



Regular Meeting of the Board of Control  
 Date: Tuesday, December 17, 2013 at 6:30 pm  
 Location: CESA #2 Conference Room  
 Minutes

Committee	Members
Audit	Barbara Fischer, Tina Rossmiller and Jaye Tritz
Personnel	Duane Draeger, Jeff Hanna and Nancy Thompson
Policy	Dean Bowles, Jim Bousman, Jim Wahl and Brett Welhouse
<b>WASB Delegate and Alternate</b>	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order at 6:34 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law and noted that the agenda indicated the Board would be reconvening at Randy's Restaurant following the meeting.	<b>Time:</b> 6:34 pm
2.	<b>Roll Call</b>	Ms. Barlass called the roll.  <b>Present:</b> Bousman, Jim Draeger, Duane Fischer, Barbara Propp, Evelyn – arrived at 7 pm Thompson, Nancy Tritz, Jaye Wahl, Jim  <b>Absent:</b> Bowles, Dean Hanna, Jeff Rossmiller, Tina Welhouse, Brett	

		<p><b>Also present:</b>  Albrecht, Gary  Barlass, Nicole  Barrow, Bill</p>	
3.	<b>Review and Approve Agenda</b>	<p>Ms. Thompson noted the deletion of the termination item from the consent agenda and the additional items from the addendum. Dr. Albrecht noted that the JEDI Governance Board would be reviewing the termination and he would like to wait for their decision. Mr. Wahl made a motion to approve the agenda with the deletion of the termination from the consent agenda and the addition of the new hire and resignation to the consent agenda from the addendum. Mr. Bousman seconded the motion. The motion carried 6:0.</p>	<p><b>Motion:</b> Wahl  <b>Second:</b>  Bousman</p> <p>Motion carried 6:0</p>
4.	<b>Approval of Minutes from Regular Board of Control Meeting on November 12<sup>th</sup>, 2013 meeting</b>	<p>The approval of the minutes from the November 12<sup>th</sup>, 2013 meeting was tabled until the next meeting due to a lack of a quorum of members who had attended the November meeting.</p>	
5.	<b>Audit Committee Report and Payment of bills</b>	<p>Ms. Tritz read the Audit Committee Report, noting that CESA #2 had a balance of \$1,676,681.96 as of October 31<sup>st</sup>, 2013. There were cash receipts of \$1,641,313.51 and there were cash disbursements of \$1,749,781.06, leaving a balance of \$1,568,214.41 as of November 30<sup>th</sup>, 2013. Ms. Tritz made a motion to approve the Audit Committee Report and pay the bills. Mr. Draeger seconded the motion. The motion carried 6:0.</p>	<p><b>Motion:</b> Tritz  <b>Second:</b>  Draeger</p> <p>Motion carried 6:0</p>
6.	<b>Citizen Input</b>	<p>There was no citizen input.</p>	
7.	<b>Reports</b> Agency Administrator Financial Director	<p>Please see attached for the Agency Administrator and Jefferson County Head Start reports.</p>	

	<p>Director of Programs and Operations Jefferson County Head Start</p>	<p>Mr. Barrow explained the rationale behind increasing the threshold in policies 1008 – Fixed Asset Inventories and 1012 Sale or Disposal of Agency Equipment and Materials. He noted that he had been using \$2,000 as the amount items must at least be valued at to add to the inventory and the audit firm recommended changing the policies to better align with that practice and common practice. The audit firm was comfortable with setting the amount at \$5,000. Ms. Tritz noted that the recent update from the IRS on regulations for Tangible Property Repair also uses \$5,000.</p> <p>Ms. Barlass shared her excitement about the work being done with Dr. Susan Leddick. She explained the marketing and branding exercise she, Lisa Stahl, Director of CESA Purchasing; Cynthia Holt, Coordinator of CESA Purchasing; and David Voss went through including the generation of taglines and a new logo. She noted that CESA Purchasing has hired Makin’ Hey to design a new website and Yahara to develop the background software so that users will be able to easily make use of the vendor contracts available. Ms. Barlass noted that the new website will launch on January 22<sup>nd</sup> in conjunction with the WASB Education Convention and shared a mock-up of what the website will look like.</p>	
<p>8.</p>	<p><b>AESA Annual Convention Report</b></p>	<p>Dr. Albrecht shared some of the highlights from the sessions he attended at the AESA Annual Convention entitled “Future Shock: ESAs in a 2.0 World,” including one with Yong Zhao, Presidential Chair of Global Education and Online</p>	

		Learning at the University of Oregon. Mr. Zhao asked “What is a good education?” and noted that the goal should be to help students obtain financial, psychological and social independence. Dr. Albrecht noted that it looks like there will be another year without a reauthorization of the Elementary and Secondary Education Act and that the emphasis at the federal level is on early childhood education.	
9.	<b>CSN Breakfast at the WASB Education Convention</b>	Dr. Albrecht noted that everyone is welcome to attend the CSN Breakfast at the WASB Education Convention which will be held on Wednesday, January 22 <sup>nd</sup> at 8 am.	
10.	<b>Action items (consent agenda):</b>	Mr. Draeger made a motion to approve the consent agenda. Ms. Tritz seconded the motion. The motion carried 6:0.	<b>Motion:</b> Draeger <b>Second:</b> Tritz  Motion carried 6:0
	<b>Approve calendar year contracts</b>	Sara Douglas, Early Intervention Specialist/Service Coordinator, Birth to Three  Rebecca Draeger, Intake Coordinator, Birth to Three  Rubith Garcia, Family Service Coordinator, Birth to Three  Jody Herbert, Early Intervention Specialist/Service Coordinator, Birth to Three  Amy Langer, Family Service Coordinator, Birth to Three  Michele Loerke, Administrative Assistant, Birth to Three  Gretchen Overturf, Early Intervention	

		<p>Specialist/Service Coordinator</p> <p>Theresa Wixom, Interim Coordinator, Birth to Three</p> <p>Christina Cook, Computer Lab Aide/Job Coach, VOA</p> <p>Carmen Fetting, Program Assistant, VOA</p> <p>Tami Griffin, Co-Coordinator/Computer Lab/ITS Program Manager, VOA</p> <p>Kathy Holman, Employment Training Specialist, VOA</p> <p>Gregory King, Employment Training Specialist, VOA</p> <p>Jennifer Pelz, Co-Coordinator/Employment Training Specialist, VOA</p> <p>Tammie Sheridan, Job Coach/Aide, VOA</p>	
	FMLA	<p>Greg King, Employment Training Specialist, VOA, tentatively effective from December 2, 2013 through January 25, 2014</p>	
	New Hire	<p>Doug Coons, Instructor, Driver Education</p> <p>Heather Harris, Learning Coach, JEDI</p> <p>Angel Vander Steeg, Technology Support, JEDI</p>	
	Resignations	<p>Rita Michels, Teacher, Randall School District</p> <p>Jessica Morris, Job Coach, VOA</p> <p>Stephanie O’Leary, Job Coach, VOA</p>	

		<p>Alice Olson, Instructor, Driver Education</p> <p>Andria Olson, Job Coach, VOA</p> <p>Nancy Wolff, Bookkeeper, UGSEC</p>	
11.	<b>First Reading – revision to Policy 1008 – Fixed Asset Inventories</b>	The Board recommended that the policy be placed on the January 14 <sup>th</sup> , 2014 agenda for a second reading.	
12.	<b>First Reading – revision to Policy 1012 – Sale or Disposal of Agency Equipment and Materials</b>	The Board recommended that the policy be placed on the January 14 <sup>th</sup> , 2014 agenda for a second reading.	
13.	<b>2012-2013 Audit Report</b>	<p>Mr. Barrow presented the 2012-2013 Audit Report. The audit firm, Schenck SC, felt that the staff participated well and quickly provided the necessary materials. It was a very clean audit with no items written up. The financials are in good shape. Mr. Barrow noted that while our assets had gone down to pay off the unfunded WRS liability, our liabilities had decreased proportionately. There were three items noted in the management letter – the need to establish controls over cash receipts, improve controls over credit cards, and deposits in transit at year end. Mr. Barrow noted that the auditors recommended someone other than the accounts receivable person, Ms. Lori Alwin, open the checks to prevent errors and decrease the risk of undetected misappropriation. Ms. Barlass could open the checks and then, give them to Ms. Alwin. Mr. Barrow noted that we will need to make note of any times when policies about the credit cards are not followed and contact the person involved. Mr. Barrow stated that in the future, cash and checks received in the following fiscal year will need</p>	

		to be recorded as accounts receivable instead of cash.	
14.	<b>Dousman Transportation Contract for 2013-2014 - WSEA</b>	<p>Ms. Fischer made a motion to approve the contract between CESA #2 and Dousman Transport Co., Ltd to transport students in WSEA. Mr. Draeger seconded the motion. The motion carried 7:0.</p> <p>Costs were increased by 1.75% from the 2012-2013 school year. Costs for 2013-2014 will be \$1.44/mile, \$24.79/hour with a minimum of 40 miles and 2.75 hours for any single route. There will also be a \$24.79 per hour fee for a bus aide where necessary. There will be a \$13.52 handling charge per student, except when an aide is available it will be reduced to \$6.76.</p>	<p><b>Motion:</b> Fischer <b>Second:</b> Draeger</p> <p>Motion carried 7:0</p>
15.	<b>New Hire – Jefferson County Head Start</b>	<p>Ms. Tritz made a motion to approve the hiring of Kallie Davy, Substitute. Mr. Bousman seconded the motion. The motion carried 7:0.</p>	<p><b>Motion:</b> Tritz <b>Second:</b> Bousman</p> <p>Motion carried 7:0</p>
16.	<b>New Hire – Jefferson County Head Start</b>	<p>Ms. Fischer made a motion to approve the hiring of Travis Rice, LTE, 4K Teacher. Mr. Wahl seconded the motion. The motion carried 7:0.</p>	<p><b>Motion:</b> Fischer <b>Second:</b> Wahl</p> <p>Motion carried 7:0</p>
17.	<b>Family Engagement Coordinator Position Description – Jefferson County Head Start</b>	<p>Ms. Thompson noted that the Head Start Policy Council had approved the updated position description, but the Board must approve it as well. Ms. Fischer made a motion to approve the updated Family Engagement Coordinator position description. Mr. Draeger seconded the motion. The motion carried 7:0.</p>	<p><b>Motion:</b> Fischer <b>Second:</b> Draeger</p> <p>Motion carried 7:0</p>

18.	<b>Contract with Voss &amp; Associates/Discussion</b>	<p>Dr. Albrecht explained that the contract would be for marketing, branding and implementation for CESA #2. Mr. Bousman made a motion to approve the proposed 12 month contract for \$5,000 per month from January 2014-December 2014 to create and implement the marketing plan. Ms. Tritz seconded the motion. The motion carried 7:0.</p> <p>Includes 50% share of workshop revenue and 25% share of Be There and communication audit revenue.</p>	<p><b>Motion:</b> Bousman <b>Second:</b> Tritz</p> <p>Motion carried 7:0</p>
19.	<b>Cracker Barrel</b>	<p>Mr. Wahl noted that he will not be able to attend the January 14<sup>th</sup>, 2013 meeting. Ms. Thompson noted that cracker barrel could be continued at the restaurant.</p>	
20.	<b>Adjourn</b>	<p>Mr. Draeger made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 7:0.</p>	<p><b>Motion:</b> Draeger <b>Second:</b> Bousman <b>Time:</b> 7:17 pm</p> <p>Motion carried 7:0</p>

**The Board reconvened at Randy's Restaurant, 841 E Milwaukee Street, Whitewater, WI 53190 from approximately 7:30 pm - 9 pm for their annual holiday dinner.**