

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
May 17, 2017  
Minutes

**PROCEDURAL BUSINESS:**

Mr. Rich Well, Chairperson, called the meeting to order at 10:11 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; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinsville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Ms. Debbie Poffinbarger, Litchfield.

**MEMBERS ABSENT:**

Mr. Adam Bussard, Brownstown

**PRESENTATION OF PROXIES:**

None

**OTHERS PRESENT:**

Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Jeanne Vancil, Comptroller; 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 April 19, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- Payables totaling \$565,178.91,
  - \$561,102.96 – MSSE Central
  - \$972.38 – CR/MSSE
  - \$2,605.72 – BF/ MSSE
  - \$497.85 – MCC/ MSSE
- Notable Expenses,
  - FY17 1<sup>st</sup> Quarter State Personnel Reimbursement Flow-through to the districts, \$457,758.75
  - Prairie State Insurance Cooperative (Workers Comp) \$1,212.00.
  - SDS (conversion) \$1,500.00
- Approval for Payment of June Bills
- Approval for Payment of FY17 Year-End Bills
- Approval of Payment of July, 2017 Bills
- Preliminary Receipts vs. Expenditures Report. Final SDS conversion has been completed; however, MSSE is still working on verifying the numbers,
  - Unreconciled Monthly Fund balance for April is \$1,570,095.78
  - May Payroll will run approximately \$274,522.00
- The report reflects that Revenues are currently at 75.43%,

- Expenditures are at 74.79% due to the remaining flow-through amounts in the IDEA and Preschool grants
- Final June billings will reflect elementary, secondary, and EC adjustments
- FY18 Assessment billings will be sent out at the beginning of June. Assessment checks cannot be dated prior to July 1, 2017.

Motion to approve all items on the consent agenda: Mr. Turner, Mulberry Grove; second, Mr. Gary DePatis, Morrisonville. Roll call yielded 15 yeas, 0 nays. Motion carried.

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

**Recognition of Retirees** – Ms. Patrick recognized retirees Mr. Kelly, Dr. Lett, and Ms. Philpot for their dedication to Mid-State Special Education.

**TMC Audits** – Four districts have been randomly selected for a TMC audit. The districts that must submit documentation for the audit are Taylorville, Pana, Nokomis, and Vandalia. The MSSE Administrative Team has submitted the required information for all four districts to ISBE.

**FY18 IDEA Professional Development Plan** – Ms. Patrick shared information regarding the professional development plan required as a part of the IDEA grant. The online Needs Assessment Survey was submitted for completion by all district staff in the cooperative. There were 578 staff members that responded to the survey. The focus for in-service opportunities next year will be on the topics/issues listed in the plan. This will be posted on the MSSE website. The top ten areas are as follows:

1. Behavior Intervention/Management Strategies – 35.5%
2. Academic Strategies for Diversified Instruction – 23.9%
3. Autism – 23.5%
4. Differentiated Instruction – 23.4%
5. Accommodations and Modifications for Students with Disabilities – 21.3%
6. Teaching Collaborative Classes (team or co-teaching) – 19.2%
7. Classroom Management - 18.7%
8. Attention Deficit Hyperactivity Disorder – 18.2%
9. Integrating Technology into Instruction – 17.0%
10. Legal Issues related to Special Education – 13.3%

**FY18 MSSE Office Closings** – The proposed schedule of the FY18 MSSE Office Closings was presented. Ms. Patrick advised the board that staff involved in payroll will be required to work even when the office is closed.

**FY18 Board Meeting Schedule** – The FY18 Board Meeting Schedule was presented to the board. MSSE meetings will continue to be scheduled for the third Wednesday of each month at 10:00 a.m. Ms. Patrick proposed no meetings for June and July. The meeting schedule was discussed; several school districts have conflicts with the August 16, 2017 meeting date. The board was in agreement to reschedule the meeting to August 23, 2017. Ms. Armour will update and resend the meeting schedule.

#### **UNFINISHED BUSINESS:**

**Second Reading of Policy Revisions/Updates** – Mrs. Patrick provided the following policy updates for the second 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 the second reading of policy updates and revisions as presented: Mr. Kelly, Carlinville; second, Mr. Turner, Mulberry Grove. Voice vote yielded 15 yeas, 0 nays. Motion carried.

#### **NEW BUSINESS:**

**FY18 Contract/License Renewals** – Ms. Patrick presented FY18 contract/license renewals.

- **PSIC** – This renewal reflects an increase in premium, mainly attributable to the Worker’s Compensation loss history and Program costs. The Cooperative has filed twenty-nine (29) Worker’s Compensation claims within the last five (5) years. Three (3) claims remain open with a total of \$87,563.16 in Open Reserves. The 2014-2015 policy term incurred a Loss Ratio of 218%. The 2015-2016 policy term incurred a Loss Ratio of 162%. The overall five (5) year Loss Ratio is 85%

The program costs increased due to the combination of claims experience, payroll information, and the Executive Committee’s recommendation of increasing the Loss Fund & Fees by \$10,495.00 for the Worker’s Compensation.

The renewal reflects an increase in premium in the amount of \$12,131.00;

Motion to approve renewal of contracts/licenses as presented: Dr. Fuerstenau, Taylorville, second, Dr. Lett, Pana. Roll call yielded 15 yeas, 0 nays. Motion carried.

**FY18 Preliminary Budget & Consolidated Budget** – Ms. Patrick presented the FY18 Preliminary Budget and Consolidated Budget. The following information was shared with the board.

- Total Revenues – \$8,303,068.12; decrease of \$371,992.19; approximately 4.35% decrease
  - IDEA decrease \$286,535.00
  - State & Local decrease \$69,873.00
  - Preschool decrease \$16,218.00

- Total Expenditures - \$8,271,184.12; decrease of \$371,373.55; approximately 4.35% decrease
  - IDEA
    - Social Workers contractual decrease \$21,000.00
    - Health Services elimination of PT position decrease \$61,000.00
    - In-Service reduction in SDS conversion/training costs decrease \$17,000.00
    - Administration elimination of contractual and moving Business Manager to Comptroller (fiscal) decrease \$125,000.00
    - Copier Machines reduced contract costs decrease \$10,000.00
    - Telephones removed purchase of new phone system decrease \$10,000.00
    - Materials decrease \$30,000.00
    - Fiscal annual DCR charges/upgrade decrease \$30,000.00
    - SDS difference between conversion costs and FY18 annual fees decrease \$20,000.00
- State & Local
  - Health Services elimination of PT position decrease \$9,000.00
  - Psychologists retirements decrease \$18,000.00
  - Administration shift in MC/C Assistant Director and Christian Program Coordinator positons decrease \$49,814.00
- Preschool
  - Health Services elimination of part-time positon decrease \$15,556.27

Motion to approve the FY18 Preliminary Budget and Consolidated Budget as presented: Dr. Lett, Pana; second, Mr. DePatis, Morrisonville. Roll call yielded 15 yeas, 0 nays. Motion carried.

**Resolution to Borrow** – Ms. Patrick presented the renewal of the Resolution to Borrow. The process will be in place if the need for a loan should arise. Ms. Vancil and Ms. Rexroad are continuing to monitor and calculate the financial status.

Motion to approve the Resolution to Borrow as presented: Dr. Lett, Pana; second, Dr. Fuerstenau, Taylorville. Roll call yielded 15 yeas, 0 nays. Motion carried.

**Appointment of Treasurer** – Due to Ms. Patrick’s retirement a replacement will need to be appointed. Ms. Patrick recommended the board approve Angela Armour as the Treasurer.

Motion to approve the appointment of Angela Armour to Treasurer: Dr. Fuerstenau, Taylorville; second, Mr. Powell, Hillsboro. Roll call yielded 15 yeas, 0 nays. Motion carried.

**FY18 Election of Officers** – The following recommendations were made for the FY18 MSSE officers.

MSSE Executive Officers: Fred Lamkey, Chairman; Aaron Hopper, Vice-Chairman  
 Christian Region Officers: Fred Lamkey, Chairman; Scott Doerr, Secretary  
 BF Region Officers: Melissa Ritter, Chairman; Wes Olson, Secretary  
 MC/C Region Officers: Aaron Hopper, Chairman; David Powell, Secretary

Motion to approve the appointment of officers as presented: Dr. Lett, Pana second, Mr. Turner, Mulberry Grove. Roll call yielded 15 yeas, 0 nays. Motion carried.

**Policy Committee Officers** – Fred Lamkey, new Morrisonville Superintendent, Brad Turner, and Debbie Poffinbarger.

**Finance Committee Officers** – Fred Lamkey, Scott Doerr, Rich Well, and David Powell.

Motion to elect officers as recommended: Dr. Lett, Pana; second Mr. Turner, Mulberry Grove. Voice vote yielded 15 yeas, 0 nays. Motion carried.

**EXECUTIVE SESSION:**

None

**ACTION FOLLOWING EXECUTIVE SESSION:**

**New Hires – FY18**

Joan Saatkamp, Transition Specialist assigned to Bond Fayette Region at a salary of \$57,000.00.

Bobbi Hartman, Program Coordinator assigned to Christian Region at a salary of \$60,000.00.

BriAnn Langlely, Hearing Itinerant at a salary of \$40,890.00

**Resignation** – Leah Suhre, Hearing Itinerant tendered her resignation effective at the end of the current school year.

**Adoption of the Resolution Confirming Non-Renewal of Employment of Professional Staff Member** – Adrienne Lauff, Physical Therapist.

Motion to approve all personnel recommendations as presented: Mr. Graham, South Fork; second Mr. Turner, Mulberry Grove. Roll call yielded 15 yeas, 0 nays. Motion carried.

**DISCUSSION:**

The next monthly meeting is scheduled for Wednesday, August 23, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

**ADJOURNMENT:**

Motion to adjourn at 10:43 a.m.: Dr. Lett, Pana; second, Mr. Graham, South Fork. Voice vote was unanimous. Motion carried.

Respectfully submitted,  
Ms. Susan Sullivan, Recording Secretary

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Secretary

\_\_\_\_\_  
Date