

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**Friday, October 12, 2018 12 – 1:30 pm**

The Paul Bunyan Education Cooperative (PBEC) Executive Board on Friday, October 12, 2018 at noon at the PBEC Conference room in the Washington Educational Services Building (WESB) in Brainerd.

**Present:** Chris Lindholm, Laine Larson, Jamie Skjeveland, Dave Endicott, Jennifer Johnson and Kim Huether. Guests: Margaret Knebel and Martha Smithson

**Absent:** Mike Malmberg and Charles Rick

Jen Johnson called the meeting to order. Introductions were held. Guest speakers included Margaret Knebel – AAC Presentation and Martha Smithson – FGRBI Presentation.

A motion was made to approve the agenda and the minutes from July 26, 2018 and May 25, 2018. Second and Carried.

**New Staff at PBEC:**

New staff members include:

- Tessa Capelle, Physical Therapist replacing Barb McColgan (who is retiring).
- Amy Peeters – ASD Coordinator replacing Andrea Hamad (who took a teaching position at Riverside Elementary in Brainerd)
- Suzanne Rye – Occupational Therapist – time has increased to .8 from .6

**Minnesota Department of Education:**

As part of the Minnesota Continuous Improvement Process, an on-site visit is scheduled for April 2019. A file self-review will be done October 22 and 23 by co-op staff. The number of student files pulled includes: Aitkin (5), Brainerd (21), Crosby Ironton (15), Pequot Lakes (13), Pillager (7), Pine River Backus (9). The focus is on the transition age students – those that are 3 and 4 years old and 9<sup>th</sup> graders. Once the files have been reviewed, they will go back to the teachers. They have two months to clean up any red flags.

**Children's Therapeutic Services and Support (CTSS):**

CTSS is a rehabilitative mental health package covered by Minnesota Health Care Programs. Services may only be provided by an agency that has been certified. Recertification is required this year. Jen is meeting with Northern Pines and Department of Human Services on October 29<sup>th</sup> to review files (2 student files and 2 personnel files – Mental Health Professional and Mental Health Practitioner) from each district. There are students from Brainerd, Crosby-Ironton and Pine River-Backus that are receiving psychotherapy services requiring 12 pages of data to submit. PBEC will be reviewing options on how best to provide and report these services in the future.

**Alternative Augmentative Communication (AAC) Team:**

Margaret Knebel, former Occupational Therapist with the co-op has been serving as Assistive Technology specialist. She has been training two current PBEC staff members to take over the role – Lois Malepsy, Occupational Therapist and Kirsten Morton-Aldous, Physically Impaired and Other Health Disabilities specialist.

Margaret continues to work on a professional goal that she wanted to accomplish before retirement, which was creating an organized referral system and a way to provide on-going training for staff of students that can't communicate in an effective manner who need a device to assist. A co-hort was organized and surveys distributed to gather information from staff on what they knew (or didn't know) about communication devices. From there a plan was developed. Margaret presented a detailed breakdown of the three-year plan to:

- Provide training for team members in assessment, tools, data collection and implementation
- Develop system of referral for students in need of assistive technology
- Develop a process for training users and staff
- Provide ongoing training for teams working with students who are using AAC
- Train staff on device acquisition

Lisa Salo (former speech language pathologist in Brainerd school district) has been hired on a contracted/hourly basis to coach and offer peer support throughout this process. The districts will not incur expenses related to trainings and there can be potential savings to the districts by being educated on what products to purchase avoiding the purchase of expensive devices that would not get used. The goal is to have a solid process in place to make those decisions before expenditures.

Margaret shared that there is a high-energy, passionate co-hort that will work on building capacity and whose role will be to support staff to teach children every day. She thanked the board for the opportunity and support.

#### **Family Guided Routines Based Intervention (FGRBI):**

Martha Smithson, Early Childhood Teacher from Brainerd school district presented information on FGRBI, which is an evidence-based approach to early intervention (B-3), which incorporates skill building into daily routines in the child's natural environment. The focus is on supporting and coaching the parents/caregivers. Martha reported the implementation of the program is going well with a team of internal coaches, external coaches, a data manager, administrators and staff members. There is an implementation team that meets monthly. There has been an intensive training schedule. Data will be collected and analyzed to monitor implementation and outcomes. The grant breakdown by year: Year 1 - \$17,800, Year 2 - \$14,240, Year 3 - \$10,680, Year 4 - \$7,120, Year 5 - \$3,560 totaling \$53,400. The Birth-3 teams would like to thank the board for their support.

#### **Training and Support provided by PBEC:**

Many trainings are held throughout the year to offer staff development opportunities for the PBEC staff co-op wide. The list of offerings include: New Teacher Training, Handle With Care, Speech Meetings, DCD Meetings, ASD Meetings, Due Process Paperwork Evenings along with a monthly education newsletter (Scoop from the Coop) emailed to teachers and principals. Some changes this year include: no food provided at meetings because of cost and the due process evenings will go until 9 pm instead of 10 pm to allow for wrap up and clean up.

#### **Staffing:**

Jen presented information to support the request for hiring an additional full time school psychologist. The PBEC currently has nine on staff. The National Association of School Psychologists recommends one to every 1000 students. The cooperative serves 12,400 so the ideal would be to have 12 psychologists. The evaluation caseload has increased by 53% since 2013-14, with an average of 123 last year. A handout with the financial implications of hiring was distributed showing the total cost and breakdown to each district. If approved, the goal is to post the position by December with the intent of getting an intern that would be interested in filling the position. Discussion ensued with the board agreeing the proposal was well presented. It was

decided to table the motion and to meet prior to the Board of Delegates meeting on November 2 at 11:45 pm to allow superintendents to discuss the proposal with their business managers.

**Website:**

The new PBEC website is getting closer to completion. The plan is to show the board the new website at the December 7 meeting.

**Next meetings:**

- November 2, 2018 Board of Delegates 12 – 1:30 pm (Executive Board meet at 11:45 am)
- December 7, 2018 Executive Board 12 – 1:30 pm

Meeting adjourned at 1 pm.

Submitted by Kim Huether

**Handouts:**

- Agenda
- Minutes July 26, 2018
- Staffing Proposal – School Psychologist Position