

**Paul Bunyan Education Cooperative
Board of Delegates Minutes
Thursday, November 4, 2021 12 – 1:30 pm**

The Paul Bunyan Education Cooperative (PBEC) Board of Delegates met on Thursday, November 4, 2021, 12 – 1:30 pm at WESB, Brainerd.

Present: Kurt Stumpf, Cindi Hills, Dan Stifter, Jamie Skjeveland, Laine Larson, Mike Malmberg, Tracy Wallin, Mike Domin, Jen Johnson, Kim Huether, Karla Nesheim; Virtually: Jon Clark and Sara Nagel

Absent: Tom Haglin and Chris Cunningham

Jen Johnson called the meeting to order at 12:10 pm Introductions were held.

Cindi Hills made a motion to approve the November 4, 2021 agenda. Tracy Wallin second. All present voted in favor thereof. Motion carried.

Dan Stifter made a motion to approve the minutes from May 20, 2021. Jamie Skjeveland second. All present voted in favor thereof. Motion carried.

Congratulations extended to Dan Stifter and Cindy Hills for the Aitkin referendum passing.

Jen presented an overview of the Paul Bunyan Education Cooperative to the board of delegates including background of director, history, governance, organization overview, services and finance.

Discussion was held regarding the evaluation of the director position, who the director reports to, who the director supervises, and the director's roles and responsibilities.

PBEC History:

The PBEC began in approximately 1968. A detailed historical perspective will be shared at the spring meeting after information is compiled from past directors and employees.

The Joint Powers Agreement began in 2012. There was much discussion held that brought forth many questions. There appears to be a need for research, education, and clarification regarding the agreement. Jen will investigate and report back to the board at the December meeting.

PBEC Governance:

The governance of the joint powers agreement has the executive board of superintendents and the board of delegates which consists of the superintendents and a school board representative from each district that meet on a predetermined basis.

PBEC Organizational Overview:

The PBEC organization consists of assistant directors, coordinators, consultants, administrative office staff and itinerant staff of psychologists, occupational therapists, physical therapists, physical health disabilities, blind/vision, orientation and mobility, audiologist, autism consultant and behavior consultant. Kurt Stumpf would like to see an org chart at some point.

PBEC Services:

Services are provided to students in the member districts and collaborating as a cooperative allows the cooperative to create efficiency in staffing and budgets for the member districts. The PBEC is able to share costs and staff throughout the cooperative.

PBEC Financials:

Federal allocations are sent directly to PBEC, which is spent and funds are drawn down. The Brainerd district serves as fiscal host for the PBEC. PBEC has a tax ID number, has a MN school district number, carries its own insurance and is required to have its own audit. One of the delegates is chosen to answer questions for the audit including: ethics, management tone, fraud, conflict of interest, to name a few.

The ABC's of Special Education - Disabilities/Acronyms/Special Education Process:

A list of disabilities with their acronyms was included in the power point along with other commonly used acronyms. A PACER document was in the meeting packet to help understand the special education process. Two different flow charts documenting the referral process by a parent, outside agency or school were also included in the packet.

Covid 19 Recovery Services:

MDE has stated that districts must work with families of students with disabilities to address the impact of disruptions of instruction related to the pandemic. The district must INVITE the parents to a meeting as soon as practical but no later than December 1. That doesn't mean the meeting has to HAPPEN by Dec 1, but that the invite must be extended. This mandate has caused a lot of anxiety with staff, therefore PBEC has provided a Recovery Services Guide, three additional virtual due process evenings and extra virtual office hours by request and approval. To date \$19,150.52 is the cost co-op wide, with ARP funds available. Jen predicts that the co-op will not encounter a lot of students that need recovery services because most districts had their special education students attending in person when general education was distance learning.

Staffing:

The PBEC is short a psychologist position. It is still posted with no applicants up to this point. Jen is looking into tele services to cover the shortage and the FMLA leave of one of the psychologists Jan - March.

The Autism consultant position remains open as well, leaving one on staff who will be on FMLA beginning in March until the end of the school year.

Next meeting Date: The next Board of Delegates meeting is Thursday, April 21, 2022.

Adjourn: Mike Malmberg made a motion to adjourn. Dan Stifter second. All present voted in favor thereof. Motion carried.

Kim Huether, Secretary

Attachments:

- Agenda
- Minutes May 20, 2021
- Meeting powerpoint
- Flow Charts for referrals
- Pacer handout