

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING

May 18, 2016

Minutes

PROCEDURAL BUSINESS:

Mr. Adam Bussard, Chairperson Elect called the meeting to order at 10:00 a.m. at the Mid-State Special Education Office, 202 Prairie, Morrisonville, Illinois.

MEMBERS PRESENT:

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. Melissa Ritter, Ramsey; Mr. Rich Well, Vandalia; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro.

MEMBERS ABSENT:

Mr. Gary DePatis, Morrisonville; Dr. Scott Doerr, Nokomis; Mr. Jeff Strieker, Litchfield.

PRESENTATION OF PROXIES:

None

OTHERS PRESENT:

Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Crystal Lawler, Assistant Director; Ms. Jeanne Vancil; Ms. Shelly Rexroad, Business Manager; Ms. Pattie Hamlin, Assistant Director Elect; Ms. Susan Sullivan, Executive Secretary.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session & Executive Session Minutes from April 20, 2016,
- Destruction of Executive Session audio recordings older than 18 months (none),
- Monthly payables totaling \$755,994.24
 - \$748,447.21 – MSSE Central
 - \$1,569.90 – CR/MSSE
 - \$3,586.03 – BF/MSSE
 - \$2,391.10 – MC/Mid-State Special Education
 - Notable Expenses
 - CTI – New server
- Receipts vs. Expenditures Report,
- Statement of Position as of April 30, 2016, balances with the ending monthly fund balance of \$1,567,596.57,
 - Anticipating April revenues of \$336,045.00
- The report reflects that Revenues are currently at 87.58%; expenditures are at 94.95% due to the remaining Flow Through amounts in the IDEA and Preschool grants.
- Final June billings will reflect elementary, secondary, and EC adjustments,

- FY17 Assessment billings will be sent out at the beginning of June. Assessment checks cannot be dated prior to July 1, 2016.

Motion to approve all items on the consent agenda: Mr. Well; second, Mr. Olson. Roll call yielded 13 yeas, 0 nays. Motion carried.

DIRECTOR'S REPORT:

Award Recipients – Mr. Kelly recently was recognized as a “Superintendent of Distinction.” He was awarded this honor through ISBE, Horace Mann, IASA, and IPA.

Angie Armour was nominated by Dr. Kathleen Shank and received the “Leadership and Service Award” from Eastern Illinois University.

Retirement Celebrations – Two retirement celebrations were held to recognize Mid-State Special Education staff that be retiring at the end of this year.

- Crystal Lawler, Assistant Director – Christian Region
- Fran Amling, Program Coordinator – Christian Region
- Kelda DeBarr, School Social Worker – Vandalia
- Jana Richards, School Social Worker – St. Elmo, Brownstown, Ramsey, and Mulberry Grove
- Charles Bowles, School Psychologist – Bond County

IEP Facilitation – Ms. Patrick reported on the IEP Facilitation training she attended in April. Plans are being made to incorporate helpful information and techniques with the Mid-State Special Education staff. ISBE is currently completing a pilot. Morrisonville district agreed to participate in the pilot.

TMC Audit – Documentation of Timely Meaningful Consultation meetings no longer has to be sent to ISBE. However, ISBE is conducting random district audits. Edinburg, Hillsboro, and Carlinville have been tapped for a TMC Audit.

MOE – Ms. Patrick stated that MOE reporting is close to being completed. Implementation of the practice of gathering documentation changes as they occur in the districts will assist with the process in the future.

Bookkeepers Meeting – A bookkeepers meeting is scheduled for November 16, 2016. The meeting will be held following our regular board meeting. Felicia Malloy will be present to answer questions. Focus will be on completion of the Excess Cost forms as well as other pertinent issues.

UNFINISHED BUSINESS:

Second Reading of Policy Updates – Ms. Patrick provided the following policy updates for the second reading and approval:

- Policy 7:190 is a proposed policy regarding Memorandums of Understanding for purposes of contact with local law enforcement officials. This policy was drafted by Merry Rhoades. The crux of this policy states that for any student attending a

MSSE program housed at either a MSSE Member District or in a private facility, that MSSE will follow and adhere to any MOU entered into between the Member Districts where the program or facility is located and that community's local law enforcement.

Motion to approve the second reading of policy updates as presented: Mr. Well second, Mr. Hopper. Voice vote was unanimous. Motion carried.

NEW BUSINESS:

FY17 Contract Renewals – Ms. Patrick presented FY17 contract renewal

- **CSC Learning/Reading Plus License Renewal** – the overall cost is the same per seat as last year at \$30.00 per seat. The breakdown of seats per district for the 2016-2017 school year is:
 - Morrisonville – 5 seats
 - Pana – 83 seats
 - South Fork – 20 seats
 - Mulberry Grove – 14 seats
 - St. Elmo – 10 seats
 - Vandalia – 35 seats
 - Ramsey – 4 seats
 - Panhandle – 3 seats

Motion to approve renewal of contract as presented: Mr. Graham; second, Ms. Ritter. Roll call yielded 14 yeas, 0 nays. Motion carried.

FY17 Consolidate Budget – Ms. Vancil distributed copies of the FY17 Preliminary Consolidated Budget. Ms. Vancil presented the budget information.

Motion to approve the tentative FY17 Preliminary Consolidated Budget as presented: Mr. Lamkey; second, Mr. Powell. Roll call yielded 13 yeas, 0 nays. Motion carried.

FY17 Board Meeting Schedule – The FY17 Board Meeting Schedule was presented to the board. MSSE meetings will continue to be scheduled for the third Wednesday of each month at 10:00 a.m. Ms. Patrick proposed not meeting for July. Governing Board meetings are scheduled on Monday evenings at 6:30 p.m.

Motion to approve the FY17 Christian Region Meeting Schedule: Mr. Graham; second, Mr. Olson. Voice vote was unanimous. Motion carried.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:11 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Turner; second, Mr. Hopper. Roll call yielded 13 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:21 a.m.: Mr. Well; second, Mr. Hopper. Roll call yielded 13 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

Motion to approve the FY17 recommended 1.5% salary increase for MSSE Central Staff and motion to approve employer insurance contribution of \$285.00 beginning July 1, 2016, increasing to employer insurance contribution of \$300.00 beginning September 1, 2016 : Dr. Lett; second, Mr. Powell. Roll call yielded 11 yeas, 1 nay. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, June 15, 2016 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:25 a.m.: Mr. Powell; second, Mr. Graham. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Ms. Susan Sullivan, Recording Secretary

Chairperson

Date

Executive Secretary

Date