

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
October 15, 2024

PROCEDURAL BUSINESS

Vice Chairperson, Mr. Travis Portz at 9:00 a.m., called the meeting of the Mid-State Special Education Executive Committee to order.

MEMBERS PRESENT

Mulberry Grove: Ms. Casie Bowman; Edinburg: Ms. Ashley Francis; Vandalia: Dr. Jennifer Garrison; Brownstown: Mr. David Lund; Morrisonville: Mr. Patrick Murphy; Bond: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Ramsey: Ms. Melissa Ritter

MEMBERS ABSENT

South Fork: Mr. Chris Clark; Panhandle: Mr. Aaron Hopper; Litchfield: Dr. Kelly McClain; Hillsboro: Mr. David Powell; Carlinville: Dr. Becky Schuchman

OTHERS PRESENT

Ms. Bobbi Fisher, Director; Ms. Liz Holcomb, Business Manager; Ms. Ingrid Watkins, Executive Secretary; Mr. David Faller, Auditor; Mr. Bobbi Koontz

CONSENT AGENDA

The following were presented as part of the Consent Agenda for approval:

- Approval of Regular Session Minutes from Sept. 18, 2024.
- Approval of Destruction of Regular Session Audio Recordings maintained to comply with OMA related to an Executive open session board meeting and a Finance Committee open session meeting held on 3/15/23.
- The FY25 Balance Sheet and Receipts vs. Expenditures reflects the September fund balance of \$2,901,979. The receipts of \$794,765 include district assessments, interest, \$30,000 as part of the STEP contract, and GSA/EBF and expenditures totaled \$471,969. For October, the projected revenue is \$263,876 and expenditures of \$508,094. The resulting October 31st fund balance is projected at \$2,657,761.
- Accounts Payable Review, Approval, and Order for Immediate Payment of Oct. 15th bills in the amount of \$201,666.71 and the November 20th payables is requested for preapproval given the cancellation of the November Executive Board meeting. Expenses include routine bills, GSA/EBF flow-through to districts, professional development, Infinitic payment, and contractual services.

A motion made by Ms. Bowman and seconded by Ms. Ritter to approve the Consent Agenda. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Lund, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes. Motion carried 8 yea, 0 nay.

UNFINISHED BUSINESS

The second reading and action of policy updates from PRESS 116.

ACTION ITEMS

A motion made by Dr. Garrison and seconded by Dr. Olson to recommend the approval of policy updates, all as presented. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Lund, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes. Motion carried 8 yea, 0 nay.

NEW BUSINESS

Presentation of the FY24 Audit by David Faller with West and Company. Mr. Faller reported that there are two purposes of a financial statement audit. To make sure the amounts and disclosures are materially correct. They expressed a clean opinion on the financial statements, which means the financial statements are materially correct. The second report is on internal control. There is no opinion given, but

they are required to report anything that would be a material weakness or significant deficiency. The auditor did not note any material weakness or significant deficiency. Mr. Faller also reviewed the Annual Financial Report. There was little difference between FY23 and FY24. The only significant difference was in Federal revenue, with a decrease on the Medicaid Fee for service, which was due to a timing issue when disbursements were received. There were no journal entries for adjustments. Mr. Faller noted that Liz, Bobbi and the staff do a wonderful job and were very accommodating. There were no questions by those present. He welcomed any questions in the future if needed. Mr. Fisher noted that West and Company made the process very easy this year and very happy with the services they provided. She also gave kudos to Liz Holcomb for keeping the books clean and being able to provide all the information needed for the audit.

ACTION ITEMS

A motion made by Ms. Ritter and seconded by Mr. Lund to recommend the approval of the FY24 audit, as presented. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Lund, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Ms. Ritter, yes. Motion carried 8 yea, 0 nay.

REPORTS AND COMMUNICATION

Mrs. Fisher reported that October is Physical Therapy Month. Happy Physical Therapy Month to Mid-State's PTA, Amy Ashmore, along with all of the wonderful Stepping Stones PTs and PTAs that work to serve all students with physical therapy needs in our 13 districts. These professionals are energetic, positive, extremely knowledgeable, and they can always be found around the buildings with a smile on their faces.

Mrs. Fisher noted that all FY25 IDEA Part B grants have been approved. She also provided an update on recent staff meetings including Leadership meeting, mentoring, and quarter one team meetings. There will be a second virtual mentoring training later this month. Mrs. Fisher has been working on completing 13 evaluations for this school year, so she has been spending time out in the districts.

The finalized LEA determinations have been reviewed and shared with Program Coordinators. The main focus for improvements are graduation rates and EE codes 30 and 01. They are working on improving those percentages to get the districts in the best spot for the upcoming December 1st count. Mrs. Fisher also noted that the ATS/Alternate Placement document has been finalized. The Program Coordinators have been included in developing the document. They will help guide the district navigating through safe school placements and alternate to suspension-day placement requirements.

Upcoming needs being addressed are insurance open enrollment and updating EI guidance documents. Once a decision is made on the best insurance provider, it will be presented to the Finance Committee, and then presented to the Executive Board to approve in December.

Mrs. Fisher provided committee reports. The Personnel Committee met following the September board Meeting. The committee discussed the procedures of how to carry out the changes to the policy regarding when non-work days and remote work can be used and who is to approve those requests. Mr. Portz noted that the committee is requesting that the director approve non-work leave in order to provide consistency across districts. In addition, remote work needs to be consistent across the districts as well.

EXECUTIVE SESSION

None

ACTION ITEMS

None

DISCUSSION

The Executive Committee Board meeting scheduled for Wednesday, November 20, 2024 is anticipated to be cancelled. The next meeting will take place December 16, 2024 at the Vandalia ROE at 9:00 AM. A Personnel Committee meeting is anticipated on that day as well. More information on the need/time for that committee meeting will be coming.

ADJOURNMENT

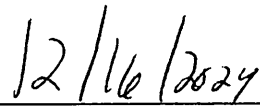
A motion made by Ms. Ritter and seconded by Ms. Bowman to adjourn the meeting at 9:22 a.m. Motion carried unanimously by voice vote 8 yea, 0 nay.

Respectfully submitted,


Mrs. Bobbi Fisher, Director



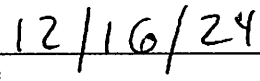
Chairperson



Date



Secretary of the Board



Date