

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
May 14, 2025

PROCEDURAL BUSINESS

Chairperson, Mr. Chris Clark at 9:03 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; Panhandle: Mr. Aaron Hopper; Brownstown: Mr. David Lund (arrived at 9:25am); Morrisonville: Mr. Patrick Murphy; Bond: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Ramsey: Ms. Melissa Ritter

MEMBERS ABSENT

Edinburg: Ms. Ashley Francis; Vandalia: Dr. Jennifer Garrison; Litchfield: Dr. Kelly McClain; Hillsboro: Mr. David Powell; Carlinville: Dr. Becky Schuchman

OTHERS PRESENT

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

CONSENT AGENDA

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

- Approval of Minutes from the April 14, 2025 Meeting.
- Approval of Destruction of Audio Recordings Older than 18 Months-None
- The FY25 Balance Sheet and Receipts vs. Expenditures reflects the April fund balance of \$2,399,460.79 which includes receipts of \$413,139.42 and expenditures of \$478,926.12. FY25 revenue is being received as anticipated (92.2%) MSSE is waiting on one more MAC claim and some Fees for Service. All districts but one have paid the Regular and Legal Assessments based upon the FY25 Final Cost Billing. The final FY25 Invoiced Assessment for each district has been sent. The May 31st fund balance is projected at \$2,158,565.77.
- Accounts Payable Review, Approval, and Order for Immediate Payment of May 14th bills in the amount of \$171,396.84 and June bills including GSA/EBF flow-through (if received), FY25 year-end, July, and August bills are requested due to the proposal of having an early June meeting and not meeting in July. Payables' Lists for June and July will be provided for review at the August Board meeting. August's payables list will be provided in September. Expenses this month include routine bills, GSA/EBF flow-through to districts, professional development, materials/assessments/mileage, legal, and contractual therapies. June GSA/EBF payments will be mailed as soon as the final payment is received so that you can bank it in FY25.

ACTION ITEMS

A motion made by Mr. Hopper and seconded by Ms. Bowman to approve the Consent Agenda. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Mr. Hopper, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes; Motion carried 7 yea, 0 nay.

REPORTS AND COMMUNICATION

Mrs. Fisher recognized all the Speech Language Pathologists and teachers of the Deaf/Hard of Hearing that help students make progress towards accessing their environment through communication. MSSE is blessed with some amazing professions. Mrs. Fisher also recognized Teacher Appreciation Week this month and the importance teachers and staff are to student success. On May 2nd, the MSSE staff engaged in professional development focusing on "Purpose, Passion, Possibilities: Meeting the Needs of ALL Students". The staff was recognized for continuing years of service with Mid-State: 15 years- Emma Reichert Campbell, 25 years-Laura Snyder, and 30 years- Rick Cina. MSSE also celebrated Meg Marquardt on her retirement after 33 years of service at Mid-State. Fellow colleagues nominated two staff members for the Making the Difference Award. Megan Harley was

recognized for her completion of her LCSW endorsement and for winning the Those Who Excel ISBE award. Amy Knodle was honored by her colleagues for exceptional support that she provides to students, parents, and to her colleagues.

Mrs. Fisher provided an updated on staffing for the 2025-2026 school year. MSSE is fortunate to continue to utilize existing retiree help for next year. During the executive session, the committee will be asked to hire Jessie Schneider, Speech Language Pathologist. She will support Litchfield and Vandalia, while Morrisonville and Hillsboro receive more support due to some assignment changes

Mrs. Fisher provided updates on the following areas. Ingrid is waiting to finish Maintenance of Effort for Brownstown and Bond. She is waiting on the MOE sheet from ISBE for Brownstown and she is waiting on Bond's AFR. Mrs. Fisher will be assisting with FY25 Periodic Reports and will finish helping to prepare the FY26 grants once they are open. Reminder FY25 grant amendments are due by the end of May. As soon as school closes and student attendance is complete, Ingrid will complete the final program cost-billing for the shared programs. This will allow sending districts to process final payments. If there are any questions, please contact Ingrid. I-Star Plus goes live June 23rd. Ingrid, Shera, and Kristy have already previewed the system and provided some input regarding the functionality of the system. Brandon Wright has drafted a IEE Policy Criteria template for districts to consider adopting by their board. The advantage of adopting this policy is that it speaks to establishing a price parameter. It also highlights deadlines and other criteria that comes from state statute. Brandon and Mrs. Fisher are happy to work with the districts to make edits that fit the needs of the district. The Special Education Workloads have been sent out by Ingrid for the districts to review. Funds D, E, & F Claims due June 16th. MSSE will be completing the annual claims for each district. RTO Reduction plans expired as the legislation was written that school districts were required to do 3 years of reduction plans

Mrs. Fisher provided the following financial updates. Liz has been discussing the earned interest for the bank balance as MSSE was only receiving 0.5% interest. She has talked to the bank and they have agreed to pay 2.5%, earning more interest for the cooperative. She is projecting earning at least \$45,000 more annually. Thank you to Liz! Liz has received the final reimbursement, which will total \$387,162.11. Embrace will take their fee of \$19,387.11. This will reduce assessments by \$367,000.

Mrs. Fisher provided the following committee reports. The Building and Facilities Committee met following the April board meeting. They discussed the needed repairs, including the roof. The committee has asked for an estimate on the costs. The hope is to get the School Maintenance Project grant to help fund those repairs. No actions were made during this meeting. The Bond/Fayette districts, with the approval of Mr. Clark, started a "Public Day School Committee" made up of the six superintendents. The committee is looking for three teachers, four paraprofessionals, a school social worker, a secretary, and the board will need a program coordinator/principal to run the school. The school will be fully funded by the Bond/Fayette schools, with the MSSE board allowing them to borrow from the fund balance for the first two months or so to get the program up and running. The committee met on April 30th to discuss the planning process. They have made motions for the executive board. These motions are in new business and executive business. They have approved the job descriptions for special education teacher, paraprofessional, and secretary. They also approved following the salary scale for Vandalia when hiring new teachers for this program. Lastly, they approved advertising for a custodian to work up to 10 hours per week with a pay range of \$18-\$24. Other general updates: we are working through a task list, working on getting the school staffed, policies updated, and going through the legal aspects of starting the school.

UNFINISHED BUSINESS

None

NEW BUSINESS

Presentation and approval of Memberships, Contracts, and Service Agreements for Illinois Association of School Boards, Embrace DS, Embrace Eval, Embrace IEP, Embrace 504, West & Company, and Steve Sheedy. Amend June MSSE Executive Board meeting to June 4th at 10:00, with a Public Day School committee meeting to occur prior that at 9:00. Location will be at the MSSE office.

Policy Adoptions/Edits

- Press Plus 118 for a first reading. The policy committee previewed these policies and had no concerns - 2:260, 2:265, 4:15, 4:80, 5:10, 5:20, 5:60-E1, 5:60-E2, 5:100, 6:235, 7:10, 7:20, 7:180, 7:340, 7:255, 2:270
- Policy 5-210 and 5-292 adjustment- Requesting the edit to the timing of the notice to retire in order to earn the sick leave balloon. Asking for the timing to be consistent with the 6% incentive (January 1 of the year prior to the last 4 years).
- Adopt/edit the following policies that are related to the creation of the Public Day- 4:150, 4:190, 5:220, 6:10, 6:20, 6:30, 6:60, 6:65, 6:70, 6:80, 6:110, 6:120, 6:122, 6:140, 6:200, 6:210, 6:240, 6:250, 6:255, 6:260, 6:280, 6:290, 6:340, 7:30, 7:50, 7:60, 7:70, 7:80, 7:90, 7:92, 7:100, 7:120, 7:130, 7:140, 7:140 AP, 7:150, 7:160, 7:170, 7:185, 7:190, 7:200, 7:230, 7:250, 7:260, 7:270, 7:275, 7:280, 7:285, 7:290, 7:310, 7:315, 8:20, 8:25, 4:110, 4:165, 4:170, 5:292, 5:330, 6:40, 8:30

Proposed FY26 MSSE Board Meeting Schedule is presented today. Committee meetings have been coordinated with Executive board meeting dates. Election of FY26 MSSE Executive Committee Officers. Next year will be year 2 of a 2-year rotation. Chris Clark will continue to be the Chair and Travis Portz will continue to be Vice-Chair.

Executive Committee:

Chair – Chris Clark

Vice-Chair – Travis Portz

Secretary – Ingrid Watkins

Treasurer - Liz Holcomb

FY26 Committees: (bold indicates Chair) I have combined the Personnel and Finance committees as both typically discuss the same items. I have also created the “Public Day School Committee” that includes the Bond/Fayette schools.

Personnel & Finance: **Clark**, Bowman, Portz, Schuchman, McClain, Garrison

Policy: **Clark**, Francis

Building & Facilities: **Hopper**, Lund, McBrain, Ritter

Public Day School Committee: **Portz**, Ritter, Garrison, Olson, Lund, Bowman

FY26 Appointments:

Non-Discrimination Coordinator - Bobbi Fisher

Complaint Managers - Bobbi Fisher and Chris Clark

MSSE Joint Committee – Bobbi Fisher, Dawn Theivagt and MSSE Licensed Staff representatives
Crystal Schmidt, Lucas Altenberger

Mr. Clark noted that he would like to see another person added to the Policy Committee. Ms. Ritter agreed to be on the committee. In regards to policy, Ms. Ritter asked if we needed to have a Title IX Coordinator now that we have students. Mrs. Fisher clarified that she is the Title IX Coordinator in our policy. It was inquired if there needs to be someone appointment for homeless students. It was clarified that currently our policy defers any homeless eligibility decisions back to the resident district but that Mrs. Fisher would check with Brandon to see if that needs to be different.

Mr. Lund arrived at 9:25am.

ACTION ITEMS

A motion made by Dr. Olson and seconded by Ms. Ritter to approve memberships, contracts, and service agreements; amend the June 2025 MSSE board meeting date to June 4th; approve the first reading of Press 118 and the other policy adds/edits required for the opening of the public day school; the FY26 Board Meeting Schedule, Board Officers, and Committee assignments, FY26 appointments as the Non-Discrimination Coordinator, Complaint Managers, and to the MSSE Joint Committee, all as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Mr. Hopper, yes; Mr. Lund, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes; Motion carried 8 yea, 0 nay.

EXECUTIVE SESSION

There was no Executive Session.

ACTION ITEMS

A motion made by Ms. Ritter and seconded by Ms. Bowman to approve the employment of Jessie Schneider for the 2025-26 school year as a Speech Language Pathologist, as presented, pending licensure and state/local requirements being met; approve the maternity leave for Chloe Foppe; the Special Education Teacher, Secretary-Public Day School, and Paraprofessional job descriptions, approve to post for the custodian position as written, approve the pay ranges/pay scale for the public day non-certified staff, and approval of the anticipated special education teacher salary scale, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Mr. Hopper, yes; Mr. Lund, Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes; Motion carried 8 yea, 0 nay.

DISCUSSION

The June board meeting has been proposed to be moved to June 4th at 10:00am with a Public Day School committee meeting to be held prior at 9:00am. The August Executive Committee meeting is scheduled for Friday, August 1 at 9:00 a.m. at the Vandalia ROE office. The Governing Board meeting will be held on Wednesday, August 20th at 6:30 p.m. in the MSSE Conference Room.

ADJOURNMENT

A motion made by Mr. Portz and seconded by Ms. Ritter to adjourn the meeting at 9:35 a.m. Motion carried unanimously by voice vote 8 yea, 0 nay.

Respectfully submitted,

Mrs. Bobbi Fisher, Director


Chairperson

6-4-25
Date


Secretary of the Board

6-4-25
Date