

**MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
December 20, 2011**

Chairperson, Dr. Gregg Fuerstenau called the meeting to order at 11:02 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

**MEMBERS PRESENT:**

Ms. Ann Chandler, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Ms. Patty Wood, Edinburg; Dr. David Lett, Pana; Mr. Scott Doerr, Nokomis; Mr. Jeff Strieker, Bond County; Ms. Deb Philpot, St. Elmo; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Ms. Connie Woods, Panhandle; Mr. Chad Allison, Litchfield.

**PRESENTATION OF PROXIES:**

None.

**MEMBERS ABSENT:**

Mr. Bob Pritchett, South Fork; Mr. Mike Gauch, Mulberry Grove; Mr. Doug Slover, Brownstown; Mr. Rich Well, Vandalia; Mr. David Powell, Hillsboro.

**OTHERS PRESENT:**

Ms. Alison Boutcher, Director; Brenda Patrick, Assistant Director Christian Region; Ms. Angie Armour, Assistant Director Montgomery Co./Carlinville Region; Ms. Crystal Lawler, Assistant Director Bond/Fayette Region; Jeanne Vancil, Comptroller; and Ms. Tammy Hadley, Secretary/Recorder.

**CONSENT AGENDA:**

Presented for review and approval:

- Regular Session Minutes from November 15, 2011.
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy.
- Payables lists – Total \$437,980.21
  - \$421,914.57 = MSSE Central
  - \$2,529.74 = CR/MSSE
  - \$5,181.50 = BF/MSSE
  - \$8,354.40 = MC/MSSE
- Statement of Position – as of November 30, 2011, the fund balance for MSSE was \$1,247,861.08.
- Receipts vs. Expenditures – Ms. Boutcher presented the receipts vs. expenditures report.

**Motion to approve all items on the consent agenda: Mr. Powell; second, Mr. Allison. Roll call yielded 10 yeas, 0 nays. Motion carried.**

**DIRECTOR'S REPORT:**

**Staff Recognition** – Ms. Boutcher shared the names of the MSSE staff that would be recognized for years of service at the annual Staff Christmas and Employee Recognition Brunch:

- Kristy Haston, School Psychologist – 5 years of service
- Tammy Hadley, Executive Secretary – 10 years of service
- Gretchen Bland, Physical Therapy Assistant – 10 years of service
- Debbie Glenn, School Psychologist – 15 years of service
- Crystal Lawler, Assistant Director – 20 years of service
- Kelda DeBarr, School Social Worker – 25 years of service
- Peggy Games, Occupation Therapist – 25 years of service
- Pattie Hamlin, Program Coordinator – 25 years of service

**ISBE Focused Monitoring Visit** – Ms. Boutcher reported on her participation as a peer reviewer for an ISBE Focused Monitoring Visit to the Oakwood School District. She explained that one indicator is chosen and IEPs are reviewed focusing on areas that have to do with that specific indicator. Currently, the indicator ISBE is monitoring deals with least restrictive environment. In addition, interviews are held with special education teachers, regular education teachers, and administration.

**ISBE Audit of Federal Funds** – Ms. Boutcher reported that an auditor from ISBE was in the Morrisonville office for 9 days to audit our FY11 IDEA and IDEA ARRA Funds. The auditor’s draft report reflected that all grants were accepted as filed, and there will be an adjustment of \$5,226 on the IDEA Part B Flow-Through grant. The adjustment will be made on the FY13 grant funds. Ms. Boutcher explained that the adjustment is due to some expenses dated prior to the start date of the grant offset by a granting of funds expended in excess of the grant budget. The final report should be received in March. The auditor made a few suggestions which are already being addressed:

1. Require copies of district general ledgers and payroll distribution indicating expenditures before any reimbursements.
2. Track time and effort of individuals who are paid with federal grants.
3. Do not claim expenses prior to the start date of the project.

Ms. Boutcher also explained the importance of acquiring the next update to our financial software system – Relativity. This piece is needed for the payroll reports associated with the timesheet reporting as well as for any personnel related reports, and the item will be on the January agenda for approval of purchase.

Additionally, the auditor indicated that ISBE had not audited special education cooperatives for some time, so the auditors will meet to discuss what was found in the coop audits. We will await word from ISBE to see if any changes are necessary.

**Time Card Update** – Ms. Boutcher gave a brief update on the progress of the new time keeping system in DCR.

**UNFINISHED BUSINESS:**

**Second Reading and Adoption of Policy Revisions** – Ms. Boutcher reported that any changes are mostly legal updates:

- 2:250 – Access to the Joint Agreement’s Public Records – FOIA legal update, optional wording regarding the charge for copying records for commercial purposes.
- 4:80 – Accounting and Audits – wording clarification only.
- 5:90 – Abused and Neglected Child Reporting – legal update.

- 5:100 – Staff Development Program – legal reference update only.
- 5:200 – Terms and Conditions of Employment and Dismissal – legal reference updates only.
- 5:240 – Suspension – reworded to match the law.

**Motion to approve second reading and adoption of policy revisions as recommended: Mr. Doerr; second, Ms. Wood. Voice vote was unanimous. Motion carried.**

**NEW BUSINESS:**

**First Reading: New Policy 4:15 Identity Protection** – Ms. Boucher explained that this is a policy that was not in our manual, but should be added as it deals with the handling of social security numbers.

**Motion to recognize first reading of new policy 4:15: Dr. Lett; second, Ms. Wood. Voice vote was unanimous. Motion carried.**

**EXECUTIVE SESSION:**

**Motion to move into executive session at 11:28 a.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Joint Agreement – retirement letters: Dr. Lett; second, Ms. Wood. Roll call yielded 11 yeas, 0 nays. Motion carried.**

**Motion to return to open session at 1142: a.m.: Ms. Wood; second, Ms. Chandler. Roll call yielded 11 yeas, 0 nays. Motion carried.**

**ACTION FOLLOWING EXECUTIVE SESSION:**

**Motion to table action on letter of retirement from Crystal Lawler until January Executive Committee Meeting: Mr. Doerr; second Ms. Woods. Roll call yielded 11 yeas, 0 nays. Motion carried.**

**Motion to approve letter of retirement from Jana Richards to be effective at the end of the 2015-2016 school year pending the submission of TRS verification documentation that she is eligible to retire and that there is no ERO cost to MSSE: Mr. Striker; second, Ms. Philpot. Roll call yielded 11 yeas, 0 nays. Motion carried**

**DISCUSSION:**

The next monthly meeting is scheduled for Tuesday, January 17, 2012 at 10:00 a.m. at the Mid-State Central Office in Morrisonville.

**ADJOURNMENT:**

**Motion to adjourn at 11:45 a.m.: Ms. Wood; second, Mr. Allison. Voice vote was unanimous. Motion carried.**

Respectfully submitted,  
Mrs. Tammy Hadley, Recorder

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Chairperson

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Date

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Secretary

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Date