

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING

Regular Board Meeting

Official Minutes

April 14, 2025

PROCEDURAL BUSINESS

Chairperson, Mr. Chris Clark at 9:00 a.m., called the meeting of the Mid-State Special Education Executive Committee to order.

MEMBERS PRESENT

South Fork: Mr. Chris Clark; Mulberry Grove: Ms. Casie Bowman; Vandalia: Dr. Jennifer Garrison; Panhandle: Mr. Aaron Hopper; Brownstown: Mr. David Lund; Litchfield: Dr. Kelly McClain (arrived at 9:06am); Morrisonville: Mr. Patrick Murphy; St. Elmo: Mr. Travis Portz; Hillsboro: Mr. David Powell; Ramsey: Ms. Melissa Ritter

MEMBERS ABSENT

Edinburg: Ms. Ashley Francis; Bond: Dr. Wes Olson; Carlinville: Dr. Becky Schuchman

OTHERS PRESENT

Ms. Bobbi Fisher, Director; Ms. Liz Holcomb, Business Manager; Ms. Ingrid Watkins, Executive Secretary, Ms. Hope McBrain

CONSENT AGENDA

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

- Approval of open and closed Minutes from the March 19, 2025 Meeting.
- Approval of Destruction of Executive Session Audio older than 18 months- none.
- The FY25 Balance Sheet and Receipts vs. Expenditures reflects the March fund balance of \$2,465,247.49 which includes receipts of \$349,698.48 and expenditures of \$471,017.70. FY25 revenue is being received as anticipated (94%). This includes what is anticipated by the end of April. All regular assessments are complete and have five have been received; the remaining is anticipated to be received by the end of April. There will be one invoiced assessment sent out in May. For April, both revenue and expenses are routine. The resulting April 30<sup>th</sup> fund balance is projected at \$2,506,101.72. April receipts are projected at \$518,364 and expenditures are projected at \$477,510.
- Accounts Payable Review, Approval, and Order for Immediate Payment of April 14<sup>th</sup> bills in the amount of \$166,136.06. Expenses include routine bills, GSA/EBF flow-through to districts, professional development, materials/assessments/mileage, legal, and contractual therapies.

ACTION ITEMS

A motion made by Ms. Ritter and seconded by Ms. Bowman to approve the Consent Agenda. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes; Motion carried 9 yea, 0 nay.

REPORTS AND COMMUNICATION

Mrs. Fisher reported in April MSSE celebrates Occupational Therapy month and would like to thank Therakids staff for the fine motor, sensory support, and so much more. On April 23<sup>rd</sup> MSSE will celebrate many administrative assistants, but especially the MSSE central staff that are so much more than assistants. Kristy and Shera (Student Data Specialists), Tammy (Accounts Payable), Ingrid (Executive Secretary), and Liz (Business Manager) complete very important tasks. They are friendly, intelligent, kind and great problem solvers. MSSE would also like to recognize the following individuals. Emma Reichert Campbell on completing requirements to now be licensed through the IDFPR. Illinois is now requiring BCBAs be licensed through the IDFPR. Megan Harley also deserves recognition as she completed her LCSW license, which entails 3,000 hours of supervision and passing a content test. She was also the 2025 award recipient of the ISBE Those Who Excel award, in the area of educational service personnel category. On May 2nd, MSSE will host their annual end of year celebration, which will celebrate years of service and a retirement, along with Dr. Dawn Bridges will provide some Professional Development.

Mrs. Fisher also provided the following updates. Reminder that any additional IDEA amendments need to be completed by May 31 to ensure the district utilizes all funds available. Ingrid, Shera, and Kristy were invited to ISBE on April 10 to try out the new I-Star Plus program. They are testing the system and providing input to ensure it is user friendly. In regards to Maintenance of Effort, Ingrid has completed all districts except for Bond and Brownstown as ISBE does not have their AFR yet. The Special Educator Workload Summary responses were due back on April 8. Ingrid will work on getting those reposts sent out to the districts. The TMC meeting is scheduled at 9:00 at the start of our May 14 meeting; the posting has been submitted to newspapers and we have mailed the required notification letter to families. Mrs. Fisher has requested the new RTO form as it is not listed on the student care page on ISBE. The Program Coordinators know to start scheduling the annual RTO Reduction meeting.

Mrs. Fisher provided the following committee reports. The Finance Committees met prior to today's meeting and discussed the following items.

- Timing of paychecks - Employees have asked to move up the date they are paid when the pay date is on a weekend or a holiday.
- To Hire Breeanna Henson for the Extended School Year at hourly rate. A motion for this will be discussed as noted in Executive Session.
- Retiree Rate of Pay- Consideration was given to increase the retiree daily rate.
- Extend Retiree days worked - Joan Saatkamp extend her days worked allowance to 120 days/year. She was previously approved for 80 days but will help to cover a maternity leave. She is also providing more services in Morrisonville and needs the flexibility to work more. Her salary is paid for by STEP funds. Angie Armour- increase from 70 days to 80 days due to need.
- FY26 Preliminary Budget - Reviewed the FY26 Preliminary Revenue Budget, FY26 Expenditure Budget, and FY26 Assessment Breakdown for the superintendents to view. Approval for the FY26 Preliminary Budget was discussed in committee today.
- Discussion of starting a Public Day School - Bond/Fayette districts would like to start a Public Day School through Mid-State. The location would be at Jefferson in Vandalia. They have the space to house the program. This is motivated by the public day school reimbursement law being passed. They are targeting moving some students from Cornerstone to this program. This program would be open to Bond/Fayette schools, but I think Mid-State should consider starting a northern campus for other districts the following year (depending on building availability). The Bond/Fayette districts are asking to borrow against the fund balance for the first 2 months of operations until invoicing and can flow back to MSSE. The fund balance would then be re-paid.

The Building and Facilities Committee (Hopper, Powell, McClain, Lund) will meet after today's meeting. They will be reviewing prior year repairs and develop a plan of addressing other repairs needed, including the roof being replaced.

### UNFINISHED BUSINESS

Second reading for policy edits to 5:210, 5:290, 5:295.

### ACTION ITEMS

A motion made by Dr. Garrison and seconded by Ms. Ritter to approve policy edits, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes; Motion carried 10 yea, 0 nay.

### NEW BUSINESS

Presentation and approval of Memberships, Contracts, and Service Agreements for Stepping Stones Group/TheraKids, Greenville Hearing Center, Infinitac/UCP Seguin of Greater Chicago, and SMASE. Presentation and Approval from the Finance Committee including:

- FY26 Preliminary Budget- The Finance Committee reviewed preliminary revenues and expenses at the meeting prior to today's meeting. The FY26 Preliminary Revenue, FY26 Preliminary Expenditure, and FY26 Preliminary Assessment documents are included and provides detailed information relative to your district. The committee would like to display the FY26 Preliminary Budget and provide notice of the budget hearing on August 20, 2025. Mrs. Fisher is recommending this be moved up by a week to ensure we have a quorum since our budget must be approved by Sept. 1.

- Finance Committee recommends the employee request to issue pay the business day prior if a pay day falls on a holiday or a weekend, except for January 1<sup>st</sup> and July 1<sup>st</sup>.
- Recommends Breeanna Henson for Speech Language Pathologist to cover Extended School Year services.
- Extend Retiree days worked for Joan Saatkamp to 120 days per year and Angie Armour to 80 days per year.

#### ACTION ITEMS

A motion made by Mr. Powell and seconded by Dr. Garrison to approve memberships, contracts, and service agreements; approve and place the FY26 Preliminary MSSE Budget on display and also post notice of the budget hearing to be held by the Governing Board on August 20, 2025, adjusting the pay days to the business day prior in the event of a weekend or holiday, and extend Joan Saatkamp's and Angie Armour's allowable days worked, all as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes; Motion carried 10 yea, 0 nay.

A motion made by Mr. Hopper and seconded by Mr. Lund to approve to borrow against the fund balance for the first two months of operations for the new Public Day School for the Bond/Fayette districts, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes; Motion carried 10 yea, 0 nay.

#### EXECUTIVE SESSION

There was no Executive Session.

#### ACTION ITEMS

A motion made by Ms. Bowman and seconded by Ms. Ritter to approve the recommendation from the Finance Committee to employ Breeanna Henson at her hourly rate for the 2024-2025 ESY SLP assignment, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes; Motion carried 10 yea, 0 nay.

#### DISCUSSION


The next Executive Committee meeting is scheduled for Wednesday, May 14 and will be held at the MSSE office. Timely and Meaningful Consultation meeting will be held at 9:00 a.m. with the regular board meeting following.

#### ADJOURNMENT

A motion made by Dr. Garrison and seconded by Ms. Ritter to adjourn the meeting at 9:17 a.m. Motion carried unanimously by voice vote 10 yea, 0 nay.

Respectfully submitted,

Mrs. Bobbi Fisher, Director

  
Chairperson

5-14-25  
Date

  
Secretary of the Board

5-14-25  
Date