

**Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
December 14, 2023 12-1:30 pm PBEC Conference Room, WESB**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, December 14, 2023 at 12 pm, PBEC Conference room at Washington Educational Services Building.

1. Call to Order and Roll Call:

Present: Dan Stifiter, Jamie Skjeveland, Kurt Stumpf, Jon Clark, Heidi Hahn, Jennifer Johnson, Karla Nesheim, Wanda Lane, Mary Reedy, Melissa Osbourne, Kayla Richters, Natalia Lynch

Jennifer Johnson called the meeting to order:

2. **Approval of the Agenda:** Heidi Hahn made a motion to approve the December 14, 2023 agenda. Dan Stifter seconded the motion. All present voted in favor thereof. Motion carried.
3. **Approval of the Minutes** from the October 5, 2023 meeting: Jamie Skjeveland made a motion to approve the minutes. Dan Stifter seconded the motion. All present voted in favor thereof. Motion carried.

4. Discussion / Action Items:

- A. **Clifton Larson Allen (CLA) summary presented by Mary Reedy:** Contents of Bound Report; page 2 - 4 Required communication between CLA & PBEC, page 5-8 Summary of audit and financials with no findings, page 9 History of financials from 2019 to present.
Questions:
How long did the audit take? Response- 1 day of field work, total 2 weeks.
What is the segregation of duties? Response- Karla Nesheim prepares and due to ISD 181 being the fiscal host, ISD 181 staff also share duties.
Did fees jump up this year? Response-Yes, but not a lot because of being a cooperative instead of a district.
Purchase of service increase? There was an increase, but will decrease again due to the American Rescue Plan fund.
Jon Clark made a motion to approve the audit report. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.
- B. **Occupational Therapist (OT) Update:** There are currently 5 OT FTE's and a .4 COTA FTE. After a workload analysis was done it has been determined there is a need for 1 more OT FTE. Current caseloads are about 70 students per OT. State average is between 50-60. There was discussion of OT duties and potentially how to assign some duties to other staff. PBEC plans to do a budget review for funding this new position before coming back to the board to request funding.

- C. **School Psychologist Update:** PBEC hired 1 School Psychologist FTE and another FTE is posted. This was possible due to Student Support Personnel Aid. A new model in how School Psychologist's will be in each district is currently being discussed with Jennifer Johnson and the School Psychologist Team. This new model would have a School Psychologist assigned to a district. This would allow the School Psychologist to be more involved in the district's needs.
- D. **Purchased Services:** PBEC will be required to obtain quotes for Purchased Services. Currently those services are; Audiologist, Physical Therapy and Technology.

5. Directors Report:

Jennifer Johnson with Heidi Nistler and Alex Ivan will present Navigating Education's Compass: Empowering Staff in Complaint Resolution at Case National Law Conference. The conference is April 16-18 2024 in Minneapolis.

PBEC will provide a short training on the roles and responsibilities of the PBEC staff to the districts in the cooperative.

6. Superintendent Report:

Appreciate the conversation about behavior program change.

Observing that parents are wanting districts to have more authority than districts being dictated by legislation.

7. Calendar:

February 29, 2023 Executive Board Meeting - May 16, 2023 Board of Delegates Meeting

8. Adjournment:

Jon Clark made a motion to adjourn. Heid Hahn seconded the motion. All present voted in favor thereof. Motion carried.

Submitted by Wanda Lane

Attachments:

- Agenda
- October 5, 2023 Minutes
- Clifton Larson Allen Bounded Reports
- Occupational Therapist Estimated Cost