

NLSEC Board Meeting Minutes  
December 2, 2022, 9:00 a.m.  
NLSEC Conference Room, 16 E. Hwy 61, Esko, MN 55733

Present:

Barnum Superintendent, Bill Peel  
Carlton Superintendent, John Engstrom (virtual)  
Cloquet Superintendent, Dr. Michael Cary  
Cloquet School Board Member, Ken Scarbrough  
Esko Superintendent, Aaron Fisher  
Hermantown Superintendent, Wayne Whitwam  
Lake Superior Superintendent, Jay Belcastro  
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:

Barnum School Board Member, Jessica Unkelhaeuser  
Carlton School Board Member, Eryn Szymczak  
Cromwell-Wright Superintendent, Nathan Libbon  
Esko School Board Member, Todd Rengo  
Wrenshall Superintendent, Kim Belcastro

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

Welcome and Introductions:

Approve Agenda:

*Motion made by Superintendent Juntunen to approve the December 2, 2022 agenda as presented. Second by Superintendent Johnson. Motion carried.*

Approve October 7, 2022 meeting minutes

*Motion made by Superintendent Peel to approve the October 7, 2022 Board Meeting minutes as presented. Second by Superintendent Steen. Motion carried.*

Personnel Updates

- ECSE Coordinator Jessica Brown resigned.
  - The position is still open. Dena is going to take some time to assess the position and bring the topic to a personnel meeting to discuss any ideas.
  - ECSE coordinator position is needed as a coop service.
  - K-12 Coordinators at the Coop are helping with any ECSE needs that the districts have in the meantime.
  - ECSE teacher positions are difficult to fill as there are no local programs in the area for schooling.

- Work-Based Learning Coordinator Nic Hanson resigned
  - Position has been offered to a teacher in a Coop district.
  - New coordinator will not start until the host district can find a replacement for the vacancy.
- K-12 Coordinator Heidi Halker retiring December 31
  - Three applicants have applied.
- OT/COTA Services Update
  - Esko has had a COTA opening for the past month and a half.
  - People are not going into the COTA profession and there are no COTA programs in the area for schooling.

#### Fiscal

- Medical Assistance Revenue
  - No update today for MA revenue.
  - At the beginning of every school year there is a hold on billing due to recalculating the rates.
  - Also in November and December, DHS is working on the settle-up/settle down process which is reprocessing claims from two years ago with actual rates.
  - As soon as we have it, we will send it out to business managers and superintendents.
- Contracted Services Review
  - No questions after review

#### Director's Report

- Maintenance of Effort
  - All districts on track to meet MOE for FY21.
  - Dawn is a rock star with MOE. She knows how to figure MOE for districts.
  - Getting timely SpEd expenses from district business managers is essential.
  - It's recommended that prior year SpEd expenses are finalized before a district audit each fall.
- LETRS
  - This is powerful stuff!
  - Volume 1 Cohort- all Cloquet are general ed teachers and the rest are SpEd teachers.
  - Volume 2 Cohort - most are SpEd teachers.
  - K-2 general ed teachers are what we need in this and our SpEd teachers.
- Updated Principal Input on CSTs and Coordinators
  - A few more completed the survey.
- CEIS (Coordinated Early Intervention Services) - part of the Federal SpEd formula
  - The State allows the districts to use up to 15% of their SpEd funds allocation for an early intervention program to be used for struggling students before they are referred to SpEd.
  - Some districts are mandated to use the 15% of your federal allocation due to over-identifying certain groups of students in a certain disability area or discipline for students that have IEPs.
  - ADSIS - Alternative Delivery of Specialized Instructional Services
- Interagency Updates
  - NLSEC is working with Sandi Erickson, a social worker at Essentia to help with the medical records process.
  - Next process that we would like to work with Sandy on is how the systems work

in schools and at Essentia, as school staff receive many reports recommending special education.

- [Mentoring Day](#) is back!
  - Location at FDLTCC
  - Conference for Juniors and Seniors
  - What the transition looks like after High School
- TSES (Total Special Education System)
  - [MN Statute](#)
  - NLSEC keeps all district's TSES up to date which is posted on your website and NLSEC.
- Preschool Contracts
  - Districts have had questions about the Preschool contract process.
  - When districts serve preschool students in various placements outside of the district, there is a contract between the agencies to pay for the special education service time. A child's attendance and membership generates enough revenue to pay for this cost.
  - 2017 Memo explains more in detail

Future NLSEC Board Meeting Dates:

- Friday, February 3, 2023, 9 a.m., NLSEC Conference Room (tentative until board approved on 1/6/23.)
- Friday, May 12, 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.*