

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Friday, December 7, 2018 12:00 -1:30 pm

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, December 7, 2018 at 12 pm at the PBEC Conference room in the Washington Educational Services Building (WESB) in Brainerd.

Present: Chris Lindholm, Laine Larson, Jamie Skjeveland, Jennifer Johnson, Kim Huether with Karla Nesheim, PBEC Business Manager and Mary Reedy from Clifton Allen Larson.

Absent: Charles Rick and Dave Endicott

Jen Johnson called the meeting to order.

Introductions were made.

A motion was made to approve the December 7, 2018 agenda and the minutes from November 2, 2018. Second. All present voted in favor thereof. Motion carried.

Audit Report for FY 18: Mary Reedy, the lead principal auditor for the PBEC, reviewed the Executive Audit Summary and Financial Statements. Handouts were given to those in attendance. She explained the process of the audit. Federal and Minnesota programs were tested with no findings. Fund balance of \$939, which is from interest earned. If there is one more year without findings, the PBEC will be deemed low risk. A motion was made to approve the Audit Report FY18. Second. All present voted in favor thereof. Motion carried.

Fixed Assets Capitalization: As per the Joint Powers Agreement, the Executive Board sets a threshold for fixed assets capitalization. One benefit for setting this threshold is that it minimizes record keeping. The federal level and all member districts are at \$5000. After discussion a motion was made to set threshold at \$5000. Seconded. All present voted in favor thereof. Motion carried.

Disability Trends: Jen presented data to the board showing the Autism Spectrum Disorder disability trends over the past five years. ASD identification has increase 48% combining all districts in the PBEC. State increase was 15%. Some discussion was held as to why this is happening – better diagnostics, tools, and early intervention were several reasons. The state of MN has invested many dollars in ASD research. A request was made to have the actual numbers of students with the ASD disability for each of the districts in the co-op ready for the next governance board meeting.

An Autism Survey was sent out to teachers. The results showed that teachers are struggling to interpret the data and are not relating the data to instruction. The ASD coordinators at the PBEC – Amy Peeters and Kate Hurd – will be developing programming along with reviewing the assessment procedures, the roles of the school psychologists and will be having quarterly ASD meetings/trainings for teachers to focus on assessments tools and using the data.

A request has been made by parents to form an ASD Parent Support Group. There is a meeting scheduled for January 29, 5-7 pm, to be held in Brainerd. The future sites of the meetings will rotate around the districts within the PBEC. This will be parent-led, with support by PBEC. Childcare will be provided. A flyer was sent out to case managers to share with parents of their students.

Minnesota Department of Education Survey: Jen will be emailing principals and assistant principals on December 27 to let them know that MDE is requiring general education teachers and paraprofessionals to complete a survey. The deadline to do so is by January 31, 2019. It does take a fair amount of time – 45 minutes to an hour to complete. PBEC Assistant Directors Liz and Nancy will send an email out to special education teachers and providers with survey instructions with the window of completion January 1-31, 2019.

Children’s Therapeutic Services and Support (CTSC): 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. File review was done with the following citations:

- Northern Pines – parent signatures missing, not enough psycho therapy and not updating goals and reviewing
- PBEC – more depth needed to written policies.

Currently there are no students receiving support, but it is the feeling that the PBEC should stay certified to be able to bill for any potential students that may have needs in the future.

New Board of Delegates Members: Pine River-Backus and Crosby-Ironton districts will need to submit names of the new board members to PBEC.

Next meeting: February 1, 2019

Meeting adjourned at 12:40 pm.

Submitted by Kim Huether

Handouts:

- Agenda
- Minutes from November 2, 2018
- Financial Statements and Summary from CliftonLarsonAllen

Jamie submitted the name of the new Board of Delegate member for Crosby-Ironton (Jill Decent)