

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS MEETING
JULY 15, 2014**

Call to Order

Lynda Farwell called to order the regular meeting of Three Lakes Educational Cooperative at 6:30 p.m. Tuesday, July 15, 2014. The following individuals were present:

BOARD MEMBERS:

Daniel Arnett
Lynda Farwell
Dana Mentzer
Brandi Shaffer
Scott McCollom

OTHERS:

Dr. Ann Fritz
Laura Hogelin

Ray Lauber was absent. Dr. Kathy Mickelson was in attendance as a visitor.

Election of Board of Directors Officers

Scott McCollom made the motion to nominate Lynda Farwell as Board President for 2014-15. Daniel Arnett seconded the motion. Lynda Farwell was elected board president 4-0. (Abstain – Lynda Farwell)

Lynda Farwell made the motion to nominate Daniel Arnett as Vice-President for 2014-15. Scott McCollom seconded the motion. Daniel Arnett was elected Vice-President 4-0. (Abstain – Daniel Arnett)

Approval of Agenda

The agenda was amended to include two additional new personnel under consent agenda 5.6. Motion was made by Scott McCollom to approve the amended agenda. Motion was seconded by Daniel Arnett and it passed 5-0.

Approval of Consent Agenda

Dana Mentzer made the motion to approve the consent agenda as presented. Motion was seconded by Daniel Arnett and it passed 5-0.

Establish Petty Cash Limit for 2014-15 (\$1500)

Lynda Farwell made the motion to establish the petty cash limit at \$1500 for 2014-15. Motion was seconded by Scott McCollom and it passed 5-0.

Appointments

Motion was made by Lynda Farwell to approve the following appointments:

- a. Clerk – Laura Hogelin
- b. Deputy Clerk – Kathy Tyson
- c. Treasurer – Kathy Tyson
- d. Agent for KPERS – Laura Hogelin & Diane Whiteside
- e. Attorney – Michael Coffman
- f. Truancy Officer – Assistant Director
- g. Coordinator for Homeless Children – Director
- h. Federal Funds – Director
- i. Food Service Program Representative – Director
- j. Hearing Officer for Free & Reduced Meals – Director
- k. Governmental Relations Representative – Dana Mentzer
- l. Freedom of Information Officer – Laura Hogelin
- m. KBI Point of Contact – Laura Hogelin
- n. 504 Coordinator – Assistant Director

Motion was seconded by Brandi Shaffer and it passed 5-0.

Depository for Three Lakes Cooperative funds to remain the First National Bank of Kansas

Motion was made by Scott McCollom and seconded by Brandi Shaffer to approve the First National Bank of Kansas as the depository for TLEC funds for 2014-15. Motion passed 5-0.

Official Newspaper

Motion was made by Scott McCollom and seconded by Brandi Shaffer to approve the Osage County Herald-Chronicle as the official newspaper for 2014-15. Motion passed 5-0.

Authorize treasurer to invest and withdraw idle funds in consultation with the Director

Motion was made by Lynda Farwell and seconded Daniel Arnett to authorize the treasurer to invest and withdraw idle funds in consultation with the Director, Motion passed 5-0.

Authorize the clerk to pay bills prior to Coop board meetings on bills which a discount can be taken or on which a penalty can be avoided if paid before the Coop board meetings

Motion was made by Brandi Shaffer and seconded by Lynda Farwell to authorize the clerk to pay bills prior to Coop board meetings on bills which a discount can be taken or on which a penalty can be avoided if paid before the Coop board meetings. Motion passed 5-0.

Set Coop board meeting times, dates and place (resolution)

Motion was made by Lynda Farwell and seconded by Brandi Shaffer to adopt the following resolution:

RESOLUTION

Pursuant to K.S.A. 72-8205, the Board of Directors of Interlocal #620, Osage County, Kansas, by resolution duly adopted at its regular meeting held on July 15, 2014, established the following meeting schedule for regular Board of Education meetings to be held during the 2013-14 school year:

Hour of commencing the meeting: **6:30 p.m.**

Day of the week the meeting will be held: **Monday**

Week of the month the meeting will be held: **Third**

Meeting Place: **Interlocal office in Lyndon**

If the established date falls on a Sunday, a legal holiday or a holiday specified by the Board of Directors, such regular meeting will be held on the day following, commencing at the same hour as detailed above.

The Board of Directors reserves the right to adjourn any regular meeting to another time and place.

Motion passed 5-0.

Request Waiver of Generally Accepted Accounting Procedures

Motion was made by Brandi Shaffer and seconded by Lynda Farwell to adopt the resolution to waive GAAP as follows:

WHEREAS, the Board of Directors of Three Lakes Educational Cooperative, Interlocal #620, Osage County, Kansas, has determined that the financial statements and financial reports for the 2013-14 school year to be prepared in conformity with the requirements of K.S.A. 1981 Supp. 75-1120a as amended by S.B. 531 enacted by the 1982 Session of the Kansas Legislature are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board, the Interlocal Cooperative; and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of said Interlocal which require financial statements and financial reports to be prepared in conformity with said act of the school year 2014-15.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Three Lakes Educational Cooperative, No. 620, Osage County, Kansas, in regular meeting fully assembled this 15th day of July, 2014, that the said Board requests the Director of Accounts and Reports to waive the requirements of said law as they apply to the Three Lakes Educational Cooperative Interlocal for the school year 2014-15.

BE IT FURTHER RESOLVED, that the said Board shall cause its financial reports of the said Interlocal Cooperative to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the state.

Motion passed 5-0.

Adopt Home Rule Resolution

Motion was made by Brandi Shaffer and seconded by Dana Mentzer to adopt the home rule resolution as follows:

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF DIRECTORS

Mr. President, I move the adoption of the following resolution:

RESOLUTION

WHEREAS, The Board of Directors of Interlocal 620, Osage County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, The Board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools and

WHEREAS, The Board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS The Board acknowledges that the powers granted by law shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, The Board acknowledges that the powers granted by law do not create any responsibility on the part of the Interlocal to assume the duties or responsibilities that are required of another unit of government:

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of Interlocal 620, Osage County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Directors of Interlocal 620, Osage County, Kansas the 15th day of July 2014.

Motion passed 5-0.

Rescind all organizational policy actions made during July 2013 and adopt all amended and current written policies and handbooks for the 2014-15 school year

Motion was made by Dana Mentzer and seconded by Scott McCollom to rescind all organizational policy actions made during July 2013 and adopt all amended and current written policies and handbooks for the 2014-15 school year. Motion passed 5-0.

Reimbursement Rate for Mileage (state rate is .56)

Motion was made by Brandi Shaffer and seconded by Lynda Farwell to approve the reimbursement rate for mileage at the state rate of .56¢. Motion passed 5-0.

(Lynda Farwell left the meeting at 6:50 p.m.)

DISTRICT CONSULTATION

Review of Special Education Services - Informational

Dr. Fritz noted that TLEC received a letter from KSDE regarding the IDEA Fiscal Risk Rubric. TLEC has received a low risk rating determination. This is excellent news and something TLEC staff and the districts should be very proud of.

Plans are to review Special Education laws, funding sources, procedures and services with the board throughout the year. Some of the topics reviewed included:

- Laws specific to special education at both the state and federal level
- The TLEC organizational flow chart
- SPED programs administered by TLEC
- Funding sources (Federal, State and Local)

Over the course of the year, additional topics relating to special education services in general, and TLEC specifically will be covered.

Interlocal Agreement – Review/Changes

Each July superintendents and the board are scheduled to review the Interlocal Agreement. A copy of the agreement was provided to each board member. The Interlocal Agreement will continue to be examined over the course of the year as the board, superintendents, and TLEC administration discuss and determine if changes are warranted.

Special Education Staff in Districts - Informational

A list of the current special education personnel in each district was included in the packets. The list will continue to evolve as we move closer to the start of the new school year.

OT/PT/SLP/Nurse/Administrator Evaluations – Approval

Copies of the new evaluation instruments developed by Greenbush for occupational therapists, physical therapists, speech-language pathologists, nurses and administrators were available for review. Following discussion, motion was made by Daniel Arnett and seconded by Scott McCollom to approve the evaluation instruments as recommended. Motion passed 4-0.

TLEC Documentation of Special Education Policies, Practices and Procedures – Approval

It is a requirement of the state that the board adopts the TLEC Policies, Practices and Procedures document annually. This document will be updated as needed during the course of the year. Motion was made by Daniel Arnett and seconded by Scott McCollom to adopt the TLEC Policies, Practices and Procedures as presented. Motion passed 4-0.

2014-15 Proposed Budget – Handout/Review

Fiscal year 2014 ended with the 10% carryover amount maintained as stated in the Interlocal Agreement. Revenue and expenditures for the 2014-15 proposed budget were reviewed. The final budget should be ready for approval in August after all positions have been filled.

Superintendent/Board Member Discussion Items

Annual Administrators Meeting - SAC

Each year the coop hosts a meeting for administrators to review current SPED practices, programs and law interpretations. Superintendents approved September 24th as the date for the meeting. Elementary principals will meet in the morning and middle and high school principals will meet in the afternoon

Matters Relating to Student Issues – Executive Session

No executive session was held for student issues.

Negotiations – Executive Session

No executive session was held for negotiations.

Personnel – Executive Session

Daniel Arnett made the motion to enter executive session for a period of five minutes beginning at 7:24 p.m. for the purpose of discussing personnel issues related to non-elected personnel. Justification of the executive session is to protect the privacy interests of the individual(s) to be discussed. Motion was seconded by Scott McCollom and it passed 4-0. The meeting returned to open session at 7:29 p.m.

Brandi Shaffer made the motion to approve step and movement on the salary schedule for classified staff, \$1,000 for the Assistant Director, contract for the Director as presented, .25¢ per hour for the Technology Support Specialist and .25¢ per hour for the Board Clerk. Motion was seconded by Daniel Arnett and it passed 4-0.

Adjournment

Motion was made by Brandi Shaffer and seconded by Dana Mentzer to adjourn the meeting at 7:30 p.m. Motion passed 4-0. The next regular board meeting will be held **MONDAY, AUGUST 18, 2014, at 6:30 P.M.** at the Cooperative office in Lyndon.

Laura Hogelin, Clerk

_____ Approved

 X Unapproved 7-15-14