

**THREE LAKES EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS MEETING
JULY 13, 2020**

Call to Order

Jamie Sowers called to order the regular meeting of Three Lakes Educational Cooperative at 6:30 p.m. Monday, July 13, 2020. The following individuals were present:

BOARD MEMBERS:

Julie Spielman
Jay Bailey
Eric Ratzloff
Madison Sowers
Brandi Shaffer
Jamie Sowers

OTHERS:

Dr. Kathy Mickelson
Michele Luksa
Laura Hogelin
Dee Wiley
Fonda Spencer

Board member, Brandi Shaffer arrived at 6:37 p.m.

Election of Board of Directors Officers

Eric Ratzloff made the motion to nominate Jamie Sowers as Board President for 2020-21. Julie Spielman seconded the motion. Jamie Sowers was elected board president 5-0.

Jamie Sowers made the motion to nominate Eric Ratzloff as Vice-President for 2020-21. Julie Spielman seconded the motion. Eric Ratzloff was elected Vice-President 5-0.

Approval of Agenda

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

Approval of Consent Agenda

Personnel updates were reviewed by the board. It was noted that TLEC will not fill any vacant para positions until after school starts.

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

Financial Reports

The 3 year history of revenue and expenditures was reviewed. The year- end carryover figures were also reviewed. TLEC was able to maintain the required 10% unencumbered cash balance as outlined in the Interlocal Agreement therefore, no fifth assessment was needed. Revenue sources are expected to be down for FY21 so the potential for keeping the required 10% next year without a fifth assessment seems unlikely at this time. Motion was made by Eric Ratzloff and seconded by Julie Spielman to approve the financial reports as presented. Motion passed 6-0.

Establish Petty Cash Limit for 2020-21 (\$1500)

Eric Ratzloff made the motion to establish the petty cash limit at \$1500 for 2020-21. Motion was seconded by Brandi Shaffer and it passed 6-0.

Appointments

Motion was made by Eric Ratzloff to approve the following appointments:

- a. Clerk – Laura Hogelin/Jenna Wiley
- b. Deputy Clerk – Tracie Hughes
- c. Treasurer – Tracie Hughes
- d. Agent for KPERS – Diane Whiteside/Jenna Wiley
- 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 – Board President
- l. Freedom of Information Officer – Board Clerk
- m. KBI Point of Contact – Board Clerk
- n. 504 Coordinator – Assistant Director

Motion was seconded by Jay Bailey and it passed 6-0.

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

Motion was made by Eric Ratzloff and seconded by Brandi Shaffer to approve The First National Bank of Kansas as the depository for TLEC funds for 2020-21. Motion passed 6-0.

Official Newspaper

Motion was made by Julie Spielman and seconded by Madison Sowers to approve the Osage County Herald-Chronicle as the official newspaper for 2020-21. Motion passed 6-0.

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

Motion was made by Eric Ratzloff and seconded Brandi Shaffer 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 Eric Ratzloff and seconded by Brandi Shaffer 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 Eric Ratzloff and seconded by Julie Spielman 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 13, 2020, established the following meeting schedule for regular Board of Directors meetings to be held during the 2020-21 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: Second

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 Julie Spielman 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 2019-20 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 2020-21.

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 13th day of July, 2020, 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 2020-21.

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 Eric Ratzloff and seconded by Jay Bailey 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 13th day of July 2020.

Motion passed 6-0.

Rescind all organizational policy actions made during July 2019 and adopt all amended and current written policies and handbooks for the 2020-21 school year

Motion was made by Eric Ratzloff and seconded by Brandi Shaffer to table this agenda item until the August meeting. Motion passed 6-0.

Reimbursement Rate for Mileage (state rate is .57.5)

TLEC follows the state mileage reimbursement rate which is currently .57.5 per mile for 2020-21.

Approve Destruction of Records

Motion was made by Eric Ratzloff and seconded by Madison Sowers to approve the following resolution as presented:

RESOLUTION

Be It Resolved That:

The Board of Directors of Three Lakes Educational Cooperative shall authorize the clerk of the board to destroy the following records pursuant to K.S.A. 72-5369 and 72-5370:

Bank Statements & Deposit Slips	2009-10
Payroll Accounting Records	2009-10
Cancelled checks	2009-10
Vouchers and Purchase Orders	2009-10
General Correspondence	2012-13
Expired Insurance policies	2012-13
Time Cards	2012-13
Sick leave reports	2012-13

This is to certify that the above resolution was duly adopted by the Board of Directors of Three Lakes Education Cooperative, Osage County, Kansas, on the 13th day of July, 2020.

Laura Hogelin
Laura Hogelin, Board Clerk

Motion passed 6-0.

DISTRICT CONSULTATION

KASB Policy Updates

Motion was made by Eric Ratzloff and seconded by Madison Sowers to table the review and approval of the KASB recommended policy updates until August. Motion passed 6-0.

Approve TLEC Documentation of Special Education Policies, Practices and Procedures

Included in the board packet was a copy of the TLEC Policy, Practices and Procedures. It is a requirement of the state that the board adopts the TLEC Policies, Practices and Procedures document annually. Motion was made by Eric Ratzloff and seconded by Madison Sowers to adopt the TLEC Policies, Practices and Procedures as presented. Motion passed 6-0.

TVI Contract with USD 253

USD 253 contracts with TLEC to provide TVI (Teacher of the Visual Impaired) services. Julie Spielman made the motion to approve the TVI contract with USD 253 for 2020-21. Motion was seconded by Eric Ratzloff and it passed 6-0.

Resuming "In Person" SPED Services

The best way to provide services to students with high needs continues to be explored.

Typically, Infant/Toddler staff meet with children in their home setting however, TLEC is not planning to allow this practice for the foreseeable future. When talking with the superintendents on Thursday, they agreed to see if they had a room that Infant/Toddler staff could use in each of their districts. Parents would need to bring their child to the school for these services. Some of the "extended school year" services will be conducted "in person" beginning July 17th.

Superintendent/Board Member Discussion Items

TLEC SPED Services Review

Special education laws, funding sources, procedures and services are reviewed annually with new board members. Dr. Mickelson will schedule a time to meet after new members have had the opportunity to review the document. Seasoned board members are also welcome to attend.

BCBS Update

Blue Cross Blue Shield premiums increased approximately 13% for 2020-21. Benefit changes occurred with increased emergency room co-pay amounts and there were some additional changes to prescription drug coverage. To help off-set the increase to premiums, BCBS is allowing a premium holiday for one month this year.

Coordinating Back to School Plans

This agenda item was discussed earlier in the meeting.

Medicaid Cost Settlement

Medicaid cost settlement funds have been received. TLEC will receive approximately \$119,000. Districts agreed these funds are to be used as needed for "special projects". A portion of the funds received last year have gone to classroom remodeling expenses for the Frameworks program. This year we may

need to build walls to replace panels in classrooms at Burlingame.

EXECUTIVE SESSION

Matters Relating to Student Issues – Executive Session

No executive session was held for student issues.

Matters Relating to Personnel Issues – Executive Session

No executive session was held for personnel issues.

Negotiations – Executive Session

- Set first negotiations meeting date/time
- Approve K-PNA 010 (extension of time)

Motion was made by Eric Ratzloff to enter executive session with the board and administrators present at 7:40 p.m. for a period of time not to exceed fifteen 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 7:55 p.m. Motion was seconded by Brandi Shaffer and it passed 6-0. The meeting returned to open session at 7:55 p.m. Motion was made by Eric Ratzloff to continue the executive session with board and administrators present at 7:55 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 8:00 p.m. in the board room. Motion was seconded by Brandi Shaffer and it passed 6-0. The meeting returned to open session at 8:00 p.m.

Action on Items Discussed in Closed Session

No action was taken on executive session items.

Adjournment

Motion was made by Eric Ratzloff and seconded by Julie Spielman to adjourn the meeting at 8:00 p.m. Motion passed 6-0. The next regular board meeting will be held **MONDAY, AUGUST 10, 2020, at 6:30 P.M.** at the Cooperative office in Lyndon.

Laura Hogelin

Laura Hogelin, Clerk

____ Approved

X Unapproved 7-13-20