

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
FRIDAY, OCTOBER 13, 2017
11 AM – 2:30 PM

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, October 13, 2017, 11 am at Washington Educational Services Building, Brainerd.

Present: Chris Lindholm, Mike Malmberg, Laine Larson, Brad Kelvington, Heidi Hahn and Kim Huether.

Absent: Jamie Skjeveland and Dave Endicott

Introductions were made and lunch was served prior to meeting being called to order at 11:20 am.

The June 7, 2017 minutes will be approved at the next meeting due to lack of a quorum.

New Staff at PBEC:

- Dr. Andrea Hamad – ASD Specialist (replaced Bernie Schultz – position was not filled last year)
- Kevin Lund – Orientation/Mobility Specialist (replaced Diane Grundyson). His contract is through NJPA in Staples and he services Region 5.
- Sarah Nelson-Swenson – Audiologist (replaced Karen Dornbusch). She has a private practice in Brainerd and her services will be contracted.
- Amanda Genz, Occupational Therapist resigned in June. Eight candidates were interviewed, but the position was not filled. Margaret Knebel is able to provide support and Joselyn Wichern is an Occupational Therapist Intern that could be a potential candidate to fill this position.
- Retiring end of SY18 – Barb McColgan – Physical Therapist is retiring after 36 years. Her position will be posted.

Mental Health Contracts: IEP's have been updated listing individual and group psychotherapy. Heidi Hahn and Karla Nesheim contacted the business managers to confirm with them how to report and code for their budgets.

Fiscal Audit:

The data submission deadline is November 1. Heidi reported everything is completed.

October 31, 2017 - MDE fiscal monitoring training will be held at the PBEC.

November 17, 2017 – All business managers and/or accountants will be meeting with Heidi Hahn and Karla Nesheim reviewing citations and audit information.

Training and Support provided by PBEC:

The Summer Institute was held August 14-17 with many trainings offered. A copy of the brochure was included in the meeting packet, along with attendance numbers.

A Calendar of Trainings for the 2017-18 school year was in the packet. New Teacher training, Handle With Care, Speech meetings, Due Process/Paperwork Nights will all be offered. There was discussion by the board regarding the number of trainings that pull

teachers out of the classroom and how to decrease that amount of time. It was decided to continue with the schedule for this year and then restructure for next year. The board members will have a list of common dates at the December meeting for potential days that will cause less disruption to the students. A suggestion was made to look at adding language to new hire contracts that they are mandated to attend August trainings prior to starting in their new position. Possibly offer a "boot camp" type of experience before the school year begins versus training days within the school year/day.

The Handle With Care training has been a successful program with staff reporting they are more comfortable, seclusions are down, and workers comp is down. Quarterly meetings are held regarding any seclusions and submitted to MDE. The PBEC provides the instructor, materials and meal; while each district pays for their staff to attend.

The ASD Teacher Co-hort is meeting five full days this year to write curriculum. As the cohort gets stronger, they should be able to meet less and will be able to meet after the school day.

Due Process Compliance Training may need to be labeled as mandatory in the future.

There will be two co-op wide speech meetings – November 8, 2017 and February 7, 2018.

DCD teachers meet three times after school hours. The regional rep runs the meeting and shares information from the regional meeting.

The PBEC will be sponsoring a Principal's Institute to share information regarding behavior, understanding statute and guidelines, among other topics. A date will be determined.

A monthly newsletter has been developed and is being distributed to the special education teachers. September and October were included in packet.

Child Count Review:

Information was included in the packet of information to the board documenting overall data as well as individual district numbers and percentages of disabilities for each district. The PBEC employs 8.8 school psychologists who are averaging approximately 120 initial evaluations per year. This number has increased from 80 per year with 12 psychologists.

Professional Goal – Policies:

Heidi shared two of her professional goals for the year:

1. To develop and implement a co-op wide record retention policy for special education records – keeping the last IEP and ER for 7-10 years; when graduating have a form signed by student/parent that everything else will be destroyed
2. To draft a visitor policy to set specifications on how many times a person can visit and/or volunteer.

These items will be addressed at the next meeting.

Transportation Guidance: A handout was included in packet with information from MDE regarding transportation of public school enrollment options students. The business managers will be instructed how to code to recover most of the expense.

Board of Delegate Meeting: The Board of Delegates Meeting scheduled for November 3rd may need to be rescheduled to December 8, which is the same day as the Executive Board meeting.

The February 9th Executive Board and April 13th Board of Delegates meetings will need to be rescheduled due to conflicts.

Scheduled Meetings at this time:

- December 8, 2017, February 9, 2018 and June 8, 2018. All meetings 11-2:30. Lunch will be provided.
- Board of Delegates Meetings – November 3, 2017 and April 13, 2018, 12 – 1:30. Lunch will be provided.

Meeting adjourned 1 p.m.

Kim Huether, Secretary

Handouts:

- Agenda
- Minutes June 7, 2017
- Summer Institute 2017 brochure and attendance numbers
- September and October PBEC Newsletters
- Child Count Data
- Evaluation Data
- Transportation Handout