



Regular Meeting of the Board of Control
 Date: Tuesday, August 16th, 2016
 Location: CESA 2 Conference Room 111 at 7 pm
 Minutes

Committee	Members
Audit	Tom Bush, Jaye Tritz (chair), and Jim Wahl
Personnel	Bev Fergus, Barb Fischer, Nancy Thompson (chair) and Marian Viney
Policy	Cindy Beuthin, Jim Bousman, Ron Buchanan and Evelyn Propp
WASB Delegate and Alternate	
WASB CESA Board Members Breakfast	

#	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>Ms. Barlass called the roll.</p> <p>Present: Cindy Beuthin Jim Bousman Ron Buchanan Tom Bush Barb Fischer – arrived at 7:15 pm Evelyn Propp Nancy Thompson</p> <p>Absent: Bev Fergus Jaye Tritz Marian Viney Jim Wahl</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow</p>	

		Tracy Elger Sarah Heck	
3.	Review and Approve Agenda	Ms. Thompson suggested moving items 15, 16 and 17 prior to the closed session and noted the additional items on the addendum to be added to the agenda. Ms. Thompson asked if there were any items in the consent agenda anyone wanted moved to the regular agenda. No requests were made. Mr. Buchanan made a motion to approve the agenda with the change in the order of the items and with the additions from the addendum. Ms. Beuthin seconded the motion. The motion carried 6:0.	Motion: Buchanan Second: Beuthin Motion carried 6:0
4.	Approval of Minutes from the Regular Board of Control meeting on July 19, 2016	Mr. Bush made a motion to approve the minutes as presented. Mr. Bousman seconded the motion. The motion carried 6:0.	Motion: Bush Second: Bousman Motion carried 6:0
5.	Audit Committee Report and Payment of bills	Mr. Bush read the audit committee report. He noted that the beginning balance as of June 30, 2016 was \$724,301.74 and that there were cash receipts of \$1,578,769.06 and cash disbursements of \$1,117,437.70, leaving a reconciled balance of \$1,185,633.10 as of July 31, 2016. Ms. Thompson asked if there were any financial items anyone wanted clarification on. No requests were made. Mr. Bush made a motion to approve the report and authorize payment of the bills. Mr. Buchanan seconded the motion. The motion carried 6:0.	Motion: Bush Second: Buchanan Motion carried 6:0
6.	Citizen Input	There was no citizen input.	
7.	Reports Agency Administrator Financial Director Director of Programs & Services	Please see the attached report from the Agency Administrator. Dr. Albrecht introduced Sarah Heck, Director of Marketing,	

<p>Director of Internal Systems & Administrative Resources Jefferson County Head Start</p>	<p>Communications, and Resource Development to the Board.</p> <p>Financial Director: Mr. Barrow noted that the audit has been rescheduled for September 29 and 30 to allow more time to prepare. He is projecting a loss of around \$500,000 for 2015-2016. He will be reviewing the policy around a line of credit and approaching the approved banks about the possibility of setting one up.</p> <p>Director of Programs & Services: Ms. Elger noted that the Bold Steps for 2016-2017 have been identified and the Leadership Council will now go through the process of making them into SMART Goals. Once that process is complete, they will be shared with the Board. Ms. Elger was the speaker at the kickoff meeting for the WSPEI grant. She noted that she was pleased to see that they are focusing on the value of the grant and the impact the work is having on adult behavior. She also discussed the work being done with Brett Remington on work flow analysis for CESA Purchasing.</p> <p>Director of Internal Systems & Administrative Resources: Ms. Barlass noted that Jena Schnabel has completed her year of service as an AmeriCorps VISTA member and that DeJuan Mason will be the AmeriCorps VISTA member for this year. Mr. Mason will introduce himself and his plans for this year at the September Board of Control meeting. Ms. Barlass noted the work being done to finalize staff for the Walworth Special Education Consortium. She will be presenting on WISEid on September 7th and a reminder was sent out to Application Security Managers to update staff access to applications for</p>	
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		<p>this year. She also noted work being done with Sharon Nelson and Ms. Elger around procedures and processes.</p> <p>Jefferson County Head Start: Ms. Thompson noted the number of new hires and that Head Start is losing staff to districts that are able to pay higher salaries. She noted that one of the new hires will be hired contingent on the receipt of an emergency license.</p>	
8.	Action items (consent agenda):	Mr. Buchanan made a motion to approve the items in the consent agenda. Ms. Beuthin seconded the motion. The motion carried 7:0.	<p>Motion: Buchanan Second: Beuthin</p> <p>Motion carried 7:0</p>
	FMLA	<p>Lori Barnes, Administrative Assistant, Westosha Special Education Alliance, tentatively effective July 25, 2016 through September 5, 2016</p> <p>Emily Hooten, Physical Therapist, Rock County's Birth to Three Program, tentatively effective August 19, 2016 through October 2, 2016</p>	
	New Hires	<p>Lisa Anderson, Speech/Language Pathologist – 60% FTE, Westosha Special Education Alliance</p> <p>Charity DeVoe-Brekken, Learning Coach, JEDI</p> <p>Janice Douglas, Teacher, JEDI</p> <p>Eric Franco, Teacher, JEDI</p> <p>Christine Kuhle, Learning Coach, JEDI</p> <p>Cody Larson, Teacher of Record, JEDI</p> <p>Richard Lutes, Job Coach, Vocational</p>	

		<p>Opportunities and Assistance</p> <p>Tiffany Michalkiewicz, Teacher, JEDI</p> <p>Suzette Simpson, Occupational Therapist, Walworth Special Education Consortium</p>	
	Resignation	Holly Miller, Specially Designed Physical Education Teacher, Westosha Special Education Alliance	
	Rock County's Birth to Three Program – Staff Contracts: September 1, 2016 – December 31, 2016	<p>Pamela BonoAnno, Occupational Therapist</p> <p>Sara Douglas, Early Intervention Specialist/Service Coordinator</p> <p>Rebecca Draeger, Intake Coordinator</p> <p>Samantha Flannery, Speech & Language Pathologist</p> <p>Jamie Fugate, Early Intervention Specialist/Service Coordinator</p> <p>Rubith Garcia, Family Service Coordinator</p> <p>Jody Herbert, Early Intervention Specialist/Service Coordinator</p> <p>Amy Langer, Family Service Coordinator</p> <p>Marie Maxwell-Jones, Occupational Therapist</p> <p>Gretchen Overturf, Early Intervention Specialist/Service Coordinator</p> <p>Heather Rhoades, Intake/Service Coordinator</p> <p>Lara Roehrig, Speech & Language Pathologist</p> <p>Debra Sisko, Administrative Assistant</p>	

		Janna Tamminga, Physical Therapist Anna Vierck, Speech & Language Pathologist Theresa Wixom, Rock County Birth to Three Program Coordinator	
	Temporary position	Karolina Liban, Speech/Language Pathologist, Rock County's Birth to Three Program, to cover maternity leave August 2016 through November 2016	
9.	First Reading – Policy 805 - Staff Conflict of Interest, Gifts and Solicitations	The Board reviewed the policy and recommended it come before the Board for a second reading at the September meeting.	
10.	First Reading – Policy 3430.03 – Vacation and Paid Leave Benefits	The Board reviewed the policy and recommended it come before the Board for a second reading at the September meeting.	
11.	Jefferson County Head Start - Lease of space from the School District of Jefferson	Mr. Buchanan made a motion to approve the lease agreement between Jefferson County Head Start/CESA 2 and the School District of Jefferson for space at Sullivan Elementary School in the amount of \$250.00 per month for September 1, 2016 – August 31, 2017. There was no increase in rent from 2015-2016. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Bousman Motion carried 7:0
12.	Jefferson County Head Start – Resignation	Ms. Beuthin made a motion to accept the resignation of Cheryl Gartland, Assistant Teacher, effective August 5, 2016. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Beuthin Second: Buchanan Motion carried 7:0
13.	Jefferson County Head Start – Resignation	Ms. Fischer made a motion to accept the resignation of Marianne Vogel, Assistant Teacher, effective August 8,	Motion: Fischer Second:

		2016. Ms. Beuthin seconded the motion. The motion carried 7:0.	Beuthin Motion carried 7:0
14.	Jefferson County Head Start – Resignation	Ms. Beuthin made a motion to accept the resignation of Elizabeth Zemlicka, Teacher, effective July 22, 2016. Mr. Bush seconded the motion. The motion carried 7:0.	Motion: Beuthin Second: Bush Motion carried 7:0
15.	Jefferson Count Head Start – New Hire	Mr. Bush made a motion to approve the hiring of Mary Daher, Full-time Lead Teacher – 1 year contract. Mr. Buchanan seconded the motion. The motion carried 7:0.	Motion: Bush Second: Buchanan Motion carried 7:0
16.	Jefferson County Head Start – New Hire	Mr. Buchanan made a motion to approve the hiring of Heather Rooker, Full-time Lead Teacher – 1 year contract, contingent on Ms. Rooker obtaining an emergency license. Mr. Bousman seconded the motion. The motion carried 7:0.	Motion: Buchanan Second: Bousman Motion carried 7:0
17.	Jefferson County Head Start – New Hire	Ms. Fischer made a motion to approve the hiring of McKayla Curry, Full-time Assistant Teacher – 1 year contract. Ms. Beuthin seconded the motion. The motion carried 7:0.	Motion: Fischer Second: Beuthin Motion carried 7:0
18.	Executive Closed Session	Ms. Thompson made a motion to adjourn to closed session pursuant to Wisconsin Statutes secs. 19.85 (1)(c) and (f) for consideration of a request from the Agency Administrator for modification(s) to his 2016-2017 employment contract’s duties and compensation and the reason(s) therefor, and to discuss suggested staffing plan modifications if such request is granted and to discuss consideration of modification(s) to the duties and compensation of other administrative employees for their	Motion: Thompson Second: Beuthin Time: 8:20 pm Motion carried 7:0

		<p>2016-17 contracts. Ms. Beuthin seconded the motion. The motion carried 7:0. Closed session was entered into at 8:20 pm.</p> <p>Ms. Barlass called the roll.</p> <p>Present: Cindy Beuthin Jim Bousman Ron Buchanan Tom Bush Barb Fischer Evelyn Propp Nancy Thompson</p>	
19.	Reconvene to open session	<p>Mr. Buchanan made a motion to reconvene in open session. Ms. Beuthin seconded the motion. The motion carried 7:0. The Board reconvened in open session at 10:09 pm.</p>	<p>Motion: Buchanan Second: Beuthin Time: 10:09 pm</p> <p>Motion carried 7:0</p>
20.	Action as needed based on closed session discussion	<p>Mr. Bousman made a motion to approve Dr. Albrecht's requested reduction in time for 2016-2017 and his retirement as of June 30, 2017 as presented. Mr. Buchanan seconded the motion. The motion carried 7:0.</p>	<p>Motion: Bousman Second: Buchanan</p> <p>Motion carried 7:0</p>
21.	Cracker Barrel	<p>Due to the time, no cracker barrel was held.</p>	
22.	Adjourn	<p>Mr. Buchanan made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 7:0. The meeting adjourned at 10:11 pm.</p>	<p>Motion: Buchanan Second: Bousman Time: 10:11 pm</p> <p>Motion carried 7:0</p>

August 16th, 2016

CESA 2 BOARD OF CONTROL

Administrator's Report

Gary L. Albrecht, Agency Administrator

1. The *Welcome Back Breakfasts* for CESA 2 employees will be held for Union Grove/Westosha staff (Cotton Exchange Restaurant), and Whitewater area staff (at the Innovation Center) on August 25th and August 29th respectively beginning at 8:30am. Board members are welcome to attend. Please let me know if you plan to attend in the event we would have to post re: a quorum.
2. The first PAC meeting of the year will take place on the morning of Thursday, September 8th here at the Innovation Center. I will be introducing new CESA 2 superintendents and I am coordinating a presentation/discussion on the superintendency as a kick-off for the school year.
3. The auditor will be onsite in our office this week. Our business office staff, led by Bill Barrow, has been busy in preparation.
4. I met with the Union Grove Area superintendents last week to talk about the consortium and to inform them of programs/services offered by CESA 2 that may be of value to their districts.