kelli Stewart. Andrea Hughes SLP in South Fork and Edinburg is requesting leave from January 22, 2024 through March 18, 2024 and Kelli Stewart SLP in Panhandle is requesting leave from January 3, 2024 through March 18, 2024.

A motion made by Ms. Ritter and seconded by Mr. Clark to approve the leave request for Andrea Hughes and Kelli Stewart as presented. Roll Call Vote. Hopper, yes; Olson, yes; Portz, yes; Garrison, yes; Murphy, yes; Shackelford, yes; Clark, yes; Francis, yes; Bowman, yes. Motion carried 10 yay, 0 nays.

### DISCUSSION

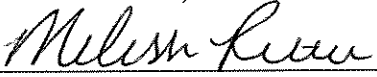
The next MSSE Executive Committee Board Meeting is scheduled for Wednesday, November 15, 2023 at 9:00 a.m.

### ADJOURNMENT

A motion made by Dr. Garrison and seconded by Ms. Bowman to adjourn the meeting at 9:16 a.m. Motion carried unanimously by voice vote.

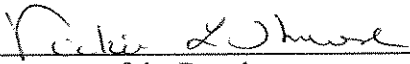
Respectfully submitted,

Mrs. Bobbi Fisher, Director



Chairperson

11/15/23  
Date



Secretary of the Board

11/15/2023  
Date