

Joint Education Services in Special Education

JESSE Board of Managers Meeting

held at Plymouth School of Inquiry

Monday, JULY 28, 2015

10:00 A.M. Regular Session **Minutes**

1.0 Organization of Meeting

1.1 Call to Order – Mrs. Donna Burroughs, Triton, Vice President called the meeting to order at 10:05AM.

Members present for the meeting were:

Mrs. Michele Riise, Argos
Dr. Vicki McGuire, Culver
Mr. Dick Reese, John Glenn
Mr. A. J. Gappa, Knox
Mrs. Lynn Johnson, North Judson-San Pierre
Mr. Greg Briles, Oregon Davis
Mr. Andy Hartley, Plymouth Assistant Superintendent
Mr. Mitch Mawhorter, Union North
Mrs. Linda Holland, JESSE Director
Mr. Rob Richards, JESSE Outreach Director
Mrs. Sharon Stewart, JESSE Office Manager

Members absent for the meeting were:

Mr. Dan Tyree, Plymouth

1.2 Recognition of Visitors

Ms. Kimberly Pahl, Interpreter at Culver Schools

2.0 Consent Items

2.1 Agenda of the **JULY 28, 2015** Regular Session Meeting.

2.2 Minutes of the **JUNE 8, 2015** Regular Session Meeting.

3.0 Personnel

3.1 Resignations: None

3.2 Appointments:

- Mr. D. Casey Ickes, Knox SAVE Program Teacher

Mr. Ickes comes to us from South Bend with 15 years of experience in this type of classroom. It is recommended we hire him at a salary of \$46,000 which is \$2,000 more than he was making in South Bend, but within the allowable Plymouth Contract.

- Ms. Kimberly Pahl, Interpreter at Culver

Ms. Kim Pahl has been working as an Interpreter for us at Culver for the last year, provided by CSAD at \$90.00 an hour plus travel. It was recommended we hire her directly at \$24 per hour with insurance benefits and no travel reimbursement.

4.0 Claims:

Vendor and Payroll Claims for June 1, 2015 to June 30, 2015 in the amount of \$317,295.08.

Mr. Dick Reese made a motion that the Board 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 Notice of Withdraw from Culver, Triton, and Argos

Within the JESSE agreement, the schools are to give notice by January 1 of their intent if they plan to withdraw, which was done. The Board then allowed these schools until July 2015 for their final decision on leaving June 30, 2016. This has caused great uncertainty.

The new Argos, Culver and Triton letters were shared with the Board. The Board will need to make a final decision if they are accepting these letters as they will remain with JESSE for the 2016-2017 school year or be leaving. After discussion, it was decided to see if new ways/ideas could be found to cut costs with the ED, MO and other programs. It is a money issue and ways need to be found to make it affordable for them to stay as part of the cooperative.

It was suggested to check on the JESSE office lease and the structure of the Teachers to see if cost cuts could be made in these areas.

5.2 TCU Visa Application

Approval is needed from the Board to open a TCU Visa account for JESSE to use for purchasing. Linda Holland, Rob Richards and Sharon Stewart will be included on the account. Previously we were with American Express and some places do not take this and in addition, their billing was very difficult. Late fees were being applied that we had to call about and just not a good workable situation.

Mr. Dick Reese made a motion to approve the TCU Visa Card application process. Mr. Greg Briles seconded the motion. The motion passed unanimously.

6.0 Information Agenda

6.1 2014-2015 Payments to JESSE

All schools are current. Please remind your business manager, we do not send out bills. Individual corporation amounts are listed in the budget. The JESSE Board chose to give back \$350,000 so each Corporation will pay accordingly.

6.2 Personal Vehicle Use for Company Business

We had an insurance audit and this is one of the things they recommend we do to reduce our risk. It requires staff to provide us a copy of their license and proof of insurance.

A "Use of Personal Vehicle for Company Business" form was shared with the Board members and will be distributed to all employees to sign and to be placed in employee files.

6.3 Go Claim Income

Last year's income for each corporation was shared. This is working nicely with the new company. Additional training is set for August 19 that staff has been invited to.

6.4 Administrative Meeting Sign up

Linda and Rob are planning to visit each school and would like to set up Administrative Meetings in August and early September for new staff members and others. Listed below are some of the things to be discussed at the meetings:

LRE- Indicator 5

Indicator 11

Indicator 13- IIEP monitoring

In service opportunities (Rob will doing CPI Trainings)

6.5 JESSE Office

- **Flooding**

Two times in 6 weeks! We had a \$1,000 deductible for each occurrence. We are working quickly to get things back together for the start of school. Everyone has been great to work with, except the landlord. We are asking him to document what he does and does not do. He is responsible for anything outside our walls. The empty buildings are a concern at this time as no one has been in to clean up and mold is starting to form.

If need be, Oregon Davis has office space but no classrooms available. Will check into the options on lease and rent payment due to flooding and repair expenses incurred.

- **Cyber Risk**

An Employee who over the years was told to back up all data and take it home nightly had their purse stolen. A Jump Drive was one thing in the purse so it was reported to our Cyber Risk Insurance and at no cost to us; we got a ruling that we did not have to notify these individuals.

- **Transportation**

Reminder, Mrs. Holland gets the company to transport students to ISBVI and ISD. Students from Knox and North Judson are currently using this transportation.

All other Transportation issues are local control. The DOE's position is different than the legal position.

- **Outreach Director Report**

Mr. Rob Richards has been working on setting up CPI training, updating technology skills, and working with the alternative teachers. We will be doing school visits and hope to be attending future administrative meetings.

6.6 Organizational Meeting Report

Ideas discussed at the Organizational Meeting held prior to the Board meeting were shared:

- All School Corporations have lost students – regular and special education
Can't afford programs this way
Number of Moderate students
Number of Speech Students
- New Vision Statement
- Divide Districts up differently
- Maybe don't need 4 programs, but 1 is not enough
- Share more programs
- Where to house programs & still keep student services local – services or no services
- All Corporations are financially tight
- Vision, Hearing, OT/PT are all shared costs
- Psychs and Speech Pathologists are not a shared cost and they do not have even loads
- Set a deadline for Organization issues, there are only a few months left for the remaining 6 Corporations
- Need to start work on 16-17 Budget
- Set up 1 more Organization meeting and then a work session
- Shared costs – pay whether you use or not or only if you use service

7.0 Other Business:

7.1 The next JESSE Board Meeting is Monday, September 14, 2015 at 10:00AM.

7.2 Individual Superintendent Issues, Reports, Compliments and Concerns

Does anyone have any extra computers or laptops? OT/PT's are having problems when going into schools. MAC vs PC need to be compatible

Argos is looking for a Speech Pathologist
North Judson – San Pierre needs a Biology Teacher

SAVE is having an open house on August 3 at 5:30PM for the students.
Plymouth Academy will have 6 students in the AM session and 4 in the PM session this year. These programs are paid for by all 9 Corporations.

Mrs. Holland thanked the Central Office staff for their help during the floods, cleaning up and preparing for the Professional Cleaning company.

Mrs. Penny Hines sent a note of “Thanks” upon her retirement. She states it has been an honor to serve the schools in the JESSE area.

8.0 Adjournment

Member, A. J. Gappa, Knox

Member, Lynn Johnson, NJ-SP

Member, Michele Riise, Argos

Member, Vicki McGuire, Culver

Member, Dick Reese, John Glenn

Greg Briles, Oregon-Davis

President, Dan Tyree, Plymouth

Vice President, Donna Burroughs, Triton

Secretary, Mitch Mawhorter, Union North