

**THREE LAKES EDUCATION COOPERATIVE
BOARD OF DIRECTORS MEETING
October 9, 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 October 9, 2023 at the TLEC Board Room.

B. Roll Call

The following individuals were present:

BOARD MEMBERS

Ryan Sink
Todd Peterson
Eric Ratzloff
Madison Sowers
Melissa Droege (Alternate)
Eric Struttman

OTHERS:

Caroline Green
Michelle Heiman
Dee Wiley

C. Approval of Agenda

Eric Ratzloff made a motion to approve the agenda as presented. 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 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. Financial Reports

- The budget remains stable compared to last year. Cash on hand is slightly higher. Categorical Aid projected Revenue is down from summer estimates. Primarily due to a

decrease in staff as well as licensure issues reducing our ability to claim the full FTE on certified staff.

4. District Consultation

- A. It has been requested that Narcan be available at the Frameworks/Next Step building. A KASB policy was presented that would only be applicable to TLEC controlled buildings. There will be more investigation and discussion with the intent to adopt and implement the Narcan policy and associated forms at the January BOD meeting.
- B. Michelle Heiman will be added as a signer on the TLEC general, and petty cash accounts. This ensures that operations will continue in the event of an unexpected or extended absence.
- C. TLEC presented the survey results sent as the first part of implementing the new TLEC Strategic Plan, and the draft TLEC Strategic Plan was reviewed once more.

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

- D. In continuation of the review of KASB policy forms (see index 1) were presented to the BOD for approval with the expectation that forms would not go into effect until Jan 8, 2023 after the use is added to the applicable handbooks, which will also be approved in January.

Eric Ratzloff made a motion to approve the KASB policy forms with the adoption date of 1/8/2024. The motion was seconded by Madison Sowers and passed unanimously.

- E. TLEC has requested and received a quote from SPEDTrack to add the *Workflow* portion of the program to our package. This will allow for improved and self contained notifications in the completion process within SPEDTrack, as well as allow for additional checks/reviews to be implemented prior to completion. There is a one-time implementation cost of \$750, with prorated cost of \$850 for the remainder of this year. The annual renewal cost for the *Workflow* package for the term of our contract with SPEDTrack shall be \$1700.00.

Eric Ratzloff made a motion to approve the contract with SPEDTrack for the addition of *Workflow* to our current package, for the remainder of our contract with SPEDTrack as presented. The motion was seconded by Todd Peterson and passed unanimously.

5. Superintendent/Board Member Discussion Items

7. Executive Session

A. Matters Relating to Student Issues- Executive Session

- *Student Issue*

B. Matters Relating to Personnel Issues- Executive Session

-*Personnel Changes*

-*WFEW*

-*OAC Retention*

-*HR/Payroll Clerk*

Motion was made by Eric Ratzloff and seconded by Madison Sowers to enter executive session with the board and administrators present beginning at 7:24 p.m. for a period of time not to exceed five 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 7:29 p.m. in the TLEC boardroom. The meeting returned to open session at 7:29 p.m.

Motion was made by Eric Ratzloff and seconded by Ryan Sink and passed unanimously to continue the executive session an additional fifteen minutes at 7:30 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:45 p.m. The meeting returned to open session at 7:45 p.m.

Motion was made by Eric Ratzloff and seconded by Todd Peterson and passed unanimously to continue the executive session an additional ten minutes at 7:45 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 7:55 p.m. The meeting returned to open session at 7:55 p.m.

Motion was made by Eric Ratzloff and seconded by Eric Struttman and passed unanimously to continue the executive session an additional five minutes at 7:56 p.m. for the purpose of discussing matters relating to Personnel. The meeting will return to open session at 8:01 p.m. The meeting returned to open session at 8:01 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 Madison Sowers and passed unanimously.

Eric Ratzloff made a motion to waive the liquidated damages for Scott Adams. The motion was seconded by Madison Sowers and passed unanimously.

Eric Ratzloff made a motion to approve a one-time \$1000 retention payment to Jessica Nicholson at OAC. The motion was seconded by Eric Struttman and passed unanimously.

Adjournment

Eric Ratzloff motioned to adjourn the meeting at 8:10 p.m. Motion was seconded by Melissa Droege, and it passed unanimously. The next regular board meeting will be held Monday November 13, 2023 at 6:30 p.m. at the Three Lakes Education Cooperative office in Lyndon.

Index 1.

TLEC Policy Forms Approved 10-9-23

- ❖ GARI
- ❖ IDAE
- ❖ Request review of a Textbook Instructional Materials or Media Center Materials
- ❖ Testing Integrity-Staff Handbook
- ❖ IIGBA
- ❖ IKDA
- ❖ JCABB
- ❖ JGFG
- ❖ IFCB