

Joint Education Services in Special Education

JESSE Board of Managers Meeting

JESSE Central Office

Monday, MARCH 14, 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

2.0 Consent Items

2.1 Agenda of the MARCH 14, 2016 Regular Session Meeting.

2.2 Minutes of the FEBRUARY 1, 2016 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:

- Mr. Keith Thielmann, as Custodian for the JESSE Central Office effective March 14, 2016. He will be working approximately 8 hours per week.

3.2 Change in Position:

- Mrs. Diane Ringer, from Vocational Job Coach to Early Childhood Assistant effective July 1, 2016.
- Mrs. Louise Buza, from a 4 day week Early Childhood Assistant to a full time Compliance Monitor effective March 14, 2016.

Mr. Mitch Mawhorter made a motion to approve the New Hire and the Change in

Position recommendations. Mr. Jim Dermody seconded the motion. The motion passed unanimously.

4.0 Claims: Vendor and Payroll Claims for FEBRUARY 1, 2016 to FEBRUARY 29, 2016 in the amount of **\$181,374.50**.

Mr. Dick Reese made a motion approve the Claims as presented. Dr. Bob Boyd seconded the motion. The motion passed unanimously.

5.0 Discussion/Action Items

5.1 None

6.0 Information Agenda

6.1 JESSE Office Closed March 25

Due to the combination of school calendars this year, there is not one week that all School Corporations are off for Spring Break. The JESSE Office Staff created a schedule to meet the needs of as many schools as possible. The JESSE Office will be closed on Friday, March 25, 2016 (Good Friday). Some Staff will be working according to the number of days they have to fulfill their contract by the end of the School Year. Some Therapists have taken it off and others are working based on student need. Mrs. Holland will be taking it off. She will return April 4, 2016 to attend the IASBO Training in Indianapolis and will return to the JESSE Office on Wednesday, April 6, 2016.

6.2 Class Rosters

The class rosters dated March 2, 2016 were shared with each School Superintendent. These have been sent out to Teachers, asking them to update and return prior to Spring Break, so all files can be updated for the April 1 count. Remember, this is the Teacher of Record list (based on licensing, not always the kids they serve).

In addition, a Kindergarten projection list for next year from Preschool was shared. It was suggested that the recommendation area be looked at as this may give an idea of what type of Supportive Services will be needed. Pending evaluations are also listed. If Superintendents or Building Principals have questions please contact svictor@jesse.k12.in.us. All Administrators are invited to the Case Conferences that eventually decide School Age Services.

6.3 Needs Value Assistance

Mrs. Holland is currently working with North Judson and has worked in the past with John Glenn and Plymouth to assign a "needs value" to a student when looking at case load. Each Special Ed student has individual needs that may require more time than others. In addition, some Staff serve kids that they are not Teacher of Record for a great deal of the day. RTI students, not yet placed into Special Ed are also served by many Teachers. Mrs. Holland has a format that some may be interested in using. She will talk more about this when she meets with Administrative Staff members.

6.4 Go Claim Submissions and Reimbursement

Submission reports for each Corporation were shared. Mrs. Holland looks for a trend of entering in data and if no notes are listed for a particular school then she feel things are going fine. Some may have 0 and that is ok, as possibly that Therapist is not seeing kids in that Corporation at this time.

In addition, a report was shared with the amount of money each Corporation has received. This report shows what areas are generating funds. Please note that the Occupational and Physical Therapists generated \$67,813.96. From this JG and Knox purchased some large items that would have taken a huge chunk, if not all of the JESSE budget for supplies and equipment as it could be used for more than one student. If it is used for a specific student that would move from school to school, then it is purchased with funds in the JESSE budget. This helps to keep this cost down. The funds generated are also being completed by Staff that received a stipend of \$150 last year. Mrs. Holland will be working with the Finance Committee to see if some of this money can be used to offer a larger stipend to the staff this year.

6.5 Alternative Classroom Updates

- Plymouth Academy Advisory Committee will be meeting on Wednesday, March 16, 2016 to introduce and review the fundamental structure of Plymouth Academy with local Administrators and/or Guidance Counselors. Some Administrators are relatively new and are less familiar with Plymouth Academy. We will also be discussing flexibility options of courses/credits/ISTEP, while also looking ahead to the future of this Alternative Program.
- SAVE - ISTEP testing went very smoothly. Most schools elected for paper/pencil on all sessions, while some continued with computer-based assessments. SAVE currently has 7 students attending with a couple of potential new candidates being investigated.
- **Students served in Alternative Programs during the 2015-16 school year:**
 - SAVE: 10 students
 - (3 JG, 2 Triton, 2 Plymouth, 1 Knox, 1 NJSP, 1 Argos)
 - Plymouth Academy: 22 students
 - (9 Plymouth, 6 Argos, 3 NJSP, 2 Knox, 1 Culver, 1 Triton)

6.6 Professional Development

- **IEP Review:**
 - Mr. Richards and Mrs. Holland have nearly completed a review of each employee's IEP prior to a conference. Great progress has been made. They will continue to do this next fall, with a little different approach to include a "nearly compliant" line so that they can continue to move from compliance to quality. It is felt the Staff is heading in the right direction for the State review this summer.

- **Electronic Processes of IIEP:**

- A workshop for CCC and/or representatives from 7 School Corporations was held by the JESSE Office Staff. The program was created to keep schools legally compliant, however, you must know the ins and outs of the program, not just entering information in to create an IEP. It is imperative that each Corporation has someone at the local level that understands the process and when they are unsure, that they have a relationship with the JESSE Office and know that they can call and get assistance over the phone, however, after the fact is often too late.

- **Spring Local Administrative Meetings**

- Topics to include: LRE, 504, Title 9, PD Needs and Staffing. This training will last for 30 to 45 minutes.
- Dates: Oregon Davis - March 15 @ 8 am cst, Triton - April 13 at 10 am, Plymouth - April 21@ 9 am, Culver - April 29 at 9 am, John Glenn - May 3@ 9am, Union North- May 6 @ 8:00 am
- Knox, N Judson, and Argos - to be scheduled in April/May

- **Executive Functioning**

- Mr. Rob Richards (as Autism Leader) and Mrs. Karen Oberly (for PD points) are attending this April 11. They will be available to share their knowledge with your schools upon request.

(This covers skills for students: how to prioritize, organization, take initiative, how to study, etc.)

Goals need to skill driven.

- **CPI**

- Scheduled in the JESSE Office on March 30 from 8-12. If anyone needs this please contact Mr. Rob Richards. Contact Rob for future trainings for Schools/service districts.

- **Project SUCCESS Curriculum Mapping**

- Mrs. Holland is working with Project SUCCESS and has established training times for the Staff in the local Life Skills classes. With the new State assessment, (ISTAR) there are curriculum guidelines of items that should be covered each year and different grade levels so the students have an increased opportunity to raise their score. Our staff has been doing a great job working with the students and showing growth, however, many do not match the items to STANDARDS that are then evaluated by the State. The first training (Two Project Success Staff members coming) will be April 19 from 12:30-3:30 EST at the JESSE office to kick off the process. (½ Day - Elementary, ½ High School)

- Then the next group will be a full day on either May 19 or June 9 depending if staff prefer during school year or summer.

John Glenn, Union North, Plymouth and Knox all have Life Skills classes.

- **Article 7- Coming Summer 2016**

- Considering offering a 2 day class or a week ½ day class on Article 7. Previously this had been done during the school year from 4-6PM. Going to survey staff to see what they might be interested in. This is a very beneficial review for staff and administrators. PGP points will be given.

6.7 Special Education Related Staffing Needs/Reduction for 2016-2017

- **JESSE Vocational Coach**

- Please post flyer in your buildings
- Could be 2 part-time positions - Aide from Life Skills Class
1 for Starke County/1 for Marshall County

- **Local School Districts**

- Argos Jr/Sr High Life Skill Classroom shared by Culver/Argos/Triton Service District
- John Glenn - High School Resource Teacher
- Union North - Elementary Special Ed
- Plymouth - Elementary- Emotional Disability
- North Judson - 3 reductions

- **Teacher Recruitment Day at Manchester - April 14th**

Mr. Rob Richards will be attending representing JESSE and any of our schools that request him to do so.

6.8 Funding for Pre-School - School of legal settlement vs School of choice.

Mrs. Holland communicated on behalf of Plymouth, John Glenn and Culver with the Department of Education to have the funding changed to them. The information sent at the request of Robin Parker, was shared with those School Corporations, however, we can not go in and see if they completed this change at the DOE so that the December 1 funding was received. Please check. In the future, for all that may be allowing Preschool students to have Parent Choice, monitor the funding. This was caught just by chance. It does not show up on our reports and therefore we were trying to figure out why numbers did not match. Please be aware of this in the future.

6.9 Summer Autism Camp

This year, the Marshall Co. Autism Resource Group has enough interest and funding to expand from 2 to 4 weeks of summer camp this year. Students will be divided into 2 age groups and attend for 2 weeks each. Incentives will be given

for attendance and a different field experience held daily. The location will be at Oregon Davis School Corporation, in order to move to a more central location as well as utilize the swimming pool. Last year, the main feedback they received from parents who did not send their child was the lack of transportation. Students growth that did attend was positive and it is our hope that it avoided the need for extended school year to be written into IEP's.

Questions put out for discussion:

- Is there any School Corporation that has a small mini bus or van that can be left at OD for staff to drive on outings daily the month of June? They do not need a lift.
- Are you able to shuttle students from a pick up point in your school corporation in June to and from Oregon Davis? If so, who should the group contact to make final arrangements after registration has been held?

Several Superintendents indicated they may have a small bus (holds 14) that could be used. The thought was that a midway pick up point would work best. Available bus drivers would also be checked into.

Superintendents would like to know the number of students from their school that attended last year.

6.10 Non-Public School/Home Schooled Meeting

This meeting will be held on Wednesday, April 13, 2016 at 3:00PM at the JESSE Office.

7.0 Other Business:

- 7.1** The next JESSE Board Meeting is APRIL 11, 2016 at 10:00AM
Finance Committee will meet at 9:00AM
Vocational Meeting at 10:45AM

8.0 Adjournment

Mrs. Donna Burroughs made a motion to adjourn the meeting. Mr. Dick Reese seconded the Motion. The motion passed unanimously and the meeting adjourned at 11:25AM.

Mrs. Michele Riise, Argos

Mr. Chuck Kitchell, Culver

Mr. Richard Reese, John Glenn

Mr. A. J. Gappa, Knox

Dr. Bob Boyd, NJ-SP

Mr. Jim Dermody, Oregon-Davis

President, Mr. Dan Tyree, Plymouth

Vice President, Mrs. Donna Burroughs

Secretary, Mr. Mitch Mawhorter