

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING**

September 17, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 10:00 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Ms. Karen Perry, Morrisonville; Mr. Fred Roberts, Edinburg; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Ms. Becky Schuchman, Representative for Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro

Members Absent – Dr. Gregg Fuerstenau, Taylorville; Mr. Ron Graham, South Fork; Mr. Brad Turner, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Mike Kelly, Carlinville; Mr. John Mullett, Litchfield

Presentation of Proxies – Mr. Rich Well, Vandalia for Mr. Jeff Strieker, Bond County

Others Present – Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Crystal Lawler, Assistant Director; and Ms. Tammy Hadley, Secretary/Recorder.

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from August 20, 2014
- Destruction of Executive Session audio recordings older than 18 months – March 19, 2013
- September payables totaling \$235,574.78:
 - \$230,542.15 = MSSE Central
 - \$2,361.91 = CR/MSSE
 - \$64.41 = BF/MSSE
 - \$2,606.31 = MC/MSSE
- Statement of Position – as of August 31, 2014, the fund balance for MSSE was \$1,117,106.63
- Receipts vs. Expenditures Report

Motion to approve all items on the consent agenda: Mr. Powell; second, Mr. Well. Roll call yielded 12 yeas, 0 nays. Motion carried.

DIRECTOR'S REPORT:

- ISBE Required Reports – although all three reports were on the agenda, Ms. Patrick explained that as a special education cooperative, we are not required to post the Administrator and Teacher Salary Report. The other two reports were presented for review and will be posted to our website
 - District Administrator and Teacher Salary Report
 - Vendor Contracts over \$25,000 for FY14
 - Shared Service and Outsourcing Report for FY14

- 2012-2013 Special Education Profile – Ms. Patrick shared that her contact at ISBE confirmed that the 2012-2013 and 2013-2014 District Special Education Profiles will come out together in the spring. The MSSE Action Plan is typically aligned to address any deficit areas – for this year that will include graduation rate, dropout rate, and student progress
- I-TRAx – after receiving conflicting information as to whether or not cooperatives needed to complete this process, Ms. Patrick worked with Karen Wolfe who entered basic information for MSSE. Her concern was for the students housed in region programs and would be participating in the DLM and PARRC. Ms. Wolfe indicated that there would be additional opportunity to upload technology information at a later date. For help in this area, districts may contact Fran Amling, Brandy Buske, Larry Emerick, and Scott Pasley.
- Orphanage Claims - Ms. Patrick explained the notices some districts received regarding return of overpayments on orphanage claims. Payments were received based on estimations of those students attending school for the entire year, but the students left prior to the end of the school year. The reporting to the state was correct at the time of submission. Investigation revealed issues with ISBE pulling correct information from our transmissions. Ms. Patrick urged superintendents to monitor these students and the reimbursements they receive for them closely.
- Funding for Children Requiring Special Education Service Allocations – Ms. Patrick shared a copy of the report that came out this week.
- Tuition Cost Sheet/Excess Cost – Ms. Patrick shared information from the meeting she attended Monday. Tuition Cost Sheets should be released in October, and they will be due back in January. If districts are not going to meet the Excess Cost, this will allow time to pay from local funds. Ms. Patrick expressed her concern in regards to the K-8/9-12 break-out, indicating auditors do not audit to that level and are not required to do so. She also expressed concern over the form itself and suggested the addition of a third column. She told superintendents that she will work with their bookkeepers to complete the necessary, time-consuming paperwork.
- Infinitec – Ms. Patrick provided information from Infinitec regarding Commonly Required Staff Trainings.

UNFINISHED BUSINESS:

- FY15 MSSE Action Plan – Ms. Patrick presented the Action Plan noting it has been streamlined in order for administration to concentrate more resources toward activities that will assist teachers in improving students’ progress and teacher evaluation.

Motion to approve FY15 MSSE Action Plan as presented: Mr. Powell; second, Mr. Bussard. Voice vote was unanimous. Motion carried.

NEW BUSINESS:

- FY15 Director’s Goals – Ms. Patrick presented Director’s Goals for approval.
- Energy Contracts
 - Direct Energy – Ms. Patrick reported that she received two quotes from electric suppliers. Direct Energy continues to offer the service at a more cost effective price. Their quote was for a rate of .06201 for 24 months compared to Liberty Power’s rate of .06478 for 24 months.

- Constellation Energy – Ms. Patrick explained that at this time, we are locked into this provider for natural gas. If we wish to pursue services elsewhere, we are required to give a 120-day notice.

Motion to approve FY15 Director’s Goals as presented: Mr. Well; second, Ms. Perry. Voice vote was unanimous. Motion carried.

Motion to accept the contract with Direct Energy: Mr. Powell; second, Ms. Perry. Roll call yielded 12 yeas, 0 nays. Motion carried.

- First Reading of Policy Updates and Policies for Five-Year Review – the Policy Committee met and is presenting the following policies for first reading. There were only minor changes to the policy 5:330:
 - Policy Updates
 - 4:60 Purchases and Contracts
 - 5:30 Hiring Process and Criteria
 - 5:260 Student Teachers
 - 5:330 Sick Days, Vacation, Holidays, and Leaves
 - 7:20 Harassment of Students Prohibited
 - 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
 - Policies for Five-Year Review
 - 2:80 Board Member Oath and Conduct
 - 2:240 Board Policy Development
 - 4:40 Incurring Debt
 - 4:55 Use of Credit and Procurement Cards
 - 5:310 Compensatory Time-Off
 - 7:170 Vandalism
 - 7:200 Suspension Procedure

Motion to approve the first reading of Policy Updates and Policies for Five-Year Review: Mr. Well; second, Mr. Bussard. Voice vote was unanimous. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, October 15, 2014 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:17 a.m.: Ms. Perry; second, Mr. Hopper. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date