



Regular Meeting of the Board of Control
 Date: Tuesday, August 19th, 2014
 Location: CESA 2 Conference Room 111
 Minutes

Committee	Members
Audit	Jerry Landmark, Tina Rossmiller (chair), Jaye Tritz, and Jim Wahl
Personnel	Ron Buchanan, Tom Bush, Jeff Hanna and Nancy Thompson (chair)
Policy	Jim Bousman, Barbara Fischer (chair), and Evelyn Propp
WASB Delegate and Alternate	Jeff Hanna and Barbara Fischer

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:13 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:13 pm
2.	Roll Call	<p>Ms. Barlass called the roll.</p> <p>Present: Ron Buchanan Tom Bush Barbara Fischer Jerry Landmark Evelyn Propp Tina Rossmiller Nancy Thompson Jim Wahl</p> <p>Absent: Jim Bousman Jeff Hanna Jaye Tritz</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow</p>	

3.	Review and Approve Agenda	Ms. Thompson noted that there would be no action taken on item number 10, Approval of Master Revenue Share Agreement between CESA Purchasing and TCPN (The Cooperative Purchasing Network), because the details of the agreement have not yet been finalized. She noted that there may be a teleconference to approve the agreement if things progress further, otherwise, the item will be reviewed at the September Board of Control meeting. Ms. Thompson noted the additional items on the addendum. Mr. Buchanan made a motion to approve the agenda with no action being taken for item number 10 and with the addition of the items on the addendum. Mr. Wahl seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Wahl Motion carried 8:0
4.	Approval of Minutes from the Regular Board of Control meeting on July 15th, 2014 meeting	Ms. Thompson asked if anyone noted any changes needed to the minutes from the July 15, 2014 Board of Control meeting. No changes were noted. Mr. Landmark made a motion to approve the minutes as presented. Ms. Propp seconded the motion. The motion carried 5:0, with three members abstaining due to their absence: Mr. Landmark, Ms. Rossmiller and Mr. Wahl.	Motion: Landmark Second: Propp Motion carried 5:0, with 3 abstentions
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted that the balance as of June 30, 2014 was \$1,108,068.51. There were cash receipts of \$1,905,984.85 and cash disbursements of \$1,208,941.59, leaving a balance of \$2,317,010.10 as of July 31, 2014. Ms. Rossmiller made a motion to approve the report and pay the bills. Ms. Fischer seconded the motion. The motion carried 8:0.	Motion: Rossmiller Second: Fischer Motion carried 8:0
6.	Citizen Input	There was no citizen input	
7.	Reports	Please see the attached Agency	

<p>Agency Administrator Financial Director Director of Resources Jefferson County Head Start</p>	<p>Administrator report.</p> <p>Financial Director: Mr. Barrow noted that the financial audit has been scheduled for the week of September 22, 2014 with Schenck. He noted that Liberty Mutual came this week to perform the audit of the workman's compensation and payroll calculations. The estimates were 10% higher than the actual, which means CESA 2 will receive a credit to be applied towards the current year's insurance costs. Ms. Fischer asked if the audit was done in person or if documents were sent to Liberty Mutual. Mr. Barrow explained that the audit was done in person and praised Candy Vanderlip, Accounts Payable, and Sharon Nelson, Payroll Manager, for keeping such good records that the audit took only an hour although two hours were set aside for it. Mr. Barrow also reviewed the article he had shared written by Woody Wiedenhoeft, Executive Director of the Wisconsin Association of School Business Officials, regarding fund balances. A discussion was held regarding fund balances. Mr. Wahl noted that Brodhead tries to maintain a fund balance of 18%. Ms. Rossmiller noted that Evansville has a policy that its fund balance must be at 15% by 2020.</p> <p>Director of Resources: Ms. Barlass thanked Ms. Fischer for taking the minutes for the July meeting in her absence. She noted that the AESA Leadership Conference she attended with Tracy Elger was the best conference she had ever attended and noted that there were a number of ideas that she and Ms. Elger have brought back. One idea is to provide professional development</p>	
--	---	--

		<p>to the staff around business practices to increase staff understanding. Ms. Barlass noted that the tools provided by Paul Gould of MAYA, a design firm, were very useful and it was helpful to be able to practice using them. She also noted that she and Ms. Elger were able to work with CESA 6 during the conference. Ms. Barlass noted that the hiring process is continuing and she is hopeful that all four the newly created Center Leader positions will be filled by the end of September. She noted that CESA 2 is attempting to assist a few schools with hiring some hard to fill positions and there are still some openings at some of the satellite offices that need to be filled. Ms. Barlass also noted that some of her responsibilities are being shifted to other staff members and she expressed her appreciation to work with staff who are so willing to help each other out. The other staff members have been very gracious and supportive during the transition process. Dr. Albrecht noted that Ms. Barlass will continue to work with the Board and Ms. Barlass expressed her interest in doing so. She also noted that work has begun with staff members and Dale Harkness, Managed Services Director at KC Computers (the IT company CESA 2 uses) on an RFP for a Customer Resource Management tool. A meeting was held in August to discuss a first draft of the RFP and another meeting will be held in September to determine the work flows that it is hoped the CRM can assist in automating. The plan is to have a solution in place by January 2015.</p> <p>Dr. Albrecht noted that the Center Leaders and Platform Directors would attend the September Board of Control meeting and that if the Board</p>	
--	--	---	--

		was interested, a meet and greet session could be held. The Board expressed interest in doing so.	
8.	Discussion	<p>Board Orientation – Do new Board members need additional orientation regarding CESA 2 programs and operations? A discussion was held regarding additional orientation and no items were noted that the new members felt they need additional information on.</p> <p>Ms. Fischer noted that she would have found it useful to have a copy of the Board of Control/Administration Projects/Agenda Items by Month at the beginning of her term as a Board of Control member. Dr. Albrecht suggested that the calendar could be shared at the annual delegate convention and it was agreed that would be helpful. No additions or changes were noted that needed to be made to the calendar at this time.</p>	
9.	Action items (consent agenda):	Ms. Fischer made a motion to approve the consent agenda. Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Second:
	Employment Contracts 2014-2015	<p>Paula Dabel, Transition Consultant, 50 days</p> <p>Tracy Elger, Director of Programs and Services (50% FTE)/Director of Special Education for Palmyra-Eagle School District (50% FTE)</p> <p>Susan Peterman, CESA Purchasing – Nutrition Specialist, 130 days (50% FTE – full year)</p> <p>Lisa Van Dyke, Administrative Assistant, Transition Improvement Grant</p>	
	FMLA	Karen Hand, Speech and Language Therapist, tentatively effective	

		<p>September 2, 2014 through December 19, 2014.</p> <p>Greg King, Employment Training Specialist, tentatively effective August 22, 2014 through September 23, 2014.</p>	
	Increases in time	<p>Beth Larimer, Educational Audiologist, increase to 205 day contract for 2014-2015 school year</p> <p>Lea Ann Ross, Teacher of the Deaf and Hard of Hearing, increase from 80% FTE to 100% FTE for 2014-2015 school year</p> <p>Angie Shaw, Teacher of the Deaf and Hard of Hearing, increase from 80% FTE to 100% FTE for 2014-2015 school year</p> <p>Patti Utech Smith, Educational Audiologist, increase to 205 day contract for 2014-2015 school year</p> <p>Sue Whooley, Teacher of the Deaf and Hard of Hearing, increase from 60% FTE to 75% FTE for 2014-2015 school year</p>	
	New Hire	Karen Russell, Early Childhood Program Support Teacher, 2014-2015	
	Partial Lay-off	Karen Hand, Speech and Language Therapist, Westosha Special Education Consortium, from 100% to 80% FTE for the 2014-2015 school year	
	Resignations	<p>Megan Arney, Speech Therapist, Union Grove Special Education Consortium (accepted position but did not begin employment)</p> <p>Laura Dietz, Speech and Language Pathologist, Westosha Special Education Consortium, effective July 17, 2014</p>	

		Erin Henze, Specially Designed Physical Education Teacher, effective July 17, 2014	
10.	<p>Approval of Master Revenue Share Agreement between CESA Purchasing and TCPN (The Cooperative Purchasing Network)</p>	<p>Dr. Albrecht reviewed the details of the potential agreement between CESA 2 and the TCPN, which assists Region 4 ESC, a regional service agency in Harris County, Texas, near Houston. The agreement will allow CESA 2 to work with the TCPN on cooperative ventures. The initial interest is to access a fuel card that will be offered to Wisconsin school districts through CESA Purchasing that will result in discounts for vehicle fuel. Dr. Albrecht noted that there was discussion about ways in which school districts could access fuel cards and purchase fuel in bulk and they found that TCPN had already put a program in place that might be workable in Wisconsin. Jim Ruhly, CESA 2's legal counsel, has been reviewing this agreement, however, there are a few more changes that need to be made. Ms. Propp asked if there are other states using the program. Dr. Albrecht noted that he thought there were, but he was only aware of the Texas program. Mr. Bush asked if a district outsources its busing would it still be eligible to participate in the program. Dr. Albrecht thought they would be. Mr. Buchanan asked how the issue of sales tax was handled since districts are tax exempt and sales tax is generally included in the price of fuel. Ms. Fischer noted that typically part of the sales tax is taken off after documentation is provided indicating tax exempt status. Mr. Barrow confirmed this and he noted that periodic audits are done for reasonableness when employees are issued fuel cards. Ms. Propp asked how soon after an agreement was put</p>	

		<p>in place could a district start accessing the fuel card. Dr. Albrecht noted that districts will have to complete an application and that he anticipated that information on how to apply would be available 4-6 weeks after the agreement is signed. It was noted that if the details of the agreement are finalized, a teleconference may be scheduled to review the agreement; otherwise, the agreement will be reviewed at the September Board of Control meeting.</p>	
11.	<p>Approval of Lease for Driver Education Office Space between CESA 2 and Sunrise Office Properties, Spring Green, WI</p>	<p>Since assuming the duties for coordinating the CESA 2 Driver Education program several years ago, Kurt Schultz, Coordinator and Wendy Schultz, Assistant, have operated out of their home. Over the past several weeks, Dr. Albrecht has been working with Mr. Schultz and Sunrise Properties of Spring Green to negotiate a three year lease in an office building in the downtown area of Spring Green for \$1,300.00 per month for 1,754 square feet of office space. Water and sewer are included and CESA 2 will purchase insurance for contents and liability, and will cover operating expenses. The Board wondered whether the cost of leasing a space was factored into the budget for the Driver Education program. Dr. Albrecht noted that it and the proposed increase in pay for online teachers were both included in the 2014-2015 budget. Mr. Buchanan asked if CESA 2 had paid for utilities while the office has been located in Mr. Schultz's home. Dr. Albrecht noted that CESA 2 had not paid for utilities. Mr. Buchanan made a motion to approve the lease agreement. Ms. Fischer seconded the motion. The motion carried 8:0.</p>	<p>Motion: Buchanan Second: Fischer</p> <p>Motion carried 8:0</p>
12.	<p>Determination of Board member</p>	<p>Mr. Bush has expressed interest in</p>	

	attendees at the AESA Conference in San Diego, CA – December 3 – 6, 2014	attending. Dr. Albrecht noted that some staff members will also likely attend.	
13.	Consideration of Salary Increase for Driver Education Online Teachers	Dr. Albrecht noted that the Driver Education program provides classroom instruction, behind the wheel instruction and online classes. He noted that the program is projecting that 866 students will participate in the online classes during 2014-2015. Mr. Wahl made a motion to approve the salary increase for Driver Education Online Teachers from \$34 per student to \$40 per student. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Wahl Second: Bush Motion carried 8:0
14	Promotion of Cynthia Holt to Co-Coordinator of CESA Purchasing and corresponding salary increase	Dr. Albrecht noted that Ms. Holt will act as the Co-Coordinator of CESA Purchasing, along with Lisa Stahl. Ms. Stahl will focus on the Nutrition component of the program. Mr. Buchanan made a motion to approve the promotion of Cynthia Holt to Co-Coordinator and provided a corresponding salary increase retroactive to July 1, 2014. Ms. Fischer seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Fischer Motion carried 8:0
15.	Westosha Special Education Alliance Housing Contracts for 2014-2015	Mr. Landmark made a motion to approve the housing contracts for the Westosha Special Education Alliance with Salem School District (amounts are for the year and there was no increase from the 2013-2014 housing contracts): Salem – Early Childhood Special Ed classroom - \$4,500.00 Salem - WSEA office - \$18,000.00 Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Landmark Second: Buchanan Motion carried 8:0
16.	Second Reading – CESA 2 Employee Handbook: Policy 3420 – Benefits	Ms. Fischer made a motion to approve the change to Policy 3420: Benefits in the Employee Handbook to increase the eligibility requirement	Motion: Fischer Second: Buchanan

		to be eligible for the CESA 2 health insurance to 75% FTE or 30 hours per week to align with the Affordable Health Care Act (see specific policy revision). Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion carried 8:0
17.	Second Reading – CESA 2 Employee Handbook: Policy 3420.01 – Medical/Dental Insurance	Ms. Fischer made a motion to approve the change to Policy 3420.01 in the Employee Handbook to increase the eligibility requirement to be eligible for the CESA 2 health insurance to 75% FTE or 30 hours per week to align with the Affordable Health Care Act (see specific policy revision). Mr. Landmark seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Landmark Motion carried 8:0
18.	Jefferson County Head Start – Change in Status	Mr. Wahl made a motion to approve the change in status of Kellie Nelson, Teacher – from Limited Term Employee to Employee, 2014-2015. Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Wahl Second: Buchanan Motion carried 8:0
19.	Jefferson County Head Start – One Year Contract 2014-2015	Ms. Fischer made a motion to approve a one year contract for Maria Schmitt, Teacher. Mr. Landmark seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Landmark Motion carried 8:0
20.	Jefferson County Head Start – New Hire	Ms. Fischer made a motion to approve the hiring of Carrie Eggert, Assistant Teacher, Limited Term Employee, 2014-2015. Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Buchanan Motion carried 8:0
21.	Jefferson County Head Start – Re-hire	Ms. Fischer made a motion to approve the re-hiring of Cristina Becker, Bilingual Services Worker, 2014-2015. Mr. Landmark seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Landmark Motion carried 8:0

22.	Jefferson County Head Start – Resignations	Mr. Buchanan made a motion to accept the resignations of Tina Guido, Family Advocate and Amber Wolfe, Teacher. Mr. Wahl seconded the motion. The motion carried 8:0.	Motion: Buchanan Second: Wahl Motion carried 8:0
23.	Jefferson County Head Start – Community Assessment Update 2013-2014	Ms. Fischer made a motion to approve the Jefferson County Head Start – Community Assessment Update for 2013-2014. Mr. Buchanan seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Buchanan Motion carried 8:0
24.	Cracker Barrel	Ms. Fischer noted that Elkhorn is planning to remodel and has selected three possible contractors to review. She also noted that Elkhorn is putting its Russian exchange program on hold. Mr. Wahl asked if the other districts have paid off there WRS debt. Most noted that they had done so. Mr. Wahl noted that Brodhead has about \$250,000.00 left to pay off and plans to be debt free by 2016-2017. He also noted that the district is looking to replace the high school track. Mr. Bush asked if other districts are experiencing a greater number of late resignations and noted that Deerfield is considering increase the amount assessed for liquidated damages at a graduated amount based on when the resignation is received. Others noted that their districts are also seeing more late resignations. Ms. Thompson noted that Waterloo lost an administrator late this year. Mr. Landmark noted that New Glarus has also experienced a number of late registrations and has issued some staff members one year only contracts that stipulate that the district will continue to look to fill the positions and that the staff members will have the opportunity to reapply for the positions after the year is	

		over. Ms. Fischer noted that Elkhorn has also made some personnel adjustments and used one year contracts.	
25.	Adjourn	Ms. Fischer made a motion to adjourn the meeting. Mr. Buchanan seconded the motion. The motion carried 8:0. The meeting adjourned at 8:39 pm.	Motion: Fischer Second: Buchanan Time: 8:39 pm Motion carried 8:0

August 19th, 2014

CESA2 BOARD OF CONTROL ADMINISTRATOR'S REPORT

Gary L. Albrecht

We wish our best to Jim Bousman in his recovery!

1. I have presentations scheduled with the following school boards: Albany, Monticello, Deerfield, Marshall, Belleville, Mount Horeb, and Brodhead.
2. The CESA administrators held a teleconference meeting last week to discuss the Educator Effectiveness contract with the Department. There were concerns expressed primarily about the "monitoring" provisions. Several of the provisions were modified accordingly.
3. I will be attending a meeting of the Wilmot area superintendents on the morning of August 21st and a luncheon of Walworth superintendents the same day. The Wilmot group is in Joe Heinzelman's area and the Walworth in Trisha Spende's region. Wayne Anderson has volunteered to head up the Walworth group. Wayne is the superintendent of the Williams Bay District.
4. Cooperative purchasing is hiring a consultant on a 130 day contract to support the nutrition part of the program.
5. I have met with six out of the seven liaisons to talk about job descriptions and the upcoming year.
6. Last Wednesday, I met with employees from the Westosha Consortium to share policy details and other beginning-of-the-year information. Following, I met with Cyndi Tomich, Director of the Union Grove Area SPED Consortium and Union Grove Elementary School Superintendent Brenda Stevens.
7. The first PAC meeting of the year will take place on Thursday, September 11th. Agenda items will include networking discussion with a focus on "*Recruiting and Retaining Teachers in a Free Agency Market*" (This has been a prevalent topic in liaison meetings with superintendents); Healthcare Reform Update (Al Jaeger and an attorney); Educator Effectiveness Implementation (Leslie & Ron). A session specific to the EE (state) model for principals and superintendents will follow the meeting.
8. At the request of a few superintendents, I am working on a legal update format with Kirk Strang for three PAC meetings this year with an optional lunch follow-up session.
9. I have been working with Driver Education Coordinator Kurt Schultz on a lease agreement for a new office in Spring Green, WI. This will be on the August 14th BOC agenda.
10. Cynthia Holt will be the co-coordinator of CESA Purchasing. Lisa Stahl's primary responsibility will be nutrition. I am also working with CESA Purchasing staff on a cooperative agreement with TCPN, Houston, Texas, that will facilitate a fuel card discount offering to school districts in Wisconsin.
11. Several staff have been working with me to finalize itinerant employee contracts as school district requests continue to arrive at our office.
12. Nicole and Tracy will be conducting first-round interview for RSN on Friday.
13. I am completing a run in the orchestra pit this weekend of the musical "Gypsy" presented by the Oregon Straw Hat Players.