

Macon-Piatt Special Education District
Superintendents' Meeting
Tuesday, November 19, 2024 7:30am
Regional Office of Education #39
3343 Rupp Parkway; Decatur, IL 62526
Agenda

I. Call to Order

II. Roll Call

III. Public Participation

IV. Approval of Minutes

Motion: To approve the Executive Board minutes from the October 17, 2024 meeting as presented. *Voice Vote*

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

VI. Roll Call Action Items

A. Personnel 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. Job Description – IT Analyst – Assistive Technology Coordinator

Motion: To recommend the approval to the job description as presented. *Discussion.* *Roll Call Vote*

VII. Director's Report

- A. Financial Update
- B. Vacancy Update
- C. Program Update
- D. Due Process/ISBE Complaint Update
- E. Cyclical Monitoring by ISBE

VIII. Adjournment

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

Handouts: *Draft October 17, 2024 Minutes*
 Personnel Appointments
 Draft Job Description – IT Analyst – Assistive Technology Coordinator
 Treasurer's Report (October)
 Vendor Checks (electronically sent)
 Vacancy List

****Next Meeting of the MPSED Executive Board will take place on Thursday, December 19, 2024 at 7:30am at the Regional Office of Education #39 – 3343 Rupp Parkway; Decatur, IL 62526**

MACON PIATT SPECIAL EDUCATION DISTRICT (MPSED)
BOARD MEETING MINUTES – Thursday, October 17, 2024 at 7:30am
Regional Office of Education #39
3343 Rupp Parkway; Decatur, IL 62526

Damian Jones called the meeting to order with roll call at 7:30am

Members Present: Damian Jones, Mary Vogt (arrived 7:32), Sacha Young, Emily Weidner, Michael Curry (for Rochelle Clark), Michael Tresnak, Adam Ibbotson, Shane Gordon, Adam Clapp, Travis Roundcount, Jonathan Field
(11 in-person)

Members Absent: Cheryl Warner

Also Present: Kathy Horath, Liz Lang, Ellyn Lord, Jill Reedy, Zak Standerfer, Bret Hitchings

Public Participation: None

Hearing no questions or concerns regarding the minutes presented, Damian Jones entertained a **motion** by Supt Ibbotson to approve the Executive Board minutes from the September 19, 2024 meeting as presented, seconded by Dr. Curry. Voice Vote: All in favor. None opposed.

Call to **CLOSED Session** at 7:31am by Supt Tresnak motion to discuss possible litigation, appointment, employment, compensation, discipline, performance or dismissal of specific employees, seconded by Supt Gordon. Chairman Jones calls for a Roll Call Vote. The motion carries with (10) Ayes: Jones, Tresnak, Young, Clapp, Weidner, Gordon, Roundcount, Curry, Ibbotson, Field (0) Nay; (2) Absent: Warner, Vogt

Return to **OPEN Session** at 7:46am by Dr. Curry **motion**, seconded by Supt Weidner. Voice Vote: all in favor, none opposed.

Roll Call Action Items

- A. **Personnel Appointments** Motion by Supt Clapp to recommend the Executive Board advise Decatur Public Schools, as administrative district for Macon-Piatt Special Education District, that the employees presented be recommended as listed, seconded by Supt Roundcount. Chairman Jones calls for a Roll Call Vote. The motion carries with (11) Ayes: Jones, Tresnak, Young, Clapp, Weidner, Gordon, Roundcount, Curry, Vogt, Ibbotson, Field (0) Nay; (1) Absent: Warner.
- B. **Windows at the MPSED Office** Motion by Supt Gordon to recommend the purchase of new windows and window coverings for the 620 E. Garfield Ave. as presented, seconded by Supt Young. Chairman Jones calls for a Roll Call Vote. The motion carries with (10) Ayes: Jones, Field, Young, Weidner, Tresnak, Gordon, Clapp, Roundcount, Ibbotson, Vogt (0) Nay; (1) Absent: Warner (1) Present: Curry.
- C. **Payment to Central A&M CUD 21** Motion by Supt Roundcount to recommend the reimbursement of up to \$240,000 to the Central A&M School District which could be adjusted by the final settlement amount to cover the loss of Orphanage funds, seconded by Dr. Curry. Chairman Jones calls for a Roll Call Vote. The motion carries with (11) Ayes: Jones, Tresnak, Young, Clapp, Weidner, Gordon, Roundcount, Curry, Vogt, Ibbotson, Field (0) Nay; (1) Absent: Warner.
- D. **Contract with Sorenson for Virtual Remote Interpretation** Motion by Supt Vogt to recommend the approval of the contractual agreement with Sorenson for VRI (virtual remote interpretation) as presented, seconded by Supt Clapp. Chairman Jones calls for a Roll Call Vote. The motion carries with (11) Ayes: Jones, Tresnak, Young, Clapp, Weidner, Gordon, Roundcount, Curry, Vogt, Ibbotson, Field (0) Nay; (1) Absent: Warner.

Appointment of a Secretary Motion by Supt Gordon to recommend the approval of Ellyn Lord as the Secretary of the Macon-Piatt Special Education Cooperative Board, seconded by Supt Weidner. Chairman Jones calls for a Roll Call Vote. The motion carries with (11) Ayes: Jones, Tresnak, Young, Clapp, Weidner, Gordon, Roundcount, Curry, Vogt, Ibbotson, Field (0) Nay; (1) Absent: Warner.

Director’s Report

- A. Financial Update – this is likely Ellyn’s last treasurer’s report. You’ll notice the fund balance is lower this month, but that is due to bills just going out this month, and you will see revenues coming in for the next month. The fund balance is still higher than last year at this time. We are very healthy, fund balance-wise.
- B. Vacancy Update- updated spreadsheet in the packet. We are not much better than we were month. We are able to hire some teaching assistants. Decatur is hosting a job fair, and when they do that, we get additional teaching assistant applicants. It takes a long time to get through the new hire process.
- C. Program Update- We were able to open up two classrooms at the elementary Essential Skills program at Hope to full day, leaving two classrooms at half day.
- D. Due Process Update: We no longer have any due process cases relating to the half day program. One due process is still pending, and this is a dispute about a specific school rather than traditional placement dispute.

Hearing no further questions or topics to discuss, Chairman Jones entertained a motion to adjourn. **Motion** by Supt Tresnak to adjourn this meeting of the Macon-Piatt Special Education District Executive Board, seconded by Supt Young. Voice Vote: All in favor – Meeting adjourned at 8:01am.

- Handouts:*
- Draft September 19, 2024 minutes*
 - Personnel Appointments*
 - Letter from ISBE dated 10/02/2024*
 - Contract with Sorenson*
 - Treasurer’s Report (September)*
 - MPSED Vacancy List*
 - Vendor Checks (electronically sent)*

****Next Meeting of the MPSED Executive Board will take place on Tuesday, November 19, 2024 at 7:30am at the Regional Office of Education #39 – 3343 Rupp Parkway; Decatur, IL 62526**

MPSED Cooperative Board Chairperson

Date Approved

MPSED Cooperative Board Secretary

Date Approved

MPSED Personnel and Administrative Appointments

Name	Position	Effective Date
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New Hires:

Administration

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Administration Support

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Certified

1 Lauren Stowell	Essential Skills Teacher at Hope	ASAP
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Non-Certified

1 Shannon Cook	Cross-Cat TA at Dennis (6 hours, DPS paid, transfer from Decatur)	October 28, 2024
2 Pamela Talley	Job Coach in Various Employment Locations	December 2, 2024
3 Paula Morrell	Receptionist/Secretary to Assistant Directors and SEAs (transfer from Decatur)	October 28, 2024
4 Alexandria McGregor	Early Childhood TA at Pershing (6.5 hours)	November 4, 2024
5 Zamaria Hamilton	Cross-Cat TA at Franklin Grove (6 hours, DPS paid)	November 11, 2024
6 Jennifer York	SELA TA at SELA (6 hours)	ASAP
7 Cody Davis	Ind Cross-Cat TA at MAP (6 hours, DPS paid)	ASAP

Transfers:

Certified

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Non-certified

1 Carly Eversole	From Receptionist to Claims and Statistical Information Analyst	November 11, 2024
2 Tara Dyer	From 6 hour Life Skills TA at MAP to 6.25 hour Essential Skills TA at Hope	January 6, 2025
3 Kendall Trump	At Johns Hill, from speech support TA to cross-cat/Ind TA (6 hours, DPS paid)	November 20, 2024

Resignations:

1 Cheyenne Smith	Essential Skills TA at Hope (transfer to Decatur)	November 11, 2024

Request for Extended Leave of Absence

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Request for Retirement

TITLE: Information Technology Analyst – Assistive Technology Coordinator

QUALIFICATIONS:

1. Valid driver's license
2. Knowledge of information technology software, hardware and operations
3. Advanced database and software skills
4. Works well with a variety of individuals and personalities
5. Three years' experience in computer/application integration/data management preferred
6. Distinguished communication and customer service skills
7. Ability to work independently, recognize priorities in work load and shift from task-to-task as needed.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL:

To provide technical assistance with setup and maintenance of MPSED devices. Develop, deploy, and manage MPSED online resources, programs, and services to support staff and students in meeting district, state and federal requirements. (FileMaker, Embrace, Xmedius, Office, specialized programs, others as required). Manage and maintain MPSED in-house servers. Maintain MPSED web-presence. Work with Decatur Public Schools and county school IT departments to ensure access to MPSED resources by staff and students within each district. Maintain Embrace users, students, security permissions, generate customized reports, process exported data via FileMaker and/or Excel.

REPORTS TO: Director of Special Education

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Works in a Windows/macOS environment
2. Installs and maintains software on both stand-alone and networked systems.
3. Troubleshoots PCs and Macs – repairs or recommends appropriate action.
4. Administers District fax services
5. Implement standard protocols for disaster recovery
6. Document procedures, processes and FAQs
7. Provide project management for data systems, network services, and other systems.
8. Manage online and in-house servers and data systems
9. Manage and maintain user accounts and data security
10. Maintain MPSED web-presence
11. Provide user training and ongoing support
12. Discharges all duties in an efficient and effective manner
13. Performs other duties as required

TERMS OF EMPLOYMENT:

Twelve month (260 days) contract. Salary determined by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, stand, walk, stoop, kneel, crouch, crawl, see, talk, and hear. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

TREASURERS REPORT - OCTOBER, 2024

Beginning FUND Balance 6,238,875.16

REVENUE

1342 - Tuition	2,901,273.12
1510 - Int of invest.	
1950 - PRIOR YEAR REFUND	
1993 - TMH-SUPPLY	
1999 - OTHER MISC. REV	
3001 - EBF	127,492.00
4625 - ROOM AND BOARD	
4951 - VOC REHAB	19,225.00
4991 - ADMIN OUT	
4992 - MEDICAID ADJUSTMENT	
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	3,047,990.12

Expenditures

Payroll - 100	1,106,129.07
Benefits - 200	341,368.07
Purchased Services - 300	26,204.22
Supplies - 400	29,438.77
Other - 500-700	238,520.41
ADJUSTMENT	
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	1,741,660.54

CHANGE/INTEREST

BALANCE	
AS OF	
10/31/2024	7,545,204.74

Balance Last Year \$7,299,317.59

MPSED Vacancies

Building	Position	Hours/ Day	Posted On	Closes On
MPSED	School Psychologist (5 positions)		1/26/2024	when filled
MPSED	Part-Time Private/Parochial Tchr		2/1/2024	when filled
MacArthur	Essential Skills Teacher		2/1/2024	when filled
Stephen Decatur	Essential Skills Teacher		5/13/2024	when filled
Montessori	Life Skills Teacher		2/1/2024	when filled
Hope	Life Skills Teacher		2/1/2024	when filled
Stephen Decatur	SED Teacher		2/1/2024	when filled
SELA	SED Teacher		2/1/2024	when filled
Baum	SELA Transition Teacher		2/1/2024	when filled
Pershing	Social Worker		1/26/2024	when filled
SELA	Social Worker		7/17/2024	when filled
Sangamon Valley	Social Worker		6/25/2024	when filled
Hope/MacArthur	Speech-Language Pathologist		1/26/2024	when filled
Montessori/SELA	Speech-Language Pathologist		1/26/2024	when filled
Montessori	Educational Interpreter (2 positions)	6.25	6/6/2024	when filled
Hope	Essential Skills TA (4 positions)	6.25	6/6/2024	when filled
MacArthur	LPN Assistant	7	6/6/2024	when filled
Hope	LPN Assistant (2 positions)	6.75	6/6/2024	when filled
SDMS	LPN Assistant	7	6/6/2024	when filled
SELA	SELA TA (4 positions)	6	6/6/2024	when filled
MPSED	Behavior TA	6.25	7/2/2024	when filled
MacArthur	Essential Skills TA	6.5	3/7/2024	when filled
MacArthur	SED TA	6.5	7/29/2024	when filled
Hope	Life Skills TA	6	7/25/2024	when filled
Baum	SELA Transition Room TA	6	8/9/2024	when filled
Montessori	Life Skills TA	6	10/8/2024	when filled
SDMS	Life Skills TA	6.25	9/30/2024	when filled