

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING

Regular Board Meeting

Official Minutes

August 21, 2024

PROCEDURAL BUSINESS

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

MEMBERS PRESENT

South Fork: Mr. Chris Clark; Mulberry Grove: Ms. Casie Bowman; Vandalia: Dr. Jennifer Garrison; Panhandle: Mr. Aaron Hopper; Litchfield: Dr. Kelly McClain; Morrisonville: Mr. Patrick Murphy; St. Elmo: Mr. Travis Portz; Hillsboro: Mr. David Powell

MEMBERS ABSENT

Edinburg: Ms. Ashley Francis; Brownstown: Mr. David Lund; Bond: Dr. Wes Olson; Ramsey: Ms. Melissa Ritter; Carlville: Dr. Becky Schuchman

OTHERS PRESENT

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

CONSENT AGENDA

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

- Approval of Regular Session and Executive Session Minutes from May 15, 2024 and the August 8, 2024 Special Board Meeting.
- Approval of Destruction of Regular Session Audio Recordings maintained to comply with OMA related to remote meetings on 11/16/22 (regular and special meeting), 12/14/2022 and Executive Session Recording on 12/14/2022.
- Semi-Annual Review of Closed Minutes – (January 2024-June 2024)-May 15, 2024 (Recommended: Keep minutes closed to protect employee privacy).
- The FY24 Balance Sheet and Receipts vs. Expenditures reflects the May expenditures totaled \$484,521.09 and the revenue totaled \$249,584.91. May 30th fund balance totaled \$2,017,946.18. June expenditures totaled \$553,070.16 and the revenue totaled \$200,259.91. The June 30th fund showed a balance of \$1,665,135.93. The July Balance Sheet and Receipts vs. Expenditures reflects the July expenditures totaled \$435,879.75 and the revenue totaled \$804,840.59. July 31st fund balance totals \$2,034,096.77. We had the last EBF payments, which resulted in 2 payments during the month of June. We ended the year with the revenue at 99.02% and expended 98.6% of our adopted budget.
- Accounts Payable Review, Approval, and Order for Immediate Payment for Aug. 21st bills in the amount of \$33,839.53 is requested. At the May board meeting, advanced payments of payables for June 19th and July 17th were granted. June 19th payables totaled \$250,851.88. July 17th payables totaled \$125,323.22. Expenses included routine bills, professional development and several annual expenses including IEP program, Treasurer's Bonds, PRESS, PSIC, and assessment materials.
- Presentation of Administration and Teacher Salary Report from 2023-2024
- Presentation of Vendor Contracts Awarded over \$25,000 for 2023-2024

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

REPORTS AND COMMUNICATION

Mrs. Fisher welcomed two new Superintendents to the Mid-State Executive Board. Mr. David Lund joins from Brownstown and Dr. Kelly McClain joins from Litchfield. Both Superintendents will also serve on the Buildings & Facilities Committee.

Mrs. Fisher provided the status of staff for 2024-25: MSSE is grateful to all our many returning employees and to our new PC, Angie Armour and new School Psychologist, Larry Emerick. Board approval for hiring both is included in Executive Session. Both are retirees and willing to work one day a week. MSSE is also hiring Chris Harms, SLP as a full-time retiree who has been working with MSSE under the Retiree Return to Work. This has been extended until 2027 and allows her to be hired again, but it requires a hire date after the approval had been issued. MSSE still has vacancies for Speech Language Pathologist, School Psychology, and School Social Work position but plans are in place to serve students with existing staff and with the help of some retirees. MSSE also will have one School Social Work maternity leave to cover for October, which will partly be covered by hiring Larry Emerick. More information for the maternity leave coverage will be provided in the September board meeting.

Mrs. Fisher also provided updates on events over the summer. The adjusted IDEA Flow Through 90% allocations had a slight decrease from last year's beginning figures, in 11 of the 13 districts. The adjusted Preschool IDEA allocations had a slight decrease for 12 of the 13 districts. Allocations will vary, depending on the enrollment and percentage of low-income students. All grants for FY25 were prepped and the districts submitted on time. Districts are able to amend the grant, at a suitable time, to adjust your budget pages accordingly. The districts can also wait for the remaining 10% allocation to be released in November or December before amending. Final tuition cost was completed for districts that have shared programs. This year there will be a focus on 100% accuracy on IEP's to ensure accurate billing. Ingrid worked hard on Youth in Care claims, ensuring that all students were accounted for and that any errors were cleaned up.

At the Director's Conference, Mrs. Fisher learned that two of the MSSE districts are to attend monthly virtual meetings as a result of being over the 1% DLM threshold. Level 1- over 1% for FY24, Level 2- over 1% for 2 years (23 and 24), and level 3 over 1% for 3 or more years consecutively (22-24). Two of our districts are level 3 and require to attend meetings. The two districts that are required to attend are aware and Mrs. Fisher has offered to attend on their behalf. These requirements might change over the next few years, as ISBE will be putting more pressure on districts to be under the 1% threshold. This is a result of the state receiving pressure from the federal government to lower the statewide percentage. The state has encouraged districts to monitor data in SIS and ensure it is correct, and continue to be diligent in making responsible decisions when writing IEPs and determining how students will be tested. In 2024, the state will start a 6-year compliance cycle. MSSE has been notified that all of our districts are considered low risk, so the districts will not be up for this monitoring until fiscal year 2029 and fiscal year 2030. The districts have been notified which year they will be monitored. This is an addition to the LEA Determination data. MSSE and the districts will be prompted to watch a webinar and to complete a comprehensive self-assessment. The webinar will provide more detail at that time. The state has already detailed that they will be looking at Indicator 11, 12, 13, complaints with findings, percentage of special education students, single audit fiscal findings, Indicator 5c, and districts identified as having significant disproportionality within the last 3 years. A district can be selected to be monitored more than once in the 6-year cycle if there are more complaints. When notified by the state, documentation will be collected for ISBE. This will consist of a district file review as well as ISBE will pull 5 additional files. This will be due in the fall of the selected cycle. A desk review will be completed and the findings will come out in March of the same school year. If there are any findings of non-compliance, the district will complete a correction action plan and will have to implement the action steps. The district must have it corrected within 1 year.

Mrs. Fisher provided updates on Professional Development. August 1st, we had our Go Forward meeting with Program Coordinator's to kick off our monthly leadership meetings. Everyone is ready for the new school year. The Program Coordinators also led more than 12 CPI trainings during the months of July and August. Mentoring session 1 occurred in early August as well, where all the new special education teachers were invited to learn the most important items before the first day of school. Emma Reichert Campbell also led some trainings on DTI and ULS.

Over the summer, MSSE was notified that Illinois finally changed their requirements on who could supervise Registered Behavior Technicians to bill for Medicaid. Illinois has decided to allow Board Certified Behavior Analyst's to supervise R.B.T's, meaning Emma can supervise Dana when providing direct applied behavior analysis therapy to Medicaid eligible students. This will bring in more money for districts. The hope is that once the billing starts generating more funds, the board may be open to hiring more Registered Behavior Technicians to provide more supports out in districts. Billing will start as soon as the Illinois Medicaid Program designates a service code for the applied behavior analysis therapy. Regarding Medicaid, MSSE was notified of the FY22

Medicaid Annual Cost Settlement changes at the same time the districts were notified. Mid-State resulted in a positive amount of \$327,668.89. The funds remaining after EmbraceDS took their allotted 5% was \$311,000. After watching webinars and asking questions, Ms. Fisher and Ms. Holcomb determined that the FFS Medicaid billing conducted by Mid-State employees that serve your districts generated this amount. The percentage that each district received in FFS billing reimbursement for fiscal year 2022 was used to determine how the \$311,000 was allocated among districts. The Proposed Budget assessment breakdown indicate that these funds will be applied towards the districts 3rd-6th assessment for FY25. Assessment 1 and 2 are not included, as assessment 1 went out in July and assessment 2 went out in August. Both of those assessments are based off the Preliminary Budget. This plan was reviewed with Mr. Clark and Mr. Portz. This cost settlement is anticipated to continue which should result in continued offset assessments in the future.

Mrs. Fisher indicated that on May 17th, MSSE was mailed a letter from Hottenrott, detailing that they were not renewing our contract for the FY24 audit. Even with very short notice, an engagement letter was obtained with West & Co. with a commitment to MSSE on June 5th. The contract and engagement letter will be addressed in New Business. Another change in contracts was TheraKids being sold to The Stepping Stones Group. Kathy Wassink, part owner of TheraKids shared that the reason for this was to be able to provide more services for districts. Other than some billing changes and employee emails changing, we are told there will be no differences. After consulting with legal and our board chair and vice chair, MSSE agreed to these changes.

September 13th in the morning, Mrs. Fisher will be attending a virtual School Social Work internship fair through University of Illinois Urbana-Champaign. She is hoping to attract some interest so we can work towards filling our current Social Work needs. September 13th in the afternoon, MSSE has booked Dr. Matthew Burns to virtually present to select staff "Reading & Writing Interventions". The targeted audience is School Psychologist and Program Coordinators so they can bring more ideas to the data team meetings. Flyers have been sent to the districts as well and any district members are welcome to come. MSSE will bill by usage. The price will be minimal, around \$50 or less per person, depending on how many attend.

Mrs. Fisher provided legal notice updates. Retiree Right to Work was extended to June 30, 2027 and as a result will re-hire Chris Harms per the instructions from TRS. Public Act 103-0644 was signed by the Governor, effective July 1, 2024. This amendment provides that the term "special educational facilities and services" includes private special schools (instead of special schools) and separate public special education day schools. This provides, that if a child has been placed in a separate public special education day school, a school district making tuition payments in excess of \$4,500 shall be responsible for an amount in excess of \$4,500 equal to 2 times the district's per capita tuition charge. The school district shall be eligible for reimbursement from the State for the amount of such payments actually made in excess of 2 times the district's per capita tuition charge for students not receiving special education services. This requires a certification and finding to be made for reimbursement of a school district of the amount paid for tuition of a child attending a public special education facility. This provides in part that the Illinois Purchased Care Review Board shall establish rules and regulations for its determination of allowable costs and payments made by school districts for services provided by separate public special education day schools. More to come on that as the Purchase Care Review Board finishes its work. Public Act 103-0629 determined if a child is removed from the parent's care by DCFS and placed in a setting outside of the student's home district, and if it is determined the best placement for the child is to continue to attend their previous home school, nonresident tuition will not be charged. This is effective January 1, 2025.

The Governing Board meeting is scheduled for Wednesday, August 28th at 6:30 p.m. at the Mid-State office. In-person participation will be important. A meal will be provided so attendance above what is required for the quorum is encouraged. Please notify Ingrid who will be attending, if not already done so.

Mrs. Fisher provided the following Committee Reports. Personnel Committee met on July 12th to propose changes to 3 personnel policies: 5:185, 5:250, and 5:330. These policy changes were presented at the August 8th Special Board Meeting for the first reading. A final reading and approval are requested, as noted in the unfinished business section.

UNFINISHED BUSINESS

The second reading and proposed changes to the three MSSE personnel policies: 5:185, 5:250, and 5:330 were addressed.

ACTION ITEMS

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

NEW BUSINESS

Presentation and Approval of Contracts and Service Agreement Renewals/Amendments for West & Company for FY24 Audit. This is the first year they will work with us. Therakids was sold to The Stepping Stones Group and a contract amendment was issued to reflect the changes in ownership. No other changes should be noted other than their name change, billing processes, and email changes for their employees.

First Reading of Policy Updates from Press 115. Review and Action on the revised Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities. Brandon Wright provided the December 2023 version, written by the Illinois Council of School Attorneys. Some changes included language on our interpretation and translation requirements, notifying parents of Early Intervention services available to students turning 3 over the summer before Pre-K, PUNS and ABLE documents required to be provided, and other minor changes that have been made since the last update. MSSE is adopting the document, per his recommendation. Both the Executive Committee and Governing Board will approve on behalf of all member districts.

Discussion and recommendation to present the FY25 Mid-State Budget at the Budget hearing scheduled for August 28, 2024. The main changes from the preliminary to the proposed budget are: applied \$311,000 FY22 ILMAC Cost Settlement Reimbursement, Embrace fee for Cost Settlement Reimbursement, Director salary increase, audit increase due to new auditor, employee maternity leave, new hires and change in placement impacting TRS and travel cost.

ACTION ITEMS

A motion made by Dr. Garrison and seconded by Mr. Portz to approve the FY24 auditing contract with West & Co. to be retroactively approved on June 5, 2024, note the first reading Press 115, approval of the revised Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities and recommending approval to the Governing Board for use in all member districts, and lastly recommend presenting the proposed FY25 Mid-State Budget at the budget hearing scheduled for August 28, 2024, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Motion carried 8 yea, 0 nay.

EXECUTIVE SESSION

A motion made by Mr. Powell and seconded by Ms. Bowman to enter into closed executive session at 9:18 a.m.. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Motion carried 8 yea, 0 nay.

A motion made by Mr. Powell and seconded by Mr. Hopper to return to open session at 9:49 a.m. carried by a voice vote: Motion carried 8 yes, 0 no.

ACTION ITEMS

A motion made by Mr. Powell and seconded by Mr. Portz to recommend accepting the resignation of Amy Toberman, School Psychologist, effective June 12, 2024, recommend hiring Chris Harms, Angie Armour, and Larry Emerick (pending all requirements are met), and recommend approving the maternity leave request and unpaid leave of absence made by Scarlett Vanzo, all as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman, yes; Dr. Garrison, yes; Mr. Hopper, yes; Dr. McClain, yes; Mr. Murphy, yes; Mr. Portz, yes; Mr. Powell, yes; Motion carried 8 yea, 0 nay.

DISCUSSION

The FY25 Budget Hearing and Governing Board meeting are scheduled for Wednesday, August 28, 2024 at 6:30 p.m. at the Mid-State office in Morrisonville. The Executive Committee Board will meet next on Wednesday,

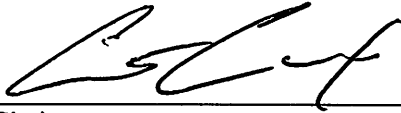
September 18th at 9:00 a.m. in Morrisonville. There is also a Finance Committee meeting that may be cancelled, scheduled on Sept. 18th at 9:30.

ADJOURNMENT

A motion made by Mr. Powell and seconded by Mr. Murphy to adjourn the meeting at 9:55 a.m. Motion carried unanimously by voice vote 8 yea, 0 nay.

Respectfully submitted,

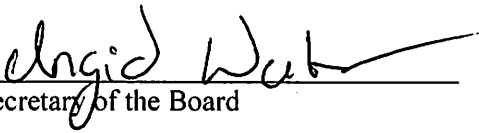
Mrs. Bobbi Fisher, Director



Chairperson

9-18-24

Date



Secretary of the Board

9-18-24

Date