

Cooperative School Services Special Education Executive Board Minutes
August 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, 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. Eccels. The vote was unanimous for approval.

Reports: Mrs. Claton provided the financial report for June and July 2023. Mr. Craig inquired about the high negative balance of account 5223. Mrs. Claton explained a modification was in process and waiting on approval from the state.

Business: Information was shared regarding Cooperative personnel for the 2023-2024 school year. Most of the positions have been filled except for a Special Education Coordinator for Benton Community and a Part-Time Paraprofessional in Benton Community to support the Virtual School Psychologist. The Special Education Coordinator was previously filled but became vacant on August 1, 2023.

The 2023-2024 Budget Proposal was reviewed by Mrs. Claton. The board members discussed the utilization of grant funds and the amount to be billed for the Joint Service Fund. The Joint Service formula for the 2023-2024 school year was reviewed which includes the total ADM and December 1 count using previously agreed-upon amounts and the remaining balance will be divided equally between the nine corporations. After the board members reviewed the information and discussed the accounts, Mr. Eccels made a motion to approve the budget and Mr. Culp provided a second. The motion was approved by unanimous vote.

Mrs. Dobson provided a summary of information gathered from TCI requests from individual districts. Mrs. Dobson explained the need for combined training opportunities and reviewed upcoming dates for TCI full training and refresher trainings.

The board members discussed the annual de-escalation training options (in-person and two different virtual options 2022 or 2023). Those who opted for in-person training reported that it went well. Revising the current year's 2023 virtual training was discussed. The current video has a lot of technical issues due to the size of the video. Mrs. Claton and Mrs. Dobson will review feedback with the TCI team. In-person training will be offered again at the start of the 2024-2025 school year.

Mrs. Claton shared information regarding Indicator 13: Transition services for students in 8th grade or age 14 (whichever comes first). Several schools are in the process of correcting IEPs from the 2020-2021 school year with a due date of Sept. 15th. The board reviewed findings by IDOE for the 2022-2023 school year that need to be corrected by Sept. 29th. The upcoming Technical Assistance call with IDOE was discussed. Additional transition training with IDOE will be offered in October.

Mrs. Dobson shared information regarding Indicator 8: Parent Involvement. IDOE shared schools with a designated device after the ACR improved Indicator 8 outcomes. Mrs. Dobson encouraged all schools to have a device available in the meeting room for parent survey's to be completed at the conclusion of the ACR.

Mrs. Claton requested open enrollment lists be shared with the data secretaries to ensure funding goes to the correct school. Open-enrolled students are different from IEP placed students.

Mrs. Claton and Mrs. Dobson shared information on how to train Administrators on the IEP program. A training list from IEP Technical Assistance (TA) was shared with the board. IEP TA has upcoming administrator sessions that are free. The next available administrator training through IEP TA is scheduled for Sept. 25th. Another training option would be individual training provided by the Cooperative. Individual

training on the IEP program would last for about an hour. Training was provided by Cooperative School Services to KVSC Admin. in August 2023.

The board discussed monthly meeting dates for the 2023-2024 school year. Dates were scheduled.

Mrs. Claton provided a summary of the projected enrollment numbers for the 2023 -204 school year for the Levels, Basic, and Life Skills classes. The board members reviewed the information. Dr. Zupin discussed the high numbers in the Life Skills program at Prairie Crossing. The board discussed adding an additional classroom to support student needs. New information will be provided at the next board meeting that will include all move-in students to the programs.

Mrs. Claton shared a request from the data secretaries and treasures to have separate meetings at the Cooperative building to share updates and collaborate. The board supported the decision to schedule those meetings.

The meeting was adjourned through a motion from Mr. Eccels with a second by Mr. Sichting. The motion passed unanimously. The next meeting will be on Tuesday, October 10, 2023, at 12:00 Central / 1:00 Eastern.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sarah Claton".

Sarah Claton, Director of Special Education