

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
October 18, 2017  
Minutes

**PROCEDURAL BUSINESS:**

Mr. Aaron Hopper, 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. Dave Meister, Morrisonville; Dr. Gregory Fuerstenau, Taylorville; Mr. Jason Bauer, Pana; Dr. Scott Doerr, Nokomis; Mr. Wes Olson, Bond County; Ms. Melissa Ritter, Ramsey; Mr. Patrick Drew, Carlinville representative; Mr. Aaron Hopper, Panhandle; Mr. Adam Favre, Litchfield, Representative.

**MEMBERS ABSENT:**

Mr. Fred Lamkey, Edinburg; Mr. Ron Graham, South Fork; Mr. Brad Turner, Mulberry Grove; Mr. Mike Shackelford, Brownstown; Ms. Julie Healy, St. Elmo; Mr. Rich Well, Vandalia; Mr. David Powell, Hillsboro.

**PRESENTATION OF PROXIES:**

None

**OTHERS PRESENT:**

Ms. Angela Armour, Director; Ms. Shelly Rexroad, Business Manager; Ms. Lyn Becker, Administrator of Special Education Services; Ms. Brandy Buske, Administrator of Special Education Services; Ms. Vickie Throne, MC/C Region Secretary; Ms. Susan Sullivan, Executive Secretary.

**CONSENT AGENDA:**

Presented for review and approval:

- Regular Session & Executive Session Minutes from September 20, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- Payables Review & Approval Totals:
  - \$112,628.78 – MSSE Central
  - \$3,414.17 – BF/ MSSE
  - \$1,406.08 – CR/MSSE
  - \$2,496.20 – MCC/ MSSE
- Notables Expenses
  - IDEA Flow-Thru for Brownstown \$22,587.43 and St. Elmo \$5,477.76
  - CTI-Consulting & internet \$4,387.75
  - Pearson - \$7,493.30 annual purchase of assessments for SSW
  - SDS - \$1,293 related to in-service
  - Western Psychological Services - \$660.00 annual purchase of assessments for SSW
  - VISA – expenses related to IAASE and ISPA conferences; CPI workbooks
- Receipts vs. Expenditures Report and Balance Sheet
  - The Balance Sheet and the Receipts vs. Expenditures reflect the September 30<sup>th</sup> fund balance of \$1,542,490.08 which included Revenue of \$952,340.80 (district

assessments and four GSA payments of \$332,915.44) and expenditures totaling \$1,229,351.49.

- Projected October expenses are \$300,995.59 and projected revenue of \$282,441.82 resulting in a projected October 31<sup>st</sup> fund balance of \$1,523,936.31.
- NOTE: To date, MSSE has received five General State Aid (EBF) payments totaling \$416,144.30. It has been established how to properly code these payments as revenue but are still contemplating appropriate distribution. The 4<sup>th</sup> Quarter FY17 Personnel payment remains vouchered.

Motion to approve all items on the consent agenda: Mr. Bauer, Pana; second, Dr. Olson, Bond County. Roll call yielded 9 yeas, 0 nays. Motion carried.

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

**FY17 Audit** – The auditors were at MS Central during the first week of October. They were unable to complete their work and will be returning the week of October 30<sup>th</sup>. Ms. Robin Yockey shared that she anticipated the audit would take longer due to the switch mid-year from DCR to SDS. Ms. Armour contacted Julie Wollerman for an extension. The audit will be presented at the November Executive Committee meeting.

**IAASE Conference** – Ms. Armour attended the IAASE conference in late September. Sessions attended were on Reducing Suspension and Expulsion of Students with Disabilities: Linking Law, Research, and Practice; The Illinois Blueprint for Special Education Programs and Services Analysis; Prescription for Success: Handling Medical Issues in Special Education; and School Funding in Illinois-What's Next?

**National Physical Therapy Month** – October is National Physical Therapy Month. MSSE employs two physical therapy assistants, Amy Ashmore and Gretchen Bland, who provide excellent PT services to our students. TheraKids also provide PTAs who provide direct service as well as the Registered Physical Therapists, Carrie Downs and Kelli Evans, who complete required evaluations on students as well as supervise our PTAs.

#### **UNFINISHED BUSINESS:**

None

#### **NEW BUSINESS:**

**Nondiscrimination Coordinator & Compliance Manager** – To comply with our policy Ms. Armour recommended formal designation of FY18 Nondiscrimination Coordinator & Compliance Manager: Angela Armour, Nondiscrimination Coordinator; Angela Armour Complaint Manager; Fred Lamkey, Complaint Manger.

Motion to approve the designation of Nondiscrimination Coordinator & Compliance Manager recommended: Dr. Fuerstenau, Taylorville; second Dr. Olson, Bond County. Voice vote yielded 9 yeas, 0 nays, 0 abstain. Motion carried.

#### **EXECUTIVE SESSION:**

Motion to enter Executive Session at 10:05 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Bauer, Pana; second, Mr. Meister, Morrisonville. Roll call yielded 9 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:26 a.m.: Dr. Fuerstenau, Taylorville, second, Dr. Doerr, Nokomis. Roll call yielded 9 yeas, 0 nays. Motion carried.

**ACTION FOLLOWING EXECUTIVE SESSION:**

**Personnel**

- Susan Sullivan, Executive Secretary and Christian Region Secretary resigned effective October 25, 2017

Motion to approve the resignation with regrets of Susan Sullivan, Executive Secretary and Christian Region Secretary: Dr. Fuerstenau, Taylorville; second Ms. Ritter, Ramsey. Voice vote yielded 9 yeas, 0 nays. Motion carried.

**Recording Secretary**

- Appoint Vickie Throne as Recording Secretary for the November 15, 2017 board meeting

Motion to appoint Vickie Throne as Recording Secretary for the November 15, 2017 board meeting; Dr. Olson, Bond County; second Mr. Bauer, Pana. Voice vote yielded 9 yeas, 0 nays. Motion carried.

**DISCUSSION:**

The next monthly meeting is scheduled for Wednesday, November 15, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

**ADJOURNMENT:**

Motion to adjourn at 10:28 a.m.: Dr. Fuerstenau, Taylorville; second, Mr. Meister, Morrisonville. Voice vote was unanimous. Motion carried.

Respectfully submitted,  
Ms. Susan Sullivan, Recording Secretary

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date