

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, September 9, 2019

10:00 A.M. EST

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## MINUTES

### **1.0 Organization of Meeting**

**1.1 Call to Order** – Mr. Ned Speicher, President called the meeting to order at 11:43 A.M. at the Argos Administration Building.

Members present for the meeting were:

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

### **1.2 Recognition of Visitors** - No visitors present

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 September 9, 2019 Regular Session Meeting.

## **2.2 Approve Minutes** of the July 29, 2019 Regular Session Meeting.

A motion to approve the agenda and minutes was made by Mr. Mitch Mawhorter and seconded by Dr. Don Harman. Motion passed unanimously.

## **3.0 Approve Personnel Recommendations**

### **3.1 Resignations:** Elizabeth Schmitt, Early Childhood Facilitator

Linda Holland asked the board to accept the resignation from Elizabeth Schmitt. Elizabeth had been board approved, but had not signed a contract and accepted a different position.

### **3.2 New Hire:** Amy Ferguson, Early Childhood Facilitator

Linda expressed her thanks to allow her to get Amy in place prior to our official meeting on 9-9-19.

She requested a motion to hire Amy Ferguson effective Sept. 3, 2019. She will be offered a 175 day contract at the same rate she was making for Plymouth Community Schools. For years moving forward, this position is a 190 day contract.

A motion was made by Dr. Bill Reichhart to approve all the personnel recommendations. Mr. Andy Hartley seconded the motion. The motion passed unanimously.

## **4.0 Approval of Claims:** Vendor and Payroll Claims for July 1 to July 31, 2019 in the amount of: \$69,530.90.

Mr. Andy Hartley made a motion to approve the Claims Items as presented. Dr. Don Harman seconded the motion, The motion passed unanimously.

## **5.0 Information Agenda**

### 5.1 Friday Notes Q/A

#### ● ISPROUT Training

Linda and Amy Ferguson attended training on Sept. 5 and 6 in Ft. Wayne. There are federal timelines that must be met within 6 weeks of school starting, however IDOE is not meeting these timelines, so there is not a need to rush teachers into this to make the federal/state timelines. They learned that there is not a timestamp of the schools start date, just a timestamp of when the evaluation was completed on a student, however office of assessment can not formally tell us if it is ok to not meet a federal mandate.

- Those requiring training are 1) Data person 2) Speech Path that works with pre-school 3) Pre-school teachers of those who are identified as special ed.
  - This can be used for all pre-K students (\$10 fee is not moving forward)
  - On My Way Pre-K has chosen another assessment
  - Those administering ISPROUT must pass an on-line test after 10+hours of training
- Data training- Linda has reached out locally to have your Data people watch a web-x 9-9-19.

Students and staff must be entered for assessments to be completed. There are 3 different ways they can do this, but I think manual may be simplest but they can decide. I will provide student and staff names.

- I recommend a combination of training: 4-6 hours on own + 6 hours on Sept. 20
- If they can not attend on the 20th, then they must do all on own and report by Sept. 30 to a trainer (Linda and/or Amy) to take the online test (approximately 1 hour long).
- Information will go out to staff on Wednesday, Sept. 11.

- Paperless Documentation

Due to the relocation of the JESSE offices, there is no longer a drop box for schools to drop off their paperwork. Documents can be brought to the Webster School front office during school hours or mailed to PO Box 418. It has been asked if the schools can scan and email their paperwork. At this time, we are not set up for that process, however, we are working quickly to train staff to work within IIEP to accurately document the required paperwork electronically that will lead to us obtaining our information in that method. We will be meeting with your JESSE Liaisons on 9-11-19 and establish 3 training times this school year. Until then, mailing or delivering directly to us will be required. At this time, we have reduced the paper needed to be sent to JESSE. Timeline specific notices are already faxed to us by your teachers, psychologist, and/or Liaisons. What needs to be delivered or mailed to us at this time is the actual Case Conference Committee Reports and they can come in one envelope, mailed or delivered weekly. We will continue to investigate the possibility of scanning the documents and will advise when that service is available.

- Local Autism Leaders

Linda needs of the name of a representative from Knox, OD, Culver, Triton, John Glenn and Union North.

- Medicaid Reimbursement

Local numbers of entries from teachers for the year were handed out. All training is provided by the company we contract with, Go Solutions.

## 5.2 2019-2020 Budget

The 2019-2020 budget was approved in June and begins July 1. Since then, some changes in line items have taken place. Nothing required an increase, however, Linda wanted to inform the board of the line item changes:

- 1) Savings of the Early Childhood Facilitator approximately. \$20,000.
- 2) Increase in Technology Support of approximately. \$4,000. This change was due to the agreement with Plymouth Schools that did not cover all that was anticipated when budget planning AND the change of direction that the Service Center went with technology support that recently occurred. A contract with "Ma3SP Technology" to provide all that was formerly provided by 3 different companies will addressed in Action Items.

Linda introduced Amy Ferguson, the new Early Childhood Facilitator to the board members.

## 6.0 Action Items

### 6.1 Contract Approval with Pro Care

Due to the increased enrollment of preschool students and move in students, there is an increased need for Educational Interpreters. The company used in the past does not off this service. Linda requested that the board approve the contract with ProCare to provide these services. Mr. Chris Winchell made a motion to approve the contract with Pro Care to provide Educational Interpreters. Dr. Don Harman seconded the motion and it passed unanimously.

### 6.2 Contract Approval with Ma3SP Technology

Graham Pearson started his own Technology support business after the Service Center discontinued the service. Linda recommended that he fulfill the needs of JESSE and replace the 3 other companies used in the past.

Dr. Bill Reichhart made a motion to approve the contract with Ma3SP for the 2019-20 year. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously.

### **7.0 Other Business:**

**7.1** The next JESSE/Vocational Board Meeting date is November 4, 2019  
It was suggested by Ned Speicher that the meeting locations be rotated alphabetically. October 14 should be the next meeting date. However, many schools are on Fall Break on that date. Due to this, there will be no October meeting. It was decided that the next board meeting will be Monday, Nov. 4 at the Culver Administration Office at 10:00 AM.

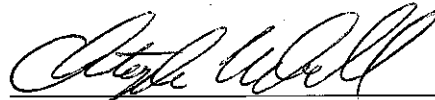
**7.2** Individual Superintendent Issues, Reports, Compliments and Concerns

### **8.0 Adjournment**

Mr. Andy Hartley made a motion to adjourn the meeting. Mr. Mitch Mawhorter seconded the motion. The motion passed unanimously and was adjourned at 12:16 P.M.



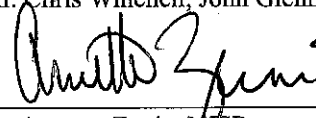
Mrs. Karen Shuman, Culver, Vice President



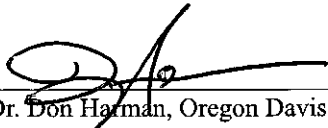
Mr. Chris Winchell, John Glenn, Secretary



Dr. William Reichhart, Knox



Dr. Annette Zupin, N/SP



Dr. Don Harman, Oregon Davis



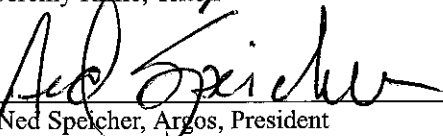
Mr. Andy Hartley, Plymouth



Mr. Jeremy Riffle, Triton



Mr. Mitch Mawhorter, Union North



Mr. Ned Speicher, Argos, President