

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
May 18, 2022

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman at 9:06 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. Wes Olson (Remote), Bond County; Mr. Mike Shackelford (Remote), Brownstown; Dr. Becky Schuchman, Carlinsville; Mr. Ben Theilen, Edinburg; Mr. David Powell (Remote), Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Robert Koontz, Mulberry Grove; Mr. Aaron Hopper, Panhandle; Ms. Melissa Ritter, Ramsey; Ms. Julie Healy (Remote), St. Elmo; Mr. Chris Clark, South Fork; Dr. Jennifer Garrison (Remote), Vandalia

MEMBERS ABSENT

Mr. Dave Meister, Morrisonville

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 April 20, 2022
- Destruction of regular Session Audio Recordings maintained to comply with OMA related to remote meetings from 10/21/2020 and Executive Recordings (none)
- Financial report - The FY22 Balance Sheet and Receipt vs. Expenditures reflects the April 30<sup>th</sup> fund balance of \$2,207,744.06. May projected revenue is \$234,602.58 and projected expenses estimated at \$411,281.64. The resulting May 31<sup>st</sup> fund balance is projected at \$2,034,283.97.
- Request for Accounts Payable Approval and order for Immediate Payment for May 2022 Payables totaling \$142,503.37.

A motion made by Mr. Theilen and seconded by Mr. Clark to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Shackelford, yes; Olson, yes; Powell, yes; Healy, yes; Koontz, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 12-0.

REPORTS AND COMMUNICATION

Mrs. Armour reported that during the month of May we celebrate Better Hearing and Speech Month.

Mrs. Armour reported that we had a great end of the year meeting on Friday May 6<sup>th</sup>. Attorney, Brandon Wright, did an excellent job providing updates, review, and practice with a focus on mental health, behavior, discipline, RTO, MDRs. We awarded Dawn Theivagt, PC serving Litchfield, with a Making a Difference award, recognized 10 employees for years of service to the organization and our schools, and celebrated Joan Saatkamp's upcoming retirement. In the afternoon, we held a SCISHA training for all district and Mid-State SLPs and held our monthly meeting for program coordinators.

Mrs. Armour reported that Mrs. Throne sent bookkeepers the 56-66 A and requested the district personnel salary and benefit information for this school year that is need to complete and submit student claims on the behalf of districts. This information is due back by June 1<sup>st</sup> as claims are due to ISBE on June 15<sup>th</sup> for all 13 districts. Maintenance of Effort compliance was received on May 5th. The result of those meeting was better than we anticipated and include Bond, Carlinville, Hillsboro, Litchfield, Morrisonville, Panhandle, South Fork, and Vandalia. Work has already begun to find and document allowable exceptions for Brownstown (\$49,210), Edinburg (\$113,033), Mulberry Grove (\$47,360), Ramsey (\$9,739), and St. Elmo (\$76,623). It is very important to remember that with the increased IDEA and ARP funds, supplanting will create a MOE issue a couple years out. FY23 IDEA grants should be released later this month. In early June Mrs. Armour will upload TMC information and complete other portions for each district. Most all districts include Mid-State purchased services in IDEA grants, so the needed details based upon FY23 allowable expenses \* as well as maximizing your IDEA grant will be provided for each district. On Thursday, ISBE sent a notice that the ARP-IDEA grant application was republished on May 6<sup>th</sup>. Those (BT, CV, LF, MG, PH, RM, SF, SE, VD) who have submitted their IDEA ARP grant prior to May 6th will need to amend the ARP IDEA Flow-Through and ARP PS grants and choose an end date no later than May 31, 2022 OR select to extend the application. For those who have not yet submitted ARP (BD, EB, HB, MV), applications must be submitted no later than June 30, 2022. The obligation period for this grant is July 1, 2021 – Sept. 30, 2023.

Mrs. Armour reported that we are working to complete the final cost-billing for shared programs that are currently housed in Vandalia and Panhandle so that districts can provide final bills to send to districts by the end of this month.

Mrs. Armour reported that we completed a second amendment for the STEP contract on April 29<sup>th</sup> in the amount of \$23,800 for again surpassing the number of student outcomes designated. This brings the FY22 total regular contract to \$219,00 which supports the work of the Transition Specialists and transition-aged students.

Mrs. Armour reported that last week, ISBE updated guidance on time-out, isolated time-out, and physical restraint and the FAQ noting there were no significant changes and that the information has been shared with program coordinators.

Mrs. Armour reported on the status of vacancies for 2022-23. Currently we need an SLP full-time to serve Hillsboro & Litchfield, a full-time School Social Worker to serve Morrisonville and Panhandle, a part-time School Psychologist to serve Hillsboro, and Behavior Specialist or Registered Behavior Technician to serve all districts.

Mrs. Armour reminded the board that she will be out of the office the week of May 23 and part of the following week on vacation.

The Finance Committee and the Personnel & Search Committees met following the April board meeting. The unofficial minutes from the meeting were included in the advanced packet detailing recommendations. Additional requested financial information was emailed to members of the Finance Committee on May 2 for consideration and the Finance Committee plans to meet following the meeting today to finalize recommendations.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Dr. Schuchman reported that the recommendations of the Finance Committee and Personnel Committees are included in the advanced packet for review and approval. Mrs. Armour provided information on recommendations of the committee which include approval of: the FY23 Billing Structure with only minor updates, policy language additions to provide a \$500 increase to the salary for every 8 hours of graduate level coursework for bachelor level specialists in approved relevant coursework, reduction in the number of years of employment within Mid-State from 20 years to 15 years to qualify for the retirement incentive of 4%, an increase

the number of personal days from two to three days per year for full-time employees with continued pro-ration for part-time staff, an increase in the number of work days for transition and behavioral specialists to 190 work days, and an increase in the health insurance benefit by \$25 to a maximum of \$675 per month toward single insurance. The committee is continuing to review the requested financials related to salaries for 2022-23.

Mrs. Armour reported that policy updates resulting from recommendations of committee as well as PRESS 109 are recommended for first reading.

Dr. Schuchman reported that there are several contracts and agreements listed for consideration and approval including Bushue HR, Central Illinois Hearing, Embrace Eval, Embrace IEP & 504, Garella Pest Services, Greenville Hearing Center, IASB, Infinites/SCP Sequin of Greater Chicago, Steve Sheedy Cleaning and Maintenance.

A motion made by Dr Fuerstenau and seconded by Ms. Ritter to approve the FY23 Billing Structure, changes in employee benefits as recommended by the Finance and Personnel Committees, first reading of policy updates, and approval of contracts and services agreements for FY23, all as presented. Roll Call Vote. Olson, yes; Healy, yes; Powell, yes; Garrison, yes; Shackelford; Hopper, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Ritter, yes; Koontz, yes; Theilen, yes. Motion carried 12-0.

Dr. Schuchman reported that the FY23 Preliminary Budget is being presented for approval to place on display and posting of the notice of the upcoming budget hearing in August. She noted this is a preliminary budget and it will look different once the Finance Committee makes salary increase recommendations or as things change over the summer with staffing.

A motion made by Mr. Hopper and seconded by Mr. Koontz to recommend placing the FY23 Preliminary MSSE Budget on display and also posting notice of the budget to be held by the Governing Board on August 24, 2022. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Garrison, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Powell; yes; Hopper yes. Motion carried 12-0.

#### EXECUTIVE SESSION

None

#### ACTION ITEMS

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

A motion made by Mr. Koontz and seconded by Ms. Ritter to recommend accepting the resignation of Madelynn Williams-Kane effective at the close of the 21-22 school year, the employment for the 2022-23 school year of Chloe Foppe as Teacher of the Deaf or Hard of Hearing, and the part-time employment of Brianna Herschelman, SLP for the provision of ESY services, all as presented. 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.

#### DISCUSSION

Dr. Schuchman reported that the draft for the FY23 Board Meeting Schedule is included in the packet and discussion is needed at the next meeting regarding possible changes. Mrs. Armour noted that the August 17<sup>th</sup> meeting may be a problem with the start of the school year with many districts having Institute day or the first day of student attendance. The December 21<sup>st</sup> date was changed to the 14<sup>th</sup> due to many districts being on the holiday break. The next Executive Committee meeting will be on June 22, 2022 at 9:00 a.m. scheduled a week later than normal due to an IASA conflict. Mrs. Armour noted that we will celebrate the upcoming retirements of Mrs. Healy and Mr. Meister at the June meeting. The next Governing Board meeting is scheduled for Wednesday, August 24, 2022 at 6:30 p.m.

ADJOURNMENT

A motion made by Dr. Fuerstenau and seconded by Ms. Healy to adjourn the meeting at 9:27 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 Board Secretary

Becky D. Schuchman  
Chairperson

6/22/2022  
Date

Vickie L Throne  
Secretary of the Board

6/22/2022  
Date