

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**January 17, 2024, Regular Board Meeting Minutes**  
**USD 410 Durham – Hillsboro – Lehigh District Office**  
**6:00 p.m.**

**Members Present:**

**Mark Wendt, Chairperson (via phone)**  
**Eric Carlson (via phone)**

**Jan Helmer**  
**Jessey Hiebert (via phone)**

**Member Absent:**

**Brian Simmonds**

**Others Present:**

**Lena Kleiner, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Mark Wendt called the meeting to order at 6:00 p.m.

**2. Election of Officers**

Jessey Hiebert moved to appoint Mark Wendt as Chairperson of the TEEN Board for 2024 and Jan Helmer as Vice Chairperson of the TEEN Board for 2024. Motion seconded by Eric Carlson. Carried 4-0

**3. Approval of Agenda**

Jan Helmer moved to approve the agenda. Motion seconded by Jessey Hiebert. Carried 4-0.

**4. Approval of Board Minutes**

Jessey Hiebert moved to approve the minutes of the December 13, 2024, regular board meeting. Motion seconded by Jan Helmer. Carried 4-0.

**5. Approval of Payment of Bills and Financial Reports**

Jan Helmer moved to approve the payment of bills totaling \$14,325.57 and the January 17, 2024, Income and Expense Reports. Motion seconded by Jessey Hiebert. Carried 4-0.

**6. Business Items**

a. Authorized Signers

Jan Helmer moved to approve the following list of persons as authorized to write checks and conduct other financial functions for TEEN. Motion seconded by Jessey Hiebert.

Motion carried 4-0

Mark Wendt, TEEN Board Chairperson  
Jan Helmer, TEEN Board Vice Chairperson  
Jerry Hinerman, TEEN Clerk of the Board  
Carla Harmon, TEEN Treasurer  
Pati Funk, USD 410 District Office Administrative Assistant

b. TEEN Director Contract

Mark Wendt moved to extend the contract of TEEN Director Lena Kleiner through June 30, 2026. Motion seconded by Jessey Hiebert. Carried 4-0.

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**7. Other/Discussions**

- a. Spring TEEN Online Classes
- b. TEEN Virtual Academy Update
- c. TEEN Mashup

**8. Next Meeting**

**9. Adjournment**

Mark Wendt adjourned the meeting at 6:15 p.m.

Jerry Hinerman, Clerk