



Regular Meeting of the Board of Control
 Date: Tuesday, November 10th, 2015
 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 7:05 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:05 pm
2.	Roll Call	<p>Present: Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Marian Viney</p> <p>Absent: Ron Buchanan Jaye Tritz Jim Wahl</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow</p>	

		Dana Busler Cynthia Holt Jena Schnabel Mary Anne Wieland	
3.	Review and Approve Agenda	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.	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 Roll call Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus	Motion: Thompson Second: Fischer Time: 7:15 pm

		Barbara Fischer Evelyn Propp Nancy Thompson Marian Viney	
6.	Reconvene to open session	<p>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.</p> <p>Roll call Cindy Beuthin Jim Bousman Tom Bush Beverly Fergus Barbara Fischer Evelyn Propp Nancy Thompson Marian Viney</p>	<p>Motion: Viney Second: Fergus Time: 8:41 pm</p>
7.	Action from closed session, if necessary	Actions were taken in closed session.	
8.	Jefferson County Head Start – Hourly salary increases for Program Specialists/Managers as part of position redesign for 2015-2016	<p>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.</p> <p>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 –</p>	<p>Motion: Fergus Second: Fischer</p> <p>Motion carried 8:0</p>

		increase from \$14.26/hour to \$15.20/hour (increase by \$0.94/hour) Laura Janny, Teacher Mentor – increase from \$17.25/hour to \$18.00/hour (increase by \$0.75/hour) Jenny Adkins, Family Engagement/Program Environments Coordinator – increase from \$15.91/hour to \$17.25/hour (increase by \$1.34/hour). Ms. Fischer seconded the motion. The motion carried 8:0.	
9.	Jefferson County Head Start – Resignation	Ms. Fischer made a motion to accept the resignation of Danica Rupnow, Assistant Teacher, effective October 14 th , 2015. Mr. Bousman seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Bousman Motion carried 8:0
10.	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
11.	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
12.	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
13.	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
14.	Jefferson County Head Start – Job Description	Ms. Fischer made a motion to approve the changes to the job	Motion: Fischer

		description for the Family Engagement/Program Environments Coordinator, full-time, \$17.25 per hour. Ms. Viney seconded the motion. The motion carried 8:0.	Second: Viney Motion carried 8:0
15.	Audit Committee Report and Payment of bills	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.	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.	

		<p>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.</p> <p>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</p>	
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		<p>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.</p>	
20.	Action items (consent agenda):	<p>Mr. Bousman made a motion to approve the items in the consent agenda. Ms. Fischer seconded the motion. The motion carried 8:0.</p>	<p>Motion: Bousman Second: Fischer</p> <p>Motion carried 8:0</p>
	Increase in time	<p>Marissa Kniep, Teacher of the Deaf and Hard of Hearing, increase from 50% FTE to 70% FTE</p>	
	New hires	<p>Dave Crane, Instructor, Driver Education</p> <p>Stephanie Doggett, Instructor, Driver Education</p> <p>Diane K. Kraus, Follow-up Coordinator, Wisconsin FAST Forward Grant</p> <p>Kraig Macaulay, Instructor, Driver Education</p>	

		Beth Olson, Instructor, Driver Education Mary Jo Ziegler, Title I Network Coordinator	
	Resignations	Pedro Merced, Teacher of Record, JEDI Dan Ouimet, Instructor, Driver Education	
21.	Cracker Barrel	Ms. Beuthin introduced herself to the Board. The other Board members introduced themselves. Ms. Fischer noted that building work has begun in Elkhorn.	
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