

Paul Bunyan Education Cooperative

EXECUTIVE BOARD MINUTES

April 29, 2022 9-11 a.m.

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Friday, April 29, 2022 at 9 am in the Washington Educational Services Building in Brainerd.

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

Jen Johnson called the meeting to order at 9:20 am. Welcome and congratulations to new Brainerd superintendent Heidi Hahn.

Dan Stifter made a motion to approve the April 29, 2022 agenda. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.

Jamie Skjeveland made a motion to approve the minutes from March 1, 2022. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.

Update on Coordinator Positions:

The K-12 coordinator positions have been posted as of 4/21/22 with 19 additional contract days (per ISD 181 contract) and 1/7th additional pay allowed. The EMB union was heavily involved in crafting the language, which caused delays in releasing the postings. There are three internal (within the co-op school districts) applicants. The postings are up on several different apps. The two K-12 coordinator positions and the DCD position will be paid with ARP funds for next year. The ASD position replacing Amy Peeters has also been posted. Heidi asked that Jen send her the breakdown of costs for these positions.

Joint Powers Agreement: Jen has reviewed the PBEC Joint Powers Agreement highlighting areas that need clarification which include:

- Voting: It states 2/3rds in some areas or 60% and “majority” in other areas. This needs to be cleaned up to be consistent. The board would like it to state “majority” in all areas. This recommendation will be brought to the Board of Delegates in the fall to approve. Each district gets one vote, it is not based on child count.
- Jamie asked that the new Joint Powers Agreement pages be numbered.
- Timelines to withdraw from the JPA will remain the same due to sped funding stream timeframes.

Chairpersons need to be named, according to the JPA. Heidi Hahn nominated Dr. Jamie Skjeveland to serve as Chairperson. Kurt Stump seconded the motion. All present voted in favor thereof. Motion carried.

Kurt Stumpf made a motion to nominate Mike Malmberg to serve as Vice-Chairperson. Heidi Hahn seconded. All present voted in favor thereof. Motion carried.

Fiscal Management Options: Discussion was held regarding the structure of the management of the PBEC within the fiscal host coverage of the Brainerd school district. It is a unique situation and there are benefits and challenges of a dual relationship with a fiscal host.

Historical overview was given:

- PBEC started in 1968
- Brainerd school district has been fiscal host since inception
- PBEC became Joint Powers in December 2012, JPA amended in 2015.

Employment:

- Certified staff on Brainerd contracts
- Administrative Assistants are on Brainerd Clerical Contracts
- At-Will employees are on Brainerd contracts

Governance:

- PBEC Delegates responsible for the JPA
- Superintendent's Executive Board functions in advisory capacity to the Board of Delegates
- Superintendent's Executive Board approves personnel and financial decisions

Accounting- PBEC Business Manager Responsibilities:

- Budget & preparation of PBEC financial data
- UFARS
- General Ledger Reconciliation
- Annual Audit Coordination
- Accounts Payable
- Accounts Receivable
- Federal and Local Grants
 - Completes financial accounting of all federal state, and local grants

Brainerd Public Schools performs: (PBEC member districts pays 2% of all expenses annually for Payroll, AP, HR based on member districts child count)

- Payroll
- Accounts payable (processes all bills and payments)
- Human Resources:
 - Personnel support (postings, benefits, assists with issues)
 - Worker's compensation
- Telephone and internet services (PBEC pays \$900 monthly)
- Technology Support (PBEC pays \$750 monthly)

Soft Costs that affect Brainerd Public Schools:

- PBEC staff's worker's comp, health insurance and other rates can impact all Brainerd staff
- Brainerd union staff have risk of being bumped by PBEC staff
- PBEC have to be considered when Brainerd negotiates union contracts
- Office space

For the above mentioned services Brainerd receives 2% of all expenses paid for by member districts based on child count. FY22 projected amount is \$86,000. Brainerd pays 54% of this fee, but receives \$64,000 per bylaws sped billing structure.

Possible options to explore if directed by the Executive Board to do so include:

- Become our own fiscal entity
- Keep same fiscal structure, have PBEC contracts
- Contract with another member district of PBEC
- Contract with another cooperative/ed district
- Contract services from Sourcewell

Jen presented potential timelines for exploration and for making decisions, with 2024-25 as the first year of a new structure.

The board requested specific issues be brought forth before exploring changes to the fiscal management of PBEC. Jen will work with Brainerd HR and attorneys to clean up and clarify matters of concern, mainly the managerial control of PBEC employees and contract language. Jen will communicate an end date to those involved to complete. The hope of the board is to rectify those items in writing to continue offering stellar services in a way that is financially feasible for all districts.

Office Space 2022-2023:

- As mentioned at previous meetings, WESB will be closed beginning in October 2022 due to renovations to the building.
- As of April 29, 2022, no space has been determined for the PBEC to utilize.
- Many staff will be working remotely when needed.
- A handful of staff have requested office space indicating they prefer not to work from home/remotely.
- Several staff have secured locations in other districts within the co-op.
- Jen is working with Brainerd Building and Grounds to find office space. Jon Clark mentioned a building in Pine River district that is not being used (New Beginnings). Pequot Lakes has an office building to rent. Jamie Skjeveland has a music room in the Crosby-Ironton school district.
- The hope is to move this summer and not have to wait until September to do so.

Other:

- The process for evaluating the executive director position was mentioned. Jamie will send an email out to the board with a rating scale to score Jen's performance. Once the board members complete the rubric, Jamie will then meet with Jen to complete the review.
- The psych assignments will remain similar as in year's past due to the move and due to a new psych coming on board. Many conversations have been had and will continue in regard to updating current practices.

Next Meetings:

- Executive Board June 9, 2022

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 March 1, 2022
- Joint Powers Agreement (Amended December, 2012)