

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS MEETING
JULY 25, 2016**

Call to Order

Dr. Mickelson called to order the regular meeting of Three Lakes Educational Cooperative at 6:30 p.m. Monday, July 25, 2016. The following individuals were present:

BOARD MEMBERS:

Ryan Sink
Cindy Cook
Eric Ratzloff
Randy Boudeman
Brandi Shaffer
Jamie Sowers

OTHERS:

Dr. Kathy Mickelson
Michele Luksa
Dr. Ryan Vaughn
Laura Hogelin

Election of Board of Directors Officers

Cindy Cook made the motion to nominate Randy Boudeman as Board President for 2016-17. Ryan Sink seconded the motion. Randy Boudeman was elected board president 5-1. (Abstain – Randy Boudeman)

Randy Boudeman made the motion to nominate Eric Ratzloff as Vice-President for 2016-17. Brandi Shaffer seconded the motion. Eric Ratzloff was elected Vice-President 5-1. (Abstain – Eric Ratzloff)

Approval of Agenda

Motion was made by Eric Ratzloff to approve the agenda with additions as presented. Motion was seconded by Cindy Cook and it passed 6-0.

Approval of Consent Agenda

Dr. Mickelson reviewed resignations and new personnel with the board.

PDC point approval for movement was noted.

Additions to the payables included in the board packet were explained.

Eric Ratzloff made the motion to approve the consent agenda as presented. Motion was seconded by Cindy Cook and it passed 6-0.

Establish Petty Cash Limit for 2016-17 (\$1500)

Eric Ratzloff made the motion to establish the petty cash limit at \$1500 for 2016-17. Motion was seconded by Cindy Cook and it passed 6-0.

Appointments

Motion was made by Cindy Cook 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 Directors
- 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 – Randy Boudeman
- l. Freedom of Information Officer – Laura Hogelin
- m. KBI Point of Contact – Laura Hogelin
- n. 504 Coordinator – Assistant Directors

Motion was seconded by Jamie Sowers and it passed 6-0.

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

The First National Bank of Kansas will remain the depository for TLEC funds for 2016-17.

Official Newspaper

Motion was made by Ryan Sink and seconded by Jamie Sowers to approve the Osage County Herald-Chronicle as the official newspaper for 2016-17. Motion passed 6-0.

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

Motion was made by Ryan Sink and seconded Jamie Sowers to authorize the treasurer to invest and withdraw idle funds in consultation with the Director, Motion passed 6-0.

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 Cindy Cook and seconded by Jamie Sowers 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 6-0.

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

Motion was made by Brandi Shaffer and seconded by Eric Ratzloff 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 25, 2016, established the following meeting schedule for regular Board of Directors meetings to be held during the 2016-17 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 6-0.

Request Waiver of Generally Accepted Accounting Procedures

Motion was made by Eric Ratzloff and seconded by Cindy Cook 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 2015-16 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 2016-17.

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 25th day of July, 2016, 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 2016-17.

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 6-0.

Adopt Home Rule Resolution

Motion was made by Brandi Shaffer and seconded by Eric Ratzloff 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 25th day of July 2016.

Motion passed 6-0.

Rescind all organizational policy actions made during July 2015 and adopt all amended and current written policies and handbooks for the 2016-17 school year

Motion was made by Eric Ratzloff and seconded by Cindy Cook to rescind all organizational policy actions made during July 2015 and adopt all amended and current written policies and handbooks for the 2016-17 school year. Motion passed 6-0.

Reimbursement Rate for Mileage (state rate is .54)

Motion was made by Cindy Cook and seconded by Ryan Sink to approve the reimbursement rate for mileage at the state rate of .54¢. Motion passed 6-0.

DISTRICT CONSULTATION

Special Education Staff in Districts

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.

Dr. Mickelson noted that TLEC will only need to contract for one Physical Therapist, one Physical Therapist Assistant and one Orientation and Mobility Specialist for the 2016-17 school year.

TLEC Documentation of Special Education Policies, Practices and Procedures

Included in the board packet was a copy of the TLEC Policy, Practices and Procedures. A replacement for page 19 was distributed. It is a requirement of the state that the board adopts the TLEC Policies, Practices and Procedures document annually. A copy is posted on the TLEC website. Motion was made by Ryan Sink and seconded by Eric Ratzloff to adopt the TLEC Policies, Practices and Procedures as presented. Motion passed 6-0.

Teacher Evaluation Instrument

The new Teacher Evaluation Instrument was included in the board packet. This has been tailored specifically for SPED staff evaluations. TLEC administrators will be the primary evaluators with input from building principals and the teacher. In August, the board will review a revised Administrator Evaluation Instrument. Motion was made by Eric Ratzloff and seconded by Cindy Cook to approve the Teacher Evaluation Instrument as presented. Motion passed 6-0.

ESY – I/T Referral Increase

Due to an increase in the number of infant/toddler referrals over the summer, Sarah Skiles, SLP, exceeded her summer contract by three additional days. Brandi Shaffer made the motion, seconded by Jamie Sowers to approve three additional contract days for summer services. Motion passed 6-0.

SHC Contract for PT and PTA

Because TLEC has not been able to employ our own Physical Therapist or Physical Therapist Assistant, it will once again be necessary to contract these services through Supplemental Health Care for the 2016-17 school year. Motion was made by Jamie Sowers and seconded by Cindy Cook to approve the contract with SHC for PT and PTA services for 2016-17. Motion passed 6-0.

SEKESC Contract for O&M Services

Last year, Kansas School for the Blind ceased to provide outreach services therefore, TLEC contracted with SEKESC (Greenbush) for Orientation and Mobility services. TLEC will need to contract with them again for the 2016-17 school year. Motion was made by Jamie Sowers and seconded by Ryan Sink to contract O & M services through Greenbush. Motion passed 6-0.

SPP Indicator 13 – Secondary Transition – Informational

Sixty IEP's were reviewed and all districts were found to be compliant on SPP Indicator 13 – Secondary Transition.

Sale of TLEC West

The sale of TLEC West in Osage City has been finalized. The majority of the furniture and equipment has been moved. The new owners will take possession July 31st.

August Calendar of Trainings

The many trainings scheduled for August were reviewed with the board. Two additional trainings not listed on the calendar will be KSDE/TASN trainings regarding supervision of paraeducators. These are scheduled for August 2nd and 3rd at the Carbondale Attendance Center.

Superintendent/Board Member Discussion Items

Interlocal Agreement – Review/Changes

Each July superintendents and the board are scheduled to review the Interlocal Agreement. No changes to the agreement are warranted at this time.

Annual Administrators Meeting

Each year the coop hosts a meeting for building principals. It was agreed that the meeting will be held on September 21st from 9:00-11:30 a.m. in the TLEC annex. Current special education practices, programs and law interpretations will be reviewed.

ESI Update on Information in Handbooks/Website

Superintendents were reminded to post updated ESI information in their handbooks and on their website.

August SAC Meeting (move location or date)

Because TLEC will be hosting a WebKIDSS training in the annex on August 12th,

superintendents agreed to move the meeting to the Scranton Attendance Center.

Parent Mileage

Transportation responsibilities and issues were discussed and clarified with the superintendents. Transportation services must be provided for SPED students when parents are not able to provide these services.

Internet Liability Insurance

Included in our insurance policies for 2016-17 was coverage for internet liability. A quick poll of the superintendents found that most also pay for this coverage.

Jones Grant Discussion

This was a discussion item for superintendents.

Matters Relating to Student Issues – Executive Session

No executive session was held for student issues.

Negotiations – Executive Session

Motion was made by Eric Ratzloff and seconded by Cindy Cook to enter executive session for a period of ten minutes beginning at 7:25 p.m. for matters relating to employer-employee negotiations. Justification of the executive session is to protect the cooperative's right to the confidentiality of its negotiating position and the public's interest. Motion passed 6-0. The meeting returned to open session at 7:35 p.m. Motion was made by Eric Ratzloff and seconded by Cindy Cook to continue the executive session for an additional five minutes beginning at 7:35 p.m. for matters relating to employer-employee negotiations. Justification of the executive session is to protect the cooperative's right to the confidentiality of its negotiating position and the public's interest. Motion passed 6-0. The meeting returned to open session at 7:40 p.m. Motion was made by Eric Ratzloff and seconded by Cindy Cook to continue the executive session for an additional ten minutes beginning at 7:40 p.m. for matters relating to employer-employee negotiations. Justification of the executive session is to protect the cooperative's right to the confidentiality of its negotiating position and the public's interest. Motion passed 6-0. The meeting returned to open session at 7:50 p.m.

Action Taken:

Motion was made by Jamie Sowers and seconded by Brandi Shaffer to retain BCBS Plan KE3 (option 2) as the TLEC paid health insurance plan for 2016-17. Motion passed 5-1. (Abstain – Eric Ratzloff)

Personnel – Executive Session

No executive session was held for personnel.

Adjournment

Motion was made by Eric Ratzloff and seconded by Cindy Cook to adjourn the meeting at 7:55 p.m. Motion passed 6-0. The next regular board meeting will be held **MONDAY, AUGUST 15, 2016, at 6:30 P.M.** at the Cooperative office in Lyndon.

Laura Hogelin, Clerk

_____ Approved

☒ Unapproved 7-25-16