

NLSEC Board Meeting Minutes
February 1, 2019 9:00 am – 10:30 am
NLSEC Conference Room

Present:

Board Member, Jessica Unkelhaeuser	Barnum
Superintendent, Gwen Carman	Carlton
Board Member, LaRae Lehto	Carlton
Superintendent, Michael Cary	Cloquet
Board Member, Jim Crowley	Cloquet
Superintendent, Nathan Libbon	Cromwell-Wright
Superintendent, Aaron Fischer	Esko
Board Member, Maggie Sunnarborg	Esko
Superintendent, Kerry Juntunen	Hermantown
Superintendent, Bill Crandall	Lake Superior
Superintendent, Bob Indihar	Moose Lake
Superintendent, John Engelking	Proctor
Superintendent, Bill Peel	Willow River
Superintendent, Kim Belcastro	Wrenshall
Special Education Director, Dena Hagen	Northern Lights Special Education Coop
Business Manager, Jill Morberg	Northern Lights Special Education Coop
Asst. Sp. Ed. Director of NLA, Barb Mackey	Northern Light Academy Cooperative

Absent: Superintendent, Dave Bottem Barnum
Superintendent, Paul Grams McGregor

- I. Call to order:
The meeting was called to order at 9:03 am.
- II. Welcome and Introductions:
- III. Approve Agenda:
Superintendent Peel motioned the approval of the agenda, seconded by Superintendent Engelking and it was approved by a unanimous yea vote of all members present.
- IV. Approve October 5, 2018 meeting minutes: (Attachment A)
Superintendent Libbon motioned the approval of the October 5, 2018 meeting minutes, seconded by Superintendent Cary, and it was approved by a unanimous yea vote of all members present.
- V. Personnel
 - ASD Consultant Update:
The ASD Consultant position has been open since October 2018, with the first candidate declining. In the second round, a Wrenshall teacher applied and declined. It has been decided to re-post the ASD Consultant position in February for a Fall 2019 position; Ms. Pring will continue working with all the districts.

VI. Fiscal

- Review Budget to Actual Expenses for FY18: (Attachment B)
Snapshot of the FY 18 Budget and the Actual FY 18 with notes showing that NLSEC spent \$15,000.00 more than in FY 17 and were under budget of approximately \$60,000 (-2.68%). NLSEC works hard to not spend over the budget. Other notes are attached in the summary document of Cooperative Costs.
- Medical Assistance Revenue: (Attachment C)
A decrease in funds could be many different reasons, but a large portion could be because very high MA billing students or other smaller MA billing students have graduated. MA billing is one of the most cumbersome things to understand, so ARCC (Arrowhead Regional Computing Consortium) will be heading up a Regional MA billing training for District Business Managers, Third Party billers, and Superintendents to understand this process.
Districts would like to know how they can estimate the amount of revenue that might be received for each year as this is difficult to understand.
Please reiterate that all MA activity logs should be sent in monthly and not wait until the end of the school year.
- Contracted Services: (Attachment D)
Running list of district contracts is especially used for fiscal compliance.
Ms. Hagen briefly discussed the contracts of Mary Lou Tarvers for assessing students with the Woodcock Johnson Testing and Sign Language contracts, which are used for Sign Language substitutes.

VII. Directors Report:

- Celebrations - At the Paraprofessional Workshop on January 21, 2019 there were 130 paraprofessionals that were trained in various topics such as: De-escalation, MA billing, job coaches, mindfulness, break-out sessions and a Keynote Speaker. From the para evaluations the feedback was very good. A list of attendees was sent to each district as the paras will be paid for participating in this Paraprofessional Workshop, while other districts already include this in the para contract. NLSEC has committed to do another Paraprofessional Training on MLK Day 2020 per Special Education Director, Ms. Hagen.
- MDE Self-Review – We are in the MDE Compliance cycle in which each district is reviewed by the NLSEC Coordinators and the Special Education Director of certain student files and then NLSEC will submit any citations to MDE. NLSECs goal is to not submit any citations, but instead work with your staff to clean things up as needed. In most cases, the parents will be notified that there has been a clerical error, therefore most can usually be fixed by district staff. By reviewing each district, this gives NLSEC a list of things that can be used to help train districts on MDE documentation. All of this is in preparation for each district to be reviewed by MDE two years from now.
- December 1, 2018 Child Count: (Attachment E1-E3) – For all Sp. Ed. Students with an active IEP and only shows school age students.
 - Yellow - Years broken down by age group and total enrollment for each district by resident district.
 - Blue - Break down for each age group in specific disability.

- Green - Percentage of students by resident district.

The composite report percentages don't show the ECSE students, only ages 5-18 and if you'd like more information, please see these reports on our website at www.nlsec.org. More information on ECSE and comparisons will be provided in the future.

- NLSEC Trainings and Professional Development – NLSEC continuously tries to help with trainings and professional development for district staff in a variety of ways.
 - Ms. Mackey has done Data Collection training and what good data looks like.
 - Due Process paperwork night helps district staff in giving them time to complete documentation or any needed assistance. NLSEC Coordinators also attend Lake Superior district to assist; Proctor for de-escalation training; as well as continual training for Special Education staff in any of the districts.
 - Several meetings throughout the year continue for Psychologists, Nurses, Speech Pathologists, Counselors, CPI Trainings, and other services.

VIII. Other:

- The Role of a School Nurse in Special Education: (Attachment F)
 - A statement from the National Association of School Nurses says that every student needs a comprehensive evaluation and the nurse is the one qualified to evaluate health and needs.
 - Nurses should attend the CST meetings in your district.
 - Nurses coordinate the Care Plan for each student and should be involved in IEPs and 504 Plans.
 - Ms. Hagen meets with the District Nurses for discussion several times a year.

IX. Future NLSEC Board Meeting Dates:

- April 26, 2019, 9:00 am, NLSEC Conference Room, Esko

X. Adjourn:

*Superintendent Cary motioned to adjourn the meeting, seconded by Superintendent Libbon, and it was approved by a unanimous yea vote of all members present.
The meeting adjourned at 9:55: am.*