

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
August 18, 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 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

Dr. Becky Schuchman, Carlinville; Mr. Ben Theilen, Edinburg; Mr. David Powell, Hillsboro; Dr. Gregg Fuerstenau (arrived at 9:06 am), Litchfield; Mr. Robert Koontz (Remote), Mulberry Grove; Mr. Aaron Hopper, Panhandle; Ms. Julie Healy (Remote), St. Elmo; Mr. Chris Clark (Remote), South Fork

OTHERS PRESENT

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

Recognition of Visitors: None

MEMBERS ABSENT

Dr. Wes Olson, Bond County; Mr. Mike Shackelford, Brownstown; Mr. Dave Meister, Morrisonville; Ms. Melissa Ritter, Ramsey; Dr. Jennifer Garrison, Vandalia

CONSENT AGENDA

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

- Regular Session Minutes from June 23, 2021
- Destruction of Executive Session Audio Recordings Older than 18 Months: MSSE Regular Meeting (None)
- Semi-Annual Review of Closed Session Minutes. After review, it is recommended opening the March 17, 2021 closed session minutes.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected a June 30<sup>th</sup> fund balance of \$1,570,636.35 including revenue of \$169,802.76 and expenditures totaling \$614,646.35. The FY 22 Balance Sheet and Receipts reflect a July 1<sup>st</sup> unaudited fund balance of \$1,570,636.35 with revenue of \$544,694.47 and expenditures totaling \$402,142.39. The resulting July 31<sup>st</sup> fund balance was \$1,718,141.95. The projected August expenses are estimated at \$278,091.00 with projected revenue of \$656,753.01. The resulting August 31<sup>st</sup> fund balance is projected at 2,100,755.96.
- August Accounts Payable list int the amount of \$19,959.44 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. Powell, yes; Healy, yes; Koontz, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 7-0

REPORTS AND COMMUNICATION

Mrs. Armour reminded the board that the Governing Board Meeting is scheduled for August 25, at 6:30 p.m. with remote participation available and asked that the name of the local board representative for FY22 is confirmed or provided.

Mrs. Armour reported on the new invoiced billing for FY22 referencing a list of FY22 employees working solely in one district. These employees have been notified to submit travel, reimbursement, material requisitions, and requests for professional development directly to the district. Mrs. Armour asked that the superintendents notify their office staff of this change. The FY22 cost estimate for each district for Infinetec was included in the advanced packet. Mrs. Armour asked each district to notify her no later than August 20<sup>th</sup> if they do not wish to participate and allow staff access.

Mrs. Armour provided a brief update on summer professional development that was provided. MSSE provided CPI initial and refresher, Best Practices in Transition, Discrete Trial Instruction, and mentoring for new special education teachers, SLPs, and SSW's. Mrs. Becker has begun monthly mentoring for new district program coordinators and the required supervision of Emma Reichert in the BCBA field-based experience. Mrs. Armour ended by sharing that we started August with our annual Go Forward Leadership meeting with all program coordinators and also are looking forward to meeting with all MSSE employees on August 20<sup>th</sup>.

Mrs. Armour provided a brief update on recent legislation related to special education. She emphasized those that are priorities given short timelines for parent notification and program waiver completion.

Mrs. Armour reported that the status of Special Education Reimbursement Claims that have been completed. The total in claims reimbursement anticipated for all districts is estimated at \$1,671,657.93.

Mrs. Armour reported that FY22 IDEA grants were submitted by all districts with approvals still occurring. Mrs. Armour offered her assistance if a grant is returned and the district needs help with final approval.

Mrs. Armour reported that our FY21 audit date is set for the first full week of September with Robin Yockey noting that all requests for information have been provided timely.

Mrs. Armour reported that the Building & Facility Committee met prior to the June board meeting. A building inspection was completed at the end of June by the Hillsboro Maintenance Supervisor. The Personnel & Search Committee met following the June board meeting with the August 11<sup>th</sup> meeting being rescheduled due to ongoing audit of positions. Work is in progress for both committees. Copies of the unofficial minutes from both committees were included in the advanced packet for more detailed information. Mrs. Armour referenced a proposed FY22 Committee Schedule asking for input if a date needed revised due to conflicts.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Mrs. Armour reported that updates to the *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities* was included in the advanced packet. Updates made to this document by the Illinois Council of School Attorneys in April became available over the summer and are summarized in the advanced packet along with the complete document. After consulting with Brandon Wright, it is noted on the front page that this Board is adopting on behalf of all member districts in order to ensure each district also meets the requirement.

Mrs. Armour reported that we have worked with our teacher to update the Hearing Impairment Eligibility Criteria for students who are deaf or hearing impaired and recommended approval.

Mrs. Armour reported that PRESS 107 is included along with a summary for the first reading of recommended policy updates.

A motion made by Mr. Hopper and seconded by Mr. Theilen to approve the updated *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities* for MSSE and all member districts, approval of the revised eligibility criteria for Hearing Impaired, and note for the record the first reading of policy updates and 5-year reviews from Press107. Roll Call Vote. Healy, yes; Clark, yes; Hopper, yes; Fuerstenau, yes; Schuchman, yes; Koontz, yes; Theilen, yes; Powell, yes. Motion carried 8-0.

Mrs. Armour presented a brief review of the FY22 Mid-State budget. There were minor updates made since June. The revenue is estimated at \$4,900,000 with expenditures are a bit higher at approximately \$5,100,000. She noted that is due to us applying \$143,000 from the fund balance which is allowed for cooperatives as opposed to school districts. The resulting lowered district assessments were provided in the advance packet. Mrs. Armour recommends continuing with the assessment schedule of July through November with the final assessment being in March of 2022 after final cost billing is completed.

A motion made by Dr. Fuerstenau and seconded by Mr. Powell to approve presenting the proposed FY22 Mid-State Budget at the budget hearing scheduled for August 25,2021. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Koontz, yes; Theilen, yes; Powell, yes; Hopper, yes. Motion carried 8-0.

#### EXECUTIVE SESSION

None

#### ACTION ITEMS

A motion made by Dr. Fuerstenau and seconded by Mr. Clark to recommend approving the resignation of Madalyn Whittington, SLP, effective August 10, 2021 and the employment of Barb Daugherty School Social Worker and of Brianna Herschelman, SLP, for the 2021-22 school year, as presented. Roll Call Vote. Powell, yes; Clark, yes; Healy, yes; Koontz, yes; Hopper, yes; Fuerstenau, yes; Theilen, yes; Schuchman, yes. Motion carried 8-0.

#### ADJOURNMENT

A motion made by Mr. Powell and seconded by Mr. Theilen to adjourn the meeting at 9:19 a.m. Roll Call Vote. Hopper, yes; Healy, yes; Fuerstenau, yes; Schuchman, yes; Clark, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 8-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman  
Chairperson

Vickie Throne  
Secretary of the Board

9-15-2021  
Date

9-15-2021  
Date