

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

August 20, 2014

Minutes

PROCEDURAL BUSINESS:

Chairperson, Dr. Scott Doerr, called the meeting to order at 10:01 a.m. at the Mid-State Special Education Office in Morrisonville, Illinois.

Members Present – Ms. Karen Perry, Morrisonville; Mr. Fred Roberts, Edinburg; Dr. David Lett, Pana; Mr. Chris Clark, South Fork; Dr. Scott Doerr, Nokomis; Mr. Brad Turner, 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; Mr. David Powell, Hillsboro; Mr. John Mullett, Litchfield

Members Absent – Dr. Gregg Fuerstenau, Taylorville

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.

Introductions – Ms. Patrick introduced new superintendents: Karen Perry, Morrisonville; Fred Roberts (interim), Edinburg; and Brad Turner, Mulberry Grove

CONSENT AGENDA:

Presented for review and approval:

- Regular and Executive Session Minutes from June 16, 2014
- Destruction of Executive Session audio recordings older than 18 months – January 15, 2013 and February 19, 2013
- June year-end payables totaling \$344,704.03:
 - \$344,104.03 = MSSE Central
 - \$0 = CR/MSSE
 - \$0 = BF/MSSE
 - \$600.00 = MC/MSSE
- July payables totaling \$493,144.74:
 - \$487,049.24 = MSSE Central
 - \$0 = CR/MSSE
 - \$150.00 = BF/MSSE
 - \$5,945.50 = MC/MSSE
- August payables totaling \$80,770.40:
 - \$69,911.15 = MSSE Central
 - \$346.74 = CR/MSSE
 - \$1,867.60 = BF/MSSE
 - \$8,644.91 = MC/MSSE
- Statement of Position – as of July 31, 2014, the fund balance for MSSE was \$980,435.80

- Receipts vs. Expenditures Report

Motion to approve all items on the consent agenda: Mr. Well; second, Mr. Strieker. Roll call yielded 15 yeas, 0 nays. Motion carried.

DIRECTOR'S REPORT:

- FY15 MSSE Action Plan – Ms. Patrick presented the Action Plan developed by the administrative team for the board's review. She noted that updates will be shared going forward.
- IDEA Grant and MOE – Ms. Patrick thanked superintendents and their bookkeepers for their cooperation and assistance with MOE Compliance and Eligibility piece of the IDEA Grant. Additionally, she explained the delay in our flow of IDEA funds due to the delay in the availability of the IDEA Expenditure Report.
- Directors' Conference Highlights – Ms. Patrick shared information she received at the conference regarding the Excess Cost Requirement which is and has always been part of IDEA (Public Law 94-142). Its meaning is that you must spend at least as much for the education of children with disabilities in elementary and secondary schools as you spend for the education of children without disabilities BEFORE you expend funds under Part B of the IDEA. Key language is elementary and secondary schools (separately) which may drastically change the manner in which we report expenditures. Since this is included in the A-133 Audit Compliance Supplement, districts can expect to be audited on excess cost. Districts will receive the Excess Cost Sheets in September and they will be due in December. Ms. Patrick provided a copy of a Field Test of the cost sheet. Taylorville's audit for FY14 has been completed, so Dr. Fuerstenau has volunteered to go through the process to see what the effect will be on their district.
At the conference, Tim Imler also reported that we can expect to receive only three personnel payments in FY15.
- Special Education District Profiles were out in late July; however corrections are being made due to a graduation rate error by the state.
- Bond County and Litchfield have been selected for an Indicator 13 audit.

UNFINISHED BUSINESS:

- FY15 MSSE Central & Consolidated Budgets – Ms. Patrick presented the proposed budgets explained revisions since it's presentation to the board in May.
 - The June 30th/July 1st Unaudited Fund Balance appears higher due to the timing of the 5th personnel payment.
 - FY15 MSSE Central Budget Revisions
 - Revenue – Reduction of \$105,785.83 due to changes in the timing of state personnel payments. Mid-State Central received a total of 5 Personnel Payments in FY14. This is one of the few times the state has been caught up in recent years. Based on receipt of the 5th personnel payment in FY14 we eliminated the revenue from the FY15 Budget.
 - Expenditures – Reclassification of approximately \$1,448,000 from flow through to instruction. This is the amount of money that will be flowed directly to the regions. This will replace the district

purchased service assessment to the regions. Total changes to the expenditures are \$3,712.49. This amount is reflective of minor insurance changes.

- IDEA Preschool – no changes
- FY15 Consolidated Budget Revisions (reflective of MSSE Central and Region budget changes)
 - Revenue decreased \$96,362.42 (-.60%)
 - Expenditures decreased \$11,247.37 (-9.04%)

Motion to approve FY15 MSSE Central and Consolidated Budgets as presented: Dr. Lett; second, Mr. Mullett. Roll call yielded 15 yeas, 0 nays. Motion carried.

- Second Reading and Approval of Policy Revisions – Ms. Patrick presented the following policies for adoption
 - 4:160 Environmental Quality of Buildings and Grounds – policy is unchanged, updates to legal references
 - 5:280 Duties and Qualifications – policy updated to comply with ISBE rule changes

Motion to approve second reading and adoption of policy updates: Mr. Well; second, Mr. Powell. Roll call yielded 15 yeas, 0 nays. Motion carried.

NEW BUSINESS:

- Appointment of Policy and Finance Committees for FY15 – Ms. Patrick and MSSE Chairperson, Dr. Doerr will serve on both committees. Ms. Patrick shared the names of the representatives chosen at the region board meetings. Recommendations for the Policy Committee are Brad Turner, Mulberry Grove; Karen Perry, Morrisonville; and Mike Kelly, Carlinville. Recommendations for the Finance Committee are Adam Bussard, Brownstown; Greg Fuerstenau, Taylorville; and David Powell, Hillsboro.

Motion to approve the appointment of those listed above for the Policy and Finance Committees: Mr. Strieker; second, Mr. Well. Voice vote was unanimous. Motion carried.

DISCUSSION:

The next monthly meeting is scheduled for Wednesday, September 17, 2014 at 10:00 a.m. at the Mid-State Special Education office in Morrisonville.

ADJOURNMENT:

Motion to adjourn at 10:37 a.m.: Mr. Kelly; second, Mr. Turner. Voice vote was unanimous. Motion carried.

Respectfully submitted,
Mrs. Tammy Hadley, Recorder

Chairperson

Date

Secretary

Date