



Regular Meeting of the Board of Control
 Date: Tuesday, October 17th, 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	Cindy Beuthin, Tom Bush and Nancy Thompson
WASB Delegate and Alternate	
WASB CESA Board Members Breakfast	

#	Item	Briefs	Action
1.	Call to Order/Announcement of Compliance with Open Meeting Law	Ms. Thompson called the meeting to order at 7:06 pm. Mr. Hanrahan confirmed that the meeting is in compliance with the Open Meeting Law.	Time:7:06 pm
2.	Roll Call	Ms. Barlass called the roll. Present: Cindy Beuthin Jim Bousman Tom Bush Barb Fischer Nancy Thompson Wayne Trongeau Marian Viney Jim Wahl Absent: Kathy Klein Evelyn Propp Also present: Nicole Barlass Tracy Elger	

		Dan Hanrahan Don Vogel	
3.	Pledge of Allegiance		
4.	Review and Approve Agenda	Ms. Thompson noted that the employment of Alejandra Rodriguez should be listed as part-time in item 10. Ms. Viney made a motion to approve the agenda as presented with the correction to Ms. Rodriguez employment type. Mr. Wahl seconded the motion. The motion carried 8:0.	Motion: Viney Second: Wahl Motion carried 8:0
5.	Approval of Minutes from the September 19, 2017 Regular Board of Control meeting	Ms. Thompson asked if there were any changes or corrections needed to the minutes. Ms. Viney noted a misspelling in item 14. Ms. Viney made a motion to approve the minutes with the correction to item 14. Ms. Fischer seconded the motion. The motion carried 7:0:1, with Mr. Wahl abstaining.	Motion: Viney Second: Fischer Motion carried 7:0:1
6.	Audit Committee Report and Payment of bills	Bank Reconciliation Cash Receipts Check Register Mr. Bush read the audit committee report, noting that there was a balance of \$1,636,002.16 as of August 31, 2017. There were cash receipts of \$835,372.59 and cash disbursements of \$1,237,394.29, leaving a reconciled balance of \$1,233,980.46 as of September 30, 2017. Mr. Bush made a motion to approve the audit report and authorize payment of the bills. Ms. Fischer seconded the motion. The motion carried 8:0.	Motion: Bush Second: Fischer Motion carried 8:0
7.	Citizen Input	There was no citizen input.	
8.	Reports Agency Administrator Executive Director of Financial Services Executive Director of Programs &	Please see the embedded links for the reports from the Agency Administrator, Executive Director of Communications and Jefferson	

	<p>Services Executive Director of Operations Executive Director of Communications Jefferson County Head Start</p>	<p>County Head Start. Financial Services: Mr. Vogel noted the work the new hires are doing and that the auditors have been in the office completing field work. He attended the CESA Business Managers meeting and found it to be helpful. He has provided assistance to Head Start and completed the categorical aid report.</p> <p>Programs & Services: Ms. Elger noted the work done at the recent Collaboration Day on procedures for consultants around workshops and district contracts. She noted that keep a Google calendar will now be mandatory for consulting staff. She shared the spreadsheets she created around the tracking of contracts with the consultants and will continue to refine that process.</p> <p>Operations: Ms. Barlass noted the hiring of the new staff members and the WISEstaff training she held for districts last week.</p>	
9.	Action items (consent agenda):	Mr. Bousman made a motion to approve the items in the consent agenda. Ms. Viney seconded the motion. The motion carried 8:0.	<p>Motion: Bousman Second: Viney</p> <p>Motion carried 8:0</p>
	New Hires	<p>Alyana Ahtonen, Early Childhood Para-educator, Westosha Special Education Alliance</p> <p>Cindy Timm, Administrative Assistant, JEDI Online Network</p>	
10.	Jefferson County Head Start - New Hires	<p>Mr. Wahl made a motion to approve the hiring of the following staff for Jefferson County Head Start:</p> <p>Sherry Filenius, part-time, Bus</p>	<p>Motion: Wahl Second: Fischer</p> <p>Motion carried 8:0</p>

		<p>Monitor</p> <p>Paige Lancaster, Teacher</p> <p>Rodney Mundt, Driver</p> <p>Alejandra Rodriguez, part-time Assistant Teacher, Jefferson/Hebron Center</p> <p>Ms. Fischer seconded the motion. The motion carried 8:0.</p>	
11.	Jefferson County Head Start - Resignation	Ms. Viney made a motion to accept the resignation of Alicia Aguilera, Bilingual Family Advocate, effective September 28, 2017. Ms. Beuthin seconded the motion. The motion carried 8:0.	<p>Motion: Viney</p> <p>Second: Beuthin</p> <p>Motion carried 8:0</p>
12.	Jefferson County Head Start - State Supplemental Grant	Mr. Bousman made a motion to accept the Wisconsin Head Start Program State Supplemental funding in the amount of \$68,328.00. Ms. Viney seconded the motion. The motion carried 8:0.	<p>Motion: Bousman</p> <p>Second: Viney</p> <p>Motion carried 8:0</p>
13.	First Reading - Policy 816 Board Vacancy	The Board discussed policy 816 - Board Vacancy and suggested edits. The revised policy will be placed on the November 2017 agenda for a second reading.	
14.	Revision - Policy 3502 - Leased Vehicles	The Board discussed policy 3502 - Leased Vehicles and suggested edits. The revised policy will be placed on the November 2017 agenda.	
15.	Revision - Policy 3210 - Staff Ethical Standards	The Board discussed policy 3210 - Staff Ethical Standards and noted a few minor corrections. Mr. Bush made a motion to approve the revision to the policy along with the corrections noted. Mr. Bousman seconded the motion. The motion carried 8:0.	<p>Motion: Bush</p> <p>Second: Bousman</p> <p>Motion carried 8:0</p>
16.	Remove - Policy 805 - Staff Conflict of	Ms. Viney made a motion to remove	Motion: Viney

	Interest, Contracts, Gifts and Solicitations	policy 805 - Staff Conflict of Interest, Contracts, Gifts and Solicitations. Ms. Beuthin seconded the motion. The motion carried 8:0.	Second: Beuthin Motion carried 8:0
17.	Resolution - Enterprise Fleet Management	Ms. Beuthin made a motion to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users for Enterprise Fleet Management . Ms. Viney seconded the motion. The motion carried 7:1.	Motion: Beuthin Second: Viney Motion carried 7:1
18.	Resolution - WASBO P-Card	Resolution to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users and enter an agreement with the Bank of Montreal purchasing cards. Ms. Beuthin made a motion to designate Dan Hanrahan, Don Vogel and Nicole Barlass as authorized users and enter an agreement with the Bank of Montreal purchasing cards. Ms. Viney seconded the motion. The motion carried 8:0.	Motion: Beuthin Second: Viney Motion carried 8:0
19.	New Hire	Ms. Fischer made a motion to approve the hiring of Donna Hutson, Professional Resource Center Consultant/Accounts Payable, Whitewater Office. Mr. Wahl seconded the motion. The motion carried 8:0.	Motion: Fischer Second: Wahl Motion carried 8:0
20.	New Hire	Ms. Viney made a motion to approve the hiring of Erica Holden, Accounts Receivable/Accounting Associate, Whitewater Office. Mr. Bush seconded the motion. The motion carried 8:0.	Motion: Viney Second: Bush Motion carried 8:0
21.	Salary Adjustment	Mr. Bousman made a motion to increase the hourly rate for Marlene Gerstner effective on the next payroll date October 27, 2017 - related memo . Ms. Beuthin seconded the motion. The motion carried 8:0.	Motion: Bousman Second: Beuthin Motion carried 8:0

		Mr. Bousman made a motion to increase the hourly rate for Sharon Nelson effective on the next payroll date October 27, 2017 - related memo . Mr.. Bush seconded the motion. The motion carried 8:0.	Motion: Bousman Second: Bush Motion carried 8:0
22.	Adjourn	Mr. Wahl made a motion to adjourn the meeting. Ms. Viney seconded the motion. The meeting adjourned at 8:56 pm.	Motion: Wahl Second: Viney Time: 8:56 pm Motion carried 8:0