

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
August 23, 2017
Minutes

PROCEDURAL BUSINESS:

Mr. Fred Lamkey, 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. Dave Meister, Morrisonville; Dr. Gregory Fuerstenau, Taylorville; Mr. Fred Lamkey, Edinburg; Mr. Jason Bauer, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Mike Shackelford, Brownstown; Ms. Julie Healy, St. Elmo; Ms. Melissa Ritter, Ramsey; Dr. . Becky Schuchman, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Ms. Debbie Poffinbarger, Litchfield.

MEMBERS ABSENT:

Mr. Rich Well, Vandalia

PRESENTATION OF PROXIES:

None

OTHERS PRESENT:

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

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from May 17, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- June Payables totaling \$812,348.06,
 - \$800,665.31 – MSSE Central
 - \$1,301.79 – CR/MSSE
 - \$3,082.02 – BF/ MSSE
 - \$7,298.94 – MCC/ MSSE
 - Notables include return of MSSE Regular Assessment overpayments to districts, Special Education Personnel Flow-Through to districts, IDEA Flow-Through for salaries & PD substitutes to districts and regions, and Contractual Services
- July Payables totaling \$147,454.60,
 - \$146,838.21 – MSSE Central
 - \$0.00 – CR/MSSE
 - \$137.59 – BF/ MSSE
 - \$478.80 – MCC/ MSSE
 - Notables include the payment of \$30,136.50 to PSIC, IDEA Flow-Through for salaries to districts, and IEP service
- August Payables totaling \$16,129.96,
 - \$9,560.00 – MSSE Central

- \$52.00 – CR/MSSE
- \$0.00 – BF/ MSSE
- \$6,517.96 – MCC/ MSSE
 - Notables include yearly on-line reading subscriptions
- Receipts vs. Expenditures Report and Balance Sheets
 - MSSE ended FY17 with a Fund Balance of \$728,591.82 with expenditures at 87.78% (\$7,586,089.44) and revenues at 88.35% (\$7,664,158.48),
 - Outstanding at June 30, 2017 were approximately \$590,000 in IDEA and Preschool and \$457,758.75 in State Personnel reimbursement representing 12% of both Revenues and Expenditures,
 - July ending fund balance of \$1,216,033.95 reflects Revenues of \$845,361.70 (districts assessments as well as \$262,470.00 in Federal IDEA & Preschool) and expenditures of \$358,717.67.
 - Projected August 31, 2017 fund balance is \$1,145,524.90. Reflected in this are projected revenues of \$184,015.58 in assessments as well as \$254,524.63 in expenses

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

DIRECTOR'S REPORT:

Opening Day Meetings – Ms. Armour reported that she has been attending Opening Day Meetings along with Ms. Becker, and Ms. Buske.

IDEA Grant Overview – Ms. Armour, Ms. Rexroad, Ms. Becker, and Ms. Brandy Buske attended the IDEA Grant Overview presented by the IDEA Grant Coordinators Felicia Malloy and Tammy Greco. Important deadlines this year are MOE reduction due September 29, 2017 and Excess Cost is due on January 31, 2018. It was noted that no deadline extensions are given. Tim Imler, Division Administrator presented a session on State and Federal Special Education Funding. Mr. Imler reviewed the requirement that SIS and I-Star data must match. Information was provided on the estimated proration for special education private facility at 96%, special education transportation at 93% and special education orphanage at 100% payment levels. The overall IDEA Part B Flow-Through for FY18 is up slightly at .28% with Preschool remaining level. The September 30, 2017 enrollment for 3-21 from SIS will be used. Sessions ranged from Accessibility laws related to technology and websites to GATA, to the new IL EMPOWER, and Legislative and Legal updates. MSSE Transition Specialist attended sessions in an effort to gain more information related to transition best practices and compliance requirements.

Policy Meeting – A Policy Committee Meeting needs to be scheduled. Policy Committee members are Mr. Lamkey, Mr. Meister, Mr. Turner, and Ms. Poffinbarger.

Governing Board Meeting – The Governing Board Meeting is scheduled for August 24, 2017 at 6:30 p.m. at the Mid-State Special Education office.

UNFINISHED BUSINESS:

FY18 Budget – Copies of the Mid-State Special Education Central and Consolidated budget revisions were dispersed. Ms. Rexroad reviewed notable changes to the FY18 Central and Consolidated Budgets.

- Moved salary and benefits from the Flow-Through to 1200 Line Items
- Added \$100,000.00 for Social Worker Purchase Service

- Added \$3,000.00 for Social Worker Travel
- Increased clerical salary and benefits \$8,000.00 for new position
- Added back the funding for telephones \$13,373.00
- Added \$5,000.00 for MSSE materials
- Change of Proportionate Share \$8,442.50
- IDEA increase of \$112,536.20 2.85%

- Added \$20,000.00 with new resignation
- State and Local increase \$12,410.56 0.29%

- Moved salary and benefits from the Flow-Through to 1200 Line Items
- Small changes \$-1,050.88 -0.06%

- Overall increase \$123,895.89 1.47%

- Revenue increase \$66,321.58 1.26%
- Rest is absorbed IDEA Grant

Motion to approve the Mid-State Special Education Central and Consolidated budget revisions: Mr. Turner, Mulberry Grove; second, Dr. Doerr, Nokomis. Roll call yielded 15 yeas, 0 nays, 0 abstain. Motion carried.

NEW BUSINESS:

Job Description – Ms. Armour presented the Payroll and Insurance Specialist Job Description for approval. The Governing Board will also need to take action on the resolution at their upcoming meeting.

Motion to approve the Payroll and Insurance specialist Job Description: Mr. Graham, South Fork; second Mr. Hopper, Panhandle. Voice vote yielded 15 yeas, 0 nays. Motion carried.

Resolution – A Resolution to appoint IMRF Authorized Agent on behalf of Mid-State Special Education Joint Agreement was presented. Due to the Comptroller’s retirement Ms. Rexroad, Business Manager needs to be appointed as the IMRF Authorized Agent.

Motion to approve the Resolution to appoint Ms. Rexroad as the IMRF Authorized Agent on behalf of Mid-State Special Education Joint Agreement. Dr. Fuerstenau, Taylorville; second Dr. Doerr, Nokomis. Roll call yielded 15 yeas, 0 nays, 0 abstain. Motion carried.

EXECUTIVE SESSION:

None

ACTION FOLLOWING EXECUTIVE SESSION:

New Hires

- Sharon Langen, Payroll and Insurance Specialist at the hourly rate of \$17.00 per hour
- Michelle Camarena, School Psychologist for the 2017-2018 school at a salary of \$60,722.14
- Kelda DeBarr, School Social Worker on a part-time basis during the 2017-2018 school year or until a full-time social worker is employed. Ms. DeBarr will be paid a daily rate of \$431.32

Retirement

- Marcella Guthrie, effective August 4, 2017

Resignation

- Amanda Chahalish, School Social Worker, effective August 7, 2017

Motion to approve all personnel recommendations as presented: Mr. Turner, Mulberry Grove; second Mr. Powell, Hillsboro. Roll call yielded 14 yeas, 0 nays. Motion carried.

Semi-Annual Review of Closed Session Minutes – Ms. Armour recommend opening the January 18, 2017 and April 19, 2017 minutes.

Motion to approve opening the January 18, 2017 and April 19, 2017 minutes: Dr. Schuchman, Carlinville; second Mr. Bauer, Pana. Roll call yielded 14 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, September 20, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville. The Budget Hearing and Governing Board Meetings are scheduled for August 24, 2017 at 6:30 p.m. at the Mid-State Special Education office.

ADJOURNMENT:

Motion to adjourn at 10:22 a.m.: Mr. Tuner, Mulberry Grove second, Mr. Bauer, Pana. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date