

MID-STATE SPECIAL EDUCATION
EXECUTIVE COMMITTEE MEETING

Regular Board Meeting
Official Minutes
September 18, 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; Edinburg: Ms. Ashley Francis; Vandalia: Dr. Jennifer Garrison; Panhandle: Mr. Aaron Hopper; Litchfield: Dr. Kelly McClain; Morrisonville: Mr. Patrick Murphy; Bond: Dr. Wes Olson; St. Elmo: Mr. Travis Portz; Carlinville: Dr. Becky Schuchman

MEMBERS ABSENT

Brownstown: Mr. David Lund – limited proxy assigned to Mr. Portz; Mulberry Grove: Ms. Casie Bowman – limited proxy assigned to Mr. Portz; Ramsey: Ms. Melissa Ritter; Hillsboro: Mr. David Powell

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 and Closed Session Minutes from the Executive Board from August 21, 2024
- Approval of Destruction of Executive Session Audio Recordings Older than 18 Months- 10/6/2022 Personnel Committee Meeting, 2/15/2023 Open Executive Session, and 2/15/2023 Finance Committee open session.
- Financial Report- The FY25 Balance Sheet and Receipts vs. Expenditures reflects the August fund balance of \$2,579,183 which includes receipts of \$850,540 and expenditures of \$305,454. FY25 revenue received thus far includes district assessments, interest, GSA/EBF, FY25 STEP Contract, and Medicaid FFS, Admin Outreach, and FY22 Cost Settlement. For September, the projected revenue is \$900,325 and expenses are \$469,854. The resulting September 30th fund balance is projected at \$3,009,654.
- Payables – Review, Approval, & Order for Immediate Payment of September 18th bills in the amount of \$161,815 is requested. Expenses include routine bills, resumed GSA./EBF flow-through to districts, professional development, legal, and several annual and routine expenses now that school has resumed.

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

REPORTS AND COMMUNICATION

Mrs. Fisher provided the director's report. In regards to Professional Development, SCISHA (Speech Group) has continued their professional development hours by having Natalie Snyders conduct a virtual training on Sept. 20th. Dr. Burns presented on Reading & Writing interventions virtually to both district and MSSE employees. While mentoring for teachers and leadership meetings continue.

Mrs. Fisher provided an update on IDEA grants. Four districts are still waiting for their grants to be approved and many have come back as needing revision. Mrs. Fisher will continue to monitor the status of the grants and help when she can. With the preliminary 90% allotment being sent out late and the delay from the state in reviewing grants, everything seems to be pushed back. Just as a reminder, if you have NPPS funds that you are unable to spend, request can be made to ask for those funds to be reallocated into the districts IDEA flow-thru budget allotment. If granted, the district will be able to do an amendment to deplete that carryover and put it to better use, especially if no NPPS students are taking advantage of the funds available

Mrs. Fisher addressed the following three IEP updates. Transition plans are now to include assistive technology, when needed. The notice of conference now includes a date the IEP draft will be sent out. This date should not be

later than 3 school days prior to the meeting. The parent/guardian must have the IEP draft in their hands 3 days prior to the meeting. Embrace has not yet revised their assessment forms to reflect the change from the SAT to the ACT. Staff are preparing for this change by documenting the new test in the IEP documents.

Mrs. Fisher provided an update on the Governing Board meeting. One Superintendent and the minimum of 7 governing board members attended. They approved the hires, the budget, and the Director's contract. Liz sent the adopted budget in and Ingrid posted to the documents to the website.

Mrs. Fisher stated the initial LEA Determinations were released. Twelve of the thirteen districts met requirements, which meant they scored 80% on the performance indicators. MSSE needs to continue to work towards an increase of EE codes 01 and 30, and graduation outcomes collectively need to improve. Program Coordinators are working hard to improve those outcomes so we can continue to meet requirements.

Mrs. Fisher shared that Four Rivers Special Education, a neighboring cooperative just entered into an OCR resolution agreement. The cooperative houses ED and Life Skills classes. After an OCR complaint was filed, the cooperative was found to be in violation and had to take corrective action in the following areas:

- Issue 1: The overuse of calling law enforcement and the lack of official policy as to the involvement they will have. The time spent out of the classroom during these times and the lack of data regarding each encounter with law enforcement was an issue.
- Issue 2: Use of the crisis room, which included staff not following/knowing details regarding the IEP/BIP, lack of details reported on ISBE forms and lack of time tracking. Lack of policies of how the rooms will be used was also an issue. The over use of the crisis rooms resulted in lost instructional time. IEP teams didn't initiate needed reevaluations and MDR meetings.

Mrs. Fisher and Brandy Buske are working to create a guidance document related to districts using Cornerstone/ChrisMont or the ROE safe schools as ATS (alternative to suspension) locations. MSSE learned that even if a student attends ATS for one day in lieu of suspension, the alternative placement requirements require an IEP meeting that addresses the following:

- The duration of the placement, including the date the student will return to the home school (this plan can include possible future ATS days if relevant).
- The specific academic and behavioral components of the plan.
- A method and period for reviewing the student's progress and for transitioning the student back to the regular education program on a date determined in #1.
- A plan to hold a meeting to discuss the student's transition back to home school at least 30 days before the date after which the student will be returned to the regular education program. This is not relevant in short-term ATS placements, but the team should discuss how the transition back should occur.

Brandon Wright advises the meeting should take place as soon as possible. Cornerstone's policy says the meeting should occur before they start. Many districts use the ATS option through Cornerstone with less than a day's notice. The lack of time to have a meeting may lead to more out of school suspensions, which is what we are hoping to avoid. More details will be sent out once all ATS locations are contacted and finalize the guidance document.

Mrs. Fisher provided the following Committee Reports. There are no reports. The Personnel Committee will be meeting after the board meeting today.

UNFINISHED BUSINESS

The second reading of policy updates from PRESS 115.

ACTION ITEMS

A motion made by Dr. Garrison and seconded by Dr. Schuchman to recommend the approval of policy updates, all as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman by proxy Mr. Portz, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund by proxy Mr. Portz, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Dr. Schuchman, yes; Motion carried 11 yea, 0 nay.

NEW BUSINESS

First reading of Pres Policies 116 and approval of FY25 Organizational Goals and Action Plan.

ACTION ITEMS

A motion made by Dr. Shuchman and seconded by Mr. Hopper to recommend noting the first reading of Press Policy 116 and approving FY25 Organizational Goals and Action Plan, all as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman by proxy Mr. Portz, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund by proxy Mr. Portz, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Dr. Schuchman, yes; Motion carried 11 yea, 0 nay.

EXECUTIVE SESSION

None

ACTION ITEMS

A motion made by Mr. Hopper and seconded by Dr. Olson to employ Joy Criner to cover the Social Work maternity leave starting the end of October through the end of the school year, as presented. Roll Call Vote: Mr. Clark, yes; Ms. Bowman by proxy Mr. Portz, yes; Ms. Francis, yes; Dr. Garrison, yes; Mr. Hopper, yes; Mr. Lund by proxy Mr. Portz, yes; Dr. McClain, yes; Mr. Murphy, yes; Dr. Olson, yes; Mr. Portz, yes; Dr. Schuchman, yes; Motion carried 11 yea, 0 nay.

DISCUSSION

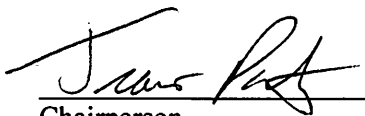
The next MSSE Executive Committee Meeting is scheduled for Tuesday, October 15, 2024 at the Vandalia ROE at 9:00 a.m.. The Personnel Committee will meet October 15, 2024 at the Vandalia ROE at 9:20 a.m..

ADJOURNMENT

A motion made by Mr. Hopper and seconded by Dr. Olson to adjourn the meeting at 9:09 a.m. Motion carried unanimously by voice vote 9 yea, 0 nay.

Respectfully submitted,

Mrs. Bobbi Fisher, Director



Chairperson

10/15/2024
Date



Secretary of the Board

10/15/24
Date