

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

February 25, 2015

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 9:08 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Richard Wilson, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Mr. Mike Dickson, Edinburg; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey
Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Members Absent – Dr. David Lett, Pana; Mr. Jeff Strieker, Bond County; Mr. Mike Kelly, Carlinville

Presentation of Proxies – Dr. Gregg Fuerstenau, Taylorville for Dr. David Lett, Pana; Mr. Brad Turner, Mulberry Grove for Mr. Jeff Strieker, Bond County

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. Barb Daugherty, Cornerstone Academy and ChrisMont RSPS Principal and Mr. Ken Carwell, The Menta Group.

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from December 17, 2014
- Semi-annual review of Executive Session Minutes – none to review
- Destruction of Executive Session audio recordings older than 18 months – August 21, 2013
- Monthly payables (January) totaling \$691,138.28:
 - \$684,844.11 = MSSE Central
 - \$549.27 = CR/MSSE
 - \$3,767.86 = BF/MSSE
 - \$1,977.04 = MC/MSSE
- Monthly payables (February) totaling \$253,118.11:
 - \$249,535.79 = MSSE Central
 - \$231.94 = CR/MSSE
 - \$2,380.40 = BF/MSSE
 - \$969.98 = MC/MSSE
- Statement of Position – as of November 30, 2014, the fund balance for MSSE was \$1,312,206.69
- Receipts vs. Expenditures Report – Revenues at 64.94% and expenditures at 58.61%
- Ms. Patrick noted that the second quarter FY15 State Personnel payment was vouchered 12/22/2014, but still has not been received.

Motion to approve all items on the consent agenda: Mr. Well; second, Ms. Ritter. Roll call yielded 14 yeas, 0 nays. Motion carried.

DIRECTOR'S REPORT:

- MSSE Inservice – Ms. Patrick shared the flyer that will be sent to building principals regarding the professional development being held at Lincoln Land Community College in Litchfield on June 10th and 11th. Dr. Richard A. Villa will be presenting on Co-Teaching and Differentiated Instruction. Special education and regular education staff in our member districts are invited to attend at no cost.
- Excess Cost Sheet Update – Ms. Patrick reported that all district excess cost sheets were submitted by the January 30th deadline. She thanked superintendents and their staff for all their hard work. Moving forward, she and Jeanne Vancil continue to work with districts to complete the necessary revised excess cost sheets. The manner in which we currently handle the State Personnel payment caused issues in some districts, and we had to get an exception on the excess cost process this year in order for many districts to meet their per pupil cost. Ms. Patrick continues to have concerns about MOE and Excess Cost as there are allowable exceptions to meet MOE; however, we are still held to the per pupil expenditure. In upcoming Finance Committee meetings, we will look at how State Personnel is distributed.
- MSSE Action Plan – Ms. Patrick provided a mid-year update.
- FY15 Director's Goals – Ms. Patrick provided a mid-year update.
- School Nurse – Ms. Patrick reported that she has been investigating how districts and cooperatives are handling the school nurse mandate that, effective July 1, 2016, requires the school nurse to be involved in the medical review of students who are being evaluated or reevaluated for special education services. She has discovered that we are in the same position as most other districts and cooperatives – unable to find nurses who meet the qualifications. We currently have five districts that do not have a school nurse, so we need to determine how to address that. She indicated that we will work with districts and their nurses to develop a process to complete the medical review.
- Financial Forum – Ms. Patrick provided information on the second Special Education Cooperative Finance Forum. It will be held Tuesday, March 10th from 9:00 a.m. – 12:00 p.m. at the Hilton Garden Inn in Champaign. Registrations need to be received by February 27th. The last forum was very informative. At this forum, four coops are going to be presenting on their financial practices.
- IAASE – Ms. Patrick shared updates from the recent IAASE Winter Conference. Litigation continues to be a topic of interest with the hottest topic being School Refusal. Another big issue was Methodology.
- Ms. Patrick also shared some of the legal issues happening across the coop at this time.
- Cornerstone – Ms. Daugherty and Mr. Carwell provided a mid-year report on the status of students attending the Cornerstone program. Ms. Patrick commented on a recent IEP meeting that was part of a due process. Ms. Daugherty and her staff attended with the MSSE staff and presented information in a factual way that was extremely helpful.

UNFINISHED BUSINESS:

Second Reading and Adoption 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 second reading and adoption of policy updates: Dr. Fuerstenau; second, Mr. Well. Voice vote was unanimous. Motion carried.

NEW BUSINESS:

- FY15 MSSE Central & Consolidated Budget Amendments – Ms. Patrick presented the amended budget along with a summary of the amendment changes. She explained that there were minimal changes to revenue and expenditures – less than .5%.

Motion to approve FY15 MSSE Central & Consolidated Budget Amendments as presented: Mr. Graham; second, Mr. Powell. Roll call yielded 15 yeas, 0 nays. Motion carried.

- Director's Evaluation – Dr. Doerr told superintendents that he discussed the evaluation results with Ms. Patrick. There were no questions, so there was no need to go into Executive Session.
- Notification of maternity leave – Ms. Patrick shared a request for maternity leave from Leah Suhre, Hearing Itinerant for MSSE. Ms. Suhre will utilize FMLA and sick time concurrently as per our policy. Her anticipated due date is April 20, 2015.
- Approval of contractual HI services – Due to Ms. Suhre's maternity leave, Ms. Patrick requested authorization to contract for HI services. She explained that it may be difficult to find an individual with an HI certification. To date she has spoken with two retired teachers with the certification and three SLPs, but none are available during the anticipated leave. Therefore, it may be necessary to hire someone without the certification. Based on her research, she anticipates the cost may be between \$225 and \$300 per day. She anticipates there will be a need for two days per week.

Motion to approve maternity leave and hiring of contractual replacement: Dr. Fuerstenau; second, Mr. Mullett. Voice vote was unanimous. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, March 18, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville. Also, the Governing Board is scheduled to meet Monday, March 30, 2015 at 6:30 p.m.

ADJOURNMENT:

Motion to adjourn at 9:50 a.m.: Mr. Well; second, Mr. Mullett. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date