

NLSEC Board Meeting Minutes
October 7, 2022, 9:00 a.m.
NLSEC Conference Room, 16 E. Hwy 61, Esko, MN 55733

Present:

Barnum Superintendent, Bill Peel
Barnum School Board Member, Jessica Unkelhaeuser (virtual)
Carlton Superintendent, John Engstrom (virtual)
Cloquet Superintendent, Dr. Michael Cary
Cloquet School Board Member, Ken Scarbrough
Cromwell-Wright Superintendent, Nathan Libbon
Esko Superintendent, Aaron Fisher
Hermantown Superintendent, Wayne Whitwam
McGregor Superintendent, Brad Johnson
Moose Lake Superintendent, Billie Jo Steen
Proctor Superintendent, Kerry Juntunen
Willow River Superintendent, Bill Peel
Northern Lights Special Education Director, Dena Hagen
Northern Lights Academy Asst. Sp Ed Director, Barb Mackey
Northern Lights Special Education Coop. Business Manager, Dawn Hultgren
Northern Lights Special Education Administrative Assistant, Tisha Warbalow

Absent:

Carlton School Board Member, Eryn Szymczak
Esko School Board Member, Todd Rengo
Lake Superior Superintendent, Jay Belcastro
Wrenshall Superintendent, Kim Belcastro

Call to order: *The meeting was called to order at 9:03 a.m.*

Welcome and Introductions:

- Guest: Mary Fleetwood, Special Education Director Intern - *Absent*

Approve Agenda:

*Motion made by Superintendent Libbon to approve the October 7, 2022 agenda as presented.
Second by Superintendent Juntunen. Motion carried.*

Approve May 6, 2022 meeting minutes (Attachment A)

Motion made by Superintendent Engstrom to approve the May 6, 2022 Board Meeting minutes as presented. Second by Superintendent Juntunen. Motion carried.

Personnel

- *NEW* Autism and Behavior Consultant
Mike Cohen, Cloquet Contract (former Cloquet SpEd Tchr.)
- *NEW* Business Manager
Dawn Hultgren, Willow River Contract (former Bus. Mgr. for Barnum)
- *NEW* K-12 Special Education Coordinator
Mary Margaret Mathers, Cloquet Contract (new to the NLSEC)

- LOA Early Childhood SpEd Coordinator
Jessica Brown
 - *Districts can work with their K-12 coordinators if they have any ECSE questions.*
- RESIGNED Work-Based Learning Coordinator
Nic Hanson
 - *Took position at Proctor.*
 - *If districts have any WBL questions, they can reach out to Jessica Knutsen.*

Fiscal

- Approve FY23 Working Budget (Attachment B):
 - *Review of (NLSEC Working Budget Summaries FY23)*
 - *Review of budgets with the finance committees this week.*
 - *The planning budget was approved in May, 2022.*
 - *The expense budgets are billed out to the member districts.*
 - *Due to changes in the sick leave through the State of Minnesota, employees can use sick leave while on FMLA and leaves.*

Motion made by Superintendent Peel to approve the FY23 Working budget as presented. Second by Superintendent Libbon. Motion carried.

- Medical Assistance Revenue Update (Attachment C)
 - *Billing is on hold due to DHS working on rates for the new SY.*
 - *Reminder that each district has a MA designee as their point of contact for MA billing.*
- Contracted Services Review (Attachment D)
 - *If there are SpEd contracts needed in the districts, please reach out to the Coop then we can make sure the language is aligned for fiscal compliance.*

Director's Report (Attachment E)

- Theme for 2022-23 SY
 - [G.R.E.A.T. Instruction, It's Not the Plane, It's the Pilot](#)
 - *The 2022-23 SY theme was shared at the Back to School Trainings.*
- Principals Legal Session
 - Amy Mace of Rupp, Anderson, Squires, Waldsburger and Mace presented.
- NLSEC Recruitment Video
 - *It's finished! It's awesome! See it [HERE](#).*
 - *Will be used on our website, to advertise, to send to college programs, etc.*
 - *Interagency budget was used to pay for the recruitment video.*
- Professional Development Reboot
 - *Post-covid, PD has been difficult to provide. Lack of subs, people wanting to attend virtual. Hybrid presentations are difficult.*
 - *Using Elena Aguilar's Book: [The PD Book](#)*
 - *Working toward ensuring purposeful vs. transactional PD that **produces change in practice***
- [Move This World](#) SEL Curriculum Pilot
 - *17 Special Education Teachers/Staff participating (10 NLSEC, 7 NLA)*
 - *Completely video-based, no teacher prep. Quote from a middle school teacher: "I started using the program today and it was AWESOME! Great feedback from students so far."*
 - *Sample [HERE](#)*
- LETRS (Language Essentials for Teachers of Reading and Spelling)
 - Volume 1 Cohort
 - *24 sped and gen ed teacher participants from Cloquet, Carlton, Proctor,*

NLA, Barnum

- Volume 2 Cohort
 - 12 participants from Hermantown, Barnum, Lake Superior, NLA
- It's catching on in member districts as well-there are several MDE cohort participants
- *Discussion at board meeting on teachers asking for lane change/acquiring college credit for the LETRS training.*
- Coordinators and Child Study Team Meetings
 - Email sent to Principals in early September for input
 - Feedback and input from 13 Principals was positive - *Send survey out again to the principals that did not complete it the first and include the district's superintendent.*
- Other Medical Assistance Billing Updates
 - All "Provider Relief" Funds (COVID MA Funds) were returned to HHS by Sept. 30
 - October 4, 2022 Memo regarding changes to process
 - Activity log submission to NLSEC is easier
 - *PCA & transportation logs still need to be printed, signed and original hard copies turned into the Coop but all other providers can submit electronically.*
 - Informed Parent Consent vs. Signed Consent
 - *Consent is required for schools to exchange information with DHS. When a parent/guardian applies for MA through the state, it is part of the application process.*
 - *The NLSEC will send out an annual letter to parents/guardians to share the informed consent process.*
 - *IEP managers will share the process through explaining the procedural safeguards at annual IEP meetings .*
 - *Dena will be updating all member districts' TSES with the new informed consent process.*
 - Batch Eligibility
 - *This will be run every 2 weeks and then MA eligible students will pop-up on staff's MA eligible student lists and billing can start as long as all other pieces of the billing are ready.*

Future NLSEC Board Meeting Dates:

- Friday, December 2, 2022, 9 a.m., NLSEC Conference Room
- Friday, February 3, 2023, 9 a.m., NLSEC Conference Room (tentative until board approved on 1/6/23.)
- Friday, May 5, 2023, 9 a.m., NLSEC Conference Room (tentative until board approved on 1/6/23.)

Adjourn:

Motion made by Superintendent Steen to adjourn the meeting at 10:18 a.m. Second by Superintendent Whitman. Motion carried.