

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

June 17, 2015

Minutes

PROCEDURAL BUSINESS:

Dr. Scott Doerr, Chairperson, called the meeting to order at 10:02 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

MEMBERS PRESENT:

Mr. Richard Wilson, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Jeff Strieker, Bond County; 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 Mullet, Litchfield.

MEMBERS ABSENT:

Mr. Mike Dickson, Edinburg; Mr. Ron Graham, South Fork; Mr. Mike Kelly, Carlinville

PRESENTATION OF PROXIES:

None

OTHERS PRESENT:

Mrs. Brenda Patrick, Director; Mrs. Angie Armour, Assistant Director; Mrs. Crystal Lawler, Assistant Director; Mrs. Jeanne Vancil, Comptroller; Ms. Susan Sullivan, Secretary; Mr. Will Shalter, visitor.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from May 20, 2015,
- Destruction of Executive Session audio recordings older than 18 months (none)
- Monthly payables totaling \$359,941.20:
 - \$344,561.76 – MSSE Central
 - \$3,015.82 – CR/MSSE
 - \$5,174.05 – BF/MSSE
 - \$7,189.57 – MC/MSSE
- Approval to pay FY15 end of year bills,
- Approval to pay July 2015 bills,
- Statement of Position as of May 31, 2015, balances with the ending monthly fund balance of \$709,802.23,
- Receipts vs. Expenditures Report,
- Financial Projections:
 - Mrs. Patrick noted that the fourth quarter FY15 State Personnel payment is listed with a schedule date of June 20, 2015,
 - Final June billings will reflect elementary, secondary, and EC adjustments,
 - FY16 Assessment billings will be sent out at the beginning of June.

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

DIRECTOR'S REPORT:

FY15 Action Plan – Mrs. Patrick presented the FY15 Mid-State Special Education Action Plan.

Director's Goals – Mrs. Patrick provided updated information for the Director's Goals.

FY16 IDEA Professional Development Plan – Mrs. Patrick stated that the professional development plan is required as part of the IDEA grant. The online Needs Assessment Survey was submitted for completion by all district staff in the cooperative. Four hundred thirty-seven (437) individuals completed the survey. Next year MSSE will focus on in-service opportunities on the topics/issues listed in the plan. The plan will be posted on the MSSE website.

Due Process Update – Mrs. Patrick provided information regarding the on-going Due Process case in Vandalia.

Power IEP – Training for the PowerIEP program will be scheduled in late July or early August for each district.

Cornerstone Satellite Location – A meeting with Beth Conran and Barb Daugherty was held at the Taylorville Unit Office on June 8, 2015. Ms. Conran shared information regarding the satellite location at the Stonington Elementary School. This option will be available for the 2015-2016 school year. Ms. Conran indicated that the addition of this location will not impact costs for Cornerstone at Nokomis. Mrs. Patrick has asked M. Conran to provide regular updates to the board.

School Nurse – Mrs. Patrick is continuing to seek a solution to address the mandate related to the school nurse. She is currently working with Thera Kids to provide options.

MOE Eligibility Forms – FY14 MOE eligibility forms must be turned in before the grant can be approved. July 1, 2015 is the grant deadline.

Joint Agreement Resolution – Mrs. Patrick is waiting for a response from ISBE concerning the Joint Agreement Resolution Ms. Merry Rhoades drafted concerning the IDEA funds. The Mid-State Special Education Joint Agreement will be amended at the August Board Meeting.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

FY16 Contracts/License Renewals – Mrs. Patrick recommended approval for the following FY16 contract and license renewals:

- Prairie State Insurance Cooperative Property/Casualty/Liability Insurance Renewals
- Assistant Director Contracts
 - Angela Armour
 - Crystal Lawler
- Mary Gherardini – hearing itinerant supervision, \$53/hour up to 15 hours during the school year

Motion to approve of the above listed FY16 contracts/license renewals as presented: Mr. Powell; second, Mr. Well. Roll call yielded 13 yeas, 0 nays. Motion carried.

First Reading of Policy Updates

- 2:250 Access to Joint Agreement Public Records
- 3:40 Special Education Director
- 3:50 Administrative Personnel Other Than the Special Education Director
- 3:60 Administrative Responsibility of the Assistant Directors
- 4:45 Insufficient Fund Checks and Debt Recovery
- 5:40 Communicable and Chronic Infectious Disease
- 5:120 Ethics and Conduct
- 5:270 Employment At-Will, Compensation, and Assignment
- 5:290 Employment Termination and Suspensions
- 5:330 Sick Days, Vacation, Holidays, and Leaves

Motion to approve of the first reading of policy updates as presented: Mr. Well; second, Mr. Mullett. Voice vote yielded 13 yeas, 0 nays. Motion carried.

FY16 Election of Officers – Executive Committee Officers recommended for FY16 Mr. Strieker, Bond County, Chairman and Mr. Adam Bussard, Brownstown, Secretary.

Motion to elect officers as recommended: Dr. Fuerstenau; second Mr. Mullett. Roll call yielded 13 yeas, 0 nays. Motion carried.

Business Manager – Mrs. Patrick requested approval for a full-time Business Manager.

Motion to approve a full-time Business Manager Position as requested: Mr. Turner; second, Ms. Ritter. Voice vote yielded 13 yeas, 0 nays. Motion carried.

Treasurer – Approval for Brenda Patrick to fill the treasurer vacancy.

Motion to approve treasurer as recommended: Mr. Well; second, Mr. Strieker. Roll call yielded 13 yeas, 0 nays. Motion carried.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:25 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Well; second, Mr. Hopper. Roll call yielded 13 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:50 a.m.: Mr. Well; second, Mr. Mullett. Roll call yielded 13 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

Motion to approve FMLA leave for Elizabeth Murfee: Mr. Well; second, Mr. Bussard. Voice vote yielded 13 yeas, 0 nays. Motion carried.

Motion to approve the resignation of Tammy Hadley: Mr. Turner; second Mr. Bussard. Voice vote yielded 13 yeas, 0 nays. Motion carried.

Motion to approve the appointment of Susan Sullivan as Executive Secretary beginning June 15, 2015: Mr. Strieker; second Mr. Powell. Roll call yielded 13 yeas, 0 nays. Motion carried.

Motion to approve the intent to retire, granting of twenty-three (23) sick days and contract for Brenda Patrick: Mr. Mullett; second Mr. Turner. Roll call yielded 13 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, August 19, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 11:05 a.m.: Mr. Well; second, Mr. Mullett. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Secretary

Date