

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
December 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 December 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
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 Todd Peterson 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

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

3. Financial Reports

- Currently the budget is on track as expected and remains comparable to the prior fiscal year, expenses are slightly higher due to the purchase of a new server for the TLEC

office. Effects from the paraeducator salary changes will impact the budget beginning in February 2024. Cash on hand is down slightly. In the prior fiscal year a portion of the available federal funds had been drawn down. Federal funds will be received in January in fiscal year 2024.

4. District Consultation

- A. The TLEC BOD discussed appointing a President Pro-Temp until new BOD members are elected in January, to keep processes running smoothly.

Madison Sowers made a motion to Todd Peterson, President pro-tem. The motion was seconded by Eric Ratzloff and passed 5/1.

- B. TLEC admin suggests the creation of a checking account for the purposes of handling all payroll related transactions to make reconciliation processes cleaner.

Todd Peterson made a motion to approve the creation of a payroll checking account with signer permissions matching existing accounts . The motion was seconded by Eric Ratzloff and passed unanimously

- C. The Paraeducator Level II job description was presented to the BOD for approval. All current employees who will be in this category will be notified of their classification no later than December 15, 2023.

Eric Ratzloff made a motion to approve the Paraeducator Level II job description as presented. The motion was seconded by Jamie Bowman and passed unanimously.

- D. KASB December policy updates will be presented for adoption/approval.

Eric Ratzloff made a motion to approve the KASB December policy updates as presented. The motion was seconded by Ryan Sink and passed unanimously.

- E. TLEC has created an action plan associated with the proposed new Narcan policy.

Eric Ratzloff made a motion to approve the Narcan policy and associated forms as presented. The motion was seconded by Madison Sowers and passed unanimously.

5. Superintendent/Board Member Discussion Items

- A. On February 13, 2024 TLEC will host a PD day for related services personnel. As a result, related services personnel will not be available in district buildings on that date.
- B. USD 420 will host Threat Assessment training at their facility on February 19, 2024. TLEC plans to send the social worker, and psychologist associated with districts planning to attend.

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

-Director Evaluation

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board and administrators present beginning at 6:46 p.m. for a period of time not to exceed five 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 6:51 p.m. in the TLEC boardroom. The meeting returned to open session at 6:51 p.m

Motion was made by Eric Ratzloff and seconded by Eric Struttman and passed unanimously to continue the executive session an additional thirteen minutes at 6:52 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:05 p.m. The meeting returned to open session at 7:05 p.m.

Motion was made by Eric Ratzloff and seconded by Ryan Sink and passed unanimously to continue the executive session an additional minute at 7:05 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:06 p.m. The meeting returned to open session at 7:06 p.m.

- C. Matters Relating to Negotiations- Executive Session

No executive session-

D. Action on Items Discussed in Closed Session-

Madison Sowers made a motion to approve the personnel changes as presented. The motion was seconded by Eric Ratzloff and passed unanimously.

The current BOD members acknowledged and thanked Eric Ratzloff and Madison Sowers for their commitment to, and efforts on behalf of TLEC during their terms on the BOD. They will be sorely missed.

Adjournment

Eric Ratzloff motioned to adjourn the meeting at 7:11 p.m. Motion was seconded by Madison Sowers, and it passed unanimously. The next regular board meeting will be held Monday January 11, 2024 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.

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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
ROW																
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

