

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

May 21, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Mr. Rich Well, called the meeting to order at 10:05 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Mr. Rich Wilson, Morrisonville; Dr. Gregg Fuerstenau, Taylorville; Ms. Patty Wood, Edinburg; Dr. David Lett, Pana; Mr. Ron Graham, South Fork; Dr. Scott Doerr, Nokomis; Mr. Jeff Strieker, Bond County; Mr. Adam Bussard, Brownstown; Mr. Rich Well, Vandalia; Ms. Melissa Ritter, Ramsey; Mr. Aaron Hopper, Panhandle; Mr. David Powell, Hillsboro

Members Absent – Mr. Mike Gauch, Mulberry Grove; Ms. Deb Philpot, St. Elmo; Mr. Mike Kelly, Carlinville; Mr. John Mullett, Litchfield

Presentation of Proxies – Ms. Melissa Ritter, Ramsey for 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: Travis Bushue of Bushue Human Resources

CONSENT AGENDA:

Presented for review and approval:

- Regular Session Minutes from April 16, 2014
- Recommendation for destruction of Executive Session audio recordings older than 18 months – none to destroy
- March payables totaling \$548,357.76
 - \$534,275.52 = MSSE Central
 - \$890.27 = CR/MSSE
 - \$10,726.69 = BF/MSSE
 - \$2,465.28 = MC/MSSE
- Statement of Position – as of April 30, 2014, the fund balance for MSSE was \$1,358,795.78
- Receipts vs. Expenditures Report – Ms. Patrick reported that the May expenditures include a WCSIT Supplemental Contribution of \$10,782.34 for FY09 and FY10. She explained that we have not been active member since June 2011; however the payment is due immediately. A portion of the entire bill is also being paid at the Region levels: B/F \$3,750.65; CR \$15,203.00; MC/C \$12,211.09. Ms. Patrick plans to send a letter of protest along with the payment. Her recommendation is to utilize available fund balance and Medicaid money to cover the expense.

Motion to approve all items on the consent agenda including payment of the WCSIT invoice as recommended: Mr. Strieker; second, Mr. Powell. Roll call yielded 11 yeas, 2 nays. Motion carried.

DIRECTOR'S REPORT:

- *Making a Difference Award* – Ms. Patrick presented Program Coordinator, Fran Amling, with this quarter's *Making a Difference Award*. Fran was nominated by Patty Wood, Superintendent of Edinburg Schools. Ms. Patrick shared some of the comments included in the nomination letter.
- Medicaid/Students Without Parental Consent Reports – Ms. Patrick provided superintendents with copies of the most recent report detailing the number of students that do not have parental signatures. She urged districts to include the information with their registration packets. Megan Fleming with Go Solutions, reports that districts have been most successful when they secure the consents during registration.
- Determinations for State Performance Plan Indicators – Ms. Patrick reported that letters received in May indicated all districts received the designation of Meets Requirements on all of the performance indicators.

UNFINISHED BUSINESS:

- Second Reading and Adoption of Policy Updates – Ms. Patrick recommended approval of the Press Plus Policy Updates:
 - 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 approve second reading and adoption of policy updates: Dr. Doerr; second, Mr. Graham. Voice vote was unanimous. Motion carried.

Dr. Fuerstenau and Dr. Lett left prior to Executive Session.

EXECUTIVE SESSION:

Motion to enter Executive Session at 10:15 a.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the joint agreement: Mr. Powell; second, Mr. Hopper. Roll call yielded 11 yeas, 0 nays. Motion carried.

Returned to open session at 10:21 a.m.

ACTION FOLLOWING EXECUTIVE SESSION:

Motion to approve the salary recommendations of the Finance Committee – 2% increase for all employees who are not in the process of the TRS 3% phase-in or taking advantage of the retirement bonus: Mr. Strieker; second, Mr. Powell. Roll call yielded 7 yeas, 3 nays. Motion carried.

NEW BUSINESS:

- FY15 Contract and License Renewals – Ms. Patrick recommended approval of the following contracts and licenses:

- CSC Learning/Reading Plus – \$6000 license renewal for 300 seats. The overall cost is the same as last year; however there was a reduction in the total number of seats due to a change in the pricing structure. Districts were contacted to be sure their needs were being met.
 - Morrisonville – 10 seats
 - Pana – 125 seats
 - South Fork – 20 seats
 - Ramsey – 10 seats
 - St. Elmo – 40 seats
 - Vandalia – 40 seats
 - Mulberry Grove – 25 seats
 - MSSE – 30 seats
- Customized Relational Tek – teacher observation tool, no change in cost
- Go Solutions – Fee for Service Agreement, no change in fee structure
- Greenville Hearing Center – audiological services, no change in fee structure
- Schmedeke Mowing & Landscaping – mowing and snow/ice removal, no change in fee structure

Motion to approve renewal of above listed contracts and licenses as presented: Mr. Bussard; second, Mr. Powell. Roll call yielded 11 yeas, 0 nays. Motion carried.

- Technology Services Proposals for FY15 – Ms. Patrick presented proposals from our current technology services provider, Computer Techniques, Inc. (CTI) and Quality Network Solutions (QNS). She explained that both companies provided three-year proposals for remote service that included a 3% annual increase. CTI would be able to provide this remote service at a lower rate. In addition, CTI provided a three-year proposal for the same full service we are currently receiving with no increase for the first year of the contract and a 3% increase for each of the remaining years of the contract. Ms. Patrick relayed her concerns in regards to remote service, including jeopardizing the vital technology services needed for compliance and payroll. Her recommendation was to retain CTI under their full service proposal at a cost of \$3,996 per month for FY15 and a 3% increase for the remaining years of the contract.

Motion to approve three-year full service proposal from CTI as recommended: Mr. Graham; second, Mr. Strieker. Roll call yielded 11 yeas, 0 nays. Motion carried.

- Assistant Director Contracts – Ms. Patrick presented the 2014-2015 contracts for Angie Armour and Crystal Lawler for approval.

Motion to approve Assistant Director Contracts as presented: Mr. Graham; second, Ms. Ritter. Roll call yielded 11 yeas, 0 nays. Motion carried.

- Prairie State Insurance Cooperative (PSIC) Renewal – Travis Bushue from Bushue Human Resources presented property/casualty/liability renewal information which reflected an overall decrease in premium of 5.47%.

- Mr. Bushue also reported that our attorney request to add Merry Rhoades to the list of approved attorneys will be addressed in July. He anticipates this will be approved if Ms. Rhoades agrees to the PSCI fee structure.

Motion to approve renewal of property/casualty/liability insurance with Prairie State Insurance Cooperative: Mr. Graham; second, Ms. Ritter. Roll call yielded 10 yeas, 0 nays. Motion carried.

- FY15 Preliminary MSSE & Consolidated Budget – Ms. Patrick presented the FY15 Preliminary Budget which reflected the proposed 2% salary increase. Additionally, Ms. Patrick shared a summary that reflected the revenue and expenditure changes.

Motion to approve FY15 MSSE & Consolidated Budget as presented: Mr. Graham; second, Mr. Bussard. Roll call yielded 11 yeas, 0 nays. Motion carried.

- Employment of Staff – Ms. Patrick recommended the employment of Karen Baker as the Vision Itinerant Teacher for the 2014-2015 school year.

Motion to approve employment of Karen Baker as Vision Itinerant Teacher for the 2014-2015 school year: Mr. Wilson; second, Ms. Ritter. Roll call yielded 11 yeas, 0 nays. Motion carried.

- Maternity Leaves – Ms. Patrick shared leave requests from Kristy Haston, School Psychologist, and Jessica Ryan, School Social Worker. Both serve MC/C Region in the Carlinville District. Both leaves fall under the FMLA policy and both employees plan to use their sick leave. No action required.
- FY15 Board Meeting Schedule – Ms. Patrick presented a proposed meeting schedule for the FY15 board meetings. The schedule reflects meetings that continue to be held the third Wednesday of the month. It also reflects a July meeting; however, Ms. Patrick proposed not having a July meeting. If all were in agreement, payment of July bills would need to be approved.
 - Also, due to an ROE meeting conflict, discussion to reschedule the June meeting from June 18, 2014 to June 16, 2014. The ROE meeting would follow our meetings. Ms. Patrick will send an email with times of all meetings to be sure we will have a quorum for June 16th.

Motion to approve FY15 Board Meeting Schedule omitting the July 16, 2014, meeting: Mr. Bussard; second, Mr. Hopper. Voice vote was unanimous. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Monday, June 16, 2014 at the Mid-State Special Education office in Morrisonville. The exact time of the meeting will be determined following email contact.

ADJOURNMENT:

Motion to adjourn at 10:51 a.m.: Mr. Strieker; second, Mr. Graham. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date