

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
November 16, 2016  
Minutes

**PROCEDURAL BUSINESS:**

Mr. Adam Bussard called the meeting to order at 10:17 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

**MEMBERS PRESENT:**

Mr. Gary DePatis, Morrisonville; Mr. Fred Lamkey, Edinburg; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Ron Graham, South Fork; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Adam Bussard, Brownstown; Ms. Melissa Ritter, Ramsey; Ms. Becky Shuchman, Carlinville Representative; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Jeff Strieker, Litchfield.

**MEMBERS ABSENT:**

Dr. Gregory Fuerstenau, Taylorville; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia

**PRESENTATION OF PROXIES:**

Mr. Ron Graham, South Fork – Mr. Chris Clark

**OTHERS PRESENT:**

Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Pattie Hamlin, Assistant Director; Ms. Jeanne Vancil, Comptroller; Ms. Shelly Rexroad, Business Manager; Ms. Susan Sullivan, Executive Secretary.

**CONSENT AGENDA:**

Presented for review and approval:

- Regular Session & Executive Session Minutes from October 19, 2016,
- November payables totaling \$245,433.98
  - \$239,691.50 – MSSE Central
  - \$593.76 – CR/MSSE
  - \$3,370.30 – BF/ MSSE
  - \$1,778.42 – MCC/ MSSE
- Notable Expenses
  - Press Plus \$3,200.00
  - Mose, Yockey, Brown, & Kull, LLC \$22,800.00
- Receipts vs. Expenditures Report,
- Statement of Position as of October 31, 2016, balances with the ending monthly fund balance of \$1,804,729.76,
  - Anticipate November revenues of \$268,792.43
- The report reflects that Revenues are currently at 37.62%, which is running about 3.38% under budget; this is primarily due to Flow-through of both State Personnel reimbursement as well as the federal IDEA & Pre-school grants,
- Expenditures are at 26.70% due to the inclusion of Flow-through Personnel and IDEA dollars to the regions,
- FY16 4<sup>th</sup> Quarter and FY17 1<sup>st</sup> Quarter Personnel Reimbursements have not been received to date.

Motion to approve all items on the consent agenda: Ms. Ritter, Ramsey; second, Mr. DePatis, Morrisonville. Roll call yielded 13 yeas, 0 nays. Motion carried.

## **DIRECTOR'S REPORT:**

**National School Psychology Awareness Week** – November 14<sup>th</sup> – 18<sup>th</sup> is National School Psychology Awareness Week.

**Medicaid Billing** – Ms. Patrick reported that MSSE received clarification from GoSolutions on how to complete the speech referrals for the purposes of Medicaid billing. A copy of the memo sent to the SLPs is included in the board packet. Maggie Kuykendall, Program Coordinator for Christian Region is available to sign off in districts that don't have multiple SLPs. Assistant Directors are working to make sure this process is completed.

**Bookkeepers Meeting** – Mrs. Patrick reminded the board that the Bookkeepers Meeting will be held today following the board meeting. Ms. Felicia Malloy, ISBE Grant Coordinator, will be presenting and providing assistance with the Excess Cost Worksheets.

## **NEW BUSINESS:**

**Director Position** – Mr. Bussard provided a brief update on the three applications received for the Director's position. The Hiring Committee will meet immediately following the Mid-State Special Education Board meeting. The committee set-up interview dates

## **UNFINISHED BUSINESS:**

**Financial and Services Analysis** – Ms. Patrick presented information gathered for the Decentralization Cost Analysis for Christian Region and Montgomery/Carlinville County Region. A discussion regarding the possibility of decentralization was held. Ms. Patrick noted that she has been in contact with Merry Rhoades, attorney, concerning timelines and actions that will need to be addressed as the decentralization process moves forward. The board members agreed that a more in depth financial and services analysis was warranted. Ms. Patrick asked the superintendents to send her a list of items they would like covered in the next analysis. A committee was established comprising of a board member from each region. Mr. DePatis, Christian Region and Mr. Hopper, Montgomery/Carlinville County Region were appointed to work with Ms. Patrick.

Motion to approve Mr. DePatis as the Christian Region Representative: Dr. Lett, Pana second, Mr. Lamkey, Edinburg. Voice vote was unanimous. Motion carried.

Motion to approve Mr. Hopper as the Montgomery/Carlinville County Region Representative: Mr. Strieker, Litchfield second, Mr. Powell, Hillsboro. Voice vote was unanimous. Motion carried.

## **EXECUTIVE SESSION:**

None

**ACTION FOLLOWING EXECUTIVE SESSION:**

**Business Manager** – Ms. Patrick recommended that the board approve \$64,000.00 as the salary for the Business Manager, Michelle Rexroad for FY18.

Motion to approve FY18 Business Manager, Michelle Rexroad’s salary as \$64,000.00: Mr. Strieker, Litchfield; second, Mr. DePatis, Morrisonville. Roll call yielded 13 yeas, 0 nays. Motion carried.

**FMLA Sick Leave** – Brenda Siegrist submitted a request for FMLA leave. FMLA leave will be used concurrently with sick leave time as stipulated in the MSSE policy.

Motion to approve FMLA leave as requested: Mr. Strieker, Litchfield; second, Mr. Lamkey, Edinburg. Roll call yielded 13 yeas, 0 nays. Motion carried.

**DISCUSSION:**

The next monthly meeting is scheduled for Wednesday, December 21, 2016 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

**ADJOURNMENT:**

Motion to adjourn at 10:50 a.m.: Mr. DePatis, Morrisonville; second, Dr. Lett, Pana. Voice vote was unanimous. Motion carried.

Respectfully submitted,  
Ms. Susan Sullivan, Recording Secretary

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Chairperson

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Date

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Executive Secretary

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Date