

# Cooperative Educational Service Agency 3

## Board of Control (BOC) Meeting Minutes

Monday, January 27, 2025

The meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at 6:30 p.m. on **Monday, January 27, 2025**.

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: \*Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, \*Kim Schmelz, and Wendi Stitzer. Member(s) who were not in attendance: Gary Andrews, Joni Heisner, Adam Jackson, and April Jennings.

Chair Humke noted the official posting of the meeting by the Proof of Public Notice and the Agenda. A motion was made by **Janet Matthes** and seconded by **Bob Hermanson** 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.

### INFORMATION:

1. Dr. Jamie Nutter recognized Mike Humke for his service as WASB President and Janet Matthes for her 30 years of service as a Board Member.
2. Johnson Block representative, Matt Bomkamp, provided the Board Members with an audit presentation.
3. Darla Burton, Jessica Helms, Ned Lease, and Tom Martin delivered a Career & Life Ready presentation to the Board Members in preparation for CTE Month.

**MINUTES:** A motion was made by **Wendi Stitzer** and seconded by **Janet Matthes** to approve the minutes of the regular meeting on **December 16, 2024**. Upon voice vote, with all members voting Aye, motion carried.

### FINANCIAL REPORT:

1. **Accounts Payable for December 2024** - The Board reviewed the A/P detail check register for **December 2024**. A motion was made by **Bob Hermanson** and seconded by **Mark Johnson** to approve the disbursements as presented. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.
2. **Budget Update** - Dr. Jamie Nutter provided Board Members with a budget update.
3. **Health Insurance Update** - Dr. Jamie Nutter provided Board Members with an update on health insurance for 2024-25. He will be exploring options for 2025-26 to maintain coverage while reducing costs.

### ACTION ITEMS:

1. **Consider Approving 2025 Line of Credit** - A motion was made by **Mark Johnson** and seconded by **Bob Hermanson** to approve a 2025 Line of Credit with Community First Bank, including a \$900,000 limit. This required a new filing with the county at an approximate cost of \$2,100. The filing is necessary because short-term borrowing is secured against the value of the building, whereas school districts typically borrow against their levy. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.
2. **Consider Increasing Occupational Therapy Contract From .8 FTE to 1.0 FTE** - A motion was made by **Benjamin Gavinski** and seconded by **Janet Matthes** to increase Bridget Wilson's Occupational Therapy Contract from .8 FTE to 1.0 FTE to accommodate increasing caseloads. Upon roll call vote, the following Board Members voted Aye: Benjamin Gavinski, Bob Hermanson, Mike Humke, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Next regular Board of Control Meeting will be Monday, February 24, 2025, at 6:30 p.m.**

There being no further business to discuss, a motion was made by **Wendi Stitzer** and seconded by **Benjamin Gavinski** to adjourn the meeting at **8:10 p.m.** Upon voice vote, with all members voting Aye, motion carried.