

Joint Educational Services in Special Education

JESSE Board of Managers Meeting
JESSE Central Office

**Monday,
August 8, 2016
10:00 A.M.**

1.0 Organization of Meeting

1.1 Call to Order – Mrs. Donna Burroughs, Triton, 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. Annette Zupin, North Judson San Pierre
Dr. Donald Harman, Oregon Davis
Mr. Dan Tyree, Plymouth Superintendent
Mr. Andy Hartley, Plymouth Assistant Superintendent
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 August 8, 2016 Regular Session Meeting.

2.2 Minutes of the June 13, 2016 Regular Session Meeting.

3.0 Personnel

3.1 New Hires: Approval was recommended for the hiring of:

Mary England- Part Time Vocational Job Coach
She will serve the Marshall County Schools.
She will start at \$9.25 an hour.

4.0 Claims: Vendor and Payroll Claims for June 1, 2016 to June 30, 2016 in the amount of **\$200,299.66** and for July 1, 2016 to July 31, 2016 in the amount of **\$125,738.09**.

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

5.0 Discussion/Action Items

5.1 Conditions of Employment

We have done away with individual contracts for many of the JESSE staff and this will replace their notice of necessary items. Therapists had zero (0) paid holidays and this was increased to two. Compensation time has been addressed and Personal Days have been increased for seven positions to bring them into compliance with similar job descriptions.

Mr. Mitch Mawhorter made a motion to approve the 2016-2017 Conditions of Employment. Dr. Don Harman seconded the motion. The motion passed unanimously.

6.0 Information Agenda

6.1 Year End Budget Standing (On Comparison Report)

The 5.57% represents \$120,000 dollars that was not used for the 2015-2016 Budget. In addition, in June Plymouth School Corporation was paid for their LEA services for the 2016-2017 school year. This will also free up some additional funds that can be applied to the cost of the new contracted occupational therapist.

6.2 Pro-Care Therapy Update

Cheryl Ulery - COTA full time
Chelsea Yoder - OT part time

Staffing for the 2016-2017 school year has been secured. By contracting, additional costs will be around \$25,000.00; however, with the leftover funds from the 2015-2016 Budget we should not need to come back for any additional appropriation. In the event there is a need, we do not plan to ask for additional money from each school corporation; instead, it would come from the \$15,000.00 Social Security Reimbursement received monthly.

6.3 JESSE Staff Directory

Each Superintendent was asked to review the JESSE Staff Directory and note any Administration name changes or staff.

6.4 Scanning of Student Records

We are investigating the possibility of hiring our student records scanned by an outside agency. Culver, Plymouth and Union North use a company named SBS Portals, Information and Records Associates. Any comments on this company or any other companies would be appreciated. At this time we spend approximately 4 weeks in the summer, pulling staples and scanning all student records.

6.5 Professional Development

- **Aug./Sept JESSE New Staff Introduction**

Mr. Rob Richards will meet individually or in small groups here in the JESSE office.

- **Aug. 30 LRE Technical Assistance**

Oregon Davis staff has been chosen to participate this year.

- **Sept. 9 IIEP Walkthrough Merrillville, IN – FREE**

This is for all new staff that works in IIEP.

- **Aug. 18 /Sept. 2 CPI at Triton and Argos**

This is to be renewed annually. Please schedule with Rob.

- **Sept. 2 JESSE Office 9 AM - Case Conference Coordinator/Electronic File Manager Meeting**

Please have one representative from each Corporation that works with IIEP attend.

- **Sept. 22 JESSE Office - Project Success - Staff and Administration - AM Elem - PM Jr/Sr High -**

All building Administration that has Life Skill Classrooms should attend, along with their Teacher. The topic discussed will be how the Core Content Connectors can be used to insure that all students are being exposed to grade level standards. This summer, we had individual staff that worked as a group to get a start on this process.

- **Sept./Oct Fall Administration Meetings**

Mr. Rob Richards and Mrs. Linda Holland would like to meet with Administrators during September and October. Topic discussions to include: Medicaid Files, LRE “helpful hints” and OT/PT referral process.

- **Oct/Nov IEP Electronic Reviews**

Mr. Rob Richards and Mrs. Linda Holland will conduct the reviews and communicate their findings with the staff member and Building Administrator. It is hoped that staff members will continue to grow from this process. The rubric has been changed to allow for more positive feedback.

- **Improvement Surveys**

Surveys will be sent out to area Schools for suggestions on areas of improvement within/for the JESSE Office/Staff.

6.6 Memorandum of Understanding for Shared Services

JESSE has completed the MOU with Knox for shared services.

Please provide a copy of your final document with the JESSE office to have on file.

7.0 Other Business:

7.1 The next JESSE Board Meeting date is September 12, 2016.

An Executive Session will follow to discuss legal issues as it relates to insurance.

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 10:55AM.

Mr. A. J. Gappa, Knox

Dr. Annette Zupin, NJSP

Secretary, Mrs. Michele Riise, Argos

Mr. Chuck Kitchell, Culver

Mr. Dick Reese, John Glenn

Dr. Don Harman, Oregon Davis

Mr. Dan Tyree, Plymouth

President, Mrs. Donna Burroughs, Triton

Vice President, Mr. Mitch Mawhorter, UN