

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
September 12, 2022**

1. Opening of Meeting

A. Call to Order

Eric Ratzloff called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:30 p.m. on Monday September 12, 2022 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Julie Spielman (Absent)
Todd Peterson
Eric Ratzloff
Madison Sowers
Pam Masters
Greg McCurdy (Absent)

OTHERS:

Caroline Green
Michele Luksa
Dee Wiley

D. Approval of Agenda

Eric Ratzloff made a motion to approve the agenda as presented. Motion was seconded by Todd Peterson and passed unanimously.

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

Warrant/Payables were reviewed.

Personnel changes for September were presented. Four classroom paraeducators were hired. TLEC has hired one person as an RBT paraeducator and one as a transportation paraeducator to accompany the student who travels to Paola daily. There have been three paraeducator resignations, leaving TLEC with approximately twenty vacancies

beginning the school year, and there have been very few applicants. TLEC intends to develop an exit survey. BOD members broached the possibility of TLEC paraeducators pursuing employment with member districts during summer months as a supplement. TLEC will be sending a letter out to parents explaining that some services aren't being delivered according to the IEP due to staff shortages.

Three certified teachers have completed all requirements and documentation to move from the B+16 column to the M column for 22-23.

Eric Ratzloff made a motion to approve the consent agenda as presented. Motion was seconded by Madison Sowers and passed unanimously.

3. Financial Information/Discussion

- A. Financial reports were reviewed. The three year comparison looks stable and similar to revenue and expenses from the previous two years. The fact that there are still a number of paraeducator positions vacant results in less CAT aid revenue, but also less personnel expenses

4. District Consultation

- A. The IDEA VI-B award letters for the 3-21 and 3-5 age ranges, fiscal year 2022-23 were presented.
- B. Due to necessity at Frameworks, TLEC purchased 125 seats (the minimum) accessing the ACELLUS online curriculum. This multi-course curriculum serving K-12 allows an opportunity for modifiable, interactive participation, as a class or individual student. The cost of this program was originally \$26,475 with 50% being covered in 22-23 by a grant, making the cost to TLEC \$13,237.50. Currently there are 70 seats being used mostly middle school and high school, throughout the coop. ADT will decide in spring 2023 if they will want to continue using the program for future years, and investigate pricing and grants available at that time.
- C. TLEC office staff participated in a demo of Powerschool - *Employee Records*. Currently the office processes, paperwork etc.. are done mostly by paper and maintained in different systems. Implementing Powerschool - *Employee Records* would streamline processes and make records easily accessible and maintainable in one centralized program. TLEC currently uses the *TalentEd* portion of Powerschool for applicant processing and tracking, which would merge with the Employee Records portion reducing duplication of records into another system. The cost for Powerschool _

Employee Records is \$6500 annually with a one time training cost of approximately \$4350. This matter will be brought to the BOD for approval.

Madison Sowers made a motion to approve the Powerschool- Employee Records agreement as presented. Motion was seconded by Eric Ratzloff and passed unanimously.

- D. Thirty two paraeducators have accepted the BCBS insurance offered by TLEC, which is under the number budgeted for.
- E. The TLEC annex ramp has been closed to the public effective immediately due to safety concerns. DCS has relayed that concrete is scheduled to be poured November 14, 2022 weather permitting, and ramp installation would happen in the beginning of December. Tearout of the current ramp will take place a few days before the concrete is scheduled.
- F. TLEC administration has created an office evaluation tool, and it was presented to the BOD for approval. There are two options to use for the director evaluation. Both were presented for discussion, the BOD will deliver their decision at the October meeting.

Madison Sowers made a motion to approve the *Office Evaluation Tool* (with a change to the proposed evaluation schedule)- New staff members with an overall rating of developing or lower at the 90 day evaluation will complete a 6 month evaluation. Continuing staff members will be evaluated annually. Todd Peterson seconded the motion and it passed unanimously.

- G. Working Advantage- Offered through Greenbush, a discount / purchase engine available at no cost to the coop will be presented to the BOD for approval to join.

5. Superintendents'/Board Member Discussion Items

- A. TLEC asked if member districts would be willing to share personal information pertaining to payroll with the TLEC HR/Payroll department when a member district approved sub is working for a TLEC staff member and has not completed paperwork mentioned above with the coop. Superintendents relayed that they see no problem sharing that information as long as said person has signed a release form. TLEC will develop and share a release form with member districts.

- B. Exceptionalities were presented by % and FTE. 21.8% of the member districts total combined enrollment are students on an IEP (743). This falls above both the state and federal levels.
- C. The ECSE Memorandum of Understanding (MOU) was revisited. There are 3 modes of funding early childhood education services. The SPED service model which is dependent on classroom population being 50% *or more* IEP kids in order to receive full CAT aid for the teacher and paraeducators. Due to a push from the state towards kindergarten readiness and other factors such as: four year old “at risk” students requiring a certified teacher, the line has not been held keeping the gen ed students below the 50% ratio, in turn raising the opportunity of watered down services to the IEP kiddos and causing a loss of funding to TLEC. TLEC presented an MOU to be signed by each district, to ensure that if the classroom does not meet the proper ratios to be fully funded, the district will be responsible for a portion of the staff’s lost funding.
- The general consensus is that member districts will work to hold the lines on enrollment so that we can provide specialized services outlined in IEPs and maintain our ratios needed to be fully funded. Superintendents will update their school boards and the MOUs will be signed and turned into TLEC by 10/1/22.

6. **Executive Session**

A. Matters Relating to Student Issues- Executive Session

- Student Issue

Motion was made by Eric Ratzloff and seconded by Madison Sowers and passed unanimously to enter executive session with the board, and administrators present beginning at 7:54 p.m. for a period of time not to exceed five minutes for the matters relating to Student Issues.

Justification of the executive session is for matters relating to actions adversely or favorably affecting a student(s). The meeting will return to open session at 7:59 p.m. in the TLEC board room. The meeting returned to open session at 7:59 p.m.

B. Matters Relating to Personnel Issues- Executive Session

-Assistant Director Contract Revision for 2022-23

-ECSE Administrator Contract 2022-23

-Personnel Issue

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board and administrators present beginning at 8:00 p.m. for a period of time not to exceed fifteen minutes for the matters relating to 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 8:15 p.m. in the TLEC boardroom. The meeting returned to open session at 8:15 p.m.

Motion was made by Eric Ratzloff and seconded by Madison Sowers and passed unanimously to continue the executive session an additional five minutes at 8:15 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 8:20 p.m. The meeting returned to open session at 8:20 p.m.

Motion was made by Eric Ratzloff and seconded by Pam Masters and passed unanimously to continue the executive session an additional five minutes at 8:20 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 8:25 p.m. The meeting returned to open session at 8:25 p.m.

C. Matters Relating to Negotiations- Executive Session

No executive session-

D. Action on Items Discussed in Closed Session-

Todd Peterson made a motion to approve the correction to 220 days from 240 days (remaining an 11 month contract) on the 2022-23 Assistant Director contract. The motion was seconded by Eric Ratzloff and passed unanimously.

Eric Ratzloff made a motion to approve the 2022-23 ECSE Administrator contract at a raise of 4% from 21-22 wages and set at 200 days. The motion was seconded by Madison Sowers and passed unanimously.

Adjournment

Eric Ratzloff motioned to adjourn the meeting at 8:32 p.m. Motion was seconded by Pam Masters and it passed unanimously. The next regular board meeting will be held Monday October 10, 2022 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.