

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
May 17, 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.

MEMBERS PRESENT

Bond: Dr. Wes Olson; **Brownstown:** Mr. Mike Shackelford; **Carlinville:** Dr. Becky Schuchman; **Hillsboro:** David Powell; **Litchfield:** Dr. Gregg Fuerstenau; **Panhandle:** Mr. Aaron Hopper; **Ramsey:** Ms. Melissa Ritter; **South Fork:** Mr. Chris Clark; **St. Elmo:** Mr. Travis Portz

MEMBERS ABSENT

Edinburg: Ms. Ashley Francis; **Morrisonville:** Mr. Patrick Murphy; **Mulberry Grove:** Ms. Casie Bowman; **Vandalia:** Dr. Jennifer Garrison

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 April 19, 2023
- Destruction of regular session audio recordings maintained to comply with OMA related to remote meetings from 9/15/2021 and 10/20/2021 with no Executive Session Recordings.
- Financial Report - The FY23 Balance Sheet and Receipts vs. Expenditures reflects the April fund balance of \$2,224,374.71 including the receipts of \$297,914.66 and expenditures of \$458,528.20. FY23 revenue is being received as anticipated. All districts have paid the Regular and Legal Assessments based upon the FY23 Final Cost Billing. The final FY23 Invoiced Assessment for each district has been sent. The resulting May 31st fund balance is projected at \$1,959,020.44.
- Accounts Payable Review, Approval, and Order for Immediate Payment of May 17th bills in the amount of \$161,996.83 and June bills including GSA/EBF flow-through (if received), FY23 year-end, and July bills are requested due to not meeting in June and July. Payables' Lists will be provided for review at the August Board meeting. Expenses this month to districts, routine bills GSA/EBF low-through professional development, materials/assessments/mileage, legal, and contractual therapies. June GSA/EBF will be mailed to you as soon as the final payment is received so that you can bank it in FY23.

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

REPORTS AND COMMUNICATION

Mrs. Armour reported that on May 5th staff engaged in professional development focusing on the importance of our work, self-care, and the profound responsibility of educators. We recognized staff for continuing years of service with Mid-State: 25 years- Tricia Kelly; 20 years – Lorinda Jennings, Debbie Musgrave, Vickie Throne; 15 years – Bobbi Fisher; 5 years – Velvet Blamer, Kelly Behme, Karen Bennett, Kassi Charles, Shera Nail, Kelli Stewart. We ended the afternoon celebrating our upcoming retirements with our Mid-State family.

Mrs. Armour reported that we were able to present two 'You Make the Difference' Awards to staff. First Barb Daugherty was recognized in April at an Edinburg staff meeting. Mrs. Armour reported that we know the schools

Mrs. Daugherty has served the past two years appreciate the effort she has put in and they will miss her as she moves to serve districts nearer to her home. In early May, Chloe Foppe, one of our DHH teacher's recognition included accolades from two families she serves.

Mrs. Armour reported that we are fully staffed for the 23-24 school year and have added two school psychology interns to our team. As Mrs. Armour looks at needs in central Illinois, this is nothing short of amazing. Mrs. Armour recognized and thanked all of the MSSE dedicated employees.

Mrs. Armour reported that Mrs. Throne and herself have worked with districts needing to meet MOE Compliance through allowable exceptions. Given the addition of ARP funding, this was more challenging than in the past. Four of the five districts are complete and approved. We are just waiting on a letter from an auditor and expect to have the final one approved prior to FY24 IDEA grants being released. In June, Mrs. Fisher and Mrs. Armour will be assisting with FY23 Periodic Reports and FY24 grants as soon as they open. Our IDEA grant coordinator, Josh Green, emailed on Monday reminding districts of the remaining ARP IDEA funds that must be budgeted and spent by Sept. 30th.

Mrs. Armour reported that as soon as school closes and we have actual student attendance, Mrs. Throne will be cross-training while completing the final program cost-billing for the Morrisonville and Vandalia shared programs. This will allow sending districts to process final payments in FY23. If there are any questions, please contact Mrs. Throne.

Mrs. Armour reported that we will be cross-training again while completing the annual youth in care and private facility claims for each district. The needed district salary and benefits information has been requested from bookkeepers and is due no later than May 31st. This will allow time to complete the claims for all 13 districts and submit prior to the June 15th deadline.

Mrs. Armour reported that eleven of thirteen RTO meetings have been held and plans submitted to ISBE with no review feedback yet. Please remember that the updated RTO Plan must also be posted on the district website by July 1st.

Mrs. Armour reported that we have eleven district teams registered for the RtI Plan Revision & Effective Interventions on June 1 & 2 that will be held at the Litchfield Unit Office.

Mrs. Armour reported that the May 9th Department of Healthcare and Family Services Provider Notice was included in the advanced packet. The DHFS is allowing the continuation of telehealth flexibilities for both Medicaid fee-for-service and managed care organizations.

Mrs. Armour reported that they have documented evidence related to the FY23 MSSE Action Plan which was included in the advanced packet.

Mrs. Armour recognized and thanked teachers and all educators during Teacher Appreciation Month and also all of the district and Mid-State speech-language pathologists during Better Hearing & Speech Month. Mrs. Armour took a few minutes to share with the board a guest column that in the Journal News and was written by a student who has a cochlear implant and receives DHH services in the Hillsboro School District.

As Mrs. Armour closed out her final board meeting, she took time to let the board members know how much she appreciated the collaborative efforts, professionalism, and kindness shown to both Mrs. Becker and herself over the years by so many superintendents as well as predecessors in their districts. Although the lens through which we view situations may vary, our collective end goal of using available resources and expertise to effectively serve and educate all children was clear, and Mrs. Armour's hope is that the collaborative efforts continue. She noted it has been an honor to serve, and she wished all of the board members the best as they continue to lead and make a difference in the lives of so many. Mrs. Ritter thanked both Mrs. Armour and Mrs. Becker for their service not only on behalf of children but also for the Mid-State organization prior to presenting both with a retirement gift from the Board.

Mrs. Armour reported that the Building and Facilities Committee met prior to this meeting and they will be sharing their recommendations later in this meeting.

UNFINISHED BUSINESS

Mrs. Armour reported that the Second Reading and Action of Policies for Press 111 were included in the advanced packet and recommended approval.

A motion made by Mr. Shackelford and seconded by Mr. Clark to approve the MSSE Policy updates as presented, following the second reading. Roll Call Vote. Portz, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Shackelford, yes; Powell, yes; Hopper yes. Motion carried 9-0.

NEW BUSINESS

Mrs. Armour presented for approval a copy of membership, contract, and service agreements for Illinois Association of School Board affiliate Membership Dues, PRESS and PRESS Plus Subscription, revised contract for Dr. Samantha Sullivan, and the PSIC renewal for property/casualty and worker's compensation for FY24; the FY24 MSSE Board Meeting Schedule, Election of Committee Officers Melissa Ritter, Chair, Chris Clark Vice-Chair, Vickie Throne, Executive and Board Secretary, Liz Holcomb, Treasurer; FY24 Committees: Finance - Ritter (Chair) Bowman, Clark, Hopper, Schuchman; Personnel - Ritter (Chair), Clark, Garrison, Portz, Schuchman; Policy - Ritter (Chair) and Francis; Building & Facilities - Hopper, (Chair), Fuerstenau, Powell, Shackelford; FY24 Non-Discrimination Coordinator, Bobbi Fisher and Complaint Mangers, Bobbie Fisher and David Powell and the MSSE Joint Committee, Director Bobbi Fisher and MSSE Licensed Staff representative Meg Marquardt.

Mrs. Armour reported that the Building and Facilities Committee met prior to this meeting and recommend approving the completion of some minor roof repairs over the summer. After inspection the roof has about five years left but the cap needs replaced and some resealing is needed. Mrs. Armour thanked Mr. Powell for taking the lead on this.

A motion made by Dr. Fuerstenau and seconded by Dr. Olson to recommend approving memberships, contracts, and service agreements; the FY24 Board Meeting Schedule, Board Officers, and Committee assignments; FY24 appointments as the Non-Discrimination Coordinator, Complaint Managers, and to the MSSE Joint Committee; and Jeremy White to complete need roof repairs, all as presented. Roll Call Vote. Olson, yes; Portz, yes; Powell, yes; Shackelford, yes; Hopper, yes; Schuchman, yes; Clark, yes; Fuerstenau, yes; Ritter, yes. Motion carried 9-0.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Dr. Schuchman and seconded by Mr. Powell to approve the revised employment terms for Amy Toberman, School Psychology Intern, employing Debbie Musgrave, SLP, for ESY services, and transferring Emma Reichert Campbell to the position of Board-Certified Behavior Analyst, as presented for the 2023-24 school year pending completion of all requirements. Roll Call Vote. Shackelford, yes; Hopper, yes; Fuerstenau, yes; Schuchman, yes; Clark, yes; Powell, yes; Ritter, yes; Olson, yes; Portz, yes. Motion carried 9-0.

DISCUSSION

Mrs. Armour reminded Board members that the Governing Board meeting will be held on Wednesday, August 23rd at 6:30 p.m. in the MSSE Conference Room and asked that they share this date with their local Board Representative. The next Executive Committee Board scheduled for Tuesday August 8, 2023 at 9:00 a.m. prior to the ROE 3 meeting.

ADJOURNMENT

A motion made by Mr. Powell and seconded by Mr. Clark to adjourn the meeting at 9:34 a.m. Voice Vote: 9-0 Motion carried.

Respectfully submitted,

Mrs. Vickie Throne, Secretary of the Board

Melish Rotten
Chairperson

Vickie Throne
Secretary of the Board

8/8/2023
Date

8/8/2023
Date