

# Cooperative Educational Service Agency 3

## Board of Control (BOC) Meeting Minutes

Tuesday, August 1, 2023

The Meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at 8:53 p.m. on Tuesday, August 1, 2023.

Chair Humke noted the official posting of the meeting by the Proof of Public Notice and the Agenda. A motion was made by Bob Hermanson and seconded by Gary Andrews that the Proof of Public Notice and Adoption of the Agenda be sufficient under the requirements of the open meeting law and be declared the official Agenda of the meeting. Upon voice vote, with all members voting aye, motion carried.

Oath of Office was signed by new BOC Member, Adam Jackson, Fennimore. Welcome Adam to the CESA Board of Control.

Roll call was taken, with the following Board members in attendance: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Member(s) who were not in attendance: April Jennings.

No public comment.

### **BOARD REORGANIZATION:**

#### **Election of Officers for the Board of Control for the 2023-2024 year was held -**

A motion was made by Bob Hermanson to nominate Mike Humke as Chair. A motion was made by Gary Andrews and seconded by Kim Schmelz to close nominations. Upon voice vote, with all members voting Aye, motion carried. **Mike Humke will be Chair of the CESA 3 Board of Control for 2023-2024.**

A motion was made by Bob Hermanson to nominate Janet Matthes as Vice-Chairperson. A motion was made by Gary Andrews and seconded by Mark Johnson to close nominations. Upon voice vote, with all members voting Aye, motion carried. **Janet Matthes will be Vice-Chairperson of the CESA 3 Board of Control for 2023-2024.**

A motion was made by Bob Hermanson to nominate Mark Johnson as Treasurer. A motion was made by Ben Gavinski and seconded by Joni Heisner to close nominations. Upon voice vote, with all members voting Aye, motion carried. **Mark Johnson will be Treasurer of the CESA 3 Board of Control for 2023-2024.**

**Resolution to Approve Line of Credit** – CESA 3 Agency Administrator is hereby authorized to proceed with all action necessary within the legal limits for temporary borrowing of funds, if necessary, to operate during the 2023-2024 fiscal year. A motion was made by Wendi Stitzer and seconded by Janet Matthes to approve the Resolution to Approve Line of Credit. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, and Wendi Stitzer. Member(s) abstaining from vote: Kim Schmelz. Members voting no: none. Motion carried.

**Designation of Official Depository** - A motion was made by Joni Heisner and seconded by Wendi Stitzer to use Community First Bank as the CESA 3 Official Depository for 2023-2024. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, and Wendi Stitzer. Member(s) abstaining from vote: Kim Schmelz. Members voting no: none. Motion carried.

**MINUTES:** A motion was made by Kim Schmelz and seconded by Ben Gavinski to approve the minutes of the regular meeting on [June 26, 2023](#). Upon voice vote, with all members voting Aye, motion carried.

### **FINANCIAL REPORT:**

**Disbursements** - the Board reviewed the A/P detail check register for June 2023. A motion was made by Bob Hermanson and seconded by Janet Matthes to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Accounts Snapshot** - The Fund Codes were presented and reviewed with Board of Control Members. The Fund Codes define how the budget is organized.

**INFORMATION:**

1. Building and Grounds Projects and Updates
  - a. Loading dock/deck (east end of building) is being redone
  - b. Southwest Library System sorting room was relocated to east end of building
2. Temporary Rental Office Space for Southwest Counseling Due to Smoke Damage at Current Location
3. Kick-Off Day is scheduled for Friday, August 18, 2023
  - a. Theme: Focus on Influences vs. Concerns (Be aware of concerns but focus on influences)

**ACTION ITEMS:**

**Consider Resignation(s)** - A motion was made by Ben Gavinski and seconded by Kim Schmelz to approve the resignation from Sidney Zander, Speech and Language. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring Speech and Language Position(s)** – A motion was made by Bob Hermanson and seconded by Ben Gavinski to hire Allison Pierce (to serve LaFarge and Kickapoo school districts) and Lynn Umhoefer (to serve Kickapoo and Southwestern school districts) for Speech and Language positions. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Chantel Hampton, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, Kristin Spurley, and Wendi Stitzer. Members voting no: none. Motion carried. Motion was amended to include the hire of Launch Speech and Reading, a third party company to cover Barneveld’s Speech and Language needs with a 70% contract at \$82,000.

**Consider Contract Update(s) for Current Speech and Language Positions due to Increased Time** – A motion was made by Mark Johnson and seconded by Gary Andrews to increase Melanie Lindstrum and Courtney Draude to Full-Time positions. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring Math Teacher (Prairie du Chien)** – A motion was made by Kim Schmelz and seconded by Joni Heisner to hire Mark Davis for the Math Teacher position (to serve Prairie du Chien as a long term sub for the first semester). Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring Reading/Literacy Coach** – A motion was made by Bob Hermanson and seconded by Janet Matthes to hire Jim Addison for the Reading/Literacy Coach position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring Systems Coach for e-MLSS** – A motion was made by Kim Schmelz and seconded by Bob Hermanson to hire Matt Renwick for the Systems Coach for e-MLSS position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring DPI Statewide Early Childhood Director** – A motion was made by Gary Andrews and seconded by Ben Gavinski to hire Krista Johnson for the DPI Statewide Early Childhood Director position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring ASL Interpreter (Boscobel)** – A motion was made by Janet Matthes and seconded by Kim Schmelz to hire Megan Yeomans for the ASL Interpreter position (to serve Boscobel). Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Hiring Occupational Therapist** – No action taken.

**Consider Hiring Physical Therapy Assistant** – A motion was made by Gary Andrews and seconded by Joni Heisner to hire Shannon Van Pelt for the Physical Therapy Assistant position. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Consider Purchasing An Additional Vehicle for New Hire** – A motion was made by Bob Hermanson and seconded by Ben Gavinski to approve the purchase of an additional vehicle for new hire. Vehicle is a 2022 Ford EcoSport for \$28,200 from Richland Mark Fillback and financing would be a four-year loan. Upon roll call vote, the following Board Members voted Aye: Gary Andrews, Benjamin Gavinski, Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Next regular Board of Control Meeting will be Monday, August 28, 2023, at 6:30 p.m.**

There being no further business to discuss, a motion was made by Janet Matthes and seconded by Kim Schmelz to adjourn the meeting at 9:19 p.m. Upon voice vote, with all members voting Aye, motion carried.