

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
October 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 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, Morrisonville; Mr. Ben Theilen, Edinburg; Mr. Chris Clark (Remote), South Fork; Dr. Wes Olson (Remote), Bond County; Ms. Julie Healy (Remote), St. Elmo; Dr. Jennifer Garrison (Remote), Vandalia; Ms. Melissa Ritter (Remote), Ramsey; Dr. Becky Schuchman (Remote), Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau (Zoom), Litchfield;

OTHERS PRESENT

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

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Robert Koontz, Mulberry Grove; Mr. Mike Shackelford, Brownstown

CONSENT AGENDA

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

- Regular Session Minutes from September 15, 2021
- Destruction of Executive Session Audio Recordings Older than 18 Months: None
- Financial report - The FY 22 Balance Sheet and Receipt vs. Expenditures reflected a September 30th fund balance of \$2,376,566.32 including revenue of \$686,819.59 expenditures totaling \$417,637.91. The projected October revenue of \$671,265.13 and projected expenses estimated at \$421,656.68 will result in an October 31st fund balance projected at \$2,630,039.36.
- October Accounts Payable list in the amount of \$157,621.78 was presented for approval and for immediate payment.

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

REPORTS AND COMMUNICATION

Mrs. Armour reported that the month of October is Physical Therapy Month. Mrs. Armour extended appreciation to our TheraKids Registered Physical Therapists: Kelli Evans, Jane Goeken, and Deanne Perry, and to our Physical Therapy Assistants, Lauren Hirner, Crystal Tarin and Amy Ashmore. Our students receive excellent therapy through the dedication of these therapists.

Mrs. Armour reported that the Re-evaluation Forms and Parent Letters have been updated. She thanked school psychologists, Kristy Haston and Amanda Cunningham, for their research and work on revising the ten forms and letters as part of their Professional Growth Plan.

Mrs. Armour provided an update on transition services and the STEP program. Laura Snyder, Joan Saatkamp and Randi Riemann joined our Leadership group this month to share the progress being made by our high school students. Related to our DRS STEP contract for FY22, transition students have worked the required hours to complete 18 out of 30 outcomes needed during this school year and a total of 78 out of 90 cases have been opened. Within our 13-member districts, 90 upper-classmen are currently working with additional students being added to the STEP program weekly. A new transition link has been added to the MSSE website allowing any student, teacher or parent to access transition information and activities. Mrs. Armour recognized our transition specialists who do an excellent job meeting the many needs of our students, families, and district educators while also collaborating with DRS.

Mrs. Armour provided a brief update regarding the Illinois Special Education Accountability and Support System which contains Compliance Indicators and Results Indicators. Although we are in year two of the SPP, ISBE recently released the revised targets for SPP Indicators that each district is measured against. Mrs. Becker provided highlights of changes in the indicators that districts will be measured against in the upcoming years reporting that there were both minor and some major changes to the indicators with three new components added. Indicator 3C measures the number of children with IEPs scoring at or above proficient against alternate academic achievement standards for those who take the DLM. Indicator 3D measures the proficiency gap in achievement between students with and without IEP's. The final new indicator is 6C which looks at children ages 3, 4, and 5 with IEPs receiving special education and related services in the home. Mrs. Becker noted that progress data was better analyzed and projected by ISBE which results in the revision of the indicator targets that are more reasonable and likely to meet over the upcoming years.

Mrs. Armour reported that our FY21 audit is nearing completion. District confirmations were emailed at the beginning of the week of Sept. 13th by the auditor's office and have hopefully been returned. Due to Mrs. Yockey being unable to complete the audit and present at this meeting, a quorum has been secured to move the November Board Meeting up to Nov. 3rd.

Mrs. Armour provided COVID related updates and confirmed that district superintendents will continue to receive the weekly "Certification Letter" each Friday regarding all MSSE employees and contractual therapists. She reported that updated procedures for providers to serve students receiving homebound instruction were emailed on Sept. 20th. Mrs. Armour reported that to date this school year two employees have been under personal quarantine and four employees have not been able to report for one or two days due to having young children under quarantine.

Mrs. Armour reported that in addition to monthly mentoring, Leadership, and several CPI courses, professional development being offered this month includes a Life Skills Meeting, book study "Hacking School Discipline" led by Bobbi Fisher continuing in October, and "Fostering Resilient Learners" led by Dawn Theivagt will begin in early November. It was also noted that the annual IAASE Fall Conference will be held virtually on Thursday and Friday with our special education administrators participating, learning, and sharing.

Mrs. Armour reported that the Building & Facility Committee met following the last board meeting on September 15th. Both the Policy Committee and the Personnel/Search Committee met on Wednesday, October 13. The Finance Committee meeting scheduled for Nov. 17th is cancelled.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour presented revisions to sections 6, 7, and 8 of the MSSE Policy Manual. She reported that after consultation with the board attorney, many policies in sections 6 and 7, relating to students and instruction which

are covered by district board policies, are recommended to be deleted. The Policy Committee met to review policy updates and recommend presenting for the first reading.

Mrs. Armour presented a revised job description, Special Education Teacher-Deaf/Hard of Hearing. She noted that we are in the process of updating job descriptions for all positions and this one reflects current evaluation standards as well as changing the reference to Deaf/Hard of Hearing.

Mrs. Armour asked the board to consider approving the change in date of the November board meeting for presentation of the FY21 Audit to November 3, 2021 at 9:00 a.m.

A motion made by Mr. Theilen and seconded by Ms. Ritter to approve the first reading of MSSE Policy Sections 6, 7, and 8, approval of the Special Education Teacher Deaf/Hard of Hearing Job Description, and change of the November Executive Committee Board Meeting to November 3, 2021. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Garrison, yes; Ritter, yes; Hopper, yes; Fuerstenau, yes; Meister, yes; Schuchman, Carlinville, yes; Theilen, yes; Powell, yes. Motion carried 11-0.

EXECUTIVE SESSION

None

ACTION ITEMS

Mrs. Armour requested an increase in days of employment from 100 to 180 days for Christine Harms, retired SLP serving Litchfield and Mulberry Grove noting the documentation from TRS allowing for her to work full-time under the retiree return to work program.

Due to an increase of students requiring deaf/hard of hearing services across the cooperative, Mrs. Armour recommended the employment of Madelynn Williams-Kane who will graduate from ISU's DHH Program on December 9th for second semester at a daily rate for an estimated 97 days. Mrs. Armour will recommend to the Finance Committee to apply available fund balance for this addition.

A motion made by Mr. Meister and seconded by Dr. Olson to approve an increase in days of employment to full-time for Christine Harms, SLP as approved under the TRS Retiree Return to Work Program and approve the employment of Madelynn Williams-Kane, DHH teacher, as presented beginning second semester upon completion of all employment requirements. Roll Call Vote. Olson, yes; Healy, yes; Powell, yes; Garrison, yes; Hopper, yes; Schuchman, yes; Clark, yes; Meister, yes; Fuerstennau, yes; Ritter, yes; Theilen, yes. Motion carried 11-0.

DISCUSSION

The next MSSE Executive Committee meeting is re-scheduled for November 3, 2021 at 9:00 a.m. In order to present the FY21 audit. The November 20th Executive Committee meeting and Finance Committee meeting are canceled.

ADJOURNMENT

A motion made by Ms. Healy and seconded by Mr. Hopper to adjourn the meeting at 9:17 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Meister, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes. Motion carried 11-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman
Chairperson

11/3/2021
Date

Vickie Throne
Secretary of the Board

11/3/2021
Date