

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
March 15, 2023**

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Ms. Melissa Ritter at 9:01 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

Brownstown: Mr. Mike Shackelford; **Carlinsville:** Dr. Becky Schuchman; **Edinburg:** Ms. Ashley Francis; **Hillsboro:** Mr. David Powell (remote); **Litchfield:** Dr. Gregg Fuerstenau (remote); **Panhandle:** Mr. Aaron Hopper (remote); **Ramsey:** Ms. Melissa Ritter; **South Fork:** Mr. Chris Clark; **St. Elmo:** Mr. Travis Portz (remote); **Vandalia:** Dr. Jennifer Garrison (remote)

MEMBERS ABSENT

Bond: Dr. Wes Olson **Morrisonville:** Mr. Patrick Murphy; **Mulberry Grove:** Ms. Casie Bowman;

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Assistant Director; Bobbie Fisher, Director Elect; 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 15, 2023
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 8/18/2021 with no Executive Session Recordings.
- Financial Report - The FY23 Balance Sheet and Receipts vs. Expenditures reflects the February fund balance of \$2,248,326.12 including the receipts of \$173,404.27 and expenditures of \$480,646.20. FY23 revenue is being received as anticipated. For March, projected revenue includes the Final Cost Billing assessment and expenses of \$417,500. The resulting March 31st fund balance is projected at \$2,512,070.60.
- Accounts Payable Review, Approval, and Order for Immediate Payment of March 15th bills in the amount of \$155,724.96. Expenses include routine bills, GSA/EBF flow-through to districts, professional development, materials/assessments/mileage, legal, and contractual therapies.

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

REPORTS AND COMMUNICATION

Mrs. Armour reported that Lyn Becker and Emma Reichert presented *Growing Your Own Behavioral Support: Recruiting, training and supporting your own Registered Behavior Technician* at IAASE's Winter Conference in February. They have received contacts from across the state from cooperatives and districts who are interested in

utilizing RBTs. Once Illinois' application for Medicaid Expansion is approved we will be ready to start billing for BCBA and RBT services allowing MSSE to expand the number of RBTs and level of behavioral support for our member districts.

Mrs. Armour reported that following our February meeting the Finance Committee reviewed the Final Cost Billing and invoices for the sixth and final assessment along with district specific detail which were emailed on Feb. 15th. There were very minor adjustments resulting in final assessment increase totaling about \$67,462. 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 Mrs. Armour noted ASE is a stable and fair number to continue to base percentages of costs upon. The goal of applying known revenues on the front end in order to provide a more accurate assessment estimate for districts to budget is working for the most part; however, we adjusted the initial projection to reflect \$80,000 less in Medicaid Administrative Outreach. This revenue which was previously applied to reduce assessments had to be added back into the assessment figures prior to Final Cost Billing. Overall, estimated differences from the FY23 Adopted Budget reflect increased revenue of \$162,310 (STEP and FFS increases) and an increase in overall expenditures of \$20,555 (mainly resulting from an extra \$35,000 in FFS flow-thru to districts). These amounts do not result in a need to amend the FY23 Budget.

Mrs. Armour reported that she received the "Financial Audit and Monitoring Review Checklist" in an email on March 6, 2023 from ISBE. Mrs. Armour asked superintendents to please share the email with their bookkeeper as it contains what detail ISBE will be looking for during a financial audit; She noted we have had several districts audited in the last year and have been able to provide any additional documentation that the ISBE auditor has requested. The Final Dec. 1st IDEA Child Count was included in the advance packet. Certification has opened in IWAS for superintendent approval by Friday, March 24th. Instructions are included in this packet along with the Child Count summary. When ISTAR reopened, Mrs. Throne checked the count again for each district and confirmed accuracy. Mrs. Armour noted that she will be reviewing grants again soon and will make contact if it appears an amendment would be in the best interest of the district.

Related to professional development updates, Mrs. Armour reported that we had a great response to the offer to facilitate the RtI Plan Revision & Effective Interventions training. Details were emailed on March 3rd so a district team could be established and dates reserved for participants. Our goal is to have a team from all 13 districts participate so that each district leaves with an updated RtI Plan as well as a roadmap following the effective intervention review and district specific analysis. She noted this will be beneficial to all and imperative for some. The *Deep Dive into Behavioral Interventions* PD video series presented through Infinitac and facilitated by Lyn Becker was completed by staff from 7-member districts. CPI trainers continue to use a variety of trauma, restorative justice, and behavior de-escalation videos from Infinitac to meet the 8 hours of required training for any staff member who engages in physical restraint. The book study *Better Than Carrots & Sticks* is currently being offered by Dawn Thieva. In April, MSSE will offer the PD movie *Words on Bathroom Walls* facilitated by Rick Cina.

Mrs. Armour reported that to date, six districts have the annual RTO meeting scheduled or completed to review practices and update data prior to the July 1, 2023 submission deadline. Program Coordinators are assisting with scheduling and facilitating these meetings this year with Mrs. Becker continuing to provide updates and guidance.

Mrs. Armour provided updates from her recent Schoolmasters meeting with area Directors. ROE 51 Superintendent, Shannon Fehrholz, who chairs the ISBE Licensure Committee, provided some relevant updates related to extending applications for short-term approvals through June 30, 2026 noting; however, that short-term approvals in place now will still expire in 3 years and are not renewable under any circumstance. The short-term substitute license which is set to expire requires legislative action which is in progress to make this permanent. The Licensure Committee has requested Kindergarten be added back to the K-6th teaching endorsement. Finally, a reminder was provided that licensure renewal will open April 1 for 130,000 educators. Brief legislative updates were also provided.

In order to meet audit requires ensuring Statement of Economic Interest forms are returned timely, Mrs. Armour arranged with the Christian County Clerk to receive and return forms for all required to file for MSSE. For those not physically in attendance, we will deliver and pick up the form when out in districts as opposed to relying on US mail.

Mrs. Armour reported that the Finance Committees met following the February meeting. The unofficial meeting minutes were included for review. The Finance Committee is scheduled to meet following the March and April board meetings. The Building and Facilities Committee (Hopper, Powell, Fuerstenau, Shackelford) is also scheduled to meet in April.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mrs. Armour provided advanced information regarding the recommendations of the Finance Committee to provide a stipend to the school psychologists who have covered for Kristy Haston in Bond throughout this school year, change intern costs from a shared service to a "menu choice" beginning in FY24, and provide a stipend of \$1,000 per semester for future school psychologist or SSW intern supervision. After discussion, the Committee directed Mrs. Armour to email all superintendents to determine district interest, secure supervisors, and offer additional intern positions for SY24. Finally, Mrs. Armour summarized that the Committee had heard from Ms. Holcomb regarding the FY23 Budget, Final Cost Billing, and the Projected FY23 Year End 60 Days Cash on Hand, recommending the sixth regular assessment be invoiced and that they begin development of the FY24 budget.

A motion made by Dr. Schuchman and seconded by Mr. Shackelford to approve FY23 coverage stipends for school psychologist, intern supervision stipends for FY24, invoicing of FY23 Final Cost billing, and development of the FY24 MSSE Budget. Roll Call Vote. Portz, yes; Powell, yes; Garrison, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Ritter, yes; Francis, yes. Motion carried 10-0

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Mr. Hopper and seconded by Mr. Powell to approve the employment of Amy Knodle as a Program Coordinator beginning in the 2023-24 school year and approving the leave request for Madi Whittington, as presented. Roll Call Vote. Shackelford, yes; Hopper, yes; Francis, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Clark, yes; Powell, yes; Ritter, yes; Portz, yes. Motion carried 10-0.

DISCUSSION

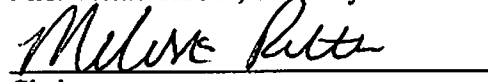
The Governing Board Meeting is scheduled for Wednesday, March 22, 2023 at 6:30 p.m. The Governing Board Agenda and packet were mailed to you on February 15th along with the Zoom link to forward to your board representative. We will re-send the email after this meeting in case you missed the previous one. The next Executive Committee Board scheduled for Wednesday, April 19, 2023.

ADJOURNMENT

A motion made by Dr. Schuchman and seconded by Mr. Clark to adjourn the meeting at 9:30 a.m. Roll Call Vote: Hopper, yes; Portz, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Francis, yes. Motion carried 10-0.

Respectfully submitted,

Mrs. Vickie Throne, Secretary of the Board


Chairperson

4-19-2023
Date


Secretary of the Board

4-19-2023
Date