



Special Meeting of the Board of Control
 Date: Tuesday, May 3rd, 2016
 Location: CESA 2 Conference Room 111 at 7:30 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 7:33 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:33 pm
2.	Roll Call	<p>Present: Cindy Beuthin Jim Bousman Ron Buchanan Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Jaye Tritz – arrived at 7:51 pm Marian Viney Jim Wahl</p> <p>Absent: Tom Bush</p> <p>Also present: Dr. Gary Albrecht Bill Barrow Nicole Barlass</p>	

		Tracy Elger	
3.	Review and Approve Agenda	Ms. Thompson noted changes to the agenda including moving the hiring of Sarah Heck and the FMLA request of Rebecca Brown to the regular agenda from the consent agenda. She also noted that the items in the closed session would be reordered with b becoming d, c becoming b and d becoming c. Mr. Wahl made a motion to approve the agenda with the noted changes. Mr. Buchanan seconded the motion. The motion carried 9:0.	Motion: Wahl Second: Buchanan Motion carried 9:0
4.	Action items (consent agenda):	Ms. Fischer made a motion to approve the consent agenda. Mr. Buchanan seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Buchanan Motion carried 9:0
	New Hire	Karla Sikora, Director of Special Education, Westosha Special Education Alliance	
	Resignations	Kim Jordan, Administrative Assistant, CESA Purchasing Bridget Kotarak, Director of Special Education, Westosha Special Education Alliance, effective June 30, 2016 Nicole Lyons, Administrative Assistant, Rock County's Birth to Three, effective April 28, 2016 Mary Ray, Program Assistant, Rock County's Birth to Three, effective May 17, 2016 Dianne Riley, Job Coach, Vocational Opportunities and Assistance, effective May 6, 2016 Pat Sullivan, Speech-Language Pathologist, Westosha Special	

		Education Alliance, effective June 30, 2016	
	Retirement	Lowrie Becker, Specially Designed Physical Education Teacher, Union Grove Special Education Consortium	
5.	FMLA – Jefferson County Head Start	Ms. Fischer made a motion to approve the FMLA request of Rebecca Brown, Teacher, Jefferson County Head Start, tentatively effective August 15, 2016 through November 7, 2016. Ms. Viney seconded the motion. The motion carried 9:0.	Motion: Fischer Second: Viney Motion carried 9:0
6.	New Hire	Dr. Albrecht, Ms. Elger and Ms. Barlass outlined Ms. Heck’s qualifications and experience for the position. Ms. Viney made a motion to approve the hiring of Sarah Heck, Director of Marketing and Communication, Whitewater office. Ms. Beuthin seconded the motion. The motion carried 9:0.	Motion: Viney Second: Beuthin Motion carried 9:0
7.	Discussion and Consideration of Salary Increase for CESA 2 Employees	Discussion was held regarding the possible salary increase scenarios. Mr. Buchanan made a motion to approve a 1.5% salary increase for CESA 2 employees. Mr. Bousman seconded the motion. The motion carried 10:0.	Motion: Buchanan Second: Bousman Motion carried 10:0
8.	First Reading – Policy 803 – Plan of Representation	The policy was reviewed and the Board recommended it come before the Board for a second reading at the May 17, 2016 meeting.	
9.	Waiver of the Timeline for 6 Credit Reimbursement Cost	Ms. Tritz made a motion to grant a non-precedent setting waiver of the timeline for 6 credit reimbursement for the following staff members: Diane Jensen, Sid Larson, Trisha Spende, Lynee Tourdot and Mary Jo Ziegler. She noted that this was not a change to policy. Ms. Fergus seconded the motion. The motion carried 10:0.	Motion: Tritz Second: Fergus Motion carried 10:0

10.	<p>Jefferson County Head Start – Reduction in Enrollment Proposal to Regional office</p>	<p>Mr. Buchanan made a motion to approve the reduction of enrollment of 28 federally funded children and to reallocate federal funds in the amount of \$33,879.00 within the program budget. Ms. Fergus seconded the motion. The motion carried 10:0.</p>	<p>Motion: Buchanan Second: Fergus</p> <p>Motion carried 10:0</p>
11.	<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.</p>	<p>Ms. Thompson made a motion to move into closed session pursuant to WI Stat. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of an agency employee over whom the Board has jurisdiction and exercises responsibility. Mr. Buchanan seconded the motion. The motion carried 10:0. Closed session was entered into at 8:13 pm.</p> <ul style="list-style-type: none"> a. Recommendations for Issuance of Final Notice of Consideration of Non-Renewal for staff members per Sec. 118.22 (3), Wis. Stats, due to a reduction in the need for staff. b. Discussion/Approval of special consideration salary increases for CESA 2 staff via the Personnel Committee and recommendation by Dr. Albrecht c. Update on investigation of allegations against an agency employee d. Agency Administrator’s contract <p>Ms. Barlass called the roll.</p> <p>Roll call Cindy Beuthin Jim Bousman Ron Buchanan</p>	<p>Motion: Thompson Second: Buchanan Time: 8:13 pm</p> <p>Motion carried 10:0</p>

		<p>Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p>	
12.	Reconvene to open session	<p>Mr. Buchanan made a motion to reconvene in open session. Ms. Fergus seconded the motion. The motion carried 10:0. The Board reconvened in open session at 9:23 pm.</p> <p>Ms. Fischer called the roll.</p> <p>Roll call Cindy Beuthin Jim Bousman Ron Buchanan Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p>	<p>Motion: Buchanan Second: Fergus Time: 9:23 pm</p> <p>Motion carried 10:0</p>
13.	Final Notice of Non-Renewal	<p>Mr. Buchanan made a motion to issue a final notice of non-renewal to Stacey Sibilski, Occupational Therapist, Westosha Special Education Alliance, due to a reduction in force. Mr. Wahl seconded the motion. The motion carried 10:0.</p>	<p>Motion: Buchanan Second: Wahl</p> <p>Motion carried 10:0</p>
14.	Special Salary Considerations	<p>Ms. Fischer made a motion to approve the special salary considerations as presented. Ms. Tritz seconded the motion. The motion carried 10:0.</p>	<p>Motion: Fischer Second: Tritz</p> <p>Motion carried 10:0</p>
15.	Adjourn	<p>Mr. Buchanan made a motion to adjourn the meeting. Ms. Tritz seconded the motion. The motion carried 10:0. The meeting adjourned at 9:39 pm.</p>	<p>Motion: Buchanan Second: Tritz Time: 9:39 pm</p>

			Motion carried 10:0
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Jefferson County Head Start
Policy Council Meeting
April 28th, 2016
Jefferson Main Office

- A. A Special Policy Council Meeting was held on April 28th, 2016 to discuss and approve the submission of the Reduction in Enrollment Proposal to the Regional Office. The Council met on April 28th, 2016 to approve the proposal so that it could be presented to the CESA #2 Board of Control at its Special Meeting scheduled for May 3rd, 2016. The meeting was called to order at 10:00 a.m. by Chairperson Amanda Krahn.
- B. Present were:
Members:
Adrian, Sara – Purdy
Bakker, Rachel - Westosha
Krahn, Amanda – Hebron
McGrade, Caylia – Jefferson West
Rimmer, Sarah – Watertown
Solis, Amanda – Westosha
Thompson, Nancy – CESA #2
Villegas, Erika – Hebron
Volk, Kathy – Community Rep.
- Absent:
Janke, Tiffani – Hebron
Tishler, Catherine – Watertown
White, Lindsay - Hebron
- Staff Present:
Wieland, Mary Anne – Director
Jennifer Geissman, Education Specialist - Westosha
- C. Guest / Training / Reports:
None
- D. Agenda Updates and changes:
1) None
- E. Approval of Minutes:
1) None
- F. Unfinished Business:
1) The proposal for a Reduction in Enrollment was presented to the council. At the regularly scheduled April meeting which was held on April 18th, 2016 the council discussed and reviewed program data such as enrollment numbers, attendance, past years Program Information Reports (PIR) and recruitment efforts. The Council also understood that the program remained under enrolled up to the March enrollment count. At that meeting, the council directed Director Mary Anne Wieland to continue to develop a proposal that would reduce the number of enrollment slots by 28 children and to explore program options that would best serve the children who would be returning and entering into the program for the 2016 – 2017 school year.
- On April 28th, 2016, the proposal, which was sent for review to Ellen Chavez, Program Support Contractor, outlined in detail the program options that, if approved would become effective at the start of the new school year, effective 9/1/2016.

The proposal included the following:

Enrollment for the 2016 – 2017 school year would be reduced by 28 federally funded children. This meant that the program would serve 258 federally funded children rather than the 286 it served during the 2015 – 2016 school year. The 10 state funded children would continue to be served making the total enrollment number, 268 children.

- (2) Double Session classrooms would convert to a Full Day (7 hour)/Four Day per week option. The classrooms would be located in Hebron and in Westosha. The Hebron classroom would serve 15 children and the Westosha classroom, 14. (A copy of the Reduction in Enrollment Proposal was distributed to each member and used to guide discussion).
- Federal Funding would remain at its current level; however, \$33,879.00 would be returned to the budget and reallocated to support the program in a different capacity. Specifically, \$33,879.00 would be reallocated to hire one “floater” teacher that would support the Watertown Center classrooms which have the highest number of students with an IEP and 2 double session classrooms serving predominately 3 year old children. Reallocated funds in the amount of \$29,047.00 would go towards the hiring of the Floater Teacher.

Because children attending Full Day classrooms need to be offered a rest time after 4 hours; \$944.00 will be used to purchase rest mats, sheets and a mat holder. To further support the ongoing needs of all classrooms; \$2,550.00 will be reallocated to provide 1 additional Mental Health observation and the remaining \$1,337.05 will be used for supplies/kitchen utensils.

- Supervisory structure will remain in place as the structure was previously downsized in 2014 – 2015. After a brief discussion, a motion was made by Sarah Rimmer to approve and submit the Reduction in Enrollment to the Regional Office. 2nd by Caylia McGrade. Motion Passed.

G. New Business:
None

H. Standing Committees:

1) No Report

I. Financial Reports:
1) None

J. Directors Report:
1) None

K. State Parent Affiliate Report:
None

L. Center Reports:
None

M. Announcements:
1) None

N. Next Meeting:
None

O. Adjournment:
A motion to adjourn was made by Erika Villegas. 2nd by Sara Adrian. Motion Passed. The meeting adjourned at: 11:40 a.m.