

Paul Bunyan Education Cooperative
EXECUTIVE BOARD MINUTES
December 18, 2024 12-1:30 pm WESB 308

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Wednesday, December 18, 2024 at 12:00 pm in the Washington Educational Services Building, PBEC Conference Room

Roll Call: Dan Stifter, Kurt Stumpf, Peter Grant, Jon Clark, Jennifer Johnson, Kim Huether, Karla Nesheim.
Guest: Mary Reedy.

Absent: Jamie Skjeveland, Mike Malmberg

1. **Call to Order:** Jen Johnson called the meeting to order at 12:03 pm
2. **Approval of the Agenda:** Kurt Stumpf made a motion to approve the agenda. Dan Stifter seconded the motion. All present voted in favor thereof. Motion carried.
3. **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 [October 16, 2024](#) Meeting

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

1. Discussion/Action Items

- a. Clifton Larson Allen
 - i. [Executive Audit Summary](#)
 - ii. [Financial Statements](#)
 - iii. Approval of Audit Report (ACTION)

Clifton Larson Allen (CLA) summary was presented by Mary Reedy which covered the required communications and the audit results, including:

- Clean financial statements, no issues or findings noted
- General fund balance sheet showing revenues and expenditures
- A historical summary of financials from 2020 to present

Kurt Stumpf made a motion to approve the audit report. Peter Grant seconded the motion. All present voted in favor thereof. Motion carried.

The board voiced their appreciation of Karla's exceptional work as business manager of PBEC.

2. Directors Report

- a. Due Process Evenings- a chart summarizing attendance and hours at due process evenings will be updated throughout the year to track each district's numbers

- b. Partnership with the Arboretum - there was a fall event spearheaded by Karly Sykora for children with disabilities, which was very successful. A sensory-friendly Santa event was also held. Available slots to visit Santa (Scott Vosper volunteered) were filled with all PBEC districts represented. Dates have been set for next year with two evenings and a Saturday.
- c. LEC Student Data: Jen shared a breakdown of students attending LEC and Atlas from each of the districts in October and December. There are zero students on a waiting list as of December 2024. There is a watch list of approximately 6 students.
- d. Students Served Data - was not provided at this meeting. The reports seemed to have some inaccurate information. Information will be shared in February with Lynn, Joel and Jen working on this project in January.
- e. Professional Learning 2025-2026: Jen would like to request time with districts' sped staff for trainings covering topics like Behavior 101, writing FBA's, what is the function of behavior and support plans. Teams will plan 8 hours total of trainings and would like to offer two 4-hour sessions. It has been difficult to get the professional learning needed this year because of ReadAct trainings taking precedence. PBEC staff will want to identify dates soon to get staff scheduled and on calendars.

3. Superintendent Report:

- a. Congratulations extended to Dan Stifter for being selected to the National Wrestling Hall of Fame. He will be inducted in April.
- b. E Learning needs to be listed in the IEP, stating what sped services look like in an e-learning situation
- c. Peter Grant has been hired as Brainerd's Interim Superintendent for another year.
- d. Dan Stifter shared a recent situation that reiterated the importance and appreciation of a team of PBEC staff and district staff coming together to meet the needs of challenging students.

4. Calendar

- a. Next Executive Board Meeting- February 19, 2025
- b. Board of Delegates Meeting- May 15, 2024

5. Adjournment

Motion by Jon Kurt Stumpf to adjourn the meeting at 12:47 pm. Dan Stifter seconded. All present voted in favor thereof. Motion carried.

Submitted by Kim Huether

Attachments:

- Agenda
- October 16, 2024 Minutes
- Due Process Evenings Summary
- LEC Student Data