

# REGULAR MEETING MINUTES

**CESA 10 Board of Control**  
Thursday, May 9, 2013



*Where service and leadership unite.*

## 1. 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.

## 2. Roll Call and Mileage

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

## 3. Financial Reports

Motion by Deanna Heiman and seconded by Jordan Franklin to approve the treasurer's recommendation of issuing CESA checks numbered 64519 through 64802 (voided checks #64261, #63212, #64311, #64432 and #62724) and, the April 2013 Reconciliation Statements. Motion Carried.

## 4. Consent Agenda

- A. Minutes: April 18, 2013 Board of Control Meeting
- B. Employment:
  - B.1 Barbara Novak, Educational Support Professional, Retirement 6/30/13
  - B.2 Lory Pajac, School Psychologist, Retirement 6/30/13
  - B.3 Carol Cavanaugh, Software Consultant, Resignation 6/30/13
  - B.4 Rebecca Barrette, Speech and Language Pathologist, Resignation 5/30/13
  - B.5 Mark Zich, Project Manager, Resignation 6/28/13
- C. Out of State Travel:
  - C.1 Jason Nicholas, Workflow/Dialog Processes Training, Minneapolis, MN 6/3/13

Motion by Jordan Franklin and seconded by Val Kulesa to approve the consent agenda as presented. Motion Carried.

## 5. Reports and Discussion Items – Administrator's Report

### A. Performance Contracting – Charlie Schneider

In 2009 State Statute 121.91(4)(o) was adopted allowing school districts to fund energy conservation projects through performance contracting without a referendum. Performance contracting is a partnership between a facility owner and an energy service company to identify energy, resource and cost savings opportunities and to implement energy efficiency and infrastructure improvement projects. The energy service company guarantees performance meaning that if the projected savings are not realized, the energy service company would reimburse the facility owner the difference between the actual and projected savings.

The Board will be asked to approve a recommendation to approve the implementation of a performance contracting service for school districts and other government entities. Hanover

Trust will provide the insurance for the guaranteed savings; however, escrows would be set-up for smaller accounts not covered by the insurance policy. The public commission has reviewed and approved the proposal as well as the Facilities Management Ad Hoc Committee. Current staff members have experience with performance contracting and additional staffing would not be needed. Depending on the type of service requested, some areas may need to be contracted out, such as design work. CESA 10 schools will receive priority.

**B. Focus on Energy Update – Charlie Schneider**

The most recent Focus on Energy Contract has been received with an expiration date of June 30, 2013. CESA 10 received a positive review and outstanding issues have been resolved.

**C. Staffing/Personnel – Charlie Schneider**

An employee has been granted an unpaid leave of absence for family issues. Assignments will be shifted and two team leaders will pick up the additional work during the absence.

**D. Instructional Services Update – Candy Lund**

The Instructional Services Assistant Director position description has been updated and reviewed by the Ad Hoc Committee.

Twenty school districts have purchased IMC services for 2013-14. Due to the loss of service contracts (4) and the reduction in support staff the districts will see a reduction in cost, but not to the degree anticipated. The oversight of this position will be moved to the Educational Technology Department which is in alignment with DPI licensing and 21<sup>st</sup> century technology. Collaboration between departments will continue.

**E. Educator Effectiveness Update – Candy Lund**

By 2014-15 every district will be required to comply with new statewide evaluation criteria—referred to as the “Educator Effectiveness System.” The criteria include the use of a statewide evaluation model developed by the Department of Public Instruction or an alternative model that is approved by the Department of Public Instruction.

Early this year, CESA 10 began receiving requests to assist districts in the implementation of the Educator Effectiveness System. Some districts have expressed a significant interest in support from CESA 10 that would include the provision of personnel to assist as the district conducts evaluations. As a result, the Instructional Services Department and Administration have put together the framework for an Educator Effectiveness Service.

The Department of Public Instruction is going to provide \$19,384 in funding for technical assistance between now and September 30, 2013 and districts will need support. An additional \$17,200 of revenue from CESA 6 is expected to support the districts that have committed to the CESA 6 model. Knowing that, the Board will be asked to approve a recommendation to hire two part-time consultants. The number of days and hours for these positions will be determined by the revenue available.

**6. Consider Recommendation to Approve the Eau Claire County Off Campus School Emergency Response Plan**

CESA 10 operates the Eau Claire Off Campus Program, which provides students an alternative opportunity to complete high school. Housed at Chippewa Valley Technical College, the Off Campus School serves students from Altoona, Augusta, Eau Claire Memorial, Eau Claire McKinley Charter School, Eau Claire North, Mondovi and Osseo-Fairchild. The school is open to men and women between the ages of 17 and the semester that the student turns 21 years who wish to complete requirements to receive a high school diploma, who need 12 or less credits to graduate, and who have dropped out or did not graduate with their class. Current high school seniors may earn additional credits by attending Off Campus evening classes.

Because of its designation as a public school, the Off Campus School must adhere to state statutes pertaining to public schools—including having in place a “School Safety Plan” and policies described in the next action item. Gregg Butler, the Off Campus School’s Principal since 2008, has worked closely with the staff at CVTC as well as the Eau Claire Area School District (from which the majority of students come) to update the existing “Emergency Response Plan” so that it is aligned with the statutory requirements.

Motion by Rozanne Traczek and seconded by Cheryl Ploeckelman to approve the Eau Claire County Off Campus School Emergency Response Plan with the amendments discussed. Motion Carried.

**7. Consider Recommendation to Approve the First Reading of Policies for the Eau Claire County Off Campus School**

As mentioned above, Wisconsin statutes require certain policies be adopted by boards of education. Specific policies that must be in place relative to the Off Campus School include:

- Non-Discrimination and Access to Equal Educational Opportunity
- Policies preventing Bullying
- Safe and Healthy Facilities (Buildings and Grounds Inspection)

Motion by Val Kulesa and seconded by Deanna Heiman to approve the first reading of the policies as presented. Motion Carried.

**8. Consider Recommendation to Approve Educator Effectiveness Staff Positions.**

Motion by Deanna Heiman and seconded by Rozanne Traczek to approve a recommendation to hire two part-time consultants. The number of days and hours for these positions will be determined by the revenue available. Motion Carried.

**9. Consider Recommendation to Approve Performance Contracting**

Motion by Rhonna Casey and seconded by Val Kulesa to approve Performance Contracting Services and to enter into an agreement with an insurance carrier to insure the energy savings on projects. Motion Carried.

**10. Consider Recommendation to Approve Employee Classifications/Independent Contracts**

Over the past several months, human resource practices have been reviewed, including revising or developing all agency job descriptions for employees, auditing personnel files to ensure their contents match best practice and aligning posting, hiring and evaluation procedures.

Through this work, it was discovered that several individuals were hired as Independent Contractors to perform work on behalf of CESA 10 or a member district. It appears that hiring Independent Contractors has been a common practice; however, after a review of IRS criteria, it was determined that some of these individuals do not meet all the factors needed in order to be classified as an Independent Contractor.

This issue has been discussed with the administrative team and reviewed by our attorney. A copy of the written opinion confirming our findings was shared with the Board. It is the opinion of Attorney Steve Weld that the individuals affected be reclassified as employees effective July 1, 2013 and not retroactively.

Motion by Rick Eloranta and seconded by Rozanne Traczek to approve the reclassification of affected individuals at the beginning of the 2013-14 fiscal year as recommended by Attorney Steve Weld. Motion Carried.

**11. Notice of Closed Session §19.85 (1)(c) for the purpose of considering staffing and compensation for 2013-14**

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 Val Kulesa and seconded by Deanna Heiman to convene to closed session at 8:20 p.m. as per Wisconsin Statutes §19.85 (1)(c) for the purpose of considering staffing and compensation for 2013-14, carried by a roll call vote.

Motion by Val Kulesa and seconded by Cheryl Ploeckelman to reconvene to open session at 8:50 p.m., carried by a roll call vote.

Motion by Cheryl Ploeckelman and seconded by Rozanne Traczek to approve the Personnel Recommendation 2013B for Wages and Benefits as presented. Motion Carried.

Motion by Rozanne Traczek and seconded by Rhonna Casey to approve the Other Post-Employment Benefits Recommendation 2013C for Administrators with the amendment to include the Agency Administrator in the proposal. Motion Carried.

Motion by Deanna Heiman and seconded by Val Kulesa to approve the Staffing Realignment/Consolidation Recommendation 2013D as presented. Motion Carried.

Motion by Deanna Heiman and seconded by Rhonna Casey to deny the additional post-employment health insurance request by Barbara Novak. Motion Carried.

Motion by Corey Grape and seconded by Val Kulesa to deny the request from Sandi Hysell to add legal guardians to the health and dental plans. Motion Carried.

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

Administrator Haynes updated the Board on an upcoming arbitration hearing and possible settlement option. This item will be added to the June 2013 agenda for further discussion.

Administrator Haynes reported on the hacking incident that took place this past week. An email was sent out today to Board of Control members, district administrators, CESA administrators, and staff.

The June Board of Control meeting will be held at Munson Bridge Winery in Withee. The meeting will begin at 6:30 p.m.

Motion by Jordan Franklin and seconded by Rhonna Casey to adjourn the meeting at 9:07 p.m. Motion Carried.