

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
September 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 9:00 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. Ben Theilen, Edinburg; Mr. Chris Clark (arrived at 9:06 am), South Fork; Mr. Robert Koontz, Mulberry Grove; Dr. Wes Olson (Remote), Bond County; Mr. Mike Shackelford (Zoom), Brownstown; Ms. Julie Healy (Remote), St. Elmo; Ms. Melissa Ritter, Ramsey; Dr. Becky Schuchman, Carlinville; Mr. Aaron Hopper, Panhandle; 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. Dave Meister, Morrisonville; Dr. Jennifer Garrison, Vandalia; Mr. David Powell, Hillsboro;

CONSENT AGENDA

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

- Regular Session Minutes from August 18, 2021
- Destruction of Executive Session Audio Recordings Older than 18 Months: MSSE Regular Meeting from February 19, 2020.
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected an August 31<sup>st</sup> fund balance of \$2,103,364.52 including revenue of \$639,971.39 and expenditures totaling \$257,368.94. The projected August expenses are estimated at \$390,403.87 with projected revenue of \$684,839.23. The resulting September 30<sup>th</sup> fund balance is projected at \$2,401,586.70.
- September Accounts Payable list in the amount of \$147,456.37 was presented for approval and for immediate payment.
- Approval of Administrator and Teacher Salary Report for the 2020-21 school year was presented.
- Approval of Vendor Contracts Awarded Over \$25,000.00 for the 2020-21 school year was presented.

A motion made by Ms. Healy and seconded by Mr. Theilen to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Shackelford, yes; Olson, yes; Healy, yes; Koontz, yes; Ritter, yes; Hopper, yes; Schuchman, yes; Theilen, yes. Motion carried 9-0

REPORTS AND COMMUNICATION

Mrs. Armour provided an update on the Illinois Special Education Accountability and Support System LEA Determinations. Under the new system, ISBE uses a matrix with a 0-3 score to measure each district's performance on state compliance and results indicator targets related to IDEA requirements as well as the timely correction of any noncompliance. The annual LEA Determination for all 13-member districts was 80% of higher

resulting in the “Meets Requirements” designation! Therefore, all our districts fall into “Tier 1 Level of Support” with the overall matrix percentage ranging from 83.3% to 100% with nine districts receiving a 100%! Only five indicators out of 143 total indicators collectively were rated less than a “3” with four related to graduation rate and one related to education in the Least Restrictive Environment. Since none of our districts have an open finding of noncompliance, no corrective action planning is required. Detailed information and congratulations have been shared with school staff and specialists.

Mrs. Armour provided an update regard COVID related. Based upon legal guidance Mrs. Armour has received as of today (9/9), the revised EO2021-22 extension allows for testing to occur during the first week. It is recommended we should utilize this time for implementation. Mrs. Armour plans to provide the first weekly “Certification Letter” regarding all MSSE employees and contractual therapists to each district on Friday, Sept. 24. By that time 50/66 or 75.76% individuals will be “fully vaccinated” and by early October we will be near 80%. We will start with 16 individuals testing, and I’ve been doing all I can to assist them. Prior to required testing, I will be confirming test availability with county health departments and districts as well as communicating expectations with each employee or contractual provider in this group. Thank you to those who are allowing our folks who are in your district to participate in testing for as long as that option lasts. Both Lyn and Mrs. Armour have been trained by CCHD to administer the Binax NOW test in order to assist those in the office or passing through this way. Since the start of school, we have had three employees report the need to test that were negative and two employees in quarantine or caring for a family member in quarantine. A process and required documentation have been developed and implemented to allow for limited remote work when possible. We are currently also working with legal and county health departments on procedures related to homebound instruction for the safety of students and providers.

Mrs. Armour provide an update on the ISBE ISTAR exit code reporting changes related to withdrawing a child to homeschooling or a private school has and will continue to increase the IDEA proportionate share set-aside amounts and increase financial and other tracking requirements in districts and for us. We reviewed these changes on Monday with Program Coordinators during Leadership. We already have a process in place and complete the requirements from this office related to offering an annual review and re-evaluation for students where the parent has “refused services.”

Mrs. Armour provided an update on the Professional Developments that have occurred since the August 20<sup>th</sup> board meeting: 8/20 MSSE Staff Meeting & Service Recognition (Angie), Legal Update (Brandon), CPI Refresher for MSSE staff (Brandy and Randi); Monthly mentoring meeting completed by PCs in each district; 9/1 “Lost at School” book study started (Brandy); 9/3 Data Collection Training for HB staff (Lyn); 9/7 Two half-day CPI refreshers in MG (Bobbi); 9/10 S/L Handbook Committee (Brandy); 9/10 SCISHA virtual presenter Amy Graham for all SLPs; 9/13 Leadership (Lyn & Angie); 9/13 “Crucial Conversations” book study with PCs (Lyn); 9/16 Virtual Life Skills Meeting (Brandy); 9/17 Virtual FBA/BIP Training (Lyn); 9/17 CPI Refresher BT (Bobbi)

Mrs. Armour reported on the Special Education Reimbursement Claims. All regular and summer term Private Facility and Youth in Care claims are complete and submitted for FY21 prior to the final due date on November 1<sup>st</sup>. Total estimated claims amount for all districts to receive in FY22 is \$1,675,900.06. Mrs. Armour thanked Vickie for her expertise and diligence.

Mrs. Armour reported that the FY22 IDEA grants are approved for all districts with several approved amendments; as soon as audits are complete and available we will start work on Excess Cost and forecasting MOE for each district.

Mrs. Armour reported that our FY21 audit occurred last week (Sept. 7-10) with Robin Yockey. They are not on-site but completing remotely. Thanks to Liz who is sending many pdfs daily! Mrs. Armour signed the audit confirmations over the weekend and believes that Robin was emailing them on Monday. Please make sure to confirm the payments to and funds received from MSSE as Robin will need these all returned before finalizing the audit. I expect she will present at the Oct. 20<sup>th</sup> meeting.

Mrs. Armour reported that we are providing to all superintendent’s a pink cardstock sheet “Who Does What FY22” for those in person and we will mail the others for those who are remote. Please share a copy with your

bookkeeper or other admin. We have adjusted assignments as we have a new student data specialist and also in an effort to further streamline tasks, we thought this would be helpful to our employees and to some district staff.

Mrs. Armour reported that the Building & Facility Committee meets following our meeting today. A proposed FY22 Committee Schedule is included again this month. The Policy Committee and Personnel/Search Committee have tentative meetings set for Wednesday, October 13<sup>th</sup> at 8:30 a.m. and 9:00 a.m. Please let Mrs. Armour know if this doesn't work for you.

Dr. Schuchman reminded the board that last year the Finance Committee made changes. We had a lot of the professional development and some of the instructional going back to the district so that the district could use whatever funds that they wanted to towards the cost. Dr. Schuchman reminded everyone that they could use their ESER funds, Pre-K funds, or Title funds to pay for these expenses depending on what the individual is doing. Dr. Schuchman reminded the board that the reason for that change was that the committee heard from individuals that they wanted the flexibility to be able to utilize those other grants.

### UNFINISHED BUSINESS

Mrs. Armour reported that we are providing the Second Reading and Approval of Policies from PRESS 107. First reading of the updates occurred at last month's meeting.

A motion made by Mr. Shackelford and seconded by Mr. Hopper to approve the policy updates and 5-year review from PRESS 107, as presented. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Ritter, yes; Shackelford, yes; Hopper, yes; Fuerstenau, yes; Schuchman, Carlinsville, yes; Koontz, yes; Theilen, yes. Motion carried 10-0.

### NEW BUSINESS

Mrs. Armour presented the FY22 MSSE Action Plan and FY22 Director Goals for approval. These items had been provided in advance of the meeting, and there were no questions.

A motion made by Dr. Fuerstenau and seconded by Ms. Ritter to FY22 MSSE Action Plan and FY22 Director Goals for approval. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Hopper, yes. Motion carried 10-0.

Mrs. Armour presented the contract and service agreement renewal with Farmer Environmental Services, LLCC who services as our EPA required Designated Person. Our three-year inspection was due this year and has been completed. Additional training has been provided to our part-time custodian who is meeting additional requirements.

A motion made by Ms. Ritter and seconded by Mr. Theilen to approve the agreements with Farmer Environmental Services, LLC through June 30, 2022. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Hopper, yes. Motion carried 10-0.

### EXECUTIVE SESSION

None

### ACTION ITEMS

None

### DISCUSSION

The next MSSE Executive Committee meeting is scheduled for October 20, 2021 at 9:00 a.m. The Policy Committee and Personnel/Search Committee have tentative meetings set for Wednesday, October 13 at 8:30 a.m. and 9:00 a.m.

### ADJOURNMENT

A motion made by Mr. Clark and seconded by Mr. Koontz to adjourn the meeting at 9:18 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Fuerstenau, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Theilen, yes; Koontz, yes. Motion carried 10-0.

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman  
Chairperson

10/29/2021  
Date

Vickie Throne  
Secretary of the Board

10/20/2021  
Date