

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Friday, December 8, 2017
12 – 1:30 pm

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, December 8, 2017, 12 – 1:30 pm at Washington Educational Services Building, Brainerd.

Present: Chris Lindholm, Laine Larson, Brad Kelvington, Jamie Skjeveland, Dave Endicott, Heidi Hahn and Kim Huether. **Guests:** Karla Nesheim, PBEC Business Manager and Mary Reedy from Clifton Allen Larson, Julie Domino, Bonnie Henningson, Tyler Ihmels (PBEC Early Childhood Coordinators)

Absent: Mike Malmberg

A motion was made and seconded to approve the Agenda, the June 7, 2017 minutes and the October 13, 2017 minutes. Carried.

Audit Report for FY 17:

Mary Reedy, the lead principal auditor for the Brainerd school district and the PBEC, reviewed the Executive Audit Summary and Financial Statements. She shared the process of the audit. Federal and Minnesota programs were tested with no findings. If there is one more year without findings, the PBEC will be deemed low risk. Moved and second to approve the Audit Report FY17. Carried.

Principal's Institute:

Discussion was held to determine a date to have the principal's institute, avoiding spring breaks. Superintendents will check with their principals. The focus of the training will be Custody and Behavior.

Professional Development Discussion:

Heidi and the coordinators met to re-create the professional development approach. Mentorships were proposed – for example, having retired teachers meet with teachers once a week. They would focus on classroom management, paperwork, parents; train, retrain, support. Future trainings will not take new teachers out of buildings except for ½ days on paperwork nights. The coordinators will work with building principals to set up new mentorship training.

Early Childhood Grant Opportunity:

Tyler Ihmels, Julie Domino and Bonnie Henningson introduced themselves before presenting information to the board regarding state innovations in Early Childhood Special Education.

The Pyramid Model is an extremely valuable tool, a data driven way to make decisions, provide social emotional support for children and preventing behaviors in ages 3-5. The primary focus is working on skills for the children so they are ready to learn.

Classroom Engagement is “intentional learning” for ages 3-5. Frameworks are place to improve engagement, social relationships and independence. This is the newest innovation; no districts in the PBEC are using at this time.

Family-Guided Routines-Based Interventions (FGRBI): This is for birth – three and is very useful in home visits. The focus is building skills in the child's natural environment and normal routines. It's more about coaching parents versus just working with the child. Family concerns

are addressed. A relationship and trust is built with the family by having primarily one service provider. This program improves efficient use of staff as well.

All three programs support each other and blend very nicely for well-rounded services to children Birth to Five.

PBEC Board support is desired to implement FGRBI co-op wide. Having the same service delivery model throughout the co-op would benefit children, families and staff. Other benefits include training opportunities, coaching, financial. Having consistency and getting the same information and message to all co-op sped staff is desirable and important. The Hexagon Tool was completed by Birth to Three staff, with 80% indicating they were ready to apply and take on the FGRBI Innovation. This is part of the process to apply for the grant. Application would be done in March, approval in April and training in August (five days training over 1 ½ years). This would be a five-year commitment from the cooperative's standpoint. Financial support from MDE to cover subs would be available. After the five years, the PBEC would maintain and implement the program. The trickiest part is the coaching piece. The downside is the heavy workload for coordinators.

A motion was made to collaborate, move forward as a cooperative and support application for the FGRBI grant. Seconded and carried. The board would like to see outcome data in the future.

Fiscal Audit Updates:

The PBEC hosted a business managers meeting in November.

Pillager and Pine River-Backus are completed. Other districts are in procurement status (January 31, 2018 deadline)

Staffing Updates:

With the departure of Amanda Genz, Occupational Therapist, an intern was secured for the fall, Joselyn Wichern. She will graduate in December and be fully licensed in January. The hope is that she will apply and be hired to fill this position.

Barb Flynn McColgan, Physical Therapist will be retiring, date to be determined. Recruitment has begun to find a replacement. There are three that have shown an interest, with all having pediatric experience and between 6-10 years of experience. Interviews tentatively set for January to allow for cross training.

Review of Donations:

A parent donated a sensor sound machine with a value of \$1000. Motion, second to accept donation. Carried.

Next Meeting:

February 2, 11 am – 2 pm. To be discussed: Record Retention Policy and Visitor Policy. Brad Kelvington has a conflict.

Meeting adjourned 1:15 p.m.

Kim Huether, Secretary

Handouts: Agenda, June 7 & October 13, 2017 Minutes, Executive Audit Summary, Financial Statements, ECSE State Innovation Information, Newsletter