

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**MONDAY, JUNE 15, 2015**  
**12:30 pm**  
**WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Monday, June 15, 2015 at 12:30 pm at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN. Jamie Skjevland served as chair.

**Present:** Jamie Skjevland, Chris, Lindholm, Cathy Bettino, Mike Malmberg, Bernie Novak, Heidi Hahn Kim Huether and Karla Nesheim

**Absent:** Klint Willert.

Meeting was called to order at 12:35 pm

Moved and seconded approval of the Agenda. Carried.

**Review/Approval of Budget:** Karla Nesheim, PBEC Business Manager presented the proposed budget for year 2016. Discussion was held regarding federal programs, carryover and district assessment fund. There will be a budget revision in November. It was moved and seconded to approve the budget for 2016. Carried.

**Identified Official With Authority – IOWA :** The board is required by MDE to designate an Identified Official with Authority to authorize user access to MDE secure websites and the authority to assign job duties to local education agency staff. It was moved and seconded to name PBEC Director Dr. Heidi Hahn as the IOWA representative. Carried.

**Fixed Assets Capitalization:** As per the Joint Powers Agreement, the Executive Board sets a threshold for fixed assets capitalization. After discussion a motion was made to set threshold at \$2500. Seconded and carried.

**Staffing Updates:** Due to retirements, the following positions have been filled: Occupational Therapist – Whitney Ulrich; ASD Coordinator – Catherine Hurd. An offer was made to a candidate to fill the Physical Therapist position; PBEC is waiting for response.

**PI Contract:** Historically when there is a change in the Physically Impaired Specialist purchase of service contract (Scott Garman), the holder of the contract alternates between PBEC and Mid-State. Buffalo has been added to the service area; therefore PBEC will be the holder of contract. A handout was included in the packet with information detailing the estimated salary and benefit package.

**Director Review:** The contract for Director is up for renewal and a three-year evaluation needs to be completed. It was suggested to send a licensure competency evaluation survey to be completed by the board and to negotiate salary and contract within three months.

**Staffing Proposals:** Heidi Hahn explained the ECSE/Central Intake position is going to be revised. The ECSE portion of this position is Brainerd School District's responsibility. PBEC will be responsible for the Central Intake, which is a half time position. It was proposed to expand the position to include a new teacher training/coordinator to make it a full time position. Proposed start date – Fall 2015. A

handout detailing salary and benefits total costs and the allocations to each district was in the packet. After discussion a motion was made to hire a Central Intake/New Teacher Training Coordinator to begin the fall of 2015. Seconded and carried.

The Behavior Specialist Position that was held by Jim Kath was cut in 2013 due to sequestration. A proposal was made to consider reinstating this position in the future. The board agreed that there is an immediate need to have that service available to the school districts. A handout detailing the total cost and allocations to each district for this position was in the packet. After discussion it was moved and seconded to hire a Behavior Specialist to begin Fall 2015 with the direction not to fill this position until the right candidate is found. Carried.

**Mental Health Contract Updates:** Heidi Hahn stated that a contract template was presented to Northern Pines for providing mental health services to PBEC school districts. The template and attachment was included in packet. Northern Pines will meet with individual school districts that may contract with Northern Pines at their discretion.

**Next Meeting Date:** The Executive Board will meet on a quarterly basis in September, December, March and June. The exact dates to be determined.

The meeting adjourned at 2:25 pm

Kim Huether, Secretary

Handouts:

- Proposed Budget FY 16
- Summary of Federal Program and Carryover FY 16
- Purchase of Service – PI Teacher
- New Coordinator Position Staffing Proposal
- Behavior Specialist Position Staffing Proposal
- Training Needs for ECSE Teacher
- Northern Pines Mental Health Center Professional Service Agreement Template and Attachment