



North Central Special Education Cooperative

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Unapproved minutes for the North Central Special Education Cooperative Advisory Board meeting Monday, December 5, 2016 at Mavericks – 11:00 am

- Meeting was called to order at 11:14 am by Chairman Schwan
- Members Present: Joe Schwan (Groton), Jeff Clark (Hitchcock-Tulare), Jim Hulscher (Doland), Monte Nipp (Langford), Brian Heupel (Leola), Michael Kroll (Warner), Ryan Bruns (Northwestern)
- Members Absent: Knute Reiersen (Frederick)
- Approve Agenda as amended – **Leola/Warner**
- Action Items:
 1. Approve minutes, financial statements, and bills – **Hitchcock-Tulare/Northwestern**
 2. Approve Wells Fargo Corporate Credit Card – **Warner/Langford**
 - To be used for NCSEC Office, teacher in-service, and meeting expenses.
 - 2 cards (1 for Director and 1 for Administrative Assistant)
 3. Approve Second Reading of Grievance Policy Procedure and Title IX Grievance Procedure – **Leola/Hitchcock-Tulare**
 4. Approve second reading of Reduction in Staff Work Force and Recall Policy (as amended) – **Doland/Northwestern**
- Discussion Items:
 1. First reading of Credit Card Use and Electronic Transactions Policy:
 - Policy outlines rules and procedures for using NCSEC business credit cards.
 2. Governing Board Meeting Update:
 - Advisory board packets were provided
 - Action/Approval items for each month
 - Financials were reviewed
 - Advisory Report given by Mr. Schwan
 - Director Report
 - Motion giving authority to Advisory Board of Superintendents for personnel, budget, bills, policy, and new member schools was passed.
 3. Year Comparison – Mike Weber, Business Manager:
 - Colored handout was given showing Co-Op funds by year.
 - Next year we may lose Ed Spec money as well as enrollment fee from Leola
 - Could gain enrollment fee from Edmunds Central (17,000)
 - Could gain \$33,500 in 611 money and \$2,050 in 619 money of Edmunds Central joins the NCSEC.
 4. Advisory Board Meeting January Date:
 - Keep as schedule on Tuesday, January 3, 2017
 5. Prospective School Update:
 - Question was asked on Insurance Assessment and if the new school would have to pay a portion of that.
 - Assessment will be taken care of using previous reserves, not new local shares.
 - Decision will be made at Edmunds Central's local December board meeting and NCSEC will be officially notified after that meeting.
 6. Negotiation Process/Governing Board/Advisory Board:

Doland*Frederick*Groton Area*Hitchcock Tulare
Langford Area*Leola*Northwestern Area*Warner

- Discussion was held and a decision will be made at a later meeting.
7. Education Specialist:
 - Indirect cost rate percentage:
 - FY12-FY17 3.75% FY18-FY21 3.96%
 - Co-op would get about \$7.920 to administrate the Ed Spec Contracts that we currently handle.
 - Phone conference with the state in the very near future.
 - Will continue to monitor and track.
 8. Teacher In-Service Update:
 - Friday, January 13, 2017 8:30-2:30
 - See draft handout for more details
 - Will be billed for in December
 - Date for 2018 In-Service date will be on Wednesday, January 3, 2018.
- Information Items:
 1. Monthly Caseloads by employee and school – summary of how many students each employee is seeing on a monthly bases.
 2. Proposed SD 5 year state plan to support struggling readers including students with dyslexia:
 - Handout was given for our information.
 3. Reading Workshop:
 - July 27-28 and August 1-3
 - 9:00-4:00
 - 2 grad credits available
 4. Audit for FY 18:
 - Need an independent audit starting in FY 18
 - Cost: \$6,000-8,000
 5. EC SPED B-Grade 3 Endorsement Changes:
 - Handout was given showing the changes in the endorsement at the state level.

Adjournment at 12:30 pm – **Doland/Northwestern**

Next regular NCSEC Advisory Board meeting date: Tuesday, January 3rd at 10:30 am to be held at the NCSEC Conference Room.