

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
March 16, 2022

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:03 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. Olson, Bond County; Mr. Mike Shackelford (Remote), Brownstown; Dr. Becky Schuchman (Remote), Carlinsville; Mr. David Powell (Remote), Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Robert Koontz, Mulberry Grove; Mr. Aaron Hopper (Remote), Panhandle; Ms. Melissa Ritter, Ramsey; Mr. Chris Clark, South Fork; Dr. Jennifer Garrison (Remote), Vandalia

MEMBERS ABSENT

Mr. Ben Theilen, Edinburg; Mr. Dave Meister, Morrisonville; Ms. Julie Healy, St. Elmo

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 February 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) - May 20, 2020, June 17, 2020 & August 19, 2020
- Financial report - The FY 22 Balance Sheet and Receipt vs. Expenditures reflects the February 28th fund balance of \$2,350,707.65. March projected revenue is \$558,904.28 and projected expenses are estimated at \$406,351.95. The resulting March 31st fund balance is projected at \$2,506,645.21.
- Request for Accounts Payable Approval and order for Immediate Payment for March 2022 Payables totaling \$137,734.36.

A motion made by Dr. Fuerstenau and seconded by Ms. Ritter to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Shackelford, yes; Olson, yes Powell, Koontz, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes; Schuchman, yes. Motion carried 10-0.

REPORTS AND COMMUNICATION

Mrs. Armour reported that the Final Cost Billing and invoices for the 6th and final assessment along with district specific detail were emailed on Feb. 22nd as advised by the Finance Committee after review and discussion. There were very minor adjustments resulting in final assessment decreases totaling about \$12,000. The Final Cost Billing reflects the updated ASE percentage which was not available prior to assessments beginning in July. This had a minor impact on district assessments and is a stable number to base percentages upon. Our goal of applying known revenues on the front end in order to provide a more accurate assessment estimate for districts to budget

was a success. Overall, estimated differences from the FY22 reflect increased revenue of \$104,722.43 and decreased expenditures of \$54,823.99. These amounts do not result in a need to amend the FY22 Budget.

Mrs. Armour reported that the Special Education Child Count Certification in IWAS requires superintendent approval by Friday, March 25th. The total for each district was confirmed as accurate when I-STAR reopened.

Mrs. Armour reported that it is her understanding from our grant coordinator that ARP submissions were changed to align with FY23 grants unless you are utilizing funds in FY22. Additional set-aside for improvement of instruction is not required. IDEA ARP will not impact MOE or increase the threshold if used for additional or new expenses. MOE will be impacted negatively if funds were used to offset, or supplant, what is already being provided with state and local funds.

Mrs. Armour thanked Mrs. Throne for her work and expertise in assisting with the completion of IDEA Excess Cost for 13 districts and also the superintendents for submitting in IWAS by the March 1st deadline. Mrs. Armour shared that we heard from several happy bookkeepers who were surprised when they went into IWAS to begin this work nearing the due date and found Excess Cost complete and submitted. We are starting to see approvals daily and are monitoring for any that may be returned for correction.

Mrs. Armour reported that we are collecting data and completing the requirement for the Work Load for Special Educators (Ill. Admin. Code 23-226.735) for districts. The summary will be shared with districts when it is complete.

Mrs. Armour and Mrs. Becker provided additional updates on PA 102-0339, Restraint and Time-Out, after participating in a second webinar on March 8th with Brandon Wright and Teri Engler and representatives from ISBE's Student Care Division. On March 10th in Springfield, they had the opportunity to meet with the director of Student Care and two team members to obtain additional information, ask questions, engage in discussion, and provide input. ISBE has finalized much of the guidance, processes, and forms to meet the annual requirements. It is expected that JCAR will act this week at their next meeting. ISBE is looking for a cultural shift in school district plans focusing on positive interventions and supports for student as opposed to only RTO data. The group was reminded that accurate reporting in SIS within two business days is a must. Although the Public Act refers to the "elimination" of restraint and time-out, the division of Student Care is focused on a "reduction" and understands that elimination is not possible or even safe. Given the participation and discussion, Mrs. Armour noted that we better understand the specific concerns they are targeting and the complaint process which will result in investigation and corrective action. Mrs. Becker reported that what we have learned since last month is that ISBE has developed a complaint form and process. She explained that what they are really looking for in the plans that we are beginning to write with districts is a cultural shift in how districts address students who have behavioral needs and their emphasis on what are districts doing to positively address the students needs. Mrs. Becker reported that she has been part of writing one plan with a district team which went well. She also reported that we worked with program coordinators during Leadership on Monday so they are current on all requirements related RTOs as they are often contacted by principals. The program coordinators are working with their districts to develop a committee that meets the requirements which will include at least eight staff. Mrs. Armour reported that Mrs. Becker will continue to reach out to support or lead your district in meeting the requirements while required school staff committee participants are available and prior to the July 1, 2022 submission deadline.

Mrs. Armour reported that the Personnel/Search and the Finance Committees both met following the February meeting and unofficial minutes for both committees were included in the advanced packet for more information. The Finance Committee will meet following the Board meeting and is scheduled for April 13th at 9:00.

UNFINISHED BUSINESS

PRESS 108, policy 2:150 Committees, and policy 5:60 Expenses were presented for the second reading and approval.

A motion mad by Mr. Clark and seconded by Dr. Fuerstenau to approve the Second Reading and approval of Policies Press 108 and adding policy 2:150 Committees and 5:60 Expenses. Roll Call Vote. Olson, yes; Clark, yes; Garrison, yes; Ritter, yes; Shackelford, yes; Hopper, yes; Fuerstenau, yes; Schuchman, yes; Koontz, yes; Powell, yes. Motion carried 10-0.

NEW BUSINESS

Mrs. Armour reported that all MSSE Job Descriptions have been revised to reflect qualifications, essential job functions, and expectations for all positions. They are consistent, reflect current best practices, and legal requirements. The Personnel Committee recommended separate specific job descriptions to replace the single "Clerical" job description. Evaluation rubrics have also been updated to reflect essential job functions and expectations. Mrs. Armour recommends approval of the revised job descriptions, as presented.

A motion made by Dr. Fuerstenau and seconded by Ms. Ritter to approve the revised Mid-State job descriptions, as presented. Roll Call Vote. Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Garrison, yes; Koontz, yes; Shackelford, yes; Powell, yes; Hopper, yes. Motion carried 10-0.

Mrs. Armour reported that there is no need to amend the FY22 Budget and no business that has been presented for action of the Governing Board at this time. Mrs. Armour is recommending cancelling the March 23, 2022 Governing Board Meeting and reconvening the Board on Wednesday, August 24, 2022.

A motion made by Dr Olson and seconded by Dr. Fuerstenau to canceling the March 23, 2022 Governing Board Meeting and reconvening the Governing Board on Wednesday, August 23, 2022. Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Garrison, yes; Koontz, yes; Shackelford, yes; Powell, yes; Hopper, yes. Motion carried 10-0.

EXECUTIVE SESSION

None

ACTION ITEMS

Dr. Schuchman asked for motions related to needed action by the board.

A motion made by Dr. Fuerstenau and seconded by Mr. Clark to recommend accepting the resignation of Ali Beyers effective March 1, 2022 and of Michelle Dothager, Mickey Emerson, and Brenda Patrick effective at the close of the 21-22 school year, and the employment for the 2022-23 school year of Megan Harley, School Social Worker, as presented and pending completion of state and local employment requirements. Roll Call Vote. Olson, yes; Powell, yes; Garrison, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Ritter, yes; Koontz, yes. Motion carried 10-0.

DISCUSSION

The Finance Committee is scheduled to meet today and also next month related to the FY23 Budget. The Executive Committee meeting will meet again on April 20, 2022.

ADJOURNMENT

A motion made by Mr. Clark and seconded by Dr. Fuerstenau to adjourn the meeting at 9:20 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Garrison, yes; Fuerstenau (stepped out of room); Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Koontz, yes. Motion carried 9-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Bucky D. Schuchman
Chairperson

4/20/22
Date

Vickie Throne
Secretary of the Board

4/20/2022
Date