

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING

Regular Board Meeting

Official Minutes

May 19, 2021

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:00 a.m. with remote participation as allowed during the current public health emergency, current Disaster Declaration, and extended Executive Orders. In-person attendance at this meeting was deemed not practical, prudent, or feasible. In complying with our revised policy related to Open Meetings Act, the Board Secretary completed the following requirements: kept a verbatim record of the complete meeting for no less than 18 months; ensured that any interested member of the public can hear discussion; verified that each Board Member could hear one another; verified the Board Members present and that a quorum was met; conducted all votes by roll call and recorded each Board Member's vote so that it is identified; and reported to the public following the Board's meeting with no physical presence of quorum.

MEMBERS PRESENT

Dr. Wes Olson (Remote), Bond County; Mr. Mike Shackelford (Remote), Brownstown; Dr. Becky Schuchman, Carlinsville; Mr. Ben Theilen, Edinburg; Mr. David Powell (Remote) Hillsboro; Mr. Dave Meister, Morrisonville; Mr. Robert Koontz, Mulberry Grove; Mr. Aaron Hopper, Panhandle; Ms. Melissa Ritter, Ramsey; Mr. Chris Clark, South Fork; Ms. Julie Healy (Remote), St. Elmo

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Vickie Throne, Executive Board Secretary; Mrs. Lyn Becker, Assistant Director; Mrs. Liz Holcomb, Business Manager

Recognition of Visitors: None

MEMBERS ABSENT

Dr. Gregg Fuerstenau, Litchfield; Dr. Jennifer Garrison, Vandalia

CONSENT AGENDA

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

- Regular Session Minutes from April 21, 2021; Steering and Finance Committee Minutes from February 2, 2021 and March 17, 2021 meetings.
- Destruction of Executive Session Audio Recordings Older than 18 Months: MSSE Regular Meeting (None)
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected an April 30<sup>th</sup> fund balance of \$2,303,275.63 including revenue of \$189,487.83 and expenditures totaling \$446,389.80. The projected May expenses were estimated at \$435,000.00 with projected revenue of \$130,000.00. The resulting May 31<sup>st</sup> fund balance was projected at \$2,002,738.44.
- May Accounts Payable List in the amount of \$183,463.04 was presented for approval and for immediate payment.

A motion made by Mr. Meister and seconded by Mr. Hopper to approve the Consent Agenda. Roll Call Vote. Shackelford, yes; Olson, yes; Powell, yes; Healy, yes; Koontz, yes; Meister, yes; Ritter, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 11-0

REPORTS AND COMMUNICATION

Mrs. Armour reported that May is a month of celebrations. Teacher Appreciation Week and Exceptional Children's Week were both observed the first week of May. Better Hearing and Speech Month is also celebrated this month. Mrs. Armour recognizes and thanks all of the teachers and SLPs we work with and support as well as all of the students we have the privilege of serving.

Mrs. Armour reported that Excess Cost has been approved for 12 districts with only one district needing to revise and resubmit to ISBE. The Maintenance of Effort for compliance was received from ISBE on Wednesday. Eight districts met through maintaining state and local spending (Brownstown, Bond, Carlinville, Edinburg, Hillsboro, Ramsey, St. Elmo, Vandalia) and Edinburg and Mulberry Grove meeting through per cap increase. We worked ahead and have already identified the needed exceptions to reach the threshold for Panhandle and South Fork, so we will complete the necessary documentation and submit as soon as possible. We will need to work directly with Morrisonville in utilizing allowable exceptions. Both MOE and Excess Cost must be met prior to FY22 IDEA grant being approved.

Mrs. Armour reported that Timely and Meaningful Consultations were being held prior to our board meeting at 8:45 a.m. Only Litchfield has a parochial school with IDEA proportionate share funds, so a separate TMC was held in Litchfield earlier this week. Due to more students being homeschooled or transferring to parochial schools due to the pandemic, it is possible more districts may have proportionate share set-aside for FY22. This year Mrs. Armour plans to upload the information into the appropriate grant tabs once FY22 IDEA opens.

Mrs. Armour reported that we continue to learn more about the Medicaid expansion process that in Illinois is set to begin July 1<sup>st</sup> that will provide additional Medicaid reimbursement for School Based Health Services. We anticipate seeing receipt of these funds beginning in FY22 which will offset costs in the areas of deaf & hearing impaired, vision impaired, and behavior. This will be a mechanism to increase the autism and behavior supports that are being highly utilized and are continuing to increase. We are making the necessary adjustments so that Mrs. Becker will be able to bill on specific students as she provides the required on-site supervision to Ms. Reichert who is beginning work toward a BCBA. Additionally, there will be more opportunities for districts to bill services for counseling. Mrs. Armour noted that things are moving quickly, but it's exciting to have additional funding to support resources and services to students long-term.

Mrs. Armour reported that the ISBE reimbursement claims process has begun. Mrs. Throne has recently sent two related emails requesting district information from each finance office including the tuition cost sheet and salary and benefit spreadsheet. This information returned no later than June 1<sup>st</sup> in order to meet the June 15<sup>th</sup> deadline for all 13 districts as we do not want any district to forfeit funding. Mrs. Armour thanked Mrs. Throne for her knowledge, expertise and diligence in securing every dollar of reimbursement possible for each member district. Since this task only occurs once per year, we are continuing to cross-train.

Mrs. Armour provided an update on the DHS/DRS and STEP programs. A recent webinar provided details regarding their new "Summer Pathways Initiative" which is an extension of the COVID initiative. During the life of this program from April 2020 through April 2021, Mrs. Snyder, Mrs. Saatkamp, and Mrs. Reimann have made 1,097 additional contacts with students who are STEP eligible and completed the required surveys which has resulted in more individualized supports for these students as well as generated \$132,550 in additional revenue to support and offset transition services and programming. Mrs. Armour thanked the transition specialists for all of the hard work and extra effort.

Mrs. Armour provided an update regarding Indicator 14 Post School Outcomes reporting that ISBE has provided the list of former students, school leavers, selected from 2019-20 for the Panhandle and Vandalia districts. We are in the process of locating and contacting each former student in order to complete the Indicator 14 requirement for this school year. Mrs. Armour thanked Mrs. Jones, Mrs. Saatkamp, Mrs. Snyder for prioritizing this project.

Mrs. Armour reported on the Time-out, Isolated Time-out, and Physical Restraint Annual Review Meetings. The new required Annual Review Meeting has been completed in twelve districts. Mrs. Becker reports it has been helpful to principals and other participants to review the new requirements and ensure understanding of the documentation and notice requirements to ISBE and parents when these restrictive interventions are required. Mrs. Armour thanked Mrs. Becker for preparing and leading all of these meetings.

Mrs. Armour reported that the final Leadership meeting with Program Coordinators was held on May 10<sup>th</sup> and the opening Leadership meeting is scheduled for August 3, 2021. A repeat virtual FBA/BIP training was held May 12<sup>th</sup> and was attended by 14 educators representing MSSE and nine-member districts; our book study on *The Explosive Child* led by Mrs. Buske has 27 participants and is being very well received; Mrs. Killam, who will serve Carlinville as a program coordinator, completed the initial CPI trainer certification earlier this month. Mrs. Fisher and Mrs. Riemann will be recertified as trainers over the summer. Since the majority of our trainers will be on the same renewal cycle, in the spring of 2023 we plan to offer an on-site CPI recertification trainer course for all trainers. At the beginning of May, Mrs. Killam had an excellent experience being trained solely with other area educators. In Leadership, we discussed the great value in the de-escalation, increasing the strategies available to adults, and how much can be learned when this is the focus. Given the continued legislative changes, we are helping districts re-think what components of CPI all educators need to receive. Our collective goal is to shift the view that CPI is “restraint training” to CPI is “behavior strategy and de-escalation training”. We also discussed the need to regularly offer training for specific groups such as bus drivers and other school staff who support students outside of classrooms. Mrs. Armour encouraged the districts to reach out if they would like to discuss or have training needs specific to their district as our summer and 2021-22 CPI schedule is in progress. Mrs. Armour reported that in-person New Teacher Mentoring is scheduled for August 10<sup>th</sup> and 11<sup>th</sup> with an initial CPI for new educators being scheduled during this training. We know there are many new special education teachers already employed but several vacancies are not yet filled. She noted that our new teacher mentoring helps us to provide the necessary supports to keep these new teachers not only in the field but teaching in our local districts.

Mrs. Armour reported that she continues to share information with stakeholders and make contact with our US Senators and US Representative regarding the adequate funding of IDEA for FY22. Mrs. Armour is also continuing to communicate regularly with our state senators and representatives as well as submit witness slips expressing support for or opposition of proposed legislation related to special education and personnel.

Mrs. Armour reported that the Steering & Finance Committee met following the April board meeting and will meet again today following the MSSE meeting. The Personnel/Search and Building/Facilities Committees will be active over the summer with a meeting schedule needing to be established.

#### UNFINISHED BUSINESS

Dr. Schuchman reported that there was one change to a policy after the 1<sup>st</sup> reading due to removal of the listing and frequencies of mandated training language. The law changes often and we do not want to have to continually revise the policy.

A motion made by Mr. Theilen and seconded by Ms. Ritter to acknowledge the 2<sup>nd</sup> Reading and approve the policy updates in Section 5 and of policy 7:345 as presented. Roll Call Vote. Ritter, yes; Powell, yes; Olson, yes; Meister, yes; Clark, yes; Healy, yes; Koontz, yes; Shackelford, yes; Theilen, yes; Schuchman, yes. Motion carried 11-0.

Dr. Schuchman referred to and commented briefly on the FY22 Billing Structure for Determining Member Districts Proportionate Share of Operating Expenses which was updated to reflect assessment changes for FY22 given input of the Steering and Finance Committee.

A motion made by Mr. Powell and seconded by Mr. Hopper to approve the FY22 Billing structure for Determining Member Districts Proportionate Share of Operating Expenses of Mid-State Special Education as presented. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Meister, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Powell, yes; Hopper, yes. Motion carried 11-0.

#### NEW BUSINESS

Dr. Schuchman reported that there are several contracts and agreements listed for consideration and approval including IASB, Central Illinois Hearing, Greenville Hearing, and Steve Sheedy Cleaning and Maintenance.

A motion made by Mr. Hopper and seconded by Mr. Theilen to approve the membership in the Illinois Association of School Boards, and approval of contracts and services agreements for FY22, as presented. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Ritter, yes; Shackelford, yes; Hopper, yes; Meister, yes; Schuchman, yes; Koontz, yes; Theilen, yes; Powell, yes. Motion carried 11-0.

Dr. Schuchman referenced the FY22 Preliminary Budget was included in the advanced packet. Dr. Schuchman reminded the board there could continue to be changes as the year goes on while noting the number of decreases that have been made. She indicated that a portion of funds beyond the 90 days cash on hand was applied to expenses with some being reserved for possible increases to salary and benefits. Dr. Schuchman reminded the board that some of the reductions for professional development and other areas those would come directly from the district so the district could use stimulus, pre-k, or title funds to pay or reimburse for needed training, mileage, and materials instead of being assessed through MSSE.

A motion made by Mr. Clark and seconded by Ms. Ritter to place the FY22 Preliminary MSSE Budget on display and also posting notice of the budget hearing to be held by the Governing Board on August 25, 2021 at 6:30 p.m. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Ritter, yes; Shackelford, yes; Hopper, yes; Meister, yes; Schuchman, yes; Koontz, yes; Theilen, yes; Powell, yes. Motion carried 11-0.

Dr. Schuchman thanked the Finance Committee members, Mrs. Armour and Mrs. Holcomb for all of the time spent getting the budget to where it is noting there were many reports requested and a lot of time spent on this budget. Mrs. Armour referenced a document in the budget that was in the packet entitled FY22 EBF Flow-Through to Districts. She explained the importance as districts are working on their budget to note the change to EBF flow-through for FY22. For many years districts have put the exact same number in their budget that they would receive as revenue, but this year that is changing because we are applying portions of that and only flowing through the portion of EBF for districts who had Region teachers and aides at the time Personnel Reimbursement was incorporated with EBF.

#### EXECUTIVE SESSION

None

#### ACTION ITEMS

A motion made by Mr. Koontz and seconded by Ms. Healy to approve the part-time employment of Amy Ashmore, PTA, and of Kacy Dunham, SLP, for the provision of ESY services and of Laura Snyder, Joan Saatkamp, and Randi Riemann, Transition Specialist for the DRS STEP summer program and recommend approving the request of Ali Beyers, SLP, to reduce her employment beginning in the 2021-22 school year. Roll Call Vote. Olson, yes; Healy, yes; Powell, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Meister, yes; Ritter, yes; Koontz, yes; Theilen, yes. Motion carried 13-0.

Dr. Schuchman reported that the Finance Committee is recommending that the board approve a 3% salary increase and a \$20.00 per month increase toward the cost of the insurance premium for MSSE staff. Dr. Schuchman reminded the board that MSSE employees do not receive a step and that all of the expense to cover the increase was taken out of the excess cost that we had beyond the 90 days.

A motion made by Mr. Powell and seconded by Mr. Clark to approve the salary and benefits increases for employees for the FY22 school year as presented. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Meister, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Powell, yes; Hoppers, yes. Motion carried 11-0.

#### DISCUSSION

The next MSSE Executive Committee meeting is scheduled for June 16, 2021 at 9:00 a.m. but due to lack of a quorum on that date the meeting was rescheduled for June 23, 2021 at 9:00 a.m. The next Governing Board meeting is scheduled for Wednesday August 25, 2021 at 6:30 p.m. Discussion occurred regarding a date for the Building/Grounds and Personnel/Search committees to meet which will be surveyed and confirmed via email.

#### ADJOURNMENT

A motion made by Mr. Meister and seconded by Ms. Healy to adjourn the meeting at 9:27 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Schuchman, yes; Meister, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 11-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman  
Chairperson

6-23-2021  
Date

Vickie L. Throne  
Secretary of the Board

6-23-2021  
Date