



Regular Meeting of the Board of Control

Date: Tuesday, March 20th, 2018

Location: CESA 2 Conference Room 111, Whitewater Innovation Center 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
<b>AESA Annual Conference Attendees</b>	Cindy Beuthin, Tom Bush and Nancy Thompson
<b>WASB Delegate and Alternate</b>	Marian Viney (delegate) & Jim Bousman (alternate)
<b>WASB CESA Board Members Breakfast</b>	Tom Bush, Nancy Thompson & Marian Viney

#	Item	Briefs	Action/Minutes
1.	<b>Call to Order/Announcement of Compliance with Open Meeting Law</b>	Ms. Thompson called the meeting to order at 7:11 pm. Mr. Hanrahan confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time:</b> 7:11 pm
2.	<b>Roll Call</b>	Ms. Barlass called the roll.  <b>Present:</b> Cindy Beuthin Tom Bush Barbara Fischer Kathy Klein Nancy Thompson Wayne Trongeau Marian Viney Jim Wahl	

		<p><b>Absent:</b> Jim Bousman Evelyn Propp</p> <p><b>Also present:</b> Nicole Barlass Tracy Elger Dan Hanrahan Julie Ouimet Lisa Stafford Don Vogel</p>	
3.	<b>Pledge of Allegiance</b>		
4.	<b>Review and Approve Agenda</b>	<p>Ms. Viney made a motion to approve the agenda as presented. Mr. Wahl seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Viney <b>Second:</b> Wahl  Motion carried 8:0</p>
5.	<b>Approval of the minutes from the Regular Board of Control Meeting on <a href="#">February 20, 2018</a></b>	<p>Ms. Viney made a motion to approve the minutes as presented. Ms. Beuthin seconded the motion. The motion carried 7:0, with Ms. Fischer abstaining.</p>	<p><b>Motion:</b> Viney <b>Second:</b> Beuthin  Motion carried 7:0:1</p>
6.	<b>Audit Committee Report and Payment of the Bills</b>	<p>Mr. Bush read the audit committee report. He noted that there was a beginning balance of \$564,626.02 as of January 31, 2018. There were cash receipts of \$1,602,636.60 and cash disbursements of \$1,389,881.39, leaving a reconciled balance of \$777,381.23. Mr. Bush made a motion to accept the report and authorize payment of the bills. Ms. Fischer seconded the motion.</p>	<p><b>Motion:</b> Bush <b>Second:</b> Fischer  Motion carried 8:0</p>

		The motion carried 8:0.	
7.	<b>Citizen Input</b>	There was no citizen input.	
8.	<b>ERSEA (Eligibility, Recruitment, Selection, Enrolment and Attendance) Training</b>	Lisa Stafford and Julie Ouimet, Jefferson County/Westosha Head Start, provided a training on ERSEA.	
9.	<b>Reports</b> Agency Administrator Exec. Dir. of Financial Services Exec. Dir. of Programs & Services - Project Search Exec. Dir. of Operations Exec. Dir. of Communications Jefferson County & Western Kenosha Head Start		
10.	<b>Action Items (consent agenda):</b>	Ms. Fischer made a motion to approve the items in the consent agenda. Ms. Klein seconded the motion. The motion carried 8:0.	<b>Motion:</b> Fischer <b>Second:</b> Klein  Motion carried 8:0
	<b>Family and Medical Leave Requests</b>	Rubith Garcia, Service Coordinator, tentatively effective March 29, 2018 through June 21, 2018  Sarah Heck, Exec. Dir. of Communications, March 8, 2018 through tentatively March 30, 2018.	
	<b>Resignation</b>	Kimberlee Hetzel, Office Manager/Bookkeeper, Westosha Special Education Alliance	
11.	<b>Discussion of the 2018 Delegate Convention</b>	A discussion was held regarding possible	

		topics/speakers for the 2018 Delegate Convention. Two possible topics suggested were mental health and school safety.	
12.	<b>Acceptance of the 2016-2017 Audit Report</b>	Mr. Bush made a motion to accept the 2016-2017 audit report. Ms. Fischer seconded the motion. The motion carried 8:0.	<b>Motion:</b> Bush <b>Second:</b> Fischer  Motion carried 8:0
13.	<b>Second Reading - Policy 1001-Annual Operating Budget</b>	Mr. Wahl made a motion to approve the changes to Policy 1001 - Annual Operating Budget. Ms. Beuthin seconded the motion. The motion carried 8:0.	<b>Motion:</b> Wahl <b>Second:</b> Beuthin  Motion carried 8:0
14.	<b>Second Reading - Policy 1009 - Purchasing</b>	Ms. Viney made a motion to approve the changes to Policy 1009 - Purchasing. Ms. Beuthin seconded the motion. The motion carried 8:0.	<b>Motion:</b> Viney <b>Second:</b> Beuthin  Motion carried 8:0
15.	<b>Second Reading - Removal - Policy 1010 - Head Start Procurement</b>	Ms. Fischer made a motion to remove Policy 1010 - Head Start Procurement. Ms. Beuthin seconded the motion. The motion carried 8:0.	<b>Motion:</b> Fischer <b>Second:</b> Beuthin  Motion carried 8:0
16.	<b>Second Reading - Policy 1012 - Sale or Disposal of Agency Equipment and Materials</b>	Ms. Viney made a motion to approve the changes to Policy 1012 - Sale or Disposal of Agency Equipment and Materials. Ms. Beuthin seconded the motion. The motion carried 8:0.	<b>Motion:</b> Viney <b>Second:</b> Beuthin  Motion carried 8:0

17.	<b>School District Boundary Appeal Board</b>	Ms. Klein made a motion to renominate Thomas Weber, Sun Prairie Area School District, as the CESA 2 representative. Ms. Viney seconded the motion. The motion carried 8:0.	<b>Motion:</b> Klein <b>Second:</b> Viney  Motion carried 8:0
18.	<b>Jefferson County Head Start - Retirement</b>	Ms. Viney made a motion to accept the retirement of Lyann Reichert, Bus Driver, effective May 31, 2018 and thank her for her years of service. Ms. Fischer seconded the motion. The motion carried 8:0.	<b>Motion:</b> Viney <b>Second:</b> Fischer  Motion carried 8:0
19.	<b>Jefferson County Head Start - Policy Council Bylaws</b>	Ms. Viney made a motion to approve the Jefferson County/Westosha Head Start Policy Council Bylaws. Mr. Bush seconded the motion. The motion carried 8:0.	<b>Motion:</b> Viney <b>Second:</b> Bush  Motion carried 8:0
20.	<b>Closed Session</b> 1) Personnel Compensation for 2017-18 2) Personnel Compensation for 2018-19 3) Employment contracts for 2018-2019	Ms. Thompson made a motion to move into closed session pursuant to Sec. 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 personnel compensation for	<b>Motion:</b> Thompson <b>Second:</b> Fischer <b>Time:</b> 9:27 pm  Motion carried 8:0

		<p>2017-2018, personnel compensation for 2018-2019 and employment contracts for 2018-2019. Ms. Fischer seconded the motion. The motion carried 8:0 and the Board entered into closed session at 9:27 pm.</p> <p>Ms. Barlass called the roll:</p> <p><b>Present:</b>  Cindy Beuthin  Tom Bush  Barbara Fischer  Kathy Klein  Nancy Thompson  Wayne Trongeau  Marian Viney  Jim Wahl</p> <p><b>Also present:</b>  Nicole Barlass  Dan Hanrahan  Don Vogel</p>	
21.	<b>Reconvene to open session</b>	<p>Ms. Viney made a motion to reconvene in open session. Ms. Beuthin seconded the motion. The motion carried 8:0 and the Board reconvened in open session at 10:06 pm.</p> <p>Ms. Barlass called the roll:</p> <p><b>Present:</b>  Cindy Beuthin  Tom Bush  Barbara Fischer</p>	<p><b>Motion:</b> Viney  <b>Second:</b> Beuthin  <b>Time:</b> 10:06 pm</p> <p>Motion carried 8:0</p>

		<p>Kathy Klein Nancy Thompson Wayne Trongeau Marian Viney Jim Wahl</p> <p><b>Also present:</b> Nicole Barlass Dan Hanrahan Don Vogel</p>	
22.	<b>Action from closed session, if necessary</b>	<p>Ms. Beuthin made a motion to approve the recommendation of a zero percent for salary increases for 2017-18 as presented, 2 percent salary increases for 2018-19 as presented, and at the Agency Administrator’s discretion the flexibility to make necessary adjustments based on performance and equity distribution. Ms. Klein seconded the motion. The motion carried 8:0.</p> <p>Ms. Beuthin to approve the recommendation of employment contracts for 2018-19 as presented and at the Agency Administrator’s discretion the flexibility to make necessary adjustments to days as needed to align staffing with workloads. Ms. Viney seconded the motion. The motion carried 8:0.</p>	<p><b>Motion:</b> Beuthin <b>Second:</b> Klein</p> <p>Motion carried 8:0</p> <p><b>Motion:</b> Beuthin <b>Second:</b> Viney</p> <p>Motion carried 8:0</p>
23.	<b>Adjourn</b>	Mr. Wahl made a motion to adjourn the	<p><b>Motion:</b> Wahl <b>Second:</b> Fischer</p>

		meeting. Ms. Fischer seconded the motion. The motion carried 8:0 and the meeting adjourned at 10:09 pm.	<b>Time:</b> 10:09 pm Motion carried 8:0
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