



Date: April 16, 2025

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

From: Jill K. Underly, PhD
State Superintendent

Subject: Appointment of 2025 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.

To: CESA 1 Annual Convention Delegate
From: Sue Doyle, Executive Director, CESA 1
RE: 2025 CESA 1 Annual Convention Information

Your school board has selected you to represent your school district at the CESA 1 Annual Convention on **Tuesday, May 20th at 5:30 PM**. It will be held at CESA 1, N25 W23131 Paul Road, Suite 100, Pewaukee, WI.

An agenda will be emailed to you the week before the meeting. Below is an overview of what to expect.

As my school district's delegate, is this the only CESA 1 meeting I need to attend this year?

Yes. One representative/delegate from each school board (in CESA 1's 45 member school districts) is chosen to attend the Annual Convention.

The Convention is only offered in person. A light dinner will be served starting at 5:15 PM and this is an opportunity to network with board members from surrounding districts. At 5:30 PM, the meeting will be called to order. The Annual Convention will last between 45-90 minutes.

What happens at the CESA 1 Annual Convention?

Election of CESA 1 Board of Control Members –

An important part of the Annual Convention is the election of the members of the CESA 1 Board of Control. The Board of Control is an eleven-member board that typically meets the third Tuesday of the month from 6:00 PM - 7:00 PM. Most meetings are held in person with a virtual option.

These eleven board members are elected on a staggered election cycle. A delegate can be nominated (or can nominate themselves) to be considered for an open seat on the CESA 1 Board of Control. **This year, we have a vacancy in Group B and two At-Large vacancies. Each vacancy is a three-year term of office: 2025-2026, 2026-2027, 2027-2028. Please review the [Agency Representation Plan & Current Membership document](#).** If you are interested in a seat, please contact [Lauren Bice](#).

Speakers/Presentations –

During the Convention, the CESA 1 Executive Director will share highlights from the year or other topics relevant to public education.

If you would like more information about the Board of Control or the Annual Convention, please contact Lauren Bice, Executive Assistant at lbice@cesa1.k12.wi.us or (262) 787-9500, ext. 9528.

CESA 1 Representation Plan

Board of Control shall consist of members elected at the annual convention as required by Wisconsin Statutes 116.02. The number of members on the Board of Control cannot exceed eleven (11). The annual convention may increase or decrease the size of the Board of Control or may change the length of the term of Board of Control members.

The school board of each district in the agency shall appoint one of its members as its representative for the purpose of determining membership on the Board of Control and establishing bylaws for agency governance. The delegates from all districts within a Union High School Area shall choose one delegate to represent them in voting for a representation plan and for members of the Board of Control.

According to this representation plan, five (5) districts will determine representation in their group through a caucus at the convention for three-year terms. In addition, six (6) districts will be elected at large from the five (5) groups.

In the event a school district chooses to vacate their term of office, the convention delegates within that district's group, as designated by the representative plan, shall meet to appoint a new district to complete the vacated terms of office.

Groups are designated as follows:

GROUP A

Cedarburg
Grafton
Mequon-Thiensville
Northern Ozaukee
Nicolet UHS
Fox Point-Bayside
Maple Dale-Indian Hills
Glendale River Hills
Port Washington
Shorewood
Whitefish Bay

GROUP D

Cudahy
Franklin
Greendale
Greenfield
Oak Creek-Franklin
St. Francis
South Milwaukee
Whitnall

GROUP B

Elmbrook
Kettle Moraine
Mukwonago
Norris
Oconomowoc
Waukesha
Wauwatosa
West Allis-West Milwaukee

GROUP E

Kenosha
Milwaukee
Racine

GROUP C

Arrowhead
Hartland-Lakeside
Lake Country
Merton #9
North Lake
Richmond
Stone Bank
Swallow
Brown Deer
Germantown
Hamilton
Menomonee Falls
Muskego-Norway
New Berlin
Pewaukee

Board of Control Membership 2024-2025

<u>Group</u>	<u>Remaining Years</u>	<u>Current School District Representative</u>
A	25-26	Nicolet
B	25-26, 26-27, 27-28*	Wauwatosa
C	25-26, 26-27	Muskego-Norway
D	25-26, 26-27	Greenfield
E	25-26	Milwaukee
<u>At Large</u>	25-26, 26-27, 27-28* 25-26, 26-27, 27-28* 25-26, 26-27 25-26, 26-27 25-26 25-26	Germantown Kenosha Pewaukee Elmbrook Franklin St. Francis

***Elect: May 2025** *(three-year term)*

**FORM FOR NOTIFYING SCHOOL BOARD OF
CESA 1 2025 ANNUAL CONVENTION**

DATE: April 16, 2025

TO: District Clerks and Administrators of School Districts in CESA 1, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Jill Underly 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 Chris Finch is the Chairperson of CESA 1. That said Chairperson has determined that such convention will begin at:

**Tuesday, May 20, 2025
5:30 PM**

**CESA 1
N25 W23131 Paul Road, Suite 100
Pewaukee, WI 53072
Room 127**

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.