

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
January 13, 2025**

1. Opening of Meeting

A. Call to Order

Jamie Bowman called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:34 p.m. on Monday January 13, 2025 at the Three Lakes Educational Center conference room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Gerad Fagan (Alternate)
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 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

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

3. Public Comment

- *No public comment*

4. Financial Information/Discussion

- A. The Revenue/Expense comparison was presented. Salary and Insurance expenses are higher than prior years due to the change in pay schedule. Revenue is higher than prior years due to an earlier than previous years draw down of IDEA VI-B funds. Typically these funds were drawn down in January or February. Funds were drawn down early this fiscal year to maintain cash balances. Cash levels are predicted to dip in February. TLEC asked that March local assessments be sent early if possible. Estimations for the expected 5th assessment were shared. The estimate presented does not include any funds towards recoupment of cash reserves. Discussion reminding of the need for Kitchen equipment, Laundry facilities/equipment, along with a padded room at the Frameworks/Next Step facility occurred. Time table options for increasing the cash reserves were discussed. A long term fiscal plan outline was shared and will be referred to for budgeting purposes and capital outlay and future expenditures.

5. District Consultation

- A. A resolution to establish the BOD's 2025 regular meeting dates at the July 2025 meeting, was presented for approval.

Jamie Bowman made a motion to approve the resolution as presented. The motion was seconded by Tanner Black and passed unanimously.

- B. December policy updates were presented and discussed. Policies CD and CGI will be retired. Policies JGFGAA and JGFGBA will be applicable to Next Step/Frameworks students only. All other students will follow policy for the district building they attend.

Jamie Bowman made a motion to approve the December policy changes as presented. The motion was seconded by Jennifer Hamlet and passed unanimously.

6. Superintendents'/Board Member Discussion Items

- A. The Specialized Programs meeting with ADT and Superintendents, is scheduled for January 15, 2025. A presentation will be shared with the BOD at a later date.

- B. Superintendents have relayed that, at this time, only USD 421 will be making up snow days from the week of January 9th.

8. Executive Session

- A. Matters Relating to Student Matters- Executive Session

-No Issues

- B. Matters Relating to Personnel Matters- Executive Session

-Personnel Matter

-Personnel Changes

-Director Evaluation

Motion was made by Jamie Bowman and seconded by Jennifer Hamlet, to enter executive session with the board and administrators present beginning at 7:10 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 6:56 p.m.

Michelle Heiman was excused from the meeting at 6:57 p.m.

Motion was made by Jamie Bowman and seconded by Tanner Black, and passed unanimously to continue the executive session without the director present for an additional five minutes at 6:58 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 7:03 p.m. The meeting returned to open session at 7:03 p.m.

Motion was made by Jamie Bowman and seconded by Tanner Black, and passed unanimously to continue the executive session with the director present for an additional five minutes at 7:05 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 7:10 p.m. The meeting returned to open session at 7:10 p.m.

Motion was made by Jamie Bowman and seconded by Tanner Black, and passed unanimously to continue the executive session with the director present for an additional five minutes at 7:11 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 7:13 p.m. The meeting returned to open session at 7:13 p.m.

C. Matters Relating to Negotiations- Executive Session

-No Issues

D. Action on Items Discussed in Closed Session-

Jamie Bowman made a motion to approve personnel changes as presented. The motion was seconded by Jennifer Hamlet, and passed unanimously.

Jamie Bowman made a motion to extend the director's (Caroline Green) contract by 1 year, through the 2026-27 school year. The motion was seconded by Jennifer Hamlet, and passed unanimously.

Adjournment

Jamie Bowman made a motion to adjourn the meeting at 7:17 p.m. Motion was seconded by Jennifer Hamlet and it passed unanimously. The next regular board meeting will be held Monday February 10, 2025 at 6:30 p.m. at the Three Lakes Educational Coop Boardroom.