

REGULAR MEETING MINUTES

CESA 10 Board of Control
725 W Park Avenue, Chippewa Falls, WI
Thursday, March 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	

► **FINANCIAL REPORTS**

Motion by Rick Eloranta and seconded by Rozanne Traczek to approve the treasurer's recommendation of issuing CESA checks numbered 66722 through 66928 (voided check #66719, #65477, #66561); and the February 2014 Reconciliation Statements. Motion carried by a unanimous roll call vote.

► **CONSENT AGENDA**

- A. Minutes: Board of Control Meeting – February 13, 2014
- B. Employment:
 - B.1 Jason Nicholas, Energy Consultant, Resignation, Last Day of Work 3/28/14
- C. Out of State Travel:
 - C.1 Mary Joslin, Inclusion Conference, Chapel Hill, NC, May 19-22
 - C.2 Sue Albert, Inclusion Conference, Chapel Hill, NC, May 19-22
 - C.3 Gwen Westlund, Inclusion Conference, Chapel Hill, NC, May 19-22
 - C.4 Vickie Waters, Inclusion Conference, Chapel Hill, NC, May 19-22
 - C.5 Amy Carriere, Inclusion Conference, Chapel Hill, NC, May 19-22
 - C.6 Vickie Waters, Special Ed Laws Made Simple, Bloomington, MN, May 13
 - C.7 Lorna Margenau, Special Ed Laws Made Simple, Bloomington, MN, May 13
 - C.8 Jackie Schira, Special Ed Laws Made Simple, Bloomington, MN, May 13
 - C.9 Misti Trowbridge, Special Ed Laws Made Simple, Bloomington, MN, May 13
- D. Approval for Agency Administrator to sign the Focus on Energy Contract Amendment.

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

► **REPORTS AND DISCUSSION ITEMS**

1. Safety Committee Presentation

Luke Krumenauer, Safety Committee Chair, prepared a video presentation regarding the Safety Committee's vision, mission, and accomplishments.

2. Special Education Department Update

Vickie Waters, Director of Special Education, gave a department report which included a review of department services.

► ACTION ITEMS

1. Consider Recommendation of Personnel Compensation Process and Timeline

Mike Haynes gave the Board an overview of the committee recommendation for a performance based compensation system which will place a high priority on performance and aligns compensation with the responsibilities assigned and supports efforts to recruit and retain the most highly effective employees. A copy of the recommended plan and timeline was shared with the Board of Control.

Motion by Deanna Heiman and seconded by Rick Eloranta to approve the personnel compensation process and timeline as presented. Motion carried by unanimous roll call vote.

2. Consider Recommendation of Information Technology Personnel

Following the hacking incident, a committee was formed to strengthen the information technology systems and review the agency's IT resources (including people, equipment and software). Due to the increased security needs and growth in services such as hosting, video production, and streaming, the committee concluded that an additional 49 hours per week is needed. However, in order to be conservative, this number was reduced to 24 hours.

In addition, the Facilities Management Department recently received a resignation from an employee whose responsibilities included customizing the Customer Relationship Management (CRM) software. The additional time needed in IT (24 hours), coupled with the time needed in Facilities Management (16 hours), provides an opportunity to recruit and hire an Information Technology Specialist capable of supporting the needs in both departments. Therefore, the committee recommends hiring a full-time Information Technology Specialist.

Motion by Deanna Heiman and seconded by Rhonna Casey to approve the recommendation of additional information technology personnel as presented. Heiman, Casey, Kulesa, Dicus, Eloranta, Traczek, Dean, Hallock, Ploeckelman, Grape voted in the affirmative; Franklin abstained.

3. Consider Recommendation to Transition to Electronic (ACH) Expense Checks

Randy Bowe asked the Board of Control to consider allowing direct deposit of expense checks, similar to payroll checks, in an effort to reduce the paper checks printed, envelopes, postage, and labor expenses. There are 210 expense checks cut each month.

Motion by Rick Eloranta and seconded by Deanna Heiman to approve the recommendation to transition employees and Board of Control members to electronic (ACH) expense checks. The total of ACH transmittal will be included in the totals on the payments by fund report. Motion carried by unanimous roll call vote.

4. Consider Nomination of School District Boundary Appeal Board (SDBAB) Member

Recommendation by Deanna Heiman to nominate Rick Eloranta as a member of the SDBAB representing small districts.

5. Consider Approval of the Second 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 Deanna Heiman and seconded by Val Kulesa to approve the second reading of policies in Series 600 as presented. Motion carried by unanimous roll call vote.

6. Consider Approval of the Second 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 Coverage (New)

Motion by Deanna Heiman and seconded by Doug Dicus to approve the second reading of policies in Series 700 as presented. Motion carried by unanimous roll call vote.

7. Consider Approval of the Second 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 Cheryl Ploeckelman and seconded by Rozanne Traczek to approve the second reading of policies in Series 800 as presented. Motion carried by unanimous roll call vote.

8. Consider Approval of First Reading of Policies in Section 500 Personnel

- A. Policy 511 Equal Employment Opportunity and Affirmative Action Plan (Revised)
- B. Policy 512 Hostile Work Environment and Sexual Harassment (Revised Policy/Current Handbook Language)

- C. Policy 520 Creating a Position (New)
- D. Policy 521 Recruitment and Hiring (New Policy/Current Handbook Language)
- E. Policy 521.1 Staff Assignments, Transfers, and Promotions (New Policy/Current Handbook Language)
- F. Policy 521.2 Separation from Employment (New Policy/Current Handbook Language)
- G. Policy 522.1 Alcohol and Drug-Free Workplace (Revised/Current Handbook Language)
- H. Policy 522.4 Code of Ethics and Conduct (New)
- I. Policy 522.7 Internet Acceptable Use (Current Policy)
- J. Policy 522.9 Staff Use and Possession of Weapons (Current Policy)
- K. Policy 523.1 Physical Examinations (New Policy/Current Handbook Language)
- L. Policy 523.2 Bloodborne Pathogens Exposure Control (Revised)
- M. Policy 526 Personnel Records (New Policy/Current Handbook Language)
- N. Policy 527 Grievance Procedures (New Policy/Current Handbook Language)
- O. Policy 529 Corrective Discipline (Revised/Current Handbook Language)
- P. Policy 532 Compensation/Fringe Benefits (Revised)
- Q. Policy 533 Background Checks (New Policy/Current Handbook Language)
- R. Policy 537 Staff Development (Revised Policy/Current Handbook Language)
- S. Policy 538 Employee Evaluations (Revised)

Motion by Deanna Heiman and seconded by Cheryl Ploeckelman to approve the first reading of policies in Series 500 with suggested revisions. Motion carried by unanimous roll call vote.

9. Notice of Closed Session §19.85 (1)(c) Agency Administrator Evaluation

Convene to closed session as per WI Statutes §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility.

The purpose of the session is to review the results of the 360° Feedback Tool and the Agency Administrator’s self-evaluation and to complete the evaluation instrument (see packet).

Motion by Val Kulesa and seconded by Rozanne Traczek to convene to closed session, carried by a roll call vote:

<u> P </u> Deanna Heiman	<u> P </u> Russell Dean	<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> A </u> Doug Dicus	

Motion by Rick Eloranta and seconded by Cheryl Ploeckelman to reconvene to open session, carried by a roll call vote:

<u> P </u> Deanna Heiman	<u> P </u> Russell Dean	<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> A </u> Doug Dicus	

► OTHER ORGANIZATIONAL BUSINESS WHICH MIGHT LEGALLY COME BEFORE THE BOARD

The Board of Control thanked Jordan Franklin for serving on the CESA 10 Board of Control for the past 10 years. Jordan has decided not to run for election on his local school board; therefore, he will no longer be able to serve on the Board of Control.

Motion by Jordan Franklin and seconded by Val Kulesa to adjourn the meeting at 9:50 p.m. Motion carried by unanimous roll call vote.