

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
October 21, 2015
Minutes

PROCEDURAL BUSINESS:

Mr. Jeff Strieker, Chairperson called the meeting to order at 10:05 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

MEMBERS PRESENT:

Mr. Gary DePatis, Morrisonville; Mr. Fred Lamkey, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, Mulberry Grove; Mr. Wes Olson, Bond County; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville
Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Jeff Strieker, Litchfield.

MEMBERS ABSENT:

Dr. Gregory Fuerstenau, Taylorville

PRESENTATION OF PROXIES:

None

OTHERS PRESENT:

Mrs. Brenda Patrick, Director; Mrs. Angie Armour, Assistant Director; Mrs. Crystal Lawler, Assistant Director; Mrs. Jeanne Vancil, Comptroller; Mrs. Shelly Rexroad, Business Manager; Ms. Susan Sullivan, Executive Secretary; Mrs. Robin Yockey, Auditor.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from September 16, 2015,
- Destruction of Executive Session audio recordings older than 18 months (April 16, 2013),
- Monthly payables totaling \$202,907.06,
 - \$196,897.52 – MSSE Central
 - \$6,663.39 – MSSE Cash Pay
 - \$1,068.11– CR/MSSE
 - \$3,452.06 – BF/MSSE
 - \$1,489.37– MC/MSSE
 - Notable Expenses
 - Farmer Environmental Services – Annual fee for Asbestos Management
 - Legal Fees = Opinion on nursing requirements
- Statement of Position as of September 30, 2015, balances with the ending monthly fund balance of \$1,555,014.59,
- Receipts vs. Expenditures Report.

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

NEW BUSINESS:

FY15 Audit – Mrs. Robin Yockey, Auditor with Mose, Yockey, Brown, & Kull, LLC presented the FY15 Audit Report. The reports provided were:

- Respective Sub-region
- Mid-State Special Education Central
- Consolidated Annual Financial Report Submitted To ISBE

Mrs. Yockey shared the following highlights:

- Comparison of Fund Balances FY14 to FY15
- Results of Operations
 - Revenues Received Over (Under) Expenditures Disbursed Comparison of FY14 to FY15
 - Material Variances On Statement Of Revenues Received/Expenditures Disbursed
 - Disclosure Highlights
 - Deposits Adequately Collateralized
 - No Expenditures Over Budget
 - New Pension Disclosures Required by GASB 68 – TRS & IMRF
 - GASB 68
 - Materially increases amount of on-behalf receipts and disbursements
 - Disclosure of State Liability of \$50,959,395
 - If accrual basis, pension liabilities included on financial statements:
 - \$1.4 million for TRS liability
 - \$285 thousand for IMRF

Motion to approve the FY15 Audit: Mr. Graham; second, Mr. Bussard. Roll call yielded 15 yeas, 0 nays. Motion carried.

First Reading of Policy Updates – Mrs. Patrick provided the following policy updates for the first reading and approval:

- 2:160 Board Attorney
- 2:160 – E Exhibit – Checklist for Selecting a Board Attorney
- 2:260 Uniform grievance Procedure
- 2:260 – AP1 Administrative Procedure – Guidelines for Investigating Complaints and Allegations of Misconduct
- 4:50 Payment Procedures
- 5:50 Drug and Alcohol Free Workplace/ Tobacco Prohibition
- 5:170 Copyright
- 5:270 Employment At-Will, Compensation, and Assignment
- 5:290 Employment Termination and Suspensions
- 6:220 Instructional Materials Selection and Adoption
- 7:10 Equal Educational Opportunities
- 7:260 Exemption from Physical Activity
- 8:80 Gifts to the District – Rewritten

Policy Undergoing 5 – Year Review

- 7:90 Release During School Hours

Motion to approve of the first reading of policy updates as presented: Mr. Bussard; second, Mr. Olson. Roll call yielded 15 yeas, 0 nays. Motion carried.

UNFINISHED BUSINESS:

None

DIRECTOR'S REPORT:

Fall IAASE Report –

- Facilitated IEPs – Mrs. Patrick attended two sessions that highlighted the IEP Facilitation Process. She is currently working with Region V to bring the training to this area. Reports given were highly positive and impressive,
- DLM updates were shared. A big concern is related to turnover of ISBE staff. All of the original team members are gone and have not been replaced. DLM information will be forwarded to staff as it is received,
- Two MSSE administrators attended Rigorous Growth Goals and Data Analysis. Training provided by Anne Weerda. Region V will offer a repeat administrative academy on Nov. 19, 2015 at Our Lady of the Snows in Belleville,
- MOE was discussed with Larry Ringer the Associate Division Director of the U.S. Office of Special Education and Rehabilitative Services.

School Nurse Requirements – The training course has been reinstated.

Cooperative Updates –

- The Due Process case continues in Vandalia,
- Excess Cost Sheet information will be sent to districts in the near future. Jeanne Vancil and Shelly Rexroad will be available to work with your bookkeepers to complete the process.

EXECUTIVE SESSION:

None

ACTION FOLLOWING EXECUTIVE SESSION:

Voluntary Resignation – Charles Bowles, School Psychologist submitted his voluntary resignation effective at the end of the 2015-2016 school year. Mr. Bowles is currently assigned to the Bond/Fayette Region.

Motion to approve the voluntary resignation as recommended: Dr. Lett; second, Mr. Hopper. Roll call yielded 15 yeas, 0 nays, 0 abstain. Motion carried.

FMLA Leave – Lauren Assalley, school psychologist assigned to Nokomis, Morrisonville, and South Fork submitted a request for twelve weeks maternity leave. Mrs. Assalley qualifies for the requested leave time and will use FMLA leave concurrently with sick leave time as stipulated in the MSSE policy.

Motion to approve maternity leave as requested: Mr. DePatis; second, Mr. Lamkey. Voice vote yielded 15 yeas, 0 nays. Motion carried.

FMLA Leave – Jana Richards, school social worker assigned to Brownstown, Mulberry Grove, Ramsey, and St. Elmo submitted a request for two weeks for medical leave. Mrs. Richards qualifies for the requested leave time and will use FMLA leave concurrently with sick leave time as stipulated in the MSSE policy.

Motion to approve medical leave as requested: Mr. DePatis; second, Mr. Lamkey. Voice vote yielded 15 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, November 18, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:35 a.m.: Mr. Well; second, Mr. Bussard. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date