

MID-STATE SPECIAL EDUCATION  
EXECUTIVE COMMITTEE MEETING  
Regular Board Meeting  
Official Minutes  
April 17, 2024

PROCEDURAL BUSINESS

The regular meeting of the Mid-State Special Education Executive Committee was called to order by Chairman, Ms. Melissa Ritter at 9:00 a.m.

MEMBERS PRESENT

Ramsey: Ms. Melissa Ritter; South Fork: Mr. Chris Clark; Edinburg; Ms. Ashley Francis; Litchfield: Dr. Gregg Fuerstenau; Panhandle: Mr. Aaron Hopper; Morrisonville: Mr. Patrick Murphy; Bond: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Hillsboro: Mr. David Powell; Carlinville: Dr. Becky Schuchman,

MEMBERS ABSENT

Mulberry Grove: Ms. Casie Bowman; Vandalia: Dr. Jennifer Garrison; Brownstown: Mr. Mike Shackelford

OTHERS PRESENT

Mrs. Bobbi Fisher, Director; Liz Holcomb, Business Manager; Ingrid Watkins, Executive Secretary

CONSENT AGENDA

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

- Approval of Minutes from the March 20, 2024 Meeting.
- Approval of Destruction of Regular Session Audio Recordings maintained to comply with OMA related to a remote meeting 9/21/2022, and Executive Session Recordings (none).
- The FY24 Balance Sheet and Receipts vs. Expenditures reflects the March fund balance of \$2,494,198.62 which includes receipts of \$693,322.38 and expenditures of \$489,424.85. FY24 revenue is being received as anticipated (92%). All regular assessments are complete have been received as of early April. There will be one invoiced assessment to be sent out towards the end of April. For April, both revenue and expenses are routine with the exception of the remainder of the SLP maternity leave through Therakids. Our resulting April 30<sup>th</sup> fund balance is projected at \$2,323,348.45.
- Accounts Payable Review, Approval, and Order for Immediate Payment of April 17<sup>th</sup> bills in the amount of \$168,968.35. Expenses include routine bills, GSA/EBF flow-through to districts, professional development, materials/assessments/mileage, legal, and contractual therapies.

A motion made by Dr. Fuerstenau and seconded by Dr. Schuchman to approve the Consent Agenda. Roll Call Vote: Ms. Ritter, yes; Mr. Clark, yes; Ms. Francis, yes; Dr. Fuerstenau, yes; Mr. Hopper, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, Hillsboro; Dr. Schuchman. Motion carried 10 yay, 0 nay.

REPORTS AND COMMUNICATION

Mrs. Fisher reported in April, we celebrate Occupational Therapy month. Mid-State would like to thank Therakids staff for the fine motor, sensory support, and so much more.

Mrs. Fisher reported on April 24th we will celebrate many administrative assistants, but especially our MSSE central staff that are so much more than assistants. Kristy and Shera (student data specialists), Tammy (Accounts Payable), Ingrid (Executive Secretary), and Liz (Business Manager) complete very important tasks and we operate as an equal team in this office.

Mrs. Fisher reported on May 3rd, MSSE will host their annual end of year celebration. We will be celebrating years of service, the transition specialists have arranged for a PUNS training for all staff, and the staff will be demoed and will be able to try out the Ocular systems.

Mrs. Fisher gave a reminder that any additional amendments need to be completed for IDEA by May 31st to ensure you utilize all funds available.

Mrs. Fisher reported on the Special Educator Workload Summary. Completed MSSE and district summaries were emailed April 4th. Thank you to Ingrid for completing that.

Mrs. Fisher reported TMC meetings will be scheduled at 9:00 at the start of our May 15th meeting. The posting has been submitted to newspapers and we have mailed the required notification letter to families.

Mrs. Fisher reported on RTO annual meetings. The new template has been emailed out by the Cares Department. The Program Coordinators have been notified to get those meetings scheduled.

Mrs. Fisher reported the Program Coordinators and Mrs. Fisher will be re-thinking the Professional Development plan for next year, due to lack of interest in the MTSS RtI training. Program Coordinators plan originally proposed to better support our SLD eligibilities. Updates will be provided if there is more Professional Development that the Leadership team wants to pursue for next year.

Mrs. Fisher reported on the committees. The Building and Facilities Committee will meet after today's meeting. The Finance Committees met following the March meeting and prior to today's meeting. Unofficial meeting minutes are included from the March meeting. They discussed the following items:

- FY25 salary increase- The Finance Committee is recommending an FY25 salary increase of 5% for staff, just as a reminder, MSSE staff has no step.
- Billing Structure- They also finished their work on the FY25 Billing Structure for your approval. Details of changes are listed in New Business.
- Director's Contract- They discussed the director's contract, which will be addressed in Executive Session.
- Peggy Jo Rice, DHH Teacher Part-Time Substitute was recommended to be hired through the end of the school year to cover the leave of Chloe Foppe. Details are included in the Employment Recommendations document in your packet and this may be acted on in the Executive Session section. Due to this leave being 4 months early and without warning, the cost for this substitute will come out of the fund balance due to final cost billing already being completed.
- FY25 Preliminary Budget- Lastly, they have also reviewed the FY25 Preliminary Revenue Budget, FY25 Expenditure Budget, and FY25 Assessment Breakdown for you to view. Approval for the FY25 Preliminary Budget will be requested in New Business.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

Mrs. Fisher reported on the first reading of policy updates on Press 114. Updates are minimal and are included in the advanced packet. The policy committee reviewed the policy changes via email and saw no need to meet.

Mrs. Fisher presented for approval of Membership, Contracts, and Service Agreements. EmbraceDS, EmbraceEval, EmbraceIEP, & Embrace504, agreements all for one year with IEP and 504 increasing by 5%. Farmers Environmental agreement for one year with no changes. Garella Pest Services with quarterly price increase from \$95 to \$105. Greenville Hearing Center agreement for services for one year with no changes. Infinitec/ UCP Seguin of Greater Chicago agreement for one year with increase of 3% based upon student count-IDEA PD. Region III Education Cooperative with Orientation and Mobility evaluation/services increase of \$75 per hour, now at \$80 per hour. Schmedeke Lawn agreement for services for one year with \$10 increase for mowing, currently \$75 and \$10 increase for broadleaf control currently \$114 which is applied annually. Steve Sheedy for cleaning and maintenance agreement for one year with rate change to \$15/hour Jan. 1, 2025. SMASE for teacher of Visually Impaired agreement for one year with anticipated 5% increase.

Mrs. Fisher requested approval of recommendations from Finance Committee Including FY25 Billing Structure and changes in salary and benefits. The Finance Committee is recommending a salary increase of 5% for the FY25 school year for Mid-State personnel. Salary changes are noted in the Preliminary budget documents. They are also recommending the approval of the FY25 Billing Structure. Notable changes are adding the wording: "unless otherwise specified and agreed upon" in the first paragraph where it lists the shared services. This change came from some districts wanting the ability to employ employees in the event that not all districts were in favor

of that support. The second change is related to in the event a district chose to employ their own staff member, resulting in no longer utilizing a MSSE hired staff member, if it resulted in a RIF, the districts that utilized those supports would pay for any unemployment costs that may be accrued by that employee. The Finance Committee also reviewed preliminary revenues and expenses at the meeting prior to today's meeting including the FY25 Preliminary Revenue, FY25 Preliminary Expenditure, and FY25 Preliminary Assessment. The committee would like to display the FY25 Preliminary Budget and provide notice of the budget hearing on August 28, 2024.

ACTION ITEMS

A motion made by Dr. Fuerstenau and seconded by Mr. Powell to recommend noting the first reading of policy updates, approving memberships, contracts, and service agreements; the FY25 Billing Structure and the FY25 salary increase of 5% for employees; placing the FY25 Preliminary MSSE Budget on display and also posting notice of the budget hearing to be held by the Governing Board on August 28, 2024, all as presented. Roll Call Vote. Ms. Ritter, yes; Mr. Clark, yes; Ms. Francis, yes; Dr. Fuerstenau, yes; Mr. Hopper, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, yes; Dr. Schuchman, yes. Motion carried 10 yay, 0 nay.

EXECUTIVE SESSION

There was no executive session.

ACTION ITEMS

Mrs. Ritter recommended approving the employment of Peggy Rice as a Part-Time Substitute DHH Teacher, Debbie Musgrave for the FY24 ESY Speech Position, and approval of the contract of Bobbi Fisher, Director, for the years of 2024-2028, all as presented.

A motion made by Mr. Clark and seconded by Mr. Hopper to the employment of Peggy Rice as a Part-Time Substitute DHH Teacher, Debbie Musgrave for the FY24 ESY Speech Position, and approval of the contract of Bobbi Fisher, Director, for the years of 2024-2028, all as presented. Roll Call Vote. Ms. Ritter, yes; Mr. Clark, yes; Ms. Francis, yes; Dr. Fuerstenau, yes; Mr. Hopper, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Mr. Powell, yes; Dr. Schuchman, yes. Motion carried 10 yay, 0 nay.

DISCUSSION

The next Executive Committee meeting is scheduled for Wednesday, May 15 and will be held at the MSSE office. Timely and Meaningful Consultation meeting will be held at 9:00 a.m. with the regular board meeting following.

ADJOURNMENT

A motion made by Dr. Olson and seconded by Mr. Powell to adjourn the meeting at 9:12 a.m. Motion carried unanimously by voice vote.

Respectfully submitted,

Mrs. Bobbi Fisher, Director

Melissa Ritter  
Chairperson

5/15/2024  
Date

Angie Watkins  
Secretary of the Board

5/15/2024  
Date