**Unapproved minutes for the North Central Special Education Cooperative meeting on Tuesday, January 3, 2017**

**NCSEC Conference Room – 1:00 pm**

* Meeting was called to order at 1:09 pm by Chairman Schwan
* Members Present: Joe Schwan (Groton), Jeff Clark (Hitchcock-Tulare), Monte Nipp (Langford), Knute Reierson (Frederick), Brian Heupel (Leola), Michael Kroll (Warner), Ryan Bruns (Northwestern)
* Members Absent: Jim Hulscher (Doland)
* Approve Agenda as amended – **Warner/Frederick**
* Action Items:
	1. Approve minutes, financial statements, and bills – **Hitchcock-Tulare/Northwestern**
	2. Approve use of Capital One credit card – **Leola/Langford**
	3. Approve second reading of Credit Card Use and Electronic Transactions Policy – **Northwestern/Hitchcock-Tulare**
* Discussion Items:
	1. Governing Board Meeting – February 6th at 7:00 PM (Maroon Room – Student Union at NSU)
	2. Advisory Board Meeting – January 30th at 10:30 am (NCSEC Board Room)
	3. Prospective School Update:
		+ Edmunds Central will have a special board meeting on January 4th to make a decision and NSCEC will be notified after the meeting.
		+ If they choose to join NCSEC they will need to formally apply for acceptance by letter.
		+ They will also need to send 3 years of data with their letter of application for NCSEC to review.
	4. Negotiation Process/Governing Board/Advisory Board:
		+ Advisory Board will recommend to the Governing Board to convene a Negotiation Committee comprised of 3 Governing Board Members and 2 Advisory Board Members.
	5. Education Specialist – SPED Doe Conference Call:
		+ Conference call on Thursday January 5th
	6. Teacher In-Service Update:
		+ Friday, January 13, 2017 8:30-2:30
		+ Copy of Agenda and breakout sessions will be emailed to Superintendents later this week so they can forward to their staff.
* Information Items:
	1. Monthly Caseloads by employee and school – summary of how many students each employee is seeing on a monthly bases. SLP caseloads are reaching maximum capacity in some schools so discussion was held on possibly hiring an SLPA.
	2. Cooperative Review – Copy of findings from DOE’s cooperative review was given to each school.
	3. Reading Workshop Dates: July 27-28 and August 1-3
* Adjournment at 2:01 pm – **Warner/Leola**
	1. Governing Board Meeting: Monday, February 6, 2017 @ 7:00 PM (Maroon Room – NSU Student Union)
	2. Next regular NCSEC meeting date: Monday, January 30, 2017 at 10:30 am to be held at the NCSEC Conference Room.