



**Board of Education Meeting Minutes**  
**June 19, 2023 - 6:30 p.m. - Middle/High School Library**

**I. Pledge of Allegiance, Call to Order, and Roll Call**

The meeting was called to order by President Wayne Vanderploeg at 6:30 p.m.

Board Members Present:

Barb Braker, Gary DeVries, Allen Drews, Josh Jens, Keith Medema, and Wayne Vanderploeg

Board Members Absent:

Mike Biel

Administrative Team Members Present:

Brian Zacho, District Administrator, Ryan Cashman, Director of Business Services, Christy Fay, Elementary Principal, Jennifer Kurtz, Middle/High School Principal, Vincent Propson, Activities Director and Donna Waterworth, District Administrative Assistant.

Others Present:

Staff and community members

**II. Verification of Meeting Notice**

Proof of publication was presented in the form of a Certificate of Proof of Giving Public Notice.

**III. Citizens and Delegations**

*Per the Public Comment policy, members of the public are able to speak for up to three minutes.*

*The Board will take no action on these issues at this meeting and this portion of the meeting shall not exceed 30 minutes.*

None

**IV. Reports - Information Only**

**A. Administrative Reports**

**1. MS/HS School Principal - Mrs. Jennifer Kurtz**

**a) MS/HS Handbook**

Changes and updates to the MS/HS handbook were reviewed with the board.

**b) School Goals**

School goals - Reading, ELA, Math and Science. PreAct data was also reviewed.

**2. Elementary School Principal - Ms. Christy Fay**

**a) AGR Report**

Elementary Principal Christy Fay reported to the board and reviewed the end of year AGR data.

**b) EOY Building Goal Report**

End of Year building goal report was shared with the board.

**c) Elementary Handbook**

Changes and updates to the Elementary handbook were reviewed with the board.

**3. Activities Director - Mr. Vince Propson**

**a) Track Coaches based on participants**

Due to the high number of participants this current track season there is a need for additional coaches.

**4. Director of Business Services - Mr. Ryan Cashman**

**a) 2022-2023 Year End Projections**

Wrapping up the end of the year, there are still a lot of moving parts. Food service is looking like a slight loss. Reviewed fund 46 and fund 27.

**5. WASB - Mr. Mike Biel -**

WASB - no report - everyone is receiving the mailings from WASB

**6. CESA 5 - Mr. Wayne Vanderploeg -**

No report

**7. District Administrator - Mr. Brian Zacho**

**a) SRO Update - Chief Jesko**

Brian Zacho, District Administrator, did reach out to surrounding districts to see how they fund this position. Chief Jesko presented the board with an update on the SRO. The grant that is available to help fund this position is closed and will be available again next year. Chief Jesko did indicate that he will apply for this grant when it is available again.

**B. Board Reports**

**1. Building and Grounds Committee - Mr. Allen Drews**

**a) Parking Lot - traffic flow**

Traffic flow map has been developed and reviewed with the board.

**b) Concession Stand**

Brian Zacho, District Administrator, has contacted people that were involved in the beginning of this project.

**c) Field Goal Posts**

Regulation field goal posts. Will be approximately \$10,000

**d) Sport Court - Pickleball net**

Pickleball net is up and an extra one is being ordered.

**e) Sidewalk by bus loading zone - concrete chips**

Some of the work has been completed or in the process.

**2. Curriculum Committee - Mr. Keith Medema**

**a) Course Offerings - Spanish, English, Health**

Reviewed the changes. Change to Spanish is the possibility of testing out as a freshman and being able to go into Spanish II. Different option possibilities for English that include CAPP classes. Health curriculum was discussed, looking at possible changes.

**b) MS/HS Student Handbook**

Covered in MS/HS Principal Report

**c) Elementary Handbook**

Covered In Elementary Principal Report

**3. Employee Relations Committee - Mr. Gary DeVries**

**a) Certified Staff Base Wage Packet**

Reviewed with the board

**b) Administrative Contracts 2023-2024**

Will be covered in Executive Session

**4. Finance Committee - Mr. Mike Biel**

**a) Cash flow projections - on track with current budget**

On track, lunch prices will increase slightly for the 23-24 school year.

**5. Personnel Committee - Mr. Wayne Vandeploeg**

**a) Resignations/Exit Interviews**

**b) Recommendations to Hire**

**c) District Administrator Evaluation**

These items will be covered in executive session

**6. Policy Committee - Mrs. Barb Braker**

Did not meet in June. Should be meeting in July

## 7. Community Engagement Committee - Mr. Josh Jens

Did not meet in June. Would like to meet next month

## V. Consent Agenda

*A motion was made by Gary Devries and seconded by Josh Jens to approve the consent agenda. Motion carried.*

- A. **Approve Minutes from May 15, 2023 and June 1, 2023 Regular Board Meeting**
- B. **Review Current Month's Voucher**
- C. **Review Current Month's Revenue and Expenditure Reports**
- D. **Review Current Month's Cash Flow and Investments**
- E. **Review Current Month's Activity Fund Reports**

## VI. Action Items - Discussion/Approval

- A. **Course Offerings for Spanish, English, Health:**  
*Motion by, Keith Medema seconded by Allen Drews to approve the course offerings for Spanish, English, as presented. Motion carried.*
- B. **Co-Curricular/Middle School/High School Student Handbook:**  
*Motion by Keith Medema, second by Josh Jens to approve the Co-Curricular/Middle School/High School Student Handbook as presented. Motion carried.*
- C. **Elementary Student Handbook:**  
*Motion by Allen Drews seconded by Wayne Vanderploeg to approve the Elementary Student Handbook as presented. Motion carried.*
- D. **2023-2024 School Fees:**  
*Motion by Keith Medema, seconded by Josh Jens to approve the 2023-2024 school fees. Motion carried.*
- E. **Lunch Fees 2023-2024:**  
*Motion by Gary Devries, seconded by Allen Drews to approve the lunch fees for 2023-2024 as presented. Motion carried.*
- F. **Field Goal Posts:**  
*Motion by Gary DeVries seconded by Keith Medema to approve the field goal posts as presented WITH HELP COVERING COSTS FROM OTHER SCHOOL ORGANIZATIONS. Motion carried*
- G. **Approval of Administrative Contracts 2023-2024:**  
*Tabled to executive session: Motion was made when the board adjourned from executive session and reconvened to open session. Approximately 9:45 p.m.  
Motion by Gary DeVries, seconded by Wayne Vanderploeg to approve the Administrative Contracts as presented. Motion carried.*
- H. **Add Gus Knitt to all National Exchange Bank General Checking & Money Market Accounts and all Horicon Checking, Money Market and CD Accounts and National Exchange Credit Card Account with a monthly limit of \$5000**  
*Motion by Josh Jens, seconded by Allen Drews to approve adding Gus Knitt, Business Manager to all National Exchange Bank General Checking & Money Market Accounts and all Horicon Checking, Money Market and CD Accounts and National Exchange Credit Card Account with a monthly limit of \$5000 as presented. Motion carried.*
- I. **Remove Ryan Cashman from National Exchange Credit Card Accounts:**  
*Motion by Gary DeVries, seconded by Allen Drews to approve removing Ryan Cashman from National Exchange Credit Card Accounts as presented. Motion carried.*
- J. **Staffing Change - Kim Kirkendall from Special Ed Teacher Assistant to MS/HS Library Teacher Assistant:**  
*Motion by Allen Drews seconded by Josh Jens, to approve the staffing change of Kim Kirkendall from Special Ed Teacher Assistant to MS/HS Library Teacher Assistant as presented. Motion carried.*
- K. **Accept Resignation of Kaye Prieve - JV Volleyball Coach:**  
*Motion by Allen Drews, seconded by Wayne Vanderploeg, to approve the resignation of Kaye Prieve as JV volleyball coach as presented. Motion carried.*
- L. **Recommendation to Hire Jessica Daugherty - HS English:**

Motion by Josh Jens, seconded by Allen Drews, to approve the hire of Jessica Daugherty as HS English Language Teacher as presented. Motion carried.

**M. Recommendation AD Position:**

Motion by Gary DeVries, seconded by Josh Jens, to approve the AD Position as presented. Motion carried.

**N. Recommendation to Hire Courtney Vossekul - JV Volleyball Coach:**

Motion by Allen Drews, seconded by Wayne Vanderploeg, to approve the hire of Courtney Vossekul as JV volleyball coach. Motion carried.

**O. Recommendation to Hire Jora Hughes - JV2 Volleyball Coach:**

Motion by Allen Drews, seconded by Josh Jens, to approve the hire of Jora Hughes as JV2 volleyball coach as presented. Motion carried.

**P. Recommendation to Hire Jacob Mazourek, MS Co-Head Track Coach:**

Motion by Keith Medema, second by Allen Drews, to approve the hire of Jacob Mazourek as MS Co-Head track coach as presented. Motion carried.

**Q. Recommendation to add Track Coach Position base on the number of participants:**

Motion by Keith Medema, seconded by Allen Drews, to approve the addition of a track coach position based on the number of participants as presented.

**R. Recommendation to Hire Brittany Cashman, Wisconsin Well Be's School-Based Health Consortium Grant Manager:**

Motion by Gary DeVries, seconded by Wayne Vanderploeg, to approve the hire of Brittany Cashman as the Wisconsin Well Be's School-Based Grant Manager as presented. Motion carried.

**VII. Move to Executive Session Under Wisconsin Statutes 19.85 (1)(c)**

*Motion by Gary DeVries, second by Allen Drews to move to Executive Session under Wisconsin Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

**Roll Call:**

**Yes:** Barb Braker, Gary DeVries, Allen Drews, Josh Jens, Keith Medema, and Wayne Vanderploeg

**No:** None

**Absent:** Mike Biel

**Administrative Team Members Present:**

Brian Zacho, District Administrator

*Motion carried.*

*Adjourned to executive session at 8:21 p.m.*

**Executive Session Agenda Items Discussed:**

- A. District Administrator Evaluation**
- B. Resignation of Lauren Freel, HS Agriculture Teacher & FFA Advisor**
- C. Resignation of Dawn Vander Galien, Elementary Special Ed Aide**
- D. Recommendation to Hire, Kellie Stein, School Counseling Intern**
- E. Approve Certified Staff Base Wage Package**

**VIII. Reconvene to Open Session for Action Items Discussion/Approval as necessary**

*Motion by Allen Drews, and seconded by Wayne Vanderploeg to adjourn Executive Session and reconvene to Open Session. Motion carried at 9:40 p.m.*

Open session reconvened at 9:40 p.m.

**A. District Administrator Evaluation:**

No action.

**B. Resignation of Lauren Freel, HS Agriculture Teacher & FFA Advisor:**

Motion by Keith Medema, seconded by Gary DeVries, to approve the resignation of Lauren Freel, HS Agriculture Teacher and FFA Advisor. Motion carried.

**C. Resignation of Dawn VanderGalien, Elementary Special Ed Aide:**

Motion by Keith Medema, seconded by Gary DeVries, to approve the resignation of Dawn VanderGalien, Elementary Special Education Aide. Motion carried.

**D. Recommendation to Hire Kellie Stein, School Counseling Intern:**

Motion by Josh Jens, seconded by Allen Drewes, to approve the hire of Kellie Stein as School Counseling Intern as presented. Motion carried.

**E. Approve Certified Staff Base Wage Package:**

*Motion by Josh Jens, seconded by Gary DeVriesto approve the 2023-2024 Certified Staff Base Wage Package as presented. Abstained - Allen Drewes & Keith Medema. Motion carried.*

**IX. Correspondence**

*Thank notes shared*

**X. Board Agenda Items for July, 2023**

**XI. Adjournment**

*Motion by Gary DeVries, second by Keith Medema to adjourn. Motion carried.*

*Meeting adjourned at 9:46 p.m.*

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*Date*

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*Clerk (Barb Braker)*

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*Board President (Wayne Vanderploeg)*