



Regular Meeting of the Board of Control

Date: Tuesday, June 17th, 2014

Location: CESA 2 Conference Room

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 7:12 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:12 pm
2.	Roll Call	<p>Ms. Barlass called the role.</p> <p>Present: Ron Buchanan Tom Bush Barbara Fischer Jeff Hanna Jerry Landmark Evelyn Propp Tina Rossmiller Nancy Thompson Jaye Tritz</p> <p>Absent: Jim Bousman Jim Wahl</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow</p>	

		David Voss	
3.	Review and Approve Agenda	Ms. Thompson asked if there were any items in the consent agenda anyone wished to be moved to the regular agenda. She noted that the two change in status items should be moved from the consent agenda to the regular agenda because they involve Jefferson County Head Start employees. Mr. Buchanan made a motion to approve the agenda as presented with the addition of the three addenda to the consent agenda and the movement of the two change in status items for Jefferson County Head Start employees to the regular agenda. Ms. Tritz seconded the motion. The motion carried 9:0.	Motion: Buchanan Second: Tritz Motion carried 9:0
4.	Approval of Minutes from the Reorganization Meeting on May 20th, 2014 and the Regular Board of Control Meeting on May 20th, 2014	Ms. Thompson asked if there were any changes need to the minutes from either the Reorganization Meeting on May 20 th , 2014 or the Regular Board of Control Meeting on May 20 th , 2014. No changes were noted. Ms. Fischer made a motion to approve the minutes from the Reorganization Meeting on May 20 th , 2014 as presented. Mr. Bush seconded the motion. The motion carried 8:0, with Mr. Hanna abstaining. Ms. Fischer made a motion to approve the minutes from the Regular Board of Control meeting on May 20 th , 2014. Ms. Propp seconded the motion. The motion carried 8:0, with Mr. Hanna abstaining.	Reorganization Meeting Minutes Motion: Fischer Second: Bush Motion carried 8:0, with 1 abstention Regular Meeting Minutes Motion: Fischer Second: Propp Motion carried 8:0, with 1 abstention
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted that the balance as of April 30, 2014 was \$1,438,034.92. There were cash receipts of \$1,234,008.74 and cash	Motion: Rossmiller Second: Tritz

		disbursements of \$1,369,675.93, leaving a balance of \$1,303,367.73 as of May 31, 2014. Ms. Rossmiller made a motion to approve the report and pay the bills. Ms. Tritz seconded the motion. The motion carried 9:0.	
6.	Citizen Input	There was no citizen input.	
7.	Presentation David Voss, Voss & Associates	Mr. Voss presented the CESA 2 Marketing Plan to the Board, including a video about CESA 2.	
8.	Reports Agency Administrator Financial Director Director of Programs and Operations Jefferson County Head Start	<p>Please see the attached reports from the Agency Administrator and the Jefferson County Head Start Director.</p> <p>Ms. Thompson reviewed the report from the Jefferson County Head Start Director and noted that if anyone had any questions, she could share them with Ms. Wieland and provide the answers.</p> <p>Financial Director: Mr. Barrow reviewed the results of the bids received from the three companies to handle CESA 2's liability insurance coverage. The firm RC ended up pulling out from the process. The final bid from M3 was in the amount of \$89,860.00. The final bid from Gallagher was in the amount of \$90,926.00. Both represented savings from the current cost. The proposal from M3 also included higher coverage at a lesser deductible. Mr. Barrow performed reference checks on both companies. Ms. Thompson asked how the two companies were rated. Mr. Barrow noted that both companies received an A rating. Ms. Thompson asked to what Mr. Barrow would attribute the savings over the current cost. Mr. Barrow noted that the companies are not looking to make as much of a profit margin as in previous years. Ms. Thompson asked</p>	

		<p>if it was the intention to review this coverage every year. Mr. Barrow noted that it was the intention to stay with one company for at least two to three years. Mr. Barrow decided to use M3 insurance. This change will represent a savings of \$1,000.00 per month in premium costs.</p> <p>Director of Programs & Operations: Ms. Barlass noted that there is currently a lot of work being done to hire new employees for the 2014-2015 school year and human resources work being done for those employees who will no longer be working at CESA 2 because of retirement or resignation. She reviewed the intention of CESA 2 to pursue a client management database to house data about CESA 2 clients and services. Ms. Barlass will be pursuing potential options after reviewing the needs of a variety of stakeholders. Ms. Barlass also noted that she, along with Ms. Tracy Elger, will be attending the AESA Leadership Conference in New Mexico July 14 through July 17. The conference's topic is The Business of the ESA Enterprise.</p>	
9.	2014-2015 Agency Administrator Goals Dr. Gary Albrecht	Dr. Albrecht reviewed his four leadership goals for 2014-2015. Please see the attached outline.	
10.	Discussion 2014 AESA Annual Conference	Dr. Albrecht noted that the 2014 AESA Annual Conference will be held on December 3-6, 2014 at the San Diego Bay Hilton, San Diego, CA. He noted that generally two to three Board members attend. Ms. Thompson encouraged the Board members to check their calendars and let Dr. Albrecht know if they are available and interested in attending.	
11.	Adjourn to closed session	Mr. Buchanan made a motion to	Motion:

	<p>pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.</p>	<p>adjourn to closed session pursuant to Wisconsin Statute 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to Driver Education employment contracts. Ms. Tritz seconded the motion. The motion carried 9:0. Closed session was entered into at 8:30 pm.</p> <p>Ms. Barlass performed the roll call.</p> <p>Roll Call - Present Ron Buchanan Tom Bush Barbara Fischer Jeff Hanna Jerry Landmark Evelyn Propp Tina Rossmiller Nancy Thompson Jaye Tritz</p>	<p>Buchanan Second: Tritz Time: 8:30 pm</p>
<p>12.</p>	<p>Reconvene to open session</p>	<p>Mr. Buchanan to reconvene to open session. Ms. Tritz seconded the motion. The motion carried 9:0. Open session was reconvened at 8:40 pm.</p> <p>Ms. Barlass performed the roll call.</p> <p>Roll Call - Present Ron Buchanan Tom Bush Barbara Fischer Jeff Hanna Jerry Landmark Evelyn Propp Tina Rossmiller Nancy Thompson Jaye Tritz</p>	<p>Motion: Buchanan Second: Tritz Time: 8:40 pm</p>
<p>13.</p>	<p>Action items (consent agenda):</p>	<p>Ms. Fischer made a motion to approve the items in the consent agenda. Mr. Landmark seconded the</p>	<p>Motion: Fischer Second:</p>

		motion. The motion carried 9:0.	Landmark Motion carried 9:0
	2014-2015 Employment Contracts	Kevin Anderson, School Improvement Consultant/Center Leader/Regional Liaison Kimberly Anderson, Student Services Consultant, JEDI Nicole Barlass, Director of Resources Bill Barrow, Director of Financial Services Linda Bellomo, Student Services and Technology Support, JEDI Toni Bergeron, Sign Language Interpreter Deb Bilau, Teacher of the Visually Impaired Nancy Booth, Title I Consultant/Regional Liaison Dennis Bravick, Driver Education Consultant Michael Brooks, Health & Physical Education Teacher, Rock County Youth Services Center Carlene Chavez, Parent Education Consultant (WSPEI Family Engagement Co-Coordinator) Diane Conrad, Hearing Impaired Teacher, UGSEC/WSEA Sandra Cook, Social Worker Ron Dayton, Educator Effectiveness Consultant (Effectiveness Project)/Regional Liaison Laura Dietz, Speech/Language Pathologist Tracy Elger, Director of Programs & Services Kristin Fields, Physical Therapist Lynn Guy, Occupational Therapist Mary Haase, Occupational Therapist Sally Hagemann, Program Support Teacher Deb Hall, Parent Education Consultant Karen Hand, Speech/Language Pathologist Carol Harry, Early Childhood Teacher Carolyn Heifner, Social Worker Erin Henze, Specially Designed Physical Education Teacher Cynthia Holt, Cooperative Purchasing Coordinator Donna Howell, Early Childhood Special Education Teacher Donna Jarmuskiewicz, Occupational Therapist Pam Jenson, TIG Program and Data Coordinator Kathleen Johnson, Rock Co. Youth Services Center Teacher Marcy Kersten, Orientation & Mobility Consultant Kelly Koble, Occupational Therapist Heather Kozlowski, School Psychologist Beth Larimer, Educational Audiology Sid Larson, Reading Specialist Melinda Mazurek, Physical Therapist Holly Miller, Adaptive/Specially Designed PE Teacher Jessica Mundt, Student Services Consultant	

		<p>Wayne Redenius, Rock Co. Juvenile Detention Center ED Teacher Mary Reich, Budget and Human Relations Coordinator Kathryn Robers, Physical Therapist Lisa Scholzen, Occupational Therapist Kurt Schultz, Driver Education Coordinator Wendy Schultz, Driver Education Assistant Carol Schweitzer, Itinerant Services Coordinator Dawn Shelbourn, PRC Consultant Stacey Sibilski, Occupational Therapist Teresa Smith, Student Services Consultant Trisha Spende, School Improvement Consultant - English Language Arts Lisa Stahl, CESA Purchasing Consultant Leslie Steinhaus, JEDI Director/Value Added/Educator Effectiveness/Center Leader Patricia Sullivan, Speech/Language Pathologist Cynthia Tomich, Director of Special Education Linda Townsend-Christ, Speech Pathologist Patti Utech Smith, Educational Audiology Briel Vanderwerff, Title I Math Teacher Sharon Webb, Instructional Technology Consultant James Wilhelm, School Psychologist</p>	
	<p>2014-2015 Driver Education Instructor Contracts</p>	<p>Thomas Asleson Richard Bilda Michael Billot Tony Cavagnetto Douglas Coons Karen Coyle Timothy Coyle Karen Connell Gregg Elliott Jeff Erickson Joann Gerke Hugh Gnatzig Dan Hewuse James Jackson David Jones Ralph Kessler Emily Knott Steve Koss Timothy Marshall Roger Mashack Scott McIlquham William Meister Andy Miller Brian Moushey Robert Movrich Jason Needham Gregg Olson Roger Peterson David Poltrock Owen J Raisbeck Gregory Rigoni Kurt Ritchie</p>	

		<p>Brad Rogeberg Jerry Schliem Thomas Schmitt Mark Springer Jim Stevens Adam Vaughan Peter Weber</p>	
	FMLA	<p>Briel Vanderwerff, Math Specialist at Randall School, tentatively effective September 2, 2014 through December 1, 2014</p>	
	Lay-off	<p>Tammy Tomczak, Special Education Paraprofessional, Union Grove Special Education Consortium, 100% FTE, for 2014-2015</p>	
	New Hires	<p>Carlene Chavez, WSPEI Family Engagement Co-Coordinator, Whitewater Office</p> <p>Heather Lawrence, Teacher of Record, JEDI Virtual School</p> <p>Ed O'Connor, System Support Consultant, Whitewater Office</p> <p>Ann Pearson, Teacher of Record, JEDI Virtual School</p>	
	Resignations	<p>Kristin Grender, Orientation/Mobility Consultant/Teacher of the Visually Impaired/Transition Consultant</p> <p>Jill Gulan, Speech Therapist, Union Grove Special Education Consortium, effective June 11, 2014.</p> <p>Sheri LaDow, School Psychologist, Union Grove Special Education Consortium, effective June 30, 2014.</p> <p>Jessica Schaewe, Early Childhood Special Education Teacher, Westosha Special Education Consortium, effective June 30, 2014.</p> <p>Nancy Smith, Teacher of the Visually Impaired, effective June 30, 2014.</p>	

		Stacie Nelson, Online Coordinator, Driver Education, effective June 30, 2014.	
	Retirement	Joanne Betty, Bookkeeper, Wisconsin High School Forensic Association, effective June 30, 2014 Susan Donahoe, Early Childhood Consultant, effective June 30, 2014	
14.	Jefferson County Head Start - Change in Status	Ms. Rossmiller made a motion to approve the following changes in status: Leslie Molleson, Assistant Teacher, Head Start, from LTE to Head Start Employee and Travis Rice, Teacher, Head Start, from LTE to Head Start Employee. Mr. Hanna seconded the motion. The motion carried 9:0.	Motion: Rossmiller Second: Hanna Motion carried 9:0
15.	Data Processing service contract between CESA 5 and CESA 2 for 2014-2015	Ms. Fischer made a motion to approve the service contract for data processing (accounting software alio and support) between CESA 5 and CESA 2 in the amount of \$13,383.00 for July 1, 2014 to June 30, 2015. This represents no increase from the 2013-2014 cost. Mr. Buchanan seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Buchanan Motion carried 9:0
16.	Second Reading – Board of Control Policies: Policy 3420.05 – Wisconsin Retirement System	Mr. Buchanan made a motion to update policy to reflect the change under Wisconsin Act 32 regarding eligibility criteria for participation in WRS for WRS participating employees on or after July 1, 2011. “Employee is expected to work at least two-thirds of what is considered full-time employment, as defined: 1,200 hours for non-teachers and non-school district educational support personnel” – Wisconsin Retirement System, Chapter 3 – WRS Eligibility Determination Ms. Tritz seconded the motion. The motion carried 9:0.	Motion: Buchanan Second: Tritz Motion carried 9:0

17.	Second Reading – Employee Handbook: Policy 3420.05 – Wisconsin Retirement System	<p>Ms. Tritz made a motion to update policy in the Employee Handbook to reflect change under Wisconsin Act 32 regarding eligibility criteria for participation in WRS for WRS participating employees on or after July 1, 2011. “Employee is expected to work at least two-thirds of what is considered full-time employment, as defined: 1,200 hours for non-teachers and non-school district educational support personnel” – Wisconsin Retirement System, Chapter 3 – WRS Eligibility Determination</p> <p>Ms. Fischer seconded the motion. The motion carried 9:0.</p>	<p>Motion: Tritz Second: Fischer Motion carried 9:0</p>
18.	Second Reading – Board of Control Policies: Policy 3420 – Benefits	<p>Mr. Buchanan made a motion 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). Ms. Fischer seconded the motion. The motion carried 9:0.</p>	<p>Motion: Buchanan Second: Fischer Motion carried 9:0</p>
19.	Second Reading – Board of Control Policies: Policy 3420.01 – Medical/Dental Insurance	<p>Ms. Fischer made a motion 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. Buchanan seconded the motion. The motion carried 9:0.</p>	<p>Motion: Fischer Second: Buchanan Motion carried 9:0</p>
20.	Head Start – Annual Self-Assessment 2013-2014 School Year	<p>Mr. Buchanan made a motion to approve the Head Start – Annual Self-Assessment for the 2013-2014 School Year. Ms. Fischer seconded the motion. The motion carried 9:0.</p>	<p>Motion: Buchanan Second: Fischer Motion carried 9:0</p>
21.	Head Start – Wisconsin Head Start State Supplemental Grant	<p>Mr. Buchanan made a motion to approve the submission of Wisconsin Head Start State Supplemental grant proposal in the amount of \$68,329.80. Mr. Hanna seconded the motion. The motion carried 9:0.</p>	<p>Motion: Buchanan Second: Hanna Motion carried 9:0</p>

22.	Cracker Barrel	Ms. Fischer noted that Elkhorn has six new administrators and discussed the circumstances around that. Ms. Rossmiller noted some personnel changes in Evansville. Mr. Landmark noted that Mount Horeb will now be adding 4K services. Ms. Tritz noted that Genoa City will also be adding 4K.	
23.	Adjourn	Ms. Fischer made a motion to adjourn the meeting. Mr. Buchanan seconded the motion. The motion carried 9:0. The meeting adjourned at 9:10 pm.	Motion: Fischer Second: Buchanan Time: 9:10 pm