

**THREE LAKES EDUCATION COOPERATIVE  
BOARD OF DIRECTORS MEETING  
September 11, 2023**

**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 11, 2023 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

**BOARD MEMBERS**

Ryan Sink  
Todd Peterson  
Eric Ratzloff  
Madison Sowers  
Jamie Bowman  
Eric Struttman

**OTHERS:**

Caroline Green  
Michelle Heiman  
Dee Wiley

C. Approval of Agenda

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

**2. Consent Agenda**

- A. Approval of Minutes
- B. Approval of Warrant Register/Payables
- C. Approval of PDC Plans and Points
- D. Approval of Consent Agenda

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

**3. Financial Reports**

Expenses are up comparatively to the prior year, due in part to extra duty pay to teachers in the conversion process of our MIS system. Workman's Compensation fees

are up versus prior years, which was expected. TLEC will contract with Greenbush for checkbook reconciliation services. September payroll will be paid from FNBKS, and we anticipate running October through the new institution, Citizens State Bank.

#### **4. District Consultation**

- A. As part of the policy review process with KASB, we were presented accompanying forms. TLEC is working through the forms in batches to edit and make sure items are applicable prior to BOD approval. The first batch of forms (see index 1) was presented for BOD approval on 9-11-23.

Eric Ratzloff made a motion to approve/ adopt the BOD policy forms (see index1) as presented. Motion was seconded by Todd Peterson and passed unanimously.

- B. The draft strategic plan was presented for input. There are three target areas that the plan will focus on. Recruitment and retention, high quality PD, and delivery of services. After presentation to the BOD, administration will send a survey to staff seeking input on the draft strategic plan. The final draft of the plan will be presented at October's meeting for approval.
- C. Medical insurance enrollment numbers will be presented to the BOD. Sixty two certified, and 36 classified personnel have enrolled for FY 2024.
- D. TLEC will present the IDEA VI-B award letters to the BOD.
- E. A contract with PBS for BCBA services will be presented to the BOD. To obtain/maintain RBT certification, those staff members must be supervised by a licensed BCBA for at least 5% of their service time.
- F. The contract for Erate services through Greenbush was presented to the BOD.
- G. The TLEC central office staff has been condensed through the past few years. Future known extended leave and a need for IEP compliance review has created a need to develop a new 12-month position that would encompass both. Majority of the position would be IEP compliance review, with some office duties included.

Eric Ratzloff made a motion to approve the addition of a new TLEC central office staff position as presented. Motion was seconded by Madison Sowers and passed unanimously.

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

- A. Matt Argubright with BoardWorks gave a presentation to the superintendents detailing what the system is, how it's used, and pricing options.
- B. TLEC will hold its Fall Principals Meeting on Thursday 9-21-23 at the TLEC annex.

**7. Executive Session**

- A. Matters Relating to Student Issues- Executive Session

*-No executive session*

- B. Matters Relating to Personnel Issues- Executive Session

*-Personnel Changes*

*-Assistant Director leave thresholds and payouts*

*-Staffing Needs*

*-Frameworks*

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board and administrators present beginning at 7:05 p.m. for a period of time not to exceed ten 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 7:15 p.m. in the TLEC boardroom. The meeting returned to open session at 7:15 p.m.

Motion was made by Eric Ratzloff and seconded by Ryan Sink and passed unanimously to continue the executive session an additional five minutes at 7:16 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:21 p.m. The meeting returned to open session at 7:21 p.m.

Motion was made by Eric Ratzloff and seconded by Julie Bowman and passed unanimously to continue the executive session an additional five minutes at 7:21 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:26 p.m. The meeting returned to open session at 7:26 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 personnel changes as presented. The motion was seconded by Madison Sowers and passed unanimously.

Eric Ratzloff made a motion to amend the Assistant Director contract as presented. The motion was seconded by Todd Peterson and passed unanimously.

Eric Ratzloff made a motion to approve the Frameworks staffing plan as presented. The motion was seconded by Eric Struttman and passed unanimously.

**Adjournment**

Eric Ratzloff motioned to adjourn the meeting at 7:34 p.m. Motion was seconded by Ryan Sink, and it passed unanimously. The next regular board meeting will be held Monday October 9, 2023 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.

Index 1.

TLEC Policy Forms Approved 9-11-23

- ❖ BACA
- ❖ BCBI
- ❖ CN
- ❖ DFAC-Federal Programs
- ❖ DFAC-Type of Costs
- ❖ DFAC-Cash Management
- ❖ DJB
- ❖ EBC
- ❖ GAAF-ESI
- ❖ GACD
- ❖ GAN
- ❖ GAOD
- ❖ Home Rule Resolution
- ❖ Notice of Privacy Act
- ❖ GAK