



## Board of Education Meeting Minutes

June 17, 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:

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

Board Members Absent: Mike Biel

Administrative Team Members Present:

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

Others Present:

Billie Jo Brusveen and Briella Brusveen.

### 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.*

Brielle Brusveen spoke about the State FFA Convention recently held in Madison.

### IV. Reports - Information Only

#### A. Administrative Reports

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

###### a) Student Handbooks - Revision

Reviewed the changes for the elementary handbook for 2024-2025.

###### b) AGR Report/School Goals

Reviewed the AGR report and school goals with the board.

###### c) 23-24 Seclusion & Restraint Report

Reviewed the 23-24 seclusion and restraint report with the board.

##### 2. MS/HS Principal - Mrs. Jennifer Kurtz

###### a) Co-Curricular/Middle/High School Student Handbook - Revisions

Reviewed the changes for the co-curricular/middle/high school handbook for 2024-2025.

###### b) AGR Report/School Goals

Reviewed the AGR report and school goals with the board.

##### 3. Activities Director - Mr. Rob Nill

###### a) Summer Update

Track wrapped up with the state tournament in La Crosse with 14 students participating. Fitness center weightlifting at various times of the day.

###### b) WIAA Renewal

WIAA renewal is done every year for high school sports.

###### c) Joint Board Meeting with CF to talk Co-op Sports

Discussion on possibly meeting with the Cambria-Friesland board to discuss how the co-op would work. Possible dates were discussed.

**4. Director of Business Services -**

**a) Lunch/Meal Prices**

Reviewed the paid lunch equity tool with the board. A \$0.10 increase was recommended for all student meals. A larger increase was recommended for adult meals.

**b) 2023-2024 Year End**

Reviewed the 2023-2024 year end with board. Reviewed revenues received and expenditures for the month of June. Will start finalizing the year end soon.

**5. DAC and Instructional Coach Report - Mrs. Brittany Cashman**

**a) CCLC Grant - After School Program**

Discussion on what the CCLC grant is and how it may impact the district.

**6. WASB - Mr. Mike Biel -**

**a) WASB Update**

Summer leadership symposium on July 13 in Green Bay.

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

**a) Auditing Services**

Johnson & Block will be the accounting firm handling our audit for 2023-2024.

**b) CESA 5 contract**

Reviewed the CESA 5 contract. School psychologist will be contracted through CESA 5 for the 2024-25 school year.

**c) Open School Seat process and timeline**

Discussed the vacant school board seat and the timeline for interviewing possible candidates and when to hold interviews.

**d) Building and Grounds update - Summer Tasks**

Summer projects are underway and on schedule to be completed before the start of the school year.

**e) Yearly Safety Drill Record**

Reviewed the drills that are required to be completed yearly during the school year.

**f) Policy waiting on NEOLA for Title IX changes start Aug 1**

Changes for the Title IX policy go into effect on August 1. Policy will meet prior to that to review the update/changes to the current policy.

**g) Private school students playing sports**

Reviewed a request for students that attend a private school to participate in school sponsored athletics.

**B. Board Reports**

**1. Building and Grounds Committee**

Did not meet in June

**2. Community Outreach Committee - Mr. Josh Jen**

Did not meet in June

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

Did not meet June.

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

Did not meet in June.

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

Did not meet in June.

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

Did not meet in June.

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

Did not meet in June.

**V. Consent Agenda**

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

- A. Approve Minutes from May 20, 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**

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

- A. Discussion and possible approval of the Elementary Student Handbook.**

*A motion by Gary DeVries, seconded by Josh Jens to approve the elementary student handbook with the addition of the updated school and lunch fees and remove the paragraph regarding the purchase of insurance by parents. Motion carried.*

- B. Discussion and possible approval of the Co-Curricular, Middle/High School Student Handbook.**

*Motion by Barb Braker, seconded by Wayne Vanderploeg to approve the co-curricular, middle/high school handbook with the addition of the updated school and lunch fees and remove the paragraph regarding the purchase of insurance by parents. Motion carried.*

- C. Discussion and possible approval of the 2024-2025 School Fees.**

*Motion by Gary DeVries, seconded by Keith Medema to approve the 2024-2025 school fees as presented. Motion carried.*

- D. Discussion and possible approval of the 2024-2025 lunch/meal fees.**

*Motion by Keith Medema seconded by Josh Jens to approve the 2024-2025 lunch/meal fees as presented. Motion carried.*

- E. Discussion and possible approval for the auditing services of Johnson & Block.**

*Motion by Keith Medema seconded by Wayne Vanderploeg to approve the auditing services of Johnson & Block as presented. Motion carried.*

- F. Discussion and possible approval of the CESA 5 contract for 2024-2025.**

*Motion by Keith Medema seconded by Gary DeVries to approve the CESA 5 contract for 2024-2025 as presented. Motion carried.*

- G. Discussion and possible approval to continue to be part of WIAA for HS Athletics.**

*Motion by Keith Medema seconded by Josh Jens to approve the continued participation in WIAA for HS Athletics as presented. Motion carried.*

- H. Discussion and possible approval of CCLC Grant (after school program).**

*Motion by Keith Medema seconded by Wayne Vanderploeg to approve the CCLC Grant as presented. Motion carried.*

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

*Motion by Gary DeVries, second by Wayne Vanderploeg 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, 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 8:10 p.m.

**Executive Session Agenda Items Discussed:**

**A. Retirements/Resignations:**

1. Sara Flitter - Food Service Director
2. Allen Drews - School Board Member

**B. Recommend to Hire:**

1. Jenna Offerman - Agriculture Teacher/FFA Advisor
2. Douglas Shanks - MS Science Teacher
3. Robert Curley - Choir/Music Teacher
4. Tiffany Quirk - MS Volleyball Coach

**C. Exit Interviews**

1. Elizabeth Kelm - MS/HS Administrative Assistant
2. Sarah Flitter - Food Service Director

**D. Administrative Contracts**

1. Discussion and possible approval of Administrative contracts 2024-2025

Brian Zacho left executive session at 8:30 pm during the discussion on Administrative Contracts and returned to executive session at 8:38 pm

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

Motion by Josh Jens, and seconded by Gary DeVries to adjourn Executive Session and reconvene to Open Session. Motion carried at 8:47 p.m.

Open session reconvened at 8:47 p.m.

**A. Retirements/Resignations:**

**1. Sara Flitter - Food Service Director**

Motion by Gary DeVries, seconded by Wayne Vanderploeg to approve the resignation of Sara Flitter, Food Service Director. Motion carried.

**2. Allen Drews - School Board Member**

Motion by Keith Medema, seconded by Josh Jens to approve the resignation of Allen Drews, School Board Member. Motion carried.

**B. Recommend to Hire:**

**1. Jenna Offerman - Agriculture Teacher/FFA Advisor**

Motion by Keith Medema, seconded by Gary DeVries to approve Jenna Offerman as Agriculture Teacher/FFA Advisor. Motion carried.

**2. Douglas Shanks - MS Science**

Motion by Gary DeVries, seconded by Josh Jens to approve Douglas Shanks as MS Science Teacher. Motion carried.

**3. Robert Curley - Choir/Music**

Motion by Keith Medema, seconded by Gary DeVries to approve Robert Curley as Choir/Music Teacher. Motion carried.

**4. Tiffany Quirk - MS Volleyball Coach.**

Motion by Josh Jens, seconded by Gary DeVries to approve Tiffany Quirk as MS volleyball coach. Motion carried.

**C. Exit Interviews**

1. Elizabeth Kelm - MS/HS Administrative Assistant

No action

**2. Sara Flitter - Food Service Director**

No action

**D. Administrative Contracts**

**1. Discussion and possible approval of Administrative Contracts 2024-2025**

*Motion by Keith Medema, seconded by Gary DeVries to approve Brian Zacho, District Administrator contract as present. Motion carried.*

*Motion by Keith Medema, seconded by Gary DeVries to approve Christy Fay, Elementary Principal contract as present. Motion carried.*

**IX. Correspondence**

None

**X. Board Agenda Items for July, 2024**

Policy Committee meeting, Board interviews, and meeting with Cambria.

**XI. Adjournment**

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

*Meeting adjourned at 8:58 p.m.*

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Date

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Clerk (Barb Braker)

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Board President (Wayne Vanderploeg)