

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
December 18, 2017

I. Call to order

The meeting was called to order by President Dave Strysick at 6:31 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Jay Behnke, Dave Strysick, Tracy Malterer, Steve Weinheimer, Lisa Bosse, Barb May, and John Bohonek.

III. Verification of public notice: Heather Cramer, superintendent of schools, verified that the meeting was noticed to the public appropriately as required by S. 19.84 (1), (2), (3), & (4) Wis. Stats.

IV. Public Forum: None

V. Consent Agenda

- A. Approval of Minutes of the Regular Board Meeting – November 20, 2017
- B. Approval of Minutes from December 2017 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#38956-39023) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

A motion was made by Tracy Malterer and seconded by John Bohonek to approve the Consent Agenda items as presented. Motion passed 7 - 0 by roll call vote.

VI. Regular Agenda

A motion was made by John Bohonek and seconded by Lisa Bosse to approve the Regular Agenda as Presented. Motion passed by voice vote.

VII. Reports

A. **Monthly Student Recognition**: Caleb Peplinski, Fifth Grade, JHE; Allie Kulkee, Second Grade, JHE; Allie Baerber, Senior High; and Tia Hildebrandt, Jr. High were all recognized for outstanding citizenship for the month of December.

B. **Principals' Reports**:

Ms. Bell Reported: Students made ornaments for the Community Christmas tree. The birdseed backpack program feeds 35 students each weekend. The Polar Express shop was held for students to shop for their families for Christmas. JHE had several assemblies over the past month. Fastbridge testing took place. Students made cards for residents of Clearview for the holidays.

Mr. Bushey Reported: Mr. Bushey reported that juniors and seniors took a trip to Morraine Park and UW Washington County to explore college options. Fourteen seniors successfully completed their senior projects. The district ACP team is formed and working on our 21st Century learning goals. February 27 and 28 the juniors will be taking the ACT and Workkeys. Mr. Bushey also provided a snapshot of the senior project progress to the board.

C. **Athletic Director's Report**: Mr. Falkenthal was not present due to a sporting event at the high school.

D. **Financial Director's Report**: Mr. John Kiefer updated the board on the current account balances and budget views. He updated the board on various revenues that had come into the district. He also provided an overview of trainings he has attended. Finally, he provided a snapshot of the major bank accounts for the district.

E. **Superintendent's Report**: Mrs. Cramer congratulated the schools on successful Holiday music programs. She updated the board on the various committee meetings she has been attending and the various community initiatives she is participating in. Mrs. Cramer provided an update on the E-Rate program for the district. She also provided an update that the WIAA decided against the implementation of the shot clock for basketball.

VIII. Board Development:

- A. Presentation UNESCO—Facilities Study: James Rongstad from UNESCO presented to the board on a facility study for the district. The board will continue the discussion in January.
- B. Board Development Tool: The board will complete the board development tool from WASB. The goal is to have all board members complete by the next board meeting.
- C. Operational Referendum Discussion: The board discussed the need for an operational referendum. The board discussed the use of the funds. The board will revisit the discussion in January with a vote happening at the next

board meeting.

- D. Custodial Job Discussion: Mrs. Cramer continued the discussion with the board about the need for custodial time at the Jr./Sr. high. The board indicated that the job could be posted.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the December 11, 2017 meeting:

Buildings and Grounds Committee Meeting Minutes of Monday, December 11, 2017

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, December 11, 2017, at 4:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, Chair; Steve Weinheimer, member, Kris Roeseler, District Maintenance Coordinator, and Heather Cramer, District Administrator

Old Business:

- Update from Kris Roeseler – Supervisor of Buildings and Grounds: Mr. Roeseler provided an update in regards to what has been accomplished in regards to maintenance. Winter preparations are nearing completion. He has been working with Johnson Controls on projects related to both buildings. There was a minor gas leak in the water heater at the high school which was promptly repaired. Snow removal has started. He discussed weekend coverage for events for both maintenance and custodial.

New Business:

- Unesco Board Presentation—The board will hear the presentation from Unesco at the December meeting.
- Operational Referendum Question—Mrs. Cramer provided a timeline for the committee on a spring referendum question for operations.
- Teacher Supplemental Pay—The committee discussed teacher supplemental pay and will vote at the December meetings.
- HS Gym Door—The committee will forward the bid for the gym door forward to the full board for December. The door has been broken for some time and needs to be repaired for safety and security reasons.
- Custodial Hours/Duties—The committee supports the need for custodial time at the Jr./Sr. high. The committee will look for board action in December.
- Board Development Survey—The committee discussed the board development tool and agreed that it is a good tool to use. The survey code will be distributed at the December meeting.
- State Report Card—The committee discussed the state report card. Mrs. Cramer outlined the celebrations and the concerns and areas of growth still out there.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the December 5, 2017 meeting:

Curriculum and Technology Committee Minutes of Tuesday, December 5, 2017

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, December 5, 2017, at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Barb May, Chair and Heather Cramer, Superintendent

Old Business:

- Update from Fred Miller—Director of Technology—Mr. Miller was in at a conference and therefore his update will be provided at the next committee meeting.
- Curricular Cycle Update—Mrs. Cramer updated the committee on the curricular cycle. She update where the district is at in the process. Social Studies curriculum will be reviewed for implementation next year.

New Business:

- Technology Planning—The committee tabled this discussion until the January meeting.
- Photography Class Software: The committee reviewed the photography class software needed. The software will need to be approved at the December board meeting for use second semester for the high school digital photography class.
- Operational Referendum Question: The committee was provided with the referendum timeline for a spring operational question. The committee discussed the potential referendum.
- Teacher Supplemental Pay: The committee discussed the supplemental pay provided to teachers. The committee agreed to place on the December board agenda.
- Technology Service Block Renewal: Mr. Miller requested that a service block be renewed for him to utilize when technology issues arise. The service block has been used in the past and is a resource for Mr. Miller.
- Lucy Caulkins Writing 6-8 and Reading K-5: The committee discussed the purchase and implementation of Lucy Caulkins reading for elementary and writing for the middle school. The board will review the purchase for approval at the December board meeting.
- Board Development Survey: The committee discussed the board once again taking the survey. They felt that it was useful information for the entire board. The survey codes will be distributed in December with a completion date in January.
- State Report Card: The committee discussed the state report card. The committee talked about the strengths and weaknesses identified and will continue with discussion as the year progresses. They discussed items being done to address some of the lower scoring areas.

Business and Finance Committee: John Bohonek , Committee chair reported on the December 5, 2017 meeting:

**Business and Finance Committee Meeting
Minutes of Tuesday, December 5, 2017**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, December 5, 2017, at 4:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, Chair; Lisa Bosse, member and Heather Cramer, District Administrator

Old Business:

- Budget Review: Month to Date: Mr. Kiefer was unable to attend; the budget update will take place at the next committee meetings.

New Business:

- Staff Alternative Compensation Committee Update—The committee was updated on the committee moving forward and the planning that has been taking place.
- Operational Referendum Question: The committee discussed the potential for an operational referendum question in April, 2018.
- Parent Transportation Contracts: Seven parent transportation contracts were discussed and will be sent for full board in December.
- Teacher Supplemental Pay: The committee discussed providing supplemental pay for the teachers in December.
- Post- Retirement Benefits: The committee considered a request from a retiree regarding post-retirement benefits.
- State Report Card: The committee discussed the state report card and what it means for the district. The committee focused discussion on Language Arts at the elementary school and what is being done to address the needs.
- Board Development Survey: The committee discussed taking the board development survey again this year. The survey will be handed out at the December board meeting with a completion date in January.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the December 4, 2017 meeting:

**Personnel and Policy Committee
Minutes from Monday, December 4, 2017**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, December 4, 2017, at 5:00 p.m., in the conference room within the offices, at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Tracy Malterer, board member (chair); David Strysick, board member; and Heather Cramer, superintendent of schools
Old Business:

- Teacher Handbook: The committee continued discussion on the teacher handbook and will continue discussion.
- Support Staff Handbook: Employees have asked questions in regards to the handbook in relation to vacation. Employees who were employed prior to the implementation at the beginning of the 2017-2018 school year will retain their vacation, they will not earn less than was indicated in the prior handbook.

New Business

- Athletic Code Handbook: The committee reviewed issues related to the athletic code book. Several areas were identified as areas that needed attention within the book: code violations, varsity rosters, GPA, dress code, attendance at school following games or matches.
- Custodial Hours/Duties: The committee discussed the potential of adding 4 hours of custodial time to a day shift at the Jr./Sr. High. The discussion will go before the full board on December 18.
- Operational Referendum Question: The committee received information on a potential operational referendum question to continue the \$150,000 that is currently expiring at the end of this budget cycle. The board will have discussion in regards to this at the December meeting.
- Coaches Handbook: The committee discussed information to think about including in the coaching handbook as revisions are made: mandatory reporting training, CPR requirements, the duties of a coach from prior to the start of the season to the end of the season, and background check information.
- Teacher Supplemental Pay: The board will discuss authorizing supplemental pay for teachers for the 2017-2018 school year, payable in a one-time stipend.
- Retiree Health Benefit Inquiry: The committee reviewed a request from a retiree in regards to health benefits.
- Board Development Survey: The committee would like for the board to again take the survey as a development tool. The survey will be handed out at the December board meeting.
- Open Enrollment—Special Education: The committee discussed the open enrollment policy of the district and recommends that the district not restrict open enrollment. This will be voted upon during the December or January board meeting.
- Employee Compensation Committee Update: Mrs. Cramer updated the committee on the status of the group. She indicated a survey of the teacher group would be going. The next meeting is December 19, 2017.
- State Report Card: The committee discussed the state report card release and what it meant for the Hustisford School District.

X. Old Business: NA

XI. New Business

A. Curriculum and Technology:

1. Resolution #1548: Approval of Purchase of Lucy Caulkins Writing Units Grades 6-8

A motion was made by Barb May and seconded by Tracy Malterer to approve the following resolution:

**Approval of Lucy Caulkins Units of Writing Grades 6-8
School Board Resolution
#1548**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of Lucy Caulkins Writing Units for Grades 6-8 in the amount of \$472.50.

Approved 7-0 Roll Call Vote

2. Resolution #1549: Approval of Purchase of Lucy Caulkins K-5 Reading Units

A motion was made by Steve Weinheimer and seconded by Barb May to approve the following resolution:

**Approval of Lucy Caulkins Reading Grades K-5
School Board Resolution
#1549**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of Lucy Caulkins Reading Grades K-5 in the amount of \$3,342.00.

Approved 7-0 Roll Call Vote

3. Resolution #1550: Approval of Purchase of Adobe Suite for Digital Photography Class

A motion was made by John Bohonek and seconded by Jay Behnke to approve the following resolution:

**Approval of Software for Digital Photography Class
School Board Resolution
#1550**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase Adobe Photoshop Suite for the high school digital photography class for second semester.

Each license is \$9.99 per month per student enrolled.

Approved 7-0 Roll Call Vote

4. Resolution #1551: Approval of Block Service Agreement for Technology Services

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to approve the following resolution.

**Approval of Technology Service Block
School Board Resolution
#1551**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of a technology service block with Camera Corner/Connecting Point in the amount of \$3,125.00

Approved 7-0 Roll Call Vote

B. Buildings and Grounds:

1. Resolution #1552: Approval of Agreement for Repair of Gym Door at the Jr./Sr. High

A motion was made by John Bohonek and seconded by Dave Strysick to approve the following resolution:

**Approval of Jr./Sr. High Gym Door Repair
School Board Resolution
#1552**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the repair of the southeast interior gym door by Gappa Security Solutions in the amount of \$1,703.00.

Approved 7-0 Roll Call Vote

C. Personnel and Policy

1. Resolution #1553: Approval of Open Enrollment Policy for 2018-2019 School Year

A motion was made by Jay Behnke and seconded by Barb May to approve the following resolution:

**Approval of Open Enrollment Policy for 2018-2019
School Board Resolution
#1553**

BE IT RESOLVED, that the Board of Education of the Hustisford School District determines at this time that the Hustisford is able to accommodate open enrollment requests for the 2018-2019 school year, for student who would be placed in programming currently offered by the district.

Approved 7-0 Roll Call Vote

2. Resolution #1554: Approval of 5/6 Girls Basketball Coach
A motion was made by John Bohonek and seconded by Tracy Malterer to approve the following resolution:

**Approval of 5/6 Girls Basketball Coach for 2017-2018
School Board Resolution
#1554**

BE IT RESOLVED, that the Board of Education of the Hustisford School District approves Christina Rolden as the coach for 5/6 Girls Basketball with a contract in the amount of \$500.00.

Approved 7-0 Roll Call Vote

D. Business and Finance

1. Resolution # 1555: Approval of 2017-2018 Parent Transportation Contracts
A motion was made by John Bohonek and seconded by Jay Behnke to approve the following resolution.

**Approval of Parent Transportation Contracts for 2017-2018
School Board Resolution
#1555**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve parent transportation contracts for public and private school students residing in the Hustisford School District.

(The Hustisford School District is required to transport students to public and private schools who live within our district boundaries. These contracts represent a savings over regular bus transportation. Parents will be transporting students to and/or from Lebanon Lutheran School, St. Matthews Iron Ridge, and Victory Christian High School.)

Approved 7-0 Roll Call Vote

2. Resolution #1556: Approval of Supplemental Pay for Teacher Group for 2017-2018
A motion was made by John Bohonek and seconded by Jay Behnke to approve the following resolution:

**Approval of Teacher Supplemental Pay for 2017-2018
School Board Resolution
#1556**

BE IT RESOLVED, that the Board of Education of the Hustisford School District approves supplemental pay for teachers for the 2017-2018 contract year.

Approved 7-0 Roll Call Vote

3. Resolution #1557: Approval of Renewal of Property Insurance
A motion was made by Tracy Malterer and seconded by Barb May to approve the following resolution:

**Approval of Property Insurance Renewal
School Board Resolution
#1557**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of property insurance for the Hustisford School District for 2018 (January 1 through December 31, 2018) with EMC Insurance as represented by M3 insurance agency for a total annual premium of \$13,674.

Approved 7-0 Roll Call Vote

4. Resolution #1558: Approval of Liability and Worker's Compensation Insurance Renewal
A motion was made by Steven Weinheimer and seconded by John Bohonek to approve the following resolution:

**Approval of District Liability and Worker's Compensation Insurance Policies
School Board Resolution
#1558**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve renewal of district insurance policies with Community Insurance Corporation for general liability and State Fund Mutual for worker's compensation, as represented by R&R Insurance for the 2018 policy year.

Premium Summary

Liability

- | | |
|--|---------|
| • General and Educator's Legal Liability | \$4,975 |
| • Auto | \$200 |
| • Crime | \$608 |

Worker's Compensation \$30,246.00

Total Annual Premium/s \$36,029.00

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

- a. Tentative/Suggested Meetings/Events:
- *Buildings/Grounds – Monday, January 8, 2018 at 4:00 p.m.*
 - *Policy/Personnel – Monday, January 8, 2018, at 5:00 p.m.*
 - *Business/Finance – Tuesday, January 9, 2018, at 4:00 p.m.*
 - *Curriculum/Technology – Tuesday, January 9, 2018, at 5:00 p.m.*
 - *January Board Meeting: Monday, January 15, 2018, at 6:30 p.m.*

XIII. **Closed Session**

The board will enter into closed session pursuant to Wisconsin Statute 19.85 (1) (c) –to consider employment, promotion, compensation or performance evaluation data of any public employee for which the government body has jurisdiction or exercises responsibility.

A motion was made by Steve Weinheimer and seconded by John Bohonek to enter into closed session (7:57 pm).
Passed 7-0 Roll Call Vote.

XIV. **Return to Open Session**

A motion was made by John Bohonek and seconded by Tracy Malterer to return to open session (8:06 pm).

Approved 7-0 Roll Call Vote

XV. Business and Finance

1. Resolution #1559 (a) (b): Approval of/Denial of request for adjustment to post retirement benefit option as presented

A motion was made by John Bohonek and seconded by Jay Behnke to approve the following resolution:

**Approval of Request for Adjustment to Post Retirement Benefit Option
School Board Resolution
#1559 (a)**

BE IT RESOLVED, that the Board of Education of the Hustisford School District approves the request for an adjustment to post-retirement benefits for Dan Simon as presented.

Approved 7-0 Roll Call Vote

XVI. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by John Bohonek to adjourn at 8:08 pm.

Approved by Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Barbara May - School Board Clerk