

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.

Joint Educational Services in Special Education

JESSE Board of Managers Meeting

JESSE Central Office

Monday, December 9, 2019

10:00 A.M. EST

MINUTES

1.0 Organization of Meeting

1.1 Call to Order – Mr. Ned Speicher, President called the meeting to order at 10:02 A.M. at the John Glenn Administration Building.

Members present for the meeting were:

Mrs. Karen Shuman, Culver
Mr. Chris Winchell, John Glenn
Dr. Annette Zupin, North Judson - San Pierre
Dr. Don Harman, Oregon-Davis
Mr. Andy Hartley, Plymouth
Mr. Mitch Mawhorter, Union North
Mrs. Linda Holland, J.E.S.S.E. Director
Mrs. Joyce Hanselman, J.E.S.S.E. Administrative Assistant

Absent were: Dr. William Reichhart, Knox
Mr. Jeremy Riffle, Triton

1.2 Recognition of Visitors - Albert Hanselman and Sandy Thomas from NCAVC were in attendance.

Any visitor may request to speak to any agenda item on the posted agenda. The Board President will recognize visitors with special comments/concerns at the appropriate time. All citizens are encouraged to visit JESSE Board Meetings and observe proceedings.

2.0 Consent Items – Any member of the Board of Managers may request that any item be removed from the Consent Calendar and voted upon separately.

2.1 Agenda of the December 9, 2019 Regular Session Meeting.

2.2 Approve Minutes of the November 4, 2019 Regular Session Meeting.

A motion to approve the agenda and minutes was made by Dr. Don Harman and seconded by Mrs. Karen Shuman. Motion passed unanimously.

3.0 Approve Personnel Recommendations

3.1 Resignations: None

3.2 New Hire: None

4.0 Approval of Claims: Vendor and Payroll Claims for October 1 to November 30, 2019 in the amount of: \$292,817.61.

Dr. Don Harman made a motion to approve the Claims Items as presented. Dr. Annette Zupin seconded the motion, The motion passed unanimously.

5.0 Information Agenda

5.1 Friday Notes Q/A

- Electronic Request Documentation

Legal Advice has been given that IEPs should not be emailed to parents without their prior written consent. The DOE does not view email as a secure communication. In addition, sending home in backpack, or backpack of a sibling is not recommended. Linda Holland presented 2 forms for review. The board chose one form that all corporations will use going forward. Linda recommended that all corporations begin using this form to insure that all parents choose their method of receiving confidential material when it is not given to them at the conference. This form may be uploaded into IIEP for electronic documentation.

- RDA Results Discussions at Local Level

Linda Holland presented the RDA Scores and paperwork to each corporation. Linda was pleased to report that the overall scores for seven schools has increased. Moving forward, she will meet locally with your administration teams.

The Transition IEP Reviews were not as favorable. One School Corporation was 100% compliant. Eight school corporations will be working to rectify the findings and writing a plan. The areas of difficulty were areas that have previously had in-service provided, in many different ways. The staff need to gain an overall understanding of Goal Writing. The goals must be measurable and skill based. Some suggestions for corrective action that we will discuss locally are:

- 1) Required web-x participation by Spring Vacation. This is available through the IU Transition Center and gives a quiz at the end, PG Points earned, as well as a certificate given.
- 2) Invite Lisa Rizek to work with the staff of each corporation over the next semester. Transition is half of her job description. In the past, we have had a full time staff member to review/attend conferences. Now, the responsibility has moved to the staff to know how to write a compliant IEP. Many items have been shared with staff, but more must be needed or reviewed with new staff.
- 3) Peer Review of the IEP draft the week before the conference. Staff can work as a team to improve as the scores are received as a TEAM.

- 4) Administration briefly review the goals within the IEP before/after the Conference. This insures that the teacher has completed in advance and administration is not caught off guard.
- 5) IEPs should not be sent home on the day of the conference for signatures if the peer and administration have not been able to review. The school has 10 business days to give to the parent.

- TeachTown Social Skills Training

In the Nov. 8 JESSE Notes, names were provided from your corporation, that have expressed interest in participating in a trial of Teach Town's Social Skills Program. Linda Holland explained that staff would work along with the JESSE School Based Therapist using TeachTown in looking at ways to teach skills that are needed to improve educational outcomes. This money had been set aside in the 2019-20 JESSE Budget. Linda would like to move forward with training beginning in January, 2020. Linda asked that each corporation look at her recommended staff person and together finalize your choice of who invited to participate in the trial. The total cost at this point is just under \$8,000 for 15 staff members and they can use with as many students as they would like. Future cost of the program would revert back to the individual schools.

- Corporation Pay Raise

Information was received from 8 of the 9 schools regarding Classified Staff Raises this fall. They are as follows:

Knox 3%	OD Loyalty \$250-\$600	NJSP \$.15
Ply \$.50	Argos 1.5%	Triton 2%
JG 3% = \$500 insurance	UN 4%	Culver NA

5.2 December 1 Count

The December 1 Count went EXTREMELY WELL. Processes put in place over the last year at the local level and JESSE Central Office have paid off. In addition, there were a few situations come up that we will grow from and add to our reminders so ALL kids are counted. Exact counts were not available for the meeting, but it is estimated to be near 100 over 9 school corporations.

6.0 Action Items

6.1 Sorenson Contract

Linda Holland recommended that the board approve the use of Sorenson to obtain Educational Interpreter for the Deaf substitutes. Using this company is costly, as we have to pay mileage and some travel a long distance. This is necessary to meet the needs of the students.

Dr. Annette Zupin made a motion to approve Sorenson, Mr. Mitch Mawhorter seconded. The motion passed unanimously.

6.2 Teachtown Purchase

Chris Winchell made a motion to approve the purchase of 15 slots for the TeachTown Social Skills Instruction at approximately \$8000, which was in the approved 2019-20 budget. The motion passed unanimously.

6.3 Classified Staff Pay Raise

Linda Holland recommended to approve a 3% pay raise for the classified staff effective 1-1-20. In addition, a stipend of \$500 would be given to those same employees by December 31, 2019. By doing this, the same amount of money that was budgeted will be encumbered.

Mr. Mitch Mawhorter made a motion to approve a \$ 500 stipend for all current classified staff with an additional 3% raise effective January 1, 2020. Dr. Annette Zupin seconded the motion. The motion passed unanimously.

There was discussion after the vote on going forward with requests for raises. It was suggested that we consider the raise amount be appropriated in the new budget each year and voted on in the fall. In addition, it was suggested we consider putting this in our JESSE Agreement.

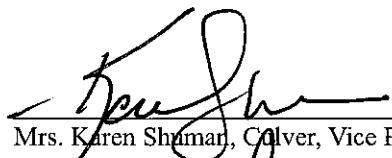
7.0 Other Business:

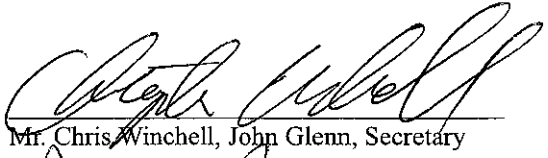
7.1 The next JESSE/Vocational Board Meeting date is January 13, 2020 at the Knox Community Schools Administration Office, 2 Redskin Trail at 10:00 A.M EST. A work session regarding Early Childhood will start at 9:30 AM EST.

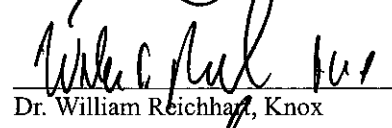
7.2 There were no Individual Superintendent Issues, Reports, Compliments and Concerns

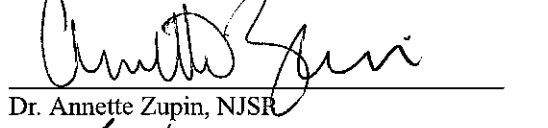
8.0 Adjournment

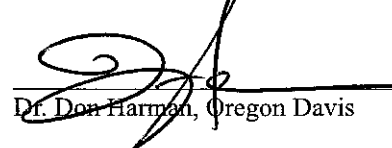
Mr. Mitch Mawhorter made a motion to adjourn the meeting. Mr. Andy Hartley seconded the motion. The motion passed unanimously and was adjourned at 10:52A.M.

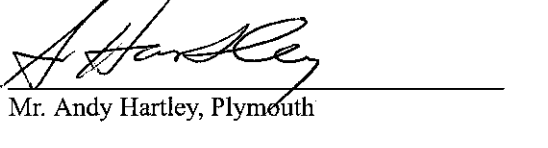

Mrs. Karen Shuman, Colver, Vice President

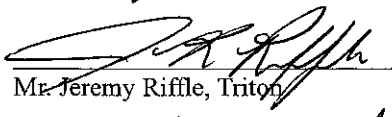

Mr. Chris Winchell, John Glenn, Secretary

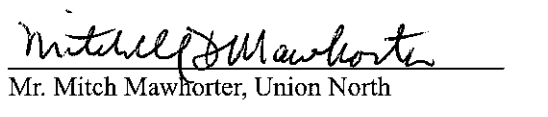

Dr. William Reichhart, Knox

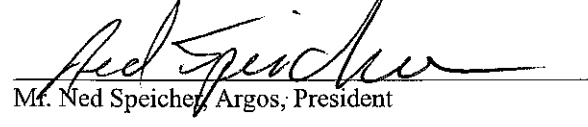

Dr. Annette Zupin, NJSR


Dr. Don Harman, Oregon Davis


Mr. Andy Hartley, Plymouth


Mr. Jeremy Riffle, Triton


Mr. Mitch Mawhorter, Union North


Mr. Ned Speicher, Argos; President