

**MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
December 13, 2023**

**PROCEDURAL BUSINESS**

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

**MEMBERS PRESENT**

Morrisonville: Mr. Patrick Murphy; South Fork: Mr. Chris Clark; Bond County: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Vandalia: Dr. Jennifer Garrison by proxy Ms. Melissa Ritter; Ramsey: Ms. Melissa Ritter; Carlinville: Dr. Becky Schuchman; Panhandle: Mr. Aaron Hopper; Hillsboro: Mr. David Powell; Litchfield: Dr. Gregg Fuerstenau

**MEMBERS ABSENT**

Edinburg: Ms. Ashley Francis; Mulberry Grove: Ms. Casie Bowman;

**OTHERS PRESENT**

Mrs. Bobbi Fisher, Director; Liz Holcomb, Business Manager; Vickie Throne, Executive Secretary; Ingrid Watkins, Student Data Specialist

**CONSENT AGENDA**

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

- Regular Session Minutes from November 15, 2023
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 5/18/2022 and no executive recordings;
- Financial report - The FY24 Balance Sheet and Receipt vs. Expenditures reflects the November fund balance of \$3,215,066.23. The receipts of \$811,385.37 and expenditure totaled \$478,632.63. November projected revenue is down to \$226,609.84 since 11 of the 13 districts have paid five of the six assessments with expenses of \$520,022.15. The resulting December 31<sup>st</sup> fund balance is projected at \$2,920,653.92.
- Review of previously approved payables for December 13<sup>th</sup> totaling \$227,241.08.

A motion made by Dr. Schuchman and seconded by Mr. Aaron Hopper to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Portz, yes; Murphy, yes; Ritter, yes; Garrison by proxy Ritter, yes; Hopper, yes, Clark, yes; Schuchman, yes. Roll Call Vote. Motion carried 10 yay, 0 nays.

**REPORTS AND COMMUNICATION**

Mrs. Fisher reported that we held a MSSE staff meeting on December 8, 2023. Brady from Loman-Ray presented insurance changes and he shared how we can be good consumers to limit rate increases next year. Mrs. Fisher provided updates regarding changed made to eligibility criteria and SDS forms. We also celebrated the holidays and gifted all staff a new MSSE shirt. Lastly, we celebrated Vickie's retirement as an MSSE family. It was a great time together.

Mrs. Fisher reported that leadership met on December 8, 2023. The program coordinator group met to discuss the 3<sup>rd</sup> quarterly team meeting agenda. The MSSE action plan was updated and they started planning summer Professional Development, and other upcoming items.

Mrs. Fisher reported that Program Coordinator mentoring took place on November 30, 2023. Amy Knodle and Barb Daugherty were able to join Mrs. Fisher. Discussion occurred regarding DLM and other state assessments, goal updates, semester 1 ending tasks, and IEEs.

Mrs. Fisher reported on that the RTO proposed amendments were published late November, giving time for public comment before being acted on. The main points of the proposed changes are: some changes to clarify detention facilities and what rules apply to them, requirements to rooms being used for time outs, prone physical restraint is now eliminated altogether, they have put a timeline on 20 days that a follow-up meeting needs to

be held if we had 3 instances of RTO within 30 days, they have extended who can file a complaint to advocates and the complaint can go through mediation if agreed upon, and a few minor other changes.

Mrs. Fisher reported that the Program Coordinators and herself are planning summer Professional Development related to RtI. Barb Daugherty is also coordinating some Professional Development that was requested by St. Elmo. Ms. Daugherty will record that Professional Development so that it can be shared with other districts. The training will encompass accommodations, modifications, adapting to cater to OT/PT needs, and classroom management.

Mrs. Fisher reported that the final allocations, remaining 10%, were pushed into the grant 2 weeks ago. The official allocations were published and sent out via email earlier this week. If anyone needs help amending their grant, please reach out.

Mrs. Fisher reported that we are awaiting AFR data to begin work on all district Excess Cost calculations for submission in January. Vickie will be working with Ingrid on completing this task before retirement.

Mrs. Fisher reported that we received a donation from KC in Assumption. We would like to thank Rob Bridgman and the KC Council for their \$500 donation to our organization. This is an annual donation following a funding drive that they hold each year. Mr. Bridgman personally dropped the check off to our office on November 28th and Mrs. Fisher thanked him in person and we will be publishing a public thank you in the Assumption paper.

Ms. Fisher reported on MSSE Staff Committees.

- Eligibility Criteria Committee- They had 3 virtual meetings, one in-person meeting to get feedback from the psych/SSW group, and their work was submitted to Brandon Wright for feedback. Their work is resulted in the final product, for you to approve in new business. Mrs. Fisher would like to thank Lisa Murfee, Lucas Altenberger, Kassie Charles, and Amy Toberman for taking time to work on this committee.
- PERA/RIF Committee- The committee met on November 21<sup>st</sup> to hold the required meeting. They completed their requirements and decided to update their Evaluation Plan. The only edits they made were adding that tenured employees can be excused from an evaluation their last year before retiring. They had that new plan in new business to be approved. The minutes from the meeting were in your advanced packed. They also worked on the Workload Limit plan, which hadn't been updated since 2009. The plan stayed the same, collectively, but they did add an administrator assistance section. It reads: "Director and Program Coordinators will review the Work Load Summary completed annually by special educators. If the information provided is substantially greater than other professionals in the same field, the employee will receive administrator assistance to problem-solve how to alleviate the work load." That plan is in new business for the board to approve. Mrs. Fisher encourages each district to use this plan as a template and ensure that your district has a plan on file.

Mrs. Fisher reported that the Personnel Committee members met prior to this board meeting and discussed the director transition, clerical staffing, and intern postings for FY25. Recommendations were made to the executive committee to recommend the executive committee to hire Ingrid Watkins as executive secretary, effective Feb. 1, 2024, to recommend we post a Clerical-Student Data position, to recommend Kristen White as a full-time school psychologist starting FY25, and to recommend they post vacancies for paid internship positions for SLP, School Psych, and SSW for the 24-25 school year. The actions are noted in the Executive Session of the agenda. If we receive applications, Mrs. Fisher will reach out to all of you and see if anyone is interested in an intern.

Mrs. Fisher reported that the Finance Committee members met prior to this board meeting to discuss clerical staff rate of pay (raise for appointed executive secretary and potential rate of pay for a new clerical candidate due to Vickie's retirement) and to recommend a School Psychologist salary for the recommended candidate. Recommendation made from the Finance Committee is a pay increase of \$3.00 per hour for Ingrid Watkins, pending hire for the Executive Secretary position, recommend setting a starting salary range for a new clerical

hire at \$17.50-\$19.00 per hour, pending experience, and recommend Kristen White to start at a salary of \$62,000 in FY25 school year as full-time School Psychologists. Action to approve those items are noted in the Executive Session section.

### UNFINISHED BUSINESS

Mrs. Fisher presented a second reading and action on policy updates.

A motion made by Dr. Fuerstenau and seconded by Dr. Schuchman to approve the second reading and action on policy updates, as presented. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Portz, yes; Murphy, yes; Ritter, yes; Garrison by proxy Ritter, yes; Hopper, yes, Clark, yes; Schuchman, yes. Roll Call Vote. Motion carried 10 yays, 0 nays.

### NEW BUSINESS

Mrs. Fisher reported on the approval of Continuous Service/Seniority Lists. Lists were distributed to employees for input and are in final form documenting service through the 2022-23 school year

Mrs. Fisher reported on the approval of Eligibility Criteria, Workload Limit Plan, and MSSE Evaluation Plan for Licensed Personnel

A motion made by Mr. Powell and seconded by Dr. Fuerstenau to the Mid-State Continuous Service/Seniority Lists for Certified and Non-Certified Staff, approving the revisions made to the Eligibility Criteria, Workload Limit Plan, and MSSE Evaluation Plan for Licensed Personnel, all as presented. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Portz, yes; Murphy, yes; Ritter, yes; Garrison by proxy Ritter, yes; Hopper, yes, Clark, yes; Schuchman, yes. Roll Call Vote. Motion carried 10 yays, 0 nays.

### EXECUTIVE SESSION

None

### ACTION ITEMS

Mrs. Fisher recommended approving the Personnel Committee's recommendation to employ Kristen White starting in the 24-25 school year as a Full-Time School Psychologist (pending all licensure and state/local regulations are met) at the salary recommended by the Finance Committee, approve the recommendation from the Personnel Committee to employ Ingrid Watkins, effective Feb. 1, 2024 at the rate recommended by the Finance Committee, approving the Personnel Committee's recommendation to post a clerical-student data position with consideration of the hourly rate range recommended by the Finance Committee, and approval of the retirement of Vickie Throne effective January 31, 2024.

A motion made by Mr. Clark and seconded by Dr. Schuchman to approve the Personnel Committee's recommendation to employ Kristen White starting in the 24-25 school year as a Full-Time School Psychologist (pending all licensure and state/local regulations are met) at the salary recommended by the Finance Committee, approve the recommendation from the Personnel Committee to employ Ingrid Watkins, effective Feb. 1, 2024 at the rate recommended by the Finance Committee, approving the Personnel Committee's recommendation to post a clerical-student data position with consideration of the hourly rate range recommended by the Finance Committee, and approval of the retirement of Vickie Throne effective January 31, 2024.. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Portz, yes; Murphy, yes; Ritter, yes; Garrison by proxy Ritter, yes; Hopper, yes, Clark, yes; Schuchman, yes. Roll Call Vote. Motion carried 10 yays, 0 nays.

### DISCUSSION

The Executive Committee Board is scheduled for Wednesday, January 17, 2024 at 9:00 a.m. The February 13, 2024 Executive Committee meeting will be followed by a Finance Committee meeting. The Governing Board Meeting is scheduled for Wednesday, April 3, 2024 at 6:30 p.m. but may be cancelled. From the MSSE office, we want to wish you all a very Merry Christmas. We hope you enjoy the goodies that our clerical staff prepared for you.

### ADJOURNMENT

A motion made by Dr. Olson and seconded by Dr. Fuerstenau to adjourn the meeting at 9:10 a.m. Motion carried unanimously by voice vote.

Respectfully submitted,

Mrs. Bobbi Fisher, Director

Melvin Rizer  
Chairperson

1/17/24  
Date

Angie Watkins  
Secretary of the Board

1/17/24  
Date