

## JESSE VISION STATEMENT

Special Education services will be managed and provided by the participating School Corporations and their respective Schools. JESSE will work collaboratively with School Staff to ensure full compliance with the Law and to make certain effective, individually designed instruction is provided to maximize achievement for all of our students with disabilities.

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# Joint Educational Services in Special Education

## JESSE Board of Managers Meeting JESSE Central Office

### Monday, MAY 8, 2017 BOARD MEETING MINUTES

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#### **1.0 Organization of Meeting**

**1.1 Call to Order** – Mrs. Donna Burroughs, Triton, President called the meeting to order at 10:15AM.

Members present for the meeting were:

Dr. Robert Boyd, Argos  
Mr. Chuck Kitchell, Culver  
Mr. Dick Reese, John Glenn  
Mr. Jim Dermody, Knox  
Dr. Annette Zupin, North Judson San Pierre  
Dr. Donald Harman, Oregon Davis  
Mr. Dan Tyree, Plymouth  
Mr. Andy Hartley, Plymouth Assistant Superintendent  
Mr. Mitch Mawhorter, Union North United  
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 MAY 8, 2017 Regular Session Meeting.

**2.2 Approve Minutes** of the APRIL 10, 2017 Regular Session Meeting.

Mr. Dick Reese made a motion to approve the consent items. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

### **3.0 Approve Personnel Recommendations**

#### **3.1 New Hires:** Susan Thielmann - Vocational Job Coach and Custodian Keith Thielmann - Vocational Job Coach

Sue and Keith will both work as needed at Ancilla. By having 2 adults there we should be able to handle any needs that arise with multiple students. The total number of hours between the 2 will not exceed 20 total hours.

As Custodian, Sue will come in and assist Keith, but hours will not exceed 8 total a week.

Mr. Mitch Mawhorter made a motion to approve the new hires as presented.  
Mr. Dick Reese seconded the motion. The motion passed unanimously.

#### **4.0 Approve Claims:** Vendor and Payroll Claims for APRIL 1, 2017 to APRIL 30, 2017 in the amount of \$140,520.83.

Mr. Mitch Mawhorter made a motion to approve the Vendor and Payroll Claims as presented. Mr. Dick Reese seconded the motion. The motion passed unanimously.

### **5.0 Discussion/Action Items**

#### **5.1 Pre-School Educational Diagnostician**

Mrs. Holland asked for a motion to advertise for this position. Waiting until June to advertise would be too late. It depends on the Budget decision whether this position will come to be.

Mr. Dick Reese made a motion to advertise for this position. Dr. Bob Boyd seconded this motion. The motion passed unanimously.

### **6.0 Information Agenda**

#### **6.1 From the State Director...Dr. Pam Wright**

Pages from the State Special Ed. Director's Newsletter were shared concerning IREAD-3 and Good Cause Exemptions and IEP Guidance for Preschool Students Eligible for Special Education.

#### **6.2 New Officers for 2017-2018**

Elections will be held in June. For the past 5 years, we have been rotating in ABC order. Continuing in this order, the slate of officers will be UN- President (Mr. Mitch Mawhorter), Vice President - Argos (Mr. Ned Speicher) and Secretary - Culver (Ms. Karen Shuman).

After discussion it was decided to leave the procedure as is.

### 6.3 Student Exit Form

We held a meeting on March 3 with CCC's and data specialists from each corporation to discuss the importance of communication at the local level. The data we are receiving here does not often match the data that the local school has entered, thus creating conflicts when reports are created. Please work with your data specialist to come up with a local system that is put into place to communicate the correct data to our office. When a special education student leaves, we must be notified and the reason that the school is using must match what is the fact and communicated to our office. In the past it was the T of R's responsibility to submit the form, however, the T of R's are stating that they are often the last person to know, or when asking are being told "we don't know yet". The Student Exit Form will be changed to just read "signature".

### 6.4 Administrative Support for IEP Completion

The conferences that run the smoothest, are professional, appear to have the correct data and are created PRIOR to the case conference.

We would like to have all staff to have IEP's completed on Monday at 3 pm, the week before a conference is scheduled. The following year, we would like to move toward a copy of the draft being sent home to Parents at the same time. If staff knows this is going to be done and followed up on, then we will have many more legally defensible IEP's.

This new procedure will be included in the September trainings, with a beginning date of October.

### 6.5 Vocational Job Experience

This year, a student from LaVille HS had 2 job experiences. The first was at Grand Rental and the second at Ancilla. He shared a short presentation with the Superintendents.

J.E.S.S.E. has received a \$10,000 Community Grant and will be working with Ancilla Students and up to 12 JESSE students for the 17/18 School year. Transportation may be up to the local schools and removed from the budget. Plymouth, Argos, Knox and UN have students that have applied for these jobs.

### 6.6 Caseload Numbers/April 1 Count

April 1 Caseload lists as well as the school psychologist caseloads for this year were shared with each Superintendent. Funding is not tied to this report, however, many other data items are driven from here so it is important to keep our data accurate. This relates back to concerns about the Exit Form being accurate.

### 6.7 Plymouth Academy Advisory Council

The Plymouth Academy Advisory Council met on April 26th to discuss current practices, issues, and ideas for improving the alternative program. Representatives included Tim Pletcher, Bianca Ash, and Patti Slough. Brett Berndt and Aimee Porteus were

also invited, but unable to attend. The intent was to have representation from each service district. Bill McIntyre and Rob Richards had prepared an agenda and had some good dialogue with the committee members. The committee agreed that a survey would be helpful to gain additional input from various high school teachers/administrators. The committee members had known about Plymouth Academy for years, but didn't truly understand the dynamics of how things worked. They felt that this meeting was an eye-opener and very beneficial. They felt that more staff members need to come visit the program in person. The idea of an Open House for Teachers/Administrators was discussed.

Superintendents asked if the criteria for intake could be shared with them.

### **6.8 Finance Committee Update**

The Finance Committee have been given 5 other options to consider in addition to the one that was shared at the April board meeting. In addition, a cash flow balance sheet was created based on the original budget that was shared. Concern about the decrease in the cash balance and the possible "credit" has been discussed.

One more option will be created for the June meeting.

### **6.9 Professional Development**

#### **a. School Psychologist and JESSE Administration - June 7**

All school psychologists are encouraged to attend as this will be a totally new electronic report writing system.

No response from Knox and NJSP schools. Mrs. Holland has offered carpooling to those attending.

#### **d. Project Success w/Life Skill Teachers**

The last meeting of the year was held. Life Skills Teachers were encouraged to show Superintendents the great work they have done aligning teaching strategies to the Core Content Connectors at the different grade levels.

They would like to continue to meet six times next year.

#### **c. 2017 SEPIP Application**

Two Plymouth and two Culver staff members attended this over the past year and stated it is a good training to send "teams" to. Please consider having "teams" (including school psychologist) attend. The meetings are free and after school.

#### **d. Planning for next year**

##### **1. IEP Writing including FBA/BIP**

Hoping to set up small group after school training sessions.

## 2. New Board Member Training Sept. 11 8:30 EST

We will have 4 new board members so this will be a very important training.

## 3. CPI Training

Mr. Richards is already booked for the 17-18 school year doing CPI trainings.

## 7.0 Other Business:

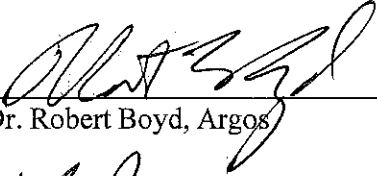
7.1 The next JESSE Board Meeting date is June 12, 2017.

Lunch will follow to honor those retiring for the first time. All others are invited.


This past year, we moved the July meeting later in the month and then did not meet in August. This coming July's meeting was tentatively set for July 26th.

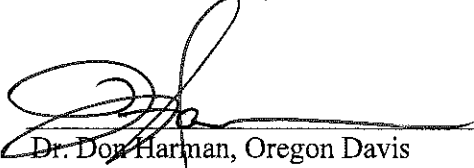
## 8.0 Adjournment

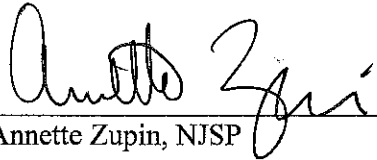
Mr. Dick Reese made a motion to adjourn the meeting. Dr. Annette Zupin seconded the motion. The motion passed unanimously and the meeting adjourned at 11:20AM.


  
Secretary, Dr. Robert Boyd, Argos


  
Mr. Chuck Kitchell, Culver

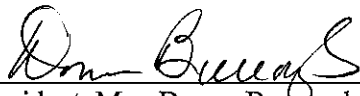
  
Mr. Dick Reese, John Glenn

  
Dr. Don Harman, Oregon Davis

  
Dr. Annette Zupin, NJSP

  
Mr. Jim Dermody, Knox

  
Mr. Dan Tyree, Plymouth

  
President, Mrs. Donna Burroughs, Triton

  
Vice President, Mr. Mitch Mawhorter, UN