

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
August 12, 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 August 12, 2024 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Jim Lohmeyer
Jennifer Hamlet (Absent)
Brady Anshutz
Jamie Bowman
Eric Struttman (Arrived @ 6:58 p.m.)

OTHERS:

Caroline Green, Director
Michelle Heiman, Assistant Director
Dee Wiley, Board Clerk

PUBLIC:

Roxanne Wendt

C. Approval of Agenda

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

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

3. Financial Information/Discussion

- A. Financial reports were presented. Revenue received and the cash balance is currently down comparatively to prior years, due to delayed billing of local assessments to

member districts. Once received, cash balances will rebound. Looking at a three year comparison of the overall budget, revenue is failing to follow an upward trend.

4. Annual Organizational Meeting Actions

- A. The proposed FY 2025 KSDE budget was reviewed and presented to the BOD for approval. Paraeducator salary increases have reduced cash reserves. There are two new enrollments in member districts that could potentially impact the projected budget if it is required that they attend an outside district facility for services. The proposed budget does account for a portion of this possibility. If expenses related to out of district attendance exceed that, there could be a possibility for a 5th assessment. Paraeducator salary increases have reduced cash reserves.

Jamie Bowman made a motion to approve the 2024-25 KSDE budget as presented, with the noted addition of contingency funds. Motion was seconded by Jim Lohmeyer and passed unanimously.

- B. TLEC is seeking BOD approval for the application of WEX Fleet fuel cards for use in the TLEC vehicles.

Jamie Bowman made a motion to approve the application for and use of WEX Fleet fuel cards. Motion was seconded by Ryan Sink and passed unanimously.

- C. The 2024-25 TLEC (Certified, Classified, Frameworks, Medicaid and Policies, Procedures & Practices) handbooks was presented for BOD approval. Certified and Classified handbooks were updated to reflect the recent negotiated changes, as well as new processes for requisitions and leave submission due to the implementation of the Web Link module from SU-inc. The Medicaid handbook was changed to reflect minor procedure changes in response to updated Medicaid requirements. Policies, Practices & Procedures were updated to reflect negotiated changes. The Frameworks handbook is a newly developed student handbook for use in our Frameworks program.

Jamie Bowman made a motion to approve the 2024-25 Certified, Classified, Frameworks, Medicaid and Policies Practices & Procedures, as presented. Motion was seconded by Brady Anshutz and passed unanimously.

- D. Transportation policies were presented to the BOD for approval. JGG, JGFF, EDAA, and ED policies were reviewed. For Frameworks/Next Step Students they will follow the policy as written. All other students attending in member district buildings will follow the policies of the district in which they are attending.

Jamie Bowman made a motion to approve transportation policies with the noted change to the JGG policy of the addition of the words "Next Step" before the word "riders". Motion was seconded by Jim Lohmeyer and passed unanimously.

- E. TLEC presented requirements, policies and procedures for implementation of a hybrid work policy. Policy, request form, agreement and live calendar that will be required in order to access this work option. TLEC will utilize web monitoring by Go Guardian for tracking and accountability purposes.

Jamie Bowman made a motion to approve the hybrid policy and related documents. Motion was seconded by Ryan Sink and passed unanimously.

- F. TLEC is seeking BOD approval to move the September 9, 2024 regular BOD meeting to the Three Lakes Educational Center (Burlingame) that is housing the Frameworks/Next Step program.

Jamie Bowman made a motion to approve the movement of the September 9, 2024 regular BOD meeting to the Three Lakes Educational Center (Burlingame). Motion was seconded by Ryan Sink and passed unanimously.

5. District Consultation

- A. There was discussion regarding the assignment of transportation services on preschool IEPs. Consensus was reached that transportation shall only be written into IEPs where it is necessary in order for the student to have access to services, there are special accommodations/ modifications, or specialized supervision is required.
- B. Discussion was had regarding the implementation of a practice for handling overtime wages of employees who are employed by both TLEC and a member district. Employees are to be paid a blended rate for overtime hours, and the SAC committee discussed the best way to approach this matter going forward. Further discussion will occur at the September meeting.

- C. The Coopwide PD day on 10/14/24 was discussed. Start time was moved from 8:15 to 8:30 a.m. with a fifteen minute reduction of the lunch period for the purposes of staying within stated teacher workdays.

- D. TLEC inquired about member district dyslexia training(s). It was relayed TLEC staff will be invited to attend dyslexia training with the GEN Ed staff in their assigned member district(s). TLEC will continue to assign coop staff Infinitec videos for the time being, rather than the member district(s).

6. **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 7:05 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 7:10 p.m. in the TLEC boardroom. The meeting returned to open session at 7:10 p.m

- B. Matters Relating to Personnel Issues- Executive Session

-Personnel Changes

-Nurse Contract

-SPED Support Specialist Contract

-Admin Contracts

-Classified Office Staff Contracts

-Liquidated Damages Waiver Request

Motion was made by Jamie Bowman and seconded by Ryan Sink to enter executive session with the board and administrators present beginning at 7:11 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 7:21 p.m. in the TLEC boardroom. The meeting returned to open session at 7:21 p.m

Motion was made by Jamie Bowman and seconded by Eric Struttman 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.

D. Action on Items Discussed in Closed Session-

Jamie Bowman made a motion to approve personnel changes as presented. The motion was seconded by Jim Lohmeyer and passed unanimously.

Brady Anshutz made a motion to accept the waiver liquidated damages request made by Noel Edwards. The motion was seconded by Jim Lohmeyer and passed unanimously.

Jamie Bowman made a motion to approve the Office/Support Staff raises as presented. The motion was seconded by Brady Anshutz and passed unanimously.

Jamie Bowman made a motion to approve the ECSE Administrator contract as presented. The motion was seconded by Jim Lohmeyer and passed with a vote of 4 to 1.

Jamie Bowman made a motion to approve the Asst. Director of SPED contract as presented. The motion was seconded by Eric Struttman and passed unanimously.

Jamie Bowman made a motion to approve the Director of SPED contract as presented. The motion was seconded by Eric Struttman and passed with a vote of 4 to 1.

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 September 9, 2024 at 6:30 p.m. at the Three Lakes Educational Center in Burlingame, KS.