

**Joint Education Services in Special Education
JESSE Board of Managers Meeting
JESSE Central Office
Monday, APRIL 11, 2016
10:00 A.M. Regular Session **MINUTES****

1.0 Organization of Meeting

1.1 Call to Order - Mr. Dan Tyree, Plymouth, President, called the meeting to order at 10:00AM.

Members present for the meeting were:

Mrs. Michele Riise, Argos
Mr. Chuck Kitchell, Culver
Mr. Richard Reese, John Glenn
Mr. A. J. Gappa, Knox
Dr. Bob Boyd, North Judson San Pierre
Mr. Jim Dermody, Oregon Davis
Mr. Andy Hartley, Plymouth Assistant Superintendent
Mrs. Donna Burroughs, Triton
Mr. Mitch Mawhorter, Union North
Mrs. Linda Holland, JESSE Director
Mrs. Sharon Stewart, JESSE Office Manager

2.0 Consent Items

2.1 Agenda of the April 11, 2016 Regular Session Meeting.

2.2 Minutes of the March 14, 2016 Regular Session Meeting.

Mr. Mitch Mawhorter made a motion to approve the consent items as presented. Dr. Bob Boyd seconded the motion. The motion passed unanimously.

3.0 Personnel

3.1 Resignations: Amy Dauber, Full Time Occupational Therapist
(Worked mainly at Plymouth Schools and Knox Schools)

Mr. Dick Reese made a motion to approve the resignation of Ms. Amy Dauber, OT. Mrs. Donna Burroughs seconded the motion.

The motion passed unanimously.

4.0 Claims: Vendor and Payroll Claims for March 1, 2016 to March 31, 2016 in the amount of **\$154,207.29**.

Mrs. Donna Burroughs made a motion to approve the March Vendor and Payroll Claims as presented. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

5.0 Discussion/Action Items

5.1 None

6.0 Information Agenda

6.1 Non-Pub Meeting - April 13, 2016

Mr. Andy Hartley and Mrs. Linda Holland will hold the Non-Pub Meeting. Invitations have been sent to all non-pub parents. Services will remain status quo, with the exception of North Judson. A list of students was shared. In addition, the amount of money that was generated on December 1 should match what is used on Grants this summer. At this time, it is unsure how the money from Crossings impacts the amount of money in the Grant for Non-Pub kids. It is up to the individual schools to document how this money is used and request reimbursement from the DOE. The JESSE Office no longer provides this information to schools and a process should have been established.

Mrs. Holland keeps records of this required meeting. This is something that the State requires us to complete. In our small communities, the relationship with the non-pub or home schooled students has been positive.

6.2 Occupational Therapist Need

We have had a resignation, a significant number of students referred for evaluations and an increase in the number of students receiving services. Mrs. Holland is reviewing with the Therapists and the Finance Committee what direction to go for next year. We currently employ an OTA that can work under an OT, however we still need someone to evaluate and plan the programming.

The Therapists are reporting that there are several referrals that they are not aware of, however on the flip side, they are ALL good referrals and students are in the need of direct services. Mrs. Holland has allowed Therapists to not attend conferences in order to serve the students as we do not get substitutes for them, however, then the Schools are reporting back it is important that they attend the conference so all are on the same page as to how the plan will work in the next year.

This position has been advertised and we are also working with Pro-Care Therapy. More info to come in May.

6.3 Technology Support Requested

In order to keep our budget cost down, last year we had donations of laptops from Oregon Davis, Plymouth, Knox, and Triton. John Glenn donated two years ago. This year, Mrs. Holland is asking for donations of laptops for OT/PT usage from Culver, Argos, North Judson and Union North. It is hoped that the money they generate for each School's General Fund from Medicaid Reimbursement will cover this cost. Then this is a line item that does not have to be included in the JESSE budget.

6.4 Finance Committee Report

The Finance Committee met at 9:00AM prior to the Regular Session Board Meeting. The spreadsheet was shared after the Finance Committee met, reviewed and commented on it. Mrs. Holland worked to improve service to kids while at the same time reduce the Budget in any possible. The possibility of stipends was discussed, transportation for Voc Rehab students is a large item cost and the Council on Aging may be getting rid of their large bus which was used to transport Life skill class students to the Lifeplex, to Taekwondo and to their Job Sites. An alternative way of transportation may need to be found (A list of students served was shared. It will be updated with the amount of time at each job site). The Vocational Coordinator Position will become full time next year. We are still receiving the \$15,000 a month from Social Security and will be able to offer a reimbursement (\$400,000.00? was discussed) to all Schools again next year. Most Corporations will have a decrease in their monthly payment.

6.5 Summer Autism Camp

The ARMC is continuing to work with Oregon Davis to possibly hold their Summer Camp there. When things are finalized, Superintendents may be contacted by Lisa Rizek or Courtney Fuchs in early May in regards to transportation needs. This is a great opportunity for students that may have been refereed for Extended School Year if this camp was not available to them.

Last year 14 students attended.

6. Professional Development

- **Project SUCCESS Curriculum Mapping**

- **Local Functional Skills Classroom Teachers - April**
- **State Summer Options for Resource Staff**

Emails have been sent to all the Life Skills staff to let them know of the training on April 19 from 12:30 to 3:00 EST. This is important for Staff to give them guidance of curriculum mapping to match their instruction to the required ISTAR Alternative Testing. It will look at what they do in the Classroom compared to what is expected and relates to Alternative Testing.

One more session will be held in either late May or early June.

Summer Training is also offered by Project SUCCESS that Mrs. Holland will share with Staff that work in Resource Rooms, however, have students that participate in the ISTAR Testing.

- **Article 7 Class - JESSE Office - June 14-16
(10-24 seats open)**

Mr. Richards and Mrs. Holland will be offering a 3 day course on Article 7 from 8:30-12:30 EST. This will be an abbreviated version of what has been offered in the past. We are finding that many current Teachers and Administrators are not as familiar with Article 7 as they should be. Lack of knowledge of Article 7 is what can lead into problems with compliance and decline in parent relationships.

This is free to Staff.

6. Special Education Related Staffing Needs

- **JESSE Vocational Coach(s)**

Mrs. Holland is looking into the need of 1 or 2 part time employees and in what schools, based on student need. Mrs. Holland will also be working with Administrators to see if we can "job share" current part time staff. This may save us money with the need to offer insurance.

- **JESSE Occupational Therapist**

- **Other**

Argos - Jr/Sr High Life Skills

Plymouth - Elementary ED

John Glenn - HS Resource

Mild Intervention

Union North - Elementary Mild

Mr. Richards will be going to a Job Fair on April 14, 2016.

Openings can be posted on JESSE Website.

Share with North Judson Staff

7.0 Other Business:

7.1 The next JESSE Board Meeting is May 9, 2016 at 10:00AM.

The next Finance Committee Meeting is May 9, 2016 at 9:00AM.

The Evaluation Meeting will follow.

8.0 Adjournment

Dr. Bob Boyd made a motion to adjourn the meeting. Mr. Dick Reese seconded the motion. The motion passed unanimously and the meeting adjourned at 10:40AM.

Mr. A. J. Gappa, Knox

Dr. Robert Boyd, NJSP

Mrs. Michele Riise, Argos

Mr., Chuck Kitchell, Culver

Mr. Dick Reese, JG

Mr. James Dermody, OD

President, Mr. Dan Tyree, Plymouth

Vice President, Mrs. Donna Burroughs, Triton

Secretary, Mr. Mitch Mawhorter, UN