

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
Thursday, June 11, 2020 12:00 -1:30 pm
Via Google Meet

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, June 11, 2020 at 12 pm via google meet.

Present: Chris Lindholm, Dave Endicott, Mike Malmberg, Dan Stifter, Laine Larson, Jamie Skjeveland, Jennifer Johnson, Kim Huether, Karla Nesheim.

Jen Johnson called the meeting to order.

A motion was made to approve the June 11, 2020 agenda with an addition of ESY Transportation. Second. All present voted in favor thereof. Motion carried.

A motion was made to approve the minutes from February 7, 2020. Second. All present voted in favor thereof. Motion carried.

Items for Approval:

- A. **Budget:** Karla Nesheim, PBEC Business Manager, distributed the proposed 2020-21 budget and summary sheet. Federal revenue is \$2,851,479. Revenue and expenditures match, with a small amount of interest earnings (\$650). There are four separate entitlements-expenditures with age level divisions. The carryover is a “projected” amount due to the final allocations coming at a later date. The carryover may actually be higher with some savings accrued due to Distance Learning. The PBEC only receives federal money and the state money goes directly to the districts. The allocations have stayed constant for ten years. The entitlements will be received in July. The final budget will not be available until March of 2021 after final allocations are received.

A motion was made to approve the proposed budget for year 2020-21. Second. All present voted in favor thereof. Motion carried. The board voiced their appreciation for Karla and truly value her expertise.

B. IOWA:

Designation of Identified Official with Authority for Education Identify Access Management

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user’s

assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Executive Joint Powers recommends the Board Authorize Jennifer Johnson, Jennifer.Johnson@isd181.org, JMaciej77 to act as the Identified Official with Authority (IOwA) for the Paul Bunyan Education Cooperative 6050-52.

A motion was made to authorize Jennifer Johnson to act as the Identified Official with Authority (IOwA) for the Paul Bunyan Education Cooperative 6050-52. Second. All present voted in favor thereof. Motion carried.

- C. **Audit Proposal - CliftonAllenLarson:** An engagement letter was received from CliftonAllenLarson summarizing their services and objectives for the annual audit that is required. There is an increase in the service fee of \$500.

Motion to approve the contract with CliftonAllenLarson at the rate of \$10,500 to perform the annual fiscal audit for the PBEC for 2019-2020. Second. All present voted in favor thereof. Motion carried.

- D. **Donations:** Donations were received from the following:

Pohl Child's Scholarship Foundation (for ages B-5, OT, PT and Vision services)	\$260
Anonymous Donor (special education programming at Aitkin schools)	\$3000
Wells Fargo Foundation Educational Matching Gifts Program	\$50

Motion to accept the donations received. Second. All present voted in favor thereof. Motion carried.

- E. **Director Evaluation Rubric:** A draft of the special education director performance evaluation was discussed by the board. The process on how to administer and calculate the results of the rubric will be determined at a later date by the board. The board agreed on the language of the rubric.

Motion to approve the performance evaluation rubric of the special education director. Second. All present voted in favor thereof. Motion carried.

Infinitec: Infinitec is an online training system available to the districts to create and assign training and learning campaigns. It has been an excellent tool to use especially for paraprofessionals during CoVid-19. The PBEC has set up learning tracks but is now looking for someone in each district that can set up the trainings and manage the system for their individual district and/or building. PBEC will work with identified staff to facilitate and assist to become certified engaged administrators. Training will take between 1-2 days.

Northern Pines Contracts: Jen sent the Northern Pines mental health contracts to each superintendent via email. It covers services for July 1, 2020 – June 30, 2021. Superintendents should take the contracts to their respective boards to have approved.

Sourcewell Leadership Retreat: A leadership retreat will be hosted by Sourcewell at Grandview Lodge Mon - Wed, June 22-24. The original plan was to have a breakout session for the PBEC principals and leadership teams to present a Three-Year Staffing Plan for non certified staff. Because of CoVid-19 restrictions, Jen has three proposals for the board to consider:

Proposal #1: Facilitate 2-3 small groups on Monday for Brainerd and 1 small group Tuesday afternoon for Pequot Lakes, Pine River-Backus, Crosby-Ironton and Pillager (Aitkin will not be attending the retreat - Jen and Liz will work with Aitkin another time).

Proposal #2: Provide learning remotely on Tuesday, June 23.

Proposal #3: Set up another time in June/July for teams to meet

Time needed to do the presentation is estimated at about an hour.

Motion to approve Proposal #1. Second. All present voted in favor thereof. Motion carried.

Principal Institute: Professional Learning for the principals within the PBEC is scheduled for August 3-4 (4 sessions 9-11 am or 12 - 2 pm). Topics that will be covered include: Identifying para support, scheduling paras, professional learning for paras, supervision and evaluation of paras and accommodations/modifications.

Addition to the Agenda - Transportation: Discussion was held on how districts are handling the transportation costs and contracts during this time of distance learning. Each district has different language in the contracts with their bussing companies and will need to negotiate with them.

Discussion was held regarding the implications of CoVid-19 on how school will look in the fall as well as funding outlooks. More direction will be forthcoming from the state and it was felt that by the end of July more guidance will be given. Jen has submitted a question to DHS addressing the lack of funding due to the drop in 3rd party billing. The board thanked Jen for her advocacy.

Next Meetings: Jen will send out future meeting dates adhering to basically the same day schedule as in the past year.

The board said a farewell and thank you to Dave Endicott as he will be done with his Pine River-Backus superintendent role as of July 1.

Meeting adjourned.

Submitted by Kim Huether

Handouts:

- Agenda
- Minutes from February 7, 2020
- Power Point June 11, 2020
- Budget FY 2021
- CliftonAllenLarson letter of engagement
- FY20 Donations Received
- Performance Evaluation for Special Education Director Rubric