

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
September 20, 2017
Minutes

PROCEDURAL BUSINESS:

Mr. Fred Lamkey, Chairperson, called the meeting to order at 10:04 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; Dr. Scott Doerr, Nokomis; 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. Ron Graham, South Fork; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Mike Shackelford, Brownstown; Mr. Rich Well, Vandalia

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. Susan Sullivan, Executive Secretary.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from August 28, 2017,
- Destruction of Executive Session audio recordings older than 18 months – none,
- Payables Review & Approval Totals:
 - \$977,200.34 – MSSE Central
 - \$60.95 – BF/ MSSE
 - \$3,999.23 – CR/MSSE
 - \$10,303.49 – MCC/ MSSE
- Notables Expenses
 - 3rd Quarter Personnel Reimbursement flowed to each district
 - FY17 IDEA and IDEA Pre-School reimbursements to Regions for salaries and benefits
 - FY18 IDEA Proportionate Share reimbursement to districts
 - UCP-Infinitec Services \$9,926.40 (annual renewal)
 - Pearson \$10,500.00 annual purchase of assessments
 - N2Y-Unique Learning System curriculum for Life Skills (MCC) \$6,465.00
- Receipts vs. Expenditures Report and Balance Sheet
 - The Balance Sheet and the Receipts vs. Expenditures reflect the August 31st fund balance of \$1,819,500.77 which included Revenue of \$864,133.51 (district assessments and 3rd Quarter Personnel of \$457,758.75) and expenditures of \$206,305.37

- Projected September expenses are \$1,126,336.63 (final FY17 IDEA Flow Thru to Regions of \$409,322.04 and Personnel Reimbursement of \$457,758.75 to districts) resulting in a projected September 30th Fund Balance of \$835,851.37
- Note: To date, MSSE has received three General State Aid (EBF) payments totaling \$249,686.58 (\$83,228.86 each). We are awaiting some guidance on how to code these payments and are seeking input on appropriate distribution.

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

DIRECTOR'S REPORT:

District Administrator and Teacher Salary Report FY17 – The District Administrator and Teacher Salary Report for FY17 was presented to the board. The report will be posted on the Mid-State Special Education website.

Vendor Contracts Over \$25,000 – Ms. Armour provided information for Vendor Contracts over \$25,000 for FY17. The report will be posted on the Mid-State Special Education website.

FY17 Audit – Ms. Robin Yockey will be on-site completing the MSSE FY17 Audit during the first week of October. The audit will be presented at the October Executive Committee meeting.

Excess Cost – FY18 IDEA Excess Cost worksheets, instructions, and resources are available at <https://www.isbe.net/Pages/IDEA-Part-B-Grant-Program-Information.aspx>. After the FY17 Annual Financial Report is available, the MSSE information will be completed and shared with your district bookkeeper. The Excess Cost Worksheet must be submitted between December 1, 2017 and January 31, 2018.

State Superintendent's Message – Ms. Armour reported that in the September 12, 2017 State Superintendent's Message, it was noted that the 2016 Illinois Report Card has been enhanced to include information about educational environment, disability categories, and demographics. ISBE will also be incorporating a new section for Special Education data into the 2017 Illinois Report Card. Ms. Armour advised the superintendents to proceed with caution when asked to preview and confirm data.

Orphanage Claims – In the past districts have received notice of over payment of Orphanage Reimbursement. Ms. Armour reminded the superintendents that it is not recommended to request the early Orphanage Reimbursement payments.

IARSS Shortage Survey – Ms. Armour reported that she has completed the IARSS Shortage Survey and included data on the shortages MSSE is experiencing with special education teachers, speech-language pathologists, paraprofessionals, school psychologists, and school social workers.

Report of the Illinois Department of Human Services – Ms. Armour discussed the Report of the Illinois Department of Human Services August 30, 2017 On-Site Review for our Secondary Transition Experience Program (STEP) contract. This review meets the three year review requirement. No findings were indicated for Bond/Fayette Region, Christian Region, or Montgomery County/Carlinville Region.

Director Endorsement – Ms. Armour congratulated Lyn Becker and Brandy Buske for receiving their Director of Special Education endorsements.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

MSSE Action Plan – Ms. Armour recommended approval of the FY18 MSSE Action Plan.

Motion to approve the FY18 MSSE Action Plan as recommended: Dr. Doerr, Nokomis; second Mr. Hopper, Panhandle. Voice vote yielded 11 yeas, 0 nays, 0 abstain. Motion carried.

Directors Goals – Ms. Armour recommended approval of the FY18 Director’s Goals.

Motion to approve the FY18 Director’s Goals as recommended: Mr. Hopper, Panhandle; second Dr. Schuchman, Carlinville. Voice vote yielded 11 yeas, 0 nays, 0 abstain. Motion carried.

EXECUTIVE SESSION:

None

ACTION FOLLOWING EXECUTIVE SESSION:

New Hire

- Susan Kassly, School Social Worker on a part-time basis, for two days a week during the 2017-2018 school year. Ms. Kassly will be paid a daily rate of \$260.48.

Motion to approve the employment of Susan Kassly, School Social Worker on a part-time basis, for two days a week during the 2017-2018 school year. Ms. Kassly will be paid a daily rate of \$260.48: Mr. Bauer, Pana; second Mr. Powell, Hillsboro. Roll call yielded 10 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, October 18, 2017 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:17a.m.: Mr. Powell, Hillsboro second, Dr. Doerr, Nokomis. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date