

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Friday, October 11, 2019 12:00 -1:30 pm

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, October 11, 2019 at 12 pm in the Washington Educational Services Building (WESB) in Brainerd.

Present: Chris Lindholm, Jamie Skjeveland, Dave Endicott, Mike Malmberg, Dan Stifter, Jennifer Johnson, Kim Huether

Absent: Laine Larson

Jen Johnson called the meeting to order with introductions and special welcome to new Aitkin superintendent Dan Stifter.

A motion was made to approve the October 11, 2019 agenda and the minutes from June 7, 2019. Second. Motion carried.

MDE Awards: MDE made onsite visits to districts within the PBEC in April, 2019. Congratulations to Aitkin, Crosby-Ironton and Pine River-Backus for receiving an award for 100% compliance.

Fiscal Audits: Brainerd district and Discovery Woods Charter School will be undergoing a fiscal audit. Targeted topic for FY20 is procurement internal controls, reviewing policies and procedures. A sample will be pulled and tested to ensure purchases are above and beyond general education expenditures.

Third Party Billing: Handouts drafted by Wanda Lane, 3rd Party Specialist for PBEC were included in the meeting packet. Specific Third Party trends and data were given to each superintendent for their district. Schools are reimbursed when a child has a disability and an IEP or IFSP, requires health-related services in order to benefit from special education, and is eligible for Minnesota Health Care Programs. Reimbursable IEP health-related services include assessments and services for: Physical Therapy, Occupational Therapy, Speech-language, Mental Health services, Nursing, Personal Care Assistance services, Assistive Technology devices (medical equipment), Special Transportation, Oral and Sign Language interpreter services. Third Party Billing revenue can fluctuate due to many factors with one being lack of paraprofessional Personal Care Assistant (PCA) certification. Best practice for the PBEC would be to implement the certification testing when hiring paraprofessionals. It's an online 30

minute session and 15 minute test. Jen will send the link out to the districts. It is also important to reiterate to sped teachers and paras to do monthly logging to meet deadlines and avoid having errors that cannot be corrected.

AT Team Project: The purpose is to develop a team approach for assistive technology in the schools that will best meet the needs of the students. Representatives from all districts are invited to be on the team. The current team consists of an administrator, occupational therapist, vision teacher, AT specialist and physical health disability teacher, with a school psychologist to be added. This is a three year project that is in Year 1. There was a kick-off meeting at MDE in October. There will be four webinar sessions and a conference in April. Lois Malepsy and Kirsten Morton-Aldous will be presenting in November and December to the principals. A link will be sent out from MDE to principals for two hour webinar. Because technology is ever changing the goal is to have specialists in each building that will receive support through PBEC with an AT sped coordinator.

The following is the schedule for 2019-2020:

Fall 2019

- Presented during workshop week
 - AT and the IEP
- Presenting at Administrative meetings starting in October 2019

Fall/Winter

- Webinars for Administrators
- Work with districts to identify:
 - Individuals with skills in creating accessible materials
 - Process for creating accessible materials
- PBEC Supports:
 - Build capacity of the identified individuals in each district
 - Provide professional learning support through Assistive Technology Team

Evidence-based Quality Intervention Practices (EQIP):

FGRBI has a new name The PBEC is in Year 2 of this innovation of implementing a new way of working with families in homes of B-3 children. Representatives from all districts are part of the team participating in monthly implementation meetings and monthly coaching. MDE supports with grant money with a budget of \$14000 for Year 2.

Training and Support provided by PBEC:

- New Teacher Training
- Handle with Care
- Speech Meetings
- DCD Meetings (changed from after school, to now during the day. Resulted in very good turnout for the first meeting. PBEC is paying for subs)
- ASD Meetings (after school)
- EBD Meetings (new this year - after school - 3 times this year by teacher request)
- Due Process Paperwork Evenings
- Monthly Newsletter

Staffing:

School Psychologist position is still posted. Hope to see interest in December after graduation. Interns may apply.

Bonnie Henningson, ECSE Coordinator will be retiring in February. Tyler Ihmels will be taking over the position.

Discussion was held on potential staffing issues. There are nine known sped positions that will need to be filled. Nationwide, there are 70000 licensed teachers that are working in different fields.

There will be a round table discussion at the upcoming MASE conference regarding the hiring crisis.

Superintendents felt that the St. Cloud State "Grow Your Own" cohort was very successful and they would like to revisit an option similar to that where classes are held at night and paras can continue to work and earn wages while getting student teaching requirement.

Website:

Wanda Lane has been working to update the PBEC website. Ties were cut with the initial developer. It will soon be ready to go live.

Evaluation Rubric:

Jen shared two evaluation instrument drafts that could be adapted and used by the board for a performance appraisal of the Director position. Discussion centered around integrating the two documents and picking one item under each domain as growth plan and then superintendents will evaluate. It was agreed upon to do an annual review, knowing that the lines of communication are always open throughout the year. Jen will bring an updated draft to the next meeting in December.

Next Meetings:

- Board of Delegates November 7th 2019 12-1:30pm
- Superintendent Meeting December 12th 12-1:30pm

Meeting adjourned.

Submitted by Kim Huether

Handouts:

- Agenda
- Minutes from June 7, 2019
- Third Party Billing summaries
- Evaluation rubrics for PBEC Director