Regular Meeting of the Board of Control  
Date: Tuesday, November 10th, 2015  
Location: CESA 2 Conference Room 111 at 7 pm  
Minutes

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
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<tbody>
<tr>
<td>Audit</td>
<td>Tom Bush, Jaye Tritz (chair) Jim Wahl</td>
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<tr>
<td>Personnel</td>
<td>Beverly Fergus, Nancy Thompson (chair), and Marian Viney</td>
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<tr>
<td>Policy</td>
<td>Jim Bousman, Ron Buchanan, Barbara Fischer (chair), and Evelyn Propp</td>
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<tr>
<td>AESA Annual Conference Attendees</td>
<td>Tom Bush, Barbara Fischer and Nancy Thompson</td>
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<td>WASB Delegate and Alternate</td>
<td>Barbara Fischer and Jim Bousman</td>
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<td>WASB CESA Board Members Breakfast</td>
<td>Jim Bousman, Tom Bush, Barbara Fischer, Nancy Thompson and Marian Viney</td>
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<tr>
<th>#</th>
<th>Item</th>
<th>Minutes</th>
<th>Action</th>
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<tr>
<td>1</td>
<td><strong>Call to Order/Announcement of Compliance with Open Meeting Law</strong></td>
<td>Ms. Thompson called the meeting to order at 7:05 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.</td>
<td><strong>Time: 7:05 pm</strong></td>
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| 2 | **Roll Call**                                                        | **Present:** Cindy Beuthin  
Jim Bousman  
Tom Bush  
Beverly Fergus  
Barbara Fischer  
Evelyn Propp  
Nancy Thompson  
Marian Viney  

**Absent:**  
Ron Buchanan  
Jaye Tritz  
Jim Wahl  

**Also present:**  
Dr. Gary Albrecht  
Nicole Barlass  
Bill Barrow |
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<td>3.</td>
<td><strong>Review and Approve Agenda</strong></td>
<td>Ms. Thompson indicated that the order of the agenda needed to be shifted. The new order would be items 1 – 4, items 10 – 12, item 20, items 14-19, and then, items 5 through the rest of the uncovered agenda items. Mr. Bousman made a motion to approve the agenda with the shift in order of the items. Mr. Bush seconded the motion. The motion carried 8:0.</td>
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|   |   | Motion: Bousman  
Second: Bush  
Motion carried 8:0 |
| 4. | **Consideration/Action re: the nomination of a new Board member from Cluster B to replace the vacancy created by the resignation of a BOC member from Mount Horeb** | Cindy Beuthin took the oath of office and will be the Board member from Cluster B for the remaining time of the term, until 2018. |
| 5. | **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.** | Ms. Thompson made a motion to 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. Ms. Fischer seconded the motion. The motion carried 8:0 and closed session was entered into at 7:15 pm.  
Consideration of small claims court re: employee’s refusal to pay liquidated damages  
Consideration of Head Start employee personnel matter |
|   |   | Motion: Thompson  
Second: Fischer  
Time: 7:15 pm |

**Roll call**  
Cindy Beuthin  
Jim Bousman  
Tom Bush  
Beverly Fergus
|   | **Reconvene to open session** | Ms. Viney made a motion to reconvene in open session. Ms. Fergus seconded the motion. The motion carried 8:0 and the Board reconvened to open session at 8:41 pm.  
**Roll call**  
Cindy Beuthin  
Jim Bousman  
Tom Bush  
Beverly Fergus  
Barbara Fischer  
Evelyn Propp  
Nancy Thompson  
Marian Viney  
**Time:** 8:41 pm | **Motion:** Viney  
**Second:** Fergus  
**Motion carried:** 8:0 |
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<td><strong>Action from closed session, if necessary</strong></td>
<td>Actions were taken in closed session.</td>
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|   | **Jefferson County Head Start — Hourly salary increases for Program Specialists/Managers as part of position redesign for 2015-2016** | Ms. Wieland discussed the proposed hourly increases for Program Specialists and Managers. She indicated that the estimated total cost would be $10,835.00 and that these costs would be absorbed by the 4K, federal, and state DPI grant funds.  
Ms. Fergus made a motion to approve the following hourly salary increases: Dana Busler, Early Childhood Education Specialist – increase from $20.25/hour to $21.25/hour (increase by $1.00/hour)  
Jennifer Geissman, Early Childhood Education Specialist – increase from $21.40/hour to $22.40/hour (increase by $1.00/hour)  
Julie Ouimet, Westosha Center Director – increase from $15.49/hour to $16.49/hour (increase by $1.00/hour)  
Elizabeth Yunker, Family Advocate – | **Motion:** Fergus  
**Second:** Fischer  
Motion carried 8:0 |
|   | Jefferson County Head Start – Resignation | Ms. Fischer made a motion to accept the resignation of Danica Rupnow, Assistant Teacher, effective October 14th, 2015. Mr. Bousman seconded the motion. The motion carried 8:0. | Motion: Fischer  
Second: Bousman  
Motion carried 8:0 |
|---|---|---|---|
| 9. | Jefferson County Head Start – FMLA | Mr. Bousman made a motion to approve the FMLA request of Elizabeth Yunker, Family Advocate, tentatively effective October 21, 2015 through December 2, 2015. Ms. Viney seconded the motion. The motion carried 8:0. | Motion: Bousman  
Second: Viney  
Motion carried 8:0 |
| 10. | Jefferson County Head Start – New Hire | Ms. Fergus made a motion to approve the hiring of Amy Johnson, Early Childhood Education Specialist. Ms. Viney seconded the motion. The motion carried 8:0. | Motion: Fergus  
Second: Viney  
Motion carried 8:0 |
| 11. | Jefferson County Head Start – New Hire | Ms. Fischer made a motion to approve the hiring of Ericka Sweitzer, Teacher/Floater (1 year contract). Ms. Fergus seconded the motion. The motion carried 8:0. | Motion: Fischer  
Second: Fergus  
Motion carried 8:0 |
| 12. | Jefferson County Head Start – New Hire | Ms. Viney made a motion to approve the hiring of Jane Salameh, Assistant Teacher (1 year contract). Ms. Fergus seconded the motion. The motion carried 8:0. | Motion: Viney  
Second: Fergus  
Motion carried 8:0 |
<p>| 13. | Jefferson County Head Start – Job Description | Ms. Fischer made a motion to approve the changes to the job | Motion: Fischer |</p>
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<th>Description</th>
<th>Action Taken</th>
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<td>15.</td>
<td><strong>Audit Committee Report and Payment of bills</strong></td>
<td>Mr. Bush read the audit committee report. He noted that the balance was $1,341,459.81 as of September 30, 2015. There were cash receipts of $1,026,048.74 and cash disbursements of $1,431,683.94, leaving a balance of $935,842.61 as of October 31, 2015. Mr. Bush made a motion to approve the report and pay the bills. Ms. Fischer seconded the motion. The motion carried 8:0.</td>
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|   | Motion: Bush  
Second: Fischer  
Motion carried 8:0 |
| 16. | **Approval of Minutes from the Regular Board of Control Meeting on October 6, 2015** | Mr. Bousman made a motion to approve the minutes as presented. Ms. Fergus seconded the motion. The motion carried 7:0, with Ms. Beuthin abstaining. |
|   | Motion: Bousman  
Second: Fergus  
Motion carried 7:0, with 1 abstention |
| 17. | **Citizen Input** | There was no citizen input. |
| 18. | **Presentation** | Jena Schnabel, AmeriCorps VISTA member, presented on her work building awareness around the issue of homelessness. |
| 19. | **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.  
**Financial Director:** Mr. Barrow shared information on the conclusion of the financial audit. He indicated that the auditors suggested we include the current year value of the Wisconsin Retirement System on our books. He will be reviewing this suggestion as there is some potential volatility. The auditors noted how quickly and well the business office staff responded to their requests. |
**Director of Resources:** Ms. Barlass introduced Cynthia Holt, who will be acting as her interim for Board related matters when she is on maternity leave. Ms. Barlass noted that she has assisted 28 districts with the PI-1202 report/fall staff report and provided documentation to the Board from the Department of Public Instruction regarding the reporting of subcontracted staff members. She noted that interviewing has been done to fill the Administrative Assistant position and that Dr. Albrecht would be conducting second interviews with candidates on November 12, 2015. Hopefully, the position will be filled by the end of November. Ms. Barlass noted that Tim Peterson, Assessment Director at Madison Metropolitan School District has offered to share the civics exam they created in English and Spanish, which CESA 2 can share with other districts. She also noted that CESA 2 is looking into housing a database which would track students’ passing of the civics exam. Ms. Barlass noted that she appreciated the opportunity to go to the training provided by Duncan Simester, which she found very beneficial, and she’s looking forward to applying the knowledge gained there.

**Director of Programs & Services:** Ms. Elger noted the work being done to move the agency forward with the re-design. She stated that she hoped to be able to share a new organizational chart and update the Board on the design process at the January meeting. She noted discussions being held regarding support for Special Education in Walworth County. Two models or a hybrid model could be used, including a Special Education consortium or something similar to
the Marathon County Special Education Board. Ms. Elger and Ms.
Barlass will be meeting with the staff at Lakeland School on November 12,
2015 and Ms. Elger and Mr. Barrow will be meeting with the director of
the Marathon County Special Education Board on either November
17, 2015 or November 18, 2015. Ms.
Elger explained the work she’s doing
with a workgroup at DPI to create
modules on co-teaching. She expects
to have these available for school
district review in March and the
finished modules available in May for
school districts to use to provide
training over the summer. She also
noted a recent meeting with Linda
Nortier, UW-Whitewater, regarding a
possible college and career readiness
curriculum or project geared towards
elementary students.

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<th>20.</th>
<th><strong>Action items (consent agenda):</strong></th>
<th>Mr. Bousman made a motion to approve the items in the consent agenda. Ms. Fischer seconded the motion. The motion carried 8:0.</th>
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| | **Motion:** | Bousman  
**Second:** Fischer  
Motion carried 8:0 |
| | **Increase in time** | Marissa Kniep, Teacher of the Deaf and Hard of Hearing, increase from 50% FTE to 70% FTE |
| | **New hires** | Dave Crane, Instructor, Driver Education  
Stephanie Doggett, Instructor, Driver Education  
Diane K. Kraus, Follow-up Coordinator, Wisconsin FAST Forward Grant  
Kraig Macaulay, Instructor, Driver Education |
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<td>Beth Olson, Instructor, Driver Education</td>
<td>Mary Jo Ziegler, Title I Network Coordinator</td>
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<td><strong>Resignations</strong></td>
<td>Pedro Merced, Teacher of Record, JEDI</td>
<td>Dan Ouimet, Instructor, Driver Education</td>
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<td><strong>21. Cracker Barrel</strong></td>
<td>Ms. Beuthin introduced herself to the Board. The other Board members introduced themselves. Ms. Fischer noted that building work has begun in Elkhorn.</td>
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| **22. Adjourn** | Mr. Bush made a motion to adjourn the meeting at 9:56 pm. Ms. Fischer seconded the motion. The motion carried 8:0. | **Motion:** Bush  
**Second:** Fischer  
**Time:** 9:56 pm |