



BEMIDJI REGIONAL INTERDISTRICT COUNCIL

Bagley
Blackduck
Cass Lake-Bena
Clearbrook-Gonvick
Mahnomon
Northome-Indus

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Kelliher
Lake of the Woods
Laporte
Littlefork - Big Falls
Waubun-Ogema
Admin Office-Bemidji

Executive Board Minutes
August 15, 2019
BRIC Office
Bemidji, MN 56601
10:30 a.m.



Board Chair

1. Roll Call:

- | | |
|-----------------------|---------------------------|
| <u>P</u> Steve Cairns | <u>P</u> Erich Heise |
| <u>P</u> Malcolm Wax | <u>P</u> Rochelle Johnson |
| <u>P</u> Jeff Nelson | <u>P</u> Jamie Wendt |
| <u>P</u> Jeff Bisek | <u>A</u> Kim Goodwin |
| <u>A</u> Mark Lundin | <u>P</u> Lisa Weber |
| <u>P</u> Jeff Burgess | <u>P</u> Brenda Story |

Also in attendance was Nicole Eck, Regional Low Incidence Facilitator.

2. Agenda:

Motion by Weber and seconded by Wax to approve the agenda with additions as reviewed. Motion carried.

2-1. Board Reorganization:

Motion by Nelson and seconded by Burgess
to nominate Steve Cairns as BRIC Chair for 2019-2020. Motion carried.

Motion by Bisek and seconded by Burgess
To nominate Rochelle Johnson as BRIC Vice Chair for 2019-2020. Motion carried.

Motion by Wax and seconded by Nelson
To nominate Jeff Bisek as BRIC Treasurer for 2019-2020. Motion carried.

Motion by Johnson and seconded by Heise to authorize facsimile signature of Treasurer
for checks for FY 20. Motion carried.

2-1. Board Reorganization (continued)

Motion by Bisek and seconded by Burgess to designate the firm of Ratwik, Roszak & Maloney, as official Special Education legal counsel and Martin Law Firm as official HR legal council for BRIC for 2019-2020. Motion carried

Motion by Bisek and seconded by Nelson to approve BRIC continuing to act as fiscal (grant) host for the MDE Region 1 & 2 Low-Incidence (LI) and Comprehensive System of Personnel Development (CSPD) RECPSDF (Early Childhood) for 2019-2020. Motion carried.

Motion by Weber and seconded by Heise to designate the First National Bank of Bemidji as the depository for BRIC funds for FY 20. Motion carried.

Motion by Nelson and seconded by Bisek to approve standing resolution to authorize Chair or Vice Chair or Treasurer to approve Record of Bills for payment in those months when the Executive Committee by mutual agreement, may not meet during FY 20. Motion carried.

Motion by Burgess and seconded by Wax
To set: 3rd Tuesday of the month as meeting dates for the Executive Board.
And: April 23, 2020 as the meeting date for the Council. Motion carried.

3. Minutes:

Motion by Wax and seconded by Johnson to approve the minutes of the Executive Board Meeting of June 26, 2019 as mailed and reviewed. Motion carried.

4. Financial Report:

Motion by Bisek and seconded by Heise to approve the financial report for the billing period through August 7, 2019 and order bills paid in the amount of \$ 284,112.48. Motion carried

5. Director's Report

5.1 Fall Orientation/Trainings update

Information was provided on the Fall Trainings dates, times and locations.

- o CPI Refresher session 8/19/19
- o Mahnomen and Cass Lake from 8:00 am-11:30 am
- o Bagley and Blackduck from 12:30 p.m.- 4:00 p.m.
**(Blackduck has been moved to Northome) **

5.1 Fall Orientation/Trainings update (continued)

- o Indus from 10:00 a.m. – 2:00 p.m.
- o CPI Refresher Initial “Make-Up” 9/26/19 8:00 a.m. – 4:00 p.m. Calvary Lutheran Church

5.2 Monitoring & Compliance

An update on MDE Program monitoring and compliance process was provided. Due Process and file review will take place at the same time, both on-site and interviews will be broken into two groups; 9/30-10/04, 2019 and 4/27-5/1, 2020.

Monday	9/30/19	Bagley
Tuesday	10/01/19	Clearbrook-Gonvick
Wednesday	10/02/19	Mahnomen
Thursday	10/03/19	Waubun, Ogema, White Earth
Friday	10/04/19	Laporte
Monday	4/27/20	Cass Lake-Bena
Tuesday	4/28/20	Blackduck & Kelliher
Wednesday	4/29/20	Lake of the Woods
Thursday	4/30/20	Northome & Indus
Friday	5/01/20	Littlefork-Big Falls

5.3. Paraprofessional Training

Checklist for documentation of paraprofessional trainings. A copy was shared with Superintendents for their staff.

5.4. Disproportionate Plan

Information on the Disproportionate Plan was provided. This has been submitted but yet approved.

5.5. Directors Activities

Director informs Board of continuing service as a member of BASC, MASE and MASA but does not anticipate serving on any Statewide Work Groups or Committees for FY 20.

6. Old Business

6.1 Audit update FY 19

Motion by Bisek and seconded by Wax to adopt the Fixed Assets Policy for the Bemidji Bemidji Regional Interdistrict Council Fiscal Handbook. Motion carried.

6.2 Principal In-Service

The BRIC annual Principal's workshop to be held at the BRIC Office has been scheduled for:

September 24th 9:00 a.m. – noon

September 26th 11:30 a.m. – 2:30 p.m.

(same workshop each day).

7. New Business

7.1 Employment

Motion by Weber and seconded by Johnson to employ Emily Zitzow as BRIC DCD Teacher Specialist to be assigned to Clearbrook-Gonvick ISD 2311 effective the 2019 - 2020 school year @ BA step 1 as per the BRIC Master Agreement. Motion carried.

Motion by Johnson and seconded by Heise to approve the resignation of Ann Poxleitner, BRIC Paraprofessional assigned to Cass Lake - Bena ISD 115, effective July 29, 2019.

Motion carried

Motion by Bisek and seconded by Wax to approve the resignation of Bonnie Hoppe, BRIC Paraprofessional assigned to Cass Lake - Bena ISD 115, effective August 1, 2019.

Motion carried.

Motion by Johnson and seconded by Bisek to approve the resignation of Elianna (Edwards) McDonald, BRIC Paraprofessional assigned to Waubun-Ogema ISD 435, effective August 5, 2019. Motion carried.

Motion by Wax and seconded by Burgess to employ Mr. Jordan Hoots as BRIC Classroom Manager at Waubun ISD 435 at the Specialty Paraprofessional rate of \$22.79/hr. effective the 2019 – 2020 school year. Motion carried.

Motion by Wax and seconded by Burgess to approve the resignation of Ms. Lisa Wierschke, BRIC Teacher Specialist assigned to Waubun ISD 435 effective August 12, 2019. Motion carried.

8. Adjournment and Next Meeting

Motion by Wax and seconded by Burgess to adjourn the meeting.

Next Board Meeting: September 17, 2019 @ 10:30, BRIC Office