

**Paul Bunyan Education Cooperative  
EXECUTIVE BOARD MINUTES  
FRIDAY, OCTOBER 14, 2016  
11:00 am  
WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, October 14, 2016 at 11:00 am at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN.

**Present:** Jamie Skjeveland, Chris Lindholm, Dave Endicott, Mike Malmberg, Bernie Novak, Heidi Hahn and Kim Huether.

**Absent:** Laine Larson

Meeting was called to order at 11:10 a.m.

Moved and seconded approval of the agenda and the June 10, 2016 minutes. Carried.

**Data Review:** Heidi reviewed the co-op wide assessment/evaluation data on the handout. Individual district information was included in each district's packet. Initial assessment data showed percentages qualified, parent referrals, SLD only referrals for 2015-16 and trends for 2013-2016.

Third Party Revenue information was distributed pertaining to each district documenting 2010-2015 settle up rates and interim rates for 2016.

A schedule of 2016-17 professional development trainings offered by PBEC was included in the meeting packet. Handle With Care is a new training being offered as an alternative to CPI (non violent crisis prevention). Five sessions have been scheduled throughout the year for the new special education teachers. PBEC will cover costs for subs. (The agenda from the August 23 and 24, 2016 new teacher training was distributed as an example of what is covered at the trainings)

It was mentioned that there would be several special education teacher positions open next year at Crosby-Ironton. Aitkin has several on variances that will need their licensure within the next five years. Attending Job Fairs was brought up as a way to generate interest. The Para to Teach program participants through St. Cloud State University will graduate this year and would be good candidates.

The PBEC may host a yearlong internship with a Behavioral Analyst Level 2 (January 2017 – January 2018).

**Staffing at PBEC:**

New staff:

- Lois Malepsy - replaced Margaret Knebel as Occupational Therapist
- Jim Kath – new position filled as Behavior Intervention Specialist
- Tyler Ihmels – new position filled as Central Intake, Early Childhood
- Karen Dornbusch – replaced Peter Holleque as Audiologist/shared with Freshwater Education District

Resignations:

- Mark Oehrlein, Technologist. Position not filled. Contracted with CTC for support, based on number of encounters.
- Bernie Schultz, ASD. Position not filled. No quality candidates. Analysis of the position will be done and a recommendation of the posting will be given to the board at the next meeting in January, 2017.

Staff Reductions:

- Lynne Howard – EA at Transition Plus program

**Board of Delegates Meeting – November 18, 12 – 1:30 pm:** The following Board members will remain the same – Pequot Lakes (Mike Erholtz), Brainerd (Tom Haglin), Aitkin (Cindi Hills), Pine River-Backus (Garney Gaffey). Elections to be held in Pillager and Crosby-Ironton.

The Uniform Grant Guidance Policy regarding Federal Revenue Sources document was in the meeting packet. The policy, which ensures compliance with the requirements of federal regulations, will need to be approved at the next Board of Delegates meeting on November 18, 2016. Individual district school boards will need to adopt as well.

**Compliance for 2016-17 School Year:** All districts in the cooperative will be doing a Due Process Self Review.(MN-CIMP) Two hundred student files have been pulled. Mid November is the goal to complete. There will be a window to make any corrections after MDE review in January. In year 2018-19 monitors will be on-site.

**Fiscal Compliance:** 7 out of the 9 districts in the co-op are in fiscal compliance monitoring. The first document submission is due October 14, 2016.

**Record Retention Policy:** The current policy states all special education records are kept forever. Heidi will be working on drafting a new policy to propose all PBEC districts adopt; potentially keeping the last IEP and Evaluation Report for seven years after graduating or exiting programming. Parents would sign an agreement. Any policy changes will need to go through the Historical Society. Further discussion will be held at the December 9, 2016 meeting.

**Next Meetings:**

- Superintendent Meetings – December 9, 2016, February 10, 2017 and June 9, 2017. All meetings 11-2:30.
- Board of Delegates Meetings – November 18, 2016 and April 21, 2017, 12:00 – 1:30 pm

Meeting adjourned 12:20 pm.

Kim Huether, Secretary

Handouts:

- Agenda
- Minutes June 10, 2016
- Data Review
- Third Party Billing
- Professional Development Training Calendar
- New Special Education Teacher Training Agenda from August 2016 and schedule for 2016-17.
- Uniform Grant Guidance Policy