

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

December 17, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 10:03 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Richard Wilson, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Mr. Fred Roberts, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Jeff Striker, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Members Absent – Ms. Deb Philpot, St. Elmo; Ms. Melissa Ritter, Ramsey

Presentation of Proxies – Mr. Rich Well, Vandalia for Ms. Deb Philpot, St. Elmo

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

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from November 19, 2014
- Destruction of Executive Session audio recordings older than 18 months – None to destroy
- Monthly payables totaling \$270,300.03:
 - \$268,304.35 = MSSE Central
 - \$475.01 = CR/MSSE
 - \$1,226.63 = BF/MSSE
 - \$294.04 = MC/MSSE
- Statement of Position – as of November 30, 2014, the fund balance for MSSE was \$1,598,407.36
- Receipts vs. Expenditures Report – Revenues at 51.65% and expenditures at 40.61%
- Ms. Patrick noted that the second Personnel payment should be vouchered in late December; however, the lack and delay of Personnel payments continue to be a huge concern. Dr. Lett suggested sending an email to legislators regarding the payments and the issue with the State Comptroller position.

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

DIRECTOR'S REPORT:

- Finance Forum – Ms. Patrick shared information from the Special Education Cooperative Finance Forum held December 2nd in Champaign. Attending with

Ms. Patrick were Dr. Fuerstenau, Dr. Doerr, Jeanne Vancil, and Crystal Lawler. While the majority of the cooperative representatives are also overwhelmed with the required tuition cost sheet completion requirement, it was discovered that our cooperative is unique in its configuration of the three regions. Additionally, other organizations maintain a two month fund balance – we do not. Ms. Patrick said she will continue attending these forums and encouraged others to take advantage of future opportunities to attend.

Dr. Doerr stated that the district bookkeepers and MSSE staff will be spending much time together in the next month to complete the Excess Cost Sheets. They are due January 30, 2015.

Dr. Fuerstenau provided an update on the morning session he attended. He reported that Taylorville has almost completed their Excess Cost Sheet, and are happy to share the spreadsheet they are using to complete the task. His Business Manager, Colene German will be at the informational meeting on Friday. He added that after listening to some of the conversation around the table, our cooperative is unique, but we have it pretty good.

- Making a Difference Award – Ms. Patrick announced that the award was presented to Chat McTaggart at the December 5th MSSE staff meeting. Chat covers the technology needs for MSSE in all sixteen member districts. He was recognized for his commitment to excellence and positive attitude as he provides tremendous support and service to all our staff. He goes the extra mile to make certain our system is up and running with the programs that are critical for IEPs and state reporting.
- Staff Recognition – Ms. Patrick shared the list of staff that was also recognized at the staff meeting for milestone years of service:
 - 10 Year Recognition –
 - Katie Glenn, CR Social Worker assigned to Taylorville
 - Charles Bowles, BF Psychologist assigned to Bond County
 - Faith Farrimond, CR Psychologist assigned to Taylorville and Edinburg
 - 15 Year Recognition
 - Amy Zimmerman, Clerical Staff assigned to Bond/Fayette
 - 25 Year Recognition
 - Brenda Siegrist, CR Social Worker assigned to Nokomis, Morrisonville, and South Fork
 - Kris Ruyle, CR Social Worker assigned to Taylorville and Edinburg
 - 30 Year Recognition
 - Brenda Patrick, Director
- MSSE Inservice – Ms. Patrick shared information on an inservice that has been scheduled for June 11 and 12, 2015 at Lincoln Land Community College in Litchfield. National speaker, Dr. Richard Villa will be presenting on Co-Teaching and Differentiated Instruction. The inservice aligns with our Action Plan.
- Annual Joint Committee Meeting – Members of the Joint Committee met on November 21, 2104 to complete the five required tasks. Member included Ms. Patrick; Assistant Director, Crystal Lawler; School Psychologist, Meg Marquardt; and School Social Worker, Brenda Siegrist. The group made no changes to the decisions made last year which are:

- The committee decided to not include any “Needs Improvement” educators in Group 3 rather than Group 2.
- The committee decided to make no change to the definition of Group 4.
- The committee decided not to include evaluation ratings issued by other districts or joint agreements in the definition of “performance evaluation.”
- The evaluation rating system in use complies with IL School Code in that it contains the 4 required rating categories: Excellent, Proficient, Needs Improvement and Unsatisfactory.
- The committee reviewed the provision that any member of the Joint Committee may request review of the honorable dismissal list by the Joint Committee to determine if there is a trend of more senior teachers receiving lower ratings, indicating a bias against the longest serving teachers and all indicated understanding of it.
- Excess Cost Sheet Informational Meeting – Ms. Patrick reminded superintendents about the informational meeting being held Friday, December 19, 2014 at 9:00 a.m. It is a must for bookkeepers, and Superintendents are also invited to attend. Colene German from the Taylorville School District will share a template she has developed to help with the completion of the Excess Cost Sheet. A light lunch will be provided

NEW BUSINESS:

First Reading of Policy Updates – Ms. Patrick presented the following policies for first reading:

- 2:140 Communications to and From the Board - Rewritten
- 2:140-E Guidance for Board Member Communications, Including Email Use – Rewritten
- 4:45 Insufficient Fund Checks and Debt Recovery
- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:185 Family and Medical Leave
- 5:250 Leaves of Absence
- 6:60 Curriculum Content
- 6:20 School Year Calendar and Day
- 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
- 6:280 Grading and Promotion
- 6:300 Graduation Requirements
- 6:340 Student Testing and Assessment Program
- 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Motion to approve first reading of policy updates: Mr. Well; second, Dr. Lett. Voice vote was unanimous. Motion carried.

UNFINISHED BUSINESS:

None

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, January 21, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:21 a.m.: Mr. Well; second, Mr. Mullett. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date