

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
April 19, 2017  
Minutes

**PROCEDURAL BUSINESS:**

Mr. Rich Well, Chairperson, called the meeting to order at 10:02 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. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro.

**MEMBERS ABSENT:**

Dr. Gregory Fuerstenau, Taylorville; Mr. Ron Graham, South Fork; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo; Ms. Debbie Poffinbarger, Litchfield.

**PRESENTATION OF PROXIES:**

None

**OTHERS PRESENT:**

Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Pattie Hamlin, Assistant Director; Ms. Shelly Rexroad, Business Manager; Ms. Lyn Becker, Administrator of Special Education Services Elect; Ms. Brandy Buske, Administrator of Special Education Services Elect; Ms. Susan Sullivan, Executive Secretary.

**CONSENT AGENDA:**

Presented for review and approval:

- Regular Session & Executive Session Minutes from March 15, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- Payables totaling \$342,498.82
  - \$326,448.66 – MSSE Central
  - \$71.40 – CR/MSSE
  - \$2,653.16 – BF/ MSSE
  - \$13,325.60 – MCC/ MSSE
- Notable Expenses,
  - Farmer Environmental Services – asbestos management \$335.00
  - Legal fees related to Resolutions for Joint Agreement
- Receipts vs. Expenditures Report,
- March Statement of Position balances with the ending monthly fund balance of \$825,395.21,
  - Anticipated April revenues of \$865,316.00
- April Payroll will run approximately \$261,000.00,
- The report reflects that Revenues are currently at 69%,
- Expenditures are at 65.98% due to the remaining flow-through amounts in the IDEA and Preschool grants

Motion to approve all items on the consent agenda: Mr. Turner, Mulberry Grove; second, Mr. Aaron Hopper, Panhandle. Roll call yielded 11 yeas, 0 nays. Motion carried.

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

**Post School Survey for Indicator 14**– Ms. Patrick reported the survey collects post-secondary outcomes data on students with disabilities one year after leaving school during the 2015-2016.

- This year includes Vandalia and Panhandle
- Transitions Specialists are available to assist districts with this process
- This year districts have the option of choosing which survey they want to use
  - Eight question tool that has previously been used to meet minimum federal reporting requirements.
  - Expanded survey allowing former students to provide additional information on their post-secondary experiences in education, employment, and independent living, as well as how high school prepared them for adult living.

**MOE Compliance** – MOE compliance results have been received. Fifteen of the sixteen districts met MOE. That district had already submitted the paperwork to meet compliance.

**Professional Development Needs Assessment** – Ms. Patrick stated the FY18 MSSE Professional Development Needs Assessment was sent to all districts. Two-hundred and eighty-eight (288) responses have been received. Ms. Patrick will send the link for the assessment for the district administration to resend to all their staff. It is important to have full participation as this relates to our IDEA grant.

**Statements of Economic Interest Forms** – Ms. Patrick reminded the board that Mid-State Special Education needs to have a copy of their statement of economic interest form after it has been filed with the county clerk's office.

**Fix The Formula Q & A And 5 Key Facts For Special Education Funding** – Ms. Patrick is concerned about the personnel money being included in the base minimum for the funding. Confirmation was received from Kevin Rubenstein, President Elect for IAASE. The base minimum for MSSE will include the \$1,831,035 scheduled to be received. As MSSE moves forward it will be necessary to adopt and approve a policy on how to allocate the money received if the new funding formula is used. The money will no longer be tied to personnel. MSSE will have to convert to some formula for allocation.

**Administrative Transition Update** – Ms. Armour provided a transition update for FY18. Maggie Kuykendall, Christian Region Program Coordinator has requested to move to the Montgomery/Carlinsville Region for FY18. Interviews for the vacant FY18 Christian Region Program Coordinator position were held on April 24, 2017.

For FY18 Ruth McCario will be moving to the open full-time Program Coordinator position for St. Elmo, Brownstown, Ramsey, Mulberry Grove, and Hillsboro. The vacancy for the Bond-Fayette Transition Specialist has been posted. One School Psychologist remains unfilled.

## **UNFINISHED BUSINESS:**

None

## **NEW BUSINESS:**

**FY18 Contract Renewals** – Ms. Patrick presented FY18 contract renewals and agreements for service.

- **CTI Technology Service Proposal** – The agreement covers all technology services for three years. CTI provides comprehensive service that covers MSSE Central as well as district support when required. The three year agreement includes the same coverage with an annual increase of 1.5%.
- **Greenville Hearing Center** – audiological services; no increase in fees.
- **Go Solutions** – Fee for Service Agreement; no change in fee structure.
- **Mose, Yockey, Brown & Kull** – auditing services that include a base audit fee, single audit fee, and preparation of our consolidated AFR; \$22,800 – minimal increase from last year.
- **Brecht's Database Solutions, Inc. Power IEP**
  - \$24,263.75– no increase
- **Brecht's Database Solutions, Inc. Accessory Contract Renewal**
  - Includes Power 504 Subscription - \$1,000.00
  - Early Childhood Outcomes - \$200.00
  - Individual Service Plans - \$200.00
- **Brecht's Database Solutions, Inc. PowerEval** –This tool is used to conduct the required staff evaluations. The renewal fee is \$2,940.00. There is no increase.
- **Mary Gherardini** – hearing itinerant supervision; \$53.00/hour up to 15 hours during the school year. No increase.

Motion to approve renewal of contracts and agreements for service as presented: Mr. DePatis, Morrisonville, second, Mr. Turner, Mulberry Grove. Roll call yielded 11 yeas, 0 nays. Motion carried.

**Full-Time Certified Transition Specialist Position** –The Transition Specialist Position is currently combined with the Program Coordinator position in the Bond/Fayette Region. A reconfiguration of assignments will not be an increase in staff. The position will align and equalize the transition services to the Bond/Fayette Region.

Motion to approve the Full-Time Certified Transition Specialist Position assigned to the Bond/Fayette Region: Mr. Kelly, Carlinville; second, Mr. Lamkey, Edinburg. Roll call yielded 11 yeas, 0 nays. Motion carried.

**Job Description** – A copy of the Job Descriptions for Physical Therapist and Transition Specialist was included in the board packet.

Motion to approve the Job Description for Physical Therapist and Transition Specialist as presented: Dr. Lett, Pana; second, Mr. Turner, Mulberry Grove. Roll call yielded 11 yeas, 0 nays. Motion carried.

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

- 2:100 Board Member Conflict of Interest
- 3:70 Succession of Authority

- 4:15 Identity Protection
- 5:120 Ethics and Conduct
- 5:230 Maintaining Student Discipline
- 5:300 Schedules and Employment Year
- 7:100 Health and Dental Examinations, Immunizations, and Exclusion of Students

#### **Policies Undergoing 5-Year Review**

- 4:180 Pandemic Preparedness
- 5:70 Religious Holidays
- 5:80 Court Duty
- 5:110 Recognition for Service
- 5:140 Solicitations By or From Staff
- 5:210 Resignations
- 5:320 Evaluation
- 6:185 Remote Educational Program

Motion to approve of the first reading of policy updates as presented: Mr. Turner, Mulberry Grove; second, Mr. DePatis, Morrisonville. Voice vote yielded 11 yeas, 0 nays. Motion carried.

#### **EXECUTIVE SESSION:**

Motion to enter Executive Session at 10:13 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Kelly, Carlinville; second, Mr. Lamkey, Edinburg. Roll call yielded 11 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:18 a.m.: Mr. DePatis, Morrisonville; second, Mr. Turner, Mulberry Grove. Roll call yielded 11 yeas, 0 nays. Motion carried.

#### **ACTION FOLLOWING EXECUTIVE SESSION:**

**FY18 Salary & Insurance Contribution** – The Finance Committee met on April 10, 2017. For the MSSE Central employee's salaries the committee recommended a salary increase of 2% with a monthly insurance contribution of \$315.00 per month.

Motion to approve the FY18 recommended 2% salary increase for MSSE Central Staff with a monthly insurance contribution of \$315.00 per month: Mr. Lamkey, Edinburg; second, Mr. Powell, Hillsboro. Roll call yielded 11 yeas, 0 nays. Motion carried.

#### **New Hire – FY18**

Ruth McCario, Full-Time Program Coordinator assigned to St. Elmo, Brownstown, Ramsey, Mulberry, and Hillsboro.

Motion to approve employment of Ruth McCario, Full-Time Program Coordinator assigned to St. Elmo, Brownstown, Ramsey, Mulberry, and Hillsboro : Mr. Powell, Hillsboro; second, Mr. Hopper, Panhandle. Roll call yielded 11 yeas, 0 nays. Motion carried.

#### **New Hire – FY18**

Jenna Griffith, Full-Time School Social Worker. Ms. Griffith will graduate in May 2017.

Motion to approve employment of Jenna Griffith, Full-Time School Social Worker contingent upon her successful completion of her program, licensure, and background check : Mr. Lamkey, Edinburg; second, Dr. Lett, Pana. Roll call yielded 11 yeas, 0 nays. Motion carried.

**Resignation** – Meaghan Malherek, School Psychologist assigned to MC/C has tendered her resignation effective at the end of the current school year.

Motion to accept the resignation of Meaghan Malherek, effective at the end of FY17: Dr. Lett, Pana; second, Mr. Hopper, Panhandle. Roll call yielded 11 yeas, 0 nays. Motion carried.

**DISCUSSION:**

The next monthly meeting is scheduled for Wednesday, May 17, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

**ADJOURNMENT:**

Motion to adjourn at 10:22 a.m.: Dr. Lett, Pana; second, Mr. Kelly, Carlinville. 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

\_\_\_\_\_  
Date