

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
September 21, 2022

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by 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

Bond County: Dr. Wes Olson (remote); Carlinville: Dr. Becky Schuchman; Hillsboro: Mr. David Powell (remote); Litchfield: Dr. Gregg Fuerstenau; Morrisonville: Mr. Patrick Murphy (arrived at 9:12 a.m.); Mulberry Grove: Ms. Casie Bowman (remote); Panhandle: Mr. Aaron Hopper (remote arrived at 9:10 a.m.); Ramsey: Ms. Melissa Ritter; St. Elmo: Mr. Travis Portz (remote); South Fork: Mr. Chris Clark; Vandalia: Dr. Jennifer Garrison (remote)

MEMBERS ABSENT

Brownstown: Mr. Mike Shackelford; Edinburg: Mr. Ben Theilen

OTHERS PRESENT

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

CONSENT AGENDA

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

- Regular Session Minutes from August 9, 2022
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 2/17/2021 and no executive recordings;
- Financial report - The FY23 Balance Sheet and Receipts vs. Expenditures reflects July and August actuals. The July fund balance of \$1,657,673.33 included receipts of \$387,842.77 and expenditures of \$388,352.30. The August fund balance of \$2,004,545.43 included receipts of \$630,573.45 and expenditures of \$285,657.64. FY23 revenue received thus far includes district assessments, interest, GSA/EBF, and Medicaid FFS & Admin. Outreach. For September, our projected revenue is \$946,041.92 and expenses of \$326,450.68. Our resulting Sept. 30th fund balance is projected at \$2,626,550.28.
- Accounts Payable Review, Approval, and Order for Immediate Payment of Sept. 21st bills in the amount of \$145,169.56 is requested. Expenses include routine bills, resumed GSA/EBF flow-through to districts, professional development, legal, and several annual and routine expenses now that school has resumed. The Payables list approved prior and released on Aug. 17th totaled \$39,721.82 was provided.
- Approval of Administrator and Teacher Salary Report for 2021-22
- Approval of Vendor Contracts over \$25,000.00 for 2021-22

A motion made by Mr. Clark and seconded by Dr. Fuerstenau to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Olson, yes; Meister, yes; Powell, yes; Portz, yes; Bowman, not available; Ritter, yes, Garrison, yes; Clark, yes; Schuchman, yes. Motion carried 8-0.

REPORTS AND COMMUNICATION

Mrs. Armour reported that the MSSE Messenger which highlights our 22-23 start of the year may be a helpful reference for those who are new or those who want to know more about how our supports assist districts, school staff, and students.

Mrs. Armour provided an update regarding Professional Development that MSSE is offering. The Virtual Book Studies & Movie Events list has been posted and distributed in schools. Seven free options totaling 56 CEUs. The Sept. Virtual PD with the movie "The Reason I Jump" was well attended and we are registering now for October's book study "Motivating Students Who Don't Care." A number of our staff participate in leading these opportunities. Since last month highlights include speech-language pathologists had their first SCISHA meeting, and we hosted 11 CPI trainings, mentoring group and individual sessions, and several behavior, autism, and DTI trainings.

Mrs. Armour reported that the annual LEA Determination for all 13-member districts was 80% or higher resulting in the "Meets Requirements" designation! Seven districts met at 100% with the range for all districts from 84.85% to 100%. Districts earned full points on nearly all indicators ranging from transition outcomes, suspension/expulsion, disproportionality, child find, correction of noncompliance, and EC service delivery setting. The areas where a few districts dropped below the target related to graduation rate, single audit findings, and the education of students in the least restrictive environment. District specific information with program coordinators during Leadership and are working to target specific areas with individual districts.

Mrs. Armour provided commendations of our school psychologists stating we are blessed with such a top-notch group who have the great benefit of being part of a team who understand and do what they do. During an expected absence of a staff member, co-workers stepped up to cover IEP meetings and testing needed during the upcoming couple weeks. Those who volunteered to help meet the immediate needs also reassured parents and will follow each child through the assessment to the final eligibility meeting. Their efforts allowed business to go on in Bond county schools. Mrs. Armour stated she is proud that we have created and have been able to maintain collaboration and supports for groups of specialists who would otherwise be on their own and not have a team to help when needed.

Mrs. Armour provided an update regarding the FY22 Audit reminding the group that audit confirmations were emailed from Mose, Yockey on 9/12/22 which need to be returned so our audit can be completed timely. Mrs. Yockey has confirmed the audit presentation for the October 19th board meeting.

Mrs. Armour reported that all FY23 IDEA grants are approved. The Youth in Care student list and aides in programs have been updated for the new year. The Board was reminded that there is another funding source for reimbursement for an aides' costs related to time with a student who is YIC. If paid through IDEA, that opportunity is lost.

Mrs. Armour reported that there is a new "Physical Restraint, Time Out, and Isolated Time Out Bill of Rights" published recently by ISBE that key district players need to be aware of and implement. We have become aware that the new required SIS entries do not align with RTO reporting form which is causing some difficulty for SIS reporters in districts. RTO district plans are still being returned and/or approved by the ISBE Student Care Department. Following discussion with Brandon Wright, Mrs. Armour provided the reminder that these are areas of potential legal risk and Mr. Wright noted that it's difficult to prevail when certain basics required by law are not in place. Three documents must be posted on the district website: Behavioral Policies and Procedures document that was revised in August, district RTO Plan even if not yet approved, and the ISBE Bill of Rights. Mrs. Armour shared at our recent Leadership meeting, we reviewed processes with program coordinators to make sure parents are also

receiving notices at least annually. Additionally, we continue to focus resources on related training of MSSE and district staff as well as utilization of behavioral expertise in reviewing current BIPs to improve the development of effective and legal plans and programs for students.

Mrs. Armour reported that the Director vacancy was announced prior to Sept. 1st with applications being accepted through October 4th and interviews on October 19th. The Personnel & Search Committee plans to have a recommendation for approval by Executive Board at the November or December meeting which will later be confirmed by Governing Board.

Mrs. Armour reported that there is a Governing Board Meeting scheduled for March 22, 2023 at 6:30 p.m. for purpose of official action on recommendation of the Executive Committee to employ the new director. As was previously recommended by legal counsel, each district is required to have a board appointed representative with an alternate recommended so that each member district is represented at our Governing Board meetings. Mrs. Ritter reminded the Board that the last Governing Board meeting was held up due to the fact we did not have a quorum and we spent over a half an hour finding someone to attend via Zoom so that we could have the meeting. Mrs. Ritter emphasized the need to come together and have representation at the March meeting since we will be hiring the new director.

Mrs. Armour reported that last Wednesday, six of the eight program coordinators learned and collaborated during our monthly Leadership. Input was obtained related to the revision and streamlining of processes resulting from legal and ISBE rule changes. It was reported that most all program coordinators are adjusting their workload and priorities due to the teacher shortage as several are case managing 20-40 students. Mrs. Armour shared that our next meeting on October 12th will include a short update and discussion with our transition specialists before a working group morning with attorney Brandon Wright.

Mrs. Armour reported that at our Governing Board meeting on Aug. 24th, we awarded Dr. Schuchman the "Making a Difference Award." As an organization and board, we are blessed that she stepped up and served as the Chairperson of the Executive Committee during the past two school years and based upon her experience recommended a two-year cycle for the Chair and Vice-Chair positions. She was commended for her ongoing leadership, dedication, and support of the organization and especially for her efforts in gaining input and consensus among district leaders. She has made a difference in all of the 13-member districts as we work together and strive to meet the educational needs of all children knowing that we are stronger together than alone and have many benefits from our collective knowledge and resources.

Mrs. Armour reported that the Personnel & Search Committee met very briefly following the August 9th meeting to adjust plans given Board action. Unofficial minutes from the meeting are included in the advanced packet. The Personnel & Search Committee have tentative meetings set October 6 at 9:00 a.m. and following the October 19th meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour reported that the FY22 Updates and FY23 MSSE Organizational Goals and FY23 MSSE Action Plan documents were provided in the advanced packet for review.

A motion made by Dr. Schuchman and seconded by Mr. Clark to recommend approval of the FY23 Mid-State Organizational Goals and FY23 Action Plan. Roll Call Vote: Olson, yes; Portz, yes; Powell, yes; Garrison, yes; Hopper, not available; Schuchman, yes; Clark, yes; Murphy, yes; Fuerstenau, yes; Ritter, yes; Bowman, yes. Motion carried 10-0.

EXECUTIVE SESSION

None

ACTION ITEMS

None

DISCUSSION

The Executive Committee Board will meet next on Wednesday, October 19th at 9:00 a.m. in Morrisonville.

ADJOURNMENT

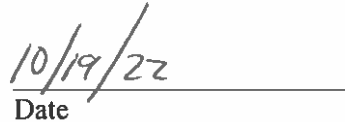
A motion made by Dr. Schuchman and seconded by Dr. Fuerstenau to adjourn the meeting at 9:28 a.m. Roll Call
Vote: Hopper, not available; Olson, yes; Portz, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Murphy,
yes; Clark, yes; Ritter, yes; Powell, yes; Bowman, yes. Motion carried 10-0.

Respectfully submitted,

Mrs. Angela K. Armour, Director

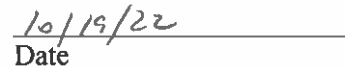


Chairperson


Date



Secretary of the Board


Date