



**Board of Education Meeting  
May 20, 2024 - 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:

Mike Biel, Barb Braker, Gary DeVries, Josh Jens, Keith Medema, and Wayne Vanderploeg

Board Members Absent:

Allen Drews

Administrative Team Members Present:

Brian Zacho, District Administrator, Diane Pertzborn, Business Manager, Christy Fay, Elementary Principal, Jennifer Kurtz, Middle/High School Principal, Rob Nill, Activities Director and Donna Waterworth, District Administrative Assistant.

Others Present:

Members of the staff and community.

**II. Verification of Meeting Notice**

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

**III. Election of Officers**

The meeting was turned over to District Administrator, Brian Zacho for the election of School Board President. Nominations were opened.

**President** - A motion was made by Gary DeVries, seconded by Mike Biel to nominate Wayne Vanderploeg for School Board President. By a unanimous voice vote Wayne Vanderploeg will serve as School Board President. Motion carried.

President Wayne Vanderploeg chaired the meeting from this point forward and opened nominations for School Board Vice President.

**Vice President** - A motion was made by Josh Jens, seconded by Wayne Vanderploeg to nominate Gary DeVries for School Board Vice President. By a unanimous voice vote Gary DeVries will serve as School Board Vice President. Motion carried.

**Treasurer** - A motion was made by Gary DeVries, seconded by Josh Jens to nominate Mike Biel for School Board Treasurer. By a unanimous voice vote Mike Biel will serve as School Board Treasurer.

**Clerk** - A motion was made by Gary DeVries, seconded by Mike Biel to nominate Barb Braker for School Board Clerk. By a unanimous voice vote Barb Braker will serve as School Board Clerk. Motion carried.

**Deputy Clerk** - A motion was made by Barb Braker, seconded by Gary DeVries to nominate Keith Medema for School Board Deputy Clerk. By a unanimous voice vote Keith Medema will serve as School Board Deputy Clerk.

**Bonding of Officers** - A motion was made by Josh Jens, seconded by Gary DeVries that no other security other than the signed Oath of Office be required of the school board Treasurer, clerk, and deputy clerk at this time. However, if circumstances change this may be changed pursuant to section 120.13(23) of the state statutes. Motion carried.

**Official Depository for School District Funds** - A motion was made by Gary DeVries, seconded by Mike Biel that the Horicon Bank-Randolph, the National Exchange Bank-Randolph and the local government investment pool be designated the official depositories for the funds of the School District of Randolph. Additional depositories may be designated later as needed in accordance with section 120.12(7) of the state statutes. Motion carried.

**Official Newspaper for the publication of notices** - A motion was made by Gary DeVries, seconded by Wayne Vanderploeg that for the purpose of publication as required by Wisconsin State Statutes, the Randolph School District shall not designate a newspaper to be used by the Board. Further the board shall continue the policy of posting meeting notices in the vestibule at the district office (door #8), the Randolph Village Hall, the National Exchange Bank-Randolph and Hometown Pharmacy-Randolph. In addition, Capital Newspapers, Daily Citizen Newspaper and WBEV Radio will be notified of school district meetings by the school district office. Motion carried.

**Meeting Dates and Times** - A motion was made by Mike Biel, seconded by Gary DeVries that the board of education regular monthly meetings be set for the third Monday of each month at the school, which is located at 110 Meadowood Drive, Randolph, WI. The time of the meetings will be at 6:30 p.m. The date and time may be changed by the board of education for special needs or circumstances. If changes occur, the notices will be posted in accordance with board policy and state statutes. Motion carried.

**Medical Advisor** - A motion was made by Josh Jens, seconded by Mike Biel that the board of education appoint Dr. Melissa Lucarelli, MD as the Medical Advisor for the Randolph School District for the 2024-2025 school year. Motion carried.

**CESA Representative** - A motion was made by Mike Biel, seconded by Josh Jens to appoint Wayne Vanderploeg at the CESA 5 representative for the 2024-2025 school year. Motion carried.

**School Board Secretary** - A motion was made by Barb Braker, seconded by Gary DeVries to appoint Donna Waterworth as School Board Secretary. Motion carried.

#### **IV. 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**

#### **V. Reports - Information Only**

##### **A. Administrative Reports**

##### **1. Elementary School Principal - Ms. Christy Fay**

###### **a) Garden Summer Classes**

A grant was received for \$1,000.00 and will be used by the summer school gardening class. The location of the raised garden bed has been relocated by the library.

###### **b) Summer School Class/Staffing Update**

Staff for summer school has been filled. Enrollment is about the same as last year.

##### **2. Middle/High School Principal - Mrs. Jennifer Kurtz**

###### **a) Master Schedule Update**

The master schedule will be the same as last year.

###### **b) Review of District Awards Night**

Awards night was well attended.

- c) **Working on the Student Handbook**  
Working on revisions to the student handbook. Will be completed for the June board meeting.
- 3. **Activities Director - Mr. Rob Nill**
  - a) **All MS sports Co-ops with Cambria-Friesland**  
We currently co-op football, basketball, softball and baseball. At this time volleyball has enough numbers for both schools
  - b) **HS Football Co-op & HS Baseball Co-op Discussion**  
Discussion on possible future football and baseball co-ops.
  - c) **Athletic Training Options for next year**  
Options for an athletic trainer for the 2024-25 school year were discussed.
- 4. **Director of Business Services - Ms. Diane Pertzborn**
  - a) **Review year to date spending**  
Year to date spending is on track.
  - b) **Review Cash Flow July-April**  
Currently revenue is behind expenses.
  - c) **23-24 Budget Adjustments**  
Discussion on budget adjustments for 23-24. This is on the agenda as an action item.
- 5. **DAC and Instructional Coach Report - Mrs. Brittany Cashman**
  - a) **MHSP Grant**  
Interns are finishing up the school year. New interns for 2024-25 have been hired and have been into shadow with their mentors
  - b) **DAC Update**  
Reviewed ACT and Pre-ACT and AP exam data.
  - c) **Coaching Update**  
Worked with 14 staff, mostly coaching by topic. Have applied for the peer review mentoring grant.
- 6. **WASB - Mr. Mike Biel -**  
Summer leadership conference in July. This will be in Green Bay again this year. Training available for new board members and whole boards.
- 7. **District Administrator - Mr. Brian Zacho**
  - a) **CESA 5 contract for 24-25**  
Bring back in June for discussion and possible approval.
  - b) **Van 5 Possible Sale**  
Have been contacted by someone that is possibly interested in purchasing van 5. If the purchase doesn't happen then possibly consider getting rid of it as scrap.
  - c) **Annual Employee Recognition Banquet**  
Will be a small group this year. This year's banquet will be on Wednesday, May 22 at Feil's Supper Club.
- B. **Board Reports**
  - 1. **Building and Grounds Committee - Mr. Allen Drews**  
Did not meet.
  - 2. **Community Outreach Committee - Mr. Josh Jens**  
Did not meet.
  - 3. **Curriculum Committee - Mr. Keith Medema**  
Did not meet.
  - 4. **Employee Relations Committee - Mr. Gary DeVries**  
Met on May 13, 2024, items to be discussed in executive session.
  - 5. **Finance Committee - Mr. Mike Biel**  
Regular monthly items are on the consent agenda.

**6. Personnel Committee - Mr. Wayne Vanderploeg**

Met on May 13, 2024, items will be discussed in executive session.

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

Did not meet.

**VI. Consent Agenda**

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

- A. Approve Minutes from April 22, 2024 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**

**VII. Action Items - Discussion/Approval**

- A. Discussion and possible approval of Spanish Trip to costa Rica:**  
*Motion by Wayne Vanderploeg, seconded by Mike Biel to approve the Spanish trip to Costa Rica the summer of 2025 as presented. Motion carried.*
- B. Discussion and possible approval of FFA trip to State convention in Madison:**  
*Motion by Gary DeVries, seconded by Mike Biel to approve the FFA trip to the State Convention in Madison. Motion carried.*
- C. Discussion and possible approval of 23-24 Budget Revision:**  
*Motion by Josh Jens, seconded by Wayne Vanderploeg to approve the 23-24 budget revisions as presented. Motion carried.*
- D. Discussion and possible approval of Committee Assignments:**  
*No action.*
- E. Discussion and possible approval of Co-ops with Cambria-Friesland**
  - 1. All Middle School Athletics**  
*No action - already co-op for football, boys basketball, cross country, track, softball and baseball.*
  - 2. Varsity Football and Baseball**  
*No action - October 1 deadline to apply*

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

*Motion by Mike Biel second by Josh Jens to move to Executive Session under Wisconsin Statutes 19.85(1)(c)(g) 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:** Mike Biel, Barb Braker, Gary DeVries, Josh Jens, Keith Medema, and Wayne Vanderploeg

**No:** None

**Absent:** Allen Drews

**Administrative Team Members Present:**

Brian Zacho, District Administrator

*Motion carried.*

*Adjourned to executive session at 7:57p.m.*

**Executive Session Agenda Items Discussed:**

- A. Resignations/Retirements**
  - a. Elizabeth Kelm - Administrative Assistant**

- b. Aaron Retzlaff - MS Football
- c. Allen Pocernich - MS Football

- B. Recommendations for Hire:
  - a. Maria Kutzler - MS/HS Principal
  - b. Maintenance Crew - Students
  - c. Choir/Music
- C. Leave of Absence
  - a. Shelby Schnell - 5th grade
- D. Hiring Update
  - a. MS Science
  - b. Agriculture/FFA update
- E. 2024-2025 Support Staff Compensation
- F. 2024-2025 Certified Staff Compensation

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

*Motion by Mike Biel, and seconded by Gary DeVries to adjourn Executive Session and reconvene to Open Session. Motion carried at 8:22 p.m.*

Open session reconvened at 8:22 p.m.

**A. Resignations/Retirements:**

**1. Elizabeth Kelm - Administrative Assistant**

*Motion by Barb Braker, seconded by Gary DeVries to approve the resignation of Elizabeth Kelm as Administrative Assistant. Motion carried.*

**2. Aaron Retzlaff - MS Football Coach**

*Motion by Mike Biel, seconded by Josh Jens to approve the resignation of Aaron Retzlaff as MS Football Coach. Motion carried.*

**3. Allen Pocernich - MS Football Coach**

*Motion by Wayne Vanderploeg, seconded by Mike Biel to approve the resignation of Allen Pocernich as MS Football Coach Motion carried.*

**B. Recommend to Hire:**

**1. Maria Kutzler - MS/HS Principal:**

*Motion by Gary DeVries, seconded by Wayne Vanderploeg to approve the hire of Maria Kutzler as MS/HS Principal. Motion carried.*

**2. Maintenance Crew Students:**

*Motion by Wayne Vanderploeg, seconded by Mike Biel to approve the hire of student maintenance crew. Barb Braker and Josh Jens abstained. Motion carried.*

**3. Choir/Music:**

*No action.*

**C. Leave of Absence:**

**1. Shelby Schnell - 5th grade:**

*Motion by Gary DeVries, seconded by Josh Jens to approve the leave of absence request for Shelby Schnell. Motion carried.*

**D. Hiring Updates**

- 1. MS Science - no action
- 2. Agriculture/FFA Update - no action

**E. 2024-2025 Support Staff Compensation**

*Motion by Gary DeVries, seconded by Wayne Vanderploeg to approve support staff compensation for 2024-2025. Mike Biel and Barb Braker abstained. Motion carried.*

**F. 2024-2025 Certified Staff Compensation**

Motion by Gary DeVries, seconded by Mike Biel to approve certified staff compensation for 2024-2025. Keith Medema abstained. Motion carried.

**X. Correspondence**

*Thank you shared*

**XI. Board Agenda Items for June 2024**

WIAA, Co-ops

**XII. Adjournment**

*Motion by Mike Biel, second by Wayne Vanderploeg to adjourn. Motion carried.*

*Meeting adjourned at 8:29 p.m.*

\_\_\_\_\_  
*Date*

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*Clerk (Barb Braker)*

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*Board President (Wayne Vanderploeg)*