

**Cooperative School Services Special Education Executive Board Minutes
October 10, 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, Mr. Culp, Dr. Rowe, Mrs. Dobson, and Mrs. Claton. Mr. Craig conducted the meeting. The minutes of the previous meeting were approved through a motion by Mr. Street and a second by Mr. Sichting. The vote was unanimous for approval.

Reports: Mrs. Claton provided the financial report for September 2023. Dr. Rowe inquired about having historical data to compare the financial report with the previous year's financial report. Mr. Eccles made a motion to approve the financial report and Dr. Rowe provided a second. The motion was approved by unanimous vote.

The Preschool reports were reviewed. Additional support of adding a paraprofessional was discussed for South Newton and Benton Community Preschool classrooms. Mr. Sichting made the motion to approve the additional support for both classrooms. Mr. Eccles provided a second and the motion was approved by unanimous vote. Mr. Culp inquired about Mrs. Girton's role as Preschool Coordinator and Director. Mrs. Claton shared Mrs. Girton is TOR for Benton Community Developmental Preschool due to not having a licensed teacher for the program. Future questions about TORs can be answered by calling Cooperative School Services.

The Manifestation Determination and Suspension reports were reviewed. The board discussed adding the building principal(s) and superintendent(s) to the follow-up email informing the team of the suspension. The suspension and expulsion notification form was reviewed. Mrs. Claton shared Procedural Safeguards need to be given to the parent with the suspension letter on the 10th day of a suspension. Procedural Safeguards are available on the Cooperative School Services website, IDOE website, and within Indiana IEP under the main menu at the bottom of the page in documents.

Upcoming training sessions were provided. Trainings were scheduled for SLPs, Data Specialists, Treasurers, and Indicator 13/Transition. Mrs. Claton shared in 2025 that PCG will no longer have the State bid for the IEP system. Mrs. Claton shared how Kathy Hancock assured CSS that the Medicaid reimbursement will continue with PCG even with the shift of the IEP program. PowerSchool will be the new vender starting in the Fall of 2025. Mrs. Claton shared PCGs customer support has declined. Mr. Sichting requested a list of concerns for PCG. Mrs. Claton will send out a list to all superintendents. Mrs. Claton reviewed attendance at the 504 sessions with CSS Attorney Elizabeth Barnes. Mrs. Claton asked the board to consider the 504 training on a bi-annual basis. Several new staff members attend the ISBA 504 and discipline webinar therefore additional training may not be needed. The board agreed to make the 504 training Bi-Annual. The board discussed having the annual Special Ed. Law Review training with Elizabeth Barnes at the end of July 2024 to avoid the beginning of the year meetings for administrators. Attendance for this year's training will be given to superintendents at the next board meeting as requested.

Several superintendents inquired about training during the school year for their Administrators. Mrs. Claton and Mrs. Dobson can provide training as requested. IEP Technical Assistance training catalog was also provided at last month's board meeting which includes virtual and in-person training for administrators.

Business: Mrs. Claton shared Indicator 13 upcoming training information. Indicator 13 is a compliance indicator that monitors the percent of youth aged 14 and above or entering grade 9, whichever comes first, with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will reasonably enable the student to meet the post-secondary goals. The training will be virtual with an AM and PM session. Staff on Fall Break will receive a stipend for their time. IDOE will be presenting and have examples pulled from Cooperative IEPs. A makeup session will be held for staff unable to attend. The board approved the training as mandatory for all secondary TORs. The next audit school year will be the 2024-2025 school year auditing the IEPs teachers are currently writing.

Mrs. Claton discussed transportation training and discipline for students who are IEP placed outside of their home school corporation. A draft procedure will be written and presented at the next board meeting.

The board reviewed updates on the building maintenance. The board approved the Window Leak Fix project. The HVAC replacement is the other top priority. Two additional vendors were requested for quotes. Additional information from current bids was also requested (timeline, warranty, type of equipment). The female restroom repairs should be completed if funds allow after the HVAC project along with building security and training room audio and video updates.

The meeting was adjourned through a motion from Mr. Eccels with a second by Mr. Hall. 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 cursive script, appearing to read "Sarah Claton", written in black ink.

Sarah Claton, Director of Special Education