

Cooperative Educational Service Agency 3

Board of Control (BOC) Meeting Minutes

Monday, October 28, 2024

The meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at 5:31 p.m. on **Monday, October 28, 2024**. The meeting time was moved from 6:30 p.m. to 5:30 p.m. to ensure a quorum for Board Members attending their annual meetings.

Chair Mike Humke led the Board Members in the Pledge of Allegiance.

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

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 **Joni Heisner** 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.

No public comment.

MINUTES: A motion was made by **Janet Matthes** and seconded by **Mark Johnson** to approve the minutes of the regular meeting on **September 23, 2024**. Upon voice vote, with all members voting Aye, motion carried.

FINANCIAL REPORT:

Disbursements - the Board reviewed the A/P detail check register for **September 2024**. A motion was made by **Bob Hermanson** and seconded by **Wendi Stitzer** to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Joni Heisner, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, and Wendi Stitzer. Members voting no: none. Motion carried.

Budget Update - Dr. Jamie Nutter presented a fund summary for Board Members proposing a balanced budget. The budget reflected both projected revenues and expenses at \$8,649,481. Dr. Nutter noted that a new insurance arrangement featuring a high-deductible plan paired with a Health Reimbursement Arrangement (HRA) was included in the budget. This plan accounted for expenses under a worst-case scenario at \$469,766.

Initial Audit Update - Dr. Nutter presented Board Members with a working capital graph and an initial audit draft, detailing operating revenues, operating expenses, nonoperating revenues and expenses, and changes in net position. The snapshot for the 2023-24 budget, as of June 30, 2024, revealed an increase in working capital from \$887,316 on June 30, 2023, to \$955,695. Dr. Nutter highlighted that this increase included liability adjustments required by the Governmental Accounting Standards Board (GASB). The 2023-24 operations reflected \$280,987 in revenue over expenses prior to the audit adjustments mandated by GASB. This summary was provided to accurately document these financial details for the Board's historical records.

INFORMATION:

- 1. BOC Appreciation** - Board of Control Members were thanked for serving their communities and for their service to CESA 3 in honor of School Board Appreciation Week, October 6-12, 2024.
- 2. WASB Breakfast** - Board of Control Members were reminded to RSVP for WASB Breakfast to be held on Wednesday, January 22, 2025, Baird Center, Milwaukee.

ACTION ITEMS:

Approve Building & Grounds Priorities - Dr. Nutter informed of the top 5 Building & Grounds priorities/goals voted upon by the Board Members in a recent survey.

- a. Handicap Door Compliance at Main Entrance
- b. Conference Room A (Barn Room) - Carpet and Electrical (Floor outlets)
- c. New CESA 3 Logo/Sign at Main Entrance
- d. Carpets Commercially Shampooed
- e. Conference Room A (Barn Room) - Ceiling

Following the review of 2024-2025 Building & Grounds goals and voted priorities (listed above), a motion was made by [Joni Heisner](#) and seconded by [Wendi Stitzer](#) to approve the 2024-2025 Building & Grounds priorities. Upon roll call vote, the following Board Members voted Aye: Joni Heisner, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, and Wendi Stitzer. Members voting no: none. Motion carried.

Appoint WASB CESA 3 Delegate Named for State Education Convention in Milwaukee scheduled for January 22-24, 2025.
Bob Hermanson volunteered himself for the WASB CESA 3 Delegate. A motion was made by [Mike Humke](#) and seconded by [Janet Matthes](#) to appoint Bob Hermanson for the WASB CESA 3 Delegate. Upon roll call vote, the following Board Members voted Aye: Joni Heisner, Mike Humke, Mark Johnson, Janet Matthes, and Wendi Stitzer. Member(s) abstaining from vote: Bob Hermanson. Members voting no: none. Motion carried.

Next regular Board of Control Meeting will be Monday, November 25, 2024, at 6:30 p.m.

There being no further business to discuss, a motion was made by [Janet Matthes](#) and seconded by [Wendi Stitzer](#) to adjourn the meeting at [5:49 p.m.](#) Upon voice vote, with all members voting Aye, motion carried.