

NLSEC Board Meeting Minutes

Friday, April 27, 2018

10:30 am – 12:00 pm Cloquet Board Room

Present:	Superintendent, Dave Bottem	Barnum
	Board Member, Jessica Unkelhaeuser	Barnum
	Superintendent, Gwen Carman	Carlton
	Board Member LaRae Lehto	Carlton
	Superintendent, Ken Scarbrough	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
	Asst. Sp. Ed. Director of NLA, Barb Mackey	Northern Light Academy Cooperative
	Superintendent, John Engelking	Proctor
	Superintendent, Bill Peel	Willow River
	Superintendent, Adam Nelson	Wrenshall
Special Education Director, Dena Hagen	Northern Lights Special Education Coop	
Business Manager, Jill Morberg	Northern Lights Special Education Coop	
Absent:	Board Member, Jim Crowley	Cloquet
	Superintendent, Paul Grams	McGregor

- I. Call to order:
The meeting was called to order at 10:34 am.
- II. Welcome and Introductions:
 - Jill Morberg, new NLSEC Business Manager
- III. Approve Agenda:
Superintendent Engelking motioned the approval of the agenda, seconded by Superintendent Libbon, and it was approved by a unanimous yeas vote of all members present.
- IV. Approve February 2, 2018 meeting minutes: (Attachment A)
Superintendent Indihar motioned the approval of the February 2, 2018 meeting minutes, seconded by Superintendent Carman, and it was approved by a unanimous yeas vote of all members present.
- V. Finance
 - Approve FY 19 Planning Budgets (Attachment B)
 - Blue-Federal planning budgets for FY 18-19 in which only the salaries and benefits increased. NLSEC Business Manager, Ms. Morberg will do a working budget in September 2018 and will email this planning budget to all district business managers.

- White-Medical Assistance planning budget
 - White-Interagency planning budget
 - Purple-Part C Planning, part of salary for ECSE Coordinator, Jessica Brown.
 - Green-Preschool Incentive budget also part of salary for ECSE Coordinator, Jessica Brown.
 - Pink-MN State Expense budget
 - Noting on page 4-Two of the NLSEC Occupational Therapists requested to be reduced each to a .50 FTE for the 18-19 SY. One OT will be hired at 1.0 FTE to cover the two OTs that were reduced.
 - Upon the retirement of Jerry Maunu, Physical Therapist from Midwest Therapy, a decision will be made on which will benefit better, either hiring a .4 FTE PT or having the individual be on a contract.
 - Any related services for Northern Lights Academy will use a separate contract and not calculated into the cost sharing between the NLSEC member districts. NLA unreimbursed costs will all be billed through the tuition billing system.
 - NLSEC districts will continue paying Audiologist Ms. Packer on the 60/40 formula in the 18-19 FY.
 - NLSEC Rent, which is a general fund expense, has not been reflected in the planning budget but will be in the working budget this fall for FY 18-19.
- Superintendent Peel motioned the approval of the FY19 Planning Budgets, seconded by Superintendent Engelking, and it was approved by a unanimous yeas vote of all members present.*
- MA Revenue Update (Attachment C)
 - Contracted Services Update (Attachment D)

VI. Personnel

- Occupational Therapist – Information discussed in budget.

VII. Director’s Report

- Celebrations - Friendly file reviews are complete and satisfactory. Member district Staff were willing to learn, change or assist with ensuring IEP paperwork was done correctly in each district. The next step in the 6-year cycle, starting SY 18-19 is a district self-review and any corrective actions will be done if necessary. The following two years, MDE will do their review including visits to the districts.
- Training – Special Education Director and NLSEC Coordinators have been focusing their trainings to also assist the general education staff on how to teach students with disabilities. “All teachers, teach, ALL students!” Good intervention and referral systems need to be in place to help prevent over referral, and the model of instruction needs to be addressed as well.
- Monitoring
 - Fiscal Updates-The Fiscal monitoring cycle is changing in SY19-20 in which MDE will be doing it based on Risk Assessment. MDE will provide technical assistance to districts during their monitoring.

VIII. Other

- NLSEC Membership Agreement Renewals-Please return your signed NLSEC Membership Agreements to NLSEC.
- Legislative Discussion Opportunities - Please include Special Education Director, Ms. Hagen when your district has the opportunity to meet with your Legislative Representatives. Some of the Superintendents suggested Ms. Hagen attend MREA, (MN Rural Education Association.)

IX. Future NLSEC Board Meeting Dates:

- September 28, 2018, location and time will be determined.
- Summer Superintendent Meetings - Special Education Director, Ms. Hagen will schedule a meeting date to individually meet with each Superintendent.

X. Adjourn:

Superintendent Crandall motioned to adjourn the meeting, seconded by Superintendent Scarbrough, and it was approved by a unanimous vote of all members present. The meeting adjourned at 11:28 am.