

Minnesota Administrators for Special Education (MASE)
Board of Directors Meeting

Wednesday, March 6, 2019
11 am – 4 pm (Lunch 12 noon)
Minneapolis Marriott Northwest, Brooklyn Park • Room: Hennepin Salon 3

MINUTES

I. Call to Order (11:13 a.m.) President Laura Pingry-Kile

II. Roll Call Secretary Erin Toninato

Officers:

President	Laura Pingry-Kile	P
President-Elect	Cheryl Hall	P
Past President	Diane McCarron	P
Secretary	Erin Toninato	P
Treasurer	Todd Travis	P

Area Representatives:

A	Judd Fredstrom	P
B	Dena Hagen	P
C	Shannon Erickson	P (Scott Masten)
D	Jamie Nord	P
E	Mindy Christopher	P
F-1	Sarah Mittelstadt	P
F-2	Robert Dehnert	P
G	Kim Chalmers	P
H	Deb Anderson	P

Other Representatives:

Retiree Representative	Nan Records	P
MNCEC Liaison (ex officio)	Marcy Doud	A
CASE Liaison (ex officio)	Cherie Johnson	P
MASA Component Group Rep (Metro):	Renae Ouillette	A
MASA Comp Group Rep (Greater MN):	Janelle Bullard	A (At MASA meeting)

Staff:

Executive Director (ex officio)	John Klaber	P
Legislative Consultant (ex officio)	Brad Lundell	P
Dir. of Prof. Learning (ex officio)	Mia Urick	P

2018-19 Committee Chairs:

(ex officio unless otherwise seated on the Board)

Nominations:	Mary Clarkson	A
Legislative Co-Chairs:	Diane McCarron	
	Jamie Nord	
Federal Advocacy Co-Chairs:	Cheryl Hall	P
	Darren Kermes	A
Professional Development:	Holle Spessard	A
	Melanie Kray	P
Membership:	Wendy Cirksema	A
Strategic Planning:	Cheryl Hall	
Business Partner:	Todd Travis	
	Laura Pingry-Kile	
	John Klaber	

III. Approve Agenda Pingry-Kile
Motion by Jamie Nord, second by Kim Chalmers to approve the agenda as presented. Motion carried.

IV. Consent Agenda Pingry-Kile
Motion by Sarah Mittelstadt, second by Judd Fredstrom to approve the consent agenda as presented. Motion carried.

- A. Minutes: December 6, 2018 Board Meeting (enclosure)
- B. Financial Reports:
 - 1. Month-End December 2018; January and February 2019 (enclosures)
 - 2. Fall Leadership Conference (enclosure)

V. Brief Reports

A. President

Pingry-Kile

Thank you to the Board members and MASE members as well as John and the MASE staff. Finance Boot Camp is a huge success this year. BOSS the Leadership Cohort is successful. MASE was awarded the Communication Unit Award at the CASE meeting. Information was shared.

B. Executive Director

Klaber

John reported that he traveled over 10K miles on behalf of MASE last year. Has visited ZUMBRO, Mankato, East Metro, and Fergus Falls. A meeting with Tom Melcher and some reps of the finance group has been set up for this Friday (March 8th). There has not been any movement around the CAPS and the impact on districts. John has been attending the IHE meetings. They are looking at how they meet national requirements for teacher prep programs. SW State is starting an ECSE program at both the undergrad and grad levels. Data was shared that states 52% of currently licensed people are not in the teaching profession. Language Essentials is being promoted by MDE. ADSIS seems to be moving forward with support of MDE. Jamie and Diane have sent reminders about the Day at the Capitol – March 21st. BOSA is thankful for the support through dues. All administrative complaints at BOSA are related to Principals and filed by parents of students in special education. There is a discussion about how to better prepare Principals for dealing with special education topics. Reminder about Best Practice in May. Still room for additional presenters.

C. Area Reports

Area Representatives

A. About ½ of the people went to the finance training. All have been educated on the strategic plan. Supporting Tier 1 & 2 teachers is a topic that is a priority. They host a legal conference in Bemidji, which seems to be positive. They are working on how to connect federally. They also have people who will attend the Day at the Capitol.

B. Making progress on the PD goal – 75% have either attended or are signed up for the finance training. The membership goal is making adequate progress as well. TOSA, Coordinators, etc. are not necessarily MASE members. Federal advocacy is an area of needed growth. Needs are around paperwork reduction; also, around reducing the number of students taking the MTAS. Legislative is an area that they are making adequate progress. Those who have Community Experts might want to check into getting a “waiver” through PELSB to keep those individuals in their positions. The waiver involves a written justification. Attending the meeting in person may also be beneficial.

C. Most Directors have had the special ed finance training. Currently working with John Eller related to staff performance and difficult conversations. Eight teachers are getting tuition reimbursement. They are also having a lot of Setting IV discussions.

D. The region put together the report and are making adequate progress related to PD. 100% of the Directors have had the finance boot camp training. They would like to broaden the scope of who is aware of the strategic plan. More data is needed related to the PD committee and the support of Tier 1 and 2 teachers. Could the MASE Board consider:

- MDE sped 101 training – no electronic access to the forms for use back in the districts (could these forms be requested?). They will only share the PDF version. MDE is allowing 2 per district. One area was called my MDE saying they were sending too many.

Membership has made adequate progress. MASE membership is encouraged and fees are covered. Very few of the Superintendents are also MASE members – they would like to see that improve.

Adequate progress is being made in federal advocacy. The tool sent out was very helpful.

Adequate progress is being made in the legislative area. They are well represented. Could the legislative committee open up the conference calls related to the updates by Brad? Discussion followed to keep the calls as they currently are.

E. PD is making adequate progress. Nan has been down, and some have also attended the finance training. The strategic plan is discussed at meetings. PD for Tier 1 and 2 teachers are well supported. They do have a cohort for those individuals. They have three specific tracks for those tiers. Directors are working on providing district staff with High Leverage Practices. Information is being shared out to district staff. Membership is going well. They are looking at how to involve the Setting IV staff. Federal Advocacy is an area of need. State advocacy is stronger, and several will attend MASE Day at the Capitol.

F1. PD is adequate in this region. All Directors were registered for the finance boot camp. Membership is adequate with the exception of a Charter School. Federal Advocacy is adequate but an area that is always looked at.

F2. Worked on the area of Federal Advocacy and the criteria for CEIS. CEIS comes out of gen ed funds. Letters are not being sent to the Directors so be aware that you may need to ask if your district has received a letter from MDE. Also discussed “public charge” and the impact it may have. Legislatively, F2 plans to attend the MASE Day at the Capitol, and has adequate representation. Budgets and plans have to be set for FY20 by July 1.

G. In the area of PD, they are working with St. Thomas on a “Work and Learn” special ed program. It is geared to paras interested in getting a special ed license. Still in the planning stages but hoping to implement in the Fall. Membership in the region is for all Area G MASE members. They meet quarterly. Charter school Directors have started to join the meetings, which is positive. Federal advocacy is an area of need. Legislatively, they have a number of people coming to the Day at the Capitol.

H. Directors and other members meet once a month. EC and Asst. Directors/Coordinators also meet monthly. Adequate progress in the membership area. Federal is also adequate – Laura is part of this group resulting in shared information. Legislatively, they are also adequate as they have had members testify. Emails have been sent to MASE members to support individuals when testifying. Members are encouraged to take part in legislative public opportunities (luncheons, etc.). Several members will participate in the Day at the Capitol. Many have also told their story about special ed paperwork. Finance Boot Camp was filled right away. Very well attended. Shout out and thank you to MASE for the BOSS Leadership Cohort. Five Directors from the region are participating. SW metro is also meeting with St. Thomas around the para path to licensure. Area H is so large that statistics are difficult to gather – looking at possibilities on how to gather more specific data.

D. Retiree Representative's Report

Records

See information below.

E. CASE Liaison Report

Johnson

SLD survey results will be sent out. There is not a lot of consistency. The CASE platform was shared. There are several differences throughout the states. Additional and specific information is included in the Board packet. There is work taking place related to what skills a special ed administrator should have. Also, Letter to OSERS is included in the packet related to disproportionality. Area reps are encouraged to share within their regions. The CASE Hybrid conference CD is highly

recommended as a PD tool.

F. MNCEC Liaison Report Doud
No report.
G. MASA Special Ed. Component Group Rep. Report Ouillette/Bullard

H. Committee Reports:
1. Standing: Business Partner Travis
No formal report. Initiative continues to go well. Continue to refer to John if you have potential businesses.

2. Standing: Legislative McCarron/Nord/Klaber/Lundell
Brad reported that there is much happening in special education with the paperwork reduction. Several have testified but New Ulm has been a major factor in moving it forward. Advocates have weighed in on the issue. The ADSIS bill will be up tonight in the House. There is support for that bill. Senate bill has not been heard yet. The Governors bill on special ed had come through – not a lot of changes but some proposals for cross-subsidy changes stretched out over time. Not significant. Nothing in the Governor's policy bill about special education. There is also a bill requiring paras to have 16 hours of training with specific requirements related to Trauma Informed Schools (bill number 1559). Brad recommends that everyone take a look at the proposed language. Brad will continue with updates via e-mail and phone conversations.

John report on the BVI testimony and there are no state universities who are willing to be a partner and offer a program. The concerns are about sustainability. Bethel has indicated interest. No decision made yet.
Jamie shared the goal of making people more comfortable with the legislative process. Reminder to fill in the spreadsheet if you have appointments scheduled during the Day at the Capitol.

3. Standing: Federal Advocacy Hall/Kermes
Biggest evidence is that many of the areas are beginning to feel more comfortable with federal advocacy. Participation in national conferences, travel to DC, etc.... are all indicators of progress. There is a question about how to reinvent special ed. A survey may be done at the Spring Conference and then a summary submitted.

4. Standing: Membership (enclosure: membership profile) Cirksena
5. Standing: Nominations Clarkson

Reminder to be sure you have Area Reps in place if your term is up.

6. Standing: Professional Development Kray/Spessard
Melanie reported that one of the key goals is finance. There is also discussion about providing this training to Business Managers as long as the Director had attended. Fall Leadership Conference was well attended and resulted in revenue. Fall 2019 may be in a different location. There is a group who will investigate other locations. Information to members is also a goal. Looking at how Directors can support Tier 1 and Tier 2 teachers. Today is the last new leader/new Director session. MASE Leadership Issues (formerly Rural Directors) will be held on April 25th at Benton Stearns.

a. Fundraising Subcommittee
Looking for representation from each area to be part of this committee.

7. Standing: Strategic Planning Hall
a. Strategic Plan Area Reports

I. Group Reports:
1. Alliance for Student Achievement Klaber

No report.
2. PELSB Licensure Subcommittee Hall

No report.
3. SEAP Erickson/Kray

This committee meets quarterly. Primarily informational for parents. The parent members are very supportive and ask many great questions. Most presentations have been MDE staff. Much discussion about the number of licensed teachers NOT teaching in the profession.

4. Interagency Coordinating Council (ICC) Tina McKenzie Fredrickson
Report in Board Book.

5. Restrictive Procedures Workgroup Johnson/Melissa Schaller
An outside facilitator is now leading this group. A compromise has been submitted to the legislature.

6. MDE Research and Data Committee Mary Margaret Mathers
No report.

7. MDE MA/Para Billing Committee Sarah Mittelstadt
This committee has met twice. It is led by Julie from MDE. MA Forum will be held April 18th. There are over 100 new MA billing staff throughout the state. Procedures/processes are being worked on for clarification. Looking to provide samples of compliance and other processes. There is also a panel that will be discussing PCAs and the procedures around that documentation. CTSS is a unique MN process – no other states have it. Mental Health requirements will be looked at related to service, documentation, and billing. There is also 3rd party dollars available for Public Health Clinics in which a school could bill for any student. There is belief that B-3 screening might fit into this. Much more information needed. The number one priority is to get guidance on PCA's. They would like to do a survey to find out who is billing for CTSS and at what level. They would also like to gather information about assistive technology. Still to be considered.

8. NACSA Oversight of Special Education in Charter Schools Kelly Dietrich
Report in Board Book. Looking at how to train Tier 1 & 2 teachers. Some Charters are working together to establish a better continuum of service. Not very many Directors in Charters are members of MASE. She is going to work on getting more members. Conversations with public schools are taking place with the intended outcome being to open dialogue. In general, Charters are in support of the MASE platform. A lot of students come to Charter Schools due to a breakdown in relationships within the traditional setting. Charters want to build more opportunities for working together with districts. Charters cannot be part of Joint Powers Agreements so working together is difficult.

9. Olmstead Act Work Group Chad Williams/Jessica Emerson

Will rotate meeting attendance. They meet monthly. Public comments were open for amendments. More information forthcoming.

10. Special Education Finance Work Group Travis
Had a telephone meeting. Tomorrow there is a sub-committee meeting the MDE Finance to try to get an understanding of the Governor's proposal.

11. Workforce Committee Scott Hare
Information in Board Book.

12. PELSB Tier 1, Tier 2 Licenses, DHH Subcommittee Toninato
The group has met twice. The First meeting was more of an informational meeting and what the current requirements are for DHH teachers and what should be required. There is much discussion about the ASL proficiency.

VI. Discussion/Action Pingry-Kile

A. Approve Slate of Officer Candidates Sarah Mittelstadt - President Elect and Scott Masten as Treasurer.

Motion by Diane McCarron, second by Jamie Nord to approve the slate of Officer Candidates as presented. Motion carried.

B. Approval of 2019-20 Dues (increase by \$5.00 with the exception of Business Partners).

Motion by Todd Travis, second by Dena Hagen, to approve the annual dues increase of \$5 per member. Motion carried.

C. Proposal: MASE Retiree Leadership Advisory Council (enclosure)

Motion by Nan Records and a second by Mindy Christopher to create a MASE Retiree Leadership Advisory Council. Motion carried.

D. Other

VII. Information Items Pingry-Kile

A. Next Meeting:

Board Retreat (Concurrent with MASA)

Thursday – Friday, June 20-21, 2019 (Thursday afternoon – Friday morning)

Minneapolis Marriott Northwest

B. Updated Board and Committee Lists (enclosures)

C. Paperless Membership Process (enclosure)

VIII. Other

A. Presentation by MASE Tier 3 Business Partner Member Pingry-Kile
(11:30 am - precedes lunch)

Alex D. Ivan, Attorney, and

Adam Wattenbarger, Attorney,

Kennedy & Graven, Chartered

IX. Adjourn 3:30 p.m. Pingry-Kile

Respectfully Submitted,

Erin Toninato, Secretary