

Special NLSEC Board Meeting Minutes
August 4, 2023, 10:30 a.m.
NLSEC Conference Room, 16 E. Hwy 61, Esko, MN 55733

Present:

Barnum Superintendent, Bill Peel
Carlton Superintendent, Donita Stepan
Cloquet Superintendent, Dr. Michael Cary
Cloquet School Board Member, Ken Scarbrough
Cromwell-Wright Superintendent, Nathan Libbon
Esko Superintendent, Aaron Fisher
Hermantown Superintendent, Wayne Whitwam
Lake Superior Superintendent, Jay Belcastro
McGregor Superintendent, Brad Johnson
Moose Lake Superintendent, Billie Jo Steen
Willow River Superintendent, Bill Peel
Wrenshall Superintendent, Jeff Pesta
Northern Lights Special Education Director, Jessa Cook
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
Esko School Board Member, Todd Rengo
Proctor Superintendent, Kerry Juntunen

Call to order and Welcome: *The meeting was called to order at 10:46 a.m.*

Approve Agenda:

*Motion made by Superintendent Peel to approve the August 4, 2023 agenda as presented.
Second by Superintendent Belcastro. Motion carried.*

Approve May 12, 2023 meeting minutes (Attachment A:)

Motion made by Superintendent Johnson to approve the May 12, 2023 Board Meeting minutes as presented. Second by Superintendent Whitwam. Motion carried.

Personnel

- Approve Jessa Cook, 1.0 FTE Director of Special Education, Lake Superior District contract. (**Attachment**): *Motion made by Superintendent Stepan to approve Jessa Cook's hire as presented. Second by Superintendent Steen.*
- Kari Spaete, .9 FTE Audiologist - Moose Lake Contract
- Ashley Allen, .4 FTE Physical Therapist - Barnum Contract
- Mindy DeLacey, 1.0 FTE Occupational Therapist - Proctor Contract
- Update on 1.0 FTE K12 Coordinator Hire - Esko Contract
 - Emily Thompson has accepted the position as K12 coordinator. The contract is in process and working on adding 10 extra days. Her districts will be Esko, McGregor & Hermantown.
 - There has been shuffling of the coordinators' districts.
 - All positions have been budgeted for.

Fiscal

- Medical Assistance Revenue (**Attachment B**)
 - NLA is doing really well with their MA billing
 - Jessa can help with questions about MA billing.
 - More MA billing is happening since we use informed consent.
 - Social workers are able to bill now. Check with SpEd forms to make sure this is set-up.
- Contracted Services Review (**Attachment C**)
 - When districts aren't able to hire their own staff for service, outside contracts are needed. This is the list to date for 2023-24 SY.
 - Look into providing districts with how much was actually paid out for the contracts.

Assistant Director's Report

- Master Teacher's Paraeducator Training and Testing Opportunity (**Attachment D**)
 - This can be used in place of the ParaPro-Test but not only the test. There are other trainings offered.
 - All paraprofessionals need to be Highly Qualified
 - Completed at least two years of study at an institution of higher education (a minimum of 60 credits)
 - Obtained an associate's (or higher) degree
 - Pass the ParaPro Test
 - Now the paraprofessional can take the test through Master Teacher's Paraeducator's website to become Highly Qualified.
 - Master Teacher's Paraeducator's training can be used during E-Learning days. The trainings offered on the website can be used towards the state required hours of paraprofessional training.
 - Looking to purchase for all the paraprofessionals in all districts.

Motion made by Superintendent Stepan to approve the Master Teacher's Paraeducator Training and Testing as presented. Second by Superintendent Steen. Motion carried.

- Creation of a new Special Educators Teacher Pipeline Program focusing on assisting Tier 1 or 2 teachers, paraprofessionals or other employees to obtain a Tier 3 special education license. (**Attachment E**)
 - Grant program for Tier 1 teachers or even paraprofessionals to obtain more schooling for their license.
 - It is still in the process of what it will look like.
- Back to School Trainings (**Attachment F**)
 - Invites will be sent out in the next week or so after locations are determined.
- CPI Trainings
 - There are two CPI trained staff in the districts. One will be going out on leave in October. Looking at training another staff member, possibly a coordinator.
 - Email will be sent out to principals with upcoming training dates.

Future NLSEC Board Meeting Dates:

- Friday, October 6, 2023, 9 a.m., NLSEC Conference Room

Adjourn:

Motion made by Superintendent Peel to adjourn the meeting at 10:36 a.m. Second by Superintendent Belcastro. Motion carried.