

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

October 15, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 10:04 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Ms. Karen Perry, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Mr. Fred Roberts, Edinburg; Dr. David Lett, Pana; Mr. Chris Clark, South Fork Representative; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Scott Pasley, Bond County Representative; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Members Absent – Mr. Ron Graham, South Fork; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Ms. Melissa Ritter, Ramsey

Presentation of Proxies – Ms. Deb Philpot, St. Elmo for Ms. Melissa Ritter, Ramsey

Others Present – Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Crystal Lawler, Assistant Director; Ms. Jeanne Vancil, Comptroller; and Ms. Tammy Hadley, Secretary/Recorder – Visitors: Ms. Marchelle Kassebaum, ROE #10 Superintendent; Robin Yockey, Auditor

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from September 17, 2014
- Destruction of Executive Session audio recordings older than 18 months – April 16, 2013
- September payables totaling \$320,741.21:
 - \$311,518.51 = MSSE Central
 - \$3,715.07 = CR/MSSE
 - \$3,739.31 = BF/MSSE
 - \$1,768.32 = MC/MSSE
- Statement of Position – as of September 30, 2014, the fund balance for MSSE was \$1,283,561.00
- Receipts vs. Expenditures Report

Motion to approve all items on the consent agenda: Mr. Well; second, Mr. Powell. Roll call yielded 15 yeas, 0 nays. Motion carried.

NEW BUSINESS:

- FY14 Audit – Ms. Robin Yockey, Auditor with Mose, Yockey, Brown & Kull, LLC, presented the FY14 Audit Report which included the following highlights:
 - The receipt of five Personnel payments in FY14 resulted in the inflated revenue

- Also unique this year, IDEA funds were flowed to districts in June; however, the IDEA reimbursement was not received from the state until July
- No findings of internal control or compliance
- Single Audit threshold increasing from \$500,000 to \$750,000 in the future, which will be beneficial for some member districts
- No findings in the compliance of federal programs and no management letter issued
- Ms. Yockey presented and explained a report that compared the FY14 Fund Balances and Revenues Received Over (Under) Expenditures Disbursed to FY13
- Lastly, Ms. Yockey touched on the unexpected WCSIT payment in FY14

UNFINISHED BUSINESS:

- Second Reading and Adoption of Policies:
 - 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 second reading and adoption of policies: Mr. Well; second, Ms. Philpot. Voice vote was unanimous. Motion carried.

DIRECTOR'S REPORT:

- Fall IAASE Report – Ms. Patrick reported the several administrative staff members attended the Fall IAASE Conference in Tinley Park.
 - Ms. Patrick and Fran Amling will be serving on one of the 15 IAASE committees. Ms. Amling will serve on the Assessment Committee, and Ms. Patrick will serve on the Legislative Committee.
 - Additionally, Ms. Patrick will serve on the Senate Bill 16 Sub-Committee. This group will actively review and analyze the ongoing developments of SB16, and continually update and inform the IAASE Board and members.
 - Ms. Patrick reported that a number of the sessions were devoted to legal updates. Key areas dealt with Staff Evaluation, Autism, Due Process, Deviations from a Student's 504 Plan, Special Education Discipline, and School Anxiety/School Refusal, which is an area that needs to be monitored closely. Child find obligations are a key issue. If a regular

education student is missing numerous days or seeking treatment, Ms. Patrick encouraged districts to develop a process so this does not become an issue.

- School Nurse Requirements – Ms. Patrick reminded superintendents about the pending changes for school nurses. She provided a copy of the most recent update from Jessica Gerdes, the ISBE Licensed School Nurse Principal Consultant. The majority of our member districts have school nurses. At this time, four districts do not. Ms. Patrick reported that the cost of outsourcing for a certified school nurse is \$50 - \$55 per hour. She suggested that member districts that do have school nurses may want to discuss outsourcing them to our member districts that do not have them.
- Cooperative Updates – Ms. Patrick reported that she recently attended a session on Health Care Reform provided by American Fidelity. She shared a copy of the most recent timeline from American Fidelity that illustrates the implementation of the reform provisions. Ms. Patrick plans to meet with the Finance Committee to discuss forward implementation.
- Preliminary FY2015 Mandated Categorical Proration Information – Ms. Patrick provided a comparison of the FY15 Preliminary Categorical Proration to the FY14 Final Proration. The first-quarter payments for FY15 were processed to the Office of the Comptroller on September 24th. The final proration and remaining quarterly payments will be calculated in December after all LEA corrections are processed.
- Finance Committee Meeting – Ms. Patrick requested that committee members meet November 3rd, November 4th, or November 6th

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, November 19, 2014 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:26 a.m.: Mr. Mullett; second, Mr. Turner. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date