

**MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
December 15, 2021**

**PROCEDURAL BUSINESS**

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:04 a.m. with remote participation as allowed during the current public health emergency, current Disaster Declaration, and Open Meetings Act. 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**

Mr. Dave Meister (exited at 9:15 a.m.), Morrisonville; Mr. Ben Theilen, Edinburg; Mr. Robert Koontz, Mulberry Grove; Ms. Julie Healy (Remote), St. Elmo; Ms. Melissa Ritter, Ramsey; Dr. Becky Schuchman, Carlinville; Mr. Aaron Hopper, Panhandle; Chris Clark (arrived at 9:24 am), South Fork; Mr. David Powell (arrived at 9:26 a.m.), Hillsboro

**MEMBERS ABSENT**

Dr. Gregg Fuerstenau, Litchfield; Dr. Wes Olson, Bond County; Dr. Jennifer Garrison, Vandalia; Mr. Mike Shackelford, Brownstown;

**OTHERS PRESENT**

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Assistant Director; Mrs. Vickie Throne, Executive Board Secretary

Recognition of Visitors: None

**CONSENT AGENDA**

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

- Regular Session Minutes from November 3, 2021
- Destruction of Executive Session Audio Recordings Older than 18 Months: None
- Financial report - The FY 22 Balance Sheet and Receipt vs. Expenditures includes both October and November information. October Revenue of \$606,060.98 and November Revenue of \$894,944.29. October Expenditures totaled \$427,962.24 and November \$432,734.98. The resulting November 30<sup>th</sup> fund balance was \$3,023,513.05. The December projected revenue of \$240,304.04 are reduced due to MSSE assessments being complete until final cost billing. The projected expenses are estimated at \$396,725.60. Our resulting December 31<sup>st</sup> fund balance is projected at \$2,870,737.98 with expenditures at 45.8% half way through the fiscal year.
- Request for Accounts Payable Approval and order for Immediate Payment for December 15, 2021. Payables total \$158,344.37.

A motion made by Mr. Theilen and seconded by Mr. Meister to approve the Consent Agenda. Roll Call Vote. Healy, yes; Koontz, yes; Meister, yes; Ritter, yes; Hopper, yes; Schuchman, yes; Theilen, yes. Motion carried 7-0.

**REPORTS AND COMMUNICATION**

Mrs. Armour noted some challenges as we near the holidays and end of the first semester. In some schools, we are seeing huge increases in referrals for special education to the point where some psychologists, social workers, and SLPs are very concerned about their ability to meet timelines while also meeting student IEP minutes even with regularly working extended hours and weekends. We are assisting individuals in these efforts and cancelled a

staff meeting and professional development scheduled for this Friday in order to provide the time that staff had set aside to complete evaluations, IEP progress updates, Medicaid billing and other job requirements.

Mrs. Armour reported one positive COVID case prior to Thanksgiving break and two positive cases early this week. Procedures and weekly certification of all MSSE employees and contractual providers will continue.

Mrs. Armour provided Special Education Legal updates. Firms are reporting a significant increase in complaints (OSEP & ISBE) as well as filing of due processes. This along with several new laws that have taken effect this school year are providing opportunities for us to provide input during ISBE rulemaking, review and revise our best practices and reflect upon how we can best support and assist educators so they can remain focused on student progress and success. We are sharing updates and obtaining input from PCs during our monthly Leadership.

Mrs. Armour provided an update on ISBE documents related to PA 102-0339 which required ISBE to establish goals with specific benchmarks to reduce the use of physical restraint, time out, and isolated time out over three years. Additional information is expected from ISBE in the next few months and plans are underway to assist member districts in meeting the new requirements. Mrs. Armour noted that we will continue our efforts in taking a proactive approach in providing appropriate services, supports, expertise, processes, and training to students and educators.

Mrs. Armour shared that IDEA carryover from FY21 is now available, and several districts have submitted grant amendments to include a portion of carryover. Also related to IDEA, by now we have typically received instructions for Excess Cost which is due the last day of January each year. After reaching out to ISBE last week, we learned that the information will be out in the next couple weeks and that the due date will likely be adjusted. Last year, we completed or revised and re-submitted Excess Cost for nearly all districts. We are planning to take care of this for districts and will be in touch as soon as information and timelines are released.

Mrs. Armour provided PSIC semi-annual board meeting updates. Mrs. Armour is working with our CTI tech. to review and meet the cybersecurity requirements that were provided by PSIC. We currently have \$2,000,000 in Cyber Liability and want to qualify for renewal. Over the past 5 years, our Property Casualty loss ratio is 0%. For Workers Compensation our last three years reflect a 0% loss ratio. PSIC is preparing to return \$1.6 million in profit sharing from prior years, and we will qualify and receive a portion.

Mrs. Armour reported on several PD opportunities including monthly mentoring for teachers and new PCs, Leadership, Life Skills Meeting, book study "Fostering Resilient Learners" and several CPI courses have occurred. SLPs met earlier in the month for PD focused on the impact of developmental trauma on students presented by two EIU faculty. In the upcoming month, we have several CPI half- and full-day programs scheduled, VB-MAPP training to assist with progress monitoring for students with more significant disabilities, and a new book study "Hacking Leadership" led by Randi Riemann beginning in February. All PD opportunities and registration can be found at [www.midstatespec.org](http://www.midstatespec.org) under the News & Events tab.

Mrs. Armour reported that in early November, we received a FOIA request and referred the board to the advanced packet which contains the response and documents dated provided to an anonymous requester. Legal counsel was consulted regarding this request, and Superintendents of districts involved were notified.

Mrs. Armour reported that the Building & Facility Committee is scheduled to meet following the meeting. Policy Committee and Personnel/Search Committee are scheduled to meet on January 12<sup>th</sup> at 8:30 a.m. and 9:00 a.m.

#### UNFINISHED BUSINESS

Mrs. Armour recommended the second reading and approval of MSSE Policy Sections 6, 7 and 8.

A motion made by Ms. Ritter and seconded by Mr. Koontz following the second reading, to recommend approval of Sections 6, 7, and 8 of the MSSE Policies. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Ritter, yes; Koontz, yes; Theilen, yes; Powell, yes; Hopper, yes. Motion carried 8-0.

### NEW BUSINESS

Mrs. Armour reported that the Continuous Service/Seniority Lists were distributed to employees for input and are in final form documenting service through the 2021-22 school year.

Mrs. Armour presented the TRS Supplemental Plan Resolution and Participation Agreement which is recommended for approval following consultation with legal counsel which indicated we are required to move ahead with approval and the concerns related to liability lies on TRS.

Mrs. Armour reported that bids have been obtained and negotiated down due to our copy machine leases coming due in February. We have an opportunity to decrease this monthly cost consistent with the goals of the Finance Committee.

A motion made by Mr. Hopper and seconded by Ms. Ritter to approve the Mid-State Continuous Service/Seniority Lists for Certified and Non-Certified Staff, the required TRS Supplemental Plan Resolution and Participation Agreement, and to accept the copier proposal from Advanced Digital all as presented. Roll Call Vote. Healy, yes; Clark, yes; Garrison, Ritter, yes; Hopper, yes; Schuchman, yes; Koontz, yes; Theilen, yes; Powell, yes. Motion carried 8-0.

### EXECUTIVE SESSION

None

### ACTION ITEMS

None

### DISCUSSION

The next MSSIF Executive Committee meeting is scheduled for January 19, 2022 at 9:00 a.m. with the Personnel/Search and Policy Committees scheduled for January 12, 2022. Dr. Schuchman thanked all of the Mid-State family and other superintendents for all their hard work throughout the year. Dr. Schuchman finds it comforting to be able to focus on other things knowing that everyone at Mid-State is making sure that everything runs well not just for the staff but for the students. Dr. Schuchman wished everyone a Merry Christmas and Happy New Year noting that she is very grateful and blessed to work with such great people.

### ADJOURNMENT

A motion made by Mr. Powell and seconded by Mr. Hopper to adjourn the meeting at 9:32 a.m. Roll Call Vote. Hopper, yes; Healy, yes; Schuchman, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 8-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman  
Chairperson

1-19-2022  
Date

Vickie Throne  
Secretary of the Board

1-19-2022  
Date