



Regular Meeting of the Board of Control
 Date: Tuesday, March 17th, 2015
 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, and Nancy Thompson

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:41 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:41 pm
2.	Roll Call	<p>Present: Ron Buchanan Tom Bush Barbara Fischer Jerry Landmark Tina Rossmiller Nancy Thompson Jim Wahl</p> <p>Absent: Jim Bousman Jeff Hanna Evelyn Propp Jaye Tritz</p> <p>Also present: Gary Albrecht Nicole Barlass Bill Barrow</p>	

3.	Review and Approve Agenda	Ms. Thompson asked if there were any items from the consent agenda anyone would like moved to the regular agenda. No requests were made. Mr. Buchanan made a motion to approve the agenda with the addition of the addendum items. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Fischer Motion carried 7:0
4.	Approval of Minutes from the Regular Board of Control meeting on February 17, 2015	Ms. Thompson asked if anyone noted any changes that needed to be made to the minutes. No changes were suggested. Mr. Wahl made a motion to approve the minutes as presented. Ms. Rossmiller seconded the motion. The motion carried 5:0 with Mr. Landmark and Ms. Fischer abstaining.	Motion: Wahl Second: Rossmiller Motion carried 5:0 Abstaining: Fischer and Landmark
5.	Audit Committee Report and Payment of bills	Ms. Rossmiller read the audit committee report. She noted that the balance was \$1,447,759.82 as of January 31, 2015. There were cash receipts of \$1,579,384.19 and cash disbursements of \$1,256,141.87, leaving a balance of \$1,771,002.14 as of February 28, 2015. Ms. Rossmiller made a motion to approve the report and pay the bills. Ms. Fischer seconded the motion. The motion carried 7:0.	Motion: Rossmiller Second: Fischer 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 noted that the business office is working on putting the numbers together for next year's contracts. He has also been attending webinars and conferences on the super circular which will provide more consistency across Federal programs in terms of accounting requirements. He noted	

		<p>that the Jefferson County Head Start program may need to beef up its inventory process and that raising the amount for items to be listed as capitol items to \$5,000 was in line with the new guidelines. Anything less than \$5,000 will be labeled as a supply. He also noted the importance of time and effort recording.</p> <p>Jefferson County Head Start: Ms. Thompson noted that the program is looking to offer parent cafés where parents would have time to connect with one another share a meal and have facilitated networking.</p> <p>Director of Resources: Ms. Barlass noted that she is working with Lori Alwin to prepare contracts for next year. She noted the legislative meetings between regional groups of school districts and their legislative representatives has been going well. She attended the Jump Start conference in Tampa sponsored by AESA and Kinetic which focused on the ways in which educational service agencies can partner with start-up businesses. She found the conference very interesting and noted that two of the products of the conference will be some guidelines on how educational services agencies and businesses can work together and potentially a database that would be housed on the AESA website that would profile educational service agencies and the business they are working with. Ms. Barlass also noted that the staff recently concluded the book study reading <i>Little Bets</i> and that staff had found it very useful. Kudos to Ms. Elger for selecting the book. The staff will next read <i>Disrupt</i>.</p>	
8.	Presentation – David Voss, Voss & Associates	Mr. Voss presented information on the CESA 2 Communication	

		Consortium.	
9.	Delegate Convention Planning – May 19, 2015	A discussion was held regarding planning for the Delegate Convention which will be held on May 19, 2015.	
10.	Preliminary 2015-16 Salary Proposal Options - Bill Barrow, Financial Director (No action necessary at this meeting)	Mr. Barrow provided three potential scenarios. The Board noted that it may be useful to include a possible 8% increase in the health insurance costs. The Board also noted it would like to see a 2% increase and an overall 1.62% increase (including salary and benefits).	
11.	Plan Recognition of Outgoing Board of Control members	A discussion was held regarding recognition for outgoing Board members which will likely be held in June.	
12.	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.	<p>Mr. Buchanan made a motion to move into 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. Mr. Wahl seconded the motion. The motion carried 7:0. Closed session was entered into at 8:57 pm.</p> <p>Ms. Barlass called the roll and the following members were present:</p> <p><u>Roll Call</u> Ron Buchanan Tom Bush Barbara Fischer Jerry Landmark Tina Rossmiller Nancy Thompson Jim Wahl</p> <p>1. Special Consideration Salary Increases -- Recommendations from Dr. Gary Albrecht and the Personnel</p>	<p>Motion: Buchanan Second: Wahl Time: 8:57 pm</p>

		<p>Committee</p> <p>2. Recommendations for Issuance of Preliminary Notice of Consideration of Non-Renewal for up to three staff members per Sec. 118.22 (3), Wis. Stats.</p> <p>3. Evaluation and Contract Renewal of Agency Administrator</p>	
13.	Reconvene to open session	Ms. Fischer made a motion to reconvene in open session at 9:33 pm. Mr. Buchanan seconded the motion. The motion carried 7:0. At 9:34, Mr. Landmark left the meeting.	<p>Motion: Fischer</p> <p>Second: Buchanan</p> <p>Time: 9:33 pm</p>
14.	Action from closed session, if necessary	No action was taken.	
15.	Action items (consent agenda):	Ms. Fischer made a motion to approve the items in the consent agenda. Mr. Buchanan seconded the motion. The motion carried 6:0.	<p>Motion: Fischer</p> <p>Second: Buchanan</p> <p>Motion carried 6:0</p>
	Additional days	Sandy Cook, Social Worker, Union Grove Special Education Consortium, to assist in covering maternity leave (to be documented via timesheet)	
	FMLA	Melinda Mazurek, Physical Therapist, Westosha Special Education Consortium, effective March 1, 2015	
	New hires	<p>Samantha Cole, Speech & Language Pathologist, Rock County Birth to Three Program</p> <p>Bill Conzemius, Regional Liaison, 8 days from March 16, 2015 through June 30, 2015</p> <p>Roger Fegan, Driver Education Instructor</p>	
	Resignation	Kyle Resch, Driver Education Instructor	

		Anne Ritchie, Driver Education Instructor	
	Retirement	Gregg Elliott, Driver Education Instructor	
16.	Second Reading – Employee Handbook 3420.01 – Medical/Dental Insurance	Mr. Wahl made a motion to approve the changes to the Employee Handbook 3420.01 – Medical/Dental Insurance. Mr. Buchanan seconded the motion. The motion carried 6:0.	Motion: Wahl Second: Buchanan Motion carried 6:0
17.	First Reading – Employee Handbook 3242 – Additional Compensation	The Board recommended the policy be placed on the April agenda for a second reading.	
18.	Head Start - Acknowledgement & Receipt of Certification of Governance Leadership Capacity Screening Compliance Report	The CESA 2 Board of Control received and acknowledged the Head Start Certification of Governance Leadership Capacity Screening and Compliance Report.	
19.	Head Start - Acknowledgment & Receipt of Certification Health & Safety Screening Compliance Report	The CESA 2 Board of Control received and acknowledged the Head Start Certification Health and Safety Screening Compliance Report.	
20.	Head Start - Jefferson & Western Kenosha County / CESA 2 Community Assessment Update 2014 – 2015	Ms. Rossmiller made a motion to approve the Jefferson & Western Kenosha County/CESA 2 Community Assessment Update 2014 – 2015. Mr. Buchanan seconded the motion. The motion carried 6:0.	Motion: Rossmiller Second: Buchanan Motion carried 6:0
21.	Head Start - Eligibility Criteria & Recruitment / Selection Plan	Mr. Buchanan made a motion to approve the Eligibility Criteria & Recruitment/Selection Plan. Ms. Fischer seconded the motion. The motion carried 6:0.	Motion: Buchanan Second: Fischer Motion carried 6:0
22.	Head Start – New Hire	Ms. Fischer made a motion to approve the hiring of Dale Rupnow, Substitute Bus Driver. Mr. Buchanan seconded the motion. The motion	Motion: Fischer Second: Buchanan

		carried 6:0.	Motion carried 6:0
23.	Head Start – New Hire	Mr. Buchanan made a motion to approve the hiring of Liz Zemlicka, LTE Lead Teacher. Mr. Wahl seconded the motion. The motion carried 6:0.	Motion: Buchanan Second: Wahl Motion carried 6:0
24.	Head Start – Resignation	Ms. Fischer made a motion to accept the resignation of Jamie High, Food Prep, effective March 4, 2015. Mr. Buchanan seconded the motion. The motion carried 6:0.	Motion: Fischer Second: Buchanan Motion carried 6:0
25.	Head Start – Resignation	Mr. Wahl made a motion to accept the resignation of Dawn M. Jankowski, Program Manager, effective April 3, 2015. Mr. Buchanan seconded the motion. The motion carried 6:0.	Motion: Wahl Second: Buchanan Motion carried 6:0
26.	Cracker Barrel		
27.	Adjourn	Mr. Buchanan made a motion to adjourn the meeting. Ms. Fischer seconded the motion. The motion carried 6:0. The meeting adjourned at 9:48 pm.	Motion: Buchanan Second: Fischer Time: 9:48 pm

March 17th, 2015

CESA 2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht

1. As you might expect, there has been much discussion around our CESA regarding the upcoming state budget deliberations. There is much "in play" at this time as many school districts, administrators, and boards have weighed in on the consequences of some of the proposals and discussions that are under consideration by the legislature.

Last Monday, a third meeting of board members, superintendents, and two area legislators was held in Jefferson County. An aide to one of our state senators spoke about providing as much flexibility and "choice" to school districts as possible in making financial and program decisions. There was also discussion specifically about voucher schools, state aid, and accountability.

2. Our next CESA 2 PAC meeting will be held on Thursday, April 2nd. We will be hearing about a student loan forgiveness program, the new WISEdash (student data) system; and the educator effectiveness models.
3. I am meeting with the CESA 2 Liaisons on Monday. We will discuss individual and regional meetings with CESA 2 superintendents and "hot topics" that are out there that we may want to discuss with them.
4. Next Friday, March 20th, I will be attending the Joint Finance Committee hearing at Alverno College in Milwaukee.
5. At the April Board of Control meeting, Al Jaeger, Associated Financial Group, will present a short summary of CESA 2's migration to our health insurance HSA.
6. Enjoy the spring-like weather!

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control & Head Start Policy Council
March 16th & 17th, 2015

Keyword: Governance, Leadership and Oversight Compliance Report

Governance Requirement:

The purpose of utilizing the Governance, Leadership and Oversight Capacity Screener is to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

On February 9th, 2015, the Board of Control Chair, Policy Council Chair, CESA #2 Agency Administrator and the Head Start Director determined that in order to be in compliance with the Training & Technical Assistance (T/TA) requirement; a Governing Bodies Self-Assessment instrument needed to be developed.

After discussing different instruments, it was decided that the Governance Readiness Tool, developed by the National Center on Program Management and Fiscal Operations would serve as the CESA #2 Board of Control and Head Start Policy Council Self-Assessment instrument.

Annually, in January the instrument would be completed by the governing bodies at their regularly scheduled monthly meeting. If, through conversation, areas were identified as needing further training and technical assistance; support in that area would be provided.

The goal of utilizing this instrument is to help organization's governing bodies assess their capacity to effectively oversee and monitor a Head Start program.

The governance Readiness Tool can be viewed at:

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/docs/governance-readiness-tool-fillable-form.pdf>

Last step...

In order to be in compliance with the terms and requirements of the Notice of Award (NOA) a certification of Governance and Leadership capacity screening must be submitted by March 16th, 2015.

Jefferson County Head Start / CESA #2
Directors Report to the Board of Control & Head Start Policy Council
March 16th & 17th, 2015

Keyword: Health & Safety Compliance Report

In all Head Start centers the identified corrections needing to take place were rectified by the compliance date of March 16th, 2015.

Health & Safety Corrections included:

- Radon Tests were completed in each center with levels all below 2.0 which indicates that no further action is necessary.
- Carbon Monoxide Detectors were installed in each center.
- Corrections that still need to take place include measuring the depth of the energy absorbing surface, such as loose sand, pea gravel or pine or bark mulch. In accordance with State of Wisconsin Day Care Licensing requirements; a depth of 9 inches is required under climbing equipment, swings and slides.
- Due to frost still on the ground; accurate depth measurements cannot be taken. This correction will take place in Spring of 2015.
- Fence repairs are taking place at the Watertown and Purdy Centers. Repairs include replacing sections of fencing and gate locks.

In larger centers, such as Watertown and Hebron, repairs were more extensive and required the involvement of the landlord.

Repairs and upgrades, included:

- Electrical upgrades to classroom lighting.
- Outside security repairs.
- Repairs to cracked tiles found in classrooms and hallways.
- A drop ceiling in the hallways, as well as, upgraded lighting was installed at the Watertown Center.

In closing, ensuring that all Head Start Centers are in compliance with the Health and Safety recommendations helps the agency meet its obligations to assure that children in our care are in healthy and safe environments.

A certification of Health and Safety Screening, for each center, has been signed by the CESA #2 Board of Control Chairperson, Policy Council Chairperson, Head Start Director and CESA #2 Agency Administrator.

The Certification was sent to the Office of Head Start as part of the terms and conditions set forth in the Notice of Award (NOA).