

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
February 16, 2017
Minutes

PROCEDURAL BUSINESS:

Mr. Rich Well, Chairperson, 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; Mr. Fred Lamkey, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Dr. Becky Schuchman, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Ms. Debbie Poffinbarger, Litchfield.

MEMBERS ABSENT:

Mr. Adam Bussard, Brownstown; 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. Susan Sullivan, Executive Secretary.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from January 18, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- Payables totaling \$302,691.09
 - \$298,111.80 – MSSE Central
 - \$243.09 – CR/MSSE
 - \$2,391.93 – BF/ MSSE
 - \$1,944.27 – MCC/ MSSE
- Notable Expenses,
 - Apple \$3,700.00 updated then psychologist's iPads and Service Forms
- Receipts vs. Expenditures Report,
- Statement of Position as of January 31, 2017 balances with the ending monthly fund balance of \$1,782,017.94,
 - Anticipated February revenues of \$304,522.00
- February Payroll will run approximately \$162,500.00,
- The report reflects that Revenues are currently at 62.43% which is right where we should be,
- Expenditures are at 50.99% due to the inclusion of Flow-through Personnel and IDEA dollars to the regions,
- FY17 Second Quarter Personnel reimbursement was vouchered but as of today has not been disbursed.

Motion to approve all items on the consent agenda: Dr. Fuerstenau, Taylorville; second, Mr. DePatis, Morrisonville. Roll call yielded 14 yeas, 0 nays. Motion carried.

DIRECTOR’S REPORT:

Excess Cost – Excess Cost has been completed, submitted, and approved for all sixteen member districts. Ms. Patrick expressed her gratitude to the superintendents and their bookkeepers for meeting the deadline.

Special Education Pupil Computations – Ms. Patrick reported that ISBE distributed the 2015-16 Special Education Pupil computations for the Regular and Summer Orphanage, Private Tuition and Excess Cost programs. All of the pupil computation data provided is correct; however, the final proration percent was inadvertently omitted from the last page of the Special Education Private Tuition computations. The summary of each program is provided below.

Program	Proration Percent
Regular Individual Orphanage	100
Summer Individual Orphanage	100
Private Tuition	95.63458
Excess Cost	39.47637

Transition Committee – Ms. Armour provided a Transition Committee update. The Transition Committee met on January 18, 2017. Dr. Doerr, Mr. DePatis, Mr. Hopper, Mr. Olson, Mr. Powell, Ms. Patrick, and Ms. Armour were in attendance. It was determined that the two vacant Assistant Director positions be posted as administrative positions with revisions to the job title and description. Salary recommendations will be presented to the Transition Committee at the next meeting. Information was shared regarding the need to change the title and job description in order to attract candidates with special education administrative experience who may not have the Director endorsement required for Assistant Directors.

The Transition Committee met on January 24, 2017. Dr. Doerr, Mr. DePatis, Mr. Hopper, Mr. Powell, and Ms. Armour were in attendance. The Administrator vacancy notice was shared. The vacancy notice was posted on January 20, 2017. The draft revision of the Assistant Director Job Description was provided and reviewed. The new Associate Director Job Description contains similar content, but is less Region specific and allows for specialization across the Joint Agreement.

An Interview Committee was established. The committee will be comprised of a representative from each Region and Ms. Armour. Historical salary information for the position was discussed and a salary range was agreed upon. A salary recommendation will be presented to the Finance Committee. Applications were accepted through February 13, 2017. Nine applications were received. Four applicants met the qualifications for the position. Interviews will be on February 27, 2017 with recommendations for employment to be made at the March 15, 2017 Executive Committee Board meeting.

Merry Rhoades has reviewed the Articles of Joint Agreement and determined that the Articles will need to be updated to change the Assistant Director position to Associate Director. The amendment will be presented at the March 23, 2017 Governing Board Meeting. A two-thirds vote of the Governing Board is required to pass the amendment.

Governing Board Meeting – Ms. Patrick stated the Mid-State Special Education Governing Board Meeting is scheduled for March 23, 2017 at 6:30 p.m. Ms. Patrick asked the board to confirm who will be attending the meeting from their districts. There must be nine Governing Board Members in attendance to have a quorum. Additionally, in order to revise the Joint Agreement at the Governing Board Meeting eleven board members must be present.

Medicaid Billing – The Core Administrative team is researching options for Medicaid Billing. Ms. Patrick will share updated information as it is available.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

FY17 Amended Budget – Ms. Vancil and Ms. Rexroad provided copies of the amended budget along with individual district cost sheets. Ms. Rexroad shared a detailed summary with the board.

Motion to approve the FY17 amended budget as presented: Mr. Olson, Bond County, second, Mr. DePatis, Morrisonville. Roll call yielded 14 yeas, 0 nays, 0 abstain. Motion carried.

MSSE Executive Board Chairman – Mr. Bussard notified Ms. Patrick that he will not be able to fulfill his term as the MSSE Executive Board Chairman. Mr. Well agreed to serve the remaining term for Mr. Bussard.

Motion to approve Mr. Well as MSSE Executive Board Chairman: Dr. Lett, Pana; second, Dr. Fuerstenau, Taylorville. Voice vote yielded 14 yeas, 0 nays. Motion carried.

EXECUTIVE SESSION:

None

ACTION FOLLOWING EXECUTIVE SESSION:

New Hire – Samantha Wiegand, School Psychologist for FY18. Ms. Wiegand will graduate in May.

Motion to approve employment as recommended pending successful completion of her Education Specialist in School Psychology Program, licensure, and background screenings: Dr. Doerr, Nokomis; second, Mr. Hopper, Panhandle. Roll call yielded 14 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, March 15, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville. The Governing Board meeting is scheduled for March 23, 2017 at 6:30 p.m.

ADJOURNMENT:

Motion to adjourn at 10:12 a.m.: Mr. DePatis, Morrisonville; second, Mr. Powell, Hillsboro. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date