

**MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
May 21, 2013**

PROCEDURAL BUSINESS:

Chairperson, Mr. David Powell called the meeting to order at 10:20 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Rich Wilson, Morrisonville; Ms. Patty Wood, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Mike Gauch, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. Chad Allison, Litchfield

Presentation of Proxies – None

Members Absent – Dr. Gregg Fuerstenau, Taylorville; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo

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. Visitor: Vanessa Smith, Bushue Human Resources, Inc.

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from April 16, 2013 and May 6, 2013.
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy.
- Payables – total \$505,151.91
 - \$488,934.93 = MSSE Central
 - \$247.51 = CR/MSSE
 - \$12,753.76 = BF/MSSE
 - \$6,215.71 = MC/MSSE
- Statement of Position – as of April 30, 2013, the fund balance for MSSE was \$782,265.26.
- Receipts vs. Expenditures – Ms. Boutcher presented the receipts vs. expenditures report noting that revenues are at 98% and expenses are at 95%.

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

UNFINISHED BUSINESS:

Second Reading and Adoption of Policy Revisions/Updates – With the first reading having been completed at the April board meeting, Ms. Boutcher presented the following policies updates for second reading and adoption:

- **4:15 Identity Protection** – Two optional updates that put the policy in line with the Personal Information Protection Act

- **5:50 Drug and Alcohol Free Workplace: Tobacco Prohibition** – Adds tobacco
- **5:260 Student Teachers** – now reflects ISBE non-regulatory guidance document on the criminal history check
- **6:240 Field Trips and Recreational Class Trips** – optional language about privately arranged trips clarifying that such as not considered coop sponsored and have no liability protection

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

NEW BUSINESS:

Contract and License Renewals – Ms. Boutcher recommended approval of the following contracts and licenses:

- **Rochester School District** – for the provision of vision itinerant teacher instructional services for the 2013-2014 school year at a rate of \$53 per hour. This is a \$3 per hour increase.
- **Mary Gherardini** – renewal of contract for hearing itinerant supervision at a rate of \$53 per hour up to 30 hours during the school year. No change.
- **Schmedeke Mowing & Landscaping** – renewal of contract for lawn care and snow removal, no change. Mowing = \$50; Snot/Parking Lots = \$70; Snow/Sidewalks = \$55; Salt/Parking Lots = \$80; Salt/Sidewalks = \$65.
- **Greenville Hearing Center** – renewal of contract for audiological services; increases in all areas of service, but rarely used.
- **Customized Relational Tek** – renewal of teacher observation tool software, \$155.
- **CSC Learning/Reading Plus** – renewal of license for 60 seats (480 students/8 students per seat), \$6000. Reduction of \$8500.
 - Morrisonville – 2 seats/16 students
 - Pana – 25 seats/200 students
 - South Fork – 6 seats/48 students
 - Ramsey – 2 seats/16 students
 - St. Elmo – 5 seats/40 students
 - Vandalia – 10 seats/80 students
 - Bond County – 5 seats/40 students
 - Mulberry Grove – 5 seats/40 students
- **Insights into Behavior** – renewal of license for a tool for school social workers and teachers to perform Functional Behavior Analysis and write Behavior Intervention Plans in IEPs as well as provide tiered behavior interventions per PBIS for general education students, \$18,000. Use of tool has alleviated the need for purchase of other behavior assessments.

Motion to approve renewal of all contracts and licenses as recommended: Mr. Graham; second, Mr. Allison. Roll call yielded 13 yeas, 0 nays. Motion carried.

Assistant Director Contracts – Ms. Boutcher presented one-year contracts for 2013-2014 for Angie Armour and Crystal Lawler. The only change in the contracts is the salaries, which were previously approved.

Motion to approve Assistant Director Contracts as recommended: Mr. Well; second, Mr. Gauch. Roll call yielded 13 yeas, 0 nays. Motion carried.

Prairie State Insurance Cooperative (PSIC) – Vanessa Smith from Bushue Human Resources, Inc. was present to share the property/casualty/liability renewal information from PSIC. The cost for P/C/L is \$13,478, a decrease of \$518; and the Workers' Compensation is \$62,722, an increase of \$1,903. The overall increase over the expiring coverage is \$1,385.

Motion to approve the Prairie State Insurance renewal as recommended: Mr. Strieker; second, Mr. Allison. Roll call yielded 13 yeas, 0 nays. Motion carried.

Proposals for Air Conditioning for Server Room – Ms. Boutcher presented two local proposals for the purchase and installation of an air conditioning for the server room housed at the Morrisonville office. She explained the importance of controlling the temperature in the server room to avoid damage to the expensive server equipment. A portable unit was tested this past year, but it did not adequately cool the room nor was it reliable. She consulted with Adam Vocks from CTI, and they decided a more permanent solution was needed. Ms. Boutcher recommended approval of the \$3,433.39 bid from Lebeck Refrigeration. She indicated there are unexpended funds in the O & M line for the current fiscal year to cover the cost.

Motion to approve the \$3,433.39 bid from Lebeck Refrigeration for the purchase and installation of a permanent air conditioning unit as recommended: Mr. Well; second, Mr. Allison. Roll call yielded 13 yeas, 0 nays. Motion carried.

MSSE FY14 Preliminary Budget – Ms. Boutcher presented the MSSE FY14 Preliminary Budget reporting that the coop will receive \$175,103 less in IDEA Part B Flow Through Revenue in FY14 due to the sequestration. However, there will be a significant increase in the STEP grant through the Department of Human Services. In addition, she provided the following highlights:

- Revenue Page 1
 - Other LEAs – decrease in our contract with Rochester School District. We are only providing vision services there next year.
 - DHS Grant – increase of \$73,752. This is the result of a new cost study survey done by DHS in FY12 using FY11 costs as well as the number of students and outcomes achieved.
- IDEA Expenditures Pages 2 -4
 - Vision – O & M & Supervision increased to include VI supervision services of \$1500, which is the same as we have had for several years for HI supervision. Up until now, this supervision requirement has been met with me because I am certified in Visual Disabilities.
 - Social Workers and Psychologists – increase in the TRS due to the phase-in of board-paid TRS (year 2 for SSW and year 1 for psychologists)
 - Health Services – changes in OT services as we are not replacing Peggy Games but using more service from Therakids
 - Administration
 - decrease in TRS for Assistant Directors due to one less position

- increase in postage as we are combining all region and MSSE Central postage under MSSE
 - Fiscal Services – combining all bank fees under MSSE
 - Operation & Maintenance – decrease in BF lease due to closing region office
 - Internal Services – combining all printing materials under MSSE
- State/Local Expenditures Pages 5 & 6
 - Transition Specialists
 - Decrease in IDEA purchased service salaries as some is being paid for by the STEP grant as a purchased service
 - Added payment of Medicare, communication, workers' comp and unemployment here instead of IDEA due to the increase in the STEP grant
 - Psychologists – decrease in purchased service due to additional 5 day reduction in work year for these individuals (190 days for FY14)
 - Administration – changes in salaries and benefits and addition of the optional service post retirement payment.
 - Legal – reduced by \$5000. Last year we spent only \$8035 and this year \$1555.
- IDEA Pre-School Page 7
 - Changes in OT due to not replacing Peggy Games and using more service from Therakids
 - Added Litchfield and Hillsboro to the purchased services here in order to use more of this grant money and free up additional IDEA Part B funds
- IDEA Subgrant Breakdown
 - All three regions are receiving the same IDEA allotments as they did in FY13.
 - Christian = \$178,133.92
 - Bond/Fayette = \$168,872.73
 - Montgomery County/Carlinville = \$154,009.25
 - The difference in allotments for the district member flow through grants is minimal.
 - Christian: FY13 = \$162,633.00 and FY14 = \$165,133.92. Increase of \$2500.92
 - Bond/Fayette: FY13 = \$97,722.00 and FY14 = \$126,812.73. Increase of \$29,090.73. This is basically due to the discontinuation of the office lease in Vandalia.
 - Montgomery County/Carlinville: FY13 = \$108,567.36 and FY14 = \$107,603.11. Decrease of \$964.25

MSSE FY14 Preliminary Consolidated Budget – Ms. Boutcher presented the Consolidated Budget indicating that it reflects the MSSE Central Budget, as well as the Region Budgets which were approved at the region board meetings.

Motion to approve the MSSE FY14 Preliminary Budget as presented: Mr. Allison; second, Mr. Graham. Roll call yielded 13 yeas, 0 nays. Motion carried.

Motion to approve the MSSE FY14 Preliminary Consolidated Budget as presented: Dr. Lett; second, Mr. Hopper. Roll call yielded 13 yeas, 0 nays. Motion carried.

FY14 Board Meeting Schedule – Ms. Boutcher shared a proposed schedule of board meeting dates for FY14 noting that the meetings will be held on the third Wednesday (instead of Tuesday) of each month beginning with the August meeting. All three region board meetings will also be held on the third Wednesday of each month. The meeting times are Bond/Fayette Region at 9:00 a.m., Christian Region and Montgomery Co./Carlinville Region at 9:15 a.m., and MSSE Executive Committee at 10:00 a.m.

Motion to approve the FY14 MSSE Executive Committee Meeting Schedule as presented: Mr. Graham; second, Mr. Gauch. Voice vote was unanimous. Motion carried.

Election of FY14 MSSE Executive Committee Officers – Ms. Boutcher explained that since Mr. Rich Well was the Vice-Chairperson for this fiscal year, he will be the Chairperson for FY14. In line with the rotation, the Vice-Chairperson needs to come from Christian Region. Dr. Scott Doerr expressed interest in serving in this position for FY14.

Motion to approve Rich Well as Chairperson and Scott Doerr as Vice-Chairperson of the MSSE Executive Committee for FY14: Ms. Wood; second, Mr. Graham. Voice vote was unanimous. Motion carried.

DIRECTOR'S REPORT:

Medical Certification Form – Ms. Boutcher reported that legal counsel is still reviewing this form. Ms. Patrick will add this to her August agenda.

Update on FY13 Action Plan – Since updates are still being completed, Ms. Boutcher will email this document to superintendents in June.

Update on Director's Goals – Ms. Boutcher presented the final update to her Director's Goals.

FY14 IDEA Professional Development Plan – Ms. Boutcher presented the professional development plan required as part of our IDEA grant. The plan lists topics and issues which will be our focus for next year's in-service opportunities. These topics were based on the results of the online survey completed by staff.

Ms. Boutcher recognized and thanked Mr. Allison who will be leaving his position as Superintendent of Litchfield next school year. She also recognized and thanked Mr. Powell for serving as Chairperson of the MSSE Executive Committee.

Lastly, this being her final board meeting, Ms. Boutcher took time to individually recognize and convey her thanks to each Superintendent, the Assistant Directors, Comptroller, and Secretary during her years at Mid-State Special Education.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, August 21, 2013 at 10:00 a.m. at the Mid-State Central Office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 11:08 a.m.: Mr. Well; second, Mr. Strieker. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date