

**THREE LAKES EDUCATION COOPERATIVE  
BOARD OF DIRECTORS MEETING  
November 14, 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 November 14, 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

**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 Greg McCurdy 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 were discussed. Six paraeducators were hired in the last month and there was one termination, and three paraeducators were transferred from their previous position to another position within the coop. Kara Hunt, the K-2 certified teacher at USD 434 resigned on October 24, 2022 . TLEC is actively advertising and

seeking a person to fill this position. Diane Whiteside - Personnel Clerk at TLEC has resigned. Greenbush will be utilized to ensure operations run smoothly during the transition period (6 mo). Tracie Hughes the current Administrative Assistant was offered and accepted the Personnel Clerk position effective November 15, 2022. TLEC will begin advertising for her now vacant position.

Madison Sowers made a motion to approve the consent agenda with the addition of K.Hunt's resignation, as presented. Motion was seconded by Pam Masters and passed unanimously.

### **3. Financial Information/Discussion**

- A. Financial reports were reviewed. The budget continues to remain stable and comparable with 80% remaining versus 82.5% in 2021-22 due to the amount of unfilled positions and the raised local assessments this year. At this time TLEC administration does not indicate a 5th assessment will be needed, although that could change as we continue through the school term.

There are 3 positions (AIA, Social Worker, Certified Teacher @ OCES) currently funded by ESSER funds, those funds will be exhausted at the conclusion of 2022-23. TLEC will determine what positions will continue and how they will be incorporated into the future TLEC budget.

### **4. District Consultation**

- A. Demolition and replacement of the old ramp to the TLEC annex will begin this week. Weather permitting they will be installing the new aluminum ramp in the first weeks of December.
- B. TLEC's Assistant Director and two of the SLPs participated in the Fort Hays State Career Fair looking for potential applicants. Small caseloads, hybrid schedules, sign on bonuses and opportunities for paid externships at TLEC were presented to attendees.
- C. TLEC has chosen to enter a shorter term contract with DocuSign (6 mo) in anticipation that the implementation of a new personnel and possibly MIS program(s) would be able to generate the processes internally negating the need for DocuSign.
- D. TLEC received notification letters deeming all member districts 100% compliant in the Indicator 12 (C to B transitions) review.

- E. TLEC received a notification letter deeming USD 434 100% compliant in the IDEA/Gifted review. USD 434 was the only school reviewed this year, all remaining districts were reviewed in 2021-22.
  
- F. TLEC applied for and has received award notification of \$33,019 for the TIP grant. The TIP grant is used primarily for professional development expenses.

Eric Ratzloff made a motion to approve the change to the Classified Handbook from “certified employee” to “classified employee” under the Sick Leave Bank Policy. The motion was seconded by Greg McCurdy, and passed unanimously.

**5. Superintendents’/Board Member Discussion Items**

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**6. Executive Session**

- A. Matters Relating to Student Issues- Executive Session

*- No executive Session*

- B. Matters Relating to Personnel Issues- Executive Session

*-Director Evaluation Tool*

*-Office Personnel Review*

*-Fall Evaluations*

Motion was made by Eric Ratzloff and seconded by Greg McCurdy to enter executive session with the board and administrators present beginning at 6:50 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 7:05 p.m. in the TLEC boardroom. The meeting returned to open session at 7:05 p.m.

Motion was made by Eric Ratzloff and seconded by Todd Peterson and passed unanimously to continue the executive session an additional ten minutes at 7:06 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:16 p.m. The meeting returned to open session at 7:16 p.m.

- C. Matters Relating to Negotiations- Executive Session

*No executive session-*

D. Action on Items Discussed in Closed Session-

Eric Ratzloff made a motion to approve the office personnel changes as presented. The motion was seconded by Greg McCurdy, and it passed unanimously.

**Adjournment**

Todd Peterson motioned to adjourn the meeting at 7:46 p.m. Motion was seconded by Eric Ratzloff and it passed unanimously. The next regular board meeting will be held Monday December 10, 2022 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.