

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS MEETING
August 12, 2019**

1. Opening of Meeting

A. Call to Order

Jamie Sowers called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:30 p.m. on Monday, August 12, 2019 at the Three Lakes Cooperative office in Lyndon.

B. Roll Call

The following individuals were present:

Julie Spielman, Board representative, USD 287
Mike Pitts, Board representative, USD 420
Eric Ratzloff, Board representative, USD 421
Randy Boudeman, Board representative, USD 434
Pam Masters, Board representative, USD 454
Jamie Sowers, Board representative, USD 456
Dr. Kathy Mickelson, Director
Michele Luksa, Assistant Director
Laura Hogelin, Board Clerk
Karen Hay, certified teacher
Fonda Spencer, certified teacher
Rae Bilby, certified teacher
Julie Flory, certified teacher
Jenny Mader, SLP
Heather Estrada, SLP
Amy Potter, SLP
Amber Stifter, SLP
Lauren Fager, school nurse

C. Approval of Agenda

Eric Ratzloff made the motion to approve the agenda as presented. Motion was seconded by Randy Boudeman and it passed 6-0.

2. Consent Agenda

- A. Approval of Minutes
- B. Approval of Warrant Register/Payables

- C. Approval of Personnel Changes
- D. Approval of PDC Plans and Points
- E. Approval of Consent Agenda

Personnel changes were reviewed.

Randy Boudeman made the motion to approve the consent agenda as presented. Motion was seconded by Eric Ratzloff and it passed 6-0.

3. Financial Information/Discussion

A. *Financial Reports*

The board reviewed the three year history report of revenue and expenditures for July.

Motion was made by Mike Pitts and seconded by Julie Spielman to approve the financial reports as presented. Motion passed 6-0.

4. District Consultation

A. *Approve KASB Policy Updates*

Dr. Mickelson reviewed the recommended KASB policy updates. Motion was made by Eric Ratzloff and seconded by Randy Boudeman to approve updates as presented. Motion passed 6-0.

B. *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 Randy Boudeman 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 passed 6-0.

C. *Approve TLEC Budget for 2019-20*

The KSDE Interlocal Code 30 budget was reviewed. Categorical aid has been budgeted at 29,800 as recommended by KSDE however, that it not a given but an estimate. The final amount is not known until May each year. The number of staff employed by TLEC throughout the year as well as, the number of SPED staff employed state wide determines the final state funds allotted per FTE. KSDE is attempting to stop the late reporting of SPED staff which has occurred the past few years as this has negatively impacted the final categorical aid payments. Motion was made by

Randy Boudeman and seconded by Eric Ratzloff to approve the 2019-20 TLEC budget as presented. Motion passed 6-0.

D. *Staff Documents and Handbooks*

Staff documents and handbooks are located on the TLEC website. Login information was provided to board members so they can access these documents.

5. **Superintendent/Board Member Discussion Items**

A. *TLEC SPED Training Dates for 2019-20*

TLEC will host trainings for certified staff throughout the year. Substitutes will be secured if needed.

All GenEd and SPED staff are required to attend ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training. Training dates will be shared with staff.

B. *TLEC Principals' Meeting – September 26th 10:00-2:00*

The annual administrators meeting will be held in the annex on September 26th from 10:00-2:00. Lunch will be provided.

C. *LEA Administrative Representative at IEP Meetings*

It is important that principals attend IEP meetings as a representative of the local education agency. In the event the principal is unable to attend, an alternate should plan to attend. Dr. Mickelson requested that superintendents provide TLEC with a list of their alternate LRE representatives.

D. *Monthly District Administrative Meetings Dates/Times*

Superintendents were informed that TLEC administration would like to attend monthly district administrator meetings to briefly share information concerning SPED issues. Superintendents agreed to let them know when the meetings are scheduled.

E. *Strategic Plan*

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

F. *DLM Discussion*

None of the 6 member districts were flagged by KSDE for having too many students taking the alternate state assessment. The process for identifying which students are eligible to take the DLM will be the subject of a staff training later in the year.

G. *ALICE Training in Districts/Buildings*

This agenda item was discussed under 5A.

6. Executive Session

A. Matters Relating to Student Issues – Executive Session

- *Student Update*

Motion was made by Eric Ratzloff and seconded by Randy Boudeman to enter executive session with board and administrators present at 6:57 p.m. for a period of time not to exceed five minutes to discuss matters affecting a student(s). 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 7:02 p.m. in the board room. Motion passed 6-0. The meeting returned to open session at 7:02 p.m.

B. Matters Relating to Personnel Issues - Executive Session

- *2019-20 Classified Salaries*

Motion was made by Eric Ratzloff and seconded by Mike Pitts to enter executive session with the board and administrators present at 7:04 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 7:14 p.m. in the board room. Motion passed 6-0. The meeting returned to open session at 7:14 p.m. Motion was made by Eric Ratzloff and seconded by Mike Pitts to continue the executive session with the board and administrators present at 7:14 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 7:19 p.m. in the board room. Motion passed 6-0. The meeting returned to open session at 7:19 p.m.

C. *Matters relating to Negotiations - Executive Session*

- *Approve PNA – Extension of Time*

Motion was made by Eric Ratzloff and seconded by Randy Boudeman to enter executive session with the board and administrator’s present beginning at 7:20 p.m. for a period of time not to exceed ten 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 7:30 p.m. in the board room. The meeting returned to open session at 7:30 p.m.

D. *Action on Items Discussed in Closed Session*

Eric Ratzloff made the motion to increase classified salaries by .75 per hour. Motion was seconded by Randy Boudeman and it passed 6-0.

Eric Ratzloff made the motion to approve PNA – Extension of Time. Motion was seconded by Randy Boudeman and it passed 6-0.

Teachers and the board will check their schedules and try to meet on September 3rd or 5th to start the negotiation process.

Adjournment

Eric Ratzloff made the motion to adjourn the meeting at 7:36 p.m. Motion was seconded by Randy Boudeman and it passed 6-0. The next regular board meeting will be held Monday, September 9, 2019, at 6:30 P.M. at the Three Lakes Educational Cooperative office in Lyndon.

Laura Hogelin
Laura Hogelin, Board Clerk

_____ Approved

___X___ Unapproved 8-12-19