

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
December 20, 2017

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education, Executive Committee was called to order by Chairman Mr. Fred Lamkey at 10:22 a.m.

MEMBERS PRESENT

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

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, Secretary

Recognition of Visitors: None

MEMBERS ABSENT

Mr. Nick Casey, Vandalia; Mr. Dave Meister, Morrisonville; Ms. Melissa Ritter, Ramsey; Ms. Debbie Poffinbarger, Litchfield;

CONSENT AGENDA

The Balance Sheet for November 30, 2017 as well as the FY18 receipts versus expenditures report reflects the November 30<sup>th</sup> fund balance of \$2,471,621.33 which included Revenue of \$897,379.48 and expenditures totaling \$1,351,741.40. The projected December expenses are \$935,340.58 and the projected revenue of \$157,440.70 resulting in a projected December 31<sup>st</sup> fund balance of \$1,693,721.45.

The payables list for November was provided for review. The MSSE Central total \$744,150.09, Bond/Fayette Region total \$5,362.76, Christian Region total \$1,746.96 and MC/C Region total \$2,873.05 with notable expenses indicated.

The open and executive session minutes of the November 15, 2017 meeting, the destruction of executive session audio recordings older than 18 months, the financial report and approval of bills were presented for approval.

A motion made by Mr. Turner and seconded by Mr. Powell to approve the consent agenda, carried by a roll call vote of 12 yeas, 0 nays.

## DIRECTOR'S REPORT

Mrs. Armour reported that the annual RIF Joint Committee meeting for MSSE was held on November 20<sup>th</sup> to consider the five required tasks. No changes were made from last year.

Mrs. Armour reported that on December 1<sup>st</sup> at 10:00 a.m. our ISBE IDEA Grant Coordinator presented information on a number of topics with 14 bookkeepers and four superintendents in attendance.

Mrs. Armour reported that to date, two districts have submitted their Excess Cost to ISBE and have been approved. Mrs. Armour asked that if anyone needs any assistance to please let us know.

Mrs. Armour reported that the MSSE annual staff recognition was held during the staff meeting on December 15<sup>th</sup>. Mrs. Armour reported that 10 Year Recognition was given to Amy Ashmore, PTA; Brandy Buske, ASES; Lisa Murfee, psychologist; Jessica Ryan, social worker. 25 Year Recognition was given to Angela Armour, Director; Tammy Burney, Bookkeeping Clerical; Meg Marquardt, psychologist.

Mrs. Armour reported that Shelly will provide a form for you to complete during the board meeting. This information will assist us in updating IMPACT for Medicaid provider enrollment.

Mrs. Armour reported that she and Shelly met with Robin Yockey on December 4<sup>th</sup> to further discuss the FY17 audit and her recommendations related to the Financial Statement Findings. Shelly is currently making the updates to account codes in SDS with a January 1<sup>st</sup> target date that will assist in appropriately tracking funds and generating reports. Shelly is working with your district bookkeepers so that the state expenditure worksheet is used when expenses are submitted. Ms. Yockey noted the concern with the staffing levels in the business department. Mrs. Armour and Shelly plan to meet with Robin in 2-3 months to review progress and obtain additional input. Ms. Yockey noted that given all the change, attention must be given to the finances during the continued transition. Mrs. Armour has requested that the MSSE Finance Committee plan to meet monthly during the second semester.

## UNFINISHED BUSINESS

Mrs. Armour reported that Merry Rhoades advised that the current PRESS Policies listed in the July 2016 IASB document, PRESS Materials Responsive to GATA Fiscal and Administrative Risk Assessment, meet the requirement and should be maintained for audit purposes. No action is needed for this.

Mrs. Armour reported that she is making Policy 6:120 a separate motion upon Merry Rhoades recommendation.

A motion made by Mr. Powell and seconded by Dr. Schuchman to approve administrative procedure 6:120, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities, for implementation in Mid-State and Member District special education programs, carried by a roll call vote of 12 yeas, 0 nays.

Mrs. Armour reported that we are presenting a Second Reading and Approval of Policies; The following policies are included for Second Reading: Policy 2:260 Uniform Grievance Procedure, Policy 8:70 Accommodating Individuals with Disabilities. Policies undergoing 5 year review: Policy 2:220-E3 Closed Meeting Minutes, Policy 4:70 Resource Conservation, Policy 4:170 Safety, Policy 7:80 Release Time for Instruction/Observance, Policy 7:160 Student Appearance and Policy 7:725 Orders to Forgo Life-Sustaining Treatment.

A motion made by Mr. Bauer and seconded by Mr. Turner to approve the second reading of Policy Updates presented, carried by a roll call vote of 12 yeas, 0 nays.

NEW BUSINESS

Mrs. Armour reported that Prairie State Insurance Cooperative requires notification by December 31, 2017 if we are going to bid coverages for the July 1, 2018 policy term. In reviewing information and options with Travis Bushue, he recommends given our loss history that we should not bid out.

EXECUTIVE SESSION

None

ACTION ON BUSINESS ITEMS FOLLOWING EXECUTIVE SESSION

Personnel:

A motion made by Mr. Graham and seconded by Mr. Turner to approve the maternity leave for Lauren Assalley beginning on or around April 4, 2018 through the end of the 2017-18 school year utilizing both paid and unpaid leave; the resignation of Megan Tryon effective December 13, 2017; employing Shay Jones as a part-time clerical staff member effective January 2, 2018 at a rate of \$13.00 per hour, carried by a roll call vote of 12 yeas, 0 nays.

DISCUSSION

Mrs. Armour thanked the board for all of their support, commitment, feedback and guidance in helping to serve our students during the first semester. Mrs. Armour wished everyone a Merry Christmas.

Mr. Lamkey on behalf of the board thanked Mrs. Armour for all of her hard work and commitment to Mid-State. Mr. Lamkey noted it has been a very difficult year with many changes in the organization.

The next Executive Committee Board meeting is scheduled for Wednesday January 17, 2018, at 10:00 a.m. at the Mid-State office in Morrisonville.

ADJOURNMENT

A motion made by Mr. Hopper and seconded by Dr. Olson to adjourn the meeting at 10 a.m.

Respectfully submitted,

Mrs. Vickie Throne, Executive Secretary

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Chairperson

\_\_\_\_\_

Date

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Executive Secretary

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Date