## Minutes

**Committee** | **Members**  
---|---  
Audit | Tom Bush, Michelle Dunn, 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 |  
WASB CESA Board Members Breakfast |  

### # | Item | Briefs | Action/Minutes  
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1. | Call to Order/Announcement of Compliance with Open Meeting Law | Ms. Thompson called the meeting to order at 7:15 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law. | Time: 7:15 pm  
2. | Roll Call | **Present:** Ron Buchanan Tom Bush Barbara Fischer Evelyn Propp Nancy Thompson Jaye Tritz Jim Wahl  
**Absent:** Jim Bousman Michelle Dunn Beverly Fergus Marian Viney  
**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 asked if there were any items anyone would like moved to the regular agenda. No requests were made. Mr. Buchanan made a motion to approve the agenda as presented. Mr. Wahl seconded the motion. The motion carried 7:0. <strong>Motion:</strong> Buchanan <strong>Second:</strong> Wahl <strong>Motion carried 7:0</strong></td>
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<td>4.</td>
<td><strong>Recognition of Retiring Staff Members</strong></td>
<td>The Board of Control recognized retiring staff members Nancy Booth and Diana Traeger.</td>
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<td>5.</td>
<td><strong>Presentation – Jefferson County Head Start: 5 Year Continuation Grant Application</strong></td>
<td>5 Year Continuation Grant Application to Operate Head Start Program. Mary Anne Wieland, Dana Busler and Jennifer Geismann discussed School Readiness Goals for the 2015-2016 school year and the application for the 5 year Continuation Grant.</td>
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<td>6.</td>
<td><strong>Audit Committee Report and Payment of bills</strong></td>
<td>Ms. Tritz read the audit report. She noted that the balance was $1,840,056.30 as of July 31, 2015. There were cash receipts of $646,319.90 and cash disbursements of $942,031.00, leaving a balance of $1,544,345.20 as of August 31, 2015. Ms. Tritz made a motion to approve the report and pay the bills. Mr. Buchanan seconded the motion. The motion carried 7:0. <strong>Motion:</strong> Tritz <strong>Second:</strong> Buchanan <strong>Motion carried 7:0</strong></td>
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<td>7.</td>
<td><strong>Approval of Minutes from the Regular Board of Control Meeting on August 18, 2015</strong></td>
<td>Mr. Buchanan made a motion to approve the minutes as presented. Mr. Wahl seconded the motion. The motion carried 7:0. <strong>Motion:</strong> Buchanan <strong>Second:</strong> Wahl <strong>Motion carried 7:0</strong></td>
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<td>8.</td>
<td><strong>Citizen Input</strong></td>
<td>There was no citizen input.</td>
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| 9. | **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 noted that the financial audit would begin on September 24, 2015 and that the auditors would come out again October 14 – 16, 2015. He noted that at this point it looks like CESA 2 will be in arrears $75,000 - $100,000 for 2014-2015, which was expected as investments were made in the redesign. He noted the departure of Lori Alwin, Receptionist/Accounts Receivable and plans to re-think that position.  
**Director of Programs & Services:** Ms. Elger shared information on the types of coaching CESA 2 is now able to provide and provided an update on the current programs & services.  
**Director of Resources:** Ms. Barlass noted the completion of the 2015-2016 School Directory and offered to provide hard copies. She noted that she had been selected to participate on the WISEStaff Advisory Board at DPI and attended training with Rachel Smith on the WISE system. Ms. Barlass noted she has also been working on some personnel issues and looking at technology goals. She noted that a new conference room and new workstations will be installed on September 17, 2015. |
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<td>11.</td>
<td><strong>Agency Administrator Goals 2015-2016</strong></td>
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| 12. | **Action items (consent agenda):** | Ms. Fischer made a motion to approve the items in the consent agenda. Ms. Tritz seconded the motion. The motion carried 7:0. | **Motion:** Fischer  
**Second:** Tritz  
Motion carried 7:0 |
| **Additional assignment** | Dawn Shelbourn, Professional Resources Consultant – will now also be working as a Teacher for JEDI |
| **FMLA** | Nicole Barlass, Director of Resources, tentatively effective November 30, 2015 through February 19, 2015 |
| **Increase in time** | Linda Christ, Speech Therapist, Union Grove Special Education Consortium, increase in time from 50% FTE to 60% FTE, for the 2015-2016 school year. |
| **New Hires** | Anne Cresswell, Teacher of Record, JEDI  
Joy Frazier, Instructor, Driver Education  
Richard Jones, Instructor, Driver Education  
Marissa Kniep, Teacher of the Deaf and Hard of Hearing  
Ed Pilarski, Automotive Instructor |
| **Resignation** | Lori Alwin, Reception/Accounts Receivable, effective September 11, 2015 |
| **Discussion and determination – work with Strang, Patteson, Renning, Lewis & Lacy, s.c** | The Board discussed whether or not this would be an exclusive agreement. Dr. Albrecht noted that it would not be. Mr. Buchanan voted to approve the working agreement with Strang, Patteson, Renning, Lewis & Lacy, s.c. Mr. Bush seconded the motion. The motion carried 7:0. |
| **Second Reading – Policy 3420.04 – Group Life Insurance** | Ms. Fischer made a motion to approve the change to note that CESA 2 will follow the eligibility requirements set by the Wisconsin Retirement System. Mr. Buchanan seconded the motion. The motion carried 7:0. |
|   | **Second Reading – Policy 3210.02 – Technology Acceptable Use** | Mr. Wahl made a motion to approve the change made to indicate responsibility of employee to return items upon termination of employment and reference made to Policy 3500 – Return of Property. Ms. Fischer seconded the motion. The motion carried 7:0. | **Motion:** Wahl  
**Second:** Fischer  
Motion carried 7:0 |
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| 16. | **Resignation** | Ms. Tritz made a motion to accept the resignation of Carolyn Heifner, School Social Worker, Union Grove Special Education Consortium, effective August 28, 2015, and to waive the imposition of liquidated damages due to special circumstances. Mr. Buchanan seconded the motion. The motion carried 7:0. | **Motion:** Tritz  
**Second:** Buchanan  
Motion carried 7:0 |
| 17. | **Resignation** | Ms. Tritz made a motion to accept the resignation of Jalateefa Joe-Meyers, Family Engagement Coordinator, WSPEI, effective September 3, 2015, pending the return of all items issued by CESA 2 and to not waive liquidated damages in the amount of $995.00. Mr. Bush seconded the motion. The motion carried 7:0. | **Motion:** Tritz  
**Second:** Bush  
Motion carried 7:0 |
| 18. | **Jefferson County Head Start – Acceptance of Wisconsin Head Start state supplemental funds** | Mr. Buchanan made a motion to accept the grant award of $68,328.00 from the Wisconsin Head Start state supplemental funds for the project period of July 1, 2015 through June 30, 2016. Ms. Propp seconded the motion. The motion carried 7:0. | **Motion:** Buchanan  
**Second:** Propp  
Motion carried 7:0 |
| 19. | **Jefferson County Head Start – 5 Year Continuation Grant Application fiscal year 2016** | Mr. Bush made a motion to approve the application for the Jefferson County Head Start – 5 Year Continuation Grant for the fiscal year 2016. Mr. Wahl seconded the motion. The motion carried 7:0. | **Motion:** Bush  
**Second:** Wahl  
Motion carried 7:0 |
| 20. | **Jefferson County Head Start – School Readiness Goals for 2015-2016 School Year** | Ms. Tritz made a motion to approve the Jefferson County Head Start – School Readiness Goals for the 2015-2016 school year. Mr. Buchanan seconded the motion. The motion carried 7:0. | **Motion:** Tritz  
**Second:** Buchanan  
Motion carried 7:0 |
|   | Jefferson County Head Start – New Hire | Ms. Fischer made a motion to approve the hiring of Kelly Isaacsen, Teacher - limited term. Mr. Bush seconded the motion. The motion carried 7:0. | Motion: Fischer  
Second: Bush  
Motion carried 7:0 |
|---|---|---|---|
| 22 | Jefferson County Head Start – New Hire | Ms. Fischer made a motion to approve the hiring of Megan Hahn, Teacher - long term substitute. Mr. Buchanan seconded the motion. The motion carried 7:0. | Motion: Fischer  
Second: Buchanan  
Motion carried 7:0 |
| 23 | Jefferson County Head Start – New Hire | Ms. Fischer made a motion to approve the hiring of Barbara Messer, Substitute, pending a review of any conflict with a parent working for Head Start. Mr. Buchanan seconded the motion. The motion carried 7:0. | Motion: Fischer  
Second: Buchanan  
Motion carried 7:0 |
| 24 | Jefferson County Head Start – Resignation | Mr. Wahl made a motion to accept the resignation of Lori Palmer, Teacher, effective September 4, 2015. Mr. Buchanan seconded the motion. The motion carried 7:0. | Motion: Wahl  
Second: Buchanan  
Motion carried 7:0 |
| 25 | Jefferson County Head Start – By-law Change | Ms. Tritz made a motion to approve the By-Law Article III Membership with the addition of “bolded” verbiage regarding parent membership on the Policy Council. Mr. Buchanan seconded the motion. The motion carried 7:0. | Motion: Tritz  
Second: Buchanan  
Motion carried 7:0 |
| 26 | 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 to discuss year two of the Agency Administrator’s | Motion: Thompson  
Second: Buchanan  
Time: 9:26 pm |
contract at 9:26 pm. Mr. Buchanan seconded the motion. The motion carried 7:0.

Ms. Barlass called the roll.

**Present:**
Ron Buchanan  
Tom Bush  
Barbara Fischer  
Evelyn Propp  
Nancy Thompson  
Jaye Tritz  
Jim Wahl

| 27. | Reconvene to open session | Ms. Fischer made a motion to reconvene in open session. Ms. Tritz seconded the motion. The Board reconvened in open session at 9:59 pm. The motion carried 7:0. | Motion: Fischer  
Second: Tritz  
Time: 9:59 pm |
| 28. | Action from closed session, if necessary | No action was taken. | |
| 29. | Cracker Barrel | |
| 30. | Adjourn | Mr. Buchanan made a motion to adjourn the meeting at 10 pm. Ms. Fischer seconded the motion. The motion carried 7:0. | Motion: Buchanan  
Second: Fischer  
Time: 10 pm |