



Regular Meeting of the Board of Control
 Date: Tuesday, April 19th, 2016
 Location: CESA 2 Conference Room 111 at 7 pm
 Minutes

Committee	Members
Audit	Tom Bush, Jaye Tritz (chair) Jim Wahl
Personnel	Beverly Fergus, Nancy Thompson (chair), and Marian Viney
Policy	Jim Bousman, Ron Buchanan, Barbara Fischer (chair), and Evelyn Propp
AESA Annual Conference Attendees	Tom Bush, Barbara Fischer and Nancy Thompson
WASB Delegate and Alternate	Barbara Fischer and Jim Bousman
WASB CESA Board Members Breakfast	Jim Bousman, Tom Bush, Barbara Fischer, Nancy Thompson and Marian Viney

#	Item	Minutes	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:18 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:18 pm
2.	Roll Call	Ms. Barlass called the roll. Present: Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus Barbara Fischer Nancy Thompson Jaye Tritz Marian Viney Jim Wahl Absent: Ron Buchanan Evelyn Propp Also present: Dr. Gary Albrecht	

		Gail Anderson Nicole Barlass Bill Barrow Ron Dayton Tracy Elger Ed O'Connor	
3.	Review and Approve Agenda	Ms. Thompson noted that there was one addendum item to be added to the consent agenda. She asked if there were any items in the consent agenda that anyone would like pulled out. There were no requests made. Ms. Tritz made a motion to approve the agenda with the addition of the addendum item. Mr. Wahl seconded the motion. The motion carried 9:0.	Motion: Tritz Second: Wahl Motion carried 9:0
4.	Audit Committee Report and Payment of bills	Mr. Bush read the audit committee report. He noted that the balance was \$1,016,439.37 as of February 29, 2016. There were cash receipts of \$1,048,945.83 and cash disbursements of \$1,355,729.15, leaving a balance of \$709,656.05 as of March 31, 2016. Mr. Bush made a motion to approve the report and pay the bills. Ms. Fergus seconded the motion. The motion carried 9:0.	Motion: Bush Second: Fergus Motion carried 9:0
5.	Approval of Minutes from the Regular Board of Control Meeting on March 15, 2016	Mr. Wahl made a motion to approve the minutes as presented. Mr. Bousman seconded the motion. The motion carried 8:0, with Ms. Fischer abstaining.	Motion: Wahl Second: Bousman Motion carried 8:0, with 1 abstention
6.	Citizen Input	There was no citizen input.	
7.	Reports Agency Administrator Financial Director Director of Programs & Services Director of Resources Jefferson County Head Start	Please see the attached reports from the Agency Administrator and Jefferson County Head Start. <u>Financial Director:</u> Mr. Barrow provided an update on the bookkeeper position at the Union Grove Special Education Consortium. He also provided an overview of the	

		<p>cash flow analysis.</p> <p><u>Programs & Services:</u> Ms. Elger noted that job descriptions have been finished for her position and the two center leaders. The Leadership Council is looking at future planning and its summer retreat. Susan Leddick will be returning on June 14th and 15th to work on the next bold steps and with CESA Purchasing. Ms. Elger will be providing PDP training in Middleton-Cross Plains. She noted that at the Leadership meeting she attended in New Mexico the group discussed quantifying the value brought to districts, pricing, portfolios of services and the need to offer a diverse array of services. She also noted the potential of AESA to assist with collaboration amongst ESCs.</p> <p><u>Resources:</u> Ms. Barlass provided an update on the Director of Special Education position in Westosha and the Director of Marketing and Communication position. She noted that there will likely be thirteen districts participating in the Walworth consortium, which will meet again May 3rd. Ms. Barlass has been working to prepare the Catalog of Services for 2016-2017 to accompany annual contracts and on the 2015-2016 annual report.</p>	
8.	Presentation	<p>Introduction/Overview - Gary & Tracy</p> <p>Four Bold Steps:</p> <ol style="list-style-type: none"> 1. Clear definitions of agency roles & responsibilities, including PD plan & communication plan - Nicole & Ed 2. Develop a marketing plan that reflects individual district features and needs focused on revenue generation & partnership activities, which clarifies the role of liaisons - 	

		Ron & Tracy 3. Develop & apply decision criteria for the aligned budget & resource allocation - Tracy & Bill 4. Establish effective practice road map for the design and establish & use multiple performance data sources - Ed & Gail	
9.	Action items (consent agenda):	Mr. Bousman made a motion to approve the consent agenda. Mr. Bush seconded the motion. The motion carried 9:0.	Motion: Bousman Second: Bush Motion carried 9:0
	FMLA	Peggy Strong, Administrative Assistant, intermittent medical leave from April 2016 through June 2016	
	New Hire	Denise Prochniak, Bookkeeper, Union Grove Special Education Consortium JoAnn Struwe, Instructor, Driver Education	
	Resignations	Elizabeth Knutson, School Psychologist, Union Grove Special Education Consortium Elizabeth Oertel, Learning Coach, JEDI	
10.	Discussion of Auditor Bids and Selection of Auditing Firm	Mr. Barrow provided information from the two auditing firms regarding a four year contract and made the recommendation to select Baker Tilly. Ms. Tritz made a motion to contract with Baker Tilly for four years. Ms. Fischer seconded the motion. The motion carried 9:0.	Motion: Tritz Second: Fischer Motion carried 9:0
11.	Discussion and Consideration of Salary Increase for CESA 2 Employees	Ms. Fischer made a motion to table the discussion and consideration of a salary increase for CESA 2 employees until the May 3, 2016 meeting. Mr. Bousman seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Bousman Motion carried

			9:0
12.	First Reading – Policy 803 – Plan of Representation	Mr. Bousman made a motion to table the first reading of Policy 803 – Plan of Representation until the May 3, 2016 meeting. Mr. Wahl seconded the motion. The motion carried 9:0.	Motion: Bousman Second: Wahl Motion carried 9:0
13.	Jefferson County Head Start – Annual Head Start Program Self-Assessment Report 2015-2016 School Year	The Board reviewed the annual Head Start Program Self-Assessment Report 2015-2016 School Year. Ms. Fischer made a motion to approve the Head Start Program Self-Assessment Report for the 2015-2016 School Year. Mr. Bush seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Bush Motion carried 9:0
14.	Jefferson County Head Start – Retirement	Ms. Fischer made a motion to accept the retirement of Carolyn Eckert, Assistant Teacher, effective June 1, 2016. Ms. Viney seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Viney Motion carried 9:0
15.	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 and Section 19.85 (1) (f) to consider the investigation of workplace matters which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such employee.	Ms. Thompson made a motion to move into closed session pursuant to WI Stat. 19.85 (1) (c) for the purpose of considering performance evaluation data of an agency employee over whom the Board has jurisdiction and exercises responsibility and Section 19.85 (1) (f), to consider the investigation of workplace matters which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such employee. Ms. Fergus seconded the motion. The motion carried 9:0. Closed session was entered into at 9:27 pm. <ul style="list-style-type: none"> a. Driver Education Instructor complaint update b. Agency Administrator’s contract – tabled until 5/3/2016 c. Recommendations for Issuance of Preliminary Notice 	Motion: Thompson Second: Fergus Time: 9:27 pm

		<p>of Consideration of Non-Renewal for staff members per Sec. 118.22 (3), Wis. Stats, due to a reduction in the need for staff.</p> <p>d. Discussion/Approval of special consideration salary increases for CESA 2 staff via the Personnel Committee and recommendation by Dr. Albrecht – tabled until 5/3/2016</p> <p>Ms. Barlass called the roll.</p> <p>Roll call Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus Barbara Fischer Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p>	
16.	Reconvene to open session	<p>Ms. Fischer made a motion to reconvene in open session. Ms. Tritz seconded the motion. The Board reconvened in open session at 9:44 pm.</p> <p>Ms. Barlass called the roll.</p> <p>Roll call Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus Barbara Fischer Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p>	<p>Motion: Fischer Second: Tritz Time: 9:44 pm</p>
17.	Action from closed session	<p>Ms. Tritz made a motion to issue a preliminary notice of non-renewal to Bridget Kotarak, Director of Special</p>	<p>Motion: Tritz Second: Bousman</p>

		Education, Westosha Special Education Alliance, due to a reduction in force. Mr. Bousman seconded the motion. The motion carried 9:0.	Motion carried 9:0
18.	Action from closed session	Ms. Tritz made a motion to issue a preliminary notice of non-renewal to Stacey Sibilski, Occupational Therapist, Westosha Special Education Alliance, due to a reduction in force. Ms. Fischer seconded the motion. The motion carried 9:0.	Motion: Tritz Second: Fischer Motion carried 9:0
19.	Action from closed session	Ms. Tritz made a motion to issue a preliminary notice of non-renewal to Patricia Sullivan, Speech/Language Pathologist, Westosha Special Education Alliance, due to a reduction in force. Ms. Fergus seconded the motion. The motion carried 9:0.	Motion: Tritz Second: Fergus Motion carried 9:0
20.	Cracker Barrel		
21.	Adjourn	Ms. Fischer made a motion to adjourn the meeting. Ms. Viney seconded the motion. The motion carried 9:0. The meeting adjourned at 9:53 pm.	Motion: Fischer Second: Viney Time: 9:53 pm Motion carried 9:0