

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
October 14, 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 October 14, 2024 at the Three Lakes Educational Center conference room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Jim Lohmeyer (Absent)
Jennifer Hamlet
Tanner Black
Jamie Bowman
Eric Struttman (Absent)

OTHERS:

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

C. Approval of Agenda

Jamie Bowman made a motion to approve the agenda as presented. Motion was seconded by Jennifer Hamlet 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. Public Comment

- *No public comment*

4. Financial Information/Discussion

- A. Financial reports were discussed. Expenses are up from past years due to the movement of the pay periods which affected cash balances. Projected expenses are on par keeping pace with prior years. Revenue is not keeping trend and continues to lag in comparison.

5. District Consultation

- A. Current Interlocal policy is to maintain 10-12% in contingency funds. Fiscal year 2024 came in just at the 10% stated in the agreement. Paraeducator raises in 23-24 reduced the cash reserves. It was decided that for 23-24 there would be no 5th assessment to recoup those funds. Cash reserves continue to remain lower due to the change in pay schedule that began in August 2024. In the past 5-7 years reserves were in the 14-17% range, partially due to ESSER funds. KSDE recommends 15% contingency or 3-4 months worth of expenses in funds. Federal and state funds are not available to TLEC until October yearly. Current contingency percentages will not maintain the level of funds needed to cover expenses until funding is made available. Discussion regarding a plan to increase contingency funds over the next couple of years was discussed.

Currently there are 5 requests for additional paraeducators throughout the coop. A lean budget option was chosen for fiscal year 25. Current staff positions are mostly full, and any additional paraeducator expenses would be an additional 5th assessment.

- B. Thrasher Foundation will be visiting the TLEC office on 10/22/24 to assess the building's foundation and provide a quote.
- C. TLEC and district administration met with Osage County officials on 10/9/24. A renewal for a resolution adopting the Kansas Homeland Security Region J Hazard Mitigation Plan for the term of 2024-2029, of which we have been a participant since 2019 was presented to the BOD for approval.

Motion was made by Jamie Bowman to adopt the Kansas Homeland Security Region J Hazard Mitigation Plan for the term of 2024-2029. Motion was seconded by Ryan Sink and passed unanimously.

6. Superintendents'/Board Member Discussion Items

- A. Staff that works with/in the 454 functional room met on 10/9/24 in Burlingame to discuss the program needs and processes. Dita, Meredith, Jenny, and Alissa presented information pertinent to the functional classroom and how the program is used moving forward. Concerns and needs were discussed. Space is the biggest issue for the program at the moment. Keeping student counts low in this type of environment is another concern. The possibility of further functional rooms throughout the other member districts was discussed. Discussion will continue in future meetings.
- B. The 10/14/24 PD has occurred. Survey results were shared with the BOD. 80% positive feedback has been received.
- C. Business office personnel from member districts and TLEC met to discuss development of a process of payment for shared staff blended overtime rate. Discussion will continue and an update will be provided in November.

8. Executive Session

- A. Matters Relating to Student Matters- Executive Session

-Student Issue

Motion was made by Jamie Bowman and seconded by Jennifer Hamlet to enter executive session with the board and administrators present beginning at 6:51 p.m. for a period of time not to exceed five minutes for the matters relating to student matters. 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 6:56 p.m. in the TLEC boardroom. The meeting returned to open session at 6:56 p.m

- B. Matters Relating to Personnel Matters- Executive Session

-Personnel Changes

-Level II Paraeducator determinations

Motion was made by Jamie Bowman and seconded by Ryan Sink to enter executive session with the board and administrators present beginning at 6:57 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 7:02 p.m. in the TLEC boardroom. The meeting returned to open session at 7:02 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 7:02 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 7:07 p.m. The meeting returned to open session at 7:07 p.m.

C. Matters Relating to Negotiations- Executive Session

-No Issues

D. Action on Items Discussed in Closed Session-

Tanner Black made a motion to separate/remove Corina Russo from the personnel changes list. The motion was seconded by Jennifer Hamlet and passed unanimously.

Jamie Bowman made a motion to approve personnel changes (with noted changes) as presented. The motion was seconded by Tanner Black and passed unanimously.

Jamie Bowman made a motion to employ Corina Russo. The motion was seconded by Tanner Black and failed unanimously.

Adjournment

Jamie Bowman motioned to adjourn the meeting at 7:10 p.m. Motion was seconded by Jennifer Hamlet, and it passed unanimously. The next regular board meeting will be held Monday November 11, 2024 at 6:30 p.m. at the Three Lakes Educational Coop Boardroom.