

**THREE LAKES EDUCATIONAL COOPERATIVE  
BOARD OF DIRECTORS MEETING  
JULY 15, 2019**

**Call to Order**

Jamie Sowers called to order the regular meeting of Three Lakes Educational Cooperative at 6:30 p.m. Monday, July 15, 2019. The following individuals were present:

**BOARD MEMBERS:**

Julie Spielman  
Eric Ratzloff  
Randy Boudeman  
Pam Masters  
Jamie Sowers

**OTHERS:**

Dr. Kathy Mickelson  
Michele Luksa  
Laura Hogelin

USD 420 Board Representative, Mike Pitts was absent.

**Election of Board of Directors Officers**

Eric Ratzloff made the motion to nominate Jamie Sowers as Board President for 2019-20. Randy Boudeman seconded the motion. Jamie Sowers was elected board president 5-0.

Randy Boudeman made the motion to nominate Eric Ratzloff as Vice-President for 2019-20. Pam Masters seconded the motion. Eric Ratzloff was elected Vice-President 5-0.

**Approval of Agenda**

Motion was made by Eric Ratzloff to approve the agenda as presented. Motion was seconded by Julie Spielman and it passed 5-0.

**Approval of Consent Agenda**

Randy Boudeman made the motion to approve the consent agenda as presented. Motion was seconded by Julie Spielman and it passed 5-0.

**Establish Petty Cash Limit for 2019-20 (\$1500)**

Randy Boudeman made the motion to establish the petty cash limit at \$1500 for 2019-20. Motion was seconded by Eric Ratzloff and it passed 5-0.

**Appointments**

Motion was made by Randy Boudeman to approve the following appointments:

- a. Clerk – Laura Hogelin
- b. Deputy Clerk – Kathy Tyson
- c. Treasurer – Kathy Tyson
- d. Agent for KPERS – Laura Hogelin & Diane Whiteside
- e. Attorney – Michael Coffman

- f. Truancy Officer – Assistant Director
- g. Coordinator for Homeless Children – Director
- h. Federal Funds – Director
- i. Food Service Program Representative – Director
- j. Hearing Officer for Free & Reduced Meals – Director
- k. Governmental Relations Representative – Jamie Sowers
- l. Freedom of Information Officer – Laura Hogelin
- m. KBI Point of Contact – Laura Hogelin
- n. 504 Coordinator – Assistant Director

Motion was seconded by Pam Masters and it passed 5-0.

**Depository for Three Lakes Cooperative funds to remain the First National Bank of Kansas**

The First National Bank of Kansas will remain the depository for TLEC funds for 2019-20.

**Official Newspaper**

Motion was made by Randy Boudeman and seconded by Eric Ratzloff to approve the Osage County Herald-Chronicle as the official newspaper for 2019-20. Motion passed 5-0.

**Authorize treasurer to invest and withdraw idle funds in consultation with the Director**

Motion was made by Randy Boudeman and seconded Eric Ratzloff to authorize the treasurer to invest and withdraw idle funds in consultation with the Director, Motion passed 5-0.

**Authorize the clerk to pay bills prior to Coop board meetings on bills which a discount can be taken or on which a penalty can be avoided if paid before the Coop board meetings**

Motion was made by Randy Boudeman and seconded by Pam Masters to authorize the clerk to pay bills prior to Coop board meetings on bills which a discount can be taken or on which a penalty can be avoided if paid before the Coop board meetings. Motion passed 5-0.

**Set Coop board meeting times, dates and place (resolution)**

Motion was made by Eric Ratzloff and seconded by Randy Boudeman to adopt the following resolution:

**RESOLUTION**

Pursuant to K.S.A. 72-8205, the Board of Directors of Interlocal #620, Osage County, Kansas, by resolution duly adopted at its regular meeting held on July 15, 2019, established the following meeting schedule for regular Board of Directors meetings to be held during the 2019-20 school year:

**Hour of commencing the meeting:**

**6:30 p.m.**

Day of the week the meeting will be held: *Monday*

Week of the month the meeting will be held: *Second*

Meeting Place: *Interlocal office in Lyndon*

If the established date falls on a Sunday, a legal holiday or a holiday specified by the Board of Directors, such regular meeting will be held on the day following, commencing at the same hour as detailed above.

The Board of Directors reserves the right to adjourn any regular meeting to another time and place.

Motion passed 5-0.

#### **Request Waiver of Generally Accepted Accounting Procedures**

Motion was made by Randy Boudeman and seconded by Eric Ratzloff to adopt the resolution to waive GAAP as follows:

**WHEREAS**, the Board of Directors of Three Lakes Educational Cooperative, Interlocal #620, Osage County, Kansas, has determined that the financial statements and financial reports for the 2018-19 school year to be prepared in conformity with the requirements of K.S.A. 1981 Supp. 75-1120a as amended by S.B. 531 enacted by the 1982 Session of the Kansas Legislature are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board, the Interlocal Cooperative; and

**WHEREAS**, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of said Interlocal which require financial statements and financial reports to be prepared in conformity with said act of the school year 2019-20.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of Three Lakes Educational Cooperative, No. 620, Osage County, Kansas, in regular meeting fully assembled this 15th day of July, 2019, that the said Board requests the Director of Accounts and Reports to waive the requirements of said law as they apply to the Three Lakes Educational Cooperative Interlocal for the school year 2019-20.

**BE IT FURTHER RESOLVED that** the said Board shall cause its financial reports of the said Interlocal Cooperative to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the state.

Motion passed 5-0.

#### **Adopt Home Rule Resolution**

Motion was made by Randy Boudeman and seconded by Eric Ratzloff to adopt the home rule resolution as follows:

## RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF DIRECTORS

Mr. President, I move the adoption of the following resolution:

### RESOLUTION

WHEREAS, The Board of Directors of Interlocal 620, Osage County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, The Board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools and

WHEREAS, The Board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS The Board acknowledges that the powers granted by law shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, The Board acknowledges that the powers granted by law do not create any responsibility on the part of the Interlocal to assume the duties or responsibilities that are required of another unit of government:

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Interlocal 620, Osage County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Directors of Interlocal 620, Osage County, Kansas the 15th day of July 2019.

Motion passed 5-0.

### **Rescind all organizational policy actions made during July 2018 and adopt all amended and current written policies and handbooks for the 2019-20 school year**

Motion was made by Eric Ratzloff and seconded by Julie Spielman to table this agenda item until the August meeting when recommended policy updates from KASB are approved. Motion passed 5-0.

### **Reimbursement Rate for Mileage (state rate is .58)**

Motion was made by Randy Boudeman and seconded by Jamie Sowers to approve the reimbursement rate for mileage at the state rate of .58¢. Motion

passed 5-0.

### **Financial Information/Discussion**

Board members reviewed and discussed the three year revenue and expenditure report. TLEC ended the year with increased revenue and decreased expenditures over the prior year. No 5<sup>th</sup> assessment was required.

## **DISTRICT CONSULTATION**

### **Approve TVI Contract with USD 290**

USD 290 contracts with TLEC to provide TVI (Teacher of the Visual Impaired) services. Eric Ratzloff made the motion to approve the TVI contract with USD 290 for 2019-20. Motion was seconded by Julie Spielman and it passed 5-0.

### **Approve 2019-20 Medicaid Agreement**

Currently, Medicaid funds come directly to TLEC however, beginning with the 2019-20 fiscal year, Medicaid funds must funnel through the districts unless a signed agreement is in place which will allow TLEC to continue to be the recipient of these funds. Motion was made by Eric Ratzloff and seconded by Randy Boudeman to approve the 2019-20 Medicaid Agreement as presented. Motion passed 5-0.

### **Approve TLEC Documentation of Special Education Policies, Practices and Procedures**

Included in the board packet was a copy of the TLEC Policy, Practices and Procedures. It is a requirement of the state that the board adopts the TLEC Policies, Practices and Procedures document annually. A copy is posted on the TLEC website. Motion was made by Jamie Sowers and seconded by Eric Ratzloff to adopt the TLEC Policies, Practices and Procedures as presented. Motion passed 5-0.

### **2019-20 TLEC Budget Update**

The 2019-20 budget as it is currently written includes revenue of 8,120,000 and expenditures of 8,884,000. There will be a few changes before it is finalized. As agreed last year, the carryover has been built in. With the exception of federal funds, all revenue is subject to change. The 2019-20 budget will be completed and presented to the board in August for approval. Earmarking the Medicaid Cost Settlement funds for special projects was discussed.

### **Superintendent/Board Member Discussion Items**

#### **Strategic Plan**

The Strategic Plan has been updated to show the targeted progress made with the *Take Flight* training held in June.

#### **Student Activities – Allen Konicek**

#### **Evidence and Research Based Reading Programs**

At this point in time, superintendents questioned plans to pursue state aid

reimbursement for evidence and research-based reading programs. It would be difficult to track for the amount of funds that would be generated. This will be reviewed throughout this school year when more information is released. TLEC as an entity is not able to access funds, only districts can.

### **Welcome Back Letter**

The welcome back letter was included in the packet. Board members are always welcome to attend any TLEC inservice activities.

### **Matters Relating to Student Issues – Executive Session**

No executive session was held for student issues.

### **Matters Relating to Personnel Issues – Executive Session**

Motion was made by Eric Ratzloff and seconded by Julie Spielman to enter executive session with the board and administrators present at 7:12 p.m. for a period of time not to exceed ten minutes for the purpose of discussing personnel issues related to non-elected personnel. Justification of the executive session is to protect the privacy interests of the individual(s) to be discussed. The meeting will return to open session at 7:22 p.m. in the board room. Motion passed 5-0. The meeting returned to open session at 7:22 p.m. Motion was made by Eric Ratzloff and seconded by Julie Spielman to continue the executive session with the board and administrators present at 7:22 p.m. for a period of time not to exceed five minutes for the purpose of discussing personnel issues related to non-elected personnel. Justification of the executive session is to protect the privacy interests of the individual(s) to be discussed. The meeting will return to open session at 7:27 p.m. in the board room. Motion passed 5-0. The meeting returned to open session at 7:27 p.m.

### **Negotiations – Executive Session**

Motion was made by Randy Boudeman to enter executive session with the board and administrators present at 7:28 p.m. for a period of time not to exceed seven minutes for matters relating to employer-employee negotiations. Justification of the executive session is to protect the cooperative's right to the confidentiality of its negotiating position and the public's interest. The meeting will return to open session at 7:35 p.m. in the board room. Motion was seconded by Jamie Sowers and it passed 5-0. The meeting returned to open session at 7:35 p.m. Motion was made by Randy Boudeman to continue the executive session with board and administrators present at 7:35 p.m. for a period of time not to exceed five minutes for matters relating to employer-employee negotiations. Justification of the executive session is to protect the cooperative's right to the confidentiality of its negotiating position and the public's interest. The meeting will return to open session at 7:40 p.m. in the board room. Motion was seconded by Jamie Sowers and it passed 5-0. The meeting returned to open session at 7:40 p.m.

### **Action on Items Discussed in Closed Session**

No action was taken on executive session items.

**Adjournment**

Motion was made by Randy Boudeman and seconded by Eric Ratzloff to adjourn the meeting at 7:43 p.m. Motion passed 5-0. The next regular board meeting will be held **MONDAY, AUGUST 12, 2019, at 6:30 P.M.** at the Cooperative office in Lyndon.

*Laura Hogelin*

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Laura Hogelin, Clerk

\_\_\_\_\_ Approved

Unapproved 7-15-19