

**NORTH CAPE SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

**11926 W. HWY K
FRANKSVILLE, WI 53126**

5:00 p.m.

MINUTES

February 16, 2026

North Cape Conference Room

1. Call meeting to order. President Dan Hying called meeting to order at 5:02 p.m. School Board members present: Tom Henningfeld, Keith Jacobson, and Ryan Malchine. Also present were Dr Lehnen, Ms. Hansen, Mrs. Holden and Ms. Podbielski.

2. Approval of Minutes from January 19, 2026: motion to approve as presented by Ryan Malchine, second by Keith Jacobson, No additional discussion, all in favor, motion carries.

3. Good News-Ms. Podbielski

February PL - Teachers and Support staff participated in a day long learning for the Forward Exam, Collaboration and AI. It was an amazing use of time and collaboration was amazing!

The boys basketball team ended their season on January 24th. They were 8-0 in the regular season and lost in a close game in the championship! In a last minute decision because of weather, North Cape hosted the tournament! Betsy Griffiths did an amazing job getting together all the things we needed to have a successful tournament for all the schools!

Guidance- Leaders in Action will be going to Elder Care Cottages on Feb 20th to play games with the residents in the afternoon.

The CPR/Stop the Bleed training was a huge success and the Raymond Fire Department told us they really enjoyed working with our respectful students!

4K-2nd Grade Field trip- On Wednesday, Feb. 11th the 4K through 2nd graders went to see the play Love, Ruby Valentine at the Sunset Playhouse. The students started with a craft that went with the theme of the show. The 2nd graders paired up to help 4K with their crafts and 1st grade and 5K paired up as well. The show was interactive and a few of our students even got the chance to participate on stage! Afterward, we travelled to Kids In Motion. We had lunch there followed by an afternoon of imaginative play. Kids in Motion had themed rooms where students could dig for dinosaurs, go in an underwater submarine, perform a puppet show, work in a doctor's office, work at or visit a restaurant, or shop in a pretend grocery store. They had a large play area with slides and tunnels too! The students and teachers had a blast!

4K-4K is finishing up their 5 senses unit. They learned about their sense of sight, smell, hearing, taste, and touch. They loved playing a hearing game where they had to guess the sound they heard!

This week we are starting a new Literacy unit on Kindness. We will learn about how to be kind to ourselves and others as well as how we can be kind to animals!

Music/Band: We are already preparing for our Spring performances! The students have been working hard and are excited to show you what they have been doing in music and band. The 4th graders started their recorder unit in music—they are doing an outstanding job, so far! The middle school band participated in WASBF. They all did a fantastic job!

Southern Lakes Anthology: In January, Mrs. Kaye, Ms. Podbielski, and Ms. Visalda attended the Southern Lakes Anthology Judging in Whitewater. The Anthology theme this year is "The Journey."

Students were challenged to create artwork, comics, poetry, or creative writing pieces to showcase this theme. Out of 825 entries submitted from 35 school districts across southern Wisconsin, 9 North Cape students were selected to have their work published alongside 358 other pieces in the 2025–2026 Southern Lakes Anthology.

LEGO Club Mrs. Kaye launched the LEGO Club for 5th through 8th grade students, and they are having a blast! Students meet twice a week after school in the creativity lab. Each day they are presented with a Challenge Build. The students can choose to compete in the challenge or do their own free build. We are deeply thankful to the families who donated LEGOs and to Ms. Witzeling who funded our new kits with the grant she was able to secure! Currently, we are working on a collaborative build. Each student is building a part of an amusement park. Eventually, we will combine all the creative, individual parts to make one huge LEGO build.

5k The kindergarteners have been counting the days of school and we finally reached 100! To celebrate the 100th day of school we dressed up like 100 year olds and had a party. We made a trail mix with 100 pieces, played a race to 100 board game, bean bag toss to 100, made crafts counting by 10s to 100 and had a glow stick dance party. It was a great day!

Building Leadership & Professional Growth Jessica Harris reports: It has been a privilege to serve as Karen's cooperating teacher as she pursues her 317 Reading Specialist license through Concordia University. Our partnership has sparked a powerful synergy at North Cape, directly impacting our school culture. Karen has stepped into a vital leadership role—guiding our Forward Exam deep dive, facilitating our professional book club, and leading 'Data Day' analysis. Her ability to translate her studies into practical 'tips and tools' has elevated our collective approach to literacy and data-driven instruction.

Cultivating a Collaborative Culture Beyond literacy-specific work, we are seeing the benefits of a deeply integrated school environment. As you may recall, we have had two consultants who specialize in Special Education and from CESA. We are currently deepening our building-wide collaboration by prioritizing ongoing communication and specialized training for our paraprofessionals. Furthermore, the increased bridge-building between our General Education and Special Education teams has been transformative. These intentional conversations allow us to tailor our instruction to the unique strengths of every learner, ensuring that at North Cape, every student receives the individualized support they need to thrive. While we are proud of our progress, we view this as an evolving work in progress. **Book Club** -Our staff book club has begun! We had our first meeting in January and will have our next tomorrow, Feb 17th. The book we chose was *Light the Fire* by Lane Walker. Lane is an author from Michigan and writes books for avid outdoorsy kids.

4. Superintendent Report: Our staff is doing a great job, and we are laser focused on goals. Ms. Podbielski presented her work she post-graduate to earn her the 317 license designation in the state of Wisconsin. She has a Masters degree in Reading from Nebraska and she will soon have the leadership/literacy designation in the state of Wisconsin that gives her administrative status. Continuing education has always been praised by our board. We also have three other staff members that are working on additional certifications, and we are so impressed with their progress. The staff has been working very hard on all of the things that align with our goals. Volleyball season started last week. The season is very short this year, and Betsy Griffiths has found an additional tournament for our teams to participate in. Going to the Legal Conference in Elkhart Lake on Thursday, the 19th. This is a one day conference. This will bring more information on upcoming legislation. Our fundraising money is helping to support all of our clubs and additional offerings for our students - Lego club has started and Chess club has finished.

5. Treasurer's Report:

- a. Review of Financials (Revenue, Expenditure, Balance Sheet, Investments). Received first property tax payment in January. Expenditures have been tightened. Common school funds should be coming into the library fund. This may allow more upcoming purchases for the library. CDs are up for renewal on March 1. Motion to approve as presented by Tom Henningfeld, second by Keith Jacobson. No additional discussion. All in favor. Motion carries.
- b. Review of the Audited Financials/Auditor Report (June 30, 2025)

The financials are in a different layout than how we use the information monthly. We are cooperative and have a good relationship with the auditors. Standard findings, like segregation of duties is not possible in our district due to size. Lucida prepares the documents for us to ensure accuracy. FDIC insurance limitations are having us look at options. Menken

- c.. Approval of payroll and disbursement checks. Motion to approve as presented by Ryan Malchine, second by Tom Henningfeld. All in favor, no discussion. Motion carries.

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6. Old Business

- a. Facilities Update – We are going with option 2 to replace POTS lines; The only option with 911 capabilities, RCN - Cellular, backup services, backup battery, trouble shooting services. Monthly amount will go down. Will give us a total of 8, where we only have three right now.

7. New Business

- a. Discuss Insurance Review with R&R Insurance Group. We have had R & R for many years and have a good relationship with them. They review at this time of year to get the quotes for the upcoming school year. Our numbers have stayed consistent. Currently insured for \$315 per square foot. Kudos for small claims on worker's comp. Claims will drop off in one more year. Not anticipating a large change. Should have the proposals in May for next school year.
- b. Discuss Membership Audit (every 4 years). Every 4 years, each district is audited for membership. Audit fees will exceed budget as this was not anticipated; they get to decide -typically once every 3 years, but not certain. Tina and Melissa have been working on this and making sure the paperwork is correct. Auditors will be out next Tuesday.
- c. Discuss the need for a process to improve our policy governance system now and into the future. This has been difficult, especially in the past 5 years. Staying on top of policy has been difficult as things change all the time - more legislative changes in the past 5 years than ever before. More and more all the time. We have been working with WASB policy. Better to be proactive, than reactive when it comes to policy. Superintendent Lehnem would like to explore NEOLA as our policy provider and better service for better governance and support to our Board Members. 95% of the school districts in Wisconsin are served by NEOLA. Washington Caldwell, Waterford Graded, Waterford Union High School all use NEOLA. Drought is currently updating their policies NEOLA. NEOLA has great consultative services. We will invite NEOLA to come in next month to present their company's product and services they could provide to the North Cape School District.
- d. Discuss 2026-27 Calendar; Motion and Approval of 2026-27 Calendar. The calendar was presented by Dr. Lehnem. Not much is different from the 25/26 school year. Parent/Teacher conferences will be extended starting at 4:00 and going until 8:00 two nights with no school on Friday. Spring Break includes Easter weekend, giving Easter Monday - day following Easter -

off. Motion to approve as presented by Ryan Malchine, second by Keith Jacobson. All in favor, no discussion, motion carries.

8. Motion to adjourn to executive session under State Statute 19.85 (1)(c) for discussion on specific public employee's employment, compensation or performance evaluation: superintendent's contract. In addition, discuss specific employees' employment, compensation or performance evaluation for 2026-27 school year. Motion to move to closed session at 6:06 p.m. by Tom Henningfeld, second by Keith Jacobson. No discussion, all in favor, motion carries.
9. Motion to move to open session at 6:51 p.m. by Ryan Malchine, second by Tom Henningfeld. No discussion. All in favor, motion carries.
10. Motion to Open Session. Motion and Approve to terminate the shared agreement - 66.0301 - between Yorkville and North Cape School District for .4 FTE Math Interventionist, Kristin Peachey effective the end of 2025-26 school year, June 10, 2026 and direct the superintendent to notify the Yorkville School District. Motion made by Dan Hying and seconded by Keith Jacobson. All in favor, motion carries.
11. Motion to Adjourn at 6:52 p.m. by Keith Jacobson, second by Ryan Malchine.