

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING**

January 15, 2013

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; Ms. Patty Wood, Edinburg (out of room for roll call); Dr. David Lett, Pana; Mr. Ron Graham, South Fork (out of room for roll call); Dr. Scott Doerr, Nokomis; Mr. Mike Gauch, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown (arrived after roll call); Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. David Powell, Hillsboro.

Presentation of Proxies – None.

Members Absent – Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. Chad Allison, Litchfield.

Others Present – Ms. Alison Boutcher, Director; Ms. Brenda Patrick, Assistant Director Christian Region; Ms. Angie Armour, Assistant Director Montgomery/Carlinville Region; Ms. Crystal Lawler, Assistant Director Bond/Fayette Region; and Ms. Tammy Hadley, Secretary/Recorder. Visitors: Sabrina Jones, Christian Region teacher in Morrisonville School District.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session Minutes from December 15, 2012.
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy.
- Semi-annual Review of Closed Session Minutes – August 21, 2012. Recommendation was that minutes may be opened.
- Payables list – total \$424,760.05.
 - \$414,326.65 = MSSE Central
 - \$462.85 = CR/MSSE
 - \$5,853.54 = BF/MSSE
 - \$4,117.01 = MC/MSSE
- Statement of Position – as of December 31, 2012, the fund balance for MSSE was \$1,223,652.90.
- Receipts vs. Expenditures – Ms. Boutcher presented the receipts vs. expenditures report.

Motion to approve all items on the consent agenda, including the opening of August 21, 2012, Executive Session Minutes: Mr. Well; second, Mr. Strieker. Roll call yielded 10 yeas, 0 nays (three present board members were out of room during roll call vote). Motion carried.

DIRECTOR'S REPORT:

FY13 MSSE Action Plan Update – Ms. Boutcher presented the mid-year update of the action plan showing the progress made by the regions and MSSE Central.

FY13 Director's Goals Update – Ms. Boutcher also presented the mid-year update of the Director's goals, most of which dove-tails with the action plan. She commented on the Conflict Management Training for administrative staff, psychologists, school social workers, and clerical staff. Part of the training was held in December, another session will be held in January with two webinars in February and March. Thus far, the training has been beneficial to staff. In addition, Ms. Boutcher explained how the administrative staff is continuing to improve the process of obtaining parent surveys to be proactive with parents' concerns.

Mandated Categoryicals – Ms. Boutcher shared the final proration and payments calculated for all 2011-2012 school year categorical claims that will be vouchered in FY13:

- Special Education Personnel – 100%
- Special Education Private Facility – 92%
- Special Education Funding for Children Requiring Special Education Services – 100%
- Special Education Summer School – 96%
- Special Education Orphanage – 100%
- Special Education Transportation – 99%
- Regular/Vocational Transportation – 76%
- Regular Education Orphanage – 100%

UNFINISHED BUSINESS:

Vision and Hearing Screenings – Ms. Boutcher provided a summary of districts' needs based on last month's meeting and some follow up with districts:

- Nokomis is helping provide the screening for Cornerstone Academy. They do not have their own equipment and previously borrowed equipment from Vandalia; however, this arrangement did to work well. Ms. Boutcher explained that coop support is needed for Nokomis to provide this service. Otherwise, each individual district would have to do this for their students at Cornerstone.
- Hillsboro is in need of two new machines.
- Morrisonville purchased a machine last year, but has no one qualified to use it. The machine is available for loan.
- All other districts have no needs as they either have nurses qualified to do the screenings, or the screenings are provided by the health department.

If the board would like the coop to provide assistance, Ms. Boutcher shared some possible considerations:

- The coop can provide some IDEA funds to purchase a machine that can be loaned out to districts. Nokomis could use this machine to provide screenings for our students at Cornerstone Academy.
- The coop can provide funds to offset the purchase of machines for districts from IDEA or Medicaid dollars, whereas adjustments can be made to next year's district IDEA allocations.

- If the coop hires or contracts a certified school nurse, this person could conduct the screenings for Cornerstone Academy using the coop purchased machine.

If the board does not want the coop to provide assistance, districts may work with other districts to share machines.

Further discussion led to questions regarding the possibility that Cornerstone provide the screenings. If they do, and they purchase their own equipment, districts could be cost-billed for the screenings provided for their students at Cornerstone. Districts indicated that Cornerstone could borrow their equipment. Ms. Boutcher will contact Beth Conran at Menta to discuss having their nurse provide the screenings. Nokomis will continue to help out this year. Districts will continue borrowing machines from one another.

NEW BUSINESS:

Director's Evaluation – According to the Director's contract, Ms. Boutcher is to place the item of her evaluation on the January agenda to initiate the evaluation discussion that is to take place in closed session at the February board meeting. Mr. Powell will send an email to superintendents soliciting input for the evaluation, and he will put that information in a summary for the February meeting.

MOE Data for FY12 and Projected FY13 – Ms. Boutcher provided each superintendent with their district's MOE information for FY12 and projected MOE for FY13 based on information received from their bookkeepers. She briefly explained the MOE process and requirements, as well as the importance of a positive MOE for the FY14 IDEA grant submission.

Certified School Nurse – Ms. Boutcher shared the recent ISBE Guidance Document regarding the duties of the Certified School Nurse (CSN), effective July 1, 2013, and information she received from ISBE CSN, Jessica Gerdes. According to the guidance document, the medical review portion of an initial evaluation can still be gathered/completed by an RN or physician, but the CSN is the only person who can translate that information into educational interventions, accommodations, or modifications. Ms. Boutcher also provided documents indicating the current status of each district in regards to the employment of nurses and region listings by district showing the number of students in each disability category. Over the next couple of weeks, Ms. Boutcher would like to discuss with each superintendent the needs of their district and then follow up at the February board meeting to determine a coop solution.

Intent to Retire Notification – Ms. Boutcher presented an email notification from Brenda Siegrist, School Social Worker in Christian Region. She will retire at the end of the 2016-2017 school year and is eligible for the MSSE retirement incentive as there will be no ERO cost. Also presented was a salary spreadsheet that outlined the expenses for her salary and TRS and 6% increase over the next four years.

Motion to approve irrevocable retirement of Brenda Siegrist effective at the end of the 2016-2017 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. Graham; second, Dr. Doerr. Voice vote was unanimous. Motion carried.

EXECUTIVE SESSION:

Motion to enter executive session at 11:03 a.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Joint Agreement: Mr. Well; second, Mr. Graham. Voice vote was unanimous. Motion carried.

Motion to return to open session at 11:20 a.m.: Mr. Graham; second, Mr. Strieker. Voice vote was unanimous. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

No action to be taken.

DISCUSSION:

The next monthly meeting is scheduled for Tuesday, February 19, 2013 at 10:00 a.m. at the Mid-State Central Office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 11:20 a.m.: Mr. Graham; second, Mr. Strieker. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date