

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
October 5, 2023 12-1:30 pm PBEC Conference Room, WESB

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, October 5, 2023 at 12 pm, PBEC Conference room at Washington Educational Services Building (WESB) in Brainerd.

1. Call to Order and Roll Call:

Present: Mike Malmberg, Dan Stifter, Jamie Skjeveland, Kurt Stumpf, Jon Clark, Heidi Hahn (virtual), Jennifer Johnson, Kim Huether, Karla Nesheim

Jen Johnson called the meeting to order.

2. **Approval of the Agenda:** Jamie Skjeveland made a request to add Preschool Screenings to the agenda. Kurt Stumpf made a motion to approve the October 5, 2023 agenda. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.
3. **Approval of the Consent Agenda:** The consent agenda is used for those items on the agenda that usually do not require discussion or explanation as to the reason for board action. At the request of any Executive Board Member, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

a. Minutes

- i. Approval of previous meetings minutes: Minutes from the August 16, 2023 meeting.

Kurt Stumpf made a motion to approve the Consent Agenda. Heidi Han seconded the motion. All present voted in favor thereof. Motion carried.

4. Discussion/Action Items:

- a. **Birth-Up to Kindergarten Enrollment, Legislative Changes:** MDE released changes that were made to the Open Enrollment and Parent Choice statutes that impact non-resident district enrollment of a child with a disability who is not yet enrolled in kindergarten. Regarding open enrollment - a preschool child open enrolled in a non resident district may be required to open enroll for kindergarten (not auto enrolled.) The other change regarding Parent Choice - no longer tuition agreement, the open enrollment process is used. The child's resident district is responsible for the evaluation process and eligibility. If a child who is open enrolled in Grade VPK/SRP is suspected of having a disability the district the child is open enrolled in must complete the evaluation and document the eligibility. Each district should create a policy that works best for their district.
- b. **Paraprofessional/Education Assistant Onboarding during School Year:** Superintendents received a handout outlining the process for onboarding new paraprofessionals during the school year. A learning track has been set up in Infinitic to cover the required six hours of training within the first 30 days of employment. District admin will need to notify PBEC of paras that need this training; PBEC staff will then enroll the para and monitor weekly progress. If the district can provide six hours of training there is no need to use this format. The other two hours should be one on one with the sped teachers and other appropriate staff.

- c. **August 2023 New Staff Onboarding Review:** The feedback from new teachers (mostly Tier 1 or Tier 2) stated the whole process was overwhelming. Generally speaking, they came out of their education not realizing that as a sped teacher they would need to do due process (or didn't really know what "due process" meant). Year one teachers will be invited back for new teacher training in the fall of August 2024. They are appreciative of the support. Communicating what support is available to them is vital.
- d. **August 2024 New Staff Onboarding:** As mentioned, year one teachers will be brought back for additional training and additional support. The 2024 schedule breakdown was included in the handout. Three of the days will focus on targeted learning. Day 4 covers specific program expectations (EBD, ASD, DCD etc.). Day 5 each new teacher will have individualized support in their classroom. It was suggested that on Friday (August 23, 2024) their own district mentor or curriculum resource person be available to work with them onsite in their classrooms. PBEC staff will be there, but it is impossible to cover all teachers. It was felt that it may be difficult to have coverage from the districts' teachers/mentors/curriculum staff on that Friday before Labor Day.
- e. **Student Support Personnel Aid:** A recent statute identifies school districts, charter schools, intermediates and other cooperative units are eligible to receive student support personnel aid. Units must employ or contract with staff who serve students to be eligible. This is an automatic distribution of state aid entitlement to the individual districts. Karla Nesheim completed a survey to be eligible to receive aid from the member districts if they choose to allocate to PBEC. All six of the PBEC districts have monies to use for specific uses:
 - i. New FTE counselor, psychologist, social worker, nurse
 - ii. Must be licensed and work within the area of licensure
 - iii. Cannot be used for supplies or materials, only wages and benefits.

Cooperatives receive aid from member districts as a pass through since the aid is based on student counts or the base aid.. Aid cannot be carried over, there is no reserved fund balance for unused aid funds. MDE reclaims unspent dollars. Co-ops invoice member districts for SSPA eligible staff quarterly and districts code the SSPA related FTE revenues and expenses appropriately. Karla will work with the business managers of each district. If PBEC districts allocate their funds to PBEC, Jen would post immediately for a school psychologist.

- f. **Implementation Office for the Department of Children, Youth, and Families** - new department for B-3 Guidance, set to launch summer of 2024.
- g. **Teacher Pipeline Grant:** To address the shortage of licensed special education teachers in Minnesota, MDE has funding available for grants under the Special Education Teacher Pipeline Program to develop trained, licensed Tier 3 or Tier 4 special education teachers. Grant recipients must use grant funds to support participants who are employed by the grant recipient either as a teacher with a Tier 1 or Tier 2 license, or a paraprofessional or other unlicensed staff, and who demonstrate a willingness to be a special education teacher after completing the program. A survey was emailed to non certified staff within the PBEC schools with approximately 20 responding. Sourcewell is spearheading the grant process.

5. Director's Report:

- Due to a family emergency and a medical issue, two occupational therapists will be out of the office for an undefined amount of time. There is a need for a long term sub to cover the needs of the students they serve. Jen is looking into options.
- Investigation Protocol and Disciplinary Removal of Pupils - Jen shared recommended investigation protocol and disciplinary removal guidance that districts may use in their district. Jen offered to attend

individual district administration meetings to present the information.

6. Addition to Agenda: Preschool Screening: Who is responsible for screening of pre-school children? The resident district is responsible for screening, if not in Voluntary prekindergarten.

7. Calendar:

Next Executive Board Meeting - December 14, 2023

Board of Delegates Meeting - November 9, 2023

8. Adjournment:

Motion made and second to adjourn the meeting. All present voted in favor thereof. Motion carried.

Submitted by Kim Huether

Attachments:

- Agenda
- June 8, 2023 Minutes
- Birth to Kindergarten Enrollment, Legislative Changes
- Paraprofessional Onboarding during school year
- August 2024 New Staff Onboarding
- Student Support Personnel Aid
- PBEC Recommended Investigation Protocol
- Disciplinary Removal Principal Checklist