

Joint Education Services in Special Education

JESSE Board of Managers Meeting

JESSE Central Office

Monday, October 12, 2015

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

1.0 Organization of Meeting

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

Members present for the meeting were:

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

Members absent for the meeting were:

Mr. Dan Tyree, Plymouth

2.0 Consent Items

2.1 Agenda of the October 12, 2015 Regular Session Meeting.

2.2 Minutes of the September 14, 2015 Regular Session Meeting.

Mr. Dick Reese made a motion to approve the Consent/Claim Items as presented and to vote on the Personnel items separately. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

3.0 Personnel

3.1 Resignation/Retirement: Approval was recommended for the acceptance of the resignation/retirements of:

Ms. Johnna Ramer, Vocational Transition Coordinator, effective December 18, 2015.

Johnna's position is a non certified position, however has a huge impact on students. She made \$32,800 on a 185 day contract. She over saw vocational programming out in the community for students as well as provided very needed guidance in the area of social

security waivers, BEADS application, and vocational rehab applications, to the student and most of all the families. This information the staff is aware of, however, their primary responsibility of the academics and the time during the day to talk to parents and students does not present itself. In addition, transportation is arranged and managed with the Marshall Co. Council on Aging by this position. When there is a snow delay, this position is on the phone making alternate arrangements for work experiences. There are currently 34 students being served by this program. Finally, Indicator 13 is heavily monitored by this staff member as well as the DOE and we are required to be 100% compliant. This position participates in the school conferences helping the chairperson make sure we are compliant in this area as again, this is not a familiar area for our educational staff. This position would best be served by someone knowledgeable in the area of social work. Ms. Holland would like to post this position and a replacement be hired effective January 4, 2015.

Ms. Carolyn Meredith, CODA Compliance Officer, effective June 30, 2016.

Carolyn's position requires accurate data keeping and IEP compliance. Ms. Holland asked that her retirement be approved. Ways are being discussed and looked into as to how to possibly realign job responsibilities and possibly reduce a portion of her salary from our central office budget. More to come in November.

Mr. Greg Briles made a motion to approve the retirements and the plans presented. Mr. Dick Reese seconded the motion. The motion passed unanimously.

4.0 Claims: Vendor and Payroll Claims for September 1, 2015 to September 30, 201 in the amount of \$164,405.82 were approved.

5.0 Discussion/Action Items

5.1 Letter of Intent from Culver, Argos and Triton

Copies of all letters were shared.

Mr. Mitch Mawhorter made a motion to rescind the previous acceptance in January 2015 of their intent to leave JESSE effective June 30, 2016. Ms. Lynn Johnson seconded the motion. The motion passed 6-0. Argos, Culver and Triton abstained from voting.

It was decided to move forward with the JESSE agreement regarding funding; each will pay their fair share as stated in the agreement. If things change, the process would be started from the beginning.

5.2 JESSE Contribution to 2016 Health Insurance

JESSE contributes a fixed amount to the non-certified insurance. This year, the insurance has gone up 3%. This impacts the staff that do not have the opportunity to receive stipends for job performance as the teachers do. In addition, they are not eligible for PGP Point stipends as the teachers are. Ms. Holland would like a motion to increase the

JESSE Board contribution by 1.5 %, splitting the difference with the Employee. The total impact to the budget would be under \$4,500 for 26 employees.

Mr. Dick Reese made a motion to approve the Health Insurance Contribution by 1.5%. Mr. Greg Briles seconded the motion. The motion passed unanimously.

Five Teachers are covered under their Plymouth Contract for insurance, however, do have the opportunity for the PGP Points and other stipends if money is available to teachers.

6.0 Information Agenda

6.1 Organizational Structure Committee Report

Items discussed during the 8:30 meeting were:

- Wording - tweaking verbiage
- Programs
- Students
- Mileage/Time getting students to services

The Committee will have final decisions/recommendations in November for Board Member approval and hope to make all decisions effective January 1st and be effective for an 18th month agreement. All will share costs whether have students involved or not.

Other ideas shared but decided against:

- Move Speech Pathologists and Psychologist back to JESSE

- Share costs - change to two service districts versus three
three districts versus four
(Plymouth is own district)

- Move Central Office? approximately 3 years left on lease
Argos has space available
Check with Lawyer for legal opinion about repairs - are we responsible for internal repairs/fixing?

6.2 Indicators Monitored within Special Education

Part B Indicators and Part C Indicators were discussed.

6.3 Professional Development

Goal Writing is getting set up/being planned for each district for November/December with additional plans for the winter months. We will be concentrating on ways to improve our overall JESSE rating by the state (this summer it was 43%) as well as working extra with those that were below 33%. We must be at 100%. Five school corporations sent 18 staff members to IIEP training.

Administration needs to understand what they are looking for while actually sitting in conferences. IEP's with goals that are not measurable or skill driven are still being written. This has been reviewed/presented annually, but not being successful. Possibly they need to hear it from another person. We have the opportunity to have someone from the DOE, a former principal come here locally and do professional development with Administration. We will look into getting it set up and have all schools participate with at least one representative.

Still time to sign up for:

- 1) October 16 - Dr. Cathy Pratt will be at Plymouth. This is for paraprofessionals in the area of Autism
- 2) November 4th and 5th- PATINS Conf. - This is for Life Skills Area Teachers
- 3) January 19, 2016 - Administration Workshop - This is for all Administrators

Mr. Rob Richards reported on various trainings held or to be held:

FBA - Plymouth
Differentiation - LaVille
Autism 101 - North Judson San Pierre Elementary
CPI - 100 staff members trained so far
Autism 101 - Jefferson Elementary

Plymouth Academy has had lots of activity - almost at full capacity in the AM and PM class

7.0 Other Business:

7.1 The next JESSE Board Meeting is November 9, 2015 at 10:00AM
An Organizational Structure meeting will be held at 8:30AM

7.2 Individual Superintendent Issues, Reports, Compliments and Concerns

Ms. Holland thanked Plymouth, Triton and Knox for loaning 1 used computer each for therapists that work directly in their school corporation. This has saved many hours of frustration with network and printing issues. The gals also state they work so much faster than what they previously had. In addition, Oregon Davis is loaning 2 brand new computers for our office use. This has saved us about \$5,000 in technology cost. Thank you again.

North Judson San Pierre has a new CC Coordinator - Ms. Amy Bales

8.0 Adjournment

Mr. Greg Briles made a motion to adjourn the meeting. Mr. Dick Reese seconded the motion. The motion passed unanimously and the meeting adjourned at 10:40AM.

Ms. Michele Riise, Argos

Dr. Vicki McGuire, Culver

Mr. Richard Reese, John Glenn

Mr. A. J. Gappa, Knox

Mrs. Lynn Johnson, NJ-SP

Mr. Greg Briles, Oregon Davis

Mr. Dan Tyree, Plymouth, President

Ms. Donna Burroughs, Triton, Vice Pres.

Mr. Mitch Mawhorter, UN North, Secretary