

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS MEETING
August 13, 2018**

Call to Order

President Jamie Sowers called to order the regular board meeting of Three Lakes Educational Cooperative at 6:30 p.m. Monday, August 13, 2018. The following individuals were present:

BOARD MEMBERS:

Julie Spielman
Mike Pitts
Eric Ratzloff
Randy Boudeman
Pam Masters
Jamie Sowers

OTHERS:

Dr. Kathy Mickelson
Michele Luksa
Laura Hogelin
Blaine Flory
Jim Long, CPA

Approval of Agenda

Motion was made by Eric Ratzloff to approve the amended agenda moving the audit report to the start of the meeting. Motion was seconded by Randy Boudeman and it passed 6-0.

Jim Long – Audit Report

Jim Long, Karlin & Long, addressed the board regarding the year end June 30, 2018 audit report. Mr. Long presented a favorable report with no noted violations or exceptions. Motion was made by Eric Ratzloff and seconded by Randy Boudeman to approve the audit report as presented. Motion passed 6-0.

(Mr. Long left the meeting)

Approval of Consent Agenda

- 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

Personnel changes were reviewed with the board. Motion was made by Randy Boudeman and seconded by Eric Ratzloff to approve the consent agenda. Motion passed 6-0.

Financial Information/Discussion

The board reviewed the cash summary, budget summary of funds, revenue and expenditure reports for month ending July 31. Dr. Mickelson noted TLEC will receive additional Infant/Toddler (Part C) grant dollars this year and more money has been budgeted in the inservice fund to allow for additional training in specific areas of need for staff. Motion was made by Eric Ratzloff and seconded by Mike Pitts to approve the July financial reports. Motion passed 6-0.

DISTRICT CONSULTATION

2018-19 TLEC Budget

The KSDE Interlocal Code 30 budget was reviewed. Dr. Mickelson noted that budgeted categorical aid is not a given but an estimate and the final amount is not known until May each year. The number of staff employed by TLEC throughout the year as well as, the number of SPED staff employed state wide determines the final state funds allotted per FTE. The Medicaid funds each district receives was discussed. Dr. Mickelson will provide more detailed information to the board in September. Pam Masters made the motion to approve the KSDE code 30 budget in the amount of \$8,842,372. Motion was seconded by Jamie Sowers and it passed 6-0.

Motion was made by Eric Ratzloff to approve local assessments as budgeted. Motion was seconded by Randy Boudeman and it passed 6-0.

Dr. Mickelson reviewed unanticipated services/expenditures for July and August. This report will be provided and examined each month.

USD 253 and USD 290 TVI Contracts

USD 253 and USD 290 contract with TLEC to provide TVI (teacher visually impaired) services. TLEC charges \$45 per hour plus mileage. Motion was made by Jamie Sowers and seconded by Randy Boudeman to approve TVI contracts with USD 253 and USD 290 for 2018-19. Motion passed 6-0.

Beginning of Year SPED Services Minutes

The beginning of year SPED services minutes were examined and discussed. This report will be helpful when determining the number of certified and classified staff that are needed. Dr. Mickelson will prepare an updated report for September once new enrollment numbers are

known and in October based upon the September 20th headcount information.

USD 434 – Certified and Classified Substitutes

Although it is not a written policy, the practice has been that districts obtain the substitutes for both regular and SPED staff when needed. Last year USD 434 began contracting with Kelly Services to locate substitutes for all personnel working in their district. It was agreed at the time that TLEC would reimburse USD 434 for the cost of TLEC staff substitutes based upon our rate of pay for substitutes in the other districts. This year it has been requested that TLEC reimburse USD 434 for the total Kelly Service substitute charges. Options discussed were:

- *Continue to use Kelly Services and pay the sub rate plus an additional charge of 35% to Kelly Services*
- *Purchase AESOP – an online absence management program*
- *Hire a staff person(s) to call and arrange subs for teachers and paras*

Investigating the cost to implement the AESOP program and seeking a legal opinion were discussed. Motion was made by Jamie Sowers to table a decision on this matter until the September board meeting. Motion was seconded by Pam Masters and it passed 5-1 (Boudeman/no).

Substitute teacher and paraeducator pay

The current rates paid by both the districts and TLEC for substitute teachers was reviewed. Superintendents had recommended TLEC pay certified teachers the sub rate of the district they are working in. Dr. Mickelson would prefer maintaining a set amount of \$100 per day rather than keeping track of six rates. Pam Masters made the motion to set the TLEC teacher substitute rate at \$100 per day. Motion was seconded by Jamie Sowers and it passed 5-1 (Boudeman/no).

Hearing Impairment/Interpreter Services

A student receiving HI and interpreter services has moved into one of our member districts. TLEC administration explored options for providing services and it is recommended that TLEC enter into a contract with SEKESC to provide Hearing Impaired Services at a rate of \$55 per hour. A copy of the contract was included in the packet. Motion was made by Randy Boudeman and seconded by Pam Masters to approve the contract as presented. Motion passed 6-0.

2018-19 BASES Contract

For many years TLEC has purchased services from Greenbush for BASES (formerly known as Project Stay) services. TIP grant funds pay for this expenditure. BASES services are used as a support for students in their home districts and for training purposes. Motion was made by Eric Ratzloff to approve the 2018-19 BASES contract. Motion was seconded by Mike Pitts and it passed 6-0.

Superintendent/Board Member Discussion Items

Interlocal Agreement Review

The Interlocal Agreement will be reviewed this year. It was agreed that each district will highlight the areas they would like to have considered for revision.

Annual Administrators Meeting – September 26th

Due to a scheduling conflict, the annual Administrators meeting originally scheduled for September 26th was moved to September 27th.

Matters Relating to Student Issues – Executive Session

No executive session was held.

Personnel - Executive Session- As Required

- Extended leave for certified staff member

Jamie Sowers made the motion that the board go into executive session for a period of time not to exceed ten minutes beginning at 8:36 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. The meeting returned to open session at 8:46 p.m.

Jamie Sowers made the motion that the board continue the executive session for a period of time not to exceed ten minutes beginning at 8:46 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. The meeting returned to open session at 8:56 p.m.

Jamie Sowers made the motion that the board continue the executive session for a period of time not to exceed five minutes beginning at 8:56 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. The meeting returned to open session at 9:01 p.m. No action was taken.

Negotiations – Executive Session

No executive session was held. The board approved filing K-PNA010 (request for extension of time) with the Kansas Department of Labor. The board will select a date to meet with teachers at the September board meeting.

Adjournment

Eric Ratzloff made the motion to adjourn the meeting at 9:03 p.m. Motion was seconded by Mike Pitts and it passed 6-0. The next regular board meeting will be held **Monday, September 10, 2018, at 6:30 P.M. at the Three Lakes Educational Cooperative office in Lyndon.**

Laura Hogelin, Clerk

_____ Approved

____X_____ Unapproved 08-13-18