

**Joint Education Services in Special Education  
JESSE Board of Managers Meeting  
JESSE Central Office  
Monday, JANUARY 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  
Mr. Rob Richards, JESSE Outreach Director  
Mrs. Sharon Stewart, JESSE Office Manager

**1.2 Recognition of Visitors and New Board Members**

New JESSE Board Members include: Mr. Jim Dermody, Oregon Davis  
Dr. Bob Boyd, North Judson  
Mr. Chuck Kitchell, Culver

New JESSE Transition Coordinator: Mrs. Angela Resendez

**2.0 Consent Items**

**2.1 Agenda** of the January 11, 2016 Regular Session Meeting.

**2.2 Minutes** of the December 7, 2015 Regular Session Meeting.

Mrs. Donna Burroughs made a motion to approve the Consent Items as presented.  
Mr. Dick Reese seconded the motion. The motion passed unanimously.

**3.0 Personnel**

**3.1 New Hires: None at this time**

**3.2 Resignations: None at this time**

There are currently two job postings:

JESSE Early Childhood Assistant  
JESSE Central Office - Cleaning Position

**4.0 Claims:** Vendor and Payroll Claims for December 1, 2015 to December 31, 2015 in the amount of **\$167,147.90.**

Mr. Dick Reese made a motion to approve the Claim and Personnel Items as presented. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

## **5.0 Discussion/Action Items**

### **5.1 Updated Vision and Mission Statement, Central Office Flowchart, and Job Descriptions.**

There were no big changes, just clarifications and to reflect what is being done. Many job descriptions had not been updated for 8-10 years and some did not have descriptions at all.

The Vision and Mission statement were reviewed by the Organizational Committee and the Flowchart was updated with new positons.

Mrs. Donna Burroughs made a motion to approve the Vision and Mission Statements, the Central Office Flowchart and all the Job Descriptions. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

### **5.2 Revised Contracts**

At the request of the Occupational Therapists, two contracts were changed. One wanted a reduction in days and the other picked up the days. The overall financial impact to the budget was around \$25.00.

Mr. Dick Reese made a motion to approve the revised OT Contracts. Mrs. Donna Burroughs seconded the motion. The Motion passed unanimously.

## **6.0 Information Agenda**

### **6.1 Go Solutions 1/1/16 to 12/31/16 Indiana Service Agreements – (Medicaid Reimbursement)**

- Administrative Signatures are needed on page 14 (last page) from local School Corporations.

### **6.2 JESSE Service Agreement**

- Local Board approval was needed in December

### **6.3 December 1 Count**

- **Numbers**

Overall we were up 39 students from 2014. Individual Corporation sheets were shared also.

- **Financial Impact**

Overall 7 school corporations had an increase and 2 had a decrease. Individual Corporation sheets were shared.

- **Overall paperwork process**

December 1 fell on the Tuesday after Thanksgiving. Kids always move over holiday breaks. Staff members were scrambling to schedule conferences and technology hindered the process but we managed to get through those 2 days. In the end we supported ALL school Corporations with staff questions, paperwork completion issues and data clean up. A list of things for “next year” has been started to help improve the process. In the end, we know of one missed student, but luckily it was Speech only.

- **Preschool “Transfer In”**

It came to our attention in mid-December and we have worked with the State to hopefully resolve the issue, but the current setup is that ALL pre-school funding goes back to the Corporation of Legal Settlement, even if it is a “transfer in”. We provided the 8 STN numbers and the Corporations that were serving them and the State was going to contact the COLS to make sure it was “ok” that the funds went to the serving School. Four of the kids were within JESSE and the other four were from South Bend. We told the state that the four within JESSE were fine; she only had to contact South Bend. We will watch and follow up on this.

#### **6.4 Alternative Program Status**

- **Student Success**

We have multiple students at SAVE and Plymouth Academy who are making significant progress academically and behaviorally. We helped one of our (5th year) seniors get his needed credits to graduate after this fall semester. In addition, we took a group of our Plymouth Academy seniors to Ball State University for a college day visit in October, which was very rewarding and beneficial to the students.

- **Numbers**

There are currently 8 students at SAVE, which was recently at the maximum level of 10 students prior to one student “graduating” from the program while another needed a change of placement. Plymouth Academy currently has 6 students in the morning session and 4 students in the afternoon session with 2 candidates that will likely be added in the next week or two.

- **Varied School Corporation Calendar Impact**

Plymouth Academy follows Plymouth Community School’s calendar, which includes eLearning Days for school make-up days. SAVE follows Knox Community School’s calendar, which handles their make-up school days through built-in days, holidays, or added at the end of the school year if needed. Since both Alternative Programs have students from

various School Corporations, along with various school calendars, how do we want to handle the make-up days? Do we want students at Plymouth Academy to participate in virtual eLearning Days? Do we want those students to make up those days at the end of the school year with home school calendar? Not all students have access to technology at home. Plymouth Academy does not provide take home computers. As for SAVE, the method has always been to have transportation from the various School Corporations provide busing to SAVE on the days that Knox Community Schools are in session.

- Do we want to continue this method for SAVE?

After discussion, it was decided to continue with this method for SAVE.

- Do we want to use e-learning for PA or bus on the days the home school makes them up?

Several ideas were shared. Will discuss with PA Teacher and come back with idea at next February Board Meeting.

## 6.5 Professional Development

- **January 7th In-Service presented by Mr. Pete Downey at Plymouth High School**

Fifty- four attended this In-Service  
AM Session – based toward Administrators  
PM Session – based toward Teachers

- **Jan/Feb - State IEP Goal Writing In Service Districts**

**Flyer** - This will be presented in small groups to service districts.

This In-Service is free of charge and put on by Joanie from The Transition Center. It will be geared toward Teachers of Students in grades 6-12. Teachers will be asked to bring two IEP's to work on.

- **January 22 (in Indianapolis) and February 19 (in Merrillville) Processes and Considerations for re-evaluations**
  - **Free- Great for School Psychologist, Speech Pathologist**
  - **9-11:30 CST**
  - **See Flyer**

In-Services for Psychologist are not offered very often. This would be a good one to consider sending Psychologists and Speech Pathologists to.

- **February 23-24 - Focus on Inclusion Conference - Indianapolis**
  - Consider Sending Administration, General Ed as well as Special Ed Staff
    - JESSE will car pool if requested by February 1
    - Register ASAP. Filled up fast last year

**7.0 Other Business:**

7.1 The next JESSE Board Meeting is Monday February 1, 2016 at 10:00AM.

Please note the change of date for the next JESSE Board meeting. Mrs. Holland will be out of the office February 3-5 for a Conference and February 8-10 for personal reasons. She will be checking E-mail when she is gone and will be available by phone if needed.

**8.0 Adjournment**

Mrs. Donna Burroughs made a motion to adjourn the meeting. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously and the meeting adjourned at 10:40AM.

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Member, A. J. Gappa, Knox

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Member, Robert Boyd, NJSP

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Member, Michele Riise, Argos

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Member, Chuck Kitchell, Culver

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Member, Dick Reese, JG

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Member, James Dermody, OD

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President, Dan Tyree, Plymouth

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Vice President, Donna Burroughs, Triton

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Secretary, Mitch Mawhorter, UN