

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Thursday, December 10, 2020 12:00 pm
Via Google Meet

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, December 10, 2020 at 12 pm held virtually due to Covid 19 Pandemic .

Present: Chris Lindholm, Dan Stifter, Jamie Skjeveland, Jon Clark, Heidi Hahn (for Laine Larson), Jennifer Johnson, Kim Huether, Mary Reedy and Karla Nesheim

Absent: Laine Larson

Jen Johnson called the meeting to order. Introductions were made. Mary Reedy is a guest from CliftonLarsonAllen to present the audit information FY20.

A motion was made to approve the December 10, 2020 agenda. Second. All present voted in favor thereof. Motion carried.

A motion was made to approve the minutes from October 8, 2020. Second. All present voted in favor thereof. Motion carried.

Audit Report for FY20:

Mary Reedy from Clifton Larson Allen, the lead principal auditor for the PBEC, reviewed the Executive Audit Summary and Financial Statements. She reviewed the process of the audit, stating that most of the work was done remotely, which presented some challenges. CLA staff was able to be onsite at PBEC one day, normally several days are spent onsite. Federal and Minnesota awards were tested with no findings. There is a fund balance of \$2503, which is from interest earned. Thank you to Karla Nesheim, PBEC business manager, for continuing her excellent management and having the necessary internal controls to allow for a very clean report.

A motion was made to approve the Audit Report FY20 as presented. Second. All present voted in favor thereof. Motion carried.

Donation:

An anonymous donation of \$2500 was received by the PBEC. By the donor's request, this will be spread across all districts. Liz Lee, Nancy Anderson and Jen will discuss options and will report back to the board in February on how it was spent. Thank you to the donor for their generous donation.

A motion was made to accept the \$2500 donation. Second. All present voted in favor thereof. Motion carried.

Home Visit Guidance:

MDE and MDH guidance was attached to the meeting invite for the board's perusal. This is a hot topic in the cooperative as staff is expressing the desire to see families in person at home visits. The document offers guidance on how to meet the student's needs while also following Covid 19 protocol. Discussion was held regarding Emergency Child Care, new quarantine guidelines, out of state travel guidelines, and emergency sick leave for staff.

A motion was made that each district will determine their home visit guidance on an individual basis based on what is happening in their district regarding Covid numbers, staff numbers and students. Second. All present voted in favor thereof. Motion carried.

Extension of Developmental Delay:

Current state law ends developmental delay services at age seven, but because of the pandemic it has been extended to age nine as some students are unable to be evaluated due to distance learning. This has affected only two students in the cooperative thus far.

Kindergarten Entry Profile (KEP) Approved Assessments in Early Learning Programs:

KEP- approved assessments are required to use for Pre Kindergarten, School Readiness Plus, Early Childhood Special Education and School Readiness early learning programs. Jen is working to bring in Teaching Strategies Gold (TSGold), which is an observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of everyday experiences, which is an effective way to learn what they know and can do. TSGold will be used co-op wide in the future. The plan is to have TSGold do a training in the spring for early childhood teachers. The training will allow teachers to learn to use TSGold. It will save them time in the long run, especially when reporting COSF (Child Outcome Summary Form) hours to MDE. This will be a great tool moving forward.

Staffing:

DHH teacher Laura Lind will be going on maternity leave at the end of April/early May. Her position will be posted for long term substitute, but may be difficult to fill. Jen and team are looking into options on how to best cover her duties.

Nancy Anderson, assistant director, will be giving her notice in January and retiring in August after 34 years.

Sourcewell Special Education Professional Learning:

Sourcewell is planning a professional learning for special education teachers tentatively scheduled for February 26, 2021 with an engaging training that covers topics such as mental health and it will be a motivational type training versus a full day of instruction/lecture.

Director's Contract:

Jamie is going to take the lead and will be contacting Jen in the near future to discuss how and when to proceed with contract negotiations for the director's position.

Next Meetings:

- February 11, 2021 - Executive Board
- April 22, 2021 - Board of Delegates

Meeting adjourned at 12:52 pm.

Submitted by Kim Huether

Attachments:

- Agenda
- Minutes from October 8, 2020
- Financial Statements and Executive Audit Summary FY 2020
- FY21 Donations Received
- MDE Home Visit Guidance
- MDE Extension of Developmental Delay Guidance
- Kindergarten Entry Profile