

## 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  
Board of Managers Meeting Minutes  
JESSE Central Office  
Wednesday, July 26, 2017 at 10:00 A.M.**

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**1.0 Organization of Meeting**

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

Members present for the meeting were:

Mr. Ned Speicher, Argos  
Mrs. Karen Shuman, Culver  
Mrs. Lisa Sleek, Representative for John Glenn  
Mr. Jim Dermody, Knox  
Dr. William Reichhart, Knox  
Dr. Annette Zupin, North Judson San Pierre  
Dr. Don Harman, Oregon Davis  
Mr. Andy Hartley, Plymouth  
Mrs. Donna Burroughs, Triton  
Mrs. Linda Holland, J.E.S.S.E. Director  
Mr. Rob Richards, J.E.S.S.E. Assistant Director  
Mrs. Sharon Stewart, J.E.S.S.E. Office Manager

Members absent for the meeting were:

Mr. Richard Reese, John Glenn  
Mr. Mitch Mawhorter, Union North

**2.0 Consent Items**

**2.1 Agenda** of the July 26, 2017 Regular Session Meeting.

**2.2 Approve Minutes** of the June 12, 2017 Regular Session Meeting.

Dr. Don Harman made a motion to approve the Consent items as presented.  
Mr. Andy Hartley seconded the motion. The motion passed unanimously.

### **3.0 Approve Personnel Recommendations**

**3.2 Resignations:** **Mary Kenney**, VI Coordinator  
**Angela Resendez**, Transition Coordinator

**3.1 New Hires:** **Amy Seversen-Smallcombe**, Language Facilitator at Culver  
**Lisa Rizek** - Blind Low Vision/Transition Facilitator - merging the two positions, changing to a 195 day contract

Mr. Jim Dermody made a motion to approve the Personnel recommendations as presented. Mrs. Lisa Sleek seconded the motion. The motion passed unanimously.

**4.0 Approve Claims:** Vendor and Payroll Claims for June 1, 2017 to June 30, 2017 in the amount of \$159,145.69.

Mr. Ned Speicher made a motion to approve the Claims as presented. Dr. Annette Zupin seconded the motion. The motion passed unanimously.

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

#### **5.1 Election of Officers/Committees**

**Officers** - (rotating in alphabetical school corporation order)

**President** - Mitch Mawhorter, Union North

**Vice President** - Ned Speicher, Argos

**Secretary** - Karen Shuman, Culver

**Committees** - (Mitch Mawhorter, President will participate on all committees as needed)

**Finance:** Andy Hartley, Plymouth; Ned Speicher, Argos; Mitch Mawhorter, Union North; William Reichhart, Knox

**Evaluation:** Don Harman, Oregon Davis; Dick Reese, John Glenn; Karen Shuman, Culver; Annette Zupin, North Judson San Pierre

**Facility:** Andy Hartley, Plymouth; Ned Speicher, Argos; Don Harman, Oregon Davis; Dick Reese, John Glenn

Mr. Andy Hartley made a motion to approve the Officers and Committee Members as presented. Mrs. Karen Shuman seconded the motion. The motion passed unanimously.

## **5.2 Conflict of Interest Disclosure**

A "Conflict of Interest" statement was prepared and signed for Linda Holland and her husband Dennis, who owns Holland Plumbing and Heating. Mr. Holland does minor repairs in the J.E.S.S.E. Central Office Building when needed.

## **5.3 JESSE Office Lease**

Received a copy of a 2 year lease at the same rate as we currently pay, but there were no changes in the language. Documentation will be kept on all "unsafe" items ie: parking lot, that is to be fixed. If we need to end the lease sooner, we may have an early out. Will continue to work closely with the Facility Committee.

Argos, Culver, Oregon Davis and Plymouth (in 3 to 4 years) have available space.

Mr. Ned Speicher made a motion to approve the 2 year lease but to look at other options at the end of that time frame. Dr. Don Harman seconded the motion. The motion passed unanimously.

## **6.0 Information Agenda**

### **6.1 Service Districts Memorandum of Understanding**

These are to be signed by July 1 and copies given to the J.E.S.S.E. office if there have been changes.

### **6.2 Job Description/Title Changes**

Updated job descriptions and titles for the Preschool (Birth to Age 5) and Transition (Ages 18-22) /BLVI Positions will be presented at the September Board meeting. A survey will be sent out to staff to see what type of services would benefit them. Considering the title of JESSE Facilitator and then they would specialize in a specific area as needed.

### **6.3 IEP Quality Development Professional Development**

New Teachers and Teacher/Administrative trainings (approx. 30 minute trainings) will all take place over the first semester. By January, it is our goal to have everything put in place after Staff and Administrative trainings are complete.

### **6.4 Moving Toward Quality Development of IEP's**

We are working on a plan to not only train Staff and Administrators to write legally defensible IEP's but want to "Develop Quality IEP's that will Lead to Improved Student Outcomes".

This will involve "spot checks" of IEP's both prior to conferences and when they come in. In addition, Administration will be trained in specific things to make sure of at the case conference and sign off on prior to the paperwork coming in the Office. We have wonderful staff and we want to praise their success, while at the same time improve the process. Our plan will be geared toward eventually sharing all DRAFT IEP's with parents prior to the case conference. We feel they are a team member and should have the same opportunity to read the document just like all the other team members, however, we must make sure we are not leading them to believe that we have predetermined the placement. There should be three options listed or the diagnosis area, eligibility and goals should be left blank on the draft. In addition, this should cut down on the length of time staff has to spend in the conferences if parents have had an opportunity to read the report prior and are prepared to ask questions.

## **6.5 Professional Development Dates**

### **a. Administrative Workshop**

September 20 - Effective Case Conference Committee Meetings - 9-12AM EST  
 October 10 - IEP for Administrators - 9-12AM EST  
 Both meetings will be held at Plymouth Weidner School of Inquiry - enter Door 7

### **b. New Teacher IEP Training**

**c. Teacher/Administrator Training** (2 dates will be set for 1 hour after school in fall)

**d. CPI Refresher Trainings** (all times local standard times)

Refresher Training is \$20.00/Full Training is \$30.00

- LaVille Elementary - Aug. 7th (8:00-11:00 EST)
- LaVille Jr.-Sr. High - Aug. 7th (12:00-3:00 EST)
- NJSP Jr.-Sr. High - Aug. 9th (7:45-10:45 CST)
- Triton Admin. Building - Aug. 17th (8:00-11:00 and 12:00-3:00 EST)
- Argos, Culver - September
- All other school corporations should schedule their refresher trainings or any full trainings for new staff accordingly

**e. Transportation Meeting** - held in July

The communication/questions between drivers was beneficial to all. They have asked Mrs. Holland to coordinate a "Safety Saturday", as they have not had any outside training for drivers of students with special needs since 2009. This is a free training, but Corporations may need to pay drivers if on a Saturday.

**f. Project Success - September 13 - 1:00PM EST**

There will be six meetings for all staff working in Life Skill Classrooms. This year will be spent addressing how to help schools prepare for the changes in requirements for those on the non-diploma track as well as to continue to work with the core content connectors. Guidance Department and Administration may also be included when appropriate.

**g. Case Conference Coordinator - August 7 - 1:00PM**

Many changes have been made over the summer to the IIEP program and state reporting. Our office will share how we will work within the changes to stay uniform in our data gathering. One representative from each school corporation will then take this knowledge back and share at the local level. It would be beneficial for our office to have a copy of CCC job descriptions so when asked who should be doing something we may be aware of whom to guide them to within your corporations.

**h. Multi-Disciplinary Report Writing:**

**August 4 from 9-11 at J.E.S.S.E. for School Psychologists**

**August 18 - 9-3 at the Plymouth Administration Building**

9-11AM School Psychologists, Speech Therapists, and OT/PT's will gather to learn the new changes. Then from 12-3, small groups with the School Psychologist as the Team Leader and establish a process for the local level.

**i. Multi Tier Support Training**

**j. October 4 - ICASE Inclusion Pre-Conference - French Lick**

"From Possibility to Success" led by Dr. Patrick Schwartz.  
Rob and Linda will be attending. Cost is \$125.

**7.0 Other Business:**

**7.1** The next JESSE Board Meeting date is September 11, 2017.

This will be an all day meeting for those members with less than 2 years experience on the J.E.S.S.E. Board. We will start at 9 EST, then the regular meeting will be at 10. Monica Conrad, of Lewis Kappis will address the board at the end of our regular board meeting. Please plan on staying until 3. All other members are invited to stay as long as you would like.

**8.0 Adjournment**

Mr. Jim Dermody made a motion to adjourn the meeting. Mr. Andy Hartley seconded the motion. The motion passed unanimously and the meeting adjourned at 11:30AM.

Mitchell D. Mawhater  
President

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Vice President

Steve Shuman  
Secretary

Andy Hartley  
Member

Donna Burroughs  
Member

Michael Reep  
Member

[Signature]  
Member

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Member

Amith Ziri  
Member