

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
May 12, 2025**

1. Opening of Meeting

A. Call to Order

Jamie Bowman called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:31 p.m. on Monday May 12, 2025 at the Three Lakes Educational Center conference room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Jim Lohmeyer
Jennifer Hamlet
Jamie Sowers
Jamie Bowman
Chelsey Masenthin

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 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 items A-D, as presented. Motion was seconded by Chelsey Masenthin and passed unanimously.

3. **Public Comment**

-No public comment

4A. **Financial Information**

- A. Financial reports were presented. FY 2025 Expenses are estimated to come in around 10,300,000 That is marginally above the approved working budget, primarily due to an increase in paraeducator insurance costs and the addition of 3 paraeducator positions in-year but remaining well below the KSDE budget authority. Revenue was not budgeted to match expenses. Budgeted CAT aid was based on the KSDE provided figure of \$30,800 and that estimate has been recently lowered to \$30,500 per 1.0 FTE. FY 2024 ended below the 10% contingency threshold with no 5th assessment. The dip in contingency funds can be attributed to increased paraeducator wages. Paraeducator salary increases have allowed TLEC to become (following January 2024) and remain fully staffed throughout the 24-25 school year. Predicted contingency balance for FY 2025 with no action by member districts is 0.5%. The coop needs to strive for a 10% contingency by the end of July 2025 to sustain operations through October when CAT aid funding is deposited. Options to increase contingency including a proposed 5th assessment, with a larger 1st, and lowered 3 remaining local assessments were presented and discussed. 5th assessments paid in FY 2025 could increase FY 2026 LCM payment amounts. TLEC administration relayed the need to fund the “working budget” fully moving forward.

Currently TLEC has reduced open certified staff positions by 2 for 2025-26, with ongoing review of student needs and teacher caseloads. TLEC Administration reminded that due to the special education funding model, when a teacher is not replaced or cut there is a reduction in expenses but also revenue. A basic overview of the Categorical Aid funding model was provided. The BOD inquired about what certified staff is not directly working with students on a daily basis. That would be the ECSE administrator who coordinates district preschool and handles Pre-K grants and 4 Facilitators who act as mentors, substitute certified teachers in IEP meetings, IEP creation for non certified staff, and are the primary developers and providers for coopwide and new staff PD.

Needs for IEP review to ensure students aren't over serviced were discussed. Facilitators due diligence to ensure students aren't over serviced on IEPs.

BOD members are questioning the creation and costs associated with the Lakeside program @ SAC, due to fiscal limitations. TLEC administration advises that due to staff cuts/transfers, the only savings from not implementing Lakeside @ SAC are the construction costs. Of which we will be out the architect fees regardless. Two students are bound to the Lakeside program by IEP. Destruction of the program would require parent consent to change IEP placement.

BOD members would like another SAC meeting with all superintendents for more discussion. TLEC is scheduled for a budget review meeting with Greenbush on 5/27/25.

Jamie Bowman made a motion to approve the 5th Assessment option A - \$365,000. Motion was seconded by Jennifer Hamlet and passed unanimously. Payments were requested by June 5, 2025.

Ryan Sink left the meeting

The BOD scheduled a special meeting to further discuss this matter on May 21, 2025 at 6:00 p.m. in the TLEC Boardroom.

5. District Consultation

- A. This item was addressed in topic 4A.
- B. 2025-26 Nursing service contracts between TLEC and member districts are available to download on BoardDocs for USD(s) 421,454, and 456, for BOE approval. 2025-26 VI contracts between TLEC and USD(s) 244, 253, and 290 will be sent for BOE approval.
- C. Wayne Wishropp reached out following the last heavy rainfall with drainage concerns. He noted that the seam in the concrete retaining wall was allowing seepage. A large PVC drainage pipe that flows into a culvert south of the retaining wall, is overshooting the culvert entrance in heavy rain. Recently, water from the alley flowed south past the coop then east into the back of his property, flooding his building. TLEC has reached out to Randy Gregory the city works director for guidance and input on addressing the situation in the alley. Wayne would like to add additional PVC pipe to the end of what is currently in place, better directing water into the culvert, and at this time TLEC is investigating what can be done regarding the seam in the retaining wall. The Lyndon City Council meeting is scheduled for 5/19/25. TLEC will follow up with Randy after that date.

The BOD was agreeable to allow Wayne Wishropp to extend the PVC pipe for better drainage into the culvert.

- D. The MV1 (acquired from USD 434 for \$1) vehicle is in need of a headlight. Since this vehicle is no longer in production, parts are scarce and expensive when looking to replace. Furthermore, Chris Burk relays that the current mechanic for USD 454 advises that the MV1 will not pass inspection. For these reasons, TLEC will seek approval to retire the MV1 vehicle at the conclusion of the 2024-25 school year. Next Step caseload predictions show that no immediate replacement is necessary, with possible need in the future. USD 287 reports that they may have a minivan coming available, and will touch base once more is known.

Jamie Bowman made a motion to approve the retirement of the MV1 vehicle at the conclusion of the 2024-25 school year. The motion was seconded by Jennifer Hamlet and passed unanimously.

- E. Creation of a *Long-Term Substitute* and a *Full-time Custodian / Transportation Director* position were discussed. The long term substitute position was decided against. BOD members inquired about custodial needs for 2025-26 and current custodial expenses.
- F. An onsite staff training for Unique Learning Systems will occur in July 2025. This is a curriculum for use with the lowest functioning students. This is a one time cost of \$5250.00.
- G. The Lakeside Special Programs handbook will be brought for approval in June. An updated floor plan and anticipated construction schedule for the SAC building was presented. Lakeside meal preparation and delivery were discussed.
- H. The TLEC 2025-26 Cardiac Plan for Frameworks, Next Step and Lakeside was presented to the BOD for approval. The cardiac plan mirrors the KSDE plan, and will be submitted to KDHE following BOD approval.

Jamie Bowman made a motion to approve the TLEC 2025-26 Cardiac Plan as presented. The motion was seconded by Jamie Sowers and passed unanimously.

- I. The SEKED- HI, Ed Tech, and PDP Toolbox service contracts were presented for BOD approval.

Jamie Bowman made a motion to approve the 2025-26 SEKED forementioned contracts as presented. The motion was seconded by Jennifer Hamlet and passed unanimously.

- J. ESY service information was presented. ESY contracts were presented for BOD approval.

Jamie Bowman made a motion to approve the 2025-26 ESY contracts as presented. The motion was seconded by Jim Lohmeyer and passed unanimously.

6. Superintendents'/Board Member Discussion Items

- A. Each district(s) LOD letter should have come to the superintendents and is available for download from BoardDocs as well. Each district received a "Meets Requirements" determination, which is the highest level of determination.
- B. TLEC plans to demo several eval tools on May 21, 2025.
- C. The recent CACFP audit findings have shown that we cannot continue to procure milk for the Pre-K programs as we have been. Options available are: Entering into vending contracts with participating districts (which would cause a loss of other types of funding for member districts). The second option is for TLEC to remain in the CACFP program and procure milk directly from a wholesaler, and deliver (primarily by Next Step students) to participating districts. The third option would be to end participation in the CACFP grant and pass responsibility of Pre-K snacks and milk to the districts. Currently 4 out of 6 districts are participants in the CACFP program with snacks and milk procured and delivered by Janine Henry or Jordyn Schwinn. USD 421 and 434 do not participate, and USD 456 participates in the program, but procure their own snacks and milk. General opinion superintendents currently using the grant program, would prefer to end CACFP participation and take responsibility for snacks and milk for Pre-K.

9. Executive Session

- A. Matters Relating to Student Matters- Executive Session

-No Student Matters

- B. Matters Relating to Personnel Matters- Executive Session

-Personnel Changes

Motion was made by Jamie Bowman and seconded by Jamie Sowers, to enter executive session with the board and administrators present beginning at 8:35 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 8:45 p.m. in the TLEC boardroom. The meeting returned to open session at 8:45 p.m.

Motion was made by Jamie Bowman and seconded by Jim Lohmeyer and passed unanimously to continue the executive session an additional ten minutes at 8:45 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 8:55 p.m. The meeting returned to open session at 8:55 p.m.

Motion was made by Jamie Bowman and seconded by Chelsey Masenthin and passed unanimously to continue the executive session an additional five minutes at 8:55 p.m. for the purpose of discussing matters relating to personnel. The meeting will return to open session at 9:00 p.m. The meeting returned to open session at 9:00 p.m.

C. Matters Relating to Negotiations- Executive Session

-No Negotiations Matters

D. Action on Items Discussed in Closed Session-

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

Adjournment

Jamie Bowman made a motion to adjourn the meeting at 9:05 p.m. Motion was seconded by Jennifer Hamlet and it passed unanimously. The next regular board meeting will be held Monday May 21st, 2025 at 6:00 p.m. at the Three Lakes Educational Coop Boardroom.