

# Cooperative Educational Service Agency 3

## Board of Control (BOC) Meeting Minutes

Tuesday, August 6, 2024

The Meeting of the Board of Control of the CESA 3 Agency was called to order by Chair Mike Humke at **8:37 p.m.** on Tuesday, August 6, 2024.

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

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

### BOARD REORGANIZATION:

#### Election of Officers for the Board of Control for the 2024-2025 year was held -

A motion was made by **Bob Hermanson** and seconded by **Kim Schmelz** to nominate Mike Humke as Chair. Upon voice vote, with all members voting Aye, motion carried. **Mike Humke will be Chair of the CESA 3 Board of Control for 2024-2025.**

A motion was made by **Bob Hermanson** and seconded by **Joni Heisner** to nominate Janet Matthes as Vice-Chairperson. Upon voice vote, with all members voting Aye, motion carried. **Janet Matthes will be Vice-Chairperson of the CESA 3 Board of Control for 2024-2025.**

A motion was made by **Bob Hermanson** and seconded by **Wendi Stitzer** to nominate Mark Johnson as Treasurer. Upon voice vote, with all members voting Aye, motion carried. **Mark Johnson will be Treasurer of the CESA 3 Board of Control for 2024-2025.**

**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 2024-2025 fiscal year. A motion was made by **Mark Johnson** and seconded by **Janet Matthes** to approve the [Resolution to Approve Line of Credit](#). Upon roll call vote, the following Board Members voted Aye: Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**Designation of Official Depository** - A motion was made by **Bob Hermanson** and seconded by **Mark Johnson** to use Community First Bank as the CESA 3 Official Depository for 2024-2025. Upon roll call vote, the following Board Members voted Aye: 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 **Wendi Stitzer** and seconded by **Joni Heisner** to approve the minutes of the regular meeting on [June 24, 2024](#). Upon voice vote, with all members voting Aye, motion carried.

### FINANCIAL REPORT:

**Disbursements** - the Board reviewed the A/P detail check register for [June 2024](#). 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: Joni Heisner, Bob Hermanson, Mike Humke, Adam Jackson, Mark Johnson, Janet Matthes, Kim Schmelz, and Wendi Stitzer. Members voting no: none. Motion carried.

**INFORMATION:**

1. Building & Grounds Update - Dr. Jamie Nutter provided Board Members with an update on completed building & grounds improvements: solar security camera installation, new cement at building entrances, and sealcoating of the parking lot.
2. Kick-Off Day is scheduled for Thursday, August 15 and Friday, August 16, 2024 - Dr. Jamie Nutter announced the upcoming Kick-Off Days and invited Board Members to attend any part of the Kick-Off event.
  - a. Theme: "Empowerment through Growth and Service"
  - b. Learn about Artificial Intelligence (AI) tools hosted by a national speaker, Brian Buffington, who is known for his AI Buff Nuggets.

**ACTION ITEMS:**

**Consider Hiring Speech and Language Position(s)** – A motion was made by [Kim Schmelz](#) and seconded by [Adam Jackson](#) to hire Jill Wozniak for Speech and Language position to serve Prairie du Chien school district two days/week virtually. Upon roll call vote, the following Board Members voted Aye: 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 Long-Term Substitute Math Teacher** – A motion was made by [Bob Hermanson](#) and seconded by [Janet Matthes](#) to hire Dustin Johnson for the Long-Term Substitute Math Teacher position to serve Iowa Grant school district. Upon roll call vote, the following Board Members voted Aye: 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 Youth Apprenticeship Coordinator** – A motion was made by [Wendi Stitzer](#) and seconded by [Joni Heisner](#) to hire Ned Lease for the Youth Apprenticeship Coordinator position (filling Chuck Keller's retirement). Upon roll call vote, the following Board Members voted Aye: 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 Physical Therapist(s)** – A motion was made by [Janet Matthes](#) and seconded by [Joni Heisner](#) to enter into a contract with MJ Care to fill the Physical Therapist position. Upon roll call vote, the following Board Members voted Aye: 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 Food Service Coordinator** – A motion was made by [Wendi Stitzer](#) and seconded by [Kim Schmelz](#) to hire Kimmy Mumm for the Food Service Coordinator position. Upon roll call vote, the following Board Members voted Aye: 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: TBD based on Board of Control Member schedules.** A survey will be sent to all Board Members with possible date choices to help determine what works best for the majority.

There being no further business to discuss, a motion was made by [Janet Matthes](#) and seconded by [Wendi Stitzer](#) to adjourn the meeting at **9:22 p.m.** Upon voice vote, with all members voting Aye, motion carried.