

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
FRIDAY, MARCH 4, 2016
12:30 pm
WESB Room 308

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, March 4, 2016 at 12:30 pm at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN.

Present: Jamie Skjevland, Chris Lindholm, Cathy Bettino, Mike Malmberg, Bernie Novak, Bob Gross, Heidi Hahn and Kim Huether.

Meeting was called to order at 12:45 pm.

Moved and seconded approval of the agenda and the October 2, 2015 minutes. Carried.

Updates from Districts: Congratulations to Cathy Bettino and Robert Gross on their upcoming retirements. The June meeting was set for Thursday, June 9, 8 am at Perkins in Brainerd.

Review of Mental Health Contracts: The board shared they are pleased with the services and contract with Northern Pines. 2016-17 contracts will be prepared and distributed to each district. The new contract will begin July 1, 2016. A binder will be provided to buildings with licenses and background checks of Northern Pines staff. Northern Pines will handle the summer services.

Adoption of Record Retention Schedule for PBEC Administrator: A requirement of the Joint Powers agreement states that PBEC holds its own accounts; therefore policies including the record retention schedule need to be updated. Training was held last fall with business managers from the districts on Uniform Grant Guidance. A motion was made to approve the Record Retention Schedule. Seconded and carried. A copy will be sent to the MN Historical Society and the PBEC district business managers.

Staff Updates: Heidi reported that the four staff hired (ASD, OT, PT and PHD) beginning with the 2015-16 school year have done a phenomenal job and have been a great addition to the PBEC. The T, D and E cycle of employee review is almost completed for twenty-two staff members. Margaret Knebel, Occupational Therapist will be retiring September 20, 2016 after 30 years of services. The position has been posted with one official applicant at this point. The Behavior Interventionist Specialist position has been filled by Jim Kath to begin with the 2016-17 school year. The Birth to Seven Coordinator position is still posted. There have been no qualified applicants. Peter Holleque, Audiologist, who has been on contract with the PBEC, will be done this year. There is an audiologist from Freshwater Education District that may be available for contracted services.

Board of Delegates meeting, April 8, 2016, 12-1:30: There are no formal actions required at this meeting. It was suggested to still meet and review topics such as: the struggles/challenges that occurred this year, the successes and positive things that have happened, why numbers in the 0-5 population are increasing so rapidly, and how the county involvement has changed. Heidi will prepare a five-year historical review.

Meeting Schedule for the 2016-2017 School Year: The Executive Board will meet quarterly and the Board of Delegates will meet in November and April. The exact dates will be determined.

New Business: Some board members shared situations they experienced in their districts to bring awareness that might be helpful for others:

- Community Experts that are hired are not part of a union. Position needs to be posted every year
- Adding a statement to employment applications questioning whether or not a person has ever had disciplinary action or entered into a stipulation agreement. Heidi will draft a statement to use and will email the superintendents.
- Contact Board of Teaching and Minnesota Department of Education when hiring new staff to verify employability
- Have a policy in place with banking institutions to follow a strict protocol when authorizing wire transfers to avoid financial fraud.

Other new business involved discussion of what to do in the future regarding ADSIS/LCTS.

Director Contract: Heidi submitted to the board a Self Evaluation-Tenure in Review document and a proposed three-year contract beginning July 1, 2016. Heidi left the meeting so the board could review and discuss the contract proposal. Moved and seconded to accept contract as presented after re-formatting with headings. Carried. The Brainerd School Board Chair and Clerk/Treasurer will sign at the next school board meeting Monday, March 14.

Meeting adjourned 2:20 pm.

Kim Huether, Secretary

Handouts:

- Agenda
- October 2, 2015 minutes
- Mental Health Contracts for each district for 2016-17
- Director Contract and Self Evaluation