

**Cooperative School Services Special Education Executive Board Minutes
September 22, 2023**

The Executive Board met on this date to review and discuss matters pertaining to special education programming. In attendance were Dr. Zupin, Mr. Sichting, Mr. Street, Mr. Middleton, Mr. Eccles, Mr. Craig, Mr. Hall, Mrs. Dobson, and Mrs. Claton. Mr. Culp and Dr. Rowe were not in attendance. Mr. Craig conducted the meeting. The minutes of the previous meeting were approved through a motion by Mr. Street and a second by Mr. Eccles. The vote was unanimous for approval.

Reports: Mrs. Claton provided the financial report for August 2023. Mrs. Claton explained that account 5523 has decreased but it is still negative due to payroll. The payroll should be submitted to Rensselaer Central in a timelier manner. The Financial Report was approved through a motion by Mr. Eccles and a second by Mr. Hall. The vote was unanimous for approval.

The Preschool Report was reviewed. Mrs. Claton shared South Newton's numbers are growing and they may need additional Paraprofessional support soon. Mr. Hall asked how many students currently attend South Newton. Mrs. Claton shared the number of students that attend South Newton's preschool classroom which includes North Newton and Tri-County students. The number of open evaluations that could lead to a placement was also discussed.

The Manifestation Determination and Suspension Reports were shared. Mrs. Claton shared how some schools are suspending students at high rates early in the school year. Superintendents report they do not get the report from their buildings.

Mrs. Claton shared an update on the Basic/Levels support. Mr. Bryant has shared classroom observation rubrics with teachers. Mr. Bryant has visited Prairie Crossing, Rensselaer, and Kankakee Valley programs. Feedback has been received well. Teachers have shared they feel supported by this addition.

Mrs. Dobson shared an update on current numbers within the Life Skills and Basic/Levels Classrooms. Superintendents report that it is difficult to staff Paraprofessionals in the Life Skills programs. The board discussed pay differentiation for specialty Paras. Mrs. Dobson suggested collaboration between new teachers in the Life Skills and Basic programs with veteran teachers in those programs. Superintendents agreed that could help.

The upcoming training schedule was shared and discussed.

Business: Information was shared regarding Indicator 13: Transition updates and upcoming IDOE training.

Mrs. Dobson provided the Seclusion and Restraint Policy along with the Crisis Plans. Mrs. Dobson reviewed the procedures. Many schools do not have a Crisis Team. There are 27 participants in the current TCI training. Crisis Plan verification will be sent to all schools and needs to be returned to Cooperative School Services. Each Corporation has adopted a Seclusion and Restraint Plan which aligns with the State's Model and Restraint Plan effective October 4, 2019.

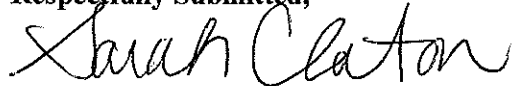
Mrs. Claton shared information regarding CSS staff evaluations. Staff will have portfolios of performance along with observations throughout the 2023-2024 school year. Staff will have a primary observer and a secondary observer. Staff will receive observation feedback.

Mrs. Claton discussed other business which included upgrades to the Cooperative School Services Building. The building needs a new dumpster which would cost \$900.00. The board approved using the building funds to purchase a new dumpster before the bottom rusts out. CSS staff have placed calls for bids on a new HVAC unit for the conference room and leaking windows. Mr. Sichting has contact information for companies in Lafayette

if CSS continues to have no success contacting companies for bids. Mrs. Claton shared that the security system has not worked for a long time. The board asked for the system to be upgraded due to the safety and security of staff and the building.

The meeting was adjourned through a motion from Mr. Eccles with a second by Mr. Sichting. The motion passed unanimously. The next meeting will be on Tuesday, November 14, 2023, at 12:00 Central / 1:00 Eastern.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sarah Claton". The signature is fluid and cursive, with the first name "Sarah" and last name "Claton" clearly distinguishable.

Sarah Claton, Director of Special Education