

**Paul Bunyan Education Cooperative  
Board of Delegates MINUTES  
Friday, December 8, 2017 1-3:30 pm  
WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Board of Delegates met on Friday, December 8, 2017, 1 pm at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN.

**Present:** Mike Erholtz, Cindi Hills, Jamie Skjeveland, Chris Lindholm, Tom Haglin, Laine Larson, Dave Endicott, Brad Kelvington, Scott Mudgett, Bob Sandin, Heidi Hahn and Kim Huether.

**Absent:** Garny Gaffey and Mike Malmberg

Meeting was called to order at 1:30 pm

Introductions were held.

Moved and seconded approval of the Agenda and the February 10, 2017 Minutes. Carried.

### **Happenings at PBEC – Impact to Districts**

#### **Staffing:**

- Dr. Andrea Hamad – ASD Specialist (replaced Bernie Schultz )
- 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 is a candidate to fill this position.
- Retiring end of SY18 – Barb McColgan – Physical Therapist is retiring after 36 years. Her position will be posted. Recruitment has begun to find a replacement. There are three that have shown an interest, with all having pediatric experience and between 6-10 years of experience. Interviews tentatively set for January to allow for cross training.
- Jim Kath – after two years without the Behavior Specialist position, Jim Kath has returned and is implementing Restrictive Procedures in all districts and offering support to staff.

#### **Innovative Funding:**

“The Brandon Project” is a grant program that teams local resorts with students with disabilities ages 18 to 21 to offer employment. Job skills are being taught in the classroom. Students are learning, training and practicing skills such as food preparation, housekeeping, and laundering. They will be ready and able to interview in May. Transportation and job coaching have been barriers in the past. Two vehicles have been purchased and staff is in place for coaching. Human Resources at Craguns and Ruttgers have been actively involved, very committed and excited to make this work. The grant lasts two years, after which time the resorts will take over. The resorts are hoping to employ 15 this year, 30 next year. NJPA has partnered with this grant. A focus group has met for two years in the planning and writing of the grant.

**Parent Advisory Meeting:**

The Brainerd Community Education and PBEC hosted a Parent Advisory Council Meeting December 7. Parents from all districts except for Aitkin and Pequot Lakes were represented. Discussion was held regarding adapted activities for ages 2-21, partnering opportunities, parent training and topics and better ways to communicate information. There will be another meeting in February.

**Early Childhood Innovation Grant:**

The Executive Board approved an Early Childhood Grant to focus on Birth to 3 service providers collectively as a cooperative district. They will look at how services are delivered to families. The application is due in March; they will know the end of April. This is a five-year grant.

**Procedural Safeguards:**

Heidi presented information on Procedural Safeguards as the educational portion of the meeting. Parents are given a packet of general information about special education rights. Some examples of information covered in the packet include: what the school district is required to do, the parents right to decline or accept services, access to records, along with information to file a complaint, hearing, mediation. Heidi's contact information is listed. Attempts are made to mediate before becoming a bigger issue. Communication is key. There has never been a legal hearing (which costs at least \$75000). There have been several mediation sessions per year at the state level.

Other handouts included a letter from MDE that signals the start of the process. MDE informs the district there has been a complaint. The co-op then provides evidence to respond to complaint within a short deadline to give written response. Assistant directors and Heidi work diligently to show the district was acting in good faith. If there is a mistake in due process, that is admitted and evidence is shown how it was corrected. That is sent to state, parent and district. An investigator is assigned to review and communicate with parent. A finding letter is sent to district board chair, superintendent and director. A Corrective Action plan is then written and implemented. A letter is received from MDE once complaint is resolved and released. This process takes a toll on the teacher involved. Attempts are made to save the relationships. There are 181 ways to site a special education file. There are two advocacy groups: PACER and MN Disability Law Center.

**Policy Work:** Heidi is working on a proposal to change the special education record retention policy (currently everything is kept forever). Districts are running out of storage space. Heidi would also like to draft a new Visitor Policy.

**Review Chair and Co-Chair for Board of Delegates:**

Motion was made to elect Mike Erholtz as Board chair. Second and carried.

Motion was made to elect Garry Gaffey as Board Co-chair. Second and carried.

**Next Meeting Date:** Friday, April 20, 12 – 1:30. Special Education transportation will be discussed.

The meeting adjourned at 2:45 pm

Kim Huether, Secretary

**Handouts:**

- Minutes
- Procedural Safeguards and samples of Complaint letters.