

**Cooperative School Services Special Education Executive Board Minutes
January 09, 2024**

The Executive Board met on this date to review and discuss matters pertaining to special education programming. In attendance were 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. Dr. Zupin was not in attendance. 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 reports for November 2023 and November 2022 along with December 2023 and December 2022. Mr. Sichting made a motion to approve the financial report and Mr. Hall provided a second. The motion was approved by unanimous vote.

Manifestation Determination and Suspension Reports were shared. The Results Driven Accountability Reports were shared. Mrs. Claton explained how the data is incorrect for IAM (1% cap participation for the alternative assessment, IAM). Mrs. Claton is working with Jennifer Spencer from IDOE to correct the participation data that goes back to the student's home school. Currently, all schools with a Life Skills program are over the 1% cap and schools that feed into the program are reporting no students took the alternative assessment during the 2022-2023 school year. The board discussed how incorrect data has been a recurring problem with IDOE.

Preschool reports were shared and reviewed. The board discussed how the Preschool numbers are continuing to grow. The Developmental Preschool Programs currently serve 200 students. Historical Preschool data was reviewed by the board. Preschool numbers dipped during COVID but have been steadily rising to higher rates than pre-COVID numbers. Preschool transition to kindergarten numbers were reviewed. There are 103 anticipated preschool transition to kindergarten conferences in spring 2024. The board discussed the growing needs of the incoming cohorts. Mr. Middleton shared how Mind Play has helped close learning gaps for the younger students in his district. Preschool Speech numbers were reviewed. Mrs. Claton shared Speech Language Pathologists' caseloads with the board which included ADM, the Overall Percentage of Speech Students, and the Percentage of Speech Only students.

Business: Mrs. Claton shared staffing updates. A Certified Occupational Therapist was interviewed and has been given an offer. The candidate, Amanda Shedrow, was discussing the offer with her husband. Taylor Hook, Preschool SLPA, will go on maternity leave in March. Mrs. Claton asked the board to hire an SLP/SLPA early before Taylor goes on maternity leave to help with the increase in caseloads and training. Mr. Street approved the request. The board agreed unanimously.

Mrs. Dobson reviewed the Seclusion and Restraint Policy. Mrs. Dobson explained the use of School Resource Officers (SROs). Mrs. Claton reviewed each school should have its own Seclusion and Restraint Policy posted on their website. During a quick check, all schools did have their policy posted on their website. Mrs. Dobson discussed the process for reviewing Seclusion and Restraint reports from schools. Therapeutic Crisis Intervention (TCI) trains on Restraints but not on Seclusions. Mrs. Dobson asked who should be reviewing seclusion reports. Mr. Sichting stated that was always a Cooperative School's responsibility. Dr. Rowe discussed how Cooperative School Services could provide the Best Practices for Administrators in implementing seclusion rooms. Mrs. Dobson discussed summer TCI training dates. The board approved May 28th-31st for the TCI full training. Mrs. Dobson discussed having a separate training for support staff like bus drivers and aides. Corporations will schedule these training courses with CSS staff when needed. Mr. Craig discussed how his support staff watches the de-escalation videos on the CSS website.

Mrs. Claton shared how IDOE's Dispute Resolution Team and Nancy Holsapple, State Director of Special Education, are now recommending all Special Education Policies be located on each school's website. The board discussed how they all use Board Docs.

The transfer bill flat fee was reviewed by the board. Mrs. Claton shared that other Cooperatives do not reimburse for teacher and paraprofessional salaries and benefits. Other Cooperatives use an Open-Door Cost and provided an example for the board to review. In the 2016-2017 school year, the overhead cost per student was \$200.00. In the

2018-2019 school year, the overhead cost per student increased to \$300.00. The rate has not increased since 2018-2019. According to the Joint Service Agreement on page 8, the flat fee/overhead costs are explained as a fixed cost. The board determined to keep the flat fee/overhead cost the same at \$300.00.

The Joint Service Agreement was reviewed. Mrs. Claton shared the Joint Service Agreement with Elizabeth Barnes, the Cooperative School Services attorney from Church Church Hittle + Antrim, for review and feedback. Elizabeth Barnes provided options for the payment of Due Process Provisions. Mr. Sighting explained how all legal fees are part of the Joint Service Agreement. The board asked about Cooperative School Service's insurance. Mrs. Claton provided MacLennan & Bain Insurances: Summary of Insurance through Liberty Mutual. The board reviewed the current Cooperative Insurance policies. Mr. Street suggested having Elizabeth review the entire Joint Service agreement and make suggestions for updates. Mr. Culp agreed to have the Cooperative Attorney review the agreement and make suggestions for updates. Mrs. Claton will discuss the request with Elizabeth Barnes. The Joint Service Agreement will be reviewed in full at the next board meeting with Elizabeth Barnes presenting suggested changes.

Kathy Hancock and Laura Hayward from Public Consulting Group (PCG) attended the meeting virtually. They presented the changes in Medicaid Transportation Reimbursement and Nursing Services. PCG reps. also discussed the timely submission of logs within the system. If staff are submitting logs outside of a month, they will need to keep the paper notes as their official record. Mrs. Dobson is working through all current transportation reimbursements and will notify the participating Superintendent and Transportation Director of students who meet the new criteria. Mrs. Dobson will also inform the Teachers of Record (TOR) and Coordinators of students who meet the new criteria but need the IEP revised to show the student's specific needs. Corporations interested in reimbursement for Nursing Services can contact Sarah or Kris for the next steps with PCG training.

Mrs. Claton shared the Para Grant that was awarded to Cooperative Schools Services. The total amount is \$21,480.00 to purchase the Why Try Social Skills Curriculum and train 20 Para's through an online Registered Behavior Technician (RBT) course. Principals interested in training their staff should reach out to Sarah and Kris. Currently, Cooperative School Services does not have a licensed Board-Certified Behavior Analyst (BCBA) who can supervise the RBTs once trained. A current employee is going through a BCBA program. Mrs. Claton shared the board may need to consider hiring a BCBA to supervise RBTs in the future to help with all the behaviors manifesting within the schools.

Mrs. Claton shared the current reimbursement for training provided by Cooperative School Services. During the summer, Cooperative School Services pays a stipend for staff who attend training courses (outside of contract hours). During the school year, Cooperative School Services reimburses sub costs for staff who attend. The list for allowable sub reimbursement includes Special Ed. Teacher, General Ed. Teacher, Paraprofessionals, Bus Aides, Bus Drivers, Media Specialist. The staff not included in reimbursement includes Principals, Assistant Principals, Dean of Students, CSS Personnel, Counselors, SLPs, SLPAs, Social Workers, Secretaries. During the school year, Cooperative School Services pays a stipend for staff who attend training courses outside of their contract hours (example: Bus Drivers, Bus Aides, etc.) and who do not get a sub.

The board reviewed updates on the building maintenance. The HVAC system was replaced. The bathrooms need toilets repaired. Projects that still need to be completed include security cameras, trim for the window in the last office, and conference room technology updates.

The meeting was adjourned through a motion from Mr. Culp with a second by Mr. Middleton. The motion passed unanimously. The next meeting will be on Tuesday, February 13, 2024, at 12:00 Central / 1:00 Eastern.

Respectfully Submitted,

Sarah Claton, Director of Special Education