

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, individualized instruction is provided to maximize achievement for all of our students with disabilities.

Joint Educational Services in Special Education JESSE Board of Managers Meeting Minutes Monday, June 12, 2017

1.0 Organization of Meeting

1.1 Call to Order – Mrs. Donna Burroughs, Triton, President called the meeting to order 10:00AM.

Members present for the meeting were:

Dr. Robert Boyd, Argos
 Mr. Ned Speicher, Argos
 Mr. Chuck Kitchell, Culver
 Ms. Karen Shuman, Culver
 Mr. Dick Reese, John Glenn
 Mr. Jim Dermody, Knox
 Dr. Annette Zupin, North Judson San Pierre
 Dr. Don Harman, Oregon Davis
 Mr. Dan Tyree, Plymouth
 Mr. Andy Hartley, Plymouth
 Mr. Mitch Mawhorter, Union North United
 Mrs. Linda Holland, J.E.S.S.E. Director
 Mr. Rob Richards, J.E.S.S.E. Outreach Director
 Mrs. Sharon Stewart, J.E.S.S.E. Office Manager

2.0 Consent Items

2.1 Agenda of the June 12, 2017 Regular Session Meeting.

2.2 Minutes of the May 8, 2017 Regular Session Meeting.

3.0 Approve Personnel Recommendations

3.1 New Hire: Beverly McDaniel, Certified Occupational Therapist Assistant (COTA)

Beverly was a sub second semester. By hiring her full time, it will only be an increase of .5 day a week at a substantial savings.

3.2 Resignation: Jill Jenkins, Interpreter

Jill will be replaced by a contracted Interpreter.

4.0 Approve Claims: Vendor and Payroll Claims for May 1, 2017 to May 31, 2017 in the amount of \$179,954.25.

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

5.0 Discussion/Action Items

5.1 Approval of 2017-2018 Budget

The Finance Committee recommended a Budget to the Board.

Mr. Dick Reese made a motion to table the Budget as presented and to revisit it after discussion. Mr. Dan Tyree seconded the motion. The motion passed unanimously.

Items to be discussed further included: J.E.S.S.E. lease, therapist's raise, raise/stipend for other employees, increase in number of working days for some employee's and additional Preschool position.

After discussion of Items 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6 Mr. Dan Tyree made a motion to approve the Budget as presented. Dr. Annette Zupin seconded the motion.

Mr. Dan Tyree made a revised motion to approve the Budget as presented with the \$250,000.00 credit and budget cuts. Mr. Chuck Kitchell seconded the motion. The motion passed by a vote of 8 yes and 1 no (Oregon Davis).

5.2 Changes to Classified Staff Handbook

The changes are on page 6 of the Classified Staff Conditions of Employment. It raises the rate for Physical Therapist Assistant and lowers the Occupational Therapist Assistant to match. This change will impact 2 staff members.

Dr. Robert Boyd made a motion to approve this change. Mr. Mitch Mawhorter seconded the motion. The motion passed by a vote of 8 yes - 1 no (Dan Tyree).

5.3 Administrative Contracts for 2017-2018

5.3.1 Director

Mr. Dick Reese made a motion to continue Mrs. Holland's contract for 1 year, (currently under a 3 year contract - 2019) add an additional \$400 to her contract and to add additional days if needed. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

5.3.2 Outreach Director

Mr. Mitch Mawhorter made a motion to extend Mr. Richards contract to June 30, 2019, increase his days to 210, increase contract amount by \$3,300 and to change his Title to

"Assistant Director" effective July 1, 2017. Mr. Dick Reese seconded the motion. The motion passed unanimously.

Rob completed his Director's License this year.

5.4 JESSE Office Lease

After discussion, Mr. Mitch Mawhorter made a motion to table the resigning of the J.E.S.S.E. Lease Agreement for three years at the same cost. Mr. Dick Reese seconded the motion. The motion passed unanimously.

Argos, OD, Culver, NJSP said they have available space if needed as an option. Plymouth would have space available when the new Junior High is done.

Concerns were expressed about the Plymouth Academy and moving expenses. Will continue to pay rent on a monthly basis. If Landlord says the Lease needs to be signed then will sign a two year agreement.

5.5 Outside Contracts

Procure Therapy: This school year, we will contract with one OTA 3 days a week, one Interpreter 5 days a week, and one OTA 5 days a week. Overall this is an increase of one Interpreter and a .5 day OT. Their rate is between \$65 and \$75, depending on skill level.

Center for All Deaf: This school year, we will contract with CSAD for a full time interpreter. The rate is \$55 -\$70, depending on mileage. This is the same as last year.

Mr. Chuck Kitchell made a motion to approve these outside contracts. Dr. Don Harman seconded the motion. The motion passed unanimously.

5.6 Status of Classified Pay

After discussion, Mr. Mitch Mawhorter made a motion to approve a 1% wage increase for Classified staff. Mr. Dick Reese seconded this motion. The motion passed by a vote of 6 yes to 3 no. Those voting no were Culver, Oregon Davis and Plymouth.

It was suggested that in the future an average of all corporation raises be used as basis for raises or some sort of formula.

5.7 JESSE Preschool Program Rep

The Finance Committee removed support for the new proposed pre-school position. Currently there are 115 active students with 15 in the referral process that will bring the total to 130 by October 15. The responsibilities of the JESSE office in scheduling and chairing conferences for the building principals, any child who is 4 years old as of August 1, excluding initials needs to be amended. We would like to offer training to one representative from each school on key factors that are different in pre-school paperwork from school age and then they can disseminate that information at the local level. Currently this amounts to 51 students.

In exchange for this, the JESSE office will facilitate and schedule ALL Classroom Based Assessments. Currently, 2-3 different people are contacting parents and confusion is setting in. We feel this will be a trade off of responsibilities that will help school staff, as well as parents.

In the future, we also need to consider changing the job title for this position. The term, Coordinator, does not apply to this position any longer. In essence Mrs. Victor is the ECSE Facilitator, representing Administrators and Teachers in pre-school matters, not coordinating the conferences.

Dr. Annette Zupin made a motion to amend the responsibilities of the J.E.S.S.E. office in scheduling and chairing conferences for the Building Principals of any child who is 4 years old as of August 1, excluding initials. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

6.0 Information Agenda

6.1 Part B Grant, Part 1 due June 30

Information has gone out through Learning Connection.

6.2 Memorandum of Understanding for Service Districts due June 30

With new Administration, it is important to make sure Service District Contracts are up to date and that the JESSE office has a copy. If not intending to continue, notification to each other was to be sent by May 1.

6.3 Go Solutions Submissions

Individual reports were shared. All looked good.

6.4 Work Experience at Ancilla for 2017-2018

Ten students will start in September after Labor Day. The names of the students that will need transported were shared. The team making the final assignments pairing students, job coaches and actual jobs will do their very best to keep corporations only making 1-2 trips a week. Our goal is to have 15 students second semester with 20 next year.

6.5 Certificate of Completion Course Study

To align with ESSA and OSEP Guidance, a draft of the Certificate of Completion Course of Study is being widely distributed for review and input from the fields. This draft will be finalized by the end of June 2017. Schools will need to be ready for implementation by July 2018. This past year, teachers of the Life Skills Classrooms have been working on curriculum development. Next year, we would like to move forward with them in discussing what their schools may need to do. At times, Guidance/Administration may be asked to join in on conversations.

6.6 Transportation Meeting

We will be hosting a Transportation staff meeting at JESSE on July 13th at 9 am EST. At that time, we will have transportation lists, labels for the required letters to parents, as well as staff here to answer any questions. In addition, we will address the transportation to Ancilla and Medicaid Reimbursement.

6.7 Tom Dulle Scholarship Winners

This year, we were able to give two \$500 scholarships. The winners were Aubrey Bennett from John Glenn High School and Alvin Temme from Culver High School.

6.8 Professional Development

a. Report Writing

Psychologists will be attending a training on the new technology format to write evaluation reports. Psychologists will need to use the "train the trainer" model to teach their multi-disciplinary teams about the changes.

b. PATINS Project

Patins is offering an AEMing for Achievement Grant. Applications due by July 28.

c. New Teacher/CCC Training

In the past, we have offered this "by request". So many new staff are trained in technology it does not take long. We again will be reaching out to all that are new.

d. New Board Member Training

We will have an in-service on September 11 before and after our Board Meeting for new Superintendents.

e. Administrator Training

It has been 2 years since we have had an Administrator Training and that was LRE specific. When staff left, they said, we should meet every year to discuss topics. Mrs. Holland will be moving forward with this request. Recent information out regarding chairing pre-school, mediation, due process, chairman's responsibilities will be addressed.

f. Collaborative Proaction Solutions - Indianapolis, IN

Dr. Ross Greene, internationally recognized and acclaimed clinical psychologist and author of two New York Times bestsellers - The Explosive Child and Lost at School will be presenting in Indianapolis on June 19th (basic training: \$95) and June 20-21st (advanced training: \$175) for his Collaborative Problem Solving methodology. Dr. Greene's work over the past 30 years has yielded tremendous results for children and adults by using a systematic, collaborative approach. He focuses

on teaching the lagging skills and addressing the unsolved problems, rather than just focusing on the symptoms (behaviors) that individuals exhibit. For more information on registration:

<https://docs.google.com/document/d/1wgkTJdBRuf6OpdIPleziImli3tHXE4WSsVE9ipqYlrtk/edit>

g. IEP Development - Reviewing and Improving the Process

In the fall, the JESSE Administration would like to sit down with each school corporation's Special Education Department to review the IEP process, while also discussing ways to improve quality measures. The intent of this PD will be to review the process, eliminate misconceptions, and also explain the reasons behind certain sections that aren't always understood completely. In addition, the training will discuss new updates to the IIEP system, while also allowing for open dialogue of questions and issues that may exist. As the IDOE and OSEP constantly raise the bar, it is our job to develop not only compliant IEPs, but high quality IEPs that effectively tell each student's "story" in a clear and professional manner.

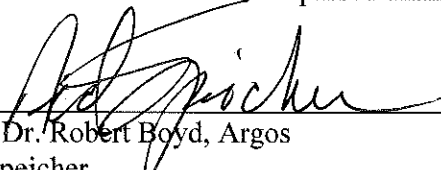
7.0 Other Business:

7.1 The next J.E.S.S.E. Board Meeting is Wednesday, July 26, 2017 at 10:00AM.

The August meeting will be cancelled. The next J.E.S.S.E. Board meeting will be September 11th at 10AM, but the new board member training will start at 9EST.

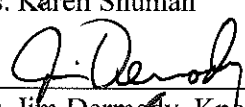
8.0 Adjournment

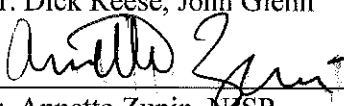
Mr. Mitch Mawhorter made a motion to adjourn the meeting. Dr. Don Harman seconded the motion. The motion passed unanimously and the meeting adjourned at 11:20AM.



Secretary, Dr. Robert Boyd, Argos
Mr. Ned Speicher


Mr. Chuck Kitchell, Culver
Ms. Karen Shuman

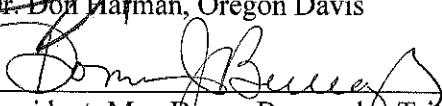
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Mr. Dan Tyree, Plymouth
Mr. Andy Hartley


President, Mrs. Donna Burroughs, Triton

Vice President, Mr. Mitch Mawhorter, UN