

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
November 20, 2012**

PROCEDURAL BUSINESS:

Chairperson, Mr. David Powell called the meeting to order at 10:03 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Jerry Wesley, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Chad Allison, Litchfield.

Presentation of Proxies – Mr. Rich Well, Vandalia for Mr. Mike Gauch, Mulberry Grove.

Members Absent – Ms. Patty Wood, Edinburg; Mr. Ron Graham, South Fork; Mr. Mike Gauch, Mulberry Grove; Ms. Deb Philpot, St. Elmo; Ms. Melissa Ritter, Ramsey.

Others Present – Ms. Alison Boutcher, Director; Ms. Brenda Patrick, Assistant Director Christian Region; Ms. Crystal Lawler, Assistant Director Bond/Fayette Region; Ms. Jeanne Vancil, Comptroller; and Ms. Tammy Hadley, Secretary/Recorder. Visitors: Laura Snyder, MCC Transition Specialist, and Ms. Marchelle Kassebaum, ROE #10 Superintendent.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session Minutes from October 16, 2012.
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy.
- Payables list – total \$506,080.80
 - \$489,623.71 = MSSE Central
 - \$3,099.57 = CR/MSSE
 - \$11,954.19 = BF/MSSE
 - \$1,403.33 = MC/MSSE
- Statement of Position – as of October 30, 2012, the fund balance for MSSE was \$1,181,213.98.
- Receipts vs. Expenditures – Ms. Boutcher presented the receipts vs. expenditures report.

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

DIRECTOR'S REPORT:

Transition Services Update – Ms. Laura Snyder, Lead Transition Specialist, provided an update on transition services and the Senior Conference to be held November 30th. Ms. Snyder explained that she along with Transition Specialists, Dawn Skorzewski and Randi Riemann worked together to offer a Senior Conference for all 16 member districts.

A total of 92 students will be attending. The transition specialists first surveyed their senior students to determine interests and plans for after high school. From there, they developed sessions for the conference. The three tracks include Education, Military, and Employment. The student sessions related to these tracks include:

- Admissions and Special Needs Representatives from Area Colleges
- Beginning the Search for Financial Aid
- Military Enlistment
- Resume Writing and Mock Interviews
- Do's and Don'ts of Job Searching
- Networking Luncheon

In addition to representatives from the area community colleges, military, and job centers from Jacksonville, Litchfield, and Carlinville, local culinary programs agreed to prepare and serve the food for the luncheon. To help keep the cost of the conference to a minimum, Lincoln Land Community College in Litchfield is providing the space for the conference at no cost, Vocational funds will help offset the cost of transportation, the Division of Rehabilitation is going to help with the food reimbursement, and MSSE will cover sub cost with inservice funds. Along with special education teachers, an additional 35 adult volunteers will be helping with the supervision.

For those students who may need some additional help, Ms. Snyder reported that Dawn Skorzewski was able to contact Robert Farley, an attorney from the Naperville area who provides training to parents on the process of social security planning. The transition specialists will collaboratively host this training in April at Lincoln Land Community College in Litchfield in the evening for families who have a child, Early Childhood age and up, with significant disabilities and need this information.

UNFINISHED BUSINESS:

Transition Committee Update – Ms. Boutcher reported on the Transition Committee meeting held after the October board meeting. The committee decided to post the vacancy for the position of Director of Special Education immediately.

- With the approval of MSSE Executive Committee Chairperson, David Powell, Ms. Boutcher completed the posting and a brochure announcing the vacancy. The position was posted on the IASA Job Bank, IAASE website, ROE #10, #40, and #3 websites, MSSE and member district websites, MSSE Central office, and district unit offices. The brochure was mailed to all member district superintendents and numerous special education cooperatives and some neighboring school districts.
- The committee will finalize criteria for the selection process and interview questions. Ms. Boutcher and superintendents will submit interview questions to Mr. Powell.
- Application deadline is December 31, 2012. All applications sent to David Powell at the Hillsboro Unit Office.
- At the November board meeting, the Transition committee recommends approval of the following process by the MSSE Executive Committee:

- The Transition Committee will review the candidates in January and then set up interviews. The interviews will be conducted by Rich Well, David Powell, Mike Kelly, Gregg Fuerstenau, Deb Philpot, and Scott Doerr.
- The interview group will make a final recommendation to the MSSE Executive Committee at its February 19, 2013, meeting.
- The MSSE Executive Committee will then vote to recommend to the Governing Board the hiring of the selected candidate as the new Director beginning July 1, 2013.
- The Governing Board will vote to hire the new Director at its meeting on March 25, 2013.

Motion to approve process for Director selection: Dr. Fuerstenau; second, Mr. Wesley. Voice vote was unanimous. Motion carried.

NEW BUSINESS:

Bushue Consulting, Inc. Contract Renewal – Ms. Boutcher presented a 3-year contract renewal with Bushue Consulting. The renewal from January 2013 – December 2015 is set at a rate of \$7,620 for each of the three years. This is the same rate paid in 2012; the final year of the previous 3-year contract.

Motion to approve 3-year contract with Bushue Human Resources, Inc. as presented: Mr. Strieker; second, Mr. Wesley. Roll call yielded 12 yeas, 0 nays. Motion carried.

Policy Revisions/Updates, First Reading – Ms. Boutcher presented the following policy updates for a first reading:

- 2:140-E Exhibit-Guidance for Board Member Communications, Including Email Use
- 2:125 Board Member Expenses
- 2:200 Types of Board Meetings
- 2:220 Governing Board Meeting Procedure
- 4:45 Insufficient Fund Checks
- 4:100 Insurance Management
- 4:30 Hiring Process and Criteria
- 5:125 Personal Technology and Social Media: Usage and Conduct
- 6:65 Student Social and Emotional Development

Motion to recognize first reading of policy revisions: Mr. Allison; second, Mr. Strieker. Voice vote was unanimous. Motion carried.

DISCUSSION:

The next monthly meeting and Christmas luncheon is scheduled for Tuesday, December 18, 2012 at 11:00 a.m. at the Mid-State Central Office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:25 a.m.: Dr. Lett; second, Mr. Allison. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date