

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

August 21, 2013

Minutes

PROCEDURAL BUSINESS:

Chairperson, Mr. Rich Well, 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; Ms. Patty Wood, Edinburg; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Mike Gauch, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Presentation of Proxies – Ms. Melissa Ritter, Ramsey, for Ms. Deb Philpot, St. Elmo

Members Absent – Dr. Gregg Fuerstenau, Taylorville; Mr. Ron Graham, South Fork; Ms. Deb Philpot, St. Elmo

Others Present – Ms. Brenda Patrick, Director; Ms. Angie Armour, Assistant Director; Ms. Crystal Lawler, Assistant Director; Ms. Jeanne Vancil, Comptroller; 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 August 21, 2013
- Recommendation for destruction of Executive Session audio recordings older than 18 months –December 2011, January 2012, and February 2012
- Payables –
- June totaling \$101,797.64:
 - \$87,977.74 = MSSE Central
 - \$5,213.06 = CR/MSSE
 - \$6,240.28 = BF/MSSE
 - \$2,366.56 = MC/MSSE
- July totaling \$527,153.91:
 - \$515,142.72 = MSSE Central
 - \$1,495.39 = CR/MSSE
 - \$2,250.00 = BF/MSSE
 - \$8,265.80 = MC/MSSE
- August totaling \$80,774.92:
 - \$69,629.25 = MSSE Central
 - \$428.22 = CR/MSSE
 - \$151.87 = BF/MSSE
 - \$10,565.58 = MC/MSSE
- Statement of Position – as of July 31, 2013, the fund balance for MSSE was \$760,266.0.
- Receipts vs. Expenditures

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

DIRECTOR'S REPORT:

FY14 MSSE Central Action Plan – Ms. Patrick presented the FY14 Action Plan which focuses on targeted areas. She and the administrative staff are focused on streamlining and equalizing services for all districts. She will provide additional information at the September meeting along with FY14 Director's Goals.

Maintenance of Effort – Ms. Patrick reported that she will continue to look at each projected MOE for FY13 and FY14. However, she will wait until spring to begin requesting this information from district bookkeepers.

Medical Certification for Home or Hospital Instruction Form – Ms. Patrick provided a form created to assist districts in determining the services needed for a special education student requiring Home Hospital Instruction.

Medicaid Informed Consent – Ms. Patrick explained the need for the consent from all parents, not just those with students currently receiving special education services.

UNFINISHED BUSINESS:

Ms. Patrick presented the MSSE FY14 Budget Revisions highlighting the following changes:

MSSE Central Budget

- The unaudited fund balance for June 30, 2013 is \$464,808.79; greater than anticipated due to receipt of a 5th Personnel payment
- Revenue revisions:
 - The proposed budget reflects increased revenues of \$102,851.49
 - Increased Regular MSSE Assessments of \$198,697.06 due to the addition of the benefits having to be paid with the regular assessment. This change was due to the state changing how we could utilize IDEA money.
 - Elimination of the DRS Purchased Service Assessment of \$65,436.00
 - Reduction of Pre-School Flow Through of \$31,382.00
- IDEA Expenditure Budget revisions:
 - The Expenditures increased by \$100,189.21
 - IDEA decreased approximately \$14,000.00 – Moved Behavior Specialists benefits back to the region due the IDEA grant changes.
 - Other IDEA changes moved approximately \$198,697.06 in certified benefits to State and Local accounts
 - Increased IDEA the federal flow-through by \$198,697.06
- State & Local Budget revisions:

- Increase of \$198,697.06 certified benefits moved from IDEA Eliminated the DRS Purchased Service Assessment of \$65,436.00
- Total increase of \$133,109.71
- IDEA Pre-School revisions:
 - Overall reduced costs of \$19,023.88 due to reduced district flow-through

MSSE Consolidated Budget

- The difference in the adjusted fund balance overall is an increase of \$6,448.00.
- The difference in the FY14 Proposed to the Preliminary Budget were understated Assessments and Federal Flow-Through Revenue and understated Federal Flow-Through expenses.
- The net Revenue Increase for the consolidated budget is \$119,763.87.
- The net Expenditure Increase for the Consolidated Budget is \$119,429.08.
- The overall net increase is \$6,782.79.

Motion to approve the FY14 MSSE Central Budget as presented: Mr. Strieker; second, Dr. Lett. Roll call yielded 14 yeas, 0 nays. Motion carried.

Motion to approve the FY14 MSSE Consolidated Budget as presented: Mr. Powell; second, Mr. Gauch. Roll call yielded 14 yeas, 0 nays. Motion carried.

EXECUTIVE SESSION:

Motion to enter executive session at 10:23 a.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Joint Agreement and for the discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes: Dr. Lett; second, Mr. Hopper. Roll call yielded 14 yeas, 0 nays. Motion carried.

Motion to return to open session at 10:39 a.m.: Mr. Kelly; second, Mr. Powell. Roll call yielded 14 yeas, 0 nays. Motion carried.

ACTION FOLLOWING EXECUTIVE SESSION:

Motion to approve recommendation that closed session minutes from January 15, 2013, February 19, 2013, and March 19, 2013 shall remain closed and closed session minutes from April 16, 2013 shall be opened: Mr. Powell; second, Mr. Mullett. Roll call yielded 14 yeas, 0 nays. Motion carried.

Motion to support legal recommendation to allow Brenda Siegrist to be released from participating in the 6% retirement bonus, however, her irrevocable letter of retirement effective at the end of the 2016-2017 school year is still in effect : Dr. Lett; second, Mr. Powell. Roll call yielded 13 yeas, 1 nay. Motion carried.

NEW BUSINESS:

Revised Policy 5:330 Education Support Personnel – Sick Days, Vacation, Holidays, and Leaves – for first reading. Ms. Patrick explained that the revision specifies time may be taken in a minimum of quarter-day, half-day, or full-day increments.

Motion to recognize the first reading of revised Policy 5:330: Mr. Gauch; second, Mr. Hopper. Roll call yielded 14 yeas, 0 nays. Motion carried.

Vision Supervision Contract – Ms. Patrick presented a Contract Service Agreement with Alison Boutcher for vision supervision. She explained that we are required to provide supervision for our Vision Itinerant. Since no one in our organization has the required certification to act as a supervisor, we need to contract for these services as we do for HI supervision.

Motion to approve the Vision Supervision contract with Alison Boutcher: Ms. Ritter; second, Mr. Powell. Roll call yielded 13 yeas, 0 nays. Motion carried.

License Fee for EIS Tracking System – Ms. Patrick explained that this system is the necessary salary piece for required EIS reporting. The one-time license fee is \$750.

Motion to approve the \$750 license fee for the EIS Tracking System: Mr. Strieker; second, Mr. Hopper. Roll call yielded 13 yeas, 0 nays. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, September 18, 2013 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:52 a.m.: Dr. Doerr; second, Ms. Wood. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date