

**THREE LAKES EDUCATIONAL COOPERATIVE  
BOARD OF EDUCATION MEETING  
October 17, 2016**

**Call To Order**

President, Randy Boudeman called to order the regular board meeting of Three Lakes Educational Cooperative at 6:30 p.m. Monday, October 17, 2016. The following individuals were present:

*BOARD MEMBERS:*

Ryan Sink  
Cindy Cook  
Eric Ratzloff  
Randy Boudeman  
Brandi Shaffer

*OTHERS:*

Dr. Kathy Mickelson  
Michele Luksa  
Dr. Ryan Vaughn  
Laura Hogelin  
Jim Long, Karlin & Long

Jamie Sowers was absent.

**Approval of Agenda**

Motion was made by Eric Ratzloff to approve the agenda with additions. Motion was seconded by Brandi Shaffer and it passed 5-0.

**Approval of Consent Agenda**

Consent agenda items were reviewed. Eric Ratzloff made the motion to approve the consent agenda as follows:

- Approval of Minutes
- Approval of Financial Summary and Treasurer's Report
- Approval of Warrant Register – Payables
- Approval of Resignations
- Approval of Terminations
- Approval of New Personnel
- Approval of Transfers/Decrease in Time/Increase in Time
- Approval of PDC Plans and Points

Motion was seconded by Ryan Sink and it passed 5-0.

**DISTRICT CONSULTATION**

**2015-16 Audit Report – Jim Long, Karlin and Long (Approval)**

Jim Long, Karlin & Long, addressed the board regarding the year end June 30, 2016 audit report. Mr. Long presented a favorable report with no noted violations or exceptions. Motion was made by Eric Ratzloff and seconded by Cindy Cook to approve the 2015-16 audit report as presented. Motion passed 5-0.

(Mr. Long left the meeting at 6:40 p.m.)

### **Out of State Conference Travel (Approval)**

The Tri-State SPED Law Conference will be held November 3<sup>rd</sup> and 4<sup>th</sup> in Omaha. Dr. Mickelson requested that she and both Assistant Director's be allowed to attend this out of state conference. Expenses are paid with TIP grant funds. Motion was made by Ryan Sink and seconded by Cindy Cook to approve out of state travel for administrators to attend the SPED Law Conference. Motion passed 5-0.

### **TLEC Staff and Caseloads in Districts/Buildings (Informational)**

A handout showing TLEC staff in each district was distributed and reviewed. Dr. Mickelson made several notations:

- The number of students on IEP's has increased considerably.
- The Part C (birth-three program) had 20 referrals in August alone.
- Speech services in USD 287 will be provided via teletherapy through Greenbush.
- OT numbers appear high however, two COTA's were employed this year to assist. Also, several students are on consult basis only.
- TLEC will try to replace the certified teacher who is leaving the SFT district at the end of the semester however, if we are not able to secure another teacher, caseloads will be divided between the three teachers currently on staff.

### **Teletherapy Services - Greenbush (Approval)**

Due to the recent departure of the speech pathologist for USD 287 and the inability to secure a replacement, Dr. Mickelson would like to enter into a contract with Greenbush to provide speech services via teletherapy for the remainder of the school year in the West Franklin district. TLEC continues to pursue hiring an SLP however, there is a shortage across the state at the present time. Motion was made by Eric Ratzloff and seconded by Ryan Sink to approve entering into a contract with Greenbush for teletherapy speech services. Motion passed 5-0.

### **Discussion Items**

- Maintenance of Effort - SAC  
The 2015-16 IDEA Maintenance of Effort and Excess Cost report is now open for submission. The deadline to submit this report is Friday, December 2, 2016. These reports will require collaboration between special education and local district budget and administrative staff to complete.

- *District Medicaid Fees and Penalties – SAC*  
TLEC has received a bill from the State of Kansas for overpayment of Medicaid fee for services to the MDCV and Osage City school districts. Until this bill is paid, TLEC will not be able to access our Medicaid funds and we will be required to pay the 6% administrative fee. Dr. Mickelson noted that she would need to submit a reimbursement request to these districts for this expense.
- *Strategic Planning – SAC*  
Dr. Mickelson reminded superintendents of the upcoming Strategic Planning meeting scheduled for November 8<sup>th</sup> at the USD 434 district attendance center in Scranton. The meeting will be held from 8:30-11:30.
- *Wage and Hour Changes – SAC*  
Paraeducators who work for both TLEC and the district will be impacted by changes being made to the wage and hour laws December 1st. This item will remain a topic of discussion with the superintendents.
- *Attendance on Demand (AOD) – SAC*  
Training and testing of the new Attendance on Demand (AOD) paraeducator timecard system will begin next week. Several TLEC office personnel will be visiting classrooms to show staff how to sign in and out. ChromeBooks will be placed in the school office for personnel to use.
- *Crosswinds – SAC*  
USD 456 is considering working with Crosswinds (formerly the Mental Health Center of East Central Kansas) to implement a school based program.
- *Powerschool - SAC*  
Superintendents shared information regarding the use of Powerschool for enrollment.

### **Matters Relating to Student Issues – Executive Session**

There was no executive session held for student issues.

### **Personnel – Executive Session**

There was no executive session held for personnel issues.

### **Negotiations – Executive Session**

- 2016-17 Certified Salary Schedule and Negotiated Agreement
- 2016-17 Classified Salary Schedule

- 2016-17 Technology Facilitator, Board Clerk and IEP Coordinator Salaries
- 2016-17 Administrative Salaries

Motion was made by Brandi Shaffer to enter executive session with administration and board clerk present for a period fifteen minutes beginning at 7:15 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 was seconded by Eric Ratzloff and it passed 5-0. The meeting returned to open session at 7:30 p.m. Motion was made by Brandi Shaffer and seconded by Eric Ratzloff to continue the executive session with administration and board clerk present for an additional ten minutes beginning at 7:30 p.m. Motion passed 5-0. Administrators and board clerk left the executive session at 7:35 p.m. The meeting returned to open session at 7:40 p.m. The following action was taken:

Motion was made by Eric Ratzloff to approve the certified salary schedule and negotiated agreement for 2016-17 contingent upon ratification by certified staff. Motion was seconded by Brandi Shaffer and it passed 5-0.

Motion was made by Eric Ratzloff to approve step and movement for classified staff on the classified salary schedule. Motion was seconded by Brandi Shaffer and it passed 5-0.

Motion was made by Eric Ratzloff to approve a 2% increase for the technology facilitator, board clerk and IEP coordinator. Motion was seconded by Brandi Shaffer and it passed 5-0.

Motion was made by Eric Ratzloff to approve an increase of \$1300 for each administrator. Motion was seconded by Brandi Shaffer and it passed 5-0.

**Adjournment**

Eric Ratzloff made the motion to adjourn the meeting at 7:50 p.m. Motion was seconded by Brandi Shaffer and it passed 5-0. The next regular board meeting will be held **Monday, November 21, 2016, at 6:30 P.M. at the Three Lakes Educational Cooperative office in Lyndon.**

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Laura Hogelin, Board Clerk

\_\_\_\_\_ Approved

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