

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
July 08, 2024**

1. Opening of Meeting

A. Call to Order

Jamie Bowman called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:30 p.m. on Monday July 8, 2024 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Jim Lohmeyer (ALT)
Jennifer Hamlet (Virtual)
Brady Anshutz
Jamie Bowman
Eric Struttman (Absent)

OTHERS:

Caroline Green, Director
Michelle Heiman, Assistant Director
Dee Wiley, Board Clerk
Josh Atchison- TLEC AFT President
Christy Meiers- AFT Vice President

C. Election of Officers

Brady Anshutz made a motion to nominate Jamie Bowman President of TLEC Board Of Directors. Motion was seconded by Ryan Sink and passed unanimously.

Brady Anshutz made a motion to nominate Jennifer Hamlet as the Vice President of TLEC Board of Directors. Motion was seconded by Jim Lohmeyer and passed unanimously.

D. Approval of Agenda

Jamie Bowman made a motion to approve the agenda as presented. Motion was seconded by Ryan Sink 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

Ryan Sink made a motion to approve the consent agenda as presented. Motion was seconded by Brady Anshutz and passed unanimously.

3. Financial Information/Discussion

- A. Due to the conversion process from FA2 to SU-inc accounting systems, FY24 EOY reports presented were noted as not-finalized. Final FY24 reports will be presented at the August 12, 2024 meeting. Expenses for FY24 were above FY23 only marginally, coming in way below FY24 budget authority. While FY24 revenue came in below FY23 due to reduced CAT aid received, Medicaid Replacement Aid not received in FY24 (should have been included with June CAT aid flow through) and IDEA VI-B funds that will be deposited in July 2024. With the addition of those funds to unencumbered cash, it is estimated that TLEC will retain the required 10% contingency fund. The Paraeducator Raise depleted additional cash reserves as expected, in lieu of requiring a 5th assessment as discussed when the raise was approved in November 2023.

4. Annual Organizational Meeting Actions

- A. Establish TLEC BOD meeting dates for FY25. 6:30 p.m., Second Monday of each month at the Interlocal office in Lyndon.

Jamie Bowman made a motion to approve the TLEC meeting dates resolution as presented for 2024-25. Motion was seconded by Brady Anshutz and passed unanimously.

- B. Establish the 2024-25 petty cash limit at \$1500.00

Jamie Bowman made a motion to approve the 2024-25 TLEC petty cash limit at \$1500.00. Motion was seconded by Ryan Sink and passed unanimously.

- C. Approval of Appointments

Jamie Bowman made a motion to approve appointments as presented for 2024-25. Motion was seconded by Jim Lohmeyer and passed unanimously.

- D. Approve Citizens State Bank, continuing as the depository for TLEC funds

Jamie Bowman made a motion to approve FNBKS as the depository for 2024-25. Motion was seconded by Ryan Sink and passed unanimously.

- E. Official Newspaper- Osage County Herald

Jamie Bowman made a motion to approve Osage County Herald as the official newspaper for 2024-25. Motion was seconded by Jim Lohmeyer and passed unanimously.

F. Authorize the Treasurer to invest/withdraw idle funds in consultation with the Director.

Jamie Bowman made a motion to approve the Treasurer investing/withdrawing idle funds in consultation with the Director for 2024-25. Motion was seconded by Brady Anshutz and passed unanimously.

G. Authorize the Clerk to pay bills prior to TLEC BOD meetings on bills which a discount can be taken or penalty avoided if paid prior to the TLEC BOD meeting.

Jamie Bowman made a motion to approve the Clerk paying bills prior to TLEC BOD meetings on bills which a discount can be taken or penalty avoided if paid prior to the TLEC BOD meeting for 2024-25. Motion was seconded by Ryan Sink and passed unanimously.

H. Request Waiver of Generally Acceptable Accounting Procedures.

Jamie Bowman made a motion to approve the resolution waiving Generally Acceptable Accounting Procedures as presented for 2024-25. Motion was seconded by Brady Anshutz and passed unanimously.

I. Establishment of the Home Rule Resolution

Jamie Bowman made a motion to adopt the Home Rule Resolution as presented for 2024-25. Motion was seconded by Ryan Sink and passed unanimously.

J. Establishment of mileage reimbursement rate of \$.67 for 2024-25.

Jamie Bowman made a motion to approve the mileage reimbursement rate at \$.67 for 2024-25. Motion was seconded by Brady Anshutz and passed unanimously.

K. Destruction of Records

Jamie Bowman made a motion to approve the Destruction of Records resolution as presented as for 2024-25. Motion was seconded by Jim Lohmeyer and passed unanimously.

5. District Consultation

- A. The FY25 form 120-A was presented. 120-A is due to KSDE by September 1, 2024.

- B. The TLEC PPP, Certified and Classified handbooks were presented for approval. Please note- It is expected that these will be edited in the near future due to the enactment of a new *Employee Web Portal* through SU-inc, that will cause changes to some procedures. Staff will be notified of changes and trained at BOY inservice.

Jamie Bowman made a motion to rescind all organizational policy actions made during July 2023 and adopt all amended and current written policies and handbooks for the 2024-25 school year. Motion was seconded by Jim Lohmeyer and passed unanimously.

- C. TLEC has received the 24-25 KASB Workman's Compensation contract and invoice. Cost has risen approximately \$11,000, due to increased claims in the past 2 years.

Jamie Bowman made a motion to approve the 24-25 contract with KASB for Workman's Compensation Fund services. Motion was seconded by Brady Anshutz and passed unanimously.

- D. TLEC employee longevity payment recipients for 2024-25 were presented.

Jamie Bowman made a motion to approve the employee longevity payment recipients for 2024-25. Motion was seconded by Ryan Sink and passed unanimously.

- E. USD 454 PreK MOU (FY25) was presented for approval.

Jamie Bowman made a motion to approve the PreK MOU as presented. The motion was seconded by Jim Lohmeyer and passed unanimously.

- F. KASB June policy updates were presented for approval. *Note EBBG and JGFGA policy adoption will apply only to the Next Step and Frameworks programs. Students attending in all other district buildings would follow local district policy.

Jamie Bowman made a motion to approve the recommended KASB June policy updates, with the noted exception, as presented. The motion was seconded by Jim Lohmeyer and passed unanimously.

- G. A calendar for Frameworks/Next Step for FY25 was presented for BOD approval. The calendar changes were made to align closer with the USD 454 school calendar due to the relocation of Frameworks/Next Step.

Jamie Bowman made a motion to approve the 24-25 FW/NS Calendar as presented. The motion was seconded by Ryan Sink and passed unanimously.

- H. FY25 budget updates were discussed. TLEC has received its health insurance costs for FY25. Our group increase came in at 6.2%. The next scheduled Negotiations meeting is scheduled for July 13, 2024.

6. Superintendent/Board Member Discussion Items

- A. TLEC continues to explore a Hybrid/Remote working policy and is investigating both VPN and web filtering options. Currently there is a need for web filtering at the Frameworks program. Additional information will be provided in August.

7. Executive Session

- A. Matters Relating to Student Issues- Executive Session

-Student Matter

Motion was made by Jamie Bowman and seconded by Brady Anshutz to enter executive session with the board and administrators present beginning at 7:09 p.m. for a period of time not to exceed five minutes for the matters affecting a student(s). 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 7:14 p.m. in the TLEC boardroom. The meeting returned to open session at 7:14 p.m

- B. Matters Relating to Personnel Issues- Executive Session

-Personnel Changes

-Nurse Contract

-SPED Support Specialist Contract

Motion was made by Jamie Bowman and seconded by Brady Anshutz to enter executive session with the board and administrators present beginning at 7:15 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 7:25 p.m. in the TLEC boardroom. The meeting returned to open session at 7:25 p.m

C. Matters Relating to Negotiations- Executive Session

Negotiations Update-

Motion was made by Jamie Bowman and seconded by Ryan Sink to enter executive session with the board and administrators present beginning at 7:26 p.m. for a period of time not to exceed five minutes for the matters relating to negotiations. Justification of the executive session is to protect the privacy interests of the cooperative's right to the confidentiality of its negotiating position and the public's interest. The meeting will return to open session at 7:31 p.m. in the TLEC boardroom. The meeting returned to open session at 7:31 p.m

Motion was made by Jamie Bowman and seconded by Ryan Sink and passed unanimously to continue the executive session an additional five minutes at 7:34 p.m. for the purpose of discussing matters relating to negotiations. The meeting will return to open session at 7:39 p.m. The meeting returned to open session at 7:39 p.m.

Motion was made by Jamie Bowman and seconded by Jim Lohmeyer and passed unanimously to continue the executive session an additional five minutes at 7:40 p.m. for the purpose of discussing matters relating to negotiations. The meeting will return to open session at 7:45 p.m. The meeting returned to open session at 7:45 p.m.

D. Action on Items Discussed in Closed Session-

Jamie Bowman made a motion to approve personnel matters as presented. The motion was seconded by Brady Anshutz and passed unanimously.

Adjournment

Jamie Bowman motioned to adjourn the meeting at 7:50 p.m. Motion was seconded by Brady Anshutz, and it passed unanimously. The next regular board meeting will be held Monday August 12, 2023 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.