



Northern Lights Special Education Cooperative

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Jessa Cook ~ Special Education Director

Northern Lights Special Education Cooperative (NLSEC) Shared Services Among Member Districts

NLSEC districts share the following educational services:

- Positions FTE
 - Special Education Director 1.0
 - Business manager 1.0
 - Administrative assistant 1.0
 - Receptionist/Secretary .8
 - Secondary transition planning coordinator 1.0
 - Early childhood coordinator/Child find 1.0
 - Special education due process coordinators 4.0
 - Vision teacher 1.3
 - Autism consultants 2.0
 - Deaf/hard of hearing teachers 2.0
 - Educational Audiologist .9
 - Physical health disability teacher 1.0
 - Technology coordinator 1.0
 - Occupational therapists 5.0
 - Physical therapists 2.4
 - Work Experience coordinators 2.0
- Services to address goals of the priorities and indicators in the Minnesota Special Education Performance Plan.
- Implementation of federal and state special education mandates.
- Technical assistance to educators, families and community agencies.
- IEP development, assistive technology and Universal Design for Learning support to district staff.
- Comprehensive interagency planning services for children and youth ages 0-21.
- Staff development for special and general education staff, administrators and county personnel as it pertains to special education.
- Systems that provide students with successful transition experiences from 0 to preschool, from preschool to elementary school, from elementary to middle school, from middle school to high school and high school to adult living.
- Work experiences coordination for eligible high school students with disabilities.
- Educational occupational and physical therapy services.
- Low incidence disability services: vision, deaf/hard of hearing, autism, physical

impaired.

- Birth through 2 child find.
- Data collection and reporting support.
- Special education finance and budget.

Data Collection

- Monitor student IEP and evaluation data for accuracy.
- Provide districts with information on caseloads, disabilities, amount of service provided and student enrollment projections.
- Complete and submit required state reports. Compile child count composite by district.
- Verify MARSS data and follow-up on discrepancies.
- Collect data, as directed by the Northern Lights Special Education Cooperative Agreement and Board members.

Communication Services

- Director meets formally with the following groups to update, disseminate and receive information related to special education:
 - Cooperative Board - four times per year
 - Interagency Council - five times per year
 - Work Based Learning staff – four times per year
 - Cooperative Social Workers – twice per year
 - Cooperative Principals - at least twice per year
 - Cooperative District Psychologists – five times per year
 - Cooperative District Coordinators – once per month
 - Cooperative District Counselors – twice per year
 - Cooperative District Nurses – three times per year.
 - Cooperative District wide Business Managers – two times per year.
 - NLSEC itinerant staff - four times per year.
 - NLSEC Parent Advisory Committee – five times per year.
- Publish Interagency Special Connections newsletter and Annual Report
- Maintain Cooperative web page.
- Process student service agreements for all nonresident students attending

Cooperative districts.

- Coordinate with district MARSS coordinators to assure special education reporting accuracy.

Finance and Tuition Billing

- Track and report federal and state expenditures for each district and enter into SEDRA and SERVS.
- Provide state and federal NLSEC budget information to districts three times each year.
- Process contracts for service and monitor expenses and licenses of providers.

- Maintain a record of teacher license expiration dates. Notify district administration and teachers as needed.
- Complete and file yearly state Special Education Application for state and federal aid.
- Review all state reports for accuracy and follow up with discrepancies.

Legal Issues

- Coordinate and facilitate the MDE Special Education Assistance and Compliance monitoring process.
- Conduct yearly compliance reviews in each district.
- Assist Cooperative districts with dispute resolution.
- Attend meetings to resolve legal conflicts.
- Investigate and process all formal complaints involving NLSEC districts and The Minnesota Department of Education Division of Assistance and Compliance.
- Maintain current knowledge of special education law and report updates/changes to district personnel and NLSEC Parent Advisory Committee.
- Maintain/monitor the NLSEC Total Special Education Systems (TSES) Policies and Procedures Manual.
- Interpret special education rules and regulations for district staff and parents.

Medical Assistance Billing

- Assist Cooperative districts to maximize reimbursement of MA funds for health related IEP services.
- Process and monitor all district medical assistance claims.
- Provide superintendents and business managers with quarterly medical assistance revenue statements.
- Monitor consent forms and obtain private insurance denials, process third party.
- Train special education staff on the medical assistance billing process.

Interagency Planning and Implementation

- Coordinate interagency planning and implementation efforts with the twelve districts and five counties within the Special Education Cooperative.
- Participate with Interagency Council members to train disability stakeholders on the interagency planning process.

Other Services

- Assist Cooperative districts with the hiring of special education staff.
- Prepare and present reports to school boards as requested by Cooperative superintendents.
- Type and process vacancy notices and advertise for vacant positions.
- Assist districts with application to PELSB for unlicensed special education teachers.
- Assist districts to comply with statute provisions as related to special education.
- Prepare special education workload studies and staff recommendations upon request from districts.

