

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Thursday, December 12, 2019 12:00 -1:30 pm

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, December 12, 2019 at 12 pm in the Washington Educational Services Building (WESB) in Brainerd.

Present: Chris Lindholm, Jamie Skjeveland, Dave Endicott, Mike Malmberg, Dan Stifter, Laine Larson, Jennifer Johnson, Kim Huether, Karla Nesheim and Mary Reedy.

Jen Johnson called the meeting to order with introductions.

A motion was made to approve the December 12, 2019 agenda and minutes from the October 11, 2019. Second. Motion carried.

Audit Report: Mary Reedy from Clifton Allen Larson, the lead principal auditor for the PBEC, reviewed the Executive Audit Summary and Financial Statements. Handouts were given to those in attendance. She explained the process of the audit. Federal and Minnesota programs were tested with no findings. Fund balance of \$1849, which is from interest earned. Total assets are up about \$100,000 due to increase in federal revenue compared to last year. Mary extended a thank you to Karla Nesheim, PBEC business manager for her attention to detail. A motion was made to approve the Audit Report FY19 as presented. Second. All present voted in favor thereof. Motion carried.

Northern Pines: Discussion was held regarding contracts with Northern Pines for mental health services. All districts have their own individual contract with Northern Pines. Northern Pines is proposing adding language to the contract to make it exclusionary/non compete clause. The board wants what is best for the students and feels that the best option is to decline adding exclusive language. Jen will make contact with Northern Pines to inform them of the decision. Jen will also email them regarding the needs at Aitkin.

Staffing Discussion: Discussion was held regarding a staffing plan that assesses and identifies the needs of the districts. Jen shared examples for licensed staff detailing all minutes on an IEP and evaluation workload. The setting of the student set the “weight” which was then put into a formula to determine caseloads. Jen will share the spreadsheet out via email with the board. This weighted calculation is a less time consuming way for the PBEC coordinators to determine staffing needs with basically the same results when comparing.

The current para staff model and a proposed para staff model using the same weighted system was shared by Jen. Elementary numbers came to 1 para/10 students, middle school 1 para/14 students and high school 1 para/16 students.

Changing the culture, using resources that are already in place and moving towards this model would be a gradual plan to implement.

The board would like to see the numbers using the new formula for each individual district by the next

meeting which is February 7. The plan would then be to meet with the principals at some point to set the future guidelines.

The board extended their thanks to Jen for all of her work on this.

The board also mentioned the difficulty they are having in finding special education teachers. Jen will explore options of a para to teacher type program and will check with St. Cloud State and Bemidji.

Director Evaluation Rubric: Jen shared a performance appraisal form for the board to review for evaluating the director position.

Transportation: PBEC guidance on special education transportation was shared with the board. Highlights of the discussion included:

- Decision for transportation is a TEAM decision, following guidelines and supporting data
- Include district rep/admin - get prior approval by principal and assistant director before child study meetings
- Invite transportation director and get pre-approval
- Clear statements listed on IEP

Early Childhood Special education transportation guidance from MDE was shared. It's important that IEP indicates when transportation is based on a child's age OR when it's based on disability.

Speech Language Pathologists: SLP's would like to have three yearly meetings hosted by PBEC, in the fall, winter and spring for professional learning. January 20 is scheduled for the winter meeting at 1-3 pm, which is a professional development day for most districts.

Website: The new PBEC website is up and running, thanks to Wanda Lane for all her work.

Next Meetings:

- Superintendent Meeting February 7th 2020
- Board of Delegates April 23rd 2020

Meeting adjourned.

Submitted by Kim Huether

Handouts:

- Agenda
- Minutes from October 11, 2019
- Audit Summary and Financial Statements
- Director Evaluation Rubric