

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF EDUCATION MEETING
October 8, 2018**

1. Opening of Meeting

A. Call to Order

Jamie Sowers called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:30 p.m. on Monday, October 8, 2018 at the Three Lakes Cooperative office in Lyndon.

B. Roll Call

The following individuals were present:

Julie Spielman, Board representative, USD 287
Mike Pitts, Board representative, USD 420
Eric Ratzloff, Board representative, USD 421
Randy Boudeman, Board representative, USD 434
Pam Masters, Board representative, USD 454
Jamie Sowers, Board representative, USD 456
Dr. Kathy Mickelson, Director
Michele Luksa, Assistant Director
Laura Hogelin, Board Clerk
Fonda Spencer, certified teacher, MDCVMS
Ruth Jones, Part C coordinator
Samuel Hendee, certified teacher, CAC
Elizabeth Kendrick-Hendee, certified teacher, WFEW

C. Approval of Agenda

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

2. Consent Agenda

- A. Approval of Minutes
- B. Approval of Financial Summary and Treasurer's Report
- C. Approval of Warrant Register/Payables
- D. Approval of Personnel Changes
- E. Approval of PDC Plans and Points

Personnel changes were reviewed with the board.

The board reviewed the financial summary and treasurer's report.

F. Approval of Consent Agenda

Randy Boudeman made the motion to approve the consent agenda as presented. Motion was seconded by Julie Spielman and it passed 6-0.

3. Financial Information/Discussion

A. Financial Reports

Board members reviewed the three year history report, revenue and expenditures for September, cash summary report and the budget summary of funds. Motion was made by Eric Ratzloff and seconded by Randy Boudeman to approve the financial reports as presented. Motion passed 6-0.

4. District Consultation

A. SPED Services Minutes

SPED services minutes were reviewed and discussed with the board. Dr. Mickelson will prepare this information using the December 1 headcount data when it is available.

The 2018-19 FTE staff in districts by number and percentage data was shared with the board.

B. Proposed policy for Cost-Based Settlement Medicaid Funds

The proposed policy for cost-based Medicaid funds was reviewed and discussed. Randy Boudeman made the motion that beginning with the 2018-19 fiscal year, cost-based Medicaid settlement funds, less a 4% administrative fee, will be submitted by the districts to TLEC. These cost-based settlement and district staff costs Medicaid funds received by TLEC will be set aside in a contingency line and capped at \$250,000. They will be used for projects as approved by the board and superintendents. Any funds over \$250,000 will be placed into the general fund to be used as needed. Motion was seconded by Eric Ratzloff and it passed 6-0.

C. School-Year Paraeducator Hiring - MOU

Dr. Mickelson proposed that member school districts be allowed to hire current TLEC paraeducators during the school year if a suitable

replacement can be hired. A two week notice is necessary to allow for review of applications and scheduling interviews. Motion was made by Eric Ratzloff and seconded by Mike Pitts to approve the Memorandum of Understanding as presented. Motion passed 6-0.

D. Substitutes for TLEC Staff - Options

A report showing the current substitute hiring process for each district was included in the packet. At this time, Dr. Mickelson recommends purchasing the AESOP program which can be used in all districts for SPED staff. It is estimated that the one time initial start-up cost would be approximately \$1500 with an on-going annual cost determined by the number of employees utilizing the system. TLEC would look to implement this program in January. Motion was made by Eric Ratzloff and seconded by Julie Spielman to move forward with the purchase of the AESOP program with the understanding the start-up and on-going annual cost not exceed \$6000. Motion passed 6-0.

E. Frameworks ESI Room Update

The estimated cost to construct two ESI rooms for the Frameworks program is \$4,100. TLEC has advanced one-half of the bid amount to Franks Construction to purchase materials and start on the project.

F. KASB Dual Representation Agreement

TLEC board members signed a letter of consent for KASB to represent both TLEC and SFT as legal counsel.

G. Out of State Travel

Dr. Mickelson requested approval for her and Michele to attend the Tri-State SPED Law Conference in Omaha, Nebraska next month. Randy Boudeman made the motion to approve the out of state travel request as presented. Motion was seconded by Jamie Sowers and it passed 6-0.

5. Superintendent/Board Member Discussion Items

A. USD 434 Departure Process

This item was tabled for now.

B. Overview of SPED Services

Dr. Mickelson offered to meet with new board members to review TLEC SPED services.

C. Interlocal Agreement

Superintendents will begin reviewing this document and addressing changes.

6. Executive Session

A. Matters Relating to Student Issues – Executive Session

- *Student issue*

Motion was made by Jamie Sowers to go into executive session at 7:25 p.m. for a period of time not to exceed ten minutes for the purpose of discussing matters relating to actions adversely or favorably affecting a student(s). The meeting will resume in the board room at 7:35 p.m. Motion was seconded by Eric Ratzloff and it passed 6-0. No action was taken.

B. Personnel - Executive Session

- *2018-19 Classified Salaries*

Motion was made by Jamie Sowers to go into executive session at 7:38 p.m. for a period of time not to exceed ten minutes 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 will return to open session at 7:48 p.m. in the board room. Motion was seconded by Eric Ratzloff and it passed 6-0.

Action taken:

Motion was made by Mike Pitts and seconded by Pam Masters to approve raises in the amount of 50¢ per hour for all classified staff. Motion passed 6-0.

C. Negotiations - Executive Session

- *Update on status of negotiations*
- *Appoint spokesperson*

Motion was made by Jamie Sowers to go into executive session at 7:50 p.m. for a period of time not to exceed ten minutes 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. The meeting will return to open session

at 8:00 p.m. in the board room. Motion was seconded by Randy Boudeman and it passed 6-0.

Motion was made by Jamie Sowers to continue the executive session at 8:00 p.m. for a period of time not to exceed five minutes 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. The meeting will return to open session at 8:05 p.m. in the board room. Motion was seconded by Randy Boudeman and it passed 6-0.

Action taken:

Motion was made by Eric Ratzloff and seconded by Randy Boudeman to appoint Luke Sobba, KASB staff attorney, as spokesperson for the board. Motion passed 6-0.

Adjournment

Eric Ratzloff made the motion to adjourn the meeting at 8:10 p.m. Motion was seconded by Randy Boudeman and it passed 6-0. The next regular board meeting will be held **Monday, November 12, 2018, at 6:30 P.M. at the Three Lakes Educational Cooperative office in Lyndon.**

Laura Hogelin, Board Clerk

_____ Approved

____X_____ Unapproved 10-08-18