

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

May 20, 2015

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 10:11 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Richard Wilson, Morrisonville; Mr. Mike Dickson, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Members Absent – Dr. Gregg Fuerstenau, Taylorville; Ms. Deb Philpot, St. Elmo

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

Others Present – Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Crystal Lawler, Assistant Director; Jeanne Vancil, Comptroller; and Ms. Tammy Hadley, Secretary/Recorder. Visitors: Colene German, Taylorville CUSD #3; Jeff Durbin and Chat McTaggart, Computer Techniques, Inc.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session Minutes from April 15, 2015
- Destruction of Executive Session audio recordings older than 18 months – none to destroy
- Monthly payables totaling \$601,658.79:
 - \$592,966.14 = MSSE Central
 - \$550.05 = CR/MSSE
 - \$5,714.20 = BF/MSSE
 - \$2,398.40 = MC/MSSE
- Statement of Position – as of April 30, 2015, the fund balance for MSSE was \$1,264,214.80
- Receipts vs. Expenditures Report – Revenues at 88.86% and expenditures at 87.71%.
- Ms. Patrick noted that the third quarter FY15 State Personnel payment is being flowed to the regions as indicated in the Payables.
- Ms. Patrick also reported that the final June billings will reflect elementary, secondary, and EC adjustments; and any FY15 district reimbursements will need to be banked by June 30th. Also, the FY16 Assessment billings will be sent out at the beginning of June; however assessment checks cannot be dated prior to July 1st.

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

DIRECTOR'S REPORT:

- *Making the Difference Award* – Ms. Patrick presented Colene German, Business Manager for Taylorville CUSD #3, with the *Making a Difference Award* for creating and sharing a report that helped MSSE and all of our member districts gather the information needed for the Excess Cost requirement. Colene spent a significant amount of time working through the process before sharing the information, and she graciously made herself available to help everyone.
- LEA Determinations – Ms. Patrick reported that all 16 member districts received the overall determination of “Meets Requirements.”
- IEP Program – Jeff Durbin and Chat McTaggart were present to explain our current IEP program problems and the advantages of an alternative program.
- Proration of Special Education Portion of General State Aid – Ms. Patrick reiterated the information sent to superintendents and bookkeepers via email that indicated districts must document the expenditure of FY15 GSA funds for special education services. The information should be sent to our office to provide documentation if there is a federal audit.
- Due Process Update – Ms. Patrick reported that the findings of the Vandalia due process had been released. While the student was not permitted to participate in the graduation ceremony; there was a finding of special education noncompliance because of two missed opportunities to reevaluate the student. As a result, a reevaluation and special education services will be made available over the summer. As a cooperative, we will learn from the situation and work with staff on the reevaluation process.
- Aimsweb Update – Ms. Patrick presented an update provided by School Psychologist, Amanda Cunningham. The information included key points regarding the upgrade.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- FY16 Contracts/Licenses– Ms. Patrick presented the following FY16 contract/license proposals and recommended approval:
 - Q-Interactive License Renewal – Testing software for our School Psychologists; no increase for FY16
 - TBH Technology/Autism Pro License Renewal – Behavior software for our School Social Workers; decrease of \$6,000 for FY16
 - CSC Learning/Reading Plus License Renewal – Software for teachers; no increase in cost for FY16, however, there was a reduction in the number of seats due to price increase per seat:
 - Morrisonville = 9 seats
 - Pana = 83 seats
 - South Fork = 20 seats
 - Mulberry Grove = 14 seats
 - St. Elmo = 25 seats
 - Vandalia = 35 seats
 - Ramsey = 4 seats
 - Panhandle = 10 seats

- Brecht's Database Solutions, Inc./Power IEP – IEP program to replace the current outdated IEP program; cost is \$26,663.75 for FY16, with years two and three at \$25,163.75 per year.

Motion to approve of the above listed contracts/licenses for FY16 as presented: Dr. Lett; second, Mr. Turner. Roll call yielded 15 yeas, 0 nays. Motion carried.

- FY16 Budget – Ms. Patrick presented the FY16 Preliminary MSSE and Consolidated Budget. She stressed that the numbers were a very preliminary projection. Ending balances are not reflective of everything that could be outstanding; specifically, flow-through reimbursements to the districts and grant revenues, as money has to be expended before the funds are reimbursed. At the Region levels there are no salary changes due to negotiations for both Christian Region and Montgomery Co./Carlinville Region. Minor changes include:
 - Reduction of \$8,500 in the IDEA Grant
 - Increase in state and local funds by \$193,000 – as reflected in the assessment schedules; this is due to the movement of personnel reimbursements from the regions to the districts. The full personnel cost is being added due to direction from ISBE. The personnel dollars will flow to districts as they are received.
- Loan Projections – Ms. Patrick explained the need for resolutions to borrow to be in place in the event loans are needed to meet payroll obligations on July 1st for Christian Region and MSSE Central:
 - Up to \$200,000 for Christian Region
 - Up to \$110,000 for MSSE Central

Motion to approve FY16 Preliminary MSSE and Consolidated Budget and to approve resolutions for loans for Christian Region and MSSE Central for July 1, 2015: Mr. Strieker; second, Mr. Graham. Roll call yielded 15 yeas, 0 nays. Motion carried.

- Joint Agreement Resolution – Ms. Patrick presented a Joint Agreement Resolution Regarding Allocation of Part B Funds. The resolution is in response to Memorandum #10-01 and clarifies that if a member district leaves the cooperative, their unexpended IDEA Part B Funds will not be forfeited. She reported that Merry Rhoades indicated she hopes this resolution will suffice, but we may be required to provide an official amendment. For now, she advised this is the proper course of action.

Motion to approve Resolution Regarding Allocation of Part B Funds as presented: Mr. Well; second, Mr. Strieker. Roll call yielded 15 yeas, 0 nays. Motion carried.

- FY16 MSSE Board Meeting Schedule – Ms. Patrick presented the schedule of meetings indicating the MSSE meetings continue to be scheduled for the third Wednesday of each month at 10:00 a.m. She proposed no meeting for July. In addition, two evening Governing Board Meetings are scheduled.

Motion to approve FY16 MSSE Board Meeting Schedule as presented: Mr. Well; second, Mr. Hopper. Voice vote was unanimous. Motion carried.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:49 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Kelly; second, Mr. Graham. Roll call yielded 15 yeas, 0 nays. Motion carried.

Motion to return to open session at 11:00 a.m.: Mr. Well; second, Mr. Bussard. Roll call yielded 15 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

Motion to approve the employment of Ruth Chesney as Transition Specialist for the Bond/Fayette Region and Program Coordinator for Brownstown, St. Elmo, and Ramsey: Mr. Well; second, Mr. Mullett. Roll call yielded 15 yeas, 0 nays. Motion carried.

Motion to approve the proposed salary increase for MSSE Central Staff – 1.75% increase for all employees who are not in the process of the TRS 3% phase-in or taking advantage of the retirement bonus: Mr. Powell; second, Mr. Bussard. Roll call yielded 15 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, June 17, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 11:13 a.m.: Mr. Turner; second, Mr. Bussard. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date