

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**Friday, October 2, 2015**  
**WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, October 2, 2015 at 12:30 PM at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN. Heidi Hahn served as chair.

**Present:** Jamie Skjevland, Chris Lindholm, Cathy Bettino, Mike Malmberg, Bernie Novak, Robert Gross, Heidi Hahn.

**Absent:** All present.

Meeting was called to order at 12:45 PM.

Moved and seconded approval of the June 15<sup>th</sup> minutes. Carried.

Moved and seconded approval of the Agenda. Carried.

**Mental Health Contracts:** All districts have signed and approved contracts with Northern Pines Mental Health Center. Heidi Hahn provided an update on communications with Northern Pines and IEP case managers. IEP case managers are currently working to amend IEP's to reflect appropriate educational mental health services. Billing and invoicing process reviewed. Districts will not pay invoices until they have been reviewed and approved for payment by the PBEC.

**MA Third Party Billing Review:** Wanda Lane, 3<sup>rd</sup> Party Billing Coordinator presented information on third party funding history. Wanda provided superintendents with an overview of what services are billable, and how case managers and providers are completing the paperwork for third party billing.

**ParaProfessional Sub Folder:** Heidi provided a document outlining key components of a sub folder for a paraprofessional. Superintendents will share this with their building principals.

**Assistive Technology:** Heidi shared that Margaret Knebel, Assistive Technology Coordinator with the Paul Bunyan Education Cooperative would like to create a team in each district to build capacity. Superintendents expressed concern and recommended that it be considered a leadership team; concerned that special education teachers are already stretched so thin.

**New PBEC Staff Members:** Heidi provided a document with new staff photo's and biographies in order for the superintendents to become familiar with new service providers in their district. Superintendents expressed their support for the new professionals and shared how staffs are feeling supported by them.

**Additional Discussion – Evaluations/Paperwork:** The superintendents all shared that special education workload and paperwork are consistently brought up as issues at meet and confer and during contract negotiations. All are concerned about the amount of paperwork, and the difficulty in finding special education teachers; teachers on variances not familiar with the process, etc. Superintendents made a request that the leadership of the PBEC look at what supports such as an evaluation team might be possible. Heidi agreed to bring this to her leadership team and report back to them at the December meeting.

Heidi asked about the Prevent Child Abuse Radiothon and having schools involved, due to her role on the Child Protection Team. Superintendents agreed that students are asked to do so much fundraising already, that they would prefer this goes to their student groups such as student council, interact clubs etc.

**Next Meetings:** Meeting schedule for the 2015-2016 school year was reviewed and approved. Next meeting is the Board of Delegates Meeting on November 13<sup>th</sup>, 2015, 11:30am-1:30pm.

Handouts:

- Third Party Funding History
- Samples of third party billing paperwork to be completed by casemanager
- Services that are Third Party Billable
- Substitute Folder
- New PBEC Staff Members