



Regular Meeting of the Board of Control

Date: Tuesday, January 10th, 2017

Location: CESA 2 Conference Room 111 at 7:00 pm – via teleconference due to weather conditions

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 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:00 pm
2.	Roll Call	<p>Present: Cindy Beuthin Ron Buchanan – arrived at 7:54 pm Tom Bush Bev Fergus Barb Fischer Nancy Thompson Jaye Tritz Marian Viney Jim Wahl</p> <p>Absent: Jim Bousman Evelyn Propp</p> <p>Also present: Dr. Gary Albrecht Nicole Barlass Bill Barrow Sarah Heck</p>	

3.	Review and Approve Agenda	Ms. Thompson noted that Ms. Elger was unable to participate in the meeting due to illness and that her Director's report would be removed from the agenda and that item #6, Jefferson County Head Start Policy and Procedure Refresher, would also be removed and rescheduled for the February meeting. Ms. Thompson asked if there were any other changes or if any members wanted any items moved from the consent agenda to the regular agenda. No requests were made. Mr. Wahl made a motion to approve the agenda as presented with the deletion of Ms. Elger's Director's report and item #6, Jefferson County Head Start Policy and Procedure Refresher. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Wahl Second: Bush Motion carried 8:0
4.	Approval of Minutes from the Regular Board of Control meeting on November 15, 2016 and the Special Teleconference Meeting on December 27, 2016	Ms. Fischer made a motion to approve the minutes as presented from the Regular Board of Control meeting on November 15, 2016. Ms. Viney seconded the motion. The motion carried 6:0, with Ms. Beuthin and Ms. Fergus abstaining. Ms. Tritz made a motion to approve the minutes as presented from the Special Teleconference Meeting on December 27, 2016. Ms. Fergus seconded the motion. The motion carried 6:0, with Ms. Beuthin and Ms. Viney abstaining.	Regular Meeting – 11/15/2016 Motion: Fischer Second: Viney Motion carried 6:0, with 2 abstentions Teleconference Meeting – 12/27/2016 Motion: Tritz Second: Fergus Motion carried 6:0, with 2 abstentions
5.	Audit Committee Report and Payment of bills	Mr. Bush read the November audit committee report, noting that there was a balance of \$910,136.78 as of October 31, 2016. He noted that there were cash receipts of	November 2016 Motion: Bush Second: Tritz

		<p>\$1,330,871.81 and cash disbursements of \$1,298,381.92, leaving a reconciled balance of \$942,626.67, as of November 30, 2016. Mr. Bush made a motion to approve the November audit committee report and pay the bills. Ms. Tritz seconded the motion. The motion carried 8:0.</p> <p>Mr. Bush read the December audit committee report, noting that there was a balance of \$942,626.67 as of November 30, 2016. He noted that there were cash receipts of \$1,172,322.18 and cash disbursements of \$1,092,154.32, leaving a reconciled balance of \$1,023,449.92, as of December 31, 2016. Mr. Bush made a motion to approve the November audit committee report and pay the bills. Mr. Wahl seconded the motion. The motion carried 8:0.</p>	<p>Motion carried 8:0</p> <p>December 2016 Motion: Bush Second: Wahl</p> <p>Motion carried 8:0</p>
6.	Citizen Input	There was no citizen input.	
7.	Discussion of possible selection committee for Agency Administrator vacancy and Agency Administrator Search Update (Nancy Thompson)	The Board discussed the creation of a selection committee to review the applications for the Agency Administrator vacancy. It was determined that Ms. Beuthin, Mr. Bush, Mr. Buchanan , Ms. Fischer, Ms. Thompson, Ms. Viney, and Mr. Wahl were interested and available to review the applications and determine the candidates to be interviewed on February 9, 2017. Ms. Tritz noted she would be not be available that evening, but would be willing to give her input. The Board determined that staff would not be a part of the selection process. Ms. Thompson noted that so far there have been 11 inquiries about the vacancy and 3 complete applications.	

9.	CESA Board member breakfast at State Education Convention - January 18th at 8:30 am	It was determined that Mr. Bush and Ms. Viney would attend the CESA Board member breakfast at the State Education Convention.	
10.	Reports Agency Administrator Financial Director Director of Programs & Services Director of Internal Systems & Administrative Resources Director of Marketing, Communications, & Resource Development Jefferson County Head Start	Please see the attached report from the Agency Administrator. Financial Director: Mr. Barrow noted that he met with Nate Parrish of Citizen’s First Bank in Whitewater to discuss potential short-term borrowing. He noted that the audit is not yet complete, but that he is hoping to have it by February. Administrative staff and the business office will be meeting to discuss financial targets, including additional revenue streams and will report back at the February meeting. Ms. Thompson asked if we will look at increasing the administrative fee. Mr. Barrow noted that the administrative fee would be looked at as a part of a series of things and also noted the potential of the private school market. Internal Systems & Admin Resources: Ms. Barlass noted that the search continues for an additional Teacher of the Deaf and Hard of Hearing. She discussed the support she’s been providing to districts for the WISEdata portal. She discussed the Walworth Special Education Consortium. She noted that CESA 2 is in the process of restructuring two of the administrative support positions into a Marketing Coordinator and Event Coordinator and will also be hiring a Purchasing Administrator for the CESA Purchasing program. Marketing, Communications & Resource Development: Ms. Heck noted that the School Nutrition program will be offering statewide	

		<p>services including opportunities for districts outside of the Nutrition Cooperative to participate in bread and milk bids. They will also be leveraging Lisa Melby’s knowledge by offering a workshop on practical procurement and that districts will be able to pay for Ms. Melby’s services on a per diem basis. Ms. Heck also noted that Minnesota awarded the Instructional Technology contract to Tierney and that we’re exploring the use of room 111 in the Innovation Center as a Wisconsin showroom for Tierney. She also noted some of the responsibilities and expectations for the new Marketing Coordinator position, including more hands-on marketing, website content and daily social media updates.</p>	
11.	Action items (consent agenda):	<p>Ms. Tritz made a motion to approve the items in the consent agenda. Mr. Wahl seconded the motion. The motion carried 8:0.</p>	<p>Motion: Tritz Second: Wahl Motion carried 8:0</p>
	Additional position/duties	<p>Tiffany Michalkiewicz, Teacher, JEDI – adding Student Service/Guidance duties at .25 FTE for the final half of the year (30 days)</p>	
	FMLA	<p>Karen Hand, Speech Language Pathologist, Westosha Special Education Consortium, 8 – 20 hours per month for the 2017 school year.</p>	
	Revision to resignation date	<p>Cynthia Holt, Co-Coordinator, CESA Purchasing, new resignation date of February 3, 2017 (from January 31, 2017 as approved at the December 27th, 2016 teleconference meeting)</p>	
12.	Jefferson County Head Start – Approval to submit grant request	<p>Ms. Tritz made a motion to approve the submission of a grant request to United Way of Jefferson and North Walworth Counties Oral Health Grant in the amount of \$6,000.00. Ms. Fergus seconded the motion. The</p>	<p>Motion: Tritz Second: Fergus Motion carried 8:0</p>

		motion carried 8:0.	
13.	Cracker Barrel		
14.	Adjourn	Mr. Wahl made a motion to adjourn the meeting. Mr. Buchanan seconded the motion. The motion carried 9:0 and the meeting was adjourned at 7:57 pm.	Motion: Wahl Second: Buchanan Time: 7:57 pm Motion carried 9:0

January 10th, 2017

CESA 2 BOARD OF CONTROL:

Administrator's Report

Gary L. Albrecht, Administrator

1. Next week Monday and Tuesday (January 16th & 17th), I will be attending the CESA Statewide Network meeting in Pewaukee. I will be attending the State Education Convention in Milwaukee next week as well.
2. Tuesday, January 10th, I have organized a meeting of Westosha area superintendents to talk about the plight of the special education consortium. Bristol has announced that they will be leaving next year. Tracy and Nicole have done a great job initiating the coordination of special ed/related services in Walworth County this year. That is going well, and there may be a way of combining at least some itinerant work in these two areas.
3. Friday, January 13th, the Platform Directors have organized a meeting with bookkeepers to reach some common expectations and finalize a format for budget aligned with the design.
4. I am working with Sarah Heck to contact private schools and organize a few meetings across our CESA to get their input on forming a consortium to access CESA 2 programs/services. While they would not be official "members" as per state statute, they would be members of a consortium. We would determine a consortium fee and plan for their participation.
5. Friday, January 20th, I am meeting with Ernie Morgan, Ed Analytics. EA has taken on the work of the Value-added Research Center (WCER/UW Madison) whom we have been working with for at least 10 years. We are currently doing some fiscal agent work for EA and may be able to pick up more business as more state VARC work is transferred to EA. EA is headed out of North Carolina.
6. Over the next two months, Platform Directors will be talking about the possibility of increasing our Admin fee and will make a recommendation to the BOC accordingly. We have had the same admin fee since at least 1985.
7. Todd Berry, presented at the last PAC meeting and was well received (despite the doom and gloom of Wisconsin's economic future!). If he sends his PowerPoint, I will forward to you for your review! Next month, I will have an update by Bret McKitrick, attorney from Associated Financial Group on the Affordable Care Act. I am sure President Trump may have this all fixed by then!