

NLSEC Board Meeting Minutes
October 5, 2018 9:00 am – 10:30 am
Cloquet Board Room

Present: Superintendent, Dave Bottem Barnum
Board Member, Jessica Unkelhaeuser Barnum
Superintendent, Gwen Carman Carlton
Superintendent, Michael Cary Cloquet
Superintendent, Nathan Libbon Cromwell-Wright
Superintendent, Aaron Fischer Esko
Superintendent, Bill Crandall Lake Superior
Superintendent, Bob Indihar Moose Lake
Superintendent, John Engelking Proctor
Superintendent, Bill Peel Willow River
Superintendent, Kim Belcastro Wrenshall
Special Education Director, Dena Hagen Northern Lights Special Education Cooperative
Asst. SpEd Director of NLA, Barb Mackey Northern Light Academy Cooperative

Absent: Board Member, Jim Crowley Cloquet
Board Member, Maggie Sunnarborg Esko
Superintendent, Kerry Juntunen Hermantown
Superintendent, Paul Grams McGregor

- I. Call to order:
The meeting was called to order at 9:04 am.
- II. Welcome and Introductions:
- III. Approve Agenda:
Superintendent Fischer motioned the approval of the agenda, seconded by Superintendent Libbon and it was approved by a unanimous yeas vote of all members present.
- IV. Approve April 27, 2019 meeting minutes: (Attachment A)
Superintendent Crandall motioned the approval of the April 27, 2018 meeting minutes, seconded by Superintendent Belcastro, and it was approved by a unanimous yeas vote of all members present.
- V. Personnel
 - New Occupational Therapist
 - Haley Bryant, 1.0 FTE, Carlton Contract
 - Serves Esko, Carlton, & Hermantown
 - ASD Consultant
 - Kristina Otten–Resignation: Posted for new ASD position to ideally have in place by end of October.
 - Coverage for workload: Coordinators first to cover for Autism questions and then Jill Pring will cover if ASD license specific is needed. Jill will submit extra time on Carlton timesheet.

Superintendent Crandall motioned the approval of the NLSEC Coordinators to cover first with any Autism questions and then Jill Pring when needed, seconded by Superintendent Fischer and it was approved by a unanimous year vote of all members present.

VI. Fiscal

- Approve 2017-2018 Final Budget (Attachment B)
 - Green-Federal expenses and breakdown of each district
 - Yellow-Preschool Incentive Grant, Jessica Brown
 - Salmon-Part C, Jessica Brown, ECSE Coordinator
 - Pink-State Budget for all districts shared of OT, PT, ASD, Audiologist, Vision, DHH, WBL, and PHD Staff.
 - Discussion: NLSEC was under budget by approximately \$ 80,000.00 (staff on leave).
 - Breakdown of budget shows how effective the districts are in sharing services between other districts.
 - A few districts will still have audits, some movement of funds will occur and at the next NLSEC Board Meeting on February 1, 2019, the ending results will be shared.
 - The Grand Total equals direct service providers, NLSEC support staff, NLSEC office costs and retirement costs.

Superintendent Libbon motioned the approval of the 2017-2018 Final Budget, seconded by Superintendent Indihar, and it was approved by a unanimous yea vote of all members present.

- Approve 2018-2019 Working Budget (Attachment C)
 - Blue: Reclassification for NLSEC Office Assistant Haley Stirewalt to increase her hourly rate as discussed by board in spring '18. Wrenshall will finalize at the October board meeting.
 - White: NLSEC expenses that are general fund. Rent, insurance, and legal fees. Rent is eligible for Federal Aid;
 - White: Linda Forsberg and Patti Gerard retirement benefits, Patti Gerard will end this year.
 - Green/Purple: EC Budgets: Pays Jessica Brown salary.
 - White: Interagency Committee receives \$5.00 times the child count in each district, reductions in expenses projected this year with Special Connections Newsletter going digital and ASD Parent Meetings being held at NLSEC Conference Room for 18-19.
 - Pink: State Working Budget-new ASD consultant with most likely lower wage.
 - NLSEC Business Services Accounts Payable host change from Cloquet to Northern Lights Academy, effective July 1, 2018.

Superintendent Fischer motioned to change the Accounts Payable host from Cloquet to the Northern Lights Academy, seconded by Superintendent Libbon, and it was approved by a unanimous yea vote of all members present.

- Jill Morberg, NLSEC Business Manager Salary (Attachment D)
Discussion: Increase in NLSEC Business Manager salary of an additional \$6,000.00 per year because of added job duties with the NLA as host of NLSEC bills, budgets, and needed services.
 - A Time Study was completed by Special Ed. Director showing job duties increased by a half a day per week.
 - In FY19, NLA budget will account for .2 FTE Business Manager, which will absorb the added cost.
 - Board concerns that there is enough support for NLSEC Business Manager. Since July 2018 there has been support of the director and previous Business Manager who is on a service contract.

Superintendent Fischer motioned a proposal to provide recommendations of support to Willow River in renegotiating the NLSEC Business Manager, Jill Morberg's contract with Willow River by removing the necessary language and the Willow River board approval to this amendment in the contract, seconded by Superintendent Indihar, and it was approved by a unanimous yea vote of all members present.

Superintendent Carman motioned the approval of the 2018-2019 Working Budget, seconded by Superintendent Fischer and it was approved by a unanimous yea vote of all members present.

- Medical Assistance Revenue (Attachment E)
MA Billing is on hold for October 2018 while the Department of Human Services calculates and imports Interim Rates for FY 2018-2019.
- Contracted Services (Attachment F)
Please notify NLSEC if your district needs a contract established.
Ms. Hagen will find out if FSSW get special education funding or if districts are at their cap.

VII. Directors Report:

- Theme for 2018-2019 "Two Little Mice"
"Don't drown in the cream." We can give up and drown or keep working at it.
- Celebrations
 - Move of NLSEC Offices to Esko
NLSEC is now moved into our new location:
Physical Address: 16 E Hwy. 61, Esko, MN 55733
Mailing Address: P.O. Box 40, Esko, MN 55733
Phone number: 218-655-5018
Website: www.nlsec.org
- Interagency Committee
 - 2017-2018 Summary of Activities
 - Meets five times a year and has several activities.
 - Mentoring Day
 - Facebook page

- ARC Partnership
 - ARC Northland provides Parent Advocacy. ARC advocates have a relationship with Director Hagen and call to find out info if parents call them.

VIII. Future NLSEC Board Meeting Dates:

- February 1, 2019
- April 26, 2019

IV. Adjourn:

*Superintendent Engelking motioned to adjourn the meeting, seconded by Superintendent Cary, and it was approved by a unanimous yeas vote of all members present.
The meeting adjourned at 10:22 am.*