

# **Joint Education Services in Special Education**

**JESSE Board of Managers Meeting**

**JESSE Central Office**

**Monday, JUNE 13, 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 10:00 AM.

Members present for the meeting were:

Mrs. Michele Riise, Argos  
Mr. Richard Reese. John Glenn  
Mr. A. J. Gappa, Knox  
Dr. Bob Boyd, North Judson  
Dr. Annette Zupin, North Judson  
Mr. Jim Dermody, Oregon Davis  
Dr. Donald Harman, 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

Members absent for the meeting were:

Mr. Chuck Kitchell, Culver

## **1.2 Recognition of Visitors**

Mr. Nate McKeand, LaVille Jr/Sr High School  
Mr. Ken Shirley, LaVille Elementary School

## **2.0 Consent Items**

**2.1 Agenda** of the JUNE 13, 2016 Regular Session Meeting.

**2.2 Minutes** of the MAY 9, 2016 Regular Session Meeting.

➤ *A request was made to add Item 5.4 to the Agenda regarding the Pro-Care Contract.*

## **3.0 Personnel**

**3.1 New Hires:** None

**3.2 Resignations:** Stephanie Maxson, COTA, effective June 30, 2016.

Mr. Mitch Mawhorter made a motion to approve the resignation of Stephanie Maxson. Mr. Dick Reese seconded the motion. The motion passed unanimously.

**4.0 Claims:** Vendor and Payroll Claims for **MAY 1, 2016 to MAY 31, 2016** in the amount of **\$154,402.96**.

Mr. Dick Reese made a motion to approve the May Vendor and Payroll claims in the amount of \$154,402.96. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

## **5.0 Discussion/Action Items**

### **5.1 2016-2017 Budget Approval**

The passage of the Fair Labor Standards Act has impacted the budget by \$12,000. Three employees may be requesting extra hours to complete required work so we have allowed for an extra hour if needed daily. They were on a 7 hour day and we have now budgeted for 8 hours a day "if needed". In addition, 2 employees will stay on a salary as they make more than the minimum, and may be required to take on some additional work that the hourly staff cannot complete. The remainder of the employees will change to hourly and it is hoped that we can get the job done without the need for overtime. This situation will be monitored and we will report back in January.

Mr. Mitch Mawhorter made a motion for the 2016-2017 Budget in the amount of \$2,179,317 to be approved as presented and payments from each Corporation are based on the \$400,000 credit. Dr. Bob Boyd seconded the motion. The motion passed unanimously.

#### **5.1.1 Hourly Pay Rate for Classified staff**

Due to the Fair Labor Standards Act, it is necessary to move some Classified Staff from salary to an hourly rate. All employees will remain at their current hourly rate and hours worked per day/week.

Classified staff, will move from salary to hourly, due to the Fair Labor Act effective July 1, 2016. They will remain at the same hourly rate they were paid in 2015-2016 and days worked will not exceed the 2015-2016 days. Eight sick days will be given to those working over 185 days a year. Minimal overtime may be allowed and must be requested in writing, prior to the event.

#### **5.1.2 Stipend Request for Classified staff**

In addition, as the Board discussed in May, this budget does allow for stipends. It is hoped that the stipends of \$800 for full time and \$400 for part time/below \$20,000 annually, be given in August, to insure they have some income during the transition from salary to hourly.

Mr. Jim Dermody made a motion that the returning classified staff in 2016-2017 be granted on August 19, 2016 a stipend of \$800 for full time employees and a stipend

of \$400 for paraprofessionals and part time employees working under 20 hours per week. Mr. Mitch Mawhorter seconded the motion. During discussion, it was asked that a vote be taken.

Argos – No  
Culver – Absent  
John Glenn – Yes  
Knox – Yes  
North Judson San Pierre – Yes  
Oregon Davis – Yes  
Plymouth – Yes  
Triton – No  
Union North – Yes

The motion passed with a vote of 6 – Yes, 2 – No.

## **5.2 Administrative Contracts for 2016-2017**

### **5.2.1 Director**

During the Executive Session in May, it was shared that Linda Holland had been rated highly effective. In addition, it was shared that the Committee recommended her contract be changed to allow for 10 paid holidays with no additional pay in salary or benefits.

Mr. Dick Reese made a motion that Mrs. Linda Holland's contract be extended through June 30, 2019, to increase her Holidays to 10 and that her salary and benefits stay the same. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

### **5.2.2 Outreach Director**

In addition, during Executive session in May, it was shared that Mr. Rob Richards had been rated highly effective. Mrs. Linda Holland recommended that his salary be increased by \$1,200 and make no other changes to benefits. He is not included in the stipend.

Mr. Dick Reese made a motion to extend Mr. Rob Richards contract through June 30, 2018 and to increase his pay to \$59,700 with no other changes to benefits. The motion passed unanimously.

## **5.3 Extension of Lease for SAVE**

Dr. Bob Boyd made a motion to extend the Rental Agreement at Knox SAVE Program for an additional two (2) years at the rate of \$475 per month. Mr. Dick Reese seconded the motion. The motion passed unanimously.

It was noted that the rate has remained the same for the past four years.

## 5.4 Pro Care Therapy Contract

At this time, we have a full time OTA from Logansport willing to come work for us. Mrs. Holland would like to enter into a one year agreement with Pro-Care for staffing needs of OT and OTA's. This company has been very good to work with over the past 5 years and has sent excellent candidates. We have hired all that were interested in coming to work for us after their contract was up.

There may be a need to come back to review the budget appropriation in January. It will depend on the number of referrals. Prior to making a referral, it is a good idea to get in contact with an OT.

Mr. Dick Reese made a motion to enter into an agreement with Pro-Care Therapy to fill our vacant positions for Occupational Therapist and Assistants for the 2016-2017 school year. Dr. Bob Boyd seconded the motion. The motion passed unanimously.

## **6.0 Information Agenda**

### **6.1 Part B Grant, Part 1 due June 30**

This information has been shared with Treasurers. One school had a large funding decrease. Usually a drop in students is the main cause. For help or guidance do not hesitate to call Mrs. Holland.

### **6.2 Memorandum of Understanding for Service Districts due June 30**

Per our JESSE Fund Agreement, each school is to have on file in the JESSE office a copy of their Memorandum of Understanding for shared services. With new Administration coming onto our board in July, this would be great to have finalized. In addition, we need to know who you are sharing so we assign student duties correctly. For some, Mrs. Holland does not have a copy of anything from last year. This is one reason this was put into our current agreement.

### **6.3 Professional Development**

#### **Article 7 - June 14-16**

Currently we have 22 enrolled and have moved our location to Plymouth High School.

#### **NJSP Outreach for Staff - August 2**

The JESSE Central Office Staff will be going to North Judson and meet with them face to face at the beginning of the school year to enter into conversation on how we can work together and assist when needed. We are open to do this with any staff when you feel it is needed.

## **CPI: August 8 - Union North, August 18 - Triton, September 2 - Argos**

Mr. Richards has three (3) Corporations set up. If you have a small number of staff that you would like to have attend any of the ones already set, please contact him.

### **PROJECT Success**

Curriculum Mapping has started with the Core Content Connectors. The Jr/Sr High started in May; however, the June training for Elementary was not well attended and will be rescheduled. This training will help staff to make sure that they introduce ALL students to the standards prior to the required state assessment as well as giving the staff information they can share with general education staff and help them collaborate. In addition, there is an Administrative option for PD titled "Project Success, Administrator and Evaluator 101".

### **6.4 Electronic File Manager**

It is required, when a new student moves in that a case conference is held within 10 days. Prior to day one of school, many things must happen. New staff must be granted an e-mail, then they must apply for IIEP rights and have those granted. There is a guidance document to help with this process. We found last year that many staff members were not working prior to day one of school. This then slows down the process for new staff members. Please review the names for your corporation to make sure that we have them correct.

In addition, review job descriptions for Teachers and Case Conference Coordinators. Many are doing much more than required in the past and the job is now MORE THAN a scheduler and note taker at the case conference. They are becoming an Electronic File Manager. There is an electronic process that must be understood and followed in order to avoid mistakes and non-compliance. Often the Teachers do not understand this process. The DOE is doing some trials and considering using IIEP for gathering data directly. At this point, we catch many errors and send them back to schools for correction. Most mistakes are made in haste, but in some cases, it is in the lack of basic understanding and lack of asking for assistance. If this process is not understood and mistakes are made, it takes more time to clean up than if it is done correctly the first time. In addition, many require for the parent to be notified and then the staff and school appear incompetent. We can do trainings.

### **6.5 Go Claim Submissions**

Individual updates were shared. It may be necessary to remind some staff this is a requirement of their job. All submissions should be current.

### **6.6 LRE Report from DOE**

We have been working with staff this year to improve scores. More info will come from IIEP Resource Center; however we were pro-active over the past years and feel the results show this. This year, the LRE is no longer considered a Special Education Indicator that puts us into corrective action, but is still monitored to look at schools in general. Technical Assistance will be offered if deemed necessary. Those letters have not come yet. Possibly one school will fall into that range.

<i>Target</i>	<i>&gt;69</i>	<i>none</i>	<i>&lt;11</i>	<i>&lt;2.14</i>
<i>Knox</i>	<i>75</i>	<i>9.7</i>	<i>12.3</i>	<i>2.6</i>
<i>NJ</i>	<i>68.9</i>	<i>23.5</i>	<i>4.8</i>	<i>2.6</i>
<i>OD</i>	<i>69.1</i>	<i>16.1</i>	<i>14.7</i>	<i>0</i>
<i>Tri</i>	<i>75.5</i>	<i>8.1</i>	<i>12.7</i>	<i>3.4</i>
<i>Arg</i>	<i>83.3</i>	<i>6.4</i>	<i>6.4</i>	<i>3.8</i>
<i>Cul</i>	<i>80.3</i>	<i>8.8</i>	<i>7.8</i>	<i>2.9</i>
<i>Ply</i>	<i>83.6</i>	<i>6.2</i>	<i>7.5</i>	<i>2.5</i>
<i>JG</i>	<i>88.8</i>	<i>2.7</i>	<i>6.7</i>	<i>1.8</i>
<i>UN</i>	<i>80.7</i>	<i>10.0</i>	<i>7.8</i>	<i>1.4</i>

### **6.7 Tom Dulle Scholarship Winner - Renae Johnson, Culver High School**

Her future plans include pursuing a Bachelor Degree in Animal Science, followed by applying to Graduate School to become a Veterinarian and then complete her Doctorate Degree. She has applied to Brigham Young University, Purdue North Central and Ivy Tech. She has been accepted by two of these schools and is waiting to hear from the third before making her final decision on where she will attend. Congratulations Renae!

### **7.0 Other Business:**

#### **7.1 The next JESSE Board Meeting is JULY 11, 2016 at 10:00AM.**

If there are no items that require action this meeting will be cancelled.

#### **7.2 Individual Superintendent Issues, Reports, Compliments and Concerns**

At this time, we have openings for an OT, OTA, Interpreter and Job Coach.

A new Superintendents meeting will be scheduled.

Mr. Reese thanked Mr. Tyree for serving as JESSE Board President for the past year.

### **8.0 Adjournment**

Mr. Mitch Mawhorter made a motion to adjourn the meeting. Mrs. Donna Burroughs seconded the motion. The motion passed unanimously and the meeting adjourned at 10:57AM.

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Mr. A. J. Gappa, Knox

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Dr. Annette Zupin, NJSP

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Secretary, Mrs. Michele Riise, Argos

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Mr. Chuck Kitchell, Culver

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Mr. Dick Reese, John Glenn

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Dr. Don Harman, Oregon Davis

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Mr. Dan Tyree, Plymouth

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President, Mrs. Donna Burroughs, Triton

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Vice President, Mr. Mitch Mawhorter, UN