

**Paul Bunyan Education Cooperative**  
**EXECUTIVE BOARD MINUTES**  
**June 11, 2024 11 am - 12:30 pm WESB 308**

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Tuesday, June 11, 2024 at 11 am in the Washington Educational Services Building, PBEC Conference Room

**Present in person:** Mike Malmberg, Dan Stifter, Jamie Skjeveland, Kurt Stumpf, Kari Ross (Heidi Hahn's designee voting member), Jennifer Johnson, Kim Huether, Karla Nesheim.

**Absent:** Heidi Hahn, Jon Clark.

Jen Johnson called the meeting to order at 11:20 am.

**Approval of the Agenda:** Kurt Stumpf made a motion to amend the agenda with the addition of the election of officers to the agenda. Dan Stifter seconded the motion. All present voted in favor thereof. Motion carried. Dan Stifter made a motion to approve the amended agenda. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

**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 February 29, 2024 meeting.

**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](mailto:Jennifer.Johnson@isd181.org), JMaciej77 to act as the Identified Official with Authority (IOwA) for the Paul Bunyan Education Cooperative 6050-52.

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

**Discussion/Action Items**

- A. 2024-25 Budget:** Karla Nesheim, PBEC Business Manager, reviewed the proposed 2024-25 budget and summary sheet. She highlighted the following:
  - a. Federal allocations numbers not available until July

- b. Salaries and benefits of staff are reflected with increases
- c. All contracts settled
- d. Changes and replacements of staff include replacing assistant director; adding full time low incidence coordinator versus a part-time DCD; adding a full time OT versus a part time COTA; new position psychologist hired; no replacement psychologist hired for retired psych.
- e. FY24-25 PBEC will spend remaining CEIS funds down. There is a \$40000 carryover from the \$460000 allocated. This remaining amount cannot be moved elsewhere so will be used for Occupational Therapist budgeted time.

Karla further reviewed the budget handout:

- a. Federal revenue is \$3,725,429. Revenue and expenditures match, with a small amount of interest earnings (\$1000). There are four separate entitlements-expenditures with age level divisions detailed on the document Karla shared with the board.
- b. The \$1,133,612.24 carryover is a “projected” amount due to the final allocations coming at a later date. This should decrease going forward. The final budget will not be available until spring of 2025 after final allocations are received.

Mike Malmberg made a motion to approve the proposed budget for the year 2024-25. Kurt Stumpf second. All present voted in favor thereof. Motion carried.

- B. Audit Proposal:** A Statement of Work - Audit Services and a Master Services Agreement document from Clifton Larson Allen was reviewed. These agreements summarized 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. The fee will be \$13335. This is a 3.7% increase from last year. (For historical purposes it was \$10000 in 2016)

Jaime Skkjevland made a motion to approve the contract with CliftonLarsonAllen to perform the annual fiscal audit for the PBEC. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.

**C. Federal CEIS Public Report:**

- a. 2023-24 Goal: The total number of Black/African American students being identified (initial or reevaluation) with an Emotional Behavioral Disability will decrease from 6 in the 2021-2022 school year to less than 4 in the 2023-2024 school year. The total number of Black/African American students being identified (initial or reevaluation) with an Emotional Behavioral Disability for the 2023-2024 school was 4 students.
- b. During the 2023-2024 school year, Occupational Therapists, worked with 354 students across the Cooperative on the initiative Ready Bodies, Learning Minds
- c. 25 classroom teachers volunteered to pilot the initiative within their classroom and/or bring their class to Motor Labs in their buildings.
- d. The main focus of the initiative is to increase regulation in our youngest learners and decrease identification for special education and related services.
- e. Focus will continue on reviewing practices and policies on identification
- f. 354 students K-3 will be tracked until graduation to gather helpful data

- D. Determine Executive Board Meetings for 2024-2025:** Jen will send calendar invites out for Wednesdays in October, December, February and June
- E. Determine Board of Delegate Meetings for 2024-2025:** Jen will send calendar invites out for a fall meeting and a spring meeting. The fall meeting will cover the purpose and expectations of the delegates along with some basic special education information with a focus on costs/budgets/roles of PBEC staff. Jen welcomes feedback on how to structure and what to cover.

## **5. Director's Report**

- a. Student Support Personnel Aid:** Funds from the student support personnel aid will continue to be funneled from the districts to PBEC for the two psychologists positions.
- b. Artificial Intelligence:** Do districts have a policy? Teachers are starting to use AI. It's important for them to know not to use student data such as names, date of birth. What is the best way to get that message out - child study meetings, through administration?
- c. The Assistant Director vacancy** has been offered and accepted. Lynn Krominga will begin July 1. She comes with ten years experience as director, with the last four in Little Falls. Jen will send an email out to principals, PBEC staff and all sped teachers.

**6. Election of Chair and Vice Chair:** Kurt Stumpf nominated and moved for Mike Malmberg to serve as Chair for the board. Dan Stifter second. Mike Malmberg nominated and moved for Kurt Stumpf to serve as Vice Chair. Jamie Skjeveland second. All present voted in favor thereof. Motion carried.

## **7. Adjournment:**

Motion by Mike Malmberg to adjourn the meeting at 12:05 pm. Dan Stifter seconded. All present voted in favor thereof. Motion carried.

Submitted by Kim Huether

## **Attachments:**

- Agenda
- March 6, 2023 Minutes
- PBEC Estimated Proposed Budget FY 2025
- 2024-25 Audit Proposal from Clifton Larson Allen