

**THREE LAKES EDUCATION COOPERATIVE  
BOARD OF DIRECTORS MEETING  
August 14, 2023**

**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 August 14, 2023 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

**BOARD MEMBERS**

Ryan Sink  
Todd Peterson  
Eric Ratzloff  
Madison Sowers  
Jamie Bowman  
Eric Struttman

**OTHERS:**

Caroline Green  
Michelle Heiman  
Dee Wiley  
Kim Atchison  
Christy Meiers  
Ron Hobert

**2. Consent Agenda**

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

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

**3. Executive Session - Personnel**

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board, administrators, board clerk, Kim Atchison, Christy Meiers, and AFT KS President Ron Hobert present beginning at 6:35 p.m. for a period of time not to exceed ten 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 7:45 p.m. in the TLEC boardroom. The meeting returned to open session at 7:51 p.m.

#### **4 Financial Reports**

The budget expenses are slightly higher than the prior year. Revenue is down slightly. TLEC was still awaiting local assessments from 2 districts at the end of July that have now been received.

#### **5. District Consultation**

- A. 2023-24 BOD Policy Book - KASB has completed the “policy lite” review and the updated BOD policy book was presented for approval.

Eric Ratzloff made a motion to approve/ adopt the updated BOD policy book as presented. Motion was seconded by Todd Peterson and passed unanimously.

- B. 2023-24 TLEC Handbooks (Certified, Classified, Medicaid, and SPED Policies, Practices, and Procedures) have been updated and were presented for approval.

Eric Ratzloff made a motion to approve the 2023-24 handbooks as presented. The motion was seconded by Madison Sowers and passed unanimously.

- C. The 2024 fiscal year budget was presented for approval.

Eric Ratzloff made a motion to approve the FY 2024 KSDE budget as presented. The motion was seconded by Madison Sowers and passed unanimously.

- D. The PreK MOU with USD 434 was presented for approval.

Eric Ratzloff made a motion to approve the PreK MOU with USD 434 as presented. Motion was seconded by Todd Peterson and passed unanimously.

- E. TLEC received bids from 2 financial institutions. Administration recommends a switch from our current bank to Citizens State Bank as our financial institution for FY 2024 and the future.

Eric Ratzloff made a motion to appoint Citizens State Bank as the TLEC financial institution for FY 2024. The motion was seconded by Madison Sowers and passed unanimously.

**6. Superintendent/Board Member Discussion Items**

- A. A MOU with Dr. Gary Morsch for contracted prescription services was presented to the BOD.

**7. Executive Session**

- A. Matters Relating to Student Issues- Executive Session

*Student Issue-*

Eric Ratzloff made a motion to enter executive session with the board and administrators present beginning at 7:25 p.m. for a period of time not to exceed five minutes to discuss matters affecting a student(s). 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 7:30 p.m. in the TLEC boardroom. The meeting will return to open session at 7:30 in the boardroom.

- B. Matters Relating to Personnel Issues- Executive Session

*-Personnel Changes*

*-Assistant Director leave thresholds and payouts*

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board and administrators present beginning at 7:32 p.m. for a period of time not to exceed ten 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 7:42 p.m. in the TLEC boardroom. The meeting returned to open session at 7:42 p.m

Motion was made by Eric Ratzloff and seconded by Madison Sowers and passed unanimously to continue the executive session an additional five minutes at 7:42 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:47 p.m. The meeting returned to open session at 7:47 p.m.

Motion was made by Eric Ratzloff and seconded by Madison Sowers and passed unanimously to continue the executive session an additional five minutes at 7:47 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:52 p.m. The meeting returned to open session at 7:52 p.m.

C. Matters Relating to Negotiations- Executive Session

*No executive session-*

D. Action on Items Discussed in Closed Session-

Eric Ratzloff made a motion to approve the personnel changes as presented. The motion was seconded by Todd Peterson and passed unanimously.

**Adjournment**

Eric Ratzloff motioned to adjourn the meeting at 7:59 p.m. Motion was seconded by Todd Peterson, and it passed unanimously. The next regular board meeting will be held Monday September 11, 2023 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.