

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
April 20, 2022

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Vice-Chairman, Ms. Melissa Ritter at 9:02 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 (arrived at 9:04 a.m.), Edinburg; Mr. Chris Clark, South Fork; Mr. Robert Koontz, Mulberry Grove; Dr. Wes Olson (Remote), Bond County; Dr. Jennifer Garrison (Remote), Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Aaron Hopper, Panhandle; Mr. David Powell (Remote), Hillsboro; Dr. Gregg Fuerstenau, Litchfield

MEMBERS ABSENT

Mr. Mike Shackelford, Brownstown; Ms. Julie Healy, St. Elmo; Dr. Becky Schuchman, Carlinville

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

CONSENT AGENDA

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

- Regular Session Minutes from March 16, 2022
- Destruction of Audio Recordings Older than 18 Months: Executive Session Recordings – None; Regular Session (maintained to comply with OMA related to remote meetings) – September 16, 2020
- Financial report - The FY22 Balance Sheet and Receipt vs. Expenditures reflects the March 31<sup>st</sup> fund balance of \$2,483,003.35. April projected revenue is \$235,201.77 and projected expenses are estimated at \$435,535.04. The resulting April 30<sup>th</sup> fund balance is projected at \$2,286,055.31.
- Request for Accounts Payable Approval and order for Immediate Payment for March 2022 Payables totaling \$170,799.53.

A motion made by Dr. Fuerstenau and seconded by Mr. Koontz to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Olson, yes; Powell, yes; Koontz, yes; Meister, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes. Motion carried 9-0.

REPORTS AND COMMUNICATION

Mrs. Armour reported that throughout the month of April we celebrate Occupational Therapy Month and our TheraKids OTRs and COTAs. They provide excellent therapy and supports to our students, families, and school staff!

Mrs. Armour reported that on April 27<sup>th</sup>, we celebrate all of the Administrative Professionals at Mid-State and in our member districts! Mrs. Armour thanked Liz, Vickie, Tammy, Shera, and Ingrid for the professional and quality supports that they provide which allows us to complete our educational mission on behalf of local districts and the cooperative.

Mrs. Armour reported that the first week of May we will celebrate our teachers, transition specialists, behavior specialist, and program coordinators. We will culminate the week on Friday May 6<sup>th</sup>, by resuming our annual staff recognition and professional development in-person this year. We will recognize Joan Saatkamp, Transition Specialist and former teacher, for her 30 years of service to Mid-State and upcoming retirement. We will also host an Open House in Joan's honor on May 12<sup>th</sup> in the Vandalia High School cafeteria from 3:30-4:30.

Mrs. Armour reported that the Special Education Child Count was certified for all districts by the March 25<sup>th</sup> deadline. Last week we learned that Excess Cost was approved for all districts. Mrs. Armour thanked the board members for letting us take care of this as it was easier for us to complete them all than assist with them being returned for correction by ISBE. Maintenance of Effort compliance will be coming out later this month. We anticipate fewer districts will have met, and we'll need to work with several districts to meet through exceptions. Mrs. Armour reminded the board that with the increased IDEA and ARP funds, supplanting will create a MOE issue a couple years out. On March 31, we had a call with ISBE staff on a FY21 district audit finding related to how ISBE calculated MOE.

Mrs. Armour reported that ISBE has a schedule of rotation for district participation in the annual Parent Survey of students with IEPs. The goal of Indicator 8 is to have parents of children with disabilities report that schools facilitated their involvement as a means of improving services and results for their children. The state summary data is reported to OSEP by ISBE related to the State Performance Plan. In FY22, Morrisonville is the only district selected. In FY23 Mulberry Grove and Vandalia districts are selected.

Mrs. Armour reported that participation in Indicator 14 is also on an established rotation with only Mulberry Grove due in FY22. FY23 will include Bond, Morrisonville, South Fork, St. Elmo, Litchfield, and Carlinville. Transition Specialists are updating contact information with current seniors to assist with the survey next spring.

Mrs. Armour reported that the Work Load for Special Educators (Ill. Admin. Code 23-226.735) has been completed by the MSSE office. Summary data which meets this requirement will be maintained at MSSE and was shared with each superintendent via email.

Mrs. Armour shared that the new requirements related to Restraint and Time-Out (PA 102-0339) are underway so that each district meets the July 1<sup>st</sup> submission deadline. In late March, we received input from the ISBE Student Care team after working with the first district in developing and submitting a plan for review. Details of the feedback were shared with the Board as well as the reminder that the RTO Reduction Plan will need to be made available to parents, guardians, and stakeholders in a manner prescribed by district leadership. Mrs. Armour thanked Lyn for leading this effort as districts review restraint and time-out data and continue to focus on the use of positive interventions and supports for students.

Mrs. Armour reported that HB4769 passed both houses and will create the Behavior Analyst Licensing Act which will provides for licensure of behavior analysts, assistant behavior analysts, and behavior technicians by the Department of Financial and Professional Regulation. It also amends the Public Aid Code to provide that treatment of autism spectrum disorder through applied behavior analysis shall be covered under the medical assistance program. If signed into law, an implementation period will begin where rules and regulations will be crafted over a 12-month period. It is anticipated that we will then be in a position to bill for BCBA and RBT services provided in our schools.

Mrs. Armour reported on the status of vacancies for the 2022-23 school year which include a part-time SLP vacancy that will serve Hillsboro part-time, a full-time SSW position serving Morrisonville and Panhandle, a part-time School Psychologist position serving Hillsboro, and a Behavior Specialist or Registered Behavior Technician serving all districts.

Mrs. Armour reported that we have scheduled the required annual Timely and Meaningful Consultation (TMC) meetings for districts prior to the May 18<sup>th</sup> board meeting at 8:45 a.m. with the exception of Litchfield Zion which

will be on April 26<sup>th</sup>. We have taken care of the public postings, letters to families, and will upload this required documentation into FY23 IDEA grants when complete.

Mrs. Armour reported that the Finance Committee met following the March meeting and will meet following the April Board meeting. Information and projections provided to this committee is assisting in the development of the FY23 budget. The committee is also considering data of comparisons with central Illinois area cooperatives and districts to ensure we are staying competitive with salaries and benefits for our dedicated employees.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Mrs. Armour presented and recommended for approval the Registered Behavior Technician (RBT) job description as an addition to updated job descriptions approved in March. RBTs are certified through the Behavior Analyst Certification Board and may assist in meeting the needs of students.

A motion made by Dr Fuerstenau and seconded by Mr. Theilen to approve the additional Registered Behavior Technician job description, as presented. Olson, yes; Powell, yes; Garrison, yes; Hopper, yes; Clark, yes; Meister, yes; Fuerstenau, yes; Ritter, yes; Koontz, yes; Theilen, yes. Motion carried 10-0.

#### EXECUTIVE SESSION

None

#### ACTION ITEMS

Ms. Ritter asked for motions related to needed action by the board.

A motion made by Mr. Hopper and seconded by Mr. Clark to recommend accepting the resignation of Randi Riemann effective at the close of the 21-22 school year and the continued employment and reassignment for the 2022-23 school year of Barb Daugherty to Program Coordinator, as presented. Roll Call Vote. Ritter, yes; Powell, yes; Olson, yes; Meister, yes; Clark, yes; Koontz, yes; Hopper, yes; Fuerstenau, yes; Garrison, yes; Theilen, yes. Motion carried 10-0.

#### DISCUSSION

The Executive Committee meeting will meet again on May 18, 2022 at 9:00 a.m. with the annual TMC meetings prior at 8:45 a.m. The next Governing Board meeting is tentatively scheduled for Wednesday, August 24, 2022 at 6:30 p.m.

#### ADJOURNMENT

A motion made by Mr. Clark and seconded by Mr. Koontz to adjourn the meeting at 9:19 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Garrison, yes; Fuerstenau, yes; Meister, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 10-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Dr. Becky Schuchman  
Chairperson

5-18-2022  
Date

Vickie L. Throne  
Secretary of the Board

5-18-2022  
Date