

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
September 21, 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:

Mr. Gary DePatis, Morrisonville; Dr. Gregory Fuerstenau, Taylorville; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Wes Olson, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle;

MEMBERS ABSENT:

Mr. Fred Lamkey, Edinburg; Mr. Ron Graham, South Fork; Mr. David Powell, Hillsboro; Mr. Jeff Strieker, Litchfield

PRESENTATION OF PROXIES:

Mr. Brad Turner, Mulberry Grove – Mr. Rich Well; Ms. Deb Philpot, St. Elmo – Ms. Melissa Ritter

OTHERS PRESENT:

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

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from August 17, 2016,
- Destruction of Executive Session audio recordings older than 18 months (none),
- September payables totaling \$68,418.21
 - \$62,086.03 – MSSE Central
 - \$4,243.27 – CR/MSSE
 - \$0.00 – BF/Mid-State Special Education
 - \$2,088.91 – MC/Mid-State Special Education
- Notable Expenses
 - Farmer Environmental Services asbestos monitoring \$685.00 (annually)
 - Infinitec Services \$8,640.50 (annual renewal)
- Receipts vs. Expenditures Report,
- Statement of Position as of August 31, 2016, balances with the ending monthly fund balance of \$1,300,810.40,

Motion to approve all items on the consent agenda: Mr. Well; second, Mr. Kelly. Roll call yielded 12 yeas, 0 nays. Motion carried.

DIRECTOR'S REPORT:

FY16 District Salary Report – Ms. Patrick presented the FY16 District Administrator and Teacher Salary & Benefits Report.

Vendor Contract's Over \$25,000 – Ms. Patrick provided information for Vendor Contract's over \$25,000 for FY16.

Orphanage Claims – In the past some districts have received notice of over payment of Orphanage Reimbursement. Ms. Patrick reminded the board to not request the early Orphanage Reimbursement.

FY17 Funding – The FY17 Funding for Children Requiring Special Education Services Report has been released. Ms. Patrick provided a copy with the MSSE member districts allocations highlighted.

I-Star – Current information from iePoint will be transferred to the I-Star program in a few weeks. Communication between the district SIS administrators and the MSSE clerical staff is crucial. It is recommended that the district administrators provided daily SIS updates. If SIS information is not uploaded on the student's start date district funding will be negatively effected.

UNFINISHED BUSINESS:

Second Reading of Policy Updates – Ms. Patrick provided the following policy updates for the second reading and approval:

- 7:10- E Equal Educational Opportunities Within the School Community
- 8:110 Public Suggestions and Concerns

Policies Undergoing 5 – Year Review

- 1:10 Legal Status
- 1:20 Organization, Operations, and Cooperative Agreements
- 1:30 Cooperative Philosophy
- 2:10 Cooperative Governance
- 2:130 Board – Director Relationship
- 3:10 Goals and Objectives
- 3:30 Chain of Command
- 4:80 Accounting and Audits
- 5:150 Personnel Records
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 7:280 Communicable and Chronic Infectious Disease
- 7:285 Food Allergy Management Program

Motion to approve the second reading of policy updates as presented: Mr. DePatis; second, Dr. Fuerstenau. Voice vote yielded 12 yeas, 0 nays. Motion carried.

NEW BUSINESS:

Directors Goals & MSSE Action Plan – Ms. Patrick recommended approval of the FY17 Directors Goals and FY17 MSSE Action Plan.

Time Clock System Update – Ms. Patrick stated that the current time clock system has been in place for the past five years. It is now necessary to upgrade the system to maintain compatibility with all district systems. DCR provided a quote of \$7,620.00 for the time clock system browser compatibility conversion. Multiple staff members have reported inability to clock in/out due to district browser updates. The MSSE technical support team has determined the best course of action is to make the upgrade now. IDEA carry over will allow MSSE to cover the expense. Ms. Patrick recommended the approval of the Time Clock System Update.

Motion to approve FY17 Director's Goals and FY17 MSSE Action Plan and the Time Clock System Update as recommended: Mr. Well; second Mr. DePatis. Voice vote yielded 12 yeas, 0 nays, 0 abstain. Motion carried.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:09 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Olson; second, Mr. Hopper. Voice vote yielded 12 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:16 a.m.: Mr. Kelly; second, Dr. Doerr. Voice vote yielded 12 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

Intent To Retire – Jeanne Vancil, Comptroller effective June 30, 2017.

Motion to approve intent to retire as presented: Mr. Kelly; second, Mr. DePatis. Roll call yielded 11 yeas, 0 nays. Motion carried.

Assistant Business Manager – When Ms. Michelle Rexroad, Business Manager was hired it was done so with the understanding that she would be working closely with Ms. Vancil to learn the MSSE Financial System. This was planned so the organization would experience a seamless transition when Ms. Vancil retired. In preparation of the pending retirement, the Finance Committee has outlined a proposed transition process.

The Finance Committee has recommended that MSSE post a vacancy for an Assistant Business Manager. The Assistant Business Manager will work on many of the duties currently completed by Ms. Rexroad. Based on the needs, the Finance Committee has established a start date of March 2017 to allow time for the required cross training to occur. Ms. Patrick recommended the board approve posting for an Assistant Business Manager.

Executive Director Position – Ms. Patrick asked for approval for the draft brochure outlining a schedule to search for a new Executive Director of MSSE.

Motion to approve posting for an Assistant Business Manager and approve the Executive Director Position brochure as recommended: Mr. Olson; second, Mr. Well. Voice vote yielded 11 yeas, 0 nays. Motion carried.

Interview Committee – Mr. Bussard, Mr. Turner, Mr. Hopper, and Dr. Doerr were appointed to serve on the Executive Director Interview Committee.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, October 19, 2016 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:26 a.m.: Mr. Well; second, Mr. DePatis. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date