

Minnesota Administrators for Special Education (MASE)
Board of Directors Annual Retreat

Thursday-Friday, June 20-21, 2019
 Minneapolis Marriott Northwest, Brooklyn Park, MN

Thursday (Check-in after 4 pm)

Noon – 1 pm	Lunch for Both MASE and MASA Boards	Fireside Room
1 – 2 pm	Board Meeting	Minnesota Salon 2
2 – 4 pm	Joint Session of MASE and MASA Boards <i>Hacking Leadership: Telling Your District's Story</i> presented by Joe Sanfelippo	Minnesota Salon 1
6 – 7 pm	Reception for Both Boards and Spouses, Guests	Great Room (Outside of the Fireside Room)
7 pm	Dinner for Both Boards	Fireside Room

Friday (Check-out by 11 am)

8 – 9 am	Breakfast for Both Boards <i>Arrive at your convenience.</i>	Hennepin Salon 1
9 am - 12 noon	Board Meeting Reconvenes	Minnesota Salon 2

BOARD MEETING AGENDA

- | | |
|----------------------------|-----------------------------|
| I. Call to Order 1:00 p.m. | President Laura Pingry-Kile |
| II. Roll Call | Secretary Erin Toninato |

Officers:

President (Chairs Thursday)	Laura Pingry-Kile	P	May Make Motions and Vote
President-Elect (Chairs Friday)	Cheryl Hall	P	May Make Motions and Vote
Past President	Diane McCarron	P	May Make Motions and Vote <i>Only on Thursday</i>
Secretary	Erin Toninato	P	May Make Motions and Vote
Treasurer	Todd Travis	P	May Make Motions and Vote <i>Only on Thursday</i>

Area Representatives:

A	Judd Fredstrom	P	May Make Motions and Vote
B	Dena Hagen	P	May Make Motions and Vote <i>Only on Thursday</i>
C	Shannon Erickson	P	May Make Motions and Vote
D	Jamie Nord	P	May Make Motions and Vote
E	Mindy Halverson	A	May Make Motions and Vote <i>Only on Thursday</i>
F-1	Sarah Mittelstadt	P	May Make Motions and Vote
F-2	Robert Dehnert	P	May Make Motions and Vote
G	Kim Chalmers	P	May Make Motions and Vote <i>Only on Thursday</i>
H	Deb Anderson	P	May Make Motions and Vote

Other Representatives:

Retiree Representative	Nan Records	A	May Make Motions and Vote
MNCEC Liaison	Marcy Doud	A	May Not Make Motions or Vote
CASE Liaison	Cherie Johnson	P	May Not Make Motions or Vote
MASA Component Group Rep (Metro):	Renae Ouillette	P	May Make Motions and Vote
MASA Comp Group Rep (Greater MN):	Janelle Bullard	P	May Make Motions and Vote

Staff:

Executive Director	John Klaber	P	May Not Make Motions or Vote
Legislative Consultant	Brad Lundell	P	May Not Make Motions or Vote
Dir. of Prof. Learning	Mia Urick	P	May Not Make Motions or Vote

II. Roll Call (continued)

Secretary Erin Toninato

2018-19 Committee Chairs:

(Committee chairs may not make motions or vote, unless otherwise seated on the Board in a voting position.)

Nominations:	Mary Clarkson	A	May Not Make Motions or Vote
Legislative Co-Chairs:	Diane McCarron Jamie Nord		
Federal Advocacy Co-Chairs:	Cheryl Hall Darren Kermes	P	May Not Make Motions or Vote
Professional Development:	Holle Spessard Melanie Kray	P P	May Not Make Motions or Vote May Not Make Motions or Vote
Fundraising Subcommittee	Keith Erickson Chad Williams	A A	May Not Make Motions or Vote May Not Make Motions or Vote
Membership:	Wendy Cirksena	A	May Not Make Motions or Vote
Strategic Planning:	Cheryl Hall		
Business Partner:	Todd Travis Laura Pingry-Kile John Klaber		

Welcome New Leaders:

Officers:

2019-20 President-Elect:	Sarah Mittelstadt		
2019-21 Treasurer:	Scott Masten	P	May Make Motions and Vote <i>Only on Friday</i>

2019-21 Area Representatives:

B	Jason Crane	P	May Make Motions and Vote <i>Only on Friday</i>
E	Melissa Hanson	P	May Make Motions and Vote <i>Only on Friday</i>
F-1	Deanna Gronseth	P	May Make Motions and Vote <i>Only on Friday</i>
G	Tricia St. Michaels	P	May Make Motions and Vote <i>Only on Friday</i>

2019-20 Committee Chairs:

(Committee chairs may not make motions or vote, unless otherwise seated on the Board in a voting position.)

Nominations:	Shannon Erickson		
Legislative Co-Chairs:	Laura Pingry-Kile Jamie Nord Jeff Jorgensen	A	May Not Make Motions or Vote
Federal Advocacy Co-Chairs:	Sarah Mittelstadt Darren Kermes (Reappointed)		
Professional Development:	Holle Spessard (Reappointed) Melanie Kray (Reappointed)		
Membership:	Tammy Alphs Diane McCarron	A	May Not Make Motions or Vote
Strategic Planning:	Sarah Mittelstadt		
Business Partner:	Scott Masten Cheryl Hall John Klaber		

III. Approve Agenda

Pingry-Kile

Motion made by Jami Nord and seconded by Diane McCarron to approve the agenda. Motion carried.

IV. Consent Agenda

Pingry-Kile

Motion made by Shannon Erickson to approve the consent agenda as amended (move financial report for March/April. Seconded by Todd Travis. Motion carried.

A. Minutes: March 6, 2019 Board Meeting (enclosure)

B. Financial Reports:

1. March, April, and May 2019 Association Financials (enclosures) (discussion) – move \$140,000 dollars from checkbook balance into liquid assets fund investment.

Motion made by Todd Travis to move \$140,000 from checkbook to liquid asset fund investment. Seconded by Diane Mc Carron. Motion carried.

2. Spring Conference (enclosure)

3. Best Practices (enclosure)

V. Brief Reports

A. President

Pingry-Kile

Shared information from final newsletter article (Top 10). Reflected on work that has been done throughout the state around strategic planning within the regions. Thankful for the MASE participation at the Day at the Capitol. Thank you for the opportunity to serve as President.

B. Executive Director

Klaber

Visited every region during the year. A PWN workgroup has been organized by MDE. Could also include special ed more broadly. Special Ed. Representation and MSBA and Advocacy will also have a presence around the table. CEC conference is coming up in July in DC. What should conversation be regarding reauthorization? We will meet with the legislators. Chance to meet new members. Should we continue “Rural Issues”? Attendance has been poor. Please give John your feedback. John has met with Paul Ferrin regarding ADSIS. He clarified the issues related to including special ed. The “want” for ADSIS has exploded. John has been working on scheduling an appointment with the Commissioner and finally made contact yesterday. He will be sharing the following:

- The division of special ed does not have one single leadership which can complicate communication
- Concerns about Compliance and PACER relationship.
- Discussion around paperwork
- On-line paperwork system. Will share that 95% of districts use the same program (SpEd Forms). Concern about the state having the ability to monitor the paperwork.
- Imbalance in finance still exists
- ADSIS – can there be greater flexibility?

Has enjoyed the year of work. The highlight was the Finance Boot Camp.

Reconvened at (9:00 on Friday)

C. Area Reports

Area Representatives

Area A: No report.

Area B: Mental Health support continues to be a challenge.

Area C: Have been working with John Eller for PD. Infinites meeting is scheduled. Looking into LTRS for special and gen. ed. Tuition support is being done in the region. Robyn and MariKay have attended a meeting.

Area D: Working with John Eller for PD. Working with “voices” PD as a regional group. Mary Cashmann-Bakken and Kathy Anderson have presented on optimizing DHH outcomes. Looking at CoP requests. Going to support EQUALS math.

Area E: Mary Cashmann-Bakken and KA came out to their region. New program opening in Montevideo. Three new Directors in the region. SWWC is going into self-monitoring. They also completed the 5 voices book.

Area F1 – Mary Cashmann-Bakken and Kathy Anderson have come to the region. Cognitive Coaching training starting this summer. Annual strategic planning in July. An additional STAR/LINKS team has been added this year.

F2: One regional goal is to help people who are newly licensed and/or unlicensed. Providing a workshop related to licensure and paras who might want to become teachers. They are having a 40-hour workshop to qualify for a registered behavior technician (both teachers and paras) – BCBA is providing the training. Continuing with STAR training and how to implement the unique curriculum. Reading the book, Five Dysfunctions of a Team. There is a Registered Behavior Technician training in Infinites.

Area G: Robyn and MariKay were out to visit with the region. BOSA has had an increased number of complaints this year toward Principals that were related to special education. Looking at training related to sped and Principals. Intermediate District 196 has done some Principal training and will share agendas.

Area H: Planning their first summer retreat. One full day with morning legal issues and the afternoon round table related to self-care and culture. Using the Year in Review for the morning training.

D. Retiree Representative’s Report

Records

Working on putting council together. It will likely be finalized by the Fall conference. This group and their experiences will be a valuable asset to MASE

E. CASE Liaison Report

Johnson

The Executive Director of CASE has retired. Hybrid conference was in March. Region may order the content to use with staff. Leg. Summit is in July. A representative group will be going, and appointments have been set up. Erin was presented with a certificate from CASE for her nomination for CASE Outstanding Special Ed Administrator.

See attachment titled CASE Report Attachment for additional CASE information.

F. MNCEC Liaison Report Doud
No report.

G. MASA Special Ed. Component Group Rep. Report Bullard/Ouillet
No report.

H. Committee Reports:

1. Standing: Business Partner Pingry-Kile/Travis/Klaber
No new partnerships but there are possibilities.
2. Standing: Legislative McCarron/Nord//Klaber/Lundell
Brad reported that the New Ulm items did not pass through as anticipated. Minimal changes. MASBO worked very hard on funding however, there is disappointment surrounding the outcome. All dollars went to the formula, and although good, it still does not meet the needs. Going forward, Over the course of next year, Brad would like to investigate how districts are doing ADSIS and what was included in their application.
Leadership phone calls went well. Superintendents have shared that they are happy with the ABS license however, they continue to be unable to find teachers in their Setting IV Programs.
JamieNord and Diane McCarron were happy with the engagement of new people this year who attended Day at the Capitol and work that has been done by the committee.
3. Standing: Federal Advocacy Hall /Kermes
Handouts with results were provided to MASE entitled Federal Advocacy Committee Request for Input (see attachment). No reauthorization on IDEA at this time.
Next steps are to determine if this information is what we should provide to CASE. Input at the federal level is important.
4. Standing: Membership (enclosure) Cirksena
No verbal report. Membership is stable.
5. Standing: Nominations Clarkson
No report.
6. Standing: Professional Development Kray/Spessard
Offered PD to over 700 people this year with all of the trainings/conferences that took place. Reviews of Fall conference were positive with the exception of the location – looking at potential alternatives. Committed to one more year at Craguns. Best Practice was full for the first time which resulted in a waiting list. New Leaders training split was successful.
Finance Bootcamp was really successful and raised \$16,000. Really positive feedback related to that training.
Continuously looking at how to raise funds for the scholarship. Looking at how to continue to increase the attendance at Day at the Capitol. Analyzing sessions that were presented. Rural Leaders discussion still taking place. Encouraged to bring training ideas to the PD committee. The MASE/MASA Conference in the winter (March) is a good conference to consider. MASE receives funds for those MASE members who attend. Fall theme is “leadership matters”. Looking at the role of Special Ed Directors and the diversity in the position.
2020 MASE Best Practice will be at Madden’s again. Finance Bootcamp has committed to 2 training days next year – both times before the MASE conferences.

6a. Subcommittee: Fundraising (enclosures) K. Erickson/Williams
Discussion around fundraising for the scholarship. There will be changes in the Thursday evening activities. A raffle, within the parameters of legal requirements, will held. Raffle tickets were provided to each region.
Asking for help with stuffing envelopes on July 9th. Area reps will be responsible for turning in the raffle tickets. A prize will be given to the individual who sells the most raffle tickets. Also, possibly a prize to the region who sells the most tickets. The goal is \$5000 for the scholarship fund.

7. Standing: Strategic Planning Hall
Defer to the strategic planning activity.

I. Group Reports (Written Reports – enclosures)

1. Alliance for Student Achievement Klaber
Did not meet this last year.

2. PELSB Licensure Subcommittee Hall
Wrapped up mid-year. No changes. Higher Ed is a key piece of this work.

3. SEAP S. Erickson/Kray
Previewed what was on the Forum agenda. Also continuing to work on the state performance plan and areas of slippage. MDE does seem to be working more closely with parents and advocates. SEAP is an open meeting. There has been someone attending, and on the agenda, who has a specific interest in twice exceptional students. They are looking at the process of being placed on the agenda.

4. Interagency Coordinating Council (ICC) Tina McKenzie Fredrickson
No report. Will meet in October.

5. Restrictive Procedures Workgroup Johnson/Melissa Schaller
Report in Board book.

6. MDE Research and Data Committee Mary Margaret Mathers
Report in Boardbook.

7. MDE MA/Para Billing Committee Sarah Mittelstadt

Trying to work with SW association/Pacer/Nami related to legislation.

8. NACSA Oversight of Special Education in Charter Schools

Kelly Dietrich

No report.

9. Olmstead Act Work Group

Chad Williams/Jessica Emerson

Three meetings held this year. Information about transportation for students with disabilities to the workforce. Looking at how to support the rural areas. There is an Olmstead listserve that people can sign up for.

10. Special Education Finance Work Group

Travis

Waiting to see how things settle. Cross subsidy dollars were likely a result of this group.

11. Workforce Committee

Scott Hare

No report.

12. PELSB Tier 1, Tier 2 Licenses, DHH Subcommittee

Toninato

No report, Meeting scheduled for next week.

13. PWN Work Group

McCarron/Nicole Woodward

Three meetings set up. Information to follow.

14. MARSS Workgroup

No report.

VI. Discussion/Action

Pingry-Kile

A. Approve 2019-20 Budget (enclosure)

Motion made by Sarah Mittelstadt to approve the budget as presented. Seconded by Jason Crane. Motion carried.

Discussion: We are in a great financial situation. We may be in a unique position to add support that we haven't previously had. Consideration may be given to legal support, mentorship, lobbyist costs when the current lobbyist retires, and finance training compensation were some ideas to consider.

B. Approve 2018-19 Executive Director's Evaluation (enclosure)

Motion made by Cheryl Hall to approve the Executive Director's Evaluation Summary as presented. Seconded by Deb Anderson. Motion carried.

Discussion: Very positive review. Laura met with John to review the evaluation. He is an asset to membership, business partner relationships, and provides visible leadership.

C. Approve 2019-20 Executive Director's Contract (enclosure)

Motion made by Jami Nord to approve the Executive Director's contract as presented. Seconded by Tricia St. Michaels. Motion carried.

Motion of gratitude by Diane McCarron, for the work that John performs as the Executive Director. Seconded by Sarah Mittelstadt. Feedback provided by the Board related by how he has elevated the MASE organization.

D. Approve 2018-19 Legislative Consultant's Evaluation (enclosure)

Motion made by Scott Masten to approve the Legislative Consultant's Evaluation Summary as presented. Seconded by Diane McCarron. Motion carried.

Discussion: The Chair and the Executive Director complete the evaluation. During the year, Brad engaged members through a phone update – that was appreciated, and continuation will be encouraged. Encouraged to be respectful of all Special Ed Director's, including charter schools, as they are a valuable partner.

E. Approve 2019-20 Legislative Consultant's Contract (enclosure)

Motion made by Cheryl Hall to approve the Legislative Consultant's Contract as presented. Seconded by Sarah Mittelstadt. Motion carried.

F. Action Required: Allow retired member Diane McCarron to co-chair the 2019-20 Membership Committee

Motion made by Jami Nord to approve Diane McCarron as a Co-Chair of the 2019-20 Membership Committee for one year. Seconded by Melissa Hanson. Motion carried.

G. Recommend bylaw change to permanently add a third co-chair to the Legislative Committee

Motion made by Jami Nord to move this item to the annual meeting agenda. Seconded by Sarah Mittelstadt. Motion carried.

H. Other

VII. Information Items and Activity

Pingry-Kile

A. 2019-20 MASE Board Meeting Dates (enclosure)

B. 2019-20 MASE Calendar (enclosure)

C. 2019-20 MASE Board Contact List (enclosure)

D. MASE Staff Contact List (enclosure)

E. MASE Bylaws (enclosure)

F. MASE Roles and Responsibilities (enclosure)

VIII. Thanks, and Recognition

A. Thank You to Members Leaving the Board

Pingry-Kile

1. Diane McCarron

2. Todd Travis

3. Dena Hagen

4. Mindy Halverson

5. Kim Chalmers

B. Passing the Gavel to 2019-20 President Cheryl Hall

Pingry-Kile

C. Thank you to 2018-19 President Laura Pingry-Kile

McCarron

- IX. Recessed Business Meeting. at: 2:00 p.m., Thursday for joint session with MASA Hall
- X. Reconvened Business Meeting at 9:00 a.m., Friday Hall
- XI. Business Meeting adjourned at 11:00, a.m.
- XII. Strategic Planning started at 11: a.m. – (notes will be provided as an attachment)

Attachments: CASE report
Strategic Planning Documents

Respectfully submitted,

Erin A. Toninato, Secretary