

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
December 14, 2016  
Minutes

**PROCEDURAL BUSINESS:**

Mr. Adam Bussard called the meeting to order at 10:00 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

**MEMBERS PRESENT:**

Dr. Gregory Fuerstenau, Taylorville; 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. Deb Philpot, St. Elmo; Mr. Mike Kelly, Carlinville Representative; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Jeff Strieker, Litchfield.

**MEMBERS ABSENT:**

Mr. Gary DePatis, Morrisonville; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey

**PRESENTATION OF PROXIES:**

None

**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. Debbie Poffinbarger, Litchfield Assistant Superintendent; Ms. Susan Sullivan, Executive Secretary.

**CONSENT AGENDA:**

Presented for review and approval:

- Regular Session & Executive Session Minutes from November 16, 2016,
- Destruction of Executive Session audio recordings older than 18 months, June 17, 2015,
- December payables totaling \$298,092.95
  - \$294,919.31 – MSSE Central
  - \$518.20 – CR/MSSE
  - \$2,211.98 – BF/ MSSE
  - \$443.46 – MCC/ MSSE
- Notable Expenses
  - Bushue Human Resources Annual Fee - \$7,620.00
- Receipts vs. Expenditures Report,
- Statement of Position as of November 30, 2016, balances with the ending monthly fund balance of \$1,996,403.73,
  - Anticipated December revenues of \$271,000.00
- The report reflects that Revenues are currently at 47.80% which is right where we should be.
- Expenditures are at 33.75% 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 State Personnel Reimbursements have not been received to date.

Motion to approve all items on the consent agenda: Mr. Strieker, Litchfield; second, Mr. Graham, South Fork. Roll call yielded 13 yeas, 0 nays. Motion carried.

#### **DIRECTOR'S REPORT:**

**Staff Recognition** – MSSE staff was recognized for milestone years of service at the on December 8, 2016 staff meeting.

- 5 Year Recognition – Lauren Assalley, Lyn Becker, Amanda Cunningham, Elizabeth Howley, and Randi Riemann,
- 10 Year Recognition – Kristy Haston, Kandy Richardson, and Nancy Roasio,
- 15 Year Recognition – Gretchen Bland,
- 20 Year Recognition – Debbie Glenn
- 30 Year Recognition – Pattie Hamlin

**You Make the Difference Award** – Pattie Hamlin was recognized as the 2016 MSSE Making a Difference Award recipient. Pattie has demonstrated a tremendous love and passion for serving children with disabilities. Most recently her efforts tremendously impacted those battling ALS. She reached out to share her story. She requested support for legislation to maintain funding for vital supports and equipment for those with ALS. Pattie bravely shared her plea and collected thousands of signatures. She continues to do what she can to have a positive impact on the lives of individuals facing challenges. We are proud to celebrate and recognize her contributions and commitment.

**Annual Joint Committee Meeting** – The MSSE Annual Joint Committee Meeting was held on November 10, 2016 to complete the 5 required tasks. Members of the Joint Committee include Brenda Patrick, Director; Pattie Hamlin, Assistant Director and Laruen Assalley, MSSE School Psychologist. The group made no changes to the decisions made last year which are as follows:

- The committee decided to not include any “Needs Improvement” educators in Group 3 rather than Group 2.
- The committee decided to make no change to the definition of Group 4.
- The committee decided not to include evaluation ratings issued by other districts or joint agreements in the definition of “performance evaluation.”
- The evaluation rating system in use complies with IL School Code in that it contains the 4 required rating categories: Excellent, Proficient, Needs Improvement and Unsatisfactory.
- The committee reviewed the provision that any member of the Joint Committee may request review of the honorable dismissal list by the Joint Committee to determine if there is a trend of more senior teachers receiving lower ratings, indicating a bias against the longest serving teachers and all indicated understanding of it.

**Excess Cost** – Felicia Malloy from the ISBE provided a training session for the bookkeepers. Michelle Rexroad and Jeanne Vancil provided additional information. We have requested that all districts submit completed information by December 15, 2016. The completion date will allow everyone to focus on other time sensitive deadlines that come out in January.

### **UNFINISHED BUSINESS:**

**Financial and Services Analysis** – Ms. Patrick reported that she has forwarded the questions posed at the last MSSE Board Meeting for legal counsel. She is waiting for a response. Logistically, any recommendations would need to be a consideration for FY19.

### **NEW BUSINESS:**

**Job Descriptions** – MSSE Central Job Descriptions have been updated. There is a minor addition to the qualifications section for each position. This phrase was added: *“Possess a valid driver’s license and maintain automotive insurance coverage as required by IL law.”*

Motion to approve the MSSE Central Job Descriptions with revisions as presented: Mr. Graham, South Fork; second, Mr. Lamkey, Edinburg. Voice vote yielded 12 yeas, 0 nays. Motion carried.

**Financial Software** – DCR, the current financial, payroll, and personnel software provider for MSSE has given notice that the company will be closing. DCR indicated that they will no longer be providing any support after June 30, 2017. The company also advised that they will be transitioning to monthly billing effective as of January 1, 2017. Ms. Rexroad and Ms. Vancil contacted our member districts to find out what programs they are using. Ms. Rexroad and Ms. Vancil visited several districts to gain hands on knowledge of the options available for financial software programs.

Ms. Rexroad presented information on the pros and cons of financial software from Specialized Data Systems (SDS) and Skyward. The proposal from SDS included \$24,900 for the initial set-up and \$4,400 per year thereafter. Skyward provided a proposal of \$42,718 for the first year set-up and \$5,768 per year thereafter. After much research and consideration of the best fit for MSSE Ms. Rexroad and Ms. Vancil recommended the implementation of SDS financial, payroll, and personnel software.

Motion to approve the proposal from SDS as presented: Mr. Streiker, Litchfield; second, Mr. Powell, Hillsboro. Roll call yielded 12 yeas, 0 nays. Motion carried.

**PSIC** – The Cooperative’s current Insurance Carrier, Prairie State Insurance Cooperative (PSIC), requires to be notified by December 31, 2016 if the Cooperative is going to bid coverages for the July 1, 2017 policy term. Mrs. Patrick attended the PSIC meeting earlier this month. PSIC anticipates that we will have a 2% - 5% increase in cost. Mrs. Patrick reviewed the options for bidding with Travis Bushue. Typically, Mr. Bushue recommends going through the bidding process every three years. However, he indicated that the market for insuring special education cooperatives is currently not positive. If MSSE bids the insurance, and ends up staying with PSIC our Cooperative risks having to return as a new client. The option for bidding is not favorable at this time. Mrs. Patrick recommended that MSSE remain with PSIC and do not proceed with the bidding process for FY18.

Motion to remain with Prairie State Insurance Cooperative as presented: Mr. Olson, Bond County; second, Mr. Graham, South Fork. Roll call yielded 12 yeas, 0 nays. Motion carried.

**First Reading of Policy** – Mrs. Patrick provided the following policy updates and revisions for the first reading and approval:

- 2:125 Board Member Compensation: Expenses
- 2:125-E1 Board Member Expense Reimbursement Form
- 2:125-E2 Board Member Estimated Expense Approval Form
- 5:60 Expenses
- 5:60-E1 Employee Expense Reimbursement Form
- 5:60-E2 Employee Estimated Expense Form
- 2:200 Types of Board Meetings
- 2:220-School Board Meeting Procedure
- 2:220-E1 Board Treatment of Closed Meeting Verbatim Recordings and Minutes
- 2:220-E2 Motion to Adjourn Closed Meeting
- 2:20-E4 Open Meeting Minutes
- 2:20-E5 Semi-Annual Review of Closed Meeting Minutes
- 2:220-E6 Log of Closed Meeting Minutes
- 2:220-E7 Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E8 School Board Records Maintenance Requirements and FAQs
- 4:60 Purchases and Contracts
- 4:175 Convicted Child Sex Offender; Screening; Notifications
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:100 Staff Development Program
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:185 Family and Medical Leave
- 5:190 Teacher Qualifications
- 5:250 Leaves of Absence
- 5:260 Student Teachers
- 5:280 Duties and Qualifications
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 7:250 Student Support Services
- 7:260 Exemption from Physical Education
- 8:70 Accommodating Individuals with Disabilities

Motion to approve the first reading of policy updates and revisions as presented: Mr. Kelly, Carlinsville; second, Mr. Hopper, Panhandle. Roll call yielded 12 yeas, 0 nays. Motion carried.

#### **EXECUTIVE SESSION:**

Motion to enter Executive Session at 10:19 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Kelly, Carlinsville; second, Mr. Hopper, Panhandle. Voice vote yielded 12 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:24 a.m.: Mr. Kelly, Carlinsville; second, Mr. Lamkey, Edinburg. Voice vote yielded 12 yeas, 0 nays. Motion carried.

**ACTION FOLLOWING EXECUTIVE SESSION:**

**Extended Sick Leave** – Adrienne Lauff submitted a request for extended medical leave for January and February 2017. Ms. Lauff has adequate sick leave time remaining to cover her leave.

Motion to approve medical leave as requested: Mr. Powell, Hillsboro; second, Mr. Graham, Edinburg. Voice vote yielded 12 yeas, 0 nays. Motion carried.

**Intent To Retire** – Debbie Glenn, School Psychologist submitted her intent to retire effective at the end of the 2016-2017 school year. Ms. Glenn is assigned to the Pana school district.

Motion to approve retirement as recommended: Mr. Hopper, Panhandle; second, Mr. Kelly, Carlinville. Voice vote yielded 12 yeas, 0 nays. Motion carried.

**DISCUSSION:**

The next monthly meeting is scheduled for Wednesday, January 18, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

**ADJOURNMENT:**

Motion to adjourn at 10:30 a.m.: Mr. Hopper, Panhandle; second, Mr. Graham, South Fork. Voice vote was unanimous. Motion carried.

Respectfully submitted,  
Ms. Susan Sullivan, Recording Secretary

\_\_\_\_\_  
Chairperson

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Date

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Executive Secretary

\_\_\_\_\_  
Date