



Regular Meeting of the Board of Control
 Date: Tuesday, February 16, 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	Briefs	Action/Minutes
1.	Call to Order/Announcement of Compliance with Open Meeting Law		Time: 7:17
2.	Roll Call	Cyndy Beuthin Jim Bousman Ron Buchanan Tom Bush Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Jaye Tritz Marian Viney Jim Wahl	Present: Cyndy Beuthin Ron Buchanan Tom Bush Nancy Thompson Marian Viney Jim Wahl Absent: Jaye Tritz Jim Bousman Beverly Fergus Barb Fisher Evelyn Propp Also present:

			Gary Albrecht Bill Barrow Tracy Elger Cynthia Holt
3.	Review and Approve Agenda		Motion: Ron Second: Jim Approved
4.	Audit Committee Report and Payment of bills	Tom reported out on audit commit (See report) Tom recommend to pay bills Discussion: Insight into major difference between this year and last years? *Collections in Westosha - behind in billings. Less cash than previous years. Is it concerning? *Next 12 months may need line of credit for cash flow	Motion: Tom Second: Marian Approved
5.	Approval of Minutes from the Regular Board of Control Meeting on January 12, 2016	Discussion to review both regular and closed session minutes. BOC	Regular Minutes Motion: Ron Second: Marian Approved Closed Minutes: Motion: Ron Second: Marian Approved

6.	Citizen Input	None	
7.	Reports Agency Administrator Financial Director Director of Programs & Services Director of Resources Jefferson County Head Start	Gary: <ul style="list-style-type: none"> • Special Ed Consortium Discussion– Wilmot requesting to take on portion of consortium. Dissolution would affect major CESA 2 staffing, program, and finances. Further details next week after regional meeting. • Salary increase proposals have been received by Gary. Working with Personnel Committee on requests. Recommendations will be put on hold until further details on budget revealed. • PAC Meeting Updates • Stoughton Spelling Bee Update - Thanks to Peggy Strong for organizing. • Parkview School Board Meeting – Best in Class Awards to Business or HR staff. Presented awards. Recognized a total of 6 people including an attorney from Boardman & Clark. • Rock Co Birth to Three – Working on rectifying budget shortfall. See contract recommendations on consent agenda. • Tuesday May 17 – Delegate Convention. Joan Wade, new AESA director/former CESA 6 Agency Administrator will be keynote. • Programming planning in full swing for 2016/2017 • Staff Updates: Nicole returning Wednesday 	

		<p>February 17, 2016 Candy Vanderlip retired on February 10, 2016</p> <ul style="list-style-type: none"> • Dane Co Superintendent Meeting Update – Update on mental health program • Superintendent jobs & CESA job openings shared. • Timeline for preliminary non-renewals shared. Gary will review with Jim Rhuly. • Consider early May 9 or 10 meeting to accommodate possible private conferences <p>Bill:</p> <ul style="list-style-type: none"> • Recognition of Candy’s service and ability to support transition for Rachel • Rachel may need some additional overtime to train Marlene • Marlene will start Monday • Audit RFP will go out next week– check with Whitewater, Palmyra, Elkhorn and Fort to check for efficiencies with neighboring district auditors. <p>Tracy:</p> <ul style="list-style-type: none"> • Co-Teaching Update for Special Ed & Regular Ed Teacher: DPI Workgroup questioned by feds for pre-service dissemination. Outreach to Linda Nortier at UWW. Future meetings for collaboration with college system for 3 credit course and/or certification program. • Linda Nortier involved with George Williams – get 3 credits if we develop course. Co-Teaching class with methods and high impact 	
--	--	--	--

		<p>instructional strategies. 2nd Class is around design and design-process.</p> <ul style="list-style-type: none"> • Leadership Team Update: Group continues to work on Roles & Responsibilities and delving into Center positions. • WASB/WASDA – Coaching program update. Will be meeting Feb 17 to finalize details and how to deploy. • Facilitating 2 day presentation up in Ashland • March 2 – PDP Reviewer training/high demand. <p>Director of Resources - TBA Head Start (Nancy Thompson reporting)</p> <ul style="list-style-type: none"> • Handouts will be delivered next month – CESA 2 JCHS participated in national survey for family engagement • Julie Q & Lisa S – new policy council members on Head Start committee – presented on policy and procedures • Since 1st of year – 51 children have left. 17 open slots. Need to keep fully enrolled. Some parents still have stigma regarding Head Start. • Mental health is still a major issue. • New hires • Facility question • Notice from report – guidelines for poverty is striking and salary guidelines. • Upcoming - Will be approving Eligibility Criteria • Math outcomes grow throughout year & up to date on primary health care. Large 	
--	--	---	--

		quantity of meals served.	
8.	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>The Board will consider a motion to move into closed executive 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.</p> <p>Roll call</p> <p>Present: Cyndy Beuthin Ron Buchanan Tom Bush Nancy Thompson Marian Viney Jim Wahl</p> <p>Absent: Jaye Tritz Jim Bousman Beverly Fergus Barb Fisher Evelyn Propp</p>	Motion: Nancy Second: Ron Time: 8:02 p.m.
9.	Reconvene to open session		Motion: Ron Second: Jim Time: 8:20 pm
10.	Action from closed session, if necessary	No Action	Motion: N/A Second: N/A
11.	Employee Contract Revision	<p>Approve revised CESA 2 Employee contract</p> <p>Gary discussed details of updated</p>	Motion: Ron Second: Tom Approved

		<p>contract and additional language from Personnel Committee meeting.</p> <p>Hard copy reviewed.</p> <p>Language was previously in the handbook and now will additionally be in the employment contract.</p>	
12.	CESA 2 Director of Marketing & Communications Job Description	<p>See Job Description – Tracy Elger presented details of process of creating job description.</p> <p>Split 50% between CESA 2 & CESA Purchasing.</p> <p>Questions regarding revenue stream to support position and CESA 2 budget to support it. Marketing may support business sponsorship of a platform.</p> <p>Skill sets will be defined but may be broader.</p> <p>Questions regarding future classification of persons and salary adjustments.</p> <p>Discussion of the applicant pool.</p> <p>Recommended and Approved to post.</p>	<p>Motion: Ron Second: Cyndy</p> <p>Approved</p>
13.	Action items (consent agenda):		<p>Motion: Jim Second: Ron</p>
	New hires	<p>John Parker, Instructor, Drivers Education</p> <p>Ken Anclam, Instructor, Drivers Education</p> <p>Greg Dillard, Instructor, Drivers Education</p>	

		Marlene Gerstner, Accounting Associate, CESA 2 Whitewater Office	
	Employment Contracts	<p>Birth to Three Employment Contracts for March 1, 2016 to August 31, 2016:</p> <ul style="list-style-type: none"> • Pamela BonoAnno - Occupational Therapist • Sara Douglas - Early Intervention Specialist/Service Coordinator • Rebecca Draeger - Intake Coordinator • Samantha Flannery - Speech & Language Pathologist • Jamie Fugate - Early Intervention Specialist/Service Coordinator • Rubith Garcia - Family Service Coordinator • Jody Herbert - Early Intervention Specialist/Service Coordinator • Amy Langer - Family Service Coordinator • Nicole Lyons - Administrative Assistant • Marie Maxwell-Jones - Occupational Therapist • Gretchen Overturf - Early Intervention Specialist/Service Coordinator • Heather Rhoades - Intake/Service Coordinator • Lara Roehrig - Speech & Language Pathologist • Janna Tamminga - Physical Therapist • Anna Vierck - Speech & Language Pathologist 	

		<ul style="list-style-type: none"> Theresa Wixom - Birth to 3 Program Coordinator 	
	FMLA	<p>Carol Harry, Early Childhood Special Education Teacher, Union Grove Special Education Consortium</p> <p>Diane Conrad, Westosha Special Education Consortium, use for 2016</p>	
	Retirement	Barbara Fitch, Paraprofessional, Westosha Special Education Alliance - Retiring on June 9 after 34.5 years with CESA 2	
14.	Jefferson County Head Start – New Hires	<p>Sara Sturge, Substitute Teacher, Jefferson County HeadStart – Full time</p> <p>Stewart Masche, Cleaning position, Jefferson County Headstart - 15 hours/week</p> <p><i>Next time please provide salary details.</i></p>	<p>Motion: Marriane Second: Ron Approved</p> <p>Motion: Jim Second: Marianne Approved</p>
15.	Jefferson County Head Start	<p>Approve Jefferson County Head Start Eligibility Criteria Program Year 2016</p> <p>Discussion: Clarify % “over” vs “of” poverty limit – consider alternative way to describe.</p> <p>Be careful of age description and gap at the top of page.</p>	<p>Motion: Ron Second: Tom Approved</p>
16.	Jefferson County Head Start	<p>Approve Jefferson County Head Start Annual Report 2015</p> <p>No discussion</p>	<p>Motion: Tom Second: Ron Approved</p>
17.	Cracker Barrel	WI Heights & Middleton Cross Plains	

		<p>received grant for mental health coordinator.</p> <p>Ron – Expulsion hearing with 7 or 8 items and admin failed to put down correct charge and student was only charged with failure to obey rules. Administration apologized to the board.</p> <p>A.L.I.C.E. training for parents. ALERT LOCK DOWN INFORM COUNTER AND EVACUATE. 20 parents attended.</p> <p>On site clinic opportunities? Anyone have one? Cost question.</p> <p>Lunch program – community eligibility program discussion.</p> <p>Referendum news.</p>	
18.	Adjourn		<p>Motion: Ron Second: Jim</p> <p>Time: 9:09 pm</p>