

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

April 16, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Mr. Rich Well, called the meeting to order at 10:01 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Rich Wilson, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Dr. David Lett, Pana; Dr. Scott Doerr, Nokomis; Mr. Mike Gauch, Mulberry Grove; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Ms. Deb Philpot, St. Elmo; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Mike Kelly, Carlinville; Mr. Aaron Hopper, Panhandle

Members Absent – Ms. Patty Wood, Edinburg; Mr. Ron Graham, South Fork; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Presentation of Proxies – None

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.

CONSENT AGENDA:

Presented for review and approval:

- Regular Session Minutes from March 19, 2014
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy
- March payables totaling \$608,537.69
 - \$589,194.13 = MSSE Central
 - \$6,789.95 = CR/MSSE
 - \$12,304.54 = BF/MSSE
 - \$249.07 = MC/MSSE
- Statement of Position – as of March 31, 2014, the fund balance for MSSE was \$1,505,643.13
- Ms. Patrick reported that depending on the receipt of Personnel payments, she may be presenting a resolution to borrow at the May board meeting.

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

DIRECTOR'S REPORT:

- Child Find – Ms. Patrick urged districts to establish a procedure to address the child find obligation. For instance, districts may want to hold a TCT meeting when students return to school after being hospitalized to determine if there is a need for evaluation for special education services.

- IAASE Board Meeting – Ms. Patrick will be attending the IAASE Board meeting on April 23rd in Ottawa and will advocate on our organization and area's behalf that there be no change in the per cap.
- Special Education Report – As soon as the annual report is available, Ms. Patrick will begin the analysis.
- Maintenance of Effort – MOE worksheets should be received this month, and we will complete those calculations as soon as possible.
- April Governing Board Meeting – Ms. Patrick reminded superintendents about the Governing Board Meeting scheduled for Monday, April 28th. Nine district Board of Education members are needed for a quorum.
- School Nurse Course – Ms. Patrick shared that there is still space available for the courses ISBE is offering for the school nurse certification.
- PSIC/approved attorney – Ms. Patrick has sent a letter to Prairie State asking that Merry Rhoades be added as one of their approved attorneys. In December we learned that in order for our insurance to cover us in due process situations, we must use one of their approved attorneys. Merry was not on that list, so we have taken the necessary steps to get her added. Ms. Patrick also learned that we must notify them of a potential claim as soon as we become aware of it.
- Needs Survey – Ms. Patrick will send the survey link to superintendents by email. She asked that they put the link in their bulletins in order to get more parent response.
- Vision Itinerant Candidate – Ms. Patrick will be interviewing a VI candidate this afternoon for the open position.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- Policy Updates – Ms. Patrick presented the following policy updates for a first reading:
 - 5:10 Equal Employment Opportunity and Minority Recruitment
 - 5:30 Hiring Process and Criteria
 - 5:35 Compliance with the Fair Labor Standards Act
 - 5:125 Personal Technology and Social Media; Usage and Conduct
 - 5:180 Temporary Illness or Temporary Incapacity (**no to Update 1**)
 - 5:190 Teacher Qualification
 - 5:240 Suspension
 - 8:95 Parental Involvement (**not applicable**)

Motion to recognize first reading of policy updates: Ms. Philpot; second, Dr. Doerr. Roll call yielded 12 yeas, 0 nays. Motion carried.

- Contract and License Renewals – Ms. Patrick recommended approval of the following contracts and licenses:
 - Central Illinois Hearing – audiological services; no change from current year
 - Customized Technology, Inc. – IEP software program; \$8,400 annual license and maintenance; no increase over current year

- EBSCO Publishing – research database used by school psychologists to identify and validate scientific research-based interventions and then share information with staff; annual fee \$2,835 (minimal increase of \$160)
- Garella Pest Services – pest control service; \$50/month; no increase over current year
- Mary Gherardini – hearing itinerant supervision; \$53/hour up to 15 hours during school year; amount of hours has been reduced by half as very little supervision is anticipated for next school year
- Mose, Yockey, Brown & Kull – auditing services that include a base audit fee, single audit fee, and preparation of our consolidated AFR; \$21,525 (minimal increase of \$150)
- Steve Sheedy – maintenance and cleaning; \$13.13/hour, no increase over current year
- TBH Technology LLC (Insights to Behavior) – tool we are using with school social workers and teachers in all 16 districts 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; alleviates the need for purchase of other behavior assessments; \$18,000 license renewal (no change) plus \$1,000 for support services

Motion to approve renewal of above listed contract and license as presented: Mr. Gauch; second, Mr. Strieker. Roll call yielded 12 yeas, 0 nays. Motion carried.

No need for Executive Session.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday May 21, 2014 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:13 a.m.: Dr. Fuerstenau; second, Mr. Hopper. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date