

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
February 17, 2021

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:01 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; Mr. Ben Theilen (Remote), Edinburg

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. Dave Meister, Morrisonville

CONSENT AGENDA

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

- Regular Session Minutes from January 20, 2021.
- Destruction of Executive Session Audio Recordings Older than 18 Months: none.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected a January 31st fund balance of \$2,991,483.80 including revenue of \$242,599.67 and expenditures totaling \$416,496.27. The projected February expenses were estimated at \$432,000.00 with projected February revenue of \$161,750.00. The resulting February 28th fund balance was projected at \$2,725,000.00.
- February Accounts Payable List in the amount of \$175,951.07 was presented for approval and for immediate payment.

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

REPORTS AND COMMUNICATION

Mrs. Armour reported that all districts Excess Costs were submitted by January 30th, and all districts met with a positive comparison which is a grant requirement. Maintenance of Effort (MOE) comparing FY20 to FY19 will be coming out from ISBE in April. We have already analyzed each district's data using

AFRs and predict that eight districts will meet. Of the five who will need additional attention, two will meet through a per cap increase. We will work with the remaining districts (Morrisonville, Panhandle and South Fork) to find allowable exceptions. We are continuing to monitor the weekly changes in the December 1st IDEA Child Count and rectify any discrepancies between SIS and I-Star through the final snapshot on February 24th. The Superintendent certification period begins March 12th. Mrs. Armour will let Superintendent's know when their district data can be certified.

Mrs. Armour reported that Mrs. Becker will be presenting a FBA & BIP two-part virtual training on February 25th and March 9th for anyone interested in learning more about how to address significant student behavior. The first short video, "Behavior: E-learning Tips," developed by our behavior specialist Emma Reichert is now uploaded to the Mid-State Special Education website with more videos in the production. The Self-Care Series provided online by Lisa Harrod will continue through April. We have a training scheduled with embraceDS on February 23rd at 2:00 p.m. for superintendents who are interested in Maximizing Medicaid reimbursement.

Mrs. Armour thanked Brandy Buske for having the new Mid-State website link added to the webpage for each school in Hillsboro so that staff and parents can easily access resources and information. Mrs. Armour will email the link to use to all districts and asked that it be add to district and school websites.

Mrs. Armour reported that the Steering and Finance Committee met the afternoon of January 22nd and February 2nd focusing on FY21 financial review, revenue sources and allocation, billing structure and assessments, budget analysis and planning for FY22, and organizational goal setting. Dr. Schuchman provided an update from the work of the committee and her meetings with superintendents to share information and obtain input.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Ms. Healy and seconded by Dr. Olson to approve the retirement of Lyn Becker on June 30, 2023. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 12-0. Dr. Schuchman recognized Lyn for her many years of service to Mid-State and shared appreciation for all that she has done.

A motion made by Dr. Fuerstenau and seconded by Mr. Powel to approve the increase in days of employment for Kelly Behme as she assists in covering a leave of absence from approximately the beginning of April through the end of the school year. 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; Theilen, yes. Motion carried 12-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Dr. Schuchman reported that it was decided to delay the 6th assessment payment to make sure that we are not sending money back and forth. Mrs. Armour provided an update regarding the FY21 Final Cost Billing. She referred to the spreadsheet showing the total due or the amount that will be refunded to credit the expense of districts. Mrs. Armour noted that she was very pleased that the overall assessments decreased \$346,204.85 as compared to the FY20 final cost billing and are also less than anticipated for FY21. Mrs. Armour noted that the decrease is in part due to the allocation of an extra \$208,108.00 in revenue toward assessments as well as decreased expenses. Mrs. Armour recommended the March Governing Board meeting would not be required since a FY21 budget amendment is not needed.

A motion made by Dr. Olson and seconded by Ms. Ritter to approve the FY21 Final Cost Billing and direct the Business Manager to process the final assessment or process any credit for approval at the

March meeting. Roll Call Vote. Ritter, yes; Powell, yes; Olson, yes; Clark, yes; Healy, yes; Koontz, yes; Hopper, yes; Shackelford, yes; Fuerstenau, yes; Garrison, yes; Theilen, yes; Schuchman, yes. Motion carried 12-0.

Dr. Schuchman reported that the Steering and Finance Committee has been meeting to discuss the evidence-based funding/base-funding minimum (EBF/BFM) and organization goal setting. The committee has been working with Mrs. Armour to make some reductions in contracts for FY21 as well as additions that will reduce costs in FY22. After establishing the financial security of the cooperative following reorganization, the Committee discussed and recommends that a portion of the \$293,000 unallocated cash on hand be applied to reduce the FY22 assessments. Mrs. Armour provided the Committee with detailed information regarding the origin and breakdown of the cooperative BFM. The Committee recommends that what was generated by central staff, as opposed to former Region teachers and aides now employed by local districts, should stay with Mid-State along with that \$265,000 to apply to shared costs. The Committee agreed with Mrs. Armour and Ms. Holcomb that for FY22 all anticipated revenues (EBF/BFM, Medicaid reimbursement, etc.) be applied prior to establishing district assessments so that budgeting for districts will be closer to the actual costs. Dr. Schuchman reported that she has met with all superintendents except for one which will be scheduled. Ms. Healy thank the committee and Mrs. Armour for all of the work they have done.

Dr. Schuchman reported that as we move forward with the FY22 the Finance Committee will still look for ways to make reductions as far as contracts. With retirements coming up, Dr. Schuchman recommends this is the time to start to look at organizational goals and timelines so that we are prepared when it comes to replacing retirees with quality staff. Dr. Schuchman indicated that she will be reaching out to everyone to work on creating some different committees and provide a timeline so that everyone can be involved and tasks completed within timelines. The Finance Committee has discussed and recommends consideration of the sale of the building or some sort of restructuring with the building which will be the focus over the next month.

Dr. Schuchman noted that if we spend down some of the cash on hand it will appear that the FY22 budget is deficit because we are actually utilizing more of the cash on hand and reducing the assessments. She explained the budget would be deficit due to the revenue coming in the wrong fiscal year. Mrs. Armour did report that the last page in the packet provided contains organizational goals that were discussed by the Committee. She reported that these are not final and continued input is welcome. Mrs. Armour thanked Dr. Schuchman, Mr. Clark, Ms. Ritter and Mr. Hopper for the many hours they have spent meeting and working together on the Steering and Finance Committee for the betterment of the organization.

DISCUSSION

The next MSSE Executive Committee meeting is scheduled for March 17, 2021 at 9:00 a.m. Dr. Schuchman did ask that everyone plan to meet in person at the MSSE office. The goal is to have the committees established by the next meeting and set some timelines.

ADJOURNMENT


A motion made by Ms. Powell and seconded by Mr. Hopper to adjourn the meeting at 9:23 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; Theilen, yes; Koontz, yes. Motion carried 12-0

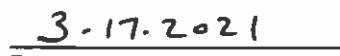
Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

Chairperson


Secretary of the Board


Date


Date