



BOARD OF CONTROL REGULAR MEETING MINUTES March 14, 2013

1. Call to Order

The meeting was called to order by Marty Hallock at 7:06 p.m.

2. Roll Call and Mileage

<u> </u> P Deanna Heiman	<u> </u> P Keith Herrmann	<u> </u> P Marty Hallock
<u> </u> P Rhonna Casey	<u> </u> P Rick Eloranta	<u> </u> P Cheryl Ploeckelman
<u> </u> P Valorie Kulesa	<u> </u> P Rozanne Traczek	<u> </u> A Corey Grape
<u> </u> P Jordan Franklin	<u> </u> P Troy Thomas	

3. Financial Reports

Motion by Rozanne Traczek and seconded by Jordan Franklin to approve the treasurer's recommendation of issuing CESA checks numbered 63922 through 64227 (voided check #62741) and, the February 2013 Reconciliation Statements. Motion Carried.

4. Consent Agenda

- A. Minutes: February 14, 2013 Board of Control Meeting
- B. Employment: Ginger Macdonald, Speech and Language Pathologist, 1.0 FTE
- C. Out of State Travel:
 - Linda Stead, International Conference on Positive Behavior Support, San Diego, CA, March 27-30, 2013
 - Jennifer Everhart, IPM Conference, Norwood, MA, May 21-23, 2013

Motion by Deanna Heiman and seconded by Jordan Franklin to approve the consent agenda as presented. Motion Carried.

5. Reports and Discussion Items

- A. Personnel Planning Update: Administrator Haynes has met with three groups of employees to date. Connie Wislinsky has calculated wage options for consideration and is collecting data from other CESAs for benchmarking purposes. In addition, preliminary notices of non-renewal will be acted on this evening.
- B. Service Contract Update: Administrator Haynes reported that as of today 27 of 29 districts have returned their contracts, as well as the majority of non-CESA 10 districts. Last year only 12 of 29 districts had returned their contracts at this time. Currently there is \$480,000 reduction in local contracts; however, this is primarily the result of personnel contracted through CESA who will be hired directly by the district. The actual loss will be the fees charged for business services, the audit, and indirect costs. Services are being developed or enhanced due to interest expressed by districts, such as Educator Effectiveness and the IMC. The Facilities Management Department is aggressively seeking ways to expand our footprint and some districts have expressed interest in transferring employees from their district to CESA to mitigate new health care mandates.
- C. Instructional Media Center Report: Candy Lund, Director of Instructional Services, provided a report regarding the IMC. Over the years the center has grown to serve special education as well as regular education. There are approximately 13,500 items valued at \$920,000. Many are high-cost, low-usage items that districts check-

out. The IMC is funded by Special Education flow-through funding as well as local funding from the service contracts. Due to multiple factors, a needs analysis was conducted which included district personnel surveys, collection data analysis, and research into the future look of media centers. Candy has provided updates to the PAC and met with the Instructional Services Ad Hoc Committee.

The following recommendations and comments were made by the IS Ad Hoc Committee:

- There is a need to update the IMC to 21st Century Standards in regard to servicing local districts and in providing current and needed resources.
- The agency should hire a full-time Media Specialist who has the skills needed to meet the current and future needs of our districts.
- The need of an administrative support person may not be necessary due to the change of IMC focus from shipping/receiving materials to and from districts.
- The agency should research the potential of 'serving as a local district media specialist' for those districts who can no longer afford their own media specialist.
- The agency should evaluate the pricing structure of this service.
- The agency should market the updated services to all districts.

A composite of recommendations and comments will be shared with the Nucleus Committee and PAC in April. Based on final recommendations, action will be taken.

6. Consider Recommendation to Approve a Curriculum, Assessment, and Instruction Position.

In April 2012, the Instructional Services Department requested permission to hire a full-time, limited-term (one year) consultant to provide curriculum, assessment and instruction support for CESA 10 districts. This position has provided a valuable service to the agency and districts this past year and with the support of the I.S. Ad Hoc Committee, the Board was asked to approve the continuation of the position as a full-time, school year regular position. The position will be funded through service contract fees from the Accountability Data Service and I.S. Leadership, contracted curriculum, in-district support days, and DPI funding for the support of WISExplore.

Motion by Rozanne Traczek and seconded by Cheryl Ploeckelman to approve the recommendation to hire a full-time, school year, Curriculum, Assessment and Instruction position as presented. Motion Carried.

7. Consider Recommendation to Approve the Preliminary List of Intent to Non-Renew

In compliance with Wisconsin State Statute 118.22, the Board of Control was asked to approve the Preliminary List of Intent to Non-Renew for 2013-14 based on preliminary staffing needs.

Motion by Deanna Heiman and seconded by Val Kulesa to approve the preliminary list of intent to non-renew as presented. Motion Carried.

8. Consider Recommendation to Approve the First Reading of the Revisions to Policy 110

Administrator Haynes reviewed the first reading of the revisions to Policy 110 to reflect the outcomes of the Vision and Strategic Planning sessions held in February and March. The Board suggested a few minor modifications which will be reflected in the second reading on April 11, 2013.

Motion by Deanna Heiman and seconded by Cheryl Ploeckelman to approve the first reading with the modifications as discussed. Motion Carried.

9. Consider Recommendation to Approve the Transparency Action Plan

Administrator Haynes shared a Transparency Action Plan with the Board as a result of the Vision and Strategic Planning sessions. The action plan included three strategies:

1. Increase the level of communication to agency stakeholders.
2. Increase the amount and quality of communication regarding agency finances to stakeholders.
3. Promote a high level of participation among District Administrators in the long-range planning for the agency.

Motion by Rick Eloranta and seconded by Val Kulesa to approve the Transparency Action Plan as presented. Motion Carried.

10. Consider Recommendation to Authorize an Early Retirement Option

Administrator Haynes asked the Board to consider approving an Early Retirement Option (ERO) for support staff members of the Northwest United Educators (NUE) who have earned other post-employment benefits based on the following:

1. 15 or more years of service at CESA 10 on or before June 30, 2014
2. Age 55 on or before June 30, 2014
3. Submit a "Release and Retirement Agreement" no later than May 1, 2013

Motion by Rick Eloranta and seconded by Rozanne Traczek to approve the Early Retirement Option for NUE support staff as presented. Motion Carried.

11. Notice of Closed Session §19.85 (1)(c)

Convene to closed session as per Wisconsin 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.

Motion by Deanna Heiman and seconded by Val Kulesa to convene to closed session as per Wisconsin Statutes §19.85 (1)(c) for the purpose of reviewing the results of the 360° Feedback Tool and the Agency Administrator's self-evaluation and to complete the evaluation instrument, carried by a roll call vote.

Motion by Deanna Heiman and seconded by Rhonna Casey to reconvene to open session, carried by a roll call vote.

Motion by Rick Eloranta and seconded by Cheryl Ploeckelman to average the results of the 360° Feedback Tool for the Agency Administrator's Annual Evaluation. Motion Carried.

12. Other Organizational Business Which Might Legally Come Before the Board

Chairperson Hallock summarized the purpose of the Finance Committee meeting held this evening.

Administrator Haynes asked the Board if it would be more effective and efficient to provide an electronic version of the board packets. Several board members asked to receive the information electronically; however, a few prefer paper packets. It was determined that each individual could chose either electronic or paper packets.

Motion by Rhonna Casey and seconded by Val Kulesa to adjourn the meeting at 9:01 p.m. Motion Carried.