

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING

Regular Board Meeting

Official Minutes

April 21, 2021

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Dr. Becky Schuchman, at 9:00 a.m. with remote participation as allowed during the current public health emergency, current Disaster Declaration, and extended Executive Orders. 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; Dr. Becky Schuchman, Carlinville; Mr. Aaron Hopper, Panhandle; Ms. Melissa Ritter (Remote), Ramsey; Mr. Chris Clark, South Fork; Mr. Robert Koontz, Mulberry Grove; Dr. Jennifer Garrison (Remote), Vandalia; Ms. Julie Healy (Remote), St. Elmo; Mr. Dave Meister, Morrisonville; Mr. David Powell (Remote) Hillsboro; Dr. Gregg Fuerstenau, Litchfield; Mr. Ben Theilen, Edinburg; Mr. Mike Shackelford (Remote), Brownstown

OTHERS PRESENT

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

Recognition of Visitors: None

MEMBERS ABSENT

None

CONSENT AGENDA

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

- Regular Session Minutes from March 17, 2021.
- Destruction of Executive Session Audio Recordings Older than 18 Months: MSSE Regular Meeting September 18, 2019
- Financial report - The FY 21 Balance Sheet and Receipt vs. Expenditures reflected a March 31st fund balance of \$2,554,969.20 including revenue of \$241,661.59 and expenditures totaling \$419,599.99 The projected April expenses were estimated at \$444,000.00 with projected revenue of \$130,000.00. The resulting April 30h fund balance was projected at \$2245,324.65.
- April Accounts Payable List in the amount of \$188,306.40 was presented for approval and for immediate payment.

A motion made by Dr. Fuerstenau and seconded by Mr. Theilen to approve the Consent Agenda. Roll Call Vote. Fuerstenau, yes; Shackelford, Brownstown, yes; Olson, yes; Powell, yes; Healy, yes; Koontz, yes; Meister, yes; Ritter, yes; Garrison, yes; Hopper, yes; Clark, yes; Schuchman, yes; Theilen, yes. Motion carried 13-0

REPORTS AND COMMUNICATION

Due to Mrs. Armour's absence, Mrs. Becker provided the Director's Report. She noted that throughout the month of April we celebrated Occupational Therapy Month, and thanked our TheraKids OTRs and COTAs for the excellent therapy and supports they provide to our students, families, and school staff.

Mrs. Becker recognized that today April 21st, we will celebrate all of the Administrative Professionals at Mid-State and in our member districts! The professional and quality supports that we all receive allow us to complete our educational mission as local districts and the cooperative.

Mrs. Becker reported that 9 out of the 13 districts have received approval for Excess Cost. One district has resubmitted and is pending approval and two districts are needing to revise and resubmit. Mrs. Becker offered our assistance if need to complete the revisions. The Maintenance of Effort for compliance has not yet been received from ISBE. We will prioritize work with any district not meeting so exceptions can be submitted and approved prior to FY22 IDEA grant work begins. Mrs. Becker reported that we anticipate Edinburg and Mulberry meeting through per cap increase and that we are working with Morrisonville, Panhandle, and South Fork in utilizing allowable exceptions.

Mrs. Becker reported that the Indicator 8 State Performance Plan has set a schedule of rotation for district participation in the annual Parent Survey of students with IEPs. The goal of Indicator 8 is to have parents of children with disabilities report that schools facilitated their involvement as a means of improving services and results for their children. The state summary data is reported to OSEP by ISBE related to the State Performance Plan. In March, Mrs. Armour notified superintendents in Carlinville, Litchfield, Panhandle and South Fork that they were selected for the FY21 rotation, and we shared with Program Coordinators who are encouraging participation. In FY22, Morrisonville is the only district that was selected.

Mrs. Becker reported that participation in Indicator 14 is also on an established rotation with Panhandle and Vandalia being selected for FY21 and Mulberry Grove selected for FY22. We are awaiting ISBE opening the site in May so that we can obtain the list of former students (school leavers) from 2019-20 that they have selected. We will then do the sometimes-challenging work of locating and contacting each former student. Mrs. Becker would like to thank Shay Jones, Joan Saatkamp, Laura Snyder for prioritizing this project.

Mrs. Becker reported that it is that time of year for the Timely and Meaningful Consultations. Mrs. Becker is scheduling/facilitating individual meetings in Litchfield and Vandalia where we have parochial schools. We will schedule a coop-wide TMC for all districts prior to the May 19th board meeting at 8:45. We will take care of newspaper notices and all required documentation for all districts.

Mrs. Becker reported on the Time-out, Isolated Time-out, and Physical Restraint Annual Review Meeting. As you are aware, legislation continues related to the Chicago Tribune and ProPublica investigation that occurred during the 2018-19 school year and the December 2019 article. The Annual Review meeting is required of all districts and is being completed for the first time to analyze data on TO, ITO and PR over the past year. Meeting have already been held earlier this week with Hillsboro and Brownstown Districts. We are happy to help facilitate/lead. Mrs. Armour would like to thank Lyn Becker for offering to be a part of the Annual Review Committee for all 13 districts. Mrs. Becker's expertise as a BCBA, knowledge of the new requirements, and love of data analysis will be of great benefit.

Mrs. Becker reported that we are celebrating with Emma Reichert who learned at the end of March that she was accepted into the SIU-C Board Certified Behavior Analyst program beginning in Fall 2021! We are very thankful that Emma is pursuing this certification as it will be of great benefit to the cooperative in future years. As she is mentally preparing for the effort and time that will be needed as she completes the rigorous coursework and obtains the 1,500 hours of contact over the next two years, Lyn and Angie are also working on how we can support her and contain her work caseload which is now over 100 students.

Mrs. Becker reported that Mrs. Armour had included a listing of possible new provider types being discussed for Medicaid reimbursement for School Based Health Services. Fingers crossed this goes through quickly as the additional revenue will be helpful to us in providing more behavioral and autism supports as well as generate additional funds for districts through billable services you are providing to students.

Mrs. Becker reported that the New Teacher Mentoring has finished for this year, we are continuing to provide monthly Leadership with PCs, and are scheduling of CPI for summer and school year 2021-22. Superintendents were encouraged to reach out if they need a training specific to their district. Mrs. Becker shared that she will be providing a repeat FBA/BIP training in May and that Mrs. Brandy Buske will be leading our first book study featuring the book, *The Explosive Child*.

Mrs. Becker reported that in a collaborative effort of five ROE 9, 11, 21, 47, and 54, a significant five-year federal IDEA grant was awarded to provide a statewide system of mentoring and coaching to support new Special Educators. Each district will be assigned to one of three tiers based upon district SPP Indicator and the performance of students with IEPs to all students in a district to determine the type and amounts of supports available. ROE 51 has become very involved in this grant, and Mrs. Armour's connections through the Schoolmasters group are proving beneficial.

Mrs. Becker provided an update on efforts to get downstate pre-service special educators into our schools. Oftentimes, universities only allow for student teaching and other pre-service activities within an hour from their campus or hubs. A positive that has come from the pandemic is that they have figured out remote supervision which is allowing for placements to be made across the state. Geography makes a difference as we all work to attract teachers in hard to fill content and specialty areas, and we can all agree that we need these teachers and other specialists to return to our area as they begin their careers. In early April, Mrs. Armour met virtually with a team from ISU to share about our special education programming and the possibility of them expanding their placements further south. ISU is finalizing an update of their contract to include e-supervision which will be sent to Mid-State and districts soon. It was noted that at this time only Mulberry Grove currently has a contract in place due to them having a student teacher already placed for the upcoming school year.

Mrs. Becker referenced information on upcoming coursework at UIS and University of Phoenix and asked that superintendents share with the information with anyone who is working toward an LBS1 in order to serve your district.

Mrs. Becker reported that during our March Leadership meeting, she arranged for Embrace to share information on their new MTSS services. The MTSS option in Embrace provides districts with flexible and efficient online data entry forms to track students receiving RtI interventions and to consistently monitor their progress noting that this would certainly fall under addressing learning loss for use of federal COVID funds. The Litchfield district is excited to take advantage of a pilot opportunity so we will provide updates on their implementation. Mrs. Becker asked that superintendents should let us know if we can assist any others in reviewing and improving the pre-referral processes and/or interventions.

Mrs. Becker reported that the Workload Summary was finalized for each district and emailed to the districts to meet this requirement for special educators

Mrs. Becker reported that we had met our STEP contract of 30 outcomes, students in paid employment at least 60 days and 240 hours, by mid-year and were able to expand the contract to \$174,875. With the DHS continuation of the COVID incentive, we received \$30,000 in FY21 and have received \$62,550 thus far in FY21 with 3 months remaining. All though this does not compare to the huge amounts of COVID relief that districts are receiving, but it is very beneficial to our organization in self-support of our transition services. As we are sharing some services with a neighboring cooperative and learning more about their transition and STEP services, it makes us more aware of the significant limitations and impacts when cooperative experts are not available nor focused on transition services and no regular and COVID STEP funds are received from DHS in a year. On behalf of Mrs. Armour, Mrs. Becker shared gratitude for the important work that Laura Snyder, Joan Saatkamp, and Randi Riemann complete on behalf of our students so that students receive appropriate transition and work experiences so that they are better equipped for life after high school.

Mrs. Becker along with Mrs. Armour and all Mid-Staff offered congratulations to Mr. and Mrs. Aaron Hopper.

Mrs. Becker reported that no committees have met since our last meeting.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Dr. Fuerstenau and seconded by Mr. Mr. Clark to approve the employment of Christine Harms, Speech-Language Pathologist, and Sara Turner, School Social Work Intern, as presented for the 2021-22 school year pending completion of all state and local employment requirements. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Meister, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 13-0.

UNFINISHED BUSINESS

Dr. Schuchman reported that last month we provided everyone with a copy of the Resolution that dealt with the billing structure and documents related to goal setting. Dr. Schuchman reported that no concerns have been brought to her attention at this time. We will continue to change the goal setting as committees start to move forward. The list of committees and suggested timelines that Dr. Schuchman sent out were noted. If there is anyone interested in changing committees, please reach out to Dr. Schuchman. Dr. Schuchman reported that the Finance Committee will be meeting after the board meeting today.

NEW BUSINESS

Dr. Schuchman referred to Policy Section 5 Personnel and Policy 7:345 related to SOPPA that are recommended for the first reading.

A motion made by Mr. Theilen and seconded by Mr. Hopper to approve the first reading of policies from Section 5 and of Policy 7:345. Roll Call vote. Ritter, yes; Powell, yes; Olson, yes; Meister, yes; Clark, yes; Healy, yes; Healy, yes; Koontz, yes; Hopper, yes; Shackelford, yes; Fuerstenau, yes; Theilen, yes; Schuchman, yes. Motion carried 13-0.

Dr. Schuchman referred to contract and service agreements for TheraKids and Embrace that were provided.

Motion made by Mr. Powell and seconded by Mr. Clark to approve contract and service agreements, as presented, for TheraKids and Embrace for the 2021-22 school year. Roll Call Vote. Olson, yes; Healy, yes; Clark, yes; Garrison, yes; Ritter, yes; Shackelford, yes; Hopper, yes; Fuerstenau, yes; Meister, yes; Schuchman, yes; Koontz, yes; Theilen, yes; Powell, yes. Motion carried 13-0.

Dr. Schuchman reported that the Resolution Regarding the Distribution of Base Fund Minimum was presented for review at the March meeting. A formal resolution was recommendation by the Steering and Finance Committee to clarify what money flows back for individual personnel that was generated when it was originally created several years ago and what stays with Mid-State because it was generated by Mid-State Central staff.

A motion made by Dr. Fuerstenau and seconded by Mr. Hopper to adopt the Resolution Regarding the Distribution of Base Funding Minimum as recommended by the Finance Committee. Roll Call Vote. Healy, yes; Schuchman, yes; Clark, yes; Olson, yes; Ritter, yes; Fuerstenau, yes; Meister, yes; Garrison, yes; Koontz, yes; Theilen, yes; Shackelford, yes; Powell, yes; Hopper, yes. Motion carried 13-0.

DISCUSSION

The next MSSE Executive Committee meeting is scheduled for May 19, 2021 at 9:00 a.m. and the next Governing Board meeting is scheduled for Wednesday August 25, 2021 at 6:30 p.m.

ADJOURNMENT

A motion made by Ms. Healy and seconded by Ms. Ritter to adjourn the meeting at 9:18 a.m. Roll Call Vote. Hopper, yes; Olson, yes; Healy, yes; Garrison, yes; Fuerstenau, yes; Schuchman, yes; Meister, yes; Shackelford, yes; Clark, yes; Ritter, yes; Powell, yes; Theilen, yes; Koontz, yes. Motion carried 13-0

Respectfully submitted,

Mrs. Vickie Throne, Executive Board Secretary

Becky D. Schuchman
Chairperson

05-19-2021
Date

Vickie L. Throne
Secretary of the Board

May 19, 2021
Date