

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
October 16, 2024 11:30 am WESB 308

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Wednesday, October 16, 2024, 11:30 am in the Washington Educational Services Building, PBEC Conference Room

Roll Call: Mike Malmberg, Dan Stifter, Jamie Skjeveland, Kurt Stumpf, Peter Grant, Jon Clark, Jennifer Johnson, Kim Huether

1. **Call to Order:** Jen Johnson called the meeting to order at 11:34 am.
2. **Approval of the Agenda:** Jon Anderson made a motion to approve the amended 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 June 11, 2024 meeting.

b. Personnel

1. Employment of Lynn Krominga, Assistant Director of Special Education, effective July 1, 2024
2. Employment of Travis Schlenger, School Psychologist, effective July 1, 2024
3. Employment of Amy Fry, Occupational Therapist, effective July 1, 2024
4. Resignation of Amy Strother, Autism Coordinator, effective July 29, 2024
5. Employment of Macanzie Heldt, Third Party Billing Specialist, Effective September 25, 2024

Dan Stifter made a motion to approve the Consent Agenda. Jamie Skjeveland seconded the motion. All present voted in favor thereof. Motion carried.

4. Discussion/Action Items

a. Professional Learning: August Recap (discussion)

- i. **New Staff Onboarding - Crosby-Ironton High school** hosted approximately 35 new staff for training over four days. Topics included Special Education 101, IEP 101, Calendar Set Up, Behavior and Function 101, Programming, Day in classroom with support. Jen would like to see this offered to all sped teachers/staff and will ask principals to identify others that should attend. Feedback surveys were very helpful for planning future trainings.
- ii. **2025-2026 New Staff Onboarding:** Something to think about is where to host next year. The dates for the August 2025 new teacher training will be moved up one week to August 11 - 14, so as not to interfere with individual district training.
- iii. **Highly Qualified Paraprofessional Requirements (discussion):** Karla works closely with district business managers for correct coding to receive funding. New for only SY 2025

for those paras that do not meet qualifications may continue to be paid in whole in part with state aid if the para was employed during SY24 and meets one of the following criteria: 1. Demonstrates the competencies established in Minnesota Rules, part 8710.9000, subpart 4, item D (competency 4: instructional content and practice) and item I (competency 9: academic instructional skills); 2. Is enrolled in a ParaPro or Paraeducator training and testing program.

- iv. Students Served (discussion) PBEC will be gathering data from each district MARSS coordinators in October, December, February and April to have historical trend data, to provide staffing assistance and systems check between Sped Forms and Student Information Systems. This information is different from the December 1 Child Count due to the fact the numbers show students in seats (whether or not a resident) and do not show those resident students that attend elsewhere. The data provided also shows numbers of students without speech. There will be future discussions with teachers regarding overidentifying and not releasing students.
- v. Setting IV Programming (discussion): Lincoln Education Center in Brainerd houses the Setting IV program, ATLAS (18-22) and PORT (Care and Treatment). Jen provided a handout showing how many students are enrolled in the programs at LEC from each district. There are no students on a waiting list at this point. There is a shortage of paras, therefore the principal and lead sped teacher are in the classrooms frequently. The Vocational Rehabilitation Services organization will no longer have job coaches due to state funding cuts next year. Jen is working with Principal on how to absorb that.

5. Directors Report

- PBEC staffing - new staff are listed above. The ASD position has not been filled. Kate Hurd and Jim Kath are working hard to cover. There is a constant conversation going on about how to manage long term.
- New Teacher Pipeline: The majority of teachers are from the PBEC districts. Jen has been asked to provide development support and education trainings as they go through the program. Aitkin is not within Region 5 so is unable to participate.
- Sourcewell Comprehensive Package: Conversations are being held to allow PBEC to fall under Brainerd to participate in trainings at a lower cost.
- Sourcewell Paraprofessional Learning: Does what Sourcewell offers to paraprofessionals align to what the district's vision is? Those that have paras from their district in the training agree that it is a good training.
- Manifestation Determination Meetings: Jen shared a handout from MDE detailing a recent case where parents and IEP team did not agree on manifestation determination. Bottom line: Administrators will want to carefully consider whether to issue a PWN following manifestation determination in which the school district and the parents disagree.
- ADSIS: Discussion was held regarding budgets, coding and funding.

6. Superintendent Report:

- The June 11, 2025 meeting date will need to be changed due to several conflicts. The board will look at this again in November.

- Suggestion was made to cover confidentiality training in future professional development.

7. Calendar

- a. Next Executive Board Meeting- December 18, 2024
- b. Board of Delegates Meeting- November 14, 2024

8. Adjournment: Motion by Jon Anderson to adjourn the meeting at 12:31 pm. Dan Stifter seconded. All present voted in favor thereof. Motion carried.

Submitted by Kim Huether

Attachments:

- Agenda
- June 11, 2024 Minutes
- MDE PWN for Manifestation Determination Document
- Child Count Datasheet
- LEC student enrollment by districts