

Paul Bunyan Education Cooperative

EXECUTIVE BOARD MINUTES

June 9, 2022

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, June 9, 2022 at 12 pm, Washington Educational Services Building in Brainerd.

Present: Jamie Skjeveland, Mike Malmberg, Kurt Stumpf, Heidi Hahn, Jon Clark, Jennifer Johnson, Kim Huether, Karla Nesheim

Absent: Dan Stifter

Jen Johnson called the meeting to order at 12:10 pm

Jon Clark made a motion to approve the June 9, 2022 agenda with the correction of the date of the minutes. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

Jamie Skjeveland made a motion to approve the minutes from April 29, 2022. Jon Clark seconded the motion. All present voted in favor thereof. Motion carried.

Identified Official with Authority (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.

Heidi Hahn made a motion to approve Jen Johnson as the IOWA for the Paul Bunyan Education Cooperative. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

Audit Proposal:

An engagement letter was received from CliftonLarsonAllen summarizing their services and objectives for the annual audit that is required. The PBEC is required to go with the same firm as the Brainerd school district due to Brainerd being the fiscal host for PBEC. CLA does an on-site visit annually to review and pull information. No date has been set yet of when that will occur. There is an increase in the service fee of \$1000 for a total of \$11,550.

Mike Malmberg made a motion to approve the contract with CliftonLarsonAllen at the rate of \$11,550 to perform the annual fiscal audit for the PBEC for 2021-22. Kurt Stumpf seconded the motion. Discussion was held regarding the 10% increase. Karla will reach out to the lead auditor for an explanation. The motion was amended to approve the audit contract with CLA with up to a 10% increase in the fee. All present voted in favor thereof. Motion carried.

Budget: Karla Nesheim, PBEC Business Manager, distributed the proposed 2022-23 budget and summary sheet. Federal revenue is \$3,355,675. Revenue and expenditures match, with a small amount of interest earnings (\$100). There are four separate entitlements-expenditures with age level divisions. The \$930,656.66 carryover is a “projected” amount due to the final allocations coming at a later date. The PBEC only receives federal money and the state money goes directly to the districts. The entitlements will be received in July. The final budget will not be available until March of 2023 after final allocations are received. The staff changes have been included. Karla also included a breakdown of what expenditures fall under the state funding and what falls under the federal funding. A spreadsheet showing the IDEA Part B Federal Allocations from 2009 to present was also given to the board. Jen is advocating for federal funding increases. Karla and Jen continually review the budget with the district business managers throughout the year.

Jaime Skjeveland made a motion to approve the proposed budget for the year 2022-2023. Heidi Hahn second. All present voted in favor thereof. Motion carried.

Sourcewell Leadership Retreat:

All principals and deans in the co-op will be meeting on Monday, June 20 from 9-10:30 am for a breakout session while attending the leadership retreat at Craguns. The focus topic will be increasing student independence. The three takeaways for the principals will be:

- I can explain and understand the use of paraprofessionals in my building/district
- I can communicate the unintended consequences of overreliance on paraprofessionals
- I understand and can communicate the roles of the paraprofessional in my building/district.

There will be another training August 3 with morning and afternoon sessions. Superintendents are welcome, but the information will be focused on principals.

Aitkin is not part of the region this training was open to, but Jen will make arrangements for them to attend.

PBEC Staffing Updates:

Two K-12 Coordinators have been hired: Jeff Lee and Lainey Sandberg

The ASD position is still unfilled as well as the DCD position.

Child Count 2021:

Child Count data for 2021 was presented. This reflects a snapshot picture on December 1st of resident district students only. A chart showing the child count percentages from 2017-2021 was also shared, along with a breakdown of child count numbers versus students enrolled and in seats on Day 100.

Followup from April 2022 Executive Board Meeting:

The plan is to meet with attorneys in July to clarify the Joint Powers Agreement.

Meetings for 2022-2023: Meetings will take place on Thursdays at noon next year. Jen will be sending out the dates.

Motion by Jon Clark to adjourn. Kurt Stump seconded the motion. All present voted in favor thereof. Meeting adjourned at 1 pm

Submitted by Kim Huether

Attachments:

- Agenda
- Minutes from April 29, 2022
- Meeting PowerPoint
- PBEC Budget FY 2023