

REGULAR MEETING MINUTES

CESA 10 Board of Control
725 W Park Avenue, Chippewa Falls, WI
Thursday, February 13, 2014



Where service and leadership unite.

► CALL TO ORDER

The meeting was called to order by Marty Hallock at 7:00 p.m. The meeting was properly noticed and was in compliance with the open meetings law.

► ROLL CALL AND MILEAGE

<u>P</u> Deanna Heiman	<u>P</u> Doug Dicus	<u>P</u> Marty Hallock
<u>P</u> Rhonna Casey	<u>P</u> Rick Eloranta	<u>P</u> Cheryl Ploeckelman
<u>P</u> Valorie Kulesa	<u>P</u> Rozanne Traczek	<u>P</u> Corey Grape
<u>P</u> Jordan Franklin	<u>P</u> Russell Dean	

Russell Dean, Doug Dicus, Rick Eloranta, Deanna Heiman, and Cheryl Ploeckelman attended the meeting through a conference call due to inclement weather.

► FINANCIAL REPORTS

Motion by Jordan Franklin and seconded by Rhonna Casey to approve the treasurer's recommendation of issuing CESA checks numbered 66521 through 66721 (voided check #66279); and the January 2014 Reconciliation Statements. Motion carried by a unanimous roll call vote.

► CONSENT AGENDA

- A. Minutes: Board of Control Meeting – January 9, 2014
- B. Employment:
 - B.1 Erica Miller, Program Assistant, Resignation, Last Day of Work 1/24/14
 - B.2 Kelly Stenulson, Paraprofessional, Resignation, Last Day of Work 1/9/14
 - B.3 Steve Ackerson, EHS Consultant, Limited-term, Start Date 1/15/14
 - B.4 Donald Rosin, Consultant, Limited-term, Start Date 12/1/13
 - B.5 Arlene Wright, WMELS Coach, Limited-Term, Start Date 12/1/13
 - B.6 Katelyn Rudolph, Speech and Language Pathologist, Start Date 2/20/14
 - B.7 Melissa Schuh, Student Services Software Consultant, Transfer Date 2/3/14
 - B.8 Derek Anderkay, Educational Interpreter, Start Date 8/22/14
- C. Out of State Travel:
 - C.1 Kelly Stillman, Handwriting Without Tears Workshop, Bloomington, MN, Feb 28-March 1, 2014
 - C.2 Becky Kowalczyk, Official PECS Training, Bloomington, MN, March 12-14, 2014
 - C.3 Melissa Schuh, Infinite Campus Training, Blaine, MN, February 17-20, 2014
 - C.4 Subsequent approval for all future out of state meetings and trainings in Minnesota by Business Office staff assigned to the Infinite Campus project.

Motion by Val Kulesa and seconded by Rhonna Casey to approve the consent agenda as presented. Motion carried by a unanimous roll call vote.

► REPORTS AND DISCUSSION ITEMS

1. Safety Committee Presentation

This presentation was tabled and will be presented at the March meeting.

2. Discuss Timeline for Agency Administrator's Evaluation

Mike Haynes reviewed the recommended process, format, and timeline for his annual evaluation. At the center of this process is the use of a 360° feedback tool which was reviewed by the Board of Control. This tool will be used to obtain feedback from the Board, CESA Directors, PAC, and Principal Leadership members in areas that are essential to the job, including: Relationships, Leadership, Management and Personal Qualities. This "tool" is intended to provide quantifiable data that will assist the Agency Administrator in a self-assessment and to develop priorities for the coming year. The survey will be emailed to Board members on February 14 and due on March 3.

3. State Education Convention Update

Board members shared information from the State Education Convention which was held in Milwaukee January 22-24.

► ACTION ITEMS

1. Consider Approval of the Second Reading of Policies in Section 900 Facilities

- A. Policy 900 Facilities (Revised)
- B. Policy 920 Facilities Development and Maintenance (New)
- C. Policy 934 Acquisition and Disposal of Real Property (Revised)
- D. Use of Tobacco on Agency Premises (Current Policy – Move to Section 800)

Motion by Rozanne Traczek and seconded by Val Kulesa to approve the second reading of policies in Section 900 Facilities as presented. Motion carried by unanimous roll call vote.

2. Consider Approval of the Second Reading of Copyright Policy 771.1

Motion by Jordan Franklin and seconded by Rhonna Casey to approve the second reading of Policy 771.1 as presented. Motion carried by unanimous roll call vote.

3. Consider Approval of the First Reading of Policies in Section 600 Fiscal Management

- A. Policy 620 Annual Operating Budget (New)
- B. Policy 630 Taxing and Borrowing Authority and Limitations (Revised)
- C. Policy 640 State Funding (Revised)
- D. Policy 651 Billing and Payment for CESA Contracts (Revised)
- E. Policy 657 State and Federal Grants (Revised)
- F. Policy 661 Depository of Funds (Revised)
- G. Policy 662 Types of Funds (New)
- H. Policy 664 Fund Balance and Carryover (New)
- I. Policy 670 Expenditure of Assets (Revised)
- J. Policy 671.2 Expense Reimbursements (Revised)
- K. Policy 671.25 Cellular Phone Reimbursements (Revised)
- L. Policy 672 Purchasing (Revised)
- M. Policy 672.5 Use of Procurement Cards (Revised)
- N. Policy 673 Financial Reports to the Board (Revised)
- O. Policy 680 Fiscal Accounting and Reporting – Transparency (Revised)
- P. Policy 684 Audit (Revised)
- Q. Policy 690 Disposal of Equipment and Furnishings (Revised)

Motion by Rhonna Casey and seconded by Jordan Franklin to approve the first reading of policies in Series 600 with suggested revisions. Motion carried by unanimous roll call vote.

4. Consider Approval of the First Reading of Policies in Section 700 Support Services

- A. Policy 720 Agency Safety Program (New)
- B. Policy 722 Accident Reports (New)
- C. Policy 723.3 Emergency Closings (New)
- D. Policy 723.5 Crisis Management Plan (New)
- E. Policy 730 Buildings and Grounds Management (New)
- F. Policy 750 Auto Safety (Revised)
- G. Policy 753 Agency Vehicles (Revised)
- H. Policy 780 Insurance Coverages (New)

Motion by Rick Eloranta and seconded by Cheryl Ploeckelman to approve the first reading of policies in Series 700 with suggested revisions. Motion carried by unanimous roll call vote.

5. Consider Approval of the First Reading of Policies in Section 800 School-Community Relations

- A. Policy 821.2 News Releases (New)
- B. Policy 830 Use of Agency Facilities (Revised)
- C. Policy 831 Tobacco and Controlled Substance Use on Agency Premises (Revised)
- D. Policy 832 Weapons on Agency Premises (Revised)
- E. Policy 890 Relations with Educational Institutions and Organizations (New)
- F. Policy 891 Relations with Agencies Outside Service Area (New)
- G. Policy 894 Relations with the Department of Public Instruction (New)

Motion by Val Kulesa and seconded by Rozanne Traczek to approve the first reading of policies in Series 800 with suggested revisions. Motion carried by unanimous roll call vote.

► OTHER ORGANIZATIONAL BUSINESS WHICH MIGHT LEGALLY COME BEFORE THE BOARD

Motion by Jordan Franklin and seconded by Rick Eloranta to adjourn the meeting at 8:07 p.m. Motion carried by unanimous roll call vote.