



Regular Meeting of the Board of Control
 Date: Tuesday, May 21st, 2013
 Immediately following the Reorganization Meeting of the Board of Control
 Location: CESA #2 Conference Room
 Minutes

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 9:18 pm. As noted by Dr. Albrecht at the Reorganization meeting, the meeting is in compliance with the Open Meeting Law.	Time: 9:18 pm
2.	Roll Call	<p>Present: Bousman, Jim Draeger, Duane Fisher, Barb Hanna, Jeff Rossmiller, Tina Thompson, Nancy Tritz, Jaye Welhouse, Brett</p> <p>Absent: Bowles, Dean</p> <p>Also present: Albrecht, Gary Barlass, Nicole Barrow, Bill Elger, Tracy Smet, Peter</p>	
3.	Review and Approve Agenda	Ms. Barlass noted two corrections to the agenda in the consent agenda (item 9). Debra Hassmann's name should be removed from the item Issuance of Letters of Intent & Contract Renewals 2013-2014 because Ms. Hassmann has submitted her resignation. Jim Wilhelm's name should be moved to the Resignation item. Ms. Tritz made a motion to approve the	Motion: Tritz Second: Hanna Motion carried 8:0

		agenda with the two corrections. Mr. Hanna seconded the motion. The motion carried 8:0.	
4.	Approval of Minutes from April 16th, 2013 meeting	Mr. Draeger made a motion to approve the minutes from the April 16 th , 2013 meeting as written. Ms. Rossmiller seconded the motion. The motion carried 7:0, with Ms. Fischer abstaining.	Motion: Draeger Second: Rossmiller Motion carried 7:0, with Fischer abstaining
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller noted that CESA #2 had a balance of \$1,404,195.97 as of March 31 st , 2013, there were cash receipts of \$1,836,595.34, there were cash disbursements of \$1,297,268.14, leaving a balance of \$1,943,523.17 as of April 30, 2013. Ms. Rossmiller made a motion to accept the report and pay the bills. Ms. Tritz seconded the motion. The motion carried 8:0.	Motion: Rossmiller Second: Tritz Motion carried 8:0
6.	Citizen Input	There was no citizen input.	
7.	Reports Agency Administrator Financial Director Director of Special Education Director of Programs and Operations Director of Jefferson County Head Start	See attached for all reports.	
8.	Presentations/Discussions	There were no presentations or discussions.	
9.	Action items (consent agenda):	Mr. Hanna made a motion to approve the consent agenda with the noted changes. Ms. Tritz seconded the motion. The motion carried 8:0.	Motion: Hanna Second: Tritz Motion carried 8:0
	Issuance of Letters of Intent & Contract Renewals 2013-2014	Debra Bilau, Teacher of the Blind and Visually Impaired Michael Brooks, Teacher-Rock Cty Juvenile Detention Center Diane Conrad, Teacher of the Deaf and Hard of Hearing Sandra Cook, Social Worker, Union Grove Laura Dietz, Speech/Language Therapist, Westosha Mary Dunham, OHI teacher, Westosha Kristin Fields, PT, Union Grove Jill Gulan, Speech/Language Pathologist, Union Grove Lynn Guy, OT, Union Grove	

		<p>Mary Haase, OT, Union Grove Sally Hagemann, Support Teacher, Union Grove Karen Hand, Speech/Language Therapist, Westosha Carol Harry, EC Special Education Teacher, Union Grove Debra Hassmann, Speech/Language Therapist, Westosha Carolyn Heifner, Social Worker, Union Grove Erin Hense, Specially Designed PE Teacher, Union Grove Donna Howell, Early Childhood Teacher, Union Grove Donna Jarmuskiewicz, OT/PT, Westosha Kathleen Johnson, Teacher-Rock Cty Juvenile Detention Center Kelly Koble, OT, Westosha Heather Kozlowski, School Psychologist, Union Grove Sheri LaDow, School Psychologist, Union Grove Michael Lauritsen, Specially Designed PE Teacher, Westosha Melinda Mazurek, Physical Therapist, Westosha Mary McBurney, Speech/Language Pathologist, Westosha Rita Michels, 4K Teacher, Randall Wayne Redenius - Teacher-Rock Cty Juvenile Detention Center Kathryn Robers, OT/PT, Westosha Lea Ann Ross, Teacher of the Deaf and Hard of Hearing Jessica Schaewe, EC Special Education Teacher, Westosha Lisa Scholzen, OT, Westosha Angie Shaw, Teacher of the Deaf and Hard of Hearing Stacey Sibiliski, OT/PT, Westosha MariAnne Squires, Speech Pathologist, Union Grove Nancy Sterling, Teacher of the Blind and Visually Impaired Patricia Sullivan, Speech/Language Therapist, Westosha Linda Townsend-Christ, Speech Pathologist, Union Grove Briel Vanderwerff, Title I Math Teacher, Randall Susan Whooley, Teacher of the Deaf and Hard of Hearing</p>	
	Change in position	Promote Cynthia Holt to Cooperative Purchasing Coordinator, 80% FTE, salary of \$41,600.00, effective May 1, 2013.	
	Decrease in time	<p>Sandy Cook, School Social Worker, UGSEC, decrease from 100% FTE to 80% FTE for the 2013-2014 school year.</p> <p>Heather Kozlowski, School Psychologist, UGSEC, decrease from 100% FTE to 80% FTE for the 2013-2014 school year.</p>	
	FMLA	Mary Haase, Occupational Therapist, Union Grove Special Education Consortium, effective May 22, 2013 through September 12, 2013 (note 16 week period but will occur over summer break).	
	Increase in Pay	Rachel Smith, Accounting Associate, Whitewater Office, from \$13.53 to \$14.18 per hour, an increase of \$0.65 because of increased responsibility as backup for Payroll.	
	New Hires	Karen Connell, Online Coordinator, Driver Education, part-time, \$8,000.00 per year.	

		<p>Austin Koeshall, Substitute - Special Education Aide, WSEA, as needed.</p> <p>Dawn Shelbourn, Professional Resource Center and Assistive Technology Learning Center Consultant, for 2013-2014, 80% FTE, \$43,607.00 per year.</p>	
	Resignation	<p>Debra L. Hassman, Speech/Language Pathologist, WSEA, effective June 30, 2013.</p> <p>Donna Kollwelter, Drivers Ed instructor, effective June 30, 2013.</p>	
	Retirement	<p>Miles Turner, WASDA Executive Director, effective June 30, 2013.</p> <p>Jim Wilhelm, School Psychologist, effective June 30, 2013.</p>	
10.	Agency Administrator contract - 2013-2015	<p>Dr. Albrecht outlined the contents of the Agency Administrator contract. Dr. Albrecht noted that the Board may want to consider rewording or removing the liquidated damages clause based on the feedback from Mr. Jim Ruhly, the Board's attorney, on Policy 3140 - Breach of Contract. Mr. Draeger made a motion to approve the Agency Administrator contract for 2013-2015 as presented. Mr. Bousman seconded the motion. The motion carried 8:0.</p>	<p>Motion: Draeger Second: Bousman Motion carried 8:0</p>
11.	Jefferson County Head Start - FMLA	<p>Mr. Hanna made a motion to approve the FMLA request of Rebecca Brown, Teacher, tentatively effective September 3, 2013 through November 25, 2013. Ms. Tritz seconded the motion. The motion carried 8:0.</p>	<p>Motion: Hanna Second: Tritz Motion carried 8:0</p>
12.	Jefferson County Head Start - New Hires	<p>Ms. Tritz made a motion to approve the hiring of Jo Ann Adams, Substitute Bus Monitor and Daisy Camarena, Substitute Bus Monitor. Mr. Draeger seconded the motion. The motion carried 8:0.</p>	<p>Motion: Tritz Second: Draeger Motion carried 8:0</p>
13.	Jefferson County Head Start - Retirement	<p>Mr. Hanna made a motion to approve the retirement of Mary Degner, Program Record</p>	<p>Motion: Hanna</p>

		Keeping Monitoring Specialist, effective July 5, 2013. Ms. Rossmiller seconded the motion. The motion carried 8:0.	Second: Rossmiller Motion carried 8:0
14.	Jefferson County Head Start - Sequestration Impact Approach Plan	Mr. Draeger made a motion to approve the Sequestration Impact Approach Plan. Ms. Tritz seconded the motion. The motion carried 8:0.	Motion: Draeger Second: Tritz
15.	Jefferson County Head Start - Jefferson County Policy Council By-laws	Mr. Hanna made a motion to approve the Jefferson County Policy Council By-laws. Two additions were made: 1. Clause added under Vacancy on page 3 to read "If the resignation results in creating an officer opening that office will be filled at the next regular Policy Council meeting." 2. Clause added under Wisconsin Head Start Association Members on page 5 to read "4. The Wisconsin Head Start Association representative will serve as a member of the Executive Committee." Mr. Draeger seconded the motion. The motion carried 8:0.	Motion: Hanna Second: Draeger Motion carried 8:0
16.	First Reading - change to Policy 3440	Mr. Barrow explained the need to have an itemized receipt when items are reviewed by the auditors to ensure that any state or federal grant money is not used for unauthorized items like alcohol. Add the word itemized in regards to the type of receipts that must be submitted.	
17.	Second Reading - Employee Acknowledgement for 2013-2014 Employee Handbook and Policy 3140 - Breach of Contract	Mr. Hanna made a motion to approve the suggested revisions from Mr. Ruhly. Mr. Draeger seconded the motion. The motion carried 8:0.	Motion: Hanna Second: Draeger Motion carried 8:0
18.	Visioning and Redesign of Service Delivery Model	Dr. Albrecht explained Dr. Susan Leddick's experience working with agencies like CESA#2 in other states and her role in shaping the CESA Statewide Network. Ms. Rossmiller made a motion to approve funds of up to \$5000.00 for planning and proposal work for CESA #2 visioning and redesign of service delivery model work with Dr. Leddick. Ms. Fischer seconded the motion. The motion carried 8:0.	Motion: Rossmiller Second: Fischer Motion carried 8:0
19.	190 day calendar, PAC meeting	Ms. Thompson noted some changes to the	Motion:

	calendar, Staff meeting calendar and monthly BOC activities for 2013-2014.	monthly BOC activities calendar. She noted that the orientation for new Board members should be in June, that the WASB delegate should be decided on in May, and that the planning for recognition of outgoing Board members should occur in March. She also noted that additional changes can be made as the calendar is still in draft form. Ms. Barlass noted that the October meeting date for the Professional Advisory Committee (PAC) was changed to October 3 rd , 2013. Ms. Tritz made a motion to approve the calendars for 2013-2014 with the noted corrections. Mr. Hanna seconded the motion. The motion carried 8:0.	Tritz Second: Hanna Motion carried 8:0.
20.	Communications/Marketing Proposal	Dr. Albrecht outlined the proposal from David Voss for communications/marketing for CESA #2 and communication boot camp, multimedia toolkit for Common Core and Teacher Evaluation and <i>Be There</i> - a parent involvement campaign for school districts. Proposal is an investment by CESA #2 of \$5,000 per month over an eight month period for a total of \$40,000 with the total investment to be recovered over the eight months. Ms. Tritz made a motion to approve the proposal. Mr. Draeger seconded the motion. The motion carried 8:0.	
21.	Cracker Barrel		
22.	Adjourn	Mr. Hanna made a motion to adjourn the meeting. Mr. Draeger seconded the motion. The motion carried 8:0. The meeting adjourned at 10:29 pm.	Motion: Hanna Second: Draeger Motion carried 8:0 Time: 10:29 pm