

**Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES**

Friday, May 25, 2018

Noon – 2 pm

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, May 25, 2018, noon – 2 pm at Washington Educational Services Building, Brainerd.

Present: Chris Lindholm, Laine Larson, Jamie Skjeveland, Dave Endicott, Mike Malmberg, Brad Kelvington, Heidi Hahn and Kim Huether. Guest: Karla Nesheim, PBEC Business Manager

A motion was made to approve the February 2, 2018 minutes. Second and Carried.

A motion was made to approve the agenda with the following changes. Second and Carried.

- Move item VIII Viewpoint to item IV under Budget Discussion
- Item VIII will include Handle With Care, MTAS Audit and Seclusion Data

Budget: Karla Nesheim, PBEC Business Manager distributed the proposed 2019 budget and summary sheet. Federal revenue is reported on the PBEC books with \$2,860,827 revenue and expenditures matching. Carryover is a “projected” amount due to the final allocations coming in the spring. The PBEC trend is to budget conservatively. This year’s carryover of \$76,000 is lower than the PBEC has seen in the past. Karla mentioned that the PBEC has been operating with the same federal allocation funding since 2010. Overall, there has not been any significant increase in federal allocations.

How the Viewpoint program will be billed was discussed, along with an invoice summary detailing the district shares and PBEC shares. Each district will get an invoice for the full amount. Funds will be allocated back to the districts at 80%, which is the PBEC’s responsibility. Karla will notify the business managers of this new process. Chris Lindholm mentioned that NJPA might partner with Powerschool. A team from NJPA will be assembled this summer to make site visits. The PBEC could investigate moving away from Viewpoint to PowerSchool in the future. After further review of the budget information, a motion was made to approve the budget for year 2019. Second and Carried.

Staff Update: Andrea Hamad, ASD Coordinator has resigned and accepted a teaching position at Riverside. Four applicants have shown an interest, with interviews planned for the third week of June.

Heidi would like the board to begin consideration of adding a psychologist position. The assessments continue to skyrocket, going from 109 to 119 last year to 130 this year. Increases tend to be in the B-3 and grades 7-8-9. They are also spending more time at child study meetings, staff meetings, etc. versus only doing evaluations. Heidi is asking the board to revisit this discussion at a later date and give approval to post early enough to capture new graduates and those that need to do one-year clinicals. The PBEC currently employs nine psychologists. Cortney Cardini is now full time. Patti Cloutier is a retired psychologist that covered recent maternity leave and has been approached to do more work next year at an hourly contract. This will help maintain the services, but it is not a long-term solution. No action is needed.

A new Physical Therapist will be starting this fall: Tessa Capelle is replacing Barb McColgan, who will be retiring in November.

IOWA - Identified Official with Authority: A motion as made to recertify Heidi Hahn as the IOWA representative. When the new director is here, there will need to be a motion to transfer and approve at that time. Second and Carried.

Fiscal Audit: Motion to approve the contract with CliftonAllenLarson at the rate of \$10,000 to perform the annual fiscal audit for the PBEC. Second and Carried. (Brad Kelvington will sign contract)

FGRBI: The early childhood program team from the PBEC applied for and received a grant to implement Family-guided Routines-based Intervention Model beginning in the 2018-19 school year. Birth – 3 staff will be affected by this. There is no cost to the districts. Sara Hight will be the facilitator. A proposal is put forth before the board to accept the grant monies of \$53,400 over five years to implement this program. Motion by Dave Endicott, second by Mike Malmberg. Carried.

Change in Charter School Status: Charter schools will now receive their federal allocations directly versus going through PBEC. There will now be a Purchase of Service contract in place with the Charters paying a fee to the PBEC for the services our staff provides.

Mental Health Contracts: Within the meeting packet each district has their own mental health contract with the provider Northern Pines. This is for July 1, 2018 – June 30, 2019 with no increase in fees. DHS language was changed that parent permission is needed for immediate crisis services, but since there is a contract in place with Northern Pines they are cleared to give services.

Crisis Counseling and Staff Training: Handle with Care trainings will be offered throughout the year via building specific trainings. A copy of the schedule was included in the packet. Jim Kath is the coordinator/trainer of the program. Data collected has shown fewer seclusions and fewer worker's comp claims due to using physical holds that help calm. The state of MN is looking at denying seclusion rooms. Handle With Care program is a better fit than the CPI program that was used before; better with smaller children and autistic students. Jim meets quarterly with admin team in all the districts.

MTAS Field Audits: Pine River and Aitkin participated in the field audit of administration of the Minnesota Test of Academic Skills. An email was received stating that there were no citations for either district.

The fiscal audits have been completed, just waiting for official letters. Karla spent time training business managers in the districts resulting in clean reports. Districts should not have to go through again because of being rated low risk.

Next Meetings:

The board felt it should wait for the new director to schedule next year's meetings, with a reminder to schedule the last meeting in June after school is out.

The board gave thanks to Heidi for her years of service and great leadership, with Heidi reciprocating, thanking the board for the privilege.

Meeting adjourned 1:15 pm.

Submitted by Kim Huether

Handouts: Agenda, February 2, 2018 Minutes, Budget FY2019, Viewpoint Invoice Summary, Psych staffing proposal, FGRBI information, Handle with Care 18-19 schedule, Restrictive Procedures Data, MTAS Field Audit memo and individual Mental Health contracts.