

Joint Education Services in Special Education

JESSE Board of Managers Meeting

JESSE Central Office

Monday, May 9, 2016

10:00 A.M. Regular Session Minutes

1.0 Organization of Meeting

1.1 Call to Order – Mr. Dan Tyree, Plymouth, 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
Dr. Bob Boyd, North Judson San Pierre
Mr. Jim Dermody, Oregon Davis
Mr. Andy Hartley, Plymouth Assistant Superintendent
Mrs. Donna Burroughs, Triton
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. A. J. Gappa, Knox

2.0 Consent Items

2.1 Agenda of the April 11, 2016 Regular Session Meeting.

Mrs. Donna Burroughs made a motion to approve the Agenda as presented. Mr. Dick Reese seconded the motion. The motion passed unanimously.

2.2 Minutes of the March 14, 2016 Regular Session Meeting.

Dr. Bob Boyd made a motion to approve the March 14, 2016 JESSE Board meeting Minutes as presented. Mrs. Donna Burroughs seconded the motion. The motion passed unanimously.

3.0 Personnel

3.1 New Hires: None

3.2 Resignations: None

4.0 Claims: Vendor and Payroll Claims for March 1, 2016 to March 31, 2016 in the amount of **\$208,574.80.**

Mr. Dick Reese made a motion to approve the March 2016 Vendor and Payroll Claims as presented. Mrs. Donna Burroughs seconded the motion. The motion passed unanimously.

5.0 Discussion/Action Items

5.1 Election of Officers for 2016-2017

The 2016-2017 Officers will be (rotating in alphabetical school corporation order):

President: Donna Burroughs, Triton,
Vice President: Mitch Mawhorter, Union North
Secretary: Michele Riise, Argos

Mr. Dick Reese made a motion to approve the JESSE Board of Directors as presented. Mr. Chuck Kitchell seconded the motion. The motion passed unanimously.

5.2 Establishment of Committees for 2016-2017

Finance Committee:

Donna Burroughs, Triton
AJ Gappa, Knox
Dan Tyree, Plymouth
Mitch Mawhorter, Union North
Michelle Riise, Argos

Evaluation Committee:

Donna Burroughs, Triton
New Superintendent, North Judson San Pierre
Dick Reese, John Glenn
Chuck Kitchell, Culver
New Superintendent, Oregon Davis

Mr. Jim Dermody made a motion to approve the Finance and Evaluation Committees as presented. Dr. Bob Boyd seconded the motion. The motion passed unanimously.

6.0 Information Agenda

6.1 Finance Committee Report

- **Occupational Therapist**

One additional day a week for an OTA was added into the budget. The numbers have really jumped this year with great referrals of kids that would benefit from this related service. This also is a service that Medicaid reimbursement is received for. In order to cover this additional \$9,000, an additional \$8,000 was cut from Supplies, Equipment, Conference and Travel.

- **Vocational Transportation/Job Coaches**

In the budget, an increase of one day a week was added for Vocational Job Coaches to meet the needs of kids. These then become part time positions, so the insurance benefit was removed. Currently considering how to use some current part time staff to fill the positions.

\$21,000 in Transportation costs has been removed, however, this is something that will still need to be provided based on student need. Options to consider are: Council On Aging, if in Marshall County, or using the Job Coaches as a last resort. They are asked to have a vehicle and insurance to transport students. Names, locations and frequency of student jobs were e-mailed on Monday, May 2. Dates and Times have not been established as we need to work with you and your transportation choice.

- **Budget Proposal**

The Budget was shared as a Google Doc named JESSE Proposal 2016-2017 Budget. The Finance Committee shared additional comments and recommendations. The Budget now includes a \$400,000 give back section per the request of the Finance Committee.

After discussion, it was recommended to sign a two year Lease for the SAVE Program classroom at the current rent amount of \$475 per month.

6.2 Extended School Year Report

Only three (3) students are getting Extended School Year services this summer. Three factors that may have contributed to this low number are: It is now the cost of the local schools instead of JESSE, the Case Conference Committees are asked to now document the reason and with the Balanced Calendar there is not as long as summer break.

6.3 Current Job Openings:

- 2- Part Time Vocational Coaches for JESSE
- 1 Occupational Therapist for JESSE
- 1-Full time Interpreter for JESSE @ Culver
- 1 High School Life Skills Teacher at Argos
- 1 High School Mild Intervention Teacher at John Glenn
- 1 School Psychologist at John Glenn/Union North

- 2 Mild Intervention Teachers (Webster, Riverside) Plymouth
- Jr/Sr High School Principal at NJSP
- Industrial Tech Teacher, John Glenn

6.4 Professional Development

- **Article 7 June 14-16 8:30 to 12:30 in the JESSE office**

Administrators are encouraged to attend if they are unfamiliar with Article 7.

Fifteen signed up so far, room for 5 more participants.

- **CPI Instruction**

Contact/schedule with Rob Richards if needed. The only cost is the “certification”. Rob will discuss with Staff what each Corporation's Seclusion/Restraint Plan looks like. An example was included in the packet.

- **IIEP Training**

After Reorganization, the IIEP Training fell to the local school Case Conference Coordinators. At the beginning of the School year things are crazy, so possibly this training has not been as it should be. In addition, other CCC's have been asked to train new CCC's however, each Corporation does things a little different so again, and this has not been beneficial. We would like to offer an IIEP Training in July for those who will have new staff, **however**, they must be in Learning Connection PRIOR to this, which requires a Corporation e-mail address and approval by the local Learning Connection Administrator within the program. Dates will be announced, but paperwork will need to be completed prior to the training.

- ***Move in Conferences***

Reminder that a Move In Conference must be held within 10 days of registration. Last year, we had School Corporations with up to 50 move in's. Staff that is responsible for scheduling these must be able to start prior to the first day of school.

7.0 Other Business:

7.1 The next JESSE Board Meeting is June 13, 2016 at 10:00AM.

The Final Budget will be voted on. If unable to attend, please send a Representative.

July 11, 2016 is the date of a Regular Session. Will only have a meeting if there is something that MUST be voted on prior to the August 8th meeting.

8.0 Adjournment

Mr. Dick Reese made a motion to adjourn the meeting. Mr. Mitch Mawhorter seconded the Motion. The Motion passed unanimously and the meeting adjourned at 10:35AM.

A. J. Gappa, Knox

Robert Boyd, NJSP

Michele Riise, Argos

Chuck Kitchell, Culver

Dick Reese, John Glenn

James Dermody, Oregon Davis

President, Dan Tyree, Plymouth

Vice President, Donna Burroughs, Triton

Secretary, Mitch Mawhorter, UN