

Meeting Minutes-NLIC/ICCOD  
Wednesday, December 13, 2023  
Subcommittees at 8:30 am; Meeting of the whole at 9:45 am  
NLIC - Chair: Hannah Bober, Co-Chair: Mary Margaret Mathers  
ICCOD - Becky Crane

Members Present: Hanna Bober, Jason Crane, Jessica Knutsen, Keely Waechter, Michelle Foshay, Shannon Proulx, Tisha Warbalow, Ann Finifrock, Karissa Kucera, Laura Birman, Jenny Bouchie, Jill Pring, Jessa Cook, Emily Thompson, Harmoni Price, Tiffany Pearson, Melissa Nick, Becky Crane, Sarah Burris, Nancy Olsen, Julie Venus, Justin Bonner, Jennifer Peterson, Naseem Farchid, JoAnn Tingum, Laura Wieck, Dee LeBlanc, Stephanie Rock, Marcia Anick, Tiffany Beckman, Nicole Leavitt, Alison Stucke, Andrea Hanek, Ann Dahl, Annette Romualdo, Chloe Tralle, Cindy Matheson, Becky Lambert, Heidi Halker, Kacy Jacobs, Karen Swanson, Kenzie McKenzie, Leah Whalen, Michelle McDonald, Rebecca Crane, Renae Hampton, Sandi Erickson, Tracy Tonner, Kathryn Hartfield

- Call Meeting to order  
*The meeting was called to order at 9:46am.*
- Welcome returning and new NLIC members! Introductions (name and agency)
- Additions to Agenda and Approval - *No additions to the agenda.*
- Review and approval of [October 4, 2023 Minutes](#)  
*Motion made by Jess Knutsen to approve the October 4, 2023 Interagency Committee meeting minutes as presented. Second by Dee LeBlanc. Motion carried.*
- [Presentation](#): Karen Swanson and Annette Romualdo: Lake Superior College's Fully Inclusive Initiative
- Budget Update: (Jessica-NLIC/Jason-ICCOD)
  - NLIC
    - FY 2023 Budget -\$11,855.00 - request that was approved for \$5,300.00 for the keynote speaker for mentoring day.
  - ICCOD
    - Dollars available -\$300.00 expenditure to print handbook with remaining budget of \$8,700.00
- Sub Committee Summary:
  - Introduction of sub-committee chairpersons and brief description of sub-committee and focus:
    - Secondary Transition: NLIC - Jessica Knutsen, Dee LeBlanc, ICCOD -Keely Waechter
      - Mentoring Day - March 11th at FDLTCC - in the works of planning, finding speakers and help.
      - Logistics within our WBL program with the new State earned sick and

saved time.

- Employer reasonable accommodation fund - The Department of Employment and Economic Development (DEED) Employer Reasonable Accommodation Fund (ERAF) creates a central fund where small to mid-sized Minnesota employers can request reimbursement for expenses related to providing reasonable accommodations for job applicants and employees with disabilities.
- Employment First Minnesota - Minnesota is committed to ensuring people with disabilities have opportunities and support to work in competitive, integrated employment. January 1st the State will be sending out standards to be followed for secondary transition.
- College for a day at Lake Superior College - April 5th students go to the campus and sit in on a class. Hear from different support staff to see what it would be like in a college.
- Finishing touches of revising the secondary transition handbook. Waiting on parent review of it.
- Updating secondary transition checklist with the new legislative change of 18-22 to make sure it is clarified within it.
- Parent Advisory - NLSEC: Jessa Cook
  - New committee greeting off the ground
  - Goals for the group and norms.
  - Building the capacity of our attendance and getting information out to our member districts. 9 parents in attendance today.
  - Mentoring Day - Parent advisory wanting to get educational pieces out to schools and to other families and wanting to get some presentations out to families.
  - Legislative updates - Talked about updates that pertain to the committee.
- Public Awareness/Outreach: NLIC - Michelle Foshay, ICCOD-
  - Planning Provider Day - hasn't been held since 2018 due to COVID. Professional development opportunity for ECSE and also provide opportunities for other providers to network. Hold the beginning of the 24-25 SY. Takes a lot to plan from advertising and finding space, etc.
  - Annual Report - Last one was 2022. Working on this for the year. Highlighting mentoring day, subcomm, WBL and getting budget requests to get out in the spring.
- Agency Sharing: (please share a brief update from your agency-new programs, changes, training, etc - let's utilize this meeting time as a public awareness platform to support kids and families.)
  - Special Education Administrative Unit (Jason Crean and Jessa Cook)
    - Jason - Duluth Public Schools just held their 2nd Staff Development Day on December 4th. Non-certified professionals were allowed to come to the staff development day plus there will be another day in January that they can attend. Plus 16 hrs of virtual training. More training opportunities for non-certified staff.
      - Race & Culture with a 2hr presentation.
      - All staff had opportunity to learn more about restorative practices

- MGSs structures
- Analyzed our tiered systems of supports. More and more kids are being referred to special education.
- The special education team was able to get together and focused on due process. There was a video that we watched but won't show it today as we are short on time but search on YouTube - Mr. Jensen video - powerful message - kids are not trouble makers just need to find supports that they need.
- Learned Parent Square - an application for phone or device that provides communication between families and teachers and administrative staff Can send IEP and parents will be able to sign documents with this app.
- There has been a lot of movement in the special education department. There are openings to be filled and we are getting great applicants even with post COVID.

■ Jessa -

- Paraprofessional training day on January 15th. Seminars of different topics. Focusing on the Wellness piece to keep people in their roles.
- Paraprofessionals having training opportunities through Infinitec and Master Teacher.
- Work based learning transition manual has been updated. Over 150 students in the Work Based Learning Program.
- Non-exclusionary - legislative update. How are we doing the training for our administrative teams around non-exclusionary pieces especially around recess. What does that look like for Special Education students?
- Meeting with teams - social workers, psychologists. On November 14th we had a meeting for the Communication Advisory Committee in which there is a representative from each district. A good check point for the year. Provided a presentation to get all the information out instead of sending many emails out.
- I am proud of our team here. All the support that is provided to our member districts with training, support to new teachers, assessments etc.
- Facilities task force for our NLA facility project. Looking for experts to help us with this. More communication will be provided in January.

○ Regional IEIC Update (Becky Crane and Jenny Bouchie)

- Becky Crane - October 11th was the Regional IEIC meeting. We really looked at our Carryover. IS is our new fiscal host. Talking about how to streamline our process of ordering. Much of the ordering is done with credit cards so working with our Regional RLIFT on that process. With membership, I thought it was sub committee meetings but was actually the meeting of the whole. Needing to make sure all required members are in attendance. Nominated chairs and sub-chairs.

- Jenny Bouchie - ECSE up take in the referrals. Providing as much outreach support to agencies as possible when contacted. Provide professional development opportunities to our ECSE staff.
  - County Public Health - n/a
  - County Human Services - n/a
  - Advocacy groups - n/a
  - Vocational Rehabilitation Services + Employment Services - n/a
  - Post-Secondary Education/Training Agencies - n/a
  - Others - n/a
- Videos (Public Awareness)
  - Summary/Refresher of agency videos on [NLIC website](#)
- Old Business:
  - Review 2023-24 NLIC/ICCOD (each subcommittee is responsible for finding a guest speaker).
    - VIRTUAL MTG: February 14, 2024 – Parent Advisory
    - IN PERSON MTG (PACC): April 10, 2024 -Public Awareness
  - Other?
- New Business:
  - Mentoring Day Updates - Shared early in the meeting.
  - Other?
- *Adjourn Motion made by Hannah Bober to adjourn the NLIC/ICCOD meeting at 10:57a.m. Second by Jess Knutsen. Motion carried.*