

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
November 18, 2015
Minutes

PROCEDURAL BUSINESS:

Mr. Jeff Strieker, Chairperson called the meeting to order at 10:01 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

MEMBERS PRESENT:

Mr. Gary DePatis, Morrisonville; Dr. Gregory Fuerstenau, Taylorville; Mr. Fred Lamkey, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; 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. Jeff Strieker, Litchfield.

MEMBERS ABSENT:

Mr. David Powell, Hillsboro;

PRESENTATION OF PROXIES:

Dr. Scott Doerr, Nokomis – Mr. Aaron Hopper

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.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from October 21 2015,
- Destruction of Executive Session audio recordings older than 18 months (none),
- Monthly payables totaling \$423,731.13,
 - \$414,161.15 – MSSE Central
 - \$6,052.85 – MSSE Cash Pay
 - \$628.00– CR/MSSE
 - \$1,623.31 – BF/MSSE
 - \$1,265.82– MC/MSSE
 - Notable Expenses
 - FY15 Audit
- Statement of Position as of October 31, 2015, balances with the ending monthly fund balance of \$1,850,399.56,
- Receipts vs. Expenditures Report.

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

DIRECTOR'S REPORT:

Making a Difference Award – Mrs. Patrick announced that Mrs. Karen Baker, MSSE Vision Itinerant was awarded the Making a Difference Award. Mrs. Baker was

nominated for being kind, caring, and effective with the students she serves. This is Mrs. Baker's second year with MSSE. She has done a remarkable job of fitting into each building she works in. She is recognized for her easy going willingness to do whatever needs to be done without complaint. Mrs. Baker presents a positive presence everywhere she goes.

Finance Committee Report – The Finance Committee met in October. Mrs. Patrick reported that MSSE will be losing three School Social Workers, one Assistant Director, and one School Psychologist through retirement. The committee is working on a plan to establish recommendations for salary and benefits for new hires. The committee will meet in November following the MSSE Executive Committee Meeting.

Lucky 21 Booklet – copies of the booklet, *Lucky 21 – What All Principals Should Know About Special Education* were distributed. The booklets are to be shared with each district's building principals.

Indicator 13 Audit Results – Mrs. Patrick reported that St. Elmo, Edinburg, and Pana passed the Indicator 13 Audits. The successful results were due in part to the efforts of the Transition Specialists as they work to ensure compliance in this area.

Senior Conference – Mrs. Patrick shared her pleasure of attending the Senior Conference. The Senior Conference, *Welcome to the Real World*, was held on November 13, 2015 at LLCC in Litchfield. The Transition Coordinators, Mrs. Randi Riemann, Mrs. Laura Snyder, and Ms. Ruth Chesney did a phenomenal job of pulling the conference together as a part of the transition services they provide to all districts.

NEW BUSINESS:

Bushue Human Resources, Inc. Contract Renewal – Mrs. Patrick presented a three-year contract renewal with Bushue Human Resources. The renewal for January 2016 – December 2018 has a set rate of \$7,620.00 for each of the three years. The rate is the same as the current contract.

Motion to approve the three-year with Bushue Human Resources, Inc. as presented: Mr. Well; second, Dr. Fuerstenau. Roll call yielded 15 yeas, 0 nays, 0 abstain. Motion carried.

UNFINISHED BUSINESS:

Second Reading of Policy Updates – Mrs. Patrick provided the following policy updates for the second 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 second reading of policy updates as presented: Mr. Graham; second, Mr. DePatis. Voice vote yielded 15 yeas, 0 nays. Motion carried.

EXECUTIVE SESSION:

None

ACTION FOLLOWING EXECUTIVE SESSION:

Retirement – Kris Ruyle, School Social Worker submitted her intent to retire effective December 18, 2015. Ms. Ruyle is assigned to the Taylorville and Edinburg school districts.

Motion to approve retirement as recommended: Mr. DePatis; second, Dr. Fuerstenau. Voice vote yielded 15 yeas, 0 nays. Motion carried.

Hiring Full-Time School Social Worker – Wendy Harmon, School Social Worker assigned to the Taylorville and Edinburg school districts. Mrs. Patrick recommended that the board hire Mrs. Harmon as a full-time social worker at a salary not to exceed \$51,609.63.

Motion to approve employment recommendations as presented: Dr. Fuerstenau; second, Ms. Philpot. Roll call yielded 15 yeas, 0 nays, 0 abstain. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, December 16, 2015 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:15 a.m.: Mr. DePatis; second, Mr. Well. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date

