Regular Meeting of the Board of Control  
Date: Tuesday, August 16th, 2016  
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), and Jim Wahl</td>
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<tr>
<td>Personnel</td>
<td>Bev Fergus, Barb Fischer, Nancy Thompson (chair) and Marian Viney</td>
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<tr>
<td>Policy</td>
<td>Cindy Beuthin, Jim Bousman, Ron Buchanan and Evelyn Propp</td>
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<td>WASB Delegate and Alternate</td>
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<td>WASB CESA Board Members Breakfast</td>
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<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Minutes</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Call to Order/Announcement of Compliance with Open Meeting Law</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>Time: 7:05 pm</td>
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<td>2.</td>
<td>Roll Call</td>
<td>Ms. Barlass called the roll.</td>
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<td>Present:</td>
<td>Cindy Beuthin</td>
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<td>Jim Bousman</td>
<td>Ron Buchanan</td>
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<td></td>
<td>Tom Bush</td>
<td>Barb Fischer – arrived at 7:15 pm</td>
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<td></td>
<td>Evelyn Propp</td>
<td>Nancy Thompson</td>
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<td>Absent:</td>
<td>Bev Fergus</td>
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<td>Jaye Tritz</td>
<td>Marian Viney</td>
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<td></td>
<td>Marian Viney</td>
<td>Jim Wahl</td>
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<td></td>
<td>Also present:</td>
<td>Dr. Gary Albrecht</td>
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<td>Nicole Barlass</td>
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<td>Bill Barrow</td>
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<td>3.</td>
<td><strong>Review and Approve Agenda</strong></td>
<td>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.</td>
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<td>4.</td>
<td><strong>Approval of Minutes from the Regular Board of Control meeting on July 19, 2016</strong></td>
<td>Mr. Bush made a motion to approve the minutes as presented. Mr. Bousman seconded the motion. The motion carried 6:0.</td>
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<td>5.</td>
<td><strong>Audit Committee Report and Payment of bills</strong></td>
<td>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.</td>
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<td>6.</td>
<td><strong>Citizen Input</strong></td>
<td>There was no citizen input.</td>
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<td>7.</td>
<td><strong>Reports</strong>&lt;br&gt;Agency Administrator&lt;br&gt;Financial Director&lt;br&gt;Director of Programs &amp; Services</td>
<td>Please see the attached report from the Agency Administrator. Dr. Albrecht introduced Sarah Heck, Director of Marketing,</td>
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## Director of Internal Systems & Administrative Resources
Jefferson County Head Start

**Communications, and Resource Development to the Board.**

**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.

**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.

**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
this year. She also noted work being done with Sharon Nelson and Ms. Elger around procedures and processes.

**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.

| 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. | Motion: Buchanan  
Second: Beuthin  
Motion carried 7:0 |
|---|---|---|
| **FMLA** | Lori Barnes, Administrative Assistant, Westosha Special Education Alliance, tentatively effective July 25, 2016 through September 5, 2016  
Emily Hooten, Physical Therapist, Rock County’s Birth to Three Program, tentatively effective August 19, 2016 through October 2, 2016 | --- |
| **New Hires** | Lisa Anderson, Speech/Language Pathologist – 60% FTE, Westosha Special Education Alliance  
Charity DeVoe-Brekken, Learning Coach, JEDI  
Janice Douglas, Teacher, JEDI  
Eric Franco, Teacher, JEDI  
Christine Kuhle, Learning Coach, JEDI  
Cody Larson, Teacher of Record, JEDI  
Richard Lutes, Job Coach, Vocational | --- |
<table>
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<tr>
<th>Category</th>
<th>Names and Roles</th>
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| Opportunities and Assistance | Tiffany Michalkiewicz, Teacher, JEDI  
Suzette Simpson, Occupational Therapist, Walworth Special Education Consortium |
| 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 | Pamela BonoAnno, Occupational Therapist  
Sara Douglas, Early Intervention Specialist/Service Coordinator  
Rebecca Draeger, Intake Coordinator  
Samantha Flannery, Speech & Language Pathologist  
Jamie Fugate, Early Intervention Specialist/Service Coordinator  
Rubith Garcia, Family Service Coordinator  
Jody Herbert, Early Intervention Specialist/Service Coordinator  
Amy Langer, Family Service Coordinator  
Marie Maxwell-Jones, Occupational Therapist  
Gretchen Overturf, Early Intervention Specialist/Service Coordinator  
Heather Rhoades, Intake/Service Coordinator  
Lara Roehrig, Speech & Language Pathologist  
Debra Sisko, Administrative Assistant |
|   |   | Janna Tamminga, Physical Therapist  
|   |   | Anna Vierck, Speech & Language  
|   |   | Pathologist  
|   |   | Theresa Wixom, Rock County Birth to  
|   |   | Three Program Coordinator  
|   |   | 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.  
| 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.  
| 13. | Jefferson County Head Start –  
|   |   | Resignation  
|   |   | Ms. Fischer made a motion to accept  
|   |   | the resignation of Marianne Vogel,  
|   |   | Assistant Teacher, effective August 8,  
|   |   |  
|   |   | Motion:  
|   |   | Buchanan  
|   |   | Second:  
|   |   | Bousman  
|   |   | Motion carried 7:0  
|   |   | Motion:  
|   |   | Beuthin  
|   |   | Second:  
|   |   | Buchanan  
|   |   | Motion carried 7:0  
|   |   | Motion:  
|   |   | Fischer  
|   |   | Second:  

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| **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 County 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 |
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<th>2016-17 contracts. Ms. Beuthin seconded the motion. The motion carried 7:0. Closed session was entered into at 8:20 pm. Ms. Barlass called the roll. <strong>Present:</strong> Cindy Beuthin Jim Bousman Ron Buchanan Tom Bush Barb Fischer Evelyn Propp Nancy Thompson</th>
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<td>19.</td>
<td><strong>Reconvene to open session</strong></td>
<td>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. <strong>Motion:</strong> Buchanan  <strong>Second:</strong> Beuthin  <strong>Time:</strong> 10:09 pm  Motion carried 7:0</td>
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<td>20.</td>
<td><strong>Action as needed based on closed session discussion</strong></td>
<td>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. <strong>Motion:</strong> Bousman  <strong>Second:</strong> Buchanan  Motion carried 7:0</td>
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<td>21.</td>
<td><strong>Cracker Barrel</strong></td>
<td>Due to the time, no cracker barrel was held.</td>
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<td>22.</td>
<td><strong>Adjourn</strong></td>
<td>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. <strong>Motion:</strong> Buchanan  <strong>Second:</strong> Bousman  <strong>Time:</strong> 10:11 pm  Motion carried 7:0</td>
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August 16\textsuperscript{th}, 2016

CESA 2 BOARD OF CONTROL
Administrator's Report
Gary L. Albrecht, Agency Administrator

1. The \textit{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 25\textsuperscript{th} and August 29\textsuperscript{th} 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 8\textsuperscript{th} 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.