

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING**

Regular Board Meeting

Official Minutes

January 20, 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; Dr. Becky Schuchman (Remote), Carlinville; Mr. Aaron Hopper (Remote), Panhandle; Ms. Melissa Ritter (Remote), Ramsey; Mr. Chris Clark (Remote), South Fork; Mr. Robert Koontz (Remote), Mulberry Grove; Dr. Jennifer Garrison (Remote), Vandalia; Ms. Julie Healy (Remote arrived at 9:02 a.m.), St. Elmo; Mr. Mike Shackelford (Remote) Brownstown; Mr. David Powell (Remote arrived at 9:02 a.m.) Hillsboro; Dr. Gregg Fuerstenau (Remote) Litchfield

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Vickie Throne, Executive Secretary; Mrs. Lyn Becker, Assistant Director; Mr. Kurtis Land, CTI technology

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Ben Theilen, Edinburg; Mr. Dave Meister, Morrisonville

CONSENT AGENDA

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

- Regular Session Minutes from December 16, 2020.
- Destruction of Executive Session Audio Recordings Older than 18 Months from the May 15, 2019 MSSE and former Christian and MC/C Region meetings.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected a December 31st fund balance of \$3,160,923.00 including revenue of \$148,974.20 and expenditures totaling \$424,665.79. The projected January expenses were estimated at \$426,000.00 with projected January revenue of \$240,816.63. The resulting January 31st fund balance was projected at \$2,979,000.00.
- January Accounts Payable List in the amount of \$169,453.09 was presented for approval and for immediate payment.

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

REPORTS AND COMMUNICATION

Mrs. Armour provided a brief progress update related to the MSSE FY21 Action Plan and of the FY21 Director's Goals.

Mrs. Armour reported that information related to Excess Cost was provided to each district in December. She and Mrs. Throne have completed Excess Cost for several districts and supported other districts in completion. Mrs. Armour reminded the Board that the deadline to submit in IWAS is January 30th and that the IDEA Periodic Report for the second quarter is also due at that time.

Mrs. Armour reported that the Statement of Economic Interest reporting information will continue to be submitted for superintendents and MSSE administrative employees for filing in Christian County so that we have the documentation for the annual audit. She reminded superintendents that the process was reviewed and legal guidance was sought last year related to the filling of Statements of Economic Interest for the local district board member(s) who serve on the Mid-State Governing Board. So as to not require the local board member to also file for Mid-State, it was recommended that each district contact or submit their list to their County Clerk's office to include "Mid-State Special Education Governing Board" for their local board designee and alternate along with their local board of education information.

Mrs. Armour reported that the Special Educator Workload reporting is being started in order to compile data to meet the annual requirement. We will proceed like last year in completing these for each district.

Mrs. Armour reported that we received a FOIA request from the Chicago Tribune and ProPublica referencing the response included in the advanced packet that no records exist related to the law enforcement request.

Mrs. Armour reported that the Steering and Finance Committee met the afternoon of January 13th focusing on FY21 financial review, revenue sources and allocation, billing structure and assessments, budget analysis and planning for FY22, and organizational goal setting with another meeting being scheduled for January 22. Dr. Schuchman reported that the committee is looking at each line item and reviewing services they believe are high cost and may be able to be reduced by using a different vendor or eliminating some services all together. Dr. Schuchman reported that after the meeting on January 22nd, she will be reaching out to each superintendent to review the changes that the committee is recommending as well as to receive input regarding cost savings as local districts anticipate reduced state revenues in FY22. Dr. Schuchman will also be asking for input regarding Mrs. Armour's annual evaluation. Dr. Schuchman noted that as COVID numbers continue to drop, she hopes an in-person MSSE board meeting on February 17th will be possible. With so much discussion regarding the budget and cost savings, she believes it will be better to have an in-person meeting that month for those able to attend.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Dr. Garrison and seconded by Dr. Olson to approve the retirement of Meg Marquardt at the end of the 2024-25 school year providing the retirement incentive for the upcoming school year provided by the Board approved Retirement Bonus for MSSE Central Staff. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Koontz, yes. Motion carried 11-0.

A motion made by Mr. Powell and seconded by Mr. Hopper to approve the retirement of Angela Armour on June 30, 2023. Roll Call Vote. Olson, yes; Healy, yes; Powell, yes; Garrison, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Ritter, yes; Koontz, yes. Motion carried 11-0.

UNFINISHED BUSINESS

Mrs. Armour presented PRESS106 and Sections 3 and 4 of policies for a second reading and approval.

A motion made by Mr. Clark and seconded by Mr. Shackelford to approve the second reading and approval of policies, as presented. Roll Call Vote. Ritter, yes; Powell, yes; Olson, yes; Clark, yes; Healy,

yes; Koontz, yes; Hopper, yes; Shackelford, yes; Fuerstenau, yes; Garrison, yes; Schuchman, yes. Motion carried 11-0.

NEW BUSINESS

Mrs. Armour reported that she is required to provide the Executive Committee with notice that Dr. Schuchman will be completing her annual evaluation.

DISCUSSION

The next MSSE Executive Committee meeting is scheduled for February 17, 2021 at 9:00 a.m.

ADJOURNMENT

A motion made by Ms. Healy and seconded by Mr. Powell to adjourn the meeting at 9:28 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Koontz, yes. Motion carried 11-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

Becky Schuchman
Chairperson

2-17-2021
Date

Vickie L. Throne
Secretary of the Board

2-17-2021
Date