

**Paul Bunyan Education Cooperative
Board of Delegates MINUTES
Friday, February 10, 2017 11:30 am – 1:00 pm
WESB Room 308**

The Paul Bunyan Education Cooperative (PBEC) Board of Delegates met on Friday, February 10, 2017, 11:30 am at the PBEC Conference Room in the Washington Educational Services Building (WESB), Brainerd, MN. Mike Erholtz, chair, was absent so Director Heidi Hahn presided over the meeting.

Present: Chris Lindholm, Tom Haglin, Laine Larson, Dave Endicott, Garny Gaffey, Bernie Novak, Mike Malmberg, Scott Mudgett, Bob Sandin, Heidi Hahn and Kim Huether.

Absent: Mike Erholtz, Cindi Hills and Jamie Skjeveland

Meeting was called to order at 11:30 pm

Introductions were held. It was Dave Endicott's and Laine Larson's first Board of Delegates meeting. Long time various school board members included: Garney Gaffey, 20 plus years; Tom Haglin eight years; Scott Mudgett 15 years, Mike Erholtz approximately 10 years, and Bob Sandin 13 years. Heidi gave some background regarding the Board stating that the Joint Powers Agreement is in its third year. The Delegates have remained stable throughout. The basic function of the Board of Delegates is to delegate authority back to the Executive (Superintendent) Board in regards to policy and structure of the organization, which is driven by state statute. There is a 12-member vote with every vote being equal.

Moved and seconded approval of the Agenda and the April 8, 2016 Minutes. Carried.

Staffing Updates for PBEC 2016-2017: Mark Oehrlein, technologist resigned to work full time for Sped Forms. PBEC has contracted with CTC-IT for technology related services. Bernie Schultz, ASD Coordinator, resigned to take a speech/language position at Riverside Elementary in Brainerd and was not replaced until decisions are made on how to cover her responsibilities. Peter Holleque, Audiologist, is no longer contracted with the PBEC and has been replaced by Karen Dornbusch, from Freshwater Ed District. Margaret Knebel, Occupational Therapist retired, but contracted back two days a week for Assistive Technology. Her OT replacement is Lois Malepsy. There are no known retirements or resignations for the upcoming year.

Acceptance of Audit Report Fiscal Year 2016: Superintendents Skjeveland (Crosby-Ironton), Endicott (Pine River-Backus_ and Malmberg (Pillager) attended the PBEC Audit reading on December 9, 2016. There is a balance of \$300, which is interest. Federal money received has to be spent.

Compliance and Monitoring: All member districts are in fiscal and self-review. Heidi reviewed the schedules: Fiscal Monitoring is in the second round. Staff will have the month of July to question findings. The Six Year Review Cycle has the Co-op in the Self Review stage pulling over 200 special education student files. PBEC staff and teachers have been reviewing and self-correcting. MDE will verify the review and issue findings.

Review and Adoption of Policy 721 – Uniform Grand Guidance Policy: The policy regarding federal revenue sources has been adopted in member districts through the school boards. The Board of Delegates moved to adopt Policy 721 – Uniform Grand Guidance Policy for Paul Bunyan Education Cooperative. Motion second. Carried.

Special Education Finance 101: Heidi gave a power point presentation with handouts explaining the basics of special education funding. She covered some historical background and how funding formulas were calculated and also explained how the new formulas will be calculated beginning with year 2016.

Next Meeting Date: The board discussed whether or not it was necessary to meeting in April. The Joint Powers Agreement states that the board of delegates is required to meet once a year. Because the November meeting was postponed to February 10, the board is up to date with nothing pending in the near future. A motion was made to have the next Board of Delegates in November 2017. Second and carried.

The meeting adjourned at 12:45 pm

Kim Huether, Secretary

Handouts:

- Minutes from Friday, April 8, 2016
- Monitoring Schedules
- Uniform Grant Guidance Policy
- 2016 Child Count Summary
- Special Education Finance 101