

**Macon-Piatt Special Education District
Superintendents' Meeting**

Thursday, September 21, 2017 at 7:30a.m.

Richland Community College – National Sequestration Education Center (NSEC 121)
Decatur, Illinois

Agenda

I. Call to Order

II. Roll Call

III. Public Participation

IV. Approval of Minutes

Motion: to approve the Executive Board minutes from the August 10, 2017 meeting as presented. *Voice Vote*

V. Call to Closed Session: to discuss possible litigation, appointment, employment, compensation, discipline, performance or dismissal of specific employees. *Voice Vote* **Return to Open Session:** *Voice Vote*

VI. Roll Call Action Items

A. Personnel and Administrative Appointments

Motion: to recommend that the Executive Board advise Decatur Public Schools, as administrative district for the Macon-Piatt Special Education District, that the employees presented be recommended as listed. *Discussion.* *Roll Call Vote*

B. Contract for BCBA Services

Motion: to approve the school consultation agreement with The Autism Clinic at Hope (TAC) for Board Certified Behavior Analyst Services at the same rate of pay as in 2016-2017 school year. *Discussion.* *Roll Call Vote*

C. Contract for School Consultation Services

Motion: to approve the school consultation agreement with The Baby Fold for on-site consultation in the SEAP and SED programs for program evaluation and training purposes. *Discussion.* *Roll Call Vote*

VII. Director's Report

A. Finance Update

- a.* IDEA Grants Update
- b.* SB 1947 adjustments (may be a need for FY19 formula discussion in Finance committee)
- c.* ISBE Audit
- d.* Administrative Agent Fee

B. ISU Field-Base Program for FY19 and beyond

C. Police Officers' pay at SEAP

VIII. Adjournment

Motion: to adjourn this meeting of the Macon-Piatt Special Education District Executive Board. *Voice Vote*

Handouts: *Draft August Minutes (electronically sent)*
August Vendor Checks (electronically sent)
Personnel Appointments
School Consultation Agreement with TAC
Contractual Agreement with Baby Fold
Treasurer's Report

****Next Meeting of the MPSED Executive Board will take place on Thursday, October 19, 2017 at 7:30a.m. in the Richland Community College National Sequestration Building in rooms NSEC 121.**

MACON PIATT SPECIAL EDUCATION DISTRICT (MPSED)
REGULAR BOARD MEETING MINUTES – August 20, 2017
Richland Community College –Shilling Hall – Room SC03 (Main Campus)
Decatur, Illinois

The meeting was moved to Room SC03 due to the unavailability of the original Room SC01. After welcoming everybody, Chairman Vic Zimmerman called the meeting to order at 10:59 a.m. – member roll call was taken.

Members Present: Damian Jones (Vice Chairperson), Sheila Greenwood, DeAnn Heck, Brett Robinson, Amanda Geary, John Ahlemeyer, Dan Brue, Vic Zimmerman (Chairperson), Travis Roundcount, Bob Meadows, Kristen Kendrick-Weikle
(12 present)

Members Absent: Paul Fregeau

Also Present: Kathy Horath, Sarah Evans, Vickie Vieth (Secretary), Bret Hitchings

Public Participation: None

With newcomers to the cooperative, everyone went around the table introducing their self giving their title and length in the district. Hearing no changes of the meeting minutes that were sent out earlier for review, Supt Jones motioned to approve the Executive Board minutes from the 5/18/2017 meeting as presented, seconded by Supt Brue. Voice Vote: All in favor

There was no call to **Closed Session**.

Roll Call Action Items

A. Personnel and Administrative Appointments

Inside the packet is a summers worth of personnel. The hiring process has already moved forward but was included on our books so you would have the information. Starting school with some vacancies...SEAP opening, Psychologist, several TA or LPN assistants. Two of the certified personnel on the list are late hires pending their acceptance. Hearing no further questions or concerns, Supt Greenwood motioned to recommend the Executive Board advise Decatur Public Schools, as administrative district for MPSED, that the employees presented be recommended as listed, seconded by Supt Roundcount. Chairperson Zimmerman called for a Roll Call Vote. The motion carried with (11) Ayes: Jones, Greenwood, Heck, Robinson, Geary, Ahlemeyer, Brue, Zimmerman, Roundcount, Meadows, Kendrick-Weikle. (0) Nays; (1) Absent

B. IDEA Carry-Over Grant Allocation Formula

Included in the packet are two possibilities with a third option brought up in the discussion. Notice the carryover recommendation has significant change from what was projected in May which was based on budgeted figures and not taking into account the previous years' carryover. The prior formula also does not take into account the 2 districts who were piloting sub-grants. Cerro Gordo was testing tuition and Monticello was testing personnel. Monticello inadvertently has \$30k carryover from that sub-grant – allocated but not distributed funds. (This will need to be removed from the total figure amount needing to be disbursed.) Districts need to remember with sub-granting, there is a 2 month lag in payment/reimbursement. It will count as carryover even though it was earned in 2017 but paid in 2018. We are encouraging all the districts to use the entire allocation in the fiscal year in which it was allocated. The grant is closed June 30th giving the state information of what is left for carryover. Several models could be used such as a 9-month salary pay schedule or for a 12-month pay (24 pays around year), cut the remaining salary check(s) with the last pay in June – holding the July/Aug checks to be mailed accordingly.

No matter what formula method is approved, Kathy cautions all to view the money disbursed not as a method of alleviating a budget crisis but to spend it over and above what is already spent on special education. ISBE suggested to make a big purchase so that your MOE (Maintenance of Effort) is not affected. To Kathy, the most impartial method is what was derived in the finance committee meeting with the 2 districts theoretically overusing the grant (over time) not to be counted in the disbursement. Then allocate using ISBE's guidelines where the percentage was based on the districts public student enrollment to calculate disbursement of the carryover. Dan's proposal was to utilize the prior formula creating percentages for carryover disbursement which will be a 1-time situation since we are moving forward to sub-granting. After much discussion and clarification, no further questions ensued.

Supt Jones motioned to recommend for approval by this committee the distribution of FY2017 carryover based on the percentage of enrollment by district, seconded by Supt Roundcount. Chairperson Zimmerman called for a Roll Call Vote. The motion FAILED with (7) Nays: Greenwood, Heck, Robinson, Geary, Brue, Roundcount, Kendrick-Weikle; (2) Ayes: Jones, Zimmerman; (2) Abstain: Ahlemeyer, Meadows.

A second motion was made by Supt Roundcount to have the allocation distributed 50/50 ...distribute half the FY2017 carryover money based on enrollment and the other half of the FY2017 carryover based on the previous formula percentages. This motion was seconded by Supt Jones. After clarifying the motion and seeing no further questions, Chairperson Zimmerman called for a Roll Call Vote. The motion FAILED with (7) Nays: Greenwood, Robinson, Geary, Ahlemeyer, Brue, Meadows, Kendrick-Weikle; (4) Ayes: Jones, Heck, Zimmerman, Roundcount.

Supt Robinson motioned to recommend for approval by this committee the alternate (D.Brue) proposal of FY2017 distribution which was based on the percentage of carryover from the prior formula, seconded by Supt Brue. No further discussion was heard. Chairperson Zimmerman called for a Roll Call Vote. The motion CARRIED with (11) Ayes: Jones, Greenwood, Heck, Robinson, Geary, Ahlemeyer, Brue, Zimmerman, Roundcount, Meadows, Kendrick-Weikle. (0) Nays: (1) Absent

Director's Report

A. Finance Update

- Almost every district has to pay a final bill this year rather than getting money to apply to their next fiscal year. The reason for this situation is due to an insurance adjustment on all the staff MPSED employs and the lack of personnel reimbursements from the state.
- Even though most of the fund balance is Medicaid money, the balance is not enough to make a Medicaid payout. The Medicaid fund balance was at \$2.7 million with the previous two payouts.
- Administrative Agent Fee: Decatur would like to increase their fee. They felt this had been communicated to the MPSED board but we could not find anything in the record of this communication. K. Horath, V. Zimmerman, and D. Jones, met with Dr. Fregeau and Todd Covault; we have requested an itemized list of how the numbers were broken out. The cooperative board will make a fair counter-proposal after looking at the figures utilizing real numbers. As a reminder, it is in the joint agreement that the administrator holds the title of where MPSED 'sits', we have to be housed where the

administrator is. By the time first bills go out, we should be able to have that figure. It will be based on special education student enrollment...Decatur pays 52% of the fee.

- Finance Committee Meetings (first Thursday at MPSED 7:30 a.m.). The dates will be posted according to the Open Meetings Act. The proposed dates:

October 5

November 2

January 4

February 1

March 1

April 5

- B. Annual Screening and Notification (Child Find) – This letter is in your packet giving the screening procedures for each district to help locate children who may need special education.
- C. Personnel Assignments and Current Vacancies – A packet of information is on the Google drive in your email. Click on the link in your email; it will open up the Google drive revealing the rest of the Principals Packet. It should be sorted out in an organized manner that helps you find what you need. It has your specific personnel assignments. As it changes, modifications will be made in the Google drive so that it should always be current.
- D. Special Education Information for Administrators – this is also found on your Google drive.
- E. Special Education Profiles and Indicators – Information was sent to you in an email on May 31. This is where the goals were derived for Macon Piatt this year. The target of 58% of students with an IEP be in general education most of their day is the state's target. It seems high because half of our districts are not there yet. The teachers need to be having a conversation with the SpEd Administrators and Principals about specific students who might be on the 'bubble' ...maybe needing one less class to be put up into the 'mostly general education' setting.
- F. MPSED Goals for 2017-2018: We are looking at increasing the rigor of IEP goals and objectives as to how we are going to measure our increase in improvement in reading and math because DLM and PARCC are not showing us what we need to see. Early childhood popped up as a new target. We need to increase the number of students who make substantial increases in the 3 measured areas of Early Childhood. The 3 areas are social emotional, increasing self-help skills, and increasing new knowledge.
- G. I-Star and SIS update: I-Star has not allowed us to start the new school year because it is waiting on SIS to be fixed. We do realize and recognize that we are going to have to come up with a different method to communicate transportation to you earlier since we cannot rely on the I-Star system.
- H. Decatur Calendar Year and Bell-to-Bell times: Take an extra calendar to your transportation directors. The calendar has all the DPS half-days and full-day PLCs. On the very back, the school's bell to bell times are shown.
- I. DLM Individual Score Reports: If you have students that test in a Decatur school, the DLM individual score reports will be sorted out and given to you within the week.

Adjournment: Supt Brue motioned to adjourn this meeting of the Macon Piatt Special Education District Executive Board, seconded by Supt Kendrick-Weikle. Voice Vote: All in favor – Meeting adjourned at 12 noon.

Handouts: *Draft May Minutes (electronically sent)*
May, June, and July Vendor Checks (electronically sent)
Personnel Appointments
Proposed and Alternative Proposed IDEA Carry-Over Allocation Formulas
Treasurer's Reports (May, June, July)
Annual Notice of Screening Procedures

Special Education Information for Administrators (electronically sent Google folder)
2015-2016 Special Education Indicators Comparison (electronically sent in Google folder)
MPSED Goals for 2017-2018 (based on Indicators)
Decatur Calendar

****Next Meeting of the MPSED Executive Board will take place on Thursday, September 21, 2017 at 7:30 a.m. in the Richland Community College National Sequestration Building in rooms NSEC 121.**

MPSED Cooperative Board Chairperson

Date Approved

MPSED Cooperative Board Secretary

Date Approved

DA

MPSED Personnel and Administrative Appointments

	Name	Position	Effective Date
--	------	----------	----------------

New Hires:

Administrator

--	--	--	--

Certified

--	--	--	--

Non-Certified

1	Amanda Shankles	Special Ed 1 on 1 Teaching Assistant at SEAP (Southeast) 6.25 hrs	August 28, 2017
2	Beth Woodland	Job Coach at MPSED (hours vary)	September 5, 2017
3	Crystal Taylor	Essential Skills TA at Harris (6 hours)	ASAP
4	Angela Bateson	Special Ed 1 on 1 Teaching Assistant at Harris (6 hours) - Decatur cost	September 5, 2017
5	Corey Anderson	Behavior TA at MPSED (6.25 hours)	ASAP

Transfers:

Certified

--	--	--	--

Non-certified

1	Brenda Moore	From Behavior TA to Early Childhood Sped TA at Pershing	August 21, 2017
2	Christine Hobson	LPN TA from 7.0 hours at SEAP to 6.0 hours at Roving (Harris base)	August 24, 2017
3	Teresa Matthews	LPN TA from 6.0 hours at Roving (Harris base) to 7.0 hours at SEAP	August 24, 2017
4	Marilyn Lange	LPN TA at TJMS - increase from 7.0 hours to 7.5 hours	August 16, 2017
5	Jennifer Hutton	From Essential Skills TA at TJMS to Life Skills TA at Parsons	September 5, 2017
6	Kathy Zientara	From Gen Ed TA at Enterprise to Special Ed TA at Stevenson - Decatur cost	September 18, 2017

Resignations:

1	Andrew Fuiten	Life Skills 1 on 1 TA at Parsons	August 11, 2017
---	---------------	----------------------------------	-----------------

Return from Extended Leave of Absence

Request for Extended Leave of Absence

--	--	--	--

Request for Retirement

Temporary Assignment of Retired Teacher (not to constitute continuous contractual employment)

1	Carol Pritts	Life Skills Teacher at Eisenhower (up to 100 days)	August 17, 2017



July 19, 2017

Dear District Representative,

Thank you for your interest in contracting for behavioral consultation services from The Autism Clinic at Hope (TAC). These services can include but are not limited to observation of the class and student, completion of a Functional Behavior Assessment (FBA), creation/reviewing Behavior Intervention Plans (BIPs) or behavioral supports, development of effective teaching strategies, and teaching/consulting with staff.

The Autism Clinic at Hope employs two levels of clinical staff: Board Certified Behavior Analysts (BCBA) and non-credentialed behavioral health clinicians currently enrolled in graduate programs to obtain their board certification. Board Certified Behavior Analysts will provide behavior consultation services at a rate of \$100/hour. Our contractual rates for non-credentialed will be prorated to \$75/hour, but you have the option to have all or certain contractual work conducted solely by a BCBA. All clinical work will be supervised by Corey Moore, M.A., BCBA.

Should additional preparatory work including, but not limited to, observations/functional assessments, data review/analyses, program development, consultation/reporting etc. be needed and which may occur off-site, this work will also be billed at the clinician's hourly rate. The clinician will inform you of this work and anticipated cost as needed.

We are also pleased to offer a prorated rate for travel time, which is different from years past. A rate of \$50 per hour plus \$.56/mile will be assessed from the point of departure to the point of arrival.

TAC will be handling the needed administrative functions and Hope will be billing you for consultation services. Please review the attached contract for services. If you agree with the terms of service, please return the School Consultation Agreement as verification of your intent to contract with TAC. Please fax the signed contract to (217) 789-1420. Thank you for considering The Autism Clinic at Hope for consultation services.

Sincerely,

Corey Moore, M.A., BCBA
Autism Clinic Coordinator
P:217-525-8332 EXT 30014/F:217-789-1420
cmoore@thehopeinstitute.us



School Consultation Agreement

This agreement dated [Click here to enter a date.](#) is made between The Autism Clinic at Hope (TAC) and [Click here to enter text.](#)

1. **CONSULTATION SERVICES.** These services can include but are not limited to observation of the class and student, completion of a Functional Behavior Assessment (FBA), creation/reviewing Behavior Intervention Plans (BIPs) or behavioral supports, development of effective teaching strategies, and teaching/consulting with staff.

2. **TERMS OF AGREEMENT.** This agreement will begin on [Click here to enter a date.](#) and will end one year from that date. Either party may cancel this agreement with 14 days notice to the other party in writing.

3. **TIME DEVOTED BY CONSULTANT.** It is advised that initial assessment/observation last a minimum of 2 hours. Data interpretation and plan development will take an estimated 2-3 hours. Specific time arrangements will be arranged between Corey Moore, M.A., BCBA and [Click here to enter text.](#)

4. **PAYMENT.** Services conducted by a BCBA will be provided at a rate of \$100/hour and services conducted by a non-credentialed behavioral health clinician will be provided at a rate of \$75. This rate includes both on-site (direct observation, team meetings, etc.) and off-site (phone consultation, data analysis, program development, etc.) services. Mileage to and from the destination will be assessed a fee of \$.56/mile. Invoices will be administered by the Finance Department at Hope. Below, please specify billing address and contact of person to whom Hope should direct invoices.

Company Name: _____
Attention: _____
Mailing Address: _____
City/State/Zip: _____
Phone Number: _____

5. **CONSENT.** According to Code 3.03 of the Professional and Ethical Compliance Code for Behavior Analysts, "(a) Prior to conducting an assessment, behavior analysts must explain to the client the procedure(s) to be used, who will participate, and how the resulting information will be used and (b) Behavior analysts must obtain the client's written approval of the assessment procedures before implementing them". A consent form must be signed by the client's family in addition to any consents the school district might also need to obtain.



6. SIGNATURES. Both TAC and Click here to enter text. agree to the above contract.

Printed Name of District Representative

Date

Signature of District Representative

Date

Printed Name of Autism Clinic Representative

Date

Signature of Autism Clinic Representative

Date



Hammitt Elementary School

108 East Willow Street
Normal, Illinois 61761-0327
Phone: (309)452-1170 · Fax: (309)862-2902

Hammitt Junior-Senior High School

1500 Fort Jesse Road Suite A
Normal, Illinois 61761
Phone: (309)452-1790 · Fax: (309)452-1832

CONTRACTUAL AGREEMENT

The following contractual agreement by and between **The Baby Fold**, hereafter referred to as **THE PROVIDER**, and **Macon-Piatt Special Education District (MPSED)**.

This contract shall cover the period of time beginning September 11, 2017 and ending May 30, 2018.

THE PROVIDER shall provide the following services to persons referred under this contract:

- Behavioral services for specified students within the MPSED cooperative. These services will begin upon receipt of parent/guardian signed consent forms and review of records, as appropriate.
- These services include, but are not limited to:
 - Observation of programs or classes and specified students;
 - Completion of functional behavioral assessments;
 - Creation/revision of behavioral intervention plans;
 - Providing support, guidance, and training as requested by MPSED to district(s) and families, as needed.

The PROVIDER will ensure that all persons providing services to MPSED clients are sufficiently trained professionals and licensed when appropriate. To the extent possible, a variety of consultants will be utilized for services requested by MPSED. The Baby Fold will assign the consultants with the background and experience needed to provide the consultation services to MPSED. THE PROVIDER will communicate this information to Ms. Kathy Horath, Director of MPSED or her designee. Should a requested case be scheduled on a day of inclement weather, the re-scheduling of the case will be coordinated with Ms. Horath or her designee.

Services for The Baby Fold will be charged at a rate of \$90/per hour per individual for services rendered. In addition, a \$50 per day mileage and copying fee will be charged.

THE PROVIDER will provide MPSED with a monthly bill on each person served. This bill will include:

- Name of the client served or education session facilitated
- Date(s) of service
- Type of service provided
- Number of hours billed

THE PROVIDER shall be deemed an independent contractor to MPSED. THE PROVIDER shall have its own general and professional liability insurance and agrees to hold harmless MPSED for any claims or liability



Hammitt Elementary School

108 East Willow St.
Normal, Illinois 61761-0327
Phone: (309)452-1170 · Fax: (309)862-2902

Hammitt Junior-Senior High School

1500 Ft. Jesse Rd. Ste. A
Normal, Illinois 61761
Phone: (309)452-1790 · Fax: (309)452-1832

that may be caused in the performance of services by THE PROVIDER to persons receiving services under this contract. THE PROVIDER, nor its employees, shall have no claim against the MPSED or any of its member districts for any type of employee benefits, including unemployment and workers' compensation coverage.

MPSED will remit payment for services within 30 days of receipt of itemized billing, provided that all terms of this contract are met. If the terms of the contract are not met, MPSED reserves the right to withhold payment until the terms are met.

Either THE PROVIDER or MPSED has the option to cancel this contract upon 30 days written notice to the other party. If the contract is canceled, both parties will make a good faith effort to ensure that any disruption to services provided to clients due to this cancellation will be minimized as much as possible.

This contract shall become a binding agreement when the signatures of both parties are affixed below.

Rhonda Havan

Signature

Signature

Academic Director

Title

Title

9/14/17

Date

Date

TREASURERS REPORT - AUGUST, 2017

Beginning Cash Balance 3,587,408.67

<u>Account</u>	<u>REVENUE</u>	
1342	Tuition	103,542.39
1510	Int of invest.	2,889.91
3110	Personnel Reimb	642,801.75
4620-0859	Flow Through	
4951-0879	Federal Voc Rehab	26,885.00
4991-0810	Admin Outreach	45,405.18
	Adjustment	150.00
		<hr/>
		821,674.23

Treasurer's Report 818,784.32
 Reinvestment of Interest 2,889.91
 821,674.23

Expenditures

100	Payroll	96,611.44
200	Benefits	16,016.10
300	Purchased Services	47,424.17
400	Supplies	19,300.84
500-800	Other	37,049.80
4625	Bellefaire Room and Board	
	Adjustment	6,833.46
		<hr/>
		223,235.81

Cash Balance 7/31 4,185,847.09

Other Investments

**Total Cash and
Investments as of**

8/30/2017	4,185,847.09
------------------	---------------------