

NLSEC Board Meeting Minutes
Friday, February 2, 2018
9:00 – 10:30 am Cloquet Board Room

Present:	Superintendent, Dave Bottem	Barnum
	Board Member, Jessica Unkelhaeuser	Barnum
	Superintendent, Gwen Carman	Carlton
	Superintendent, Ken Scarbrough	Cloquet
	Board Member, Jim Crowley	Cloquet
	Superintendent, Nathan Libbon	Cromwell-Wright
	Superintendent, Aaron Fischer	Esko
	Superintendent, Kerry Juntunen	Hermantown
	Superintendent, Bill Crandall	Lake Superior
	Superintendent, Paul Grams	McGregor
	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 Cooperative

Absent:	Board Member, LaRae Lehto	Carlton
	Board Member, Maggie Sunnarborg	Esko

- I. Call to order
The meeting was called to order at 9:31 am.
- II. Approve Agenda:
Superintendent Indihar motioned the approval of the agenda, seconded by Superintendent Libbon, and it was approved by a unanimous yeas vote of all members present.
- III. Approve December 1, 2017 meeting minutes: (see attachment A)
Superintendent Crandall motioned the approval of the December 1, 2017 meeting minutes, seconded by Superintendent Carman, and it was approved by a unanimous yeas vote of all members present.
- IV. Fiscal
 - Lynn Pykkonen severance: (see attachment B) As part of the Business Manager contract, Willow River will pay the severance and the cost will be shared out among member districts.
 - Office Space Lease with Esko: (see attachment C)
Starting at 9:10 am, Superintendent Fischer gave information about the RAM Mutual Insurance building, located next to the Esko Public School, as the potential permanent office space for the NLSEC staff. The Esko School Board agreed to buy the building if able to lease the space to the NLSEC. In December 2017, information was obtained from a NLSEC subcommittee (Superintendent Indihar, Superintendent Carman, Superintendent Crandall, NLSEC Special Education Director, Ms. Hagen and NLSEC Business Manager, Lynn Pykkonen), in the form of a proposal made to the

Esko Public Schools to lease the lower level in the insurance building from the Esko Public Schools for \$10.50/sq. ft. to include: All lower level space of approx. 5,500 sq. ft., except for the utility room in the lease amount for a year is proposed at \$57,750.00, including utilities, custodial services, routine maintenance, snow removal, parking, entry from the outside to be made handicapped accessible. *Superintendent Scarbrough thanked the NLSEC for the past years of renting with the Cloquet Public Schools and then motioned the approval of the NLSEC proposal to lease the RAM Mutual Insurance building from the Esko Public Schools, seconded by Superintendent Crandall, Esko Superintendent Fischer abstained, and it was approved by a unanimous ye a vote of the other members present.*

Superintendent Fisher will prepare the final agreement for signature by Board Chair Bottem, including any necessary insurance coverage required by Esko Schools.

- Regional Low Incidence Facilitator – RLIF – After former Region 3 RLIF, Reggie Engebretson resigned, the SpEd Director group divided the duties. Ms. Hagen took on the work of attending meetings and other small duties. This equates to more Federal funding left over for the member districts for the remainder of this fiscal year as part of her salary will be paid by RLIF subaward funds. Region 3 will consider posting for that position for the upcoming 2018-2019 SY.
- NLSEC Office Assistant/Receptionist Salary: This position currently gets paid \$12.82/hr. Discussion from the NLSEC Board resulted in a recommendation for the Wrenshall School district to renegotiate a higher class/pay for the NLSEC Office Assistant/Receptionist salary.
- Review to-date MA revenue (see attachment D) Spreadsheet to only show last year and current year of MA revenue received. Future spreadsheets will show comparison of this time last year in order to see if the district is on track.

V. Personnel

- New NLSEC Business Manager Contract – Severance: Currently there is a severance package in the Willow River contract, which is now up for negotiation. Suggestion to change to increase contribution to a 403-b plan instead. Other district business managers should share contract information with Willow River for contract language examples.
- Physical Therapist Jerry Maunu Retirement – NLSEC Board thanked Mr. Maunu for his 40 years of Physical Therapy services. Discussion on previous NLSEC Physical Therapist, Katie Moench, who would like to return at a .4 FTE for the 18-19 SY, hosted by the Barnum School District. There would not be a need to post a position if this scenario played out.
- Physical and Occupational Therapist Leaves – Maternity leave for NLSEC Physical Therapist, Britni Jackson and Occupational Therapist, Jamie McDonald will be covered from within NLSEC, so no need for hiring while on leave.
- Occupational Therapist Job Share for SY18-19 – Occupational Therapists, Greg Sumner and LeAnn Poirier would like to go to a .50 FTE job sharing for NLSEC. NLSEC Board agreed that Ms. Hagen will do a current analysis and then discuss at the next regular NLSEC board meeting on, April 27, 2018.
- ECSE and Help Me Grow Coordinator (Infant and Toddler Outreach and Referrals) ECSE/HMG Coordinator, Jessica Brown expressed the difficulties of doing both jobs as it was staffed by 2 separate people in the past. Ms. Hagen will gather more information for the next board meeting.

VI. Director's Report

- Celebrations – Ms. Hagen thanked the NLSEC Board for their support at every meeting throughout the years.
- Training to Date (see attachment E) Information showing all trainings to ensure that each district is well informed with updates, changes and best practice within Special Education programming and compliance.
- December 1, 2017 Child Count (see attachment F) MN State takes a count of Special Education students in each district. NLSEC districts range from 13.1-24.3%. The State average is 15.1% and Region 3 is 18.8%.

VII. Other

VIII. Future NLSEC Board Meeting Dates:

- April 27, 2018

IX. Adjourn:

*Superintendent Engelking 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 10:31 am.*