

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
March 21, 2018

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman Mr. Fred Lamkey at 10:08 a.m.

MEMBERS PRESENT

Mr. Fred Lamkey, Edinburg; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Jason Bauer, Pana; Mr. Brad Turner, Mulberry Grove; Mr. David Powell, Hillsboro; Dr. Becky Schuchman, Carlinville; Dr. Wes Olson, Bond County; Dr. Gregg Fuerstenau, Taylorville (stepped out of meeting at 10:25 a.m. returned at 10:27 a.m.); Mr. Aaron Hopper, Panhandle; Ms. Debbie Poffinbarger, Litchfield

OTHERS PRESENT

Mrs. Angela Armour, Director; Mrs. Lyn Becker, Administrator of Special Education Services; Mrs. Brandy Buske, Administrator of Special Education Services; Mrs. Michelle Rexroad, Business Manager; Mrs. Vickie Throne, Executive Secretary

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Nick Casey, Vandalia; Mr. Mike Shackelford, Brownstown; Mr. Dave Meister, Morrisonville; Ms. Melissa Ritter, Ramsey; Ms. Julie Healy, St. Elmo

CONSENT AGENDA

The Balance Sheet for February 28, 2018 as well as the FY18 Receipts versus Expenditures Report reflects the February 28<sup>th</sup> fund balance of \$1,303,328.73 which included Revenue of \$414,984.34 and expenditures totaling \$855,373.93. The projected March expenses are \$707,456.17 and the projected revenue is \$314,361.86 resulting in a projected fund balance of \$937,234.42.

The payables list for March was provided for review. MSSE Central total \$451,428.95, Bond/Fayette Region total \$2,432.18, Christian Region total \$1,769.46 and MC/C Region total \$2,936.75 with notable expenses indicated.

The Regular Session Minutes of the February 21, 2018 meeting, the destruction of executive session audio recordings older than 18 months from September 21, 2016, the financial report and approval of payables were presented for approval.

A motion made by Mr. Turner and seconded by Mr. Bauer to approve the Consent Agenda, carried by a roll call vote of 11 yeas, 0 nays.

DIRECTOR'S REPORT

Mrs. Armour reported that on March 2<sup>nd</sup>, while many of the districts had school improvement activities, we held a staff meeting with our psychologists, social workers, program coordinators, and vision and hearing teachers. Kathy Wassink from TheraKids provided information on screenings that they can

complete and suggested activities similar to RtI for some motor and sensory skills. The new MENTA Crosswalk was shared with staff so that they are more knowledgeable about the options at Cornerstone, ChrisMont, and MAT 6-12. The DRAFT of the MSSE Eligibility Criteria was reviewed and additional input was sought from discipline specific professionals. The updated eligibility criteria will be presented in May for board approval so that we can be ready for implementation at the beginning of the new school year. During the afternoon, a legal presentation by Merry Rhoades focused on best practices related to eligibility, MDRs, and transition.

Mrs. Armour reported that the week of March 5<sup>th</sup> through 11<sup>th</sup>, we celebrated National School Social Work Week with schools around the country. National School Social Work Week highlights the tremendous impact school social workers can have in helping students achieve school success. We employ nine full time and two part-time school social workers who do an excellent job serving our 16 districts.

Mrs. Amour reported that we have been working with our Department of Rehabilitation Services Advisor who has approved an increase in our Bond/Fayette STEP grant for this year. Our number of students who are working in paid positions and on track to meet a STEP outcome has doubled. We have also had an increase in the number of students being served in Bond/Fayette. The grant increase of \$12,388 is welcomed as it will replace district contributions toward salary. Joan Saatkamp is our new Transition Specialist serving Bond/Fayette Region, and she is doing an awesome job!

Mrs. Amour reported that we have received the MOE worksheets from ISBE comparing FY16 to FY17. All districts but two met MOE based upon the initial review. Mrs. Rexroad is working on reviewing the information that we have related to MOE Exceptions for Morrisonville and South Fork. We will get these resubmitted for approval as soon as possible.

Mrs. Amour reported on ESSA documentation for FY19. Mrs. Rexroad shared that we are looking at the people in each building and will cost that out by building. Within the joint agreement, everyone's salary and benefits are billed by a percentage. Mrs. Rexroad advised that she is now looking at putting all administrative cost in to one pool of money and splitting that out by district percentage. Mrs. Rexroad asked if there was any feedback on how she plans to complete the process and no feedback was given. Mrs. Armour reported that we will be checking with our auditors before proceeding. Dr. Fuerstenau reported that they are splitting the cost out for staff that travels between buildings by dividing the number of students in each school to come up with a percentage.

Mrs. Armour reported she has heard that some districts are looking to add additional counselling and social work services. She provided information on using unlicensed or paras in some positions as there are trained individuals with bachelor or master's degrees who do not meet the ISBE licensure requirements as a school social worker or guidance counselor. Mrs. Armour spoke to Mark Conyer at ISBE who researched state regulations and shared additional information that may be helpful. Mrs. Armour confirmed that bachelor level individuals such as a psychology, social work, or other related degree could be used in unlicensed or para position such as a "Student Assistance Professional." Mr. Conyer cautioned that such an individual cannot "teach" or "counsel" students. While the school code describes examples of duties that only licensed psychologists, social workers, or school counselor can perform, it does not prohibit the use of other qualified individuals. Mr. Conyer cautioned to take care in developing the title and job description duties, not referring to "our new counselor" and to make sure such an individual is working directly with a qualified counselor, school social worker, or school psychologist. Mrs. Armour also checked with Mrs. Wollerman who had no concerns with the use of unlicensed or paraprofessionals.

Mrs. Armour reported that on February 23<sup>rd</sup> we had a server crash. She thanked Adam, Jeff, and Chat at CTI for their efforts in getting us back up and running quickly. Our server went down sometime Thursday night or early Friday morning. Mrs. Armour expressed gratitude to Dr. Fuerstenau who made the recommendation at the beginning of the year to review and improve our backups of information.

Mrs. Armour reported that Statement of Economic Interest forms were sent out to home addresses at the end of February by the Christian County Clerk. She asked that these be completed and returned by the April 30<sup>th</sup> deadline.

Mrs. Armour reported that the Governing Board Meeting is scheduled for next Monday, March 26, 2018 at 6:30 p.m. As of yesterday, we have a quorum to hold this meeting. We will send the board packet to superintendents and ask that it be forwarded to the board representative who is attending since we do not have email or physical addresses. Also, Mrs. Armour shared and asked for input regarding the FY19 Governing meeting dates before they are announced. The two dates being proposed are Thursday August 30, 2018 and Monday March 25, 2019.

### UNFINISHED BUSINESS

Mrs. Armour referenced PRESS Policy Issue 96 as well as additional dated policies that have been reviewed and are being presented for 2nd reading:

- Policy 2:20 Powers and Duties of the Governing Board
- Policy 2:260 Uniform Grievance Procedure
- Policy 4:10 Fiscal and Business Management
- Policy 4:15 Identity Protection
- Policy 4:110 Transportation
- Policy 4:170 Safety
- Policy 5:10 Equal Employment Opportunity and Minority Recruitment
- Policy 5:20 Workplace Harassment Prohibited
- Policy 5:90 Abused and Neglected Child Reporting
- Policy 5:100 Staff Development Program
- Policy 5:200 Terms and Conditions of Employment and Dismissal
- Policy 5:240 Suspension
- Policy 5:290 Employment Termination and Suspensions
- Policy 6:140 Education of Homeless Children
- Policy 6:235 Access to Electronic Networks
- Policy 6:250 Community Resource Persons and Volunteers
- Policy 6:340 Student Testing and Assessment Program
- Policy 7:10 Equal Educational Opportunities
- Policy 7:15 Student and Family Privacy Rights
- Policy 7:20 Harassment of Students Prohibited
- Policy 7:150 Agency and Police Interviews
- Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- Policy 7:190 Student Discipline
- Policy 7:250 Student Support Services
- Policy 7:260 Exemption from Physical Education
- Policy 7:270 Administering Medicines to Students
- Policy 7:340 Student Records

Policies recommended for removal:

- Policy 7:50 School Admissions
- Policy 7:60 Residence
- Policy 7:70 Attendance and Truancy

A motion made by Dr. Fuerstenau and seconded by Mr. Graham to approve the Second Reading of policy revisions and removals carried by a roll call vote of 11 yeas, 0 nays.

Mrs. Armour reported that we have made minimal changes to the FY18 MSSE Consolidated Amended Budget. Mrs. Rexroad provided an explanation of the changes that were made. The Revenue increased to \$19,552,688.39 which is a change of 0.92%. The Local Assessments are up \$22,769.42, added a refund of prior years' expense of \$7,650.00, IDEA increase of \$131,963 and DORS grant increase of \$12,388.00. Expenditures increased to \$19,438,312.21 a change of 0.48%. The salary and benefits in instruction are up \$34,063.88, speech salary and benefits are up \$10,904.84, administrative cost are up \$28,000.00 and health services are up \$18,000.00. The projected fund balance is of June 30, 2018 is \$1,950,089.32.

A motion made by Dr. Schuchman and seconded by Mr. Graham to present the FY18 Amended Consolidated Budget at the Mid-State Special Education Governing Board Budget Hearing, carried by a roll call vote of 11 yeas, 0 nays.

### NEW BUSINESS

Mrs. Armour presented three contracts for renewal for the FY19 school year: Infinitec Assistive Technology Center with no changes, Schmedeke Lawn, LLCC with no changes, and Sheedy Cleaning with no changes.

A motion mad by Mr. Powell and seconded by Dr. Fuerstenau to recommend approving the renewal of contracts and service agreements as presented, carried by a roll call vote of 11 yeas, 0 nays.

### EXECUTIVE SESSION

None

### ACTION ON BUSINESS ITEMS

A motion made by Mr. Bauer and seconded by Mr. Hopper to approve the resignation of part-time school social worker, Kelda DeBarr, effective at the end of this school year, carried by a roll call vote of 11 yeas and 0 nays.

A motion made by Dr. Schuchman and seconded by Dr. Olson to approve the Resolution Authorizing Non-Reemployment of First Year Probationary School Social Worker, Susan Kassly, and the Resolution Authorizing Non-Reemployment of First Year Probationary School Psychologist, Michelle Camarena, carried by a roll call vote of 10 yeas, 0 nays.

A motion made by Mr. Graham and seconded by Mr. Hopper to approve the employment of Kassandra Charles, school psychologist; Karen Bennett, school social worker; and Amber Daniels, school social work intern, as presented, beginning in the 2018-19 school year pending successful completion of all state and local employment requirements, carried by a roll call vote of 10 yeas, 0 nays.

### DISCUSSION

The next Executive Committee Board meeting is scheduled for Wednesday April 18, 2018, at 10:00 a.m. at the Mid-State office in Morrisonville. The Governing Board meeting is scheduled for March 26, 2018 at 6:30 p.m.

ADJOURNMENT

A motion made by Mr. Turner and seconded by Dr. Schuchman to adjourn the meeting at 10:28 a.m.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date