

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
November 13, 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 November 13, 2023 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Todd Peterson
Eric Ratzloff
Madison Sowers
Pam Masters
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 Todd Peterson and passed unanimously.

3. Financial Reports

- The budget remains comparable to the previous year. Expenses are slightly lower than FY 2023. The inability to hire and retain paraeducator staff has lowered those expenses,

but this will also affect Categorical Aid revenue adversely. Revenue is lower, due to having received only four of the six Categorical Aid payments from local districts at the time of the BOD meeting. The remaining payments have been received.

4. **District Consultation**

- A. Due to the election turnover for our TLEC BOD members and alternatives, the Board discussed moving the January BOD meeting to *after* member district meetings, in order to assure new members have been elected to the TLEC board, and can attend the January meeting.

Eric Ratzloff made a motion to move the January meeting date from the 8th to the 11th, 2024. The motion was seconded by Madison Sowers and passed unanimously

- B. Statewide teaching vacancies were presented. This is the first year that elementary vacancies outnumber SPED vacancies. Typically when a licensed SPED teacher cannot be found, elementary teachers are the next pool of applicants.
- C. TLEC currently has nineteen open positions with more than five of them considered critical placements. Recurrently, the paraeducator wage has been a large portion of the response as to why paraeducators are resigning from TLEC at such a higher rate than prior years. Staff shortages, adequate training & support, increased student behaviors, and position requirements, have been commonly listed in addition to the wage complaint.

A new *Paraeducator Salary Schedule* (Index A) to go into effect January 1, 2024, was presented for approval in hopes of addressing the current staffing challenges TLEC faces, and boosting staff morale. Employees must work at least one day prior to January 1st, of the school year for that school year to be considered a whole year of employment, in turn moving the employee across a step on the salary schedule. Moving forward longevity will be figured using the January 1st threshold as well. Current TLEC employees who are making more than the 16 year step of the row for which they qualify will be given a one time \$.25/hour raise. Further changes to those wages would require BOD approval. The proposed salary schedule will remain valid from January 1, 2024 through the 2024-2025 school year. Implementation of the *Paraeducator Salary Schedule* is not expected to cause an increase to projected 2024-25 local assessments. The budget will be monitored, and if deemed necessary a 5th assessment will be requested.

Madison Sowers made a motion to approve the *Paraeducator Salary Schedule* as presented effective January 1, 2024. The motion was seconded by Eric Ratzloff and passed unanimously.

- D. Holiday office closures were discussed. The TLEC office will be closed at Christmas break for the duration of the shortest member district's holiday break. The TLEC office will be closed on Good Friday and the Monday following Easter.

Todd Peterson made a motion to approve the TLEC office holiday closures as presented. The motion was seconded by Eric Ratzloff and passed unanimously.

- E. TLEC has previewed four accounting systems in the exploration of moving to a new system. Currently TLEC is using FA2 from Harris, which is sunsetting. Powerschool did not have a system that they believed would be adequate for our needs. Skyward is geared towards larger districts and was too great of an expense. AptaFund was likened to a newer version of FA2 but the cost is not as economical compared to Software Unlimited. SU has the capabilities to cover current payroll and accounts receivable/payable functions, as well as added program functions to increase the coop's productivity, with the potential to expand in the future, and is the recommendation to the BOD as our new financial system, with an implementation period from May to July 2024.

Madison Sowers made a motion to approve the contract with Software Unlimited as presented. The motion was seconded by Eric Ratzloff and passed unanimously.

- F. A contract with Carolyn Strauch (Caroline Green's mother) for CPA services to audit November 2022 to present, during the week of December 4th, until completed. Carolyn will also work with staff to reconcile accounts and create a process handbook to operate from moving forward.

Todd Peterson made a motion to approve the contract with Carolyn Strauch for CPA services at the rate of \$500/day not to exceed 10 days without prior board approval, plus a *one time* to and from mileage from her home. The motion was seconded by Pam Masters and passed unanimously.

5. Superintendent/Board Member Discussion Items

- A. There are some TLEC employees who are dually employed at a member district. If/when these employees reach overtime, they should be paid a blended rate. TLEC will work

with member districts to determine who the staff is, how the blended rate will be figured, and billed out.

- B. TLEC approached member districts about a coop-wide inservice day in 2024-25. At this time the tentative date of October 14, 2024 and the tentative location of Osage City has been discussed. TLEC, and district administrators will work out further details of attendance in the coming months.

7. Executive Session

- A. Matters Relating to Student Issues- Executive Session

- No items to be discussed

- B. Matters Relating to Personnel Issues- Executive Session

-Personnel Changes

-Fall Evaluations

Motion was made by Eric Ratzloff and seconded by Todd Peterson to enter executive session with the board and administrators present beginning at 7:47 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 7:57 p.m. in the TLEC boardroom. The meeting returned to open session at 7:57 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 7:57 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 8:02 p.m. The meeting returned to open session at 8:02 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.

Adjournment

Eric Ratzloff motioned to adjourn the meeting at 8:06 p.m. Motion was seconded by Ryan Sink, and it passed unanimously. The next regular board meeting will be held Monday December 11, 2023 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.

Index A



TLEC Para Salary Schedule
Effective January 1, 2024
Spring 2024 & 2024-2025

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75
B (30)	\$ 15.30	\$ 15.55	\$ 15.80	\$ 16.05	\$ 16.30	\$ 16.55	\$ 16.80	\$ 17.05	\$ 17.30	\$ 17.55	\$ 17.80	\$ 18.05	\$ 18.30	\$ 18.55	\$ 18.80	\$ 19.05
C (As)	\$ 15.60	\$ 15.85	\$ 16.10	\$ 16.35	\$ 16.60	\$ 16.85	\$ 17.10	\$ 17.35	\$ 17.60	\$ 17.85	\$ 18.10	\$ 18.35	\$ 18.60	\$ 18.85	\$ 19.10	\$ 19.35
D (As+)	\$ 15.90	\$ 16.15	\$ 16.40	\$ 16.65	\$ 16.90	\$ 17.15	\$ 17.40	\$ 17.65	\$ 17.90	\$ 18.15	\$ 18.40	\$ 18.65	\$ 18.90	\$ 19.15	\$ 19.40	\$ 19.65
E (Ba)	\$ 16.20	\$ 16.45	\$ 16.70	\$ 16.95	\$ 17.20	\$ 17.45	\$ 17.70	\$ 17.95	\$ 18.20	\$ 18.45	\$ 18.70	\$ 18.95	\$ 19.20	\$ 19.45	\$ 19.70	\$ 19.95
F (Ba+)	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 18.00	\$ 18.25	\$ 18.50	\$ 18.75	\$ 19.00	\$ 19.25	\$ 19.50	\$ 19.75	\$ 20.00	\$ 20.25
G (Ma)	\$ 16.80	\$ 17.05	\$ 17.30	\$ 17.55	\$ 17.80	\$ 18.05	\$ 18.30	\$ 18.55	\$ 18.80	\$ 19.05	\$ 19.30	\$ 19.55	\$ 19.80	\$ 20.05	\$ 20.30	\$ 20.55

BOD Approved November 13, 2023

*Grandfather current paraprofessionals making more than salary schedule placement. Grandfathered paraprofessionals will receive board approved annual raise.

**\$2.50 additional for behavior & functional (50% + of scheduled day)

***RBT \$5.00 additional