

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**October 6, 2022**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, October 6, 2022 at 12 pm, Washington Educational Services Building in Brainerd.

**Present:** Jamie Skjeveland, Mike Malmberg, Kurt Stumpf, Heidi Hahn, Jon Clark, Jennifer Johnson, Kim Huether

**Absent:** Dan Stifter

Jen Johnson called the meeting to order at 12:10 pm

Kurt Stumpf made a motion to approve the October 6, 2022 agenda. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.

Jon Clark made a motion to approve the minutes from June 9, 2022. Jamie Skjeveland seconded the motion. All present voted in favor thereof. Motion carried.

**New Staff at PBEC:** New staff that have joined the PBEC include:

- Jeff Lee - K-12 Coordinator for mainly Brainerd district
- Lainey Sandberg - K-12 Coordinator for Member districts
- Amy Strother -ASD Coordinator full time position
- Beth Knustleben - ASD Coordinator for .4 (Kate Hurd ASD is .6)
- Pam Stock - DCD Coordinator for .4 She will be working approximately 80 days
- Natalia Lynch - School psychologist to cover Crosby Ironton High School and Baxter Elementary

**Open Positions at PBEC:** A full time DCD position is still open.

**Professional Learning:** The three year professional learning plan for principals to increase student independence began in June 2022 with a block of training time for principals at the annual Leadership Retreat. Principals gave positive feedback about the training at a followup meeting in August.

Jen would like to request time be set aside again at the June 2023 Leadership Retreat for Principals to gather for 2-3 hours on the Monday morning of the retreat. Discussion was held by the board with various suggestions including perhaps having a separate day in June for this training versus overlapping other sessions at the Leadership Retreat. Jen will come up with possible dates and location.

Jen would like to have three hours of professional learning for all special education teachers in the co-op during Welcome Back Week in August. Areas of focus would include disability areas, instructional strategies, due process, behavior management. The hope is to get the same message/training to all sped teachers. The board felt it would be difficult to get all districts for the same day and time and that it would also take away building/classroom time for the teachers. A possibility would be to have an extra day or half day outside of workshop week with each district covering the cost. Perhaps having a couple different days and times available, not all districts in one training. The board will communicate dates that may work.

**PBEC Supports:** Jen wanted to make the board aware that the school psychologists have completed PREPaRE Training and that they go through it every two years. The psychologists are a good resource to access, as they are trained in crisis prevention, protection, mitigation, response and recovery.

**Setting IV Programming:** Jen extended an invitation to the board to tour the new Lincoln Education Center Setting IV building at some point in time. The building also houses the ATLAS program which is for 18-21 students. A breakdown of rooms, students, teachers, behavior management specialists and paraprofessionals was listed in the powerpoint. Shortages still remain: 1 high school teacher and 2 paras at LEC and 3 paras at ATLAS. There is a wait list for EBD students to attend. Students outside of the co-op are not accepted unless there is room.

**Accessibility Audits:** Jen brought forth the subject of digital accessibility audits to get this on the board's radar at this point. An email will be forthcoming regarding OCR (optical character recognition). Compliance reviews will cover online learning, public facing website and parent resources and communication platforms. The power point has a link for a google doc of resources for your IT departments.

**PBEC Hourly Rate of Pay:** Jen would like to increase the rate of pay for specialists that work in areas where there's a significant shortage. They are not part of the Brainerd contract and they are less expensive than hiring a contracted service. At this time it is \$45/hour, Jen would like to increase to \$50/hour to attract people to work. (The people in these positions DO have to have certification in whatever area they are working in (ASD, EBD, SLP, OT, etc.)

Jaime Skjeveland made a motion to increase the hourly rate of pay for specialist services to \$50/hour. Mike Malmberg second. All present voted in favor thereof. Motion carried.

**Early Childhood Referrals:** There has been a huge increase in B-5 referrals statewide and also within the cooperative. A graph from MDE showing the numbers from 2017-2022 was in the powerpoint. Statewide, there have been 2678 referrals in the month of September.

#### **Superintendent Agenda Items:**

- Discipline/Incidents and Communication to Community - Dr. Hahn. Discussion was held on what and how to communicate to the public when incidents happen.
- Early Childhood Programming in Brainerd and Open Enrollment - Dr. Hahn. Brainerd has been experiencing an increase in early childhood open enrollment. Communication between districts will help with openings, boundaries, transportation.

#### **Next Meetings:**

- Board of Delegates 11/4/22 (Jen will send out a doodle to the Board of Delegates to reschedule due to a conflict)
- Executive Board 12/15/22 (A location will be determined)

Motion by Heidi Hahn to adjourn. Jaime Skjeveland seconded the motion. All present voted in favor thereof.