



Regular Meeting of the Board of Control
 Date: Tuesday, June 20th, 2017
 Location: CESA 2 Conference Room 111 at 7 pm
 Minutes

Committee	Members
Audit	Tom Bush, Barb Fischer, Wayne Trongeau, and Jim Wahl
Personnel	Kathy Klein, Nancy Thompson, and Marian Viney
Policy	Cindy Beuthin, Jim Bousman, and Evelyn Propp
AESA Annual Conference Attendees	
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 7:16 pm. Dr. Albrecht confirmed that the meeting is in compliance with the Open Meeting Law.	Time: 7:16 pm
2.	Roll Call	Ms. Barlass called the roll. Present: Cindy Beuthin Tom Bush Barb Fischer Kathy Klein Evelyn Propp Nancy Thompson Wayne Trongeau Marain Viney Absent: Jim Bousman Jim Wahl Also present: Dr. Gary Albrecht Nicole Barlass Ron Buchanan Dan Hanrahan	

		JoAnn Hart Roger Price	
3.	Review and Approve Agenda	Ms. Fischer made a motion to move item 11 to after item 7 and approve the agenda. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Bush Motion carried 8:0
4.	Recognition of retiring staff members and outgoing Board of Control members	The Board recognized outgoing Board member Ron Buchanan and Dr. Albrecht's retirement.	
5.	Approval of Minutes from the Reorganizational Meeting of the Board of Control on May 16, 2017 and from the Regular Meeting of the Board of Control on May 16, 2017	Ms. Viney made a motion to approve the minutes from the Reorganizational Meeting of the Board of Control on May 16, 2017. Ms. Propp seconded the motion. The motion carried 8:0. Ms. Viney made a motion to approve the minutes from the Regular Meeting of the Board of Control on May 16, 2017. Ms. Beuthin seconded the motion. The motion carried 8:0.	Motion: Viney Second: Propp Motion carried 8:0 Motion: Viney Second: Beuthin Motion carried 8:0
6.	Audit Committee Report and Payment of bills	Mr. Bush read the audit committee report. He noted that there was a beginning balance of \$866,988.41 as of April 30, 2017. There were cash receipts of \$1,100,477.16 and cash disbursements of \$1,299,834.12, leaving a reconciled balance of \$667,631.45 as of May 31, 2017. Mr. Bush made a motion to accept the audit committee report and authorize payment of the bills. Ms. Klein seconded the motion. The motion carried 8:0.	Motion: Bush Second: Klein Motion carried 8:0
7.	Citizen Input	There was no citizen input.	
8.	Executive Closed Session	Ms. Thompson made a motion to adjourn to closed session pursuant to Wisconsin Statutes secs. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public	Motion: Thompson Second: Fischer Time: 7:33 pm

		<p>employee over which the governmental body has jurisdiction or exercises responsibility regarding a request by an employee to waive the 30 day wait to initiate health insurance policy provision (Policy 3420 – Benefits) and to discuss an employee personnel issue. Ms. Fischer seconded the motion. The motion carried 8:0. The Board entered closed session at 7:33 pm.</p> <p>Ms. Barlass called the roll.</p> <p>Present Cindy Beuthin Tom Bush Barb Fischer Kathy Klein Evelyn Propp Nancy Thompson Wayne Trongeau Marain Viney</p>	<p>Motion carried 8:0</p>
9.	Reconvene to Open Session	<p>Ms. Beuthin made a motion to reconvene in open session. Ms. Viney seconded the motion. The motion carried 8:0. The Board returned to open session at 8:59 pm.</p>	<p>Motion: Beuthin Second: Viney Time: 8:59 pm</p> <p>Motion carried 8:0</p>
10.	<p>Reports Agency Administrator Director of Programs & Services Director of Internal Systems & Administrative Resources Director of Communications, Marketing & Resource Development Jefferson County Head Start</p>	<p>Please see the attached report from the Agency Administrator.</p> <p>Director of Internal Systems & Administrative Resources: Ms. Barlass noted that she completed training to be a certified Non-Violent Crisis Prevention trainer and will be working with Paula Dabel to assist in those trainings. She noted that work is being done to find a replacement for Diane Degen. Ms. Barlass noted that 45 district contracts have been received so far. She also stated that she has been processing Title III claims and that they are in the</p>	

		<p>process of finding an AmeriCorps VISTA member for next year.</p> <p>There were no reports from the Director of Programs & Services and the Director of Communications, Marketing & Resource Development.</p> <p>Jefferson County Head Start: Ms. Thompson noted the COLA grant and the grant funding from the Greater Watertown Community Health Foundation. She also read a motion from the Head Start Policy Council: “On June 19, 2017, during the Head Start Policy Council meeting Council member Kathleen Eisenmann motioned to issue a statement of concern and support for the development of a plan to address the completion of financial reports and the timely resolution to all financial issues regarding the Head Start grants and budget. 2nd, by Kathy Volk. Motion Passed.”</p>	
11.	Presentation: Roger Price, WASB Consultant - Services Report	Mr. Price summarized work provided to determine projections, prepare for short-term borrowing/line of credit process, preparation of 2017-18 budget and work on roles and responsibilities.	
12.	Action items (consent agenda):	Ms. Fischer made a motion to approve the items in the consent agenda. Ms. Viney seconded the motion. The motion carried 8:0.	<p>Motion: Fischer Second: Viney</p> <p>Motion carried 8:0</p>
	2017-2018 Employment Contracts	<p>Gail Anderson, Regional Service Network/Center Leader</p> <p>Kimberly Anderson, JEDI Student Services Consultant</p> <p>Jon Bales, WASDA Executive Director</p> <p>Nicole Barlass, Director of Internal Systems & Administrative Resources</p> <p>Lowrie Becker, UGSEC Specially Designed PE Teacher</p> <p>Mary Jo Bernhardt, Educator Effectiveness</p>	

		<p>Consultant Beth Clarke, Digital Learning Specialist Diane Conrad, WSEA/UGSEC Teacher of the Deaf and Hard of Hearing Ron Dayton, Regional Liaison/Center Leader & Director Tracy Elger, Director of Programs & Services Kristin Fields, UGSEC Physical Therapist Elizabeth Freeman, System Support Consultant Lynn Guy, UGSEC Occupational Therapist Sally Hagemann, UGSEC Program Support Teacher Karen Hand, WSEA Speech/Language Pathologist Carol Harry, UGSEC Early Childhood Teacher Sarah Heck, Director of Marketing & Communications Donna Howell, WSEA Early Childhood Special Education Teacher Donna Jarmuskiewicz, WSEA Occupational Therapist Diane Jensen, Instructional Coach Pam Jenson, TIG Program and Data Coordinator Joseph Kanke, Statewide Systems Coaching Coordinator Heather Kozlowski, WSEA/UGSEC School Psychologist Mitchell Lilly, Marketing Coordinator Clare Mork, UGSEC Speech Therapist Jessica Mundt, JEDI Student Services Consultant Ed O'Connor, System Support Consultant/Center Leader Maggie Poklar, UGSEC Occupational Therapist Mary Reich, JEDI Budget and Human Relations Coordinator Chelsea Reilly, WCBVI School Counselor Kathy Robers, Physical Therapist Karen Russell, Early Childhood Consultant Rachel Schram, UGSEC Speech Therapist Kurt Schultz, Drivers Education Program Coordinator Wendy Schultz, Drivers Education Program Assistant Karla Sikora, WSEA Director of Special Education Teresa Smith, JEDI Student Services Consultant Leslie Steinhaus, JEDI Director/Center Leader/Regional Liaison Cyndi Tomich, UGSEC Director of Special Education Lynee Tourdot, Instructional Coach Linda Townsend-Christ, UGSEC Speech Pathologist Lisa Van Dyke, TIG Administrative Assistant Jane Wray, Purchasing Administrator Mary Jo Ziegler, Title I Coordinator</p>	
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	<p>FMLA requests</p>	<p>Lisa Melby, CESA Purchasing Co-Coordinator, request for intermittent medical leave as needed, effective May 15, 2017</p> <p>Janna Tamminga, Physical Therapist, Rock County's Birth to Three Program, request for medical leave for at least eight weeks beginning June 20, 2017</p>	
	<p>Layoffs</p>	<p>Becky Jacinto Diaz, Special Education Aide, Westosha Special Education Alliance, for the 2017-2018 school year.</p> <p>Lisa Scholzen, Occupational Therapist, Westosha Special Education Alliance, for the 2017-2018 school year.</p>	
	<p>New Hires</p>	<p>Joseph Kanke, Statewide Systems Coaching Coordinator</p> <p>Andrea Waski, Instructor, JEDI Online Network</p>	
	<p>Partial Lay-offs</p>	<p>Jennifer Cain, Special Education Aide, Westosha Special Education Alliance, reduction from 31 hours per week to 16 hours per week for the 2017-2018 school year.</p> <p>Karen Hand, Speech/Language Pathologist, Westosha Special Education Alliance, reduction from 90% FTE to 80% FTE for the 2017-2018 school year.</p> <p>Donna Howell, Early Childhood Teacher, Westosha Special Education Alliance, reduction from 100% FTE to 70% FTE for the 2017-2018 school year.</p> <p>Kathy Robers, Physical Therapist, Westosha Special Education Alliance, reduction from 35% FTE to 25% FTE for the 2017-2018 school year. Ms. Robers's contract for 2017-2018 will</p>	

		continue to be 100% FTE as there are additional assignments for her within CESA 2.	
	Resignations	<p>Meghan Bretl, Physical Therapist, effective June 30, 2017</p> <p>Diane Degen, Administrative Assistant/Office Manager, Westosha Special Education Alliance, effective June 30, 2017</p> <p>Janice Douglas, Instructor, JEDI Online Network</p> <p>Veronica Johnson, Administrative Assistant, JEDI Virtual School, effective June 16, 2017</p> <p>Theresa Maier, Instructor, Drivers Education</p> <p>Debbie Scribner, Instructor, Drivers Education</p>	
13.	WASB Organizational Services	Ms. Beuthin made a motion to approve contracts with WASB for Roger Price to address position descriptions, roles and responsibilities and review of financial operations. Ms. Klein seconded the motion. The motion carried 8:0.	<p>Motion: Beuthin Second: Klein</p> <p>Motion carried 8:0</p>
14.	2015-2016 Audit performed by Baker Tilly	Mr. Bush made a motion to accept the 2015-2016 audit performed by Baker Tilly. Ms. Fischer seconded the motion. The motion carried 8:0.	<p>Motion: Bush Second: Fischer</p> <p>Motion carried 8:0</p>
15.	Jefferson County Head Start – Director’s Salary	Ms. Fischer made a motion to provide a raise of \$5,000 to Mary Anne Wieland, Director of Jefferson County Head Start, plus associated CPI increases since 2016. The increase will be retroactive to January 1 st , 2017. Ms. Viney seconded the motion. The motion carried 8:0.	<p>Motion: Fischer Second: Viney</p> <p>Motion carried 8:0</p>

16.	Westosha Special Education Alliance	Ms. Viney made a motion to increase the substitute per diem rate for the Westosha Special Education Alliance to \$110 per day and \$150 per day for the long-term rate (after 20 days, but retroactive to day 1). Ms. Klein seconded the motion. The motion carried 8:0.	Motion: Viney Second: Klein Motion carried 8:0
17.	Second Reading – Policy 3430.03 – Vacation and Paid Leave Benefits	Ms. Beuthin made a motion to update the policy to note that employees can request leaves electronically through the Employee Service Portal. Mr. Trongeau seconded the motion. The motion carried 8:0.	Motion: Beuthin Second: Trongeau Motion carried 8:0
18.	Contract between CESA 2 and CESA 6 for CMS4Schools and MyQuickReg	Ms. Fischer made a motion to table the contract until information can be gathered on the cost savings of a multi-year contract. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Viney Motion carried 8:0
19.	WASB Annual Membership Dues	Ms. Klein made a motion to approve the WASB Annual Membership dues for July 1, 2017 through June 30, 2018 in the amount of \$1,444.00, which represents an increase of approximately .75% over the 2016-2017 amount of \$1,433.00. Ms. Beuthin seconded the motion. The motion carried 7:0, with Ms. Thompson abstaining.	Motion: Klein Second: Beuthin Motion carried 7:0:1
20.	Jefferson County Head Start – Resignation	Ms. Beuthin made a motion to accept the resignation of Ruth Shuda, Full-time Teacher, Purdy 4K. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Beuthin Second: Viney Motion carried 8:0
21.	Jefferson County Head Start - Cost of Living Adjustment (COLA) Grant	Ms. Beuthin made a motion to approve the submission of the Cost of Living Adjustment (COLA) Grant in the amount of \$21,377.00. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Beuthin Second: Viney Motion carried 8:0

22.	Jefferson County Head Start – Grant funding from Greater Watertown Community Health Foundation	Ms. Beuthin made a motion to accept the grant funding from the Greater Watertown Community Health Foundation in the amount of \$84,829.00. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Beuthin Second: Viney Motion carried 8:0
23.	Cracker Barrel		
24.	Adjourn	Ms. Fischer made a motion to adjourn the meeting. Ms. Beuthin seconded the motion. The meeting was adjourned at 10:41 pm.	Motion: Fischer Second: Beuthin Time: 10:41 pm