



Regular Meeting of the Board of Control  
 Date: Tuesday, November 21st, 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
<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>	

#	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 7:24 pm. Mr. Hanrahan confirmed that the meeting is in compliance with the Open Meeting Law.	<b>Time:</b> 7:24 pm
2.	<b>Roll Call</b>	<p>Ms. Barlass called the roll.</p> <p><b>Present:</b>            Cindy Beuthin            Jim Bousman            Tom Bush            Barb Fischer            Kathy Klein            Nancy Thompson            Wayne Trongeau            Marian Viney            Jim Wahl</p> <p><b>Absent:</b>            Evelyn Propp</p> <p><b>Also present:</b>            Nicole Barlass</p>	

		Tracy Elger Dan Hanrahan Sarah Heck Don Vogel Emily Zeimet	
3.	<b>Pledge of Allegiance</b>		
4.	<b>Review and Approve Agenda</b>	Ms. Viney made a motion to approve the agenda with the correction to the payroll date for item #20 to be November 6-17th, 2017 and with the addition of the new hires for Jefferson County Head Start. Mr. Wahl seconded the motion. The motion carried 9:0.	<b>Motion:</b> Viney <b>Second:</b> Wahl  Motion carried 9:0
5.	<b>Approval of <a href="#">Minutes from the Special Board of Control meeting on October 12, 2017</a> and <a href="#">Minutes from the Regular Board of Control meeting on October 17, 2017</a></b>	Ms. Beuthin made a motion to approve the minutes as presented from the special Board of Control meeting on October 12, 2017. Ms. Klein seconded the motion. The motion carried 9:0.  Ms. Viney made a motion to approve the minutes as presented from the regular Board of Control meeting on October 17, 2017. Ms. Beuthin seconded the motion. The motion carried 7:0, with Ms. Klein and Mr. Wahl abstaining.	<b>Motion:</b> Beuthin <b>Second:</b> Klein  Motion carried 9:0  <b>Motion:</b> Viney <b>Second:</b> Beuthin  Motion carried 7:0:2
6.	<b>Audit Committee Report and Payment of bills</b>	<a href="#">Bank Reconciliation</a> <a href="#">Cash Receipts</a> <a href="#">Check Register</a>  Mr. Bush read the audit report, noting that there was a beginning balance of \$1,233,980.46 as of September 30, 2017. There were cash receipts of \$1,460,380.20 and cash	<b>Motion:</b> Bush <b>Second:</b> Fischer  Motion carried 9:0

		disbursements of \$1,271,043.00, leaving a reconciled balance of \$1,423,317.66 as of October 31, 2017. Mr. Bush made a motion to accept the audit report and pay the bills. Ms. Fischer seconded the motion. The motion carried 9:0.	
7.	<b>Citizen Input</b>	There was no citizen input.	
8.	<b>Introduction - Emily Zeimet, AmeriCorps VISTA Member</b>	Ms. Zeimet introduced herself and provided background on her experience and the work she'll be doing this year.	
9.	<b>Reports</b> <a href="#">Agency Administrator</a> <a href="#">Exec. Dir. of Financial Services</a> <a href="#">Exec. Dir. of Programs &amp; Services</a> <a href="#">Exec. Dir. of Operations</a> <a href="#">Exec. Dir. of Communications</a> Jefferson County Head Start		
10.	<b>Action items (consent agenda):</b>	Mr. Bousman made a motion to approve the items in the consent agenda. Ms. Viney seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Viney  Motion carried 9:0
	Increase in time	Increase in time for Aimee Jadrnicek, Speech/Language Pathologist, to 60% FTE for four weeks through December 15, 2017.	
	New hires	Jade Schmitz, Para-professional, Westosha Special Education Alliance  Marie Schroeder, Teacher, JEDI Online Network	
	Resignation	Karsen Greenwood, Teacher, JEDI Online Network, effective January 15, 2018	

11.	<b>Determination of WASB Delegate and Alternate for the WASB Delegate Assembly to be held on January 17, 2018</b>	Ms. Fischer made a motion to designate Ms. Viney as the delegate and Mr. Bousman as the alternate for the WASB Delegate Assembly to be held on January 17, 2018. Mr. Bush seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Bush  Motion carried 9:0
12.	<b>Insurance</b>	Mr. Wahl made a motion to approve the proposal to change the health insurance plan design to increase the deductible to \$2,500.00 for a single plan and \$5,000.00 for a family plan. If employees participate in a biometric screening, the contribution made to their health savings account (HSA) will be \$2,250.00 for a single plan and \$4,500.00 for a family plan. This will mean an increase in health insurance costs of 11% or \$194,210.00 from our previous year's cost. Making no changes to the plan would have meant a 16% increase or \$230,711.00. Ms. Viney seconded the motion. The motion carried 9:0.	<b>Motion:</b> Wahl <b>Second:</b> Viney  Motion carried 9:0
13.	<b>Second Reading - <a href="#">Policy 816 Board Vacancy</a></b>	Mr. Bousman made a motion to approve the policy with the discussed changes made. Ms. Fischer seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Fischer  Motion carried 9:0
14.	<b>Revision - <a href="#">Policy 3502 - Leased Vehicles</a></b>	Mr. Bush made a motion to approve the policy as presented. Mr. Bousman seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bush <b>Second:</b> Bousman  Motion carried 9:0
15.	<b>Revision - Employee Handbook - 3210 Staff Ethical Standards (based on <a href="#">policy revision</a>)</b>	Mr. Bousman made a motion to approve the policy as	<b>Motion:</b> Bousman

		presented. Mr. Wahl seconded the motion. The motion carried 9:0.	<b>Second:</b> Wahl  Motion carried 9:0
16.	<b>Revision - Employee Handbook - 3502 - Leased Vehicles (based on <a href="#">policy revision</a>)</b>	Ms. Viney made a motion to approve the policy as presented. Ms. Klein seconded the motion. The motion carried 9:0.	<b>Motion:</b> Viney <b>Second:</b> Klein  Motion carried 9:0
17.	<b>Revision - <a href="#">Policy 3440 &amp; Employee Handbook 3440 - Expense Reimbursement</a></b>	Mr. Wahl made a motion to approve the policy revision as presented. Ms. Viney seconded the motion. The motion carried 9:0.	<b>Motion:</b> Wahl <b>Second:</b> Viney  Motion carried 9:0
18.	<b>Jefferson County Head Start – Policy Council By-Law Article III Membership – Term of Office</b>	<a href="#">Documentation</a>  Mr. Bousman made a motion to approve the changes to the article as noted. Ms. Viney seconded the motion. The motion carried 9:0.	<b>Motion:</b> Bousman <b>Second:</b> Viney  Motion carried 9:0
19.	<b>Jefferson County Head Start – Policy Council By-Law Article VI Meetings – Teleconference Meetings</b>	<a href="#">Documentation</a>  The Board recommended the Policy Council review the policy again and made some suggestions for potential revisions.	
20.	<b>Jefferson County Head Start - Increase Hourly Rate of Pay</b>	Ms. Fischer made a motion to provide a one-time increase, which is not base-building, to the hourly rate of pay, effective from the November 6th-17th, 2017 payroll through January, 5th, 2018, for Jennifer Adkins, Betsy Yunker, Cristina Becker, Danielle Nelson and Jennifer Geissman. Salary increases will be charged to the Head Start Federal Grant and the Head Start State Supplemental Grant. Ms.	<b>Motion:</b> Fischer <b>Second:</b> Viney  Motion carried 7:2

		Viney seconded the motion. The motion carried 7:2.	
21.	<b>Discussion - Board/Administrator Expectations and Team Building Session</b>	Review of and reflection on the Board/Administrator Expectations and Team Building Session held on October 12th, 2017 for those unable to attend.	
22.	<b>Jefferson County Head Start - New Hires</b>	Ms. Fischer made a motion to approve the hiring of Brianna Engelbretson, Bus Monitor - Hebron Center, 24 hours/week and Julia Adame, Assistant Teacher - Jefferson Center, 26 hours/week. Ms. Viney seconded the motion. The motion carried 9:0.	<b>Motion:</b> Fischer <b>Second:</b> Viney  Motion carried 9:0
22.	<b>Adjourn</b>	Mr. Wahl made a motion to adjourn the meeting. Mr. Bousman seconded the motion. The motion carried 9:0 and the meeting was adjourned at 9:17 pm.	<b>Motion:</b> Wahl <b>Second:</b> Bousman <b>Time:</b> 9:17 pm  Motion carried 9:0