



Delegate Convention

What is the CESA 2 Annual Convention?



About the CESA 2 Annual Convention

The CESA 2 Annual Delegate Convention is a meeting that occurs once yearly where school board members from each of the CESA 2 seventy-four member school districts are invited to attend.

Delegates must attend in person, there is no virtual option. Check-in and hors d'oeuvres begin at 6:30 pm with the meeting to follow at 7:00 pm. The meeting will last approximately one hour and will not adjourn past 8:30 pm.

Purpose of the Annual Convention

Election of the CESA 2 Board of Control Members

The purpose of the Annual Convention is to elect members to the CESA 2 Board of Control. The Board of Control is an eleven-member board that typically meets on the third Tuesday of each month. These eleven board members are elected on a staggered election cycle. A school board delegate to the Annual Convention can be nominated, or can nominate themselves, to be considered for an open seat on the CESA 2 Board of Control. Details regarding open seats and the regional representation of seats are included in the meeting materials sent to you prior to the meeting.

Presentation

An agenda is emailed out prior to the meeting, which will contain information on our speaker for the evening. Each Annual Convention has a presentation regarding topics relevant to public education.

Networking

The Annual Convention is a great opportunity to network with other district's school board members.

Is this the only meeting I need to attend?

Yes, this is the only meeting you will need to attend at CESA 2 for the year. As the delegate representing your school district, you only need to attend the Annual Convention meeting which takes place in June. If you are elected to the CESA 2 Board of Control, you would need to attend additional meetings.

CESA 2 Board of Control Member Commitment if Elected

The CESA 2 Board of Control meets monthly on the third Tuesday of the month. Dinner is provided and arrives at 6:30 pm, with the meeting to follow and begin at 7:00 pm. The meetings provide updates on CESA 2 and our services to school districts. Board members are reimbursed for mileage to board meetings and may also participate in professional development opportunities on behalf of CESA 2.

If you would like more information about the Annual Convention or the CESA 2 Board of Control, please reach out to Kayla Noggle at kayla.noggle@cesa2.org or 262.473.1473. She would be happy to answer any additional questions you may have!



Innovative Thinking. Tailored Delivery.

Dear District Administrator,

The CESA 2 Delegate Convention has been scheduled for Tuesday, June 16th, 2026 at 7 pm. The Delegate Convention will be held at the CESA 2 offices at 1221 Innovation Drive, Whitewater, WI 53190.

Enclosed please find the Appointment of 2026 CESA Convention Representatives notification from Jill Underly, State Superintendent; the CESA 2 Delegate Convention Notice from Marian Viney, CESA 2 Board of Control Chairperson; and two copies of the form to notify CESA 2 of the delegate from your district. There is also an information packet about the Convention that can be provided to the board to help answer questions about the responsibilities of a delegate.

Please return one copy of the form to notify CESA 2 of the delegate from your district in the enclosed self-addressed stamped envelope or via email to kayla.noggle@cesa2.org. Please keep the second copy for your records.

We will send out information regarding the CESA 2 Delegate Convention to the delegate for your district via email once we receive the form.

The CESA 2 Board of Control is made up of a representative from each of the 11 geographic clusters. The following clusters will need to elect a representative to the Board of Control at the 2026 Delegate Convention:

Cluster C: Deerfield, Madison, McFarland, Monona Grove

Cluster F: Clinton, Delavan-Darien, Janesville, Walworth

Cluster H: Cambridge, Jefferson, Johnson Creek, Lake Mills, Watertown

Cluster I: Edgerton, Evansville, Oregon, Stoughton

We very much appreciate your district's involvement in the CESA 2 Delegate Convention!

Please feel free to contact me at 262.473.1473 or kayla.noggle@cesa2.org if you have any questions.

All the best,

A handwritten signature in black ink, appearing to read "Kayla Noggle", written over a light blue horizontal line.

Kayla Noggle

Executive Administrative Assistant

1221 Innovation Drive, Suite 205
Whitewater, WI 53190
262-473-1473



Date: Friday, April 3, 2026

To: CESA Administrators
CESA Board of Control Chairpersons
School Board Clerks

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2026 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

Section 116.02, Wis. Stats., in its entirety, reads as follows:

116.02 Board of control; membership.

(1) (a) Each agency shall be governed by a board of control composed of members of school boards of school districts within the agency. Annually on or after the 4th Monday in April, the school board of each school district in the agency shall appoint one of its members as its representative for the purpose of determining the composition of the board of control. For the

purpose of determining membership on the board of control, a school district operating elementary grades only and lying in more than one union high school district shall be considered part of the union high school territory in which the major portion of its equalized valuation lies. The board of control shall hold an annual organizational meeting on or after the 2nd Monday in May. No annual organizational meeting may be held after the 2nd Monday in August.

(c) The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district. The convention may direct the board of control to determine a different date for the annual organizational meeting.

(2) The annual convention shall establish bylaws for governing the agency, including bylaws for all of the following:

(a) Subject to sub.(1)(a), setting the date of the annual convention and establishing procedures for calling a special meeting.

(b) Providing for regular meetings of the board of control.

(c) Establishing an initial plan of representation for the agency and specifying how the plan may be amended.

(d) Specifying the number of members on the board of control.

(e) Specifying what constitutes a vacancy on the board of control and establishing procedures for filling a vacancy on the board of control.

(f) Specifying the officers on the board of control, establishing procedures for choosing those officers, specifying their terms of office and their duties and establishing procedures for removing them from office.

(g) Providing for the establishment of fiscal control, responsibility and accountability requirements.

(h) Designating a public depository.

**FORM FOR NOTIFYING SCHOOL BOARD OF
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Dr. Jill K. Underly's request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Marian Viney is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the p.m. in the conference room of the Whitewater Innovation Center in the City, Town, or Village of Whitewater on Tuesday, June 16th, 2026.

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: Marian Viney
Chairperson, CESA Board of Control

Date: 2.20.2026

SCHOOL DISTRICT'S COPY

FORM FOR NOTIFYING THE SECRETARY (ADMINISTRATOR) OF CESA NO. 2 OF A SCHOOL DISTRICT 'S REPRESENTATIVE TO AN AGENCY CONVENTION

TO: The Administrator of CESA No. 2

At a meeting of the School Board on _____*, the school board
month day year
whose name appears below was appointed representative of the _____
_____ School District to the Cooperative Educational Service Agency
annual convention.

Name of Board Member _____

Please Print

Address of Board Member _____

E-mail _____

The convention is to be held on Tuesday, June 16th, at the time and place certified to me by the chairperson of CESA No. 2. The representative of this school board named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no alternates or substitutes).

Signed: _____

School Clerk

School District

Address

Date: _____

NOTE: Mail one copy to the CESA Administrator of your agency. Retain one copy for school district's file.

* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4th Monday in April.**

