

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
November 9, 2020**

1. Opening of Meeting

A. Call to Order

Eric Ratzloff called to order the Three Lakes Educational Cooperative Board of Directors meeting at 6:30 p.m. on Monday November 9, 2020 at the TLEC Office (Annex) .

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Julie Spielman
Brent Johnson (Absent)
Eric Ratzloff
Madison Sowers
Brandi Shaffer
Greg McCurdy (Absent)

OTHERS:

Dr. Kathy Mickelson
Michele Luksa
Laura Hogelin
Dee Wiley

C. Approval of Agenda

Eric Ratzloff made the motion to approve the agenda. Motion was seconded by Madison Sowers and passed unanimously.

2. Consent Agenda

- A. Approval of Minutes
- B. Approval of Warrant Register/Payables
- C. Approval of Personnel Changes
- D. Approval of PDC Plans and Points
- E. Approval of Consent Agenda

Warrant/Payables were reviewed. Personnel changes were reviewed. Resignations have slowed down, and at this time there are only a few Paraeducator positions and one Certified Teacher position open. After conversation with administration Roxanne Wendt (Part time SLP at WFEW and MdCVMS/HS) conveyed she would like to rescind her resignation and return as a full time employee at second semester upon some changes to the SLP caseload at those locations. TLEC will continue to use Greenbush for part time contracted teletherapy SLP services until the conclusion of the first semester.

Eric Ratzloff made the motion to approve the consent agenda as presented. Motion was seconded by Julie Spielman and passed unanimously.

3. Financial Information/Discussion

A. Financial Reports were reviewed, revenue and expenditures are both up compared to last year, due to SPARKS and ESSER monies. All local assessments are up to date. Shared staff revenue is up, due to USD 421 contracting more days per month. Expenses are up due to 2020-21 negotiated raises.

4. District Consultation

A. Approval for Dee Wiley to replace Laura Hogelin as a signer on the “Petty Cash” and “General” checking accounts as well as the Safe Deposit Box. Approval for Tracie Hughes to replace Kathy Tyson as a signer on the Safe Deposit Box.

Eric Ratzloff made a motion to approve the replacement of Laura Hogelin on the above accounts and safe deposit box. Motion was seconded by Madison Sowers and passed unanimously.

Eric Ratzloff made a motion to approve the replacement of Kathy Tyson on the Safe Deposit Box. Motion was seconded by Madison Sowers and passed unanimously.

B. TLEC would like to contract services with PBS (BCBA/RBT Services) at USD 454. PBS will evaluate, create a plan, train and support staff, with a gradually decreasing presence in the district. It is possible that PBS may be utilized in other member districts at some point in the future. TLEC will eventually need to explore hiring an in house Autism Specialist, or expect to continue contracted Autism Support.

Eric Ratzloff made a motion to approve entering into a contract with PBS for BCBA/RBT services. The motion was seconded by Julie Spielman and passed unanimously.

C. The Frameworks camera system bid from Kansas Security was reviewed. The cost of \$4855.00 would cover the installation of 8 cameras and a DVR system with 16 camera capability in case more may be needed in the future. There were questions from the BOD about coverage in 2 areas of the building (utility closet area, and the building exterior). Cameras for these areas may be added later if necessary. Expenses will be paid with the Frameworks Building Remodel fund.

D. Due to the uptick of COVID-19 in Osage county and in the member districts the TLEC nurse created a flow chart for use in determining COVID-19 quarantine procedures, absence periods and requirements for returning to work.

Member districts are following a gating measurement for determining if closure of a building is required. Frameworks/ Next Step building has such a small staff that positive results for a staff member or student would necessitate closure for quarantine and cleaning purposes. A hybrid approach was discussed but TLEC will opt for an exclusively remote plan in the event that a closure of the building is necessary. During remote learning periods, a student's home district would be responsible for meals for their FW/ NS students. Pick up of the meal would be the responsibility of the parent/guardian of the student.

TLEC may have paraeducators that will be over the 14 day threshold for pay at the 100% rate as outlined by the DOL. Administration reached out to see what member districts planned to do in this situation. Also discussed the DOL guidance of $\frac{2}{3}$ pay for 80 hours.

E. SPARKS October expenditures are due to the county 11/10/2020. Currently there are about \$8000 SPARKS funds left to be spent by the end of the year.

5. Superintendent/Board Member Discussion Items

A. Field trips for Frameworks/ Next Step students were discussed. TLEC would like to know if member districts would prefer to donate busses for use on a rotating basis, or would prefer contracting bussing services for these situations. At this point none of the member districts are taking field trips and indicated that they feel these programs should not be taking field trips either at this time due to COVID-19 student and staff safety concerns of exposure possibilities. Once it is determined safe to resume field trips superintendents indicated that they would be willing to donate busses for Frameworks/ Next Step use.

B. The EKAN MOU for the Head Start program was signed by the four Superintendents at the SAC meeting, and the remaining two signatures will be sought out soon.

6. Executive Session

A. Matters Relating to Student Issues- Executive Session

No executive session regarding Student Issues.

B. Matters Relating to Personnel Issues- Executive Session

Laura's Letter to BOD, Phase 1 Certified Evaluations-

Motion was made by Eric Ratzloff and seconded by Brandi Shaffer to enter executive session with the board and administrators present beginning at 7:10 p.m. for a period of time not to exceed fifteen minutes for the matters relating to 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 7:25 p.m. in the TLEC Annex. The meeting returned to open session at 7:25 p.m.

Motion was made by Eric Ratzloff and seconded by Brandi Shaffer and passed unanimously to continue the executive session an additional ten minutes at 7:25 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:35 p.m. in the TLEC Annex.

C. Matters Relating to Negotiations- Executive Session

No executive session regarding negotiations.

D. Action on Items Discussed in Closed Session-

No action was taken.

Motion was made by Eric Ratzloff to elect Madison Sowers BOD Vice President. The motion was seconded by Julie Spielman and passed unanimously.

Due to COVID-19 it was decided that Zoom invites would be allowed for members who need to attend a monthly BOD monthly meeting remotely.

Adjournment

Eric Ratzloff motioned to adjourn the meeting at 7:45 p.m. Motion is seconded by Brandi Shaffer, and it passed unanimously. The next regular board meeting will be held Monday, December 14, 2020 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.