



Regular Meeting of the Board of Control
 Date: Tuesday, December 16th, 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
WASB CESA Board Members Breakfast	Jim Bousman, Tom Bush, Barbara Fischer, Tina Rossmiller and Nancy Thompson

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 6:32 pm
2.	Roll Call	<p>Ms. Barlass called the roll.</p> <p>Present: Jim Bousman Ron Buchanan Tom Bush Barbara Fischer Tina Rossmiller Nancy Thompson Jaye Tritz</p> <p>Absent: Jeff Hanna Jerry Landmark Evelyn Propp Jim Wahl</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass</p>	

		Bill Barrow	
3.	Review and Approve Agenda	Ms. Thompson noted an addition to the regular agenda and to the consent agenda on the addendum. Ms. Barlass noted that one of the employees is no longer requesting FMLA. Ms. Thompson asked if there were any items anyone wanted moved from the consent agenda to the regular agenda. No requests were made. Ms. Fischer made a motion to approve the agenda with the addition of the addendum items and the deletion of the FMLA request for Carlene Chavez. Ms. Tritz seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Tritz Motion carried 7:0
4.	Approval of Minutes from the Regular Board of Control meeting on November 11th, 2014	Ms. Thompson asked if there were any changes needed to the minutes. No changes were noted. Mr. Bush made a motion to approve the minutes as presented. Mr. Bousman seconded the motion. Ms. Fischer abstained. The motion carried 6:0.	Motion: Bush Second: Bousman Motion carried 6:0, with Fischer abstaining
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted that the balance was \$1,995,521.12 as of October 31, 2014. There were cash receipts of \$1,160,420.67 and cash disbursements of \$1,166,670.59, leaving a balance of \$1,989,271.20 as of November 30, 2014. Ms. Rossmiller made a motion to approve the report and pay the bills. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Buchanan Motion carried 7:0
6.	Citizen Input	There was no citizen input.	
7.	Reports Agency Administrator Financial Director Director of Resources Jefferson County Head Start	Please see the attached reports from the Agency Administrator and Jefferson County Head Start. Financial Director: Mr. Barrow reviewed the audit report for 2013-2014. He noted the one significant	

		<p>deficiency found in regards to capital asset additions in regards to the recording of four vehicles and noted that steps have already been taken to rectify it.</p> <p>Director of Resources: Ms. Barlass noted that Solve360 has been purchased as the customer relationship management system and data has begun to be entered. A few employees are testing the system and Ms. Barlass is preparing training for all staff to be held in January. She also noted that the staff is reading <i>Little Bets</i> as a book study for professional development and that a productive discussion was held on Monday. She has been working with Scott Johnson, Fort Atkinson School Board, on communications for the legislative meetings. Head Start has also posted a couple of positions.</p>	
8.	Action items (consent agenda):	Ms. Fischer made a motion to approve the items in the consent agenda. Ms. Tritz seconded the motion. The motion carried 7:0.	<p>Motion: Fischer Second: Tritz</p> <p>Motion carried 7:0</p>
	Approve calendar year contracts	<p>Sara Douglas, Early Intervention Specialist/Service Coordinator – Birth to Three</p> <p>Rebecca Draeger, Intake Coordinator – Birth to Three</p> <p>Rubith Garcia, Family Service Coordinator – Birth to Three</p> <p>Jody Herbert, Early Intervention Specialist/Service Coordinator – Birth to Three</p> <p>Amy Langer, Family Service Coordinator – Birth to Three</p>	

		<p>Gretchen Overturf, Early Intervention Specialist/Service Coordinator – Birth to Three</p> <p>Nicole Lyons, Administrative Assistant – Birth to Three</p> <p>Theresa Wixom, Birth to Three Program Coordinator – Birth to Three</p> <p>Christina Cook, Computer Lab Aide/Job Coach – Vocational Opportunities and Assistance</p> <p>Carmen Fetting, Program Assistant – Vocational Opportunities and Assistance</p> <p>Tami Griffin, Co-Coordinator/Computer Lab/ITS Program Manager – Vocational Opportunities and Assistance</p> <p>Kathy Holman, Employment Training Specialist – Vocational Opportunities and Assistance</p> <p>Jennifer Pelz, Co-Coordinator/Employment Training Specialist – Vocational Opportunities and Assistance</p> <p>Tammie Sheridan, Job Coach/Aide – Vocational Opportunities and Assistance</p>	
	FMLA	<p>Sandy Bluemel, Paraprofessional, Union Grove Special Education Alliance, tentatively from September 9 through December 9, 2014</p> <p>Karen Hand, Speech/Language Therapist, Westosha Special Education Alliance, tentatively from January 5, 2015 through April 27, 2015</p>	
	New Hires	Brenna Davidson, Speech/Language	

		<p>Pathology Aide, 80% FTE, Westosha Special Education Alliance</p> <p>Michael Esslinger, Instructor, Driver Education</p> <p>Julie R. Haack, Learning Coach, JEDI</p> <p>Wendy Plehn, Teacher of Record, JEDI</p> <p>Hollie Senzig, Teacher of Record, JEDI</p>	
	Resignation	Katie Lubke, Developmental Screener, Rock County Birth to Three	
9.	Liquidated Damages	Mr. Buchanan made a motion to approve the waiver of liquidated damages for Kevin Anderson and retain Mr. Anderson as a Curriculum Consultant for up to 14 days from January 1 st through June 30 th , 2015. Mr. Bousman seconded the motion. The motion carried 7:0.	<p>Motion: Buchanan</p> <p>Second: Bousman</p> <p>Motion carried 7:0</p>
10.	Audit Report	Mr. Bousman made a motion to accept the audit report for 2013-2014 performed by Schenck, LLC. Ms. Fischer seconded the motion. The motion carried 7:0.	<p>Motion: Bousman</p> <p>Second: Fischer</p> <p>Motion carried 7:0</p>
11.	First Reading – Policy 3420.01 – Medical/Dental Insurance	Ms. Barlass noted the suggested language as recommended by Sharon Nelson regarding the open enrollment period. It was agreed that this language should be added. The Board recommended that the policy be placed on the January 13, 2015 agenda for a second reading.	
12.	First Reading – Policy 815 – Board Member Code of Ethics and Conflict of Interest	Ms. Fischer noted that she felt the \$100.00 threshold for gifts was too high. Ms. Tritz suggested using the \$30.00 threshold permitted by the IRS for gifts. It was agreed that this made sense and the policy should be changed to reflect that. No other changes were recommended. The	

		Board recommended that the policy be placed on the January 13, 2015 agenda for a second reading.	
13.	Jefferson County Head Start – New Hire	Ms. Tritz made a motion to approve the hiring of Caylee Cottrell, LTE, full-time Teacher. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Tritz Second: Buchanan Motion carried 7:0
14.	Jefferson County Head Start – Increase in Time	Ms. Fischer made a motion to approve the increase in time for Dawn Jankowski, Secretary, from 30 to 32 hours per week and Cristina Becker, Bilingual Family Worker, from 26 to 30 hours per week. Ms. Rossmiller seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Rossmiller Motion carried 7:0
15.	Jefferson County Head Start – Federal Grant	Ms. Tritz and the Board recognized the efforts of Mary Anne Wieland, Director of Head Start for all of her work on the grant. Ms. Tritz made a motion to approve the acceptance of the Head Start federal grant in the amount of \$1,064,003.00 for the period of January 1 through December 31, 2015. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Tritz Second: Buchanan Motion carried 7:0
15.	Cracker Barrel		
16.	Adjourn	Mr. Buchanan made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 7:0. The meeting adjourned at 7:16 pm.	Motion: Buchanan Second: Bousman Time: 7:16 pm

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.

December 16th, 2014

CESA 2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. Bill Barrow, Tracy Elger, Tom Bush and I recently attended the national Association of Educational Service Agencies Conference in San Diego last week. We will have a report for you at the January meeting.
2. This week I presented at the Williams Bay and Linn Jt 4 school board meetings. Next week I will be traveling to Genoa City and Raymond.
3. Our staff will be participating in a Holiday gathering at the Fireside on Friday, December 19th.
4. A meeting of Jefferson County superintendents, board members, and representatives from two legislative offices attended a meeting to discuss educational/legislative issues. The group decided to meet again in Jefferson on Monday, January 19th. Nancy Thompson, Nicole Barlass, Ron Dayton, and I attended the meeting.
5. Two years ago CESA 2 facilitated a reorganization of the Birth to Three leadership/staffing in Janesville following Rock County's notification of RFPs for the service we had been providing for years. Our service includes the support and education components for Birth-3 families. Recently, I was contacted to submit a proposal to the County for therapy services for the same program as the provided may be discontinuing their service to the County in January 2015. TLC Director Terri Wixom has completed all of groundwork and staff at CESA 2 have met with her to provide feedback for her proposal. We will be finding out within the next couple of week whether or not CESA 2 will have the option of entering into a contract with the County.
6. I received a call from DPI RSN (Regional Service Network Director) Barb Van Haren. Barb offered CESA 2 the opportunity to offer high-cost Braille equipment for the state School For the Visually Impaired (Janesville) through our Professional Resource (lending) library. The contract with the Department will be for approximately \$175,000.
7. Transition to the HSA health insurance plan continues to progress smoothly thanks mostly to the efforts of CESA 2 Payroll person Sharon Nelson. All employees who are expected to enroll for the HAS have completed the application process (we are waiting on 5 employee waivers) and a majority have completed the online application for an HSA account. Implementation date is January 1st.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control and Head Start Policy Council
December 15th & 16th, 2014

Directors Report – Mary Anne Wieland

Federal Update:

As of today's date: December 12th, 2014, no word has been received on the status of the 2015 Refunding Grant Application. It is the hope that by the Board of Control meeting, December 16th, 2014; an announcement of funds received will be made.

FY15 APPROPRIATIONS RELEASED

Last night, House and Senate Appropriators unveiled a \$1.1 trillion spending package that is a combination of all but one of the Fiscal Year 2015 (FY15) appropriations bills rolled into an omnibus for the remainder for FY15, plus a continuing resolution (CR) funding the Department of Homeland Security through February 2015. The FY15 appropriations package, dubbed the "Cromnibus," would provide new funding for all government agencies and programs, except the Department of Homeland Security, and is designed to gain bipartisan support and avert both a government shut down or another continuing resolution, as was seen in FY 2014. The current CR runs through tomorrow (December 11, 2014).

The deal is a victory for appropriators, who have insisted that spending caps set under the 2013 budget agreement would allow them to move most of the annual measures for FY15. The Homeland Security stopgap portion is an effort by Republican leaders to force a showdown with the White House on immigration in the new Congress, when Republicans will control both chambers of Congress.

The Cromnibus will move as HR 83, a previously considered piece of energy legislation. By using a previously considered bill, House and Senate leadership is trying to overcome Senate procedural hurdles so that measure could be cleared as early as Friday. Regardless, with the current stopgap funding expiring on tomorrow, the House will likely pass a two- or three-day CR to guarantee there is no shutdown before the Senate takes action and sends the "Cromnibus" to the President.

For domestic agencies, flat funding is the norm, with some spending tradeoffs made to build political support. For example, the bill's education programs are almost level funded at \$70.5 billion, only \$100 million less than last year. Democrats, however, will be pleased with level funding of \$8.5 billion for Head Start and \$22.5 billion for Pell grants, an amount that would raise the maximum grant award by \$100 to \$5,830. Overall, Appropriators said the entire Labor-HHS-Education section of the spending bill would contain \$156.8 billion in discretionary money, roughly the same level enacted last year. The title is always among the most contentious of the annual spending bills because of the wide reach of the programs under its jurisdiction and has become even more of a lightning rod since passage of the health care overhaul in 2010.

Additionally, the bill would provide \$100 million, a \$1.6 million increase, for the Office of Civil Rights, which is responsible for investigating Title IX complaints of inappropriate campus response to sexual violence. Moreover, the Student Aid Administration received a \$230 million increase from last year to \$1.4 billion with part of that funding going to increased enforcement and data collection under the Clery Act. The

Committee commended the Education Department for its emphasis on campus sexual assault prevention. The Defense Department, however, would see its base budget rise \$3.3 billion over current funding to \$490.2 billion, an amount still \$500 million less than what was requested by the Pentagon.

Of note in the Cromnibus:

- National Institutes of Health received \$30.1 billion, which is \$150 million more than FY14.
- National Science Foundation received \$7.34 billion, which is \$172.3 million above the 2014 enacted level. NSF's MREFC received \$200.8 million.
- The Department of Education was cut by \$166 million overall. Pell grants, however, received a net increase for ED of \$137 million increasing the maximum award to \$5,830. Federal Work Study received an increase of \$15 million. The Student Aid Administration received an increase of \$230.924 million. Race to the Top was eliminated.

- National Aeronautics and Space Administration (NASA) received \$18.01 billion for which is \$363.7 million more than the 2014 enacted level.
- National Oceanic and Atmospheric Administration (NOAA) received \$5.4 billion, which is \$126.4 million more than the 2014 enacted level. Big winners at NOAA were Weather, which received \$90.8M, which is \$9.6M above the FY14 enacted level. Climate accounts remained relatively level with previous funding. Sea Grant received level funding of \$62 million. NOAA Cooperative Labs and Institutes received \$60 million, which is level funding. The bill provides \$60 for Climate Competitive Research, Sustained Observations and Regional Information, the same as the FY14; \$38M for Regional Climate Data and Information; \$8.5M for Integrated Ocean Acidification, which is \$1.5M above the FY14 enacted level; \$41.3 for Sustained ocean observations and monitoring, which is comparable to the FY14 enacted level
- National Weather Service operations received \$954.2 million for, which is \$526,000 above the 2014 enacted level.
- The US Geological Survey received \$5 million in additional funding Early Earthquake Warning funding on the Pacific Coast.
- The Department of Defense's S&T programs generally enjoyed increases in funding (6.1: \$2.279 billion (+\$112 million over FY14); 6.2: \$4.605 billion (-\$38 million below FY14); 6.3: \$5.530 billion (\$155 million above FY14)
- The House is expected to pass the measure on Thursday and send to the Senate. The Senate is expected to pass it Thursday or Friday. The President is expected to sign it into law Friday.
- Federal Relations will continue to update information on the Cromnibus as it move through the Congress and becomes law.

18 STATES AWARDED NEW PRESCHOOL DEVELOPMENT GRANTS TO INCREASE ACCESS TO HIGH-QUALITY PRESCHOOL PROGRAMS

DECEMBER 10, 2014

U.S. Secretary of Education Arne Duncan and Health and Human Services Secretary Sylvia Burwell announced today that 18 states have been awarded grants, totaling more than \$226 million, under the Preschool Development Grants program.

From the 36 applications the departments received, five states will be awarded development grants: Alabama, Arizona, Hawaii, Montana and Nevada. Thirteen will receive expansion grants: Arkansas, Connecticut, Illinois, Louisiana, Maine, Maryland, Massachusetts, New Jersey, New York, Rhode Island, Tennessee, Vermont and Virginia.

"Expanding access to high-quality preschool is critically important to ensure the success of our children in school and beyond," said Secretary Duncan. "The states that have received new Preschool Development Grants will serve as models for expanding preschool to all 4-year-olds from low- and moderate-income families. These states are demonstrating a strong commitment to building and enhancing early learning systems, closing equity gaps and expanding opportunity so that more children in America can fulfill their greatest potential." Under the grant program, states with either small or no state-funded preschool programs were eligible for development grants, while states with more robust preschool programs, or that have received Race to the Top-Early Learning Challenge (RTT-ELC) grants, were eligible for expansion grants. Twelve states that have not previously received funding from RTT-ELC will receive funding from the jointly-administered Preschool Development Grant program (see list below).

Through these Preschool Development Grant awards, more than 33,000 additional children will be served in high-quality preschool programs that meet high-quality standards in the first year of the program alone. States receiving grants will develop or expand high-quality preschool programs in regionally diverse communities—from urban neighborhoods to small towns to tribal areas—as determined by the state. Preschool programs funded under either category of grants must meet the criteria for high-quality preschool programs. To support states in planning their budgets, the U.S. Departments of Education and Health and Human Services developed annual budget caps for each state that is eligible to receive a Preschool Development Grant. The departments developed grant funding categories by ranking every state according to its relative share of eligible children

and then identifying the natural breaks in the rank order. Then, based on population, budget caps were developed for each category.

The grants were part of more than \$1 billion in new federal and private sector investments in early childhood education announced by President Obama during today's White House Summit on Early Education. The President also announced a new public awareness campaign called "Invest in US" in partnership with the First Five Years Fund.

Today's announcements include:

- **Up to \$750 million in new federal awards** to reach more than 63,000 additional children in 49 states, the District of Columbia, Puerto Rico and the Mariana Islands with high-quality early education;
- **More than \$330 million in private-sector commitments** to expand the reach and enhance the quality of early education.

The Preschool Development Grants program will lay the groundwork to ensure that more states are ready to participate in the Preschool for All initiative proposed by the Obama Administration. President Obama is committed to closing the opportunity gap and working with states and local communities to ensure high-quality early learning for every child, so that all children enter kindergarten ready to succeed in school and in life. The President's 2014 budget request would create a federal-state partnership that ensures universal access to voluntary, high-quality preschool for all 4-year-olds from low- and moderate-income families, with incentives for states to provide high-quality preschool for these children. It also includes support for other early childhood investments as part of a cohesive system of early learning and development for children, beginning with prenatal care and continuing through third grade.

Winning States:

Development Grants (Year One):

- Alabama, \$17,500,000
- Arizona, \$20,000,000
- Hawaii, \$2,074,059
- Montana, \$10,000,000
- Nevada, \$6,405,860

Total: \$55,979,919

Expansion Grants (Year One):

RTT-ELC States:

- Illinois, \$20,000,000
- Maryland, \$15,000,000
- Massachusetts, \$15,000,000
- New Jersey, \$17,498,115

- Rhode Island, \$2,290,840
- Vermont, \$7,231,681

Total: \$77,020,636

Non RTT-ELC States (Year One):

- Arkansas, \$14,993,000
- Connecticut, \$12,499,000
- Louisiana, \$2,437,982
- Maine, \$3,497,319
- New York, \$24,991,372
- Tennessee, \$17,500,000
- Virginia, \$17,500,000

Total: \$93,418,673

Credit Card Purchases (November 5th, 2014 – December 9th, 2014)

Walmart (Groceries, Office & Classroom supplies, Parent Reimbursement, Parent Activities)
(10/7/2014)

\$2784.82	Groceries
857.67	Technology
234.82	Parent Activity
222.72	Parent Reimbursement
283.32	Classroom Supplies
58.38	Office Supplies
Total: \$4,441.73	TOTAL

Exxon/Mobil (Fuel)

\$918.43 – (November 19th, 2014)

Kwik Trip (Fuel/Gas Cards)

\$175.00 – (November 19th, 2014)

CACFP Report – Mary Degner

**Child and Adult Care Food Program (CACFP)
[Participation Reimbursement Information]**

749902 - JEFFERSON COUNTY CESA 2 HEAD START

General Information		Payment	Amount
Program	Child Care Food Program (CCI)	+ Meal Reimbursement	14,953.32
Claim Date:	11/01/2014	- Advance	0.00
Non-needy Category:	0	- Meal Overpayment Rec.	0.00
Reduced Category:	0	= Meal Reimb. bal. due.	14,953.32
Free Category:	285	+ Cash in Lieu (CIL)	788.53
Total Number of Enrolled Children:	285	- CIL Overpayment Rec.	0.00
Number of Days of Service:	14	= CIL Reimb. bal. due.	788.53
		Total	15,741.85
		Voucher No.	36144
		Processed On	

Total Reimbursable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
2,240	0	3,186	2,232	0	0	0	0	7,658

Site Participation Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
9524	0	0	63	63	13	57	415	0	736	0	529	0	0	0
9525	0	0	97	97	14	83	810	0	1,159	0	766	0	0	0
9526	0	0	64	64	14	56	393	0	774	0	360	0	0	0
9531	0	0	18	18	14	16	220	0	219	0	217	0	0	0
10301	0	0	18	18	14	17	232	0	0	0	230	0	0	0
11383	0	0	25	25	14	22	170	0	298	0	130	0	0	0

**NOVEMBER- 2014 Report
CACFP**

In November, children were in school for 14 days. Head Start served the children 7,658 meals-- Breakfast = 2,240, Lunch = 3,186, and PM Snack = 2,232.

The Rate of Reimbursement for this year is \$1.62 for breakfast, \$2.98 for lunch, and \$0.82 for snack. All children enrolled in Head Start are considered free, so we are able to receive the highest rate of reimbursement.

The total CACFP reimbursement for October was **\$15,741.85**

AVERAGE DAILY ATTENDANCE BY CLASSROOM FOR November 2014

Watertown 1	88.28%	Hebron 2 am	91.35%
Watertown 2	94.35%	Hebron 2 pm	91.94%
Watertown 3 am	91.18%	Hebron 3 am	91.45%
Watertown 3 pm	91.98%	Hebron 3 pm	89.29%
Watertown 4 am	80.60%	Westosha 1am	88.24%
Watertown 4 pm	91.26%	Westosha 1pm	89.50%
Jefferson East	90.32%	Westosha 2 am	87.50%
Jeff West am	85.00%	Westosha 2 pm	90.45%
Jeff West pm	82.93%	Purdy	92.86%
Hebron 1	92.31%		