

## 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

## JESSE Board of Managers Meeting JESSE Central Office

Monday, June 18, 2018, Board Meeting Minutes  
11:00 A.M.

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### **1.0 Organization of Meeting**

**1.1 Call to Order** – Mr. Mitch Mawhorter, Union North, President called the meeting to order at 11:38AM.

Members present for the meeting were:

Mr. Ned Speicher, Argos  
Mrs. Karen Shuman, Culver  
Mr. Dick Reese, John Glenn  
Dt. William Reichhart, Knox  
Dr. Annette Zupin, North Judson San Pierre  
Dr. Don Harman, Oregon Davis  
Mr. Andy Hartley, Plymouth  
Mr. Jeremy Riffle, 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

### **1.2 Recognition of Visitors**

Mr. Bill McIntyre, Plymouth Academy Teacher

### **2.0 Consent Items**

**2.1 Agenda** of the June 18, 2018 Regular Session Meeting.

**2.2 Minutes** of the May 14, 2018 Regular Session Meeting.

### **3.0 Approve Personnel Recommendations**

**3.1 Resignations:** Mr. Rob Richards, J.E.S.S.E. Assistant Director, effective June 30, 2018  
Mrs. Kimberly Pahl, Interpreter at Culver Schools, effective June 30, 2018

**3.2 Dismissal:** Mrs. Kathy Minix, SAVE Instructional Assistant was offered a position for the 2018-2019 School Year within the Plymouth School Corporation. She declined the position.

**3.3 New Hire:** Mrs. Joyce Hanselman, Administrative Assistant effective July 1, 2018.  
This is a 195 day position and she will be paid \$14.25 an hour.

Mrs. Bridget Harner, IEP Data Specialist effective July 1, 2018. This is a 195 day position and she will be paid \$14.00 an hour.

Mrs. Sharon Stewart, Part Time to assist with Payroll and Claims effective July 1, 2018.

**4.0 Approve Claims:** Vendor and Payroll Claims for May 1, 2018 to May 31, 2018  
in the amount of \$179,437.21.

Mr. Dick Reese made a motion to approve Consent, Personnel and Claim items as presented.  
Mrs. Karen Shuman seconded the motion.

During discussion Dr. Don Harman wanted it specified that Sharon only be approved for up to 20 hours per week and no more than 130 days for the year.

Dr. William Reichhart asked that all the Monthly Financial Reports be included with the Board Packet.

The motion passed unanimously.

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

#### **5.1 Approval of 2018-2019 Budget**

The 18-19 budget is \$1,912,105 which is a 14.5% reduction from the 2017-2018 school year budget. This allows for very little movement if contracted staff must be hired in August to fill an OT position.

Dr. William Reichhart made a motion to approve the 2018-2019 J.E.S.S.E. Budget with the \$250,000.00 cash back amount. Dr. Don Harman seconded the motion.  
The motion passed unanimously.

#### **5.2 Approval of Outside Contracting Services**

**Pro-Care:** Occupational Therapist Assistant  
Occupational Therapist

These two Therapists from Pro-Care have worked for us over the past year.

**CSAD: Interpreters (2)**

One full time and one as a substitute for Interpreting at Culver.

Mr. Dick Reese made a motion to approve the Outside contracts for Pro-Care and CSAD. Mr. Ned Speicher seconded the motion. The motion passed unanimously.

**5.3 Administrative Contract Renewal for Linda Holland**

Dr. Don Harman made a motion to table this Contract Renewal at this time. Mrs. Karen Shuman seconded the motion. The motion passed unanimously.

**5.4 Conditions of Employment Update**

With changes in the J.E.S.S.E. office structure, the Conditions of Employment have been updated.

Mr. Ned Speicher made a motion to approve the Conditions of Employment as presented. Dr. Don Harman seconded the motion. The motion passed unanimously.

**5.4 Job Description Updates**

With changes in the J.E.S.S.E. office structure, job descriptions have been updated.

Dr. William Reichhart made a motion to approve the Job Descriptions as presented. Mr. Dick Reese seconded the motion. The motion passed unanimously.

**5.5 Election of Officers for JESSE Board**

In the past, the JESSE Board Superintendents share in the rotation of officers in alphabetical order. The 2018-2019 officers would be Ned Speicher, (Argos) President, Karen Shuman (Culver) Vice President, and Richard Reese (John Glenn) Secretary.

Mr. Ned Speicher shared that his Contract is for only three days a week. It was also brought up that a lot of the Superintendents are new to the J.E.S.S.E. Board of Directors.

Dr. Annette Zupin made a motion that the Officers stay status quo for the 2018-2019 school year. Mr. Dick Reese seconded the motion. The motion passed unanimously.

**6.0 Information Agenda**

**6.1 Tom Dulle Scholarship Winners**

Two \$500.00 scholarships were awarded this year to Special Education students. The winners were Ricky Leffert from Plymouth High School and Zachary Utz from Argos High School.

## **6.2 Conflict of Interest Statement**

A Conflict of Interest Statement was shared and signed for Mrs. Linda Holland and her husband's company. Holland Plumbing & Heating is occasionally hired to complete minor Plumbing/Heating issues within the J.E.S.S.E. Office building.

## **6.3 Part B Grant, Part 1 due June 30**

Mrs. Linda Holland has offered assistance to any Treasurer who has questions about the Part B Grant, Part 1.

## **6.4 Memorandum of Understanding for Service Districts due June 30, 2018**

Service Districts were asked to provide a copy of any Memorandum of Understanding that has changed to the J.E.S.S.E. Office.

- 6.5 Future PD:**
- July 9 12:00 Argos HS: Special Ed. 101 for Regular Ed.
  - July 11 - Fort Wayne - IIEP Changes - Behavior Plans
  - July 16 12:00 Argos Elem: Special Ed. 101 for Regular Ed.
  - July 18 9:00 JESSE Office: Transportation Meeting
  - July 27 8:30 JESSE Office: NEW STAFF and Mentor IEP Walkthrough
  - Aug. 15 9:00 JESSE Office: School Psychologist
  - Aug. 15 12:00 JESSE Office: Speech Pathologist
  - TBA 9:00 TBA: Developing Behavior Intervention Plans
  - CPI: As requested in Local Schools (Mrs. Ashley McCallum is taking this over)
  - September: Local Service Districts: IIEP LRE Placement Screen
  - November: Local Service Districts: IIEP Electronic Processes

The above are PD items planned for the first semester. PLEASE let the J.E.S.S.E. office know of any new staff and home contact information so they can attend the July 27 IEP training.

## **7.0 Other Business:**

**7.1** The next JESSE Board Meeting date is July 30, 2018 at 10:00AM. There will be and Executive Session at 9:00AM and a Work Session at 9:30AM.

**7.2** Individual Superintendent Issues, Reports, Compliments and Concerns

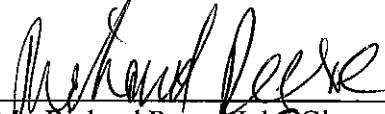
Mr. Rob Richards was thanked for all his dedication to J.E.S.S.E. and wished all the best in his future employment.

**8.0 Adjournment**

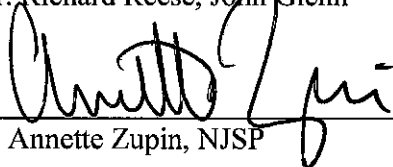
Mr. Dick Reese made a motion to adjourn the meeting. Dr. Don Harman seconded the motion. The motion passed unanimously and the meeting adjourned at 12:20PM.

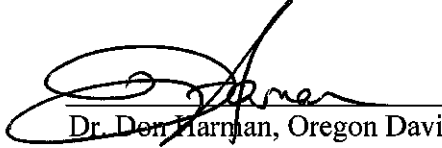
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Mr. Ned Speicher, Argos, VP

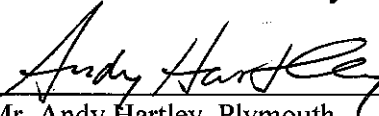
  
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Mrs. Karen Shuman, Culyer, Secretary

  
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Mr. Richard Reese, John Glenn

  
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Dr. William Reichhart, Knox

  
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Dr. Annette Zupin, NJSP

  
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Dr. Don Harman, Oregon Davis

  
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Mr. Andy Hartley, Plymouth

  
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Mr. Jeremy Riffle, Triton

  
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Mr. Mitch Mawhorter, Union North, President

