

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING
Regular Board Meeting
Official Minutes
December 16, 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; Panhandle: Mr. Aaron Hopper; Brownstown: Mr. David Lund; Litchfield: Dr. Kelly McClain; Morrisonville: Mr. Patrick Murphy; Bond: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Hillsboro: Mr. David Powell; Ramsey: Ms. Melissa Ritter

MEMBERS ABSENT

South Fork: Mr. Chris Clark; Carlinville: Dr. Becky Schuchman

OTHERS PRESENT

Ms. Bobbi Fisher, Director; Ms. Liz Holcomb, Business Manager; Ms. Ingrid Watkins, Executive Secretary; Ms. Hope McBrain; Mr. Bobbi Koontz

CONSENT AGENDA

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

- Approval of Minutes from the October 15, 2024 Regular Meeting.
- Approval of Destruction of Regular Session Audio Recordings maintained to comply with OMA related to a remote meeting 4/19/2023, and Executive Session Recordings (none).
- The FY25 Balance Sheet and Receipts vs. Expenditures reflects the October expenditures totaled \$512,922 and the revenue totaled \$129,572. The October fund balance totaled \$2,518,629. November expenditures totaled \$499,670 and revenue totaled \$616,794. November fund balance of \$2,635,753. The resulting Dec. 31st fund balance is projected at \$3,265,833.42. FY25 revenue is being received as anticipated.
- Accounts Payable Review, Approval, and Order for immediate payment of December 16th bills in the amount of \$161,163 is requested and the January 15th payables is requested for pre-approval given the cancellation of the January Executive Board meeting. At the October board meeting, advanced payments of payables for November 20th was granted. November 20th payables totaled \$188,229.69. Notable expenses for November was for Miller Plumbing in the amount of \$2,488.21. December expenses include the Bushue Contract routine bills, GSA/EBF flow-through to districts, professional development, materials/assessments/mileage, legal, and contractual therapies.

A motion made by Dr. Garrison and seconded by Ms. Bowman to approve the Consent Agenda. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes. Motion carried 11 yea, 0 nay.

REPORTS AND COMMUNICATION

Mrs. Fisher reported November 11th-15th was National School Psychology Week. Mid-State wished a very happy School Psychology week to our amazing team of Psychologist: Meg Marquardt, Tricia Kelley, Kristy Haston, Lisa Murfee, Amanda Cunningham, Kassi Charles, Lucas Altenberger, Kristen White, and Larry Emerick.

Mrs. Fisher provided updates on the following items. The MSSE Action Plan was included in the advanced packet to review. After working with Brady, the health insurance agent, Mid-State was granted a rate relief and renewed with the same insurance at a flat rate for 2024 to 2025, starting January 1st. The additional gap plan will now be through Amwins instead of Loomis, but there is no rate increase.

Mrs. Fisher noted that on December 6th Mid-State had a great staff meeting consisting of holiday cheer, togetherness, and a presentation from Brandon Wright. Two employees were awarded the Making a Difference Award; Madi Whittington and Brandy Buske for their continuous work for the organization and for the Carlinville and Hillsboro districts.

Mrs. Fisher gave a reminder that districts are now able to amend their IDEA Part B grant, to budget for the final 10% allotment. If there are carryover NPPS funds not designated for expected expenses, districts are able to request to reallocate those funds instead of losing the funds after 27 months. Mrs. Fisher also noted that six districts received notification that they are at either a Level 1, 2, or 3 for being over the 1% threshold for DLM participation. Mrs. Fisher has assisted districts with completing requirements set from ISBE. An update was also given on PUNS training. It has finally been released. The training link has been sent to Program Coordinators and Transition Specialists. A reminder was given to have the PUNS designee listed on the districts website. It must also be listed in the districts handbook. Mrs. Fisher also noted that Ingrid has been working on Excess Cost and will let the districts know when they are ready to be submitted.

UNFINISHED BUSINESS

None

ACTION ITEMS

None

NEW BUSINESS

Continuous Service/Seniority Lists were distributed to employees for input and are in final form. First Reading of Press Policies 117. In January, Mrs. Fisher is required to provide the Executive Committee with notice regarding completion of her evaluation. Mr. Clark will be completing the evaluation. The director goal updates are included in the packet for review. Presentation and approval of Membership, Contract, and Service Agreements.

ACTION ITEMS

A motion made by Mr. Powell and seconded by Ms. Ritter to approve the Mid-State Continuous Service/Seniority Lists for Certified and Non-Certified Staff, the first reading of Press Policy 117, the 2025-2027 Bushue contract, and the amended Therakids SLP contract through July 2025, all as presented. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes. Motion carried 11 yea, 0 nay.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Dr. Olson and seconded by Ms. Ritter to approve the Maternity Leave Request made by Amanda Fritcher, requesting to take FMLA act starting April 29th through the remainder of the 2024-25 school year. Roll Call Vote: Ms. Bowman, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, yes; Ms. Ritter, yes. Motion carried 11 yea, 0 nay.

DISCUSSION

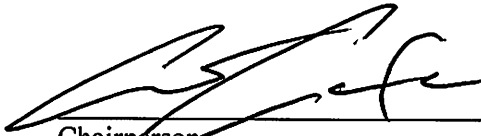
The next Executive Committee Board scheduled for Wednesday, January 15th is anticipated to be cancelled. From the MSSE office, we want to wish you all a very Merry Christmas.

ADJOURNMENT

A motion made by Dr. Garrison and seconded by Dr. Olson to adjourn the meeting at 9:10 a.m. Motion carried unanimously by voice vote 11 yea, 0 nay.

Respectfully submitted,

Mrs. Bobbi Fisher, Director


Chairperson

2-10-25
Date


Secretary of the Board

2-10-25
Date