



Regular Meeting of the Board of Control  
 Date: Tuesday, January 12, 2016  
 Location: CESA 2 Conference Room 111 at 7 pm

**MEETING MINUTES**

**The audit committee will at 6:30 pm in Bill Barrow’s office.  
 The personnel committee will meet at 6:30 pm in Gary Albrecht’s office.**

| <b>Committee</b>                         | <b>Members</b>  |
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| 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    |
| <b>AESA Annual Conference Attendees</b>  | Tom Bush, Barbara Fischer and Nancy Thompson                            |
| <b>WASB Delegate and Alternate</b>       | Barbara Fischer and Jim Bousman   |
| <b>WASB CESA Board Members Breakfast</b> | Jim Bousman, Tom Bush, Barbara Fischer, Nancy Thompson and Marian Viney |

| #  | Item  | Briefs  | Action/Minutes  |
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| 1. | <b>Call to Order/Announcement of Compliance with Open Meeting Law</b> |   | <b>Time: 7:14</b>   |
| 2. | <b>Roll Call</b>  | Cyndy Beuthin<br>Jim Bousman<br>Ron Buchanan<br>Tom Bush<br>Beverly Fergus<br>Barbara Fischer<br>Evelyn Propp<br>Nancy Thompson<br>Jaye Tritz<br>Marian Viney<br>Jim Wahl | <b>Present:</b><br><br><b>Absent:</b><br><b>Cyndy Beuthin</b><br><b>Evelyn Propp</b><br><br><b>Also present:</b><br><b>Gary Albrecht</b><br><b>Bill Barrow</b><br><b>Tracy Elger</b><br><b>Cynthia Holt</b> |
| 3. | <b>Review and Approve Agenda</b>                                      | Agenda approved.  | <b>Motion: Ron</b><br><b>Second: Jim W</b>  |

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|    |   |  | <b>Approved</b>  |
| 4. | <b>Audit Committee Report and Payment of bills</b>  | Tom presented Audit Report including balance, interest, cash, and (see report)<br>Recommend to pay bills.<br>Discussion: None  | <b>Motion: Tom<br/>Second: Ron<br/>Approved</b>  |
| 5. | <b>Approval of Minutes from the Regular Board of Control Meeting on December 15, 2015</b>   | Discussion/Revision: None  | <b>Motion: Jim W<br/>Second: Marianne<br/>Approved</b><br><br><b>Abstain:<br/>Bev Fergus<br/>Evelynn Propp</b> |
| 6. | <b>Citizen Input</b>  | No input   |  |
| 7. | <b>Reports</b><br>Agency Administrator<br>Financial Director<br>Director of Programs & Services<br>Director of Resources<br>Jefferson County Head Start | <b>Agency Administrator:</b><br>*PAC Meeting update regarding presentation on superintendent & board relationships. Positive working relationship between WASDA and WASB leaders. Discussed key topics that arose.<br>*WI Taxpayers Alliance presentation<br>*WI State Education Convention<br>*Acknowledgement of Candy Vanderlip's service.<br>*Update about Andy Petachk first meeting regarding accounting and budgeting alignment with new design.<br>*Platform Leaders met and discussed Member vs Non-Member fees. They will ready as needed.<br>*School Board Meeting Updates<br>*Jefferson County – School Board/Elected Officials/Superintendents with presentation by Jeff Hurdle<br><br><b>Financial Director:</b><br>*Explanation of Accounting Staff Changes<br>*22 applicants with 5 for interviews |  |

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|  |  | <p>for vacancy</p> <p>*Update about possible future bid for audit services. Business office will do RFP process once last audit is approved. Business office will send out RFP to 3 or 4 firms and check with nearby school.</p> <p>*457 Explanation – 8% to 10% employees take advantage of program</p> <p>*2016/2017 Budget will use new process.</p> <p><b>Director of Programs &amp; Services:</b></p> <p>*Update about WASDA &amp; WASB proposal for superintendent mentoring &amp; school board coaching. Gail Anderson, CESA 2 staff/coach/previous past school board president, is supporting process. Goal is to develop CESA 2 model. PAC leadership was very receptive.</p> <p>*Leadership Team Meeting Update - Meetings focusing on roles &amp; responsibilities with first effort creating new Director of Marketing &amp; Communication job description. Leadership is realigning budget process to redesign and will use to support accountability and innovation. This process will also help clarify job descriptions.</p> <p>*Staff Meeting Structure: Currently lead by two Center Leaders. 2<sup>nd</sup> Semester will focus on design and implications and focus on professional development. What is an education service agency?</p> <p>*DPI Project Update: DPI Co-Teaching Work Group is progressing. PD will roll out in spring/fall to the state.</p> <p><b>Jefferson County Head Start:</b></p> |  |
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|    |   | <p>*No updates except reports submitted.<br/>*Congratulations to them on great report.</p>   |  |
| 8. | <p><b>Special Report</b><br/>Association of Educational Service Agencies National Conference/New Orleans, December 2015</p> | <p>AESA Update: Gary Albrecht, Nancy Thompson, Tracy Elger, Bill Barrow, Tom Bush, and Barb Fischer shared observations regarding their attendance at the conference.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• 40 years. 600 agencies.</li> <li>• CESA 2 AESA Presentation about redesign was well received– 30 to 35 people attended. Susan Leddick recommended attendance to other state ESAs.</li> <li>• Congratulations to Tracy Elger who is official graduate of AESA Leadership Program</li> <li>• Notable sessions: Alaska ESA who took EE and Danielson Framework and created another cultural diversity rubric. How does it affect closing achievement GAP? Can we replicate in WI. Two data sessions – bold step. Honing County in Ohio – can generate report for districts.</li> <li>• Barb Update: Review of vendors for teacher evaluation. Nice to hear from other states – new ideas and similar challenges.</li> <li>• Tom Update: 2<sup>nd</sup> time got much more out of it. Enjoyed Gallup Poll presentation and data. CESA 2 Presentation was very well received. Gary can share out Gallup power point to BOC.</li> </ul> |  |

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|     |   | <ul style="list-style-type: none"> <li>• Nancy Update: Keynotes great – global competence and brain based learning. Sessions best – tech to transforming teaching. Mindfulness in education. Communicating value of service agencies. Growing ESA business top 10 ways. Network breakfast options – key topics.</li> <li>• Joan Wade will become new AESA Executive Director</li> <li>• Thank organization for supporting BOC to attend with great value to exchange info and understanding with others from across the nation.</li> </ul> |  |
| 9.  | <b>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.</b> | <p>Update on communications regarding liquidated damages fee/communications with former employee. This will include oral or written advisement from the CESA 2 attorney.</p> <p>Discussion of Agency Administrator employment contract.</p> <p>Roll call: All present except Cyndy Beuthin and Evelyn Propp</p>  | <b>Motion: Nancy<br/>Second: Rom<br/>Time:<br/>8:35 pm</b> |
| 10. | <b>Reconvene to open session</b>  |  | <b>Motion: Jaye<br/>Second: Barb<br/>Time: 9:15</b>        |
| 11. | <b>Action from closed session, if necessary</b>   | No action  | <b>Motion: None<br/>Second: None</b>                       |
| 12. | <b>Action items (consent agenda):</b>   |  | <b>Motion: Ron<br/>Second: Jaye<br/>Approved</b>           |
|     | Reinstate Employment  | Rachel Smith, Accounting Associate.  |  |

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|     | FMLA  | <p>Hope Murra, Speech Language Pathologist, Westosha Special Education Consortium, maternity leave estimated start date April 12, 2016 through the end of the school year.</p> <p>Amy Langer, Family Service Coordinator, Rock County Birth to 3, maternity leave estimated start date February 8, 2016 through May 20, 2016.</p> |  |
|     | Retirement  | Candace Vanderlip, Accounts Payable - 29 years of service to CESA 2   |  |
|     | Contract Ending   | <p>Karolyn Blaha, Learning Coach, JEDI<br/>Sunshine Stephens, Learning Coach, JEDI</p> <p>Jason Burch, Teacher, JEDI<br/>Pedro Merced, Teacher, JEDI</p>  |  |
|     | Resignations  | <p>Kathryn Nelson, DPT, Birth to Three</p> <p>Christi Matteson, Elementary Teacher, JEDI</p>  |  |
| 13. | <b>Jefferson County Head Start – Grant Application Approval</b> | <p>Approve the submission of the United Way of Jefferson &amp; North Walworth Counties Oral Health Grant application.</p> <p>Amount: \$6000.00</p> <p>Discussion: None</p>  | <b>Motion: Barb<br/>Second: Jim<br/>Approved</b> |
| 14. | <b>Jefferson County Head Start – Award Acceptance</b>           | <p>Accept the Notice of Award for Cesa#2/ Jefferson County Head Start Funding Program Year 2016</p> <p>Amount: \$1,064,003.00</p> <p>Discussion: None</p>   | <b>Motion: Jaye<br/>Second: Bev<br/>Approved</b> |

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| 15. | <b>Jefferson County Head Start – Report Review</b>   | <p>Overview of Finding’s Report from an onsite Environmental Health &amp; Safety Review that was conducted at each Head Start facility from 11/17/2015-11/18/2015. No areas of noncompliance were found.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>Jaye question – Does report pose a significance for future issues? Don’t understand with window comment – non-compliance. Cannot change building (i.e. inside classrooms) – seem unfixable. In 2 years mandatory, then facility would be unusable</li> </ul> | <b>Motion: Barb<br/>Second: Ron<br/>Approved</b>        |
| 16. | <b>Restatement of the CESA 2 457 Retirement Plan</b> | <p>Reviewed and Approved Security Benefit (CESA 2 457b Plan provider) Adoption as written Agreement &amp; Resolution Documents and read by Tom (see document) .</p> <p>Discussion: Info introduced during Bill’s report.</p>  | <b>Motion: Ron<br/>Second: Jim</b>                      |
| 17. | <b>Cracker Barrel</b>                                | <p>Elections and referendum discussion. Question about policy and Neola – Nancy said WASB would most likely not recommend. The concern shared is that it’s canned group of policies from Iowa.</p>  |   |
| 18. | <b>Adjourn</b>                                       |   | <b>Motion: Ron<br/>Second: Barb<br/>Time: 9:30 p.m.</b> |