

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**February 29, 2024 12-2 pm Washington Education Services Building Room 308**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, February 29, 2024 at 12 pm, Washington Education Services Building, Room 308.

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

**Absent:** Mike Malmberg, Dan Stifter

Jen Johnson called the meeting to order at 12:05 pm

Jamie Skjeveland made a motion to approve the February 29, 2024 agenda. Jon Clark seconded the motion. All present voted in favor thereof. Motion carried.

Kurt Stumpf made a motion to approve the minutes from December 14, 2023. Jon Clark seconded the motion. All present voted in favor thereof. Motion carried.

**Budget:** Jen Johnson reviewed the revised budget FY 2024 which is proposed for approval at this meeting.

Highlights:

- there is a carryover including a small amount of interest earned and donations.
- A summary of the federal programs and carryover estimate
- A carryover historical report from 2010 to 2023 was included. The carryover is higher because of the CARES funds, which will drop after this year.

Heidi Hahn made a motion to approve the budget as presented. Jamie Skjeveland seconded the motion. All present voted in favor thereof. Motion carried.

**Occupational Therapist Update:** The current workload of the 5.0 FTE PBEC Occupational Therapists is averaging 70 students/per OT. The state average is 50-60 students. A video was shown to the board - several teachers throughout the member districts were interviewed and shared the impact OT's have on their students. Workloads will continue to grow as the sped population continues to increase. The needs of students continue to grow and school wide/classroom interventions are needed. OT's are one piece of the puzzle to support those needs. With current funding and some reductions in professional development opportunities, an additional occupational therapist position can be supported and the position will be posted. It has not been decided if it will be a COTA position or an OT position.

**School Psychologist Update:** Scott Vosper will be retiring after 25 years of service. A replacement for Scott is to be determined. Travis Schlenger has been hired for the other posting and will begin in the fall. The Student Support Personnel Aid is funding this position.

**Paraprofessional Competency Grid:** MDE has stated that districts can complete a grid document from PELSB for establishing Highly Qualified paraprofessionals. The tool can be completed as an alternative for paraprofessionals who have 3 or more years of experience and don't otherwise meet highly qualified requirements. The grids do not need to be submitted, they just need to be maintained in personnel files.

**Read Act:** Discussion was held regarding the fact that school psychologists and coordinators from PBEC need to be included in the trainings in the member districts on their selected screening tools (example: FastBridge). They will need to be trained so they can offer support to sped teachers and MTSS teams. Items for consideration include: progress monitoring and curriculum/interventions. Ensure that PBEC staff that need to know should understand the process of progress monitoring and be aware of available resources for curriculum and interventions.

**Director's Report:**

- Professional Learning Opportunities - expectations from each district. If the training is not from PBEC staff need to get approval from their district.
- Due process paperwork night summary August through January 18, 2024 by district
- Curriculum/Interventions resources/Recommendations - expectations from each district
- Business Manager Meetings - Karla (PBEC Business Manager) and Jen will reach out to each district to meet individually with the business managers in March.

**Superintendent Report:**

- Reminder to include supporting documents when sending the calendar invite reminder for meetings
- Topics to be sent to the Board of Delegates prior to the meeting
- Pequot Lakes board member is on leave of absence
- Remind Dan about location of the next Executive Board meeting at Sourcewell

Motion by Kurt Stumpf to adjourn at 1:25 pm. Heidi Hahn seconded the motion. All present voted in favor thereof.

**Next Meetings:**

- Board of Delegates May 16, 2024
- Executive Board June 5, 2024 (after MASA meeting at Sourcewell)

Submitted by Kim Huether

**Attachments:**

- Agenda
- December 14, 2023 Minutes
- Budget FY2024
- Paraprofessional Competency Grid
- Due Process Summary