

**HUSTISFORD SCHOOL DISTRICT**  
Regular Board of Education Meeting Minutes  
**January 16, 2017**

**I. Call to order**

The meeting was called to order by President Dave Strynick at 6:32 p.m.

**II. Roll call of members**

Board members signed the attendance roster at the start of the meeting. Members present: Barbara May, Jay Behnke, Dave Strynick, Lisa Bosse, Tracy Malterer, John Bohonek, and Mike Beisbier

**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:** There was no one present wishing to speak to the school board.

**V. Consent Agenda**

- A. **Approval of Minutes of the Regular Board Meeting – December 19, 2016**
- B. **Approval of Minutes from January 2017 Committee Meetings**
- C. **Approval of Financial Business: Approval of Bills (#37172-37211) Funds 10, 27, 38, 41, 50, 80**
- D. **Approval of Financial Business: Approval of Bills (#38311-38338) Funds 10, 27, 38, 41, 50, 80**
- E. **Approval of Student Activity Accounts**

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

**VI. Regular Agenda**

A motion was made by Jay Behnke and seconded by Mike Beisbier to approve the **Amended Regular Agenda**. Motion passed by voice vote.

**VII. Reports**

**A. Principals' Reports:**

- Both Principals were excused due to weather related school cancellation

**B. Athletic Director's Report:** Mr. Falkenthal sent a report, he was absent from the meeting. He provided an update on all winter sports and how the teams have been performing.

**C. Superintendent's Report:** Heather Cramer reported that the Jr./Sr. high scheduling process has started. She indicated that she is completing evaluations on teachers. She updated the board on the district health committee as well as the employee compensation committee progress. She also updated the board on the recent weather related cancellations for school and athletics.

**D. Director of Financial Services Report:** Mr. Gerlach provided information on the revenues and expenditures this school year. He discussed the new format for monthly reviews due to the financial software change. He provided an update on the software conversion as well. He discussed that the audit report is being tabled to next month due to weather. He also went over the Baird forecast model and the use in budget development for 2017-2018.

**E. Student Recognitions:** There were no student recognitions this month due to the weather related school cancellation.

**VIII. Board Development:**

- A. **District Financial Audit (2015 – 2016 School Year) Christine Taylor – Huberty and Associates:** Tabled to next board meeting due to weather related issues
- B. **WASB Board Development Tool:** All board members will be completing the tool on their own, the information was distributed. The board members will receive the results at the next board meeting.
- C. **Chaperones on Field Trips:** The board discussed the current policy for chaperones and also reviewed policy from other districts.
- D. **Information on Youth Apprenticeship Program for second semester:** Mrs. Cramer provided information on the youth apprenticeship program and discussed with the board that students will be utilizing the program this upcoming semester.

## IX. Committee Reports:

**Building and Grounds Committee:** There was not a January meeting to report on.

**Curriculum and Technology Committee:** Barb May, Committee Chair reported on the January 9, 2017 meeting:

### **Curriculum and Technology Committee Minutes of Monday, January 9, 2017**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Monday, January 9, 2017, at 5:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** Barb May (Chair); Jay Behnke, board member; Heather Cramer, superintendent.; Jacob Wichman, JHE Principal; Fred Miller, Director of Technology

#### Old Business:

- Update from Fred Miller, Director of Technology—Mr. Miller updated the committee on various technology initiatives happening within the district. He provided updates on hardware upgrades.
- Facilities update discussion—The committee discussed the potential of an April referendum question

#### New Business:

- Testing update from Principals—Mr. Wichman updated the committee on the testing schedule as JHE and the assessments being taken by students. The committee briefly talked about the upcoming ACT.
- Discussion of scheduling for 17-18 School Year—Mrs. Cramer updated the committee on the scheduling process for the upcoming school year. High school and junior high scheduling was discussed as well as the shared staffing schedule.
- Class offerings for 17-18—update and discussion—Mrs. Cramer updated the committee on the potential of increasing class options for the High School.
- Calendar options for 17-18 School Year—Two calendar options were presented for review.

**Business and Finance Committee:** John Bohonek, Committee Chair reported on the January 3, 2017 meeting:

### **Business and Finance Committee Meeting Minutes of Tuesday, January 3, 2017**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, January 3, 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, member, Mike Gerlach, Director of Financial Services, Lisa Bosse, member, Heather Cramer, District Administrator

#### Old Business:

- Budget Review: Month-to-Date and Year-to-Date: Mr. Gerlach provided an update to the committee on current budget status.
- Baird Model Budget Projection Review: An updated projection was provided to committee for review.
- Facilities improvement project discussion: The committee discussed the potential of an April referendum question.

New Business:

- Skyward Financial Software Implementation Update: Mr. Gerlach provided an update on the Skyward Financial Software. The software is up and running and being used in the district.
- 2015-2016 Audit Report: The audit report will be presented at the January board meeting.
- 2017-2018 Budget Calendar Review: Tabled until February
- Calendar Options for 2017-2018 School Year: Two calendar options were presented to the committee.
- Staff Alternative Compensation Study: This committee will be starting up again soon.
- Insurance Committee Update: Mrs. Cramer provided an update on the first meeting for the insurance committee. This committee will continue to meet to review health insurance options for the district.

**Policy and Personnel Committee:** Mike Beisbier, Committee Chair reported on the January 3, 2017 meeting:

**Personnel and Policy Committee  
Minutes of January 3, 2017**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Tuesday, January 3, 2017, at 5:00 p.m., in the conference room off of the library/media center, at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** Mike Beisbier, chair; Tracy Malterer, board member; Heather Cramer, superintendent of schools.

Old Business:

- Open Enrollment – Special Education: The committee reviewed the school board policy on open enrollment and will look for a motion to not limit any open enrollment in the upcoming school year.
- WASB Governance Survey—School Board Members: The committee will forward this to board development to review and see if the board wants to once again utilize the survey.
- Discussion on building improvement project: The committee discussed options for a potential referendum question for the April election

New Business:

- School Board Policy—Administrative Guidelines: Mrs. Cramer updated that the administrative guidelines are live.
- Chaperones for field trips: This discussion will be moved to board development for the board to discuss further.
- Insurance Committee Update: Mrs. Cramer updated the board on the first meeting of the committee. The committee will continue to meet throughout the next several months to discuss health insurance options for the district.
- Neola policy updates: Mrs. Cramer indicated that the Neola representative will be in district at the end of January to complete updates that will then come to the committee for review.
- Employee Compensation Committee Update: This committee will be reforming to begin working on a plan for employee compensation
- Calendar options for 17-18 school year: Two calendar options were presented to review.

**X. Old Business:** NA

**XI. New Business**

A. Curriculum and Technology: NA

B. Buildings and Grounds:

1. Resolution #1447: Approval of Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$5,825,000

**A motion was made by Jay Behnke and seconded by Mike Beisbier to approve the following resolution.**

**Approval of Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed  
\$5,825,000**

**School Board Resolution #1447**

**INITIAL RESOLUTION  
AUTHORIZING GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$5,825,000**

BE IT RESOLVED by the School Board of the Hustisford School District, Dodge County, Wisconsin that there shall be issued pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$5,825,000 for the public purpose of paying the cost of a school improvement program consisting of District-wide remodeling, renovation and improvements for safety, security, accessibility and modernization; classroom and gymnasium additions at John Hustis Elementary School; and acquisition of furnishings, fixtures and equipment.

Adopted and recorded January 16, 2017.

Approved 7-0 Roll Call

2. Resolution #1448: Approval of Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$5,825,000.

**A motion was made by Tracy Malterer and seconded by John Bohonek to approve the following resolution.**

**Approval of Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed  
\$5,825,000.**

**School Board Resolution  
#1448**

**RESOLUTION PROVIDING FOR A REFERENDUM ELECTION  
ON THE QUESTION OF THE APPROVAL  
OF AN INITIAL RESOLUTION AUTHORIZING  
THE ISSUANCE OF GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$5,825,000**

WHEREAS, the School Board of the Hustisford School District, Dodge County, Wisconsin (the "District"), has heretofore duly adopted a resolution entitled: "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$5,825,000" (the "Initial Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the question approved in the Initial Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 4, 2017.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on April 4, 2017 for the purpose of submitting to the qualified electors of the District the proposition of whether the Initial Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in the Watertown Daily Times within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in the Watertown Daily Times in the issue published the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in the Watertown Daily Times in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 25 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the

Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting

Section 7. DPI Notice. Pursuant to the provisions of Section 120.115(1), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with a copy of the Initial Resolution within 10 days after the adoption of the Initial Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded January 16, 2017.

Approved 7-0 Roll Call Vote

C. Business and Finance:

1. Resolution #1449: Approval of District Financial Audit Report for 2015 – 2016 School Year—Tabled to February School Board Meeting

D. Personnel and Policy:

1. Resolution #1450: Approval of 2017-2018 School Calendar  
**A motion was made by Barb May and seconded by Tracy Malterer to approve the following resolution.**

**Approval of District Calendar for 2017-2018**

**School Board Resolution  
#1450 (a)**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2017 – 2018 school district calendar presented as Option # 1. (A copy of the calendar is available for inspection in the district office)

Approved by a 7-0 Roll Call Vote

2. Resolution #1451: Approval of Open Enrollment Policy for 2017-2018 School Year

**A motion was made by Mike Beisbier and seconded by Barb May to approve the following resolution.  
Approval of Open Enrollment Policy for the 2017-2018 School Year**

**School Board Resolution  
#1451**

BE IT RESOLVED, per Act 114, that the Board of Education of the Hustisford School District determines at this time that Hustisford is able to accommodate open enrollment requests for the 2017-2018 school year, for students who would be placed in programming we currently offer.

Approved by a 7-0 Roll Call Vote

**XII. Informational/Discussion Items:**

- a. Tentative/Suggested Meetings/Events:
  - *Buildings/Grounds – Monday, February 6, 2017, at 4:00 p.m.*

- *Curriculum/Technology– Monday, February 6, 2017, at 5:00 p.m.*
- *Business/Finance – Tuesday, February 7, 2017, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, February 7, 2017, at 5:00 p.m.*
- *February Board Meeting: Monday, February 20, 2017, at 6:30 p.m.*
- *State Education Convention: Tuesday-Friday, January 17-20, 2017*

### **XIII. Closed Session**

**A motion was made by John Bohonek and seconded by Jay Behnke to enter into closed session at 8:21 pm. The board entered into closed session with a 7-0 roll call vote.**

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 governmental body has jurisdiction or exercises responsibility

#### **Update/Discussion—Personnel Matters**

#### **Update/Discussion—Staffing Assignments 2017-2018 School Year**

The School Board addressed the topics listed above.

### **XIV. Return to Open Session**

**A motion was made by Barb May and seconded by Tracy Malterer to enter back into open session at 9:09 pm. The board entered into open session on a 7-0 roll call vote.**

### **XV. Motion to Adjourn**

**A motion was made by Tracy Malterer and seconded by John Bohonek to adjourn the meeting at 9:10 p.m. Motion passed by voice vote.**

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Heather J. Cramer, Superintendent of Schools – Recorder

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Barbara May - School Board Clerk