

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
FRIDAY, DECEMBER 9, 2016
11:30 am
WESB Room 308

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, December 9, 2016 at 11:30 am at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN.

Prior to the full board meeting Superintendents Skjeveland, Endicott and Malmberg attended the Audit Reading with the firm CliftonLarsonAllen reviewing the document.

Present: Jamie Skjeveland, Chris Lindholm, Dave Endicott, Mike Malmberg, Bernie Novak, Laine Larson, Karla Nesheim (PBEC Business Manager) Heidi Hahn and Kim Huether.

Meeting was called to order at 11:35 a.m.

Moved and seconded approval of the agenda and the October 14, 2016, minutes. Carried.

School Board Elections/Changes to Board of Delegates: Re-elected to local school boards and re-assigned to PBEC Board of Delegates are: Bob Sandin (Crosby-Ironton), Mike Erholtz (Pequot Lakes), Scott Mudgett (Pillager), Garny Gaffey (Pine River Backus), Cindi Hills (Aitkin) and Tom Haglin (Brainerd). The Superintendents will discuss with their boards to identify an alternate to represent the delegates when they are unable to attend the meetings.

Rescheduling Board of Delegates Meeting from November 18, 2016: Due to dangerous weather conditions on 11/18/16, the Board of Delegates meeting was cancelled. Options were discussed on rescheduling and it was decided to change the time of the next Executive Board Meeting on February 10, 2017 to 10 am – 11:30 am and have the Board of Delegates meet 11:30 am – 1 pm. The changes will be posted and an invite will be emailed. The April Board of Delegates meeting will be cancelled.

Acceptance of Audit Report Fiscal Year 2016: Superintendents Skjeveland, Endicott and Malmberg met prior to the Board Meeting to review the Audit Report with the accounting firm CliftonLarsonAllen. Karla Nesheim, PBEC Business Manager, gave some background and reviewed the report with the board. PBEC is required to do an audit since becoming a separate district. ISD 181 – Brainerd is no longer able to receive funding for all districts in the cooperative. They are still the fiscal host, but they are an “agency”; therefore Brainerd’s data is not skewed. Two material weaknesses in internal control were identified – preparation of financial statements and segregation of duties. Moved and seconded to accept the Audit Report for Fiscal Year 2016. Carried.

Budget Revision: Karla Nesheim explained the proposed revisions to the original budget, which was approved in June 2016. Some unexpected increases included salaries and professional development stipend increases. The preliminary allocation amounts were not available for the first budget; therefore the need to approve a revised budget. Heidi discussed the IDEA handout and the federal funding gap. Moved and seconded to approve the revised December 2016 budget. Carried. There will be a meeting with the co-op business managers on January 11, 2017. At the end of February, Karla and Heidi will meet individually with superintendents and business managers to discuss federal expenditures, state aid, cost projections, etc....

Compliance and Monitoring: All member districts are in fiscal and self-review. The fiscal monitoring second request of documentation was submitted. The final findings will be shared when available. The Code of Conduct form was added. The due process compliance consisted of 200 student files being pulled and reviewed. The goal is to have no corrections.

Review and Adoption of Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources: Policy has been adopted in member districts. The PBEC Board of Delegates will need to approve at the next meeting.

PBEC Staffing: Bernie Schultz, ASD Coordinator resigned – position not filled. ADOS test administration is shifting to psychologists to allow Kate Hurd, the current ASD Coordinator to spend more of her time working with teachers. Mark Oehrlein vacated the technologist position. A services contract was put in place with CTC-IT for the PBEC technology needs as they arise. An educational assistant position was not filled within the Paul Bunyan Transition Plus program. Working within the budget, hiring for the ASD gap is a priority for next year.

Professional Development Plan:

- New teachers hired within the co-op have had several opportunities for all day and ½ day trainings during the workday versus after hours. The PBEC uses federal money for hiring subs; it does not come out of a district’s budget. A handout was provided detailing the topics covered.
- The Para to Teach Cohort has gone well with participants soon to graduate with their special education teaching license. A new program will be starting this spring through NJPA.
- A handout was provided showing the focus of trainings on behavior intervention and positive behavior support plans, along with ASD teacher and strategy training.
- Several due process paperwork nights are offered throughout the year to give teachers the opportunity to have focused work time with hands on guidance from the PBEC coordinators.

Restrictive Procedures and Seclusions: Jim Kath, Behavior Intervention Specialist reviewed the Handle with Care training proposal. The PBEC plans to move from the CPI training to the Handle With Care verbal and physical de-escalation training. A number of school staff has been trained in HWC and report they are satisfied with and prefer the program to CPI. Jim feels this program is superior to CPI showing a faster rate of calming the student, less dangerous for staff and student with more secure holds. There is a need for de-escalation training for all staff, but not all need the physical holding portion. It is recommended that administrators determine who should be part of their “Building Crisis Team” and train only those individuals in the verbal and physical portion of HWC. A separate verbal training can be offered for other staff. An annual refresher will be offered for those schools currently using HWC: Riverside, Harrison, Garfield, Nisswa, Forestview DCD, BHS DCD and Rippleside. Full HWC trainings will be offered to PBEC schools that did not participate in the initial HWC. Principals should determine the team and also attend the training. An email will go out from the PBEC notifying cancellation of CPI trainings in January and that there will be no gap in certification. Heidi shared that having Jim on staff has filled a much-needed support for staff. He has updated and posted restrictive procedure plans for each district. Jim also consistently attends leadership team meetings.

Special Education Finance 101: Heidi will do a presentation at the next Board of Delegates meeting covering mandates and funding for the members to increase basic understanding of special education finance. If member districts would like a presentation done at their local school boards, Heidi will make herself available.

New Business: PBEC pays 80% of the cost to have Viewpoint program while the member districts cover 20%. It was suggested that superintendents check with their problem solving team to evaluate if this is a valuable asset to your district and if it is being utilized.

Next Meetings:

- Superintendent Meetings – Friday, February 10, 2017 at 10 am and June 9, 2017 at 11 am.
- Board of Delegates Meetings – Friday, February 10, 2017 at 11:30 am

Meeting adjourned 1:45 pm.

Kim Huether, Secretary

Handouts:

- Agenda
- Minutes October 14, 2016
- Listing of Board of Delegates
- Agenda for Board of Delegates November 18, 2016 Meeting
- Audit Report FY 2016
- Budget Revision
- IDEA Funding Information
- Code of Conduct Form
- Schedule of PBEC Trainings
- Handle With Care Transition Proposal