

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
August 21, 2023

I. Call to order

The Meeting was called to order by Board President John Bohonek at 6:30 P.M.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: John Bohonek, Tracy Malterer, David Strysick, Brian Thimm, Jamie Kulkee and Kevin Muche. Absent Steve Weinheimer

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 Citizen input is vital to the improvement of our School District. Most times your remarks may be listened to without comment from the board members or superintendent. This does not mean they are heard with any less intensity or concern. The Board retains the option of limiting public comments to three (3) minutes. Where appropriate district staff will investigate your comments and report back to you and the school board. We thank you for taking the time to address the Board of Education.

A community member asked a question in regards to resolution #2203. Was HSR involved in the Bid process, giving input for the new boiler? John Bohonek responded, yes they did. Was an outline given to the District of the installation of the new boiler? Upon approval of the Bassett HVAC Agreement contract – What does this all involve? Will the Bassett contract be prorated due to the new boiler?

The Recreation Department Coordinator thanked the District and Administration for working with the recreation department during summer school. The use of the John Hustis Elementary building is a positive collaboration for community, summer school and the Recreation Department Programs.

V. Consent Agenda

The purpose of the Consent Agenda is to provide a mechanism where the Board can dispose of routine matters that must by law come before the body.

- A. Approval of Minutes of the Regular Board Meeting –July 17, 2023
- B. Approval of Minutes of August 2023 Committee Meetings
- C. Approval of Minutes of Special Board Meeting— August 7, 2023
- D. Approval of Financial Business: Approval of Bills (#43530-43591) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of Resignation of JV Boys Basketball Coach
- G. Approval of Resignation of K-12 Art Teacher

A motion was made by Kevin Muche and seconded by Jamie Kulkee to approve the Consent Agenda as presented.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

VI. Regular Agenda

A motion was made by Brian Thimm and seconded by Tracy Malterer to approve the Regular Agenda as presented

Motion passed 6-0 by voice vote. Absent Steve Weinheimer

VII. Reports

A. Principals' Report

Mr. Bushey Reported:

Points of Interest:

- On July 12th, I contacted School Device Coverage for continuation of service and cost.
 - A coverage information link was listed on the registration documents.
 - Parents received information to enroll through a Blackboard message.
 - Enrollment information will be sent home with students when they receive their device.
 - The policy cost went down \$14 from the previous year. The new cost will be \$32.
- A 6th grade student and parent orientation meeting will be held on Wednesday, August 23rd. The staff and I will introduce ourselves, show them classroom locations, locker locations, and help them with opening their lockers. The students had a half day shadow day last school year.
- Senior Project Update
 - 11 out of 23 Seniors have an accepted proposal.
- The Jr. / Sr. High School enrollment is at 160 students.

Tami Jaeck, our Business Education Teacher, has submitted an agreement with Moraine Park Technical College to offer our students dual credit for Entrepreneurship, Intro to Business, and Marketing Management. Tami is the fourth Teacher in this building to offer dual credit courses.

Mrs. Cramer Reported:

Points of Interest:

- We are currently at 122 students at JHE
- Open House is August 29 from 4-6
- Teachers have been in getting ready for students
- The building looks great! Thank you to the team for making our building look amazing.
- We have something new at JHE for the kids this year. We have an aquarium in the hallway by the office. The kids will love the new addition; this is something that they identified as a want during our interviews with them last year in regards to the referendum.
- Kids Club enrollment is currently at 2 for afterschool care and 2 for wrap-around. We will have more enroll at open house, this is just those who enrolled with registration.
- School pictures are September 8th. Info will go home the first week of school.
- Gathering Source will once be providing backpacks to families who enrolled. They will be ready for open house.
- The Gathering Source will once again be a partner for weekend snack packs. Families will get information the first week of school.
- I will be sending the families at JHE information regarding the importance of attendance and the protocols for attendance.
- We will have our first staff meeting of the year on Wednesday.
- We will have various committee meetings throughout the in-service week as well in order to kick off the school year.
- As always....it is a great day to be a Falcon! #HustyProud

C. Athletic Director's Report

Horicon/Husty Football is 'off & running' for 2023. Total of 35 boys, 17 are Husty. Won our opening game last Friday vs. Lomira, 26-13! Will travel to Mayville this coming Friday.

Coaching Staff;
Head Coach Jason Fiacco

Assistants-Jason Maurer, Carson Roseliep, Sal Sorrentino, Greg Boulanger, Lucas Kern, Tim Meyer.

Volleyball began their practices last week. Will play their opening dual at Rio tomorrow. 13 girls out.

D. Financial Director's Report

Monthly Highlights:

- Auditors were here last
 - Great learning experience
 - Things are going much better than they expected
- The 2022-2023 fiscal year is pretty much closed out
 - There are usually a couple of transactions that will need to be applied to the last year as we continue through the summer.
 - Need to do final end of year transfers from Fund 10
- 2023-2024 School Year
 - Working on contracts and leave balance updates for teachers and support staff in anticipation of their return this week
 - Terminations Completed last month
 - New Teachers and Support Staff will be entered after orientation this week
- Personal Property Aid Estimate 23-24
 - \$17,029.71
 - Same as previous years
- Received our Property Tax Levy from the County
 - \$712,475.68
- Food Service Audit will take place the week of March 11

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	08/21/2023
District Checking	\$ 149,669
Fund 10 - Money Market Account	\$ 907,248
Fund 41 - Money Market Account	\$ 9,366
Benefits Design Group Acct-FLEX	\$ 9,051
Investment Accounts	
1-year CD Maturity date 1/29/24	\$ 20,000
1-year CD Maturity date 7/5/24	\$ 5,000
Loan Accounts	
Loan - Bassett	\$ 84,519
Loan - Gym Improvements	\$ 39,797
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 13,422

E. Superintendent's Report

Points of Interest:

- We are very excited to welcome staff back for the start of the school year. New teachers begin tomorrow and all other staff start on Wednesday.
- I have invited Chief Kapernick here tonight to share information with you in regards to the School Resource Officer position and the value to our District and our children.
- We are working diligently to come up with a potential solution for art. At this time, we do not have any applicants. We have it posted as both a long-term position for subbing as well as a full-time position. We are coming up with plans on alternative actions.
- HVAC issues that we need to consider and will be discussing at the next Buildings and Grounds Meeting include: The Tech area AC, JHE Kitchen AC, JHE Boiler Issue with burner housing.
- I met with Neola to go over a policy update. This will be on next month's agenda for a first reading.
- I am currently working on Title applications and grant information for the upcoming school year. I finished the end of the year report for Title as well.
- I am working on the summer school report to DPI.
- We had our quarterly CARES meeting with Bassett Mechanical to go over things within each building. We prioritized some items and shifted some annual maintenance time away from the HS boilers due to new installation and put it with other items that needed attention.
- Vehicle maintenance on both vans has been done this summer. The final piece is new tires for the gray van. This will be accomplished by utilizing grant funds through special education due to the use of the van being special education transport.

- It is a great day to be a Falcon! #HustyProud

VIII. Board Development

A. Facility Planning – Updates – There were 3 Bids submitted for the boiler project. All bidders bid on the same piece of equipment. The funds that we have to use we have to go with the low bid. Bassett looked at the bids. Bassett contacted Southport if they would be able to do the job. If we would rebid, would not know what bid we would get. HSR will make sure the bid is followed. The supply chain is the main area of concern. On Thursday getting initial sub-contracts planning project. Will get timeline from Southport. Community member asked about any energy credits that would be available with the new boiler system. Dave Strysick asked if all questions that were asked by a community member were answered. John Bohonek responded to all the questions. Bassett and our custodial staff will get trained on the boiler system. We did not receive the ECF grant.

B. Booster Club Projects – The booster club wants a new project to work on. Suggested to update the softball field. Would like Dugouts in current area or possibly move the field. Would need village approval for set backs. Dave Strysick asked if there were enough students out for the sport to spend the money on this project. Rhonda Maas indicated that all levels and ages would use the field. Moving the field would cost a lot of money. First a soil test will be done.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Bohonek updated the board on August 7, 2023

Buildings and Grounds Committee Meeting Minutes of Monday, August 7, 2023

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, August 7, 2023, 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; Kevin Muche, member; Clint Bushey, MS/HS Principal; and Heather Cramer, District Administrator

Community Member Present: Rhonda Maas

New Business:

- Maintenance Update—Cleaning in both buildings is nearly done. Both buildings look great. Items ordered for finishing up some maintenance are on backorder. The greenhouse was put together by Mr. Bushey and Mr. Holtz. The greenhouse was funded by a grant.
- Facility Planning—Master Planning Document Review—The board will review this document at the board meeting on August 7.
- Maintenance Staffing Update—The current custodial sub is willing to join the team and work the second shift schedule that is posted. He will work reduced hours, but will fulfill the needs. The approval of employment will be on the August board agenda.
- HVAC Update—The boiler bids were opened and the lowest bid will be taken to the board for approval on August 7. The apparent low on opening day was verified and all information is in place. The district still needs to think about the AC unit in the tech department and the replacement of it.
- Roof Information—Mrs. Cramer received more information on the HS roof. She presented options to the board from HIS in Hartford who works on the roof regularly. Pricing was presented for budgeting purposes only. Mrs. Cramer also presented a program that they offer to help prolong the roof's life span. More information on this will follow at a later time.
- Maintenance Contract—The Bassett Maintenance contract is ready for the year. The cost remained the same as last year.
- Booster Club Update—Mrs. Rhonda Maas talked with the committee in regards to potential projects that the booster club could begin to work on. One idea is the trophy case at the HS the other idea was to look at redoing the softball diamond between the two buildings. They are looking for a bigger project to work on.

Policy and Personnel Committee – Ms. Malterer updated the board on August 7, 2023

Personnel and Policy Committee Minutes from Monday, August 7, 2023

Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, August 7, 2023 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 Stryck, board member; and Heather Cramer, Superintendent of Schools

- Staffing Updates—The committee discussed the volleyball leave of absence request. The committee discussed new staff that have started. The committee heard an update on vacancies. Mrs. Cramer updated on the custodial position and the solution. Mrs. Cramer updated that there are not any applicants for the Speech job so Mrs. Kreitzman will be doing it until a person is found. Ms. Malterer inquired about applicants for the Varsity basketball position.

- Facility Updates—The plan will be reviewed at the August 7, special board meeting.
- Handbook Updates—MS/HS Student Handbook, JHE Handbook, Teacher Mentor Handbook, Support Staff Handbook, Teacher Handbook—Mrs. Cramer went over the handbooks and the updates. There were not any significant updates in the books. They are on the August 7th agenda for approval.
- Service Agreement for Athletic Training Services—Mrs. Cramer presented the agreement for athletic training for the year. She recommends approval. It is on the August 7th special board meeting agenda.

Business and Finance Committee: Mr. Weinheimer updated the board on August 1, 2023

Business and Finance Committee Meeting Minutes of Tuesday, August 1, 2023

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, August 1, 2023, at 5:00 p.m., in the District Office at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Jamie Kulkee, Member; Heather Cramer, District Administrator; Steve Weinheimer, Chair; and Jessica Holtz, Director of Finance.

New Business:

- Budget Update—Mrs. Holtz provided information on the ending of the school year. The district audit will take place in August. We are awaiting tax payments at this time.
- 23-24 Budget Information—The budget has been updated to include the potential of a new elementary teacher in case numbers continue to increase. Also, about \$31,000 will need to be budgeted for the upcoming budget due to the new boilers and the ESSER funds not quite covering it.
- Staffing Updates—Still looking for a HS SPED assistant. New administrative assistant started. New custodian is on board. SL will be covered by Mrs. Kreitzman until a person is secured. The district has not had any applicants.
- Capital Improvement Document Review—This document will be reviewed at the special board meeting on August 7.
- Building Updates and Planning—The buildings are nearing completion for summer cleaning and really looking great. There are some projects left to complete outside. The committee began thinking about next steps in updates for buildings. The boilers will be the big project for the upcoming year.
- Athletic Budgets—Mr. Falkenthal asked for money to be put into the budget for new uniforms. The committee asked Mrs. Holtz to work with Mr. Falkenthal to create a rotation document of when new uniforms will be needed.
- Food Service Audit—We were selected for audit for 2023-2024.

Curriculum and Technology Committee: Mr. Thimm updated the board on August 1, 2023

Curriculum and Technology Committee Minutes of Tuesday, August 1, 2023

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, August 1, 2023 at 4:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Fred Miller, Director of Technology; Heather Cramer, Superintendent; and Steve Weinheimer, Member and Brian Thimm, Chair.

- Technology Update—Mr. Miller—Mr. Miller updated that we did not receive the ECF grant that he applied for. The MFA is in progress for staff for the upcoming year. Recycling of old devices will be on August 15. Mr. Miller is working on getting all devices ready for the start of the year. The insurance for student devices decreased for the upcoming year.
- Future Facilities Planning—Capital Planning Document Review—The board will review this document on August 7.

- Handbook Updates—Mentor Handbook, JHE, MS/HS, Support Staff, and Teacher—Mrs. Cramer updated on all handbooks and the minor changes within them. They will be on the agenda for August 7.
- Staffing Updates—Mrs. Cramer updated that the new administrative assistant has started. There are no applicants for the speech position so Mrs. Kreitzman will be filing in temporarily. There are a few openings still, not teaching positions, but support staff.

X. Old Business N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2204: Approval of 2023/2024 Annual School Notices and Educational Options

A motion was made by Kevin Muche and seconded by Tracy Malterer to approve the following resolution:

Approval of 2023-2024 Annual School Notices and Educational Options
School Board Resolution
#2204

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the annual school notices and educational options per state requirement for the 2023-2024 school year.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

2. Resolution #2205: Approval of 2023-2024 School Fees

A motion was made by Brian Thimm and seconded by Jamie Kulkee to approve the following resolution:

Approval of 2023-2024 School Fees
School Board Resolution
#2205

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2023-2024 school fees as presented.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

3. Resolution #2206: Approval of Custodial Hire

A motion was made by Dave Strynick and seconded by Tracy Malterer to approve the following resolution:

Approval of Custodial Hire
School Board Resolution
#2206

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Robert Petrick as a custodial hire for the 2023-2024 school year.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

4. Resolution #2207: Approval of Speech and Language Pathologist Contract

A motion was made by Tracy Malterer and seconded by Kevin Muche to approve the following resolution:

Approval of Speech and Language Pathologist Contract
School Board Resolution
#2207

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Terri Kreitzman for the speech and language pathologist position. Terri's employment term will be until a replacement is hired.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

- B. Business and Finance: N/A
- C. Curriculum and Technology: N/A
- D. Buildings and Grounds:

1. Resolution #2208: Approval of HVAC Maintenance Agreement with Bassett Mechanical

A motion was made by Kevin Muche and seconded by Brian Thimm to approve the following resolution:

Approval of HVAC Maintenance Agreement with Bassett Mechanical for the School
Calendar Year
School Board Resolution
#2208

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the HVAC maintenance agreement with Bassett Mechanical for the 2023-2024 school calendar year. The amount of the contract is \$43,002.00. This amount is unchanged from the previous year. The amount is paid in quarterly payments.

Kevin Muche requested a list of new items that Bassett will be working on.

Motion passed 6-0 by roll call vote. Absent Steve Weinheimer

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 11, 2023, at 4:00 p.m.*
- *Policy/Personnel – Monday, September 11, 2023, at 5:00 p.m.*
- *Business/Finance – Tuesday, September 5, 2023, at 5:00 p.m.*
- *Curriculum/Technology – Tuesday, September 5, 2023, at 4:00 p.m.*
- *September Regular Board Meeting: Monday, September 18, 2023, at 6:30 p.m.*
- *District Annual Meeting: Monday, October 9, 2023 at 7:00 p.m.*

XIII. Motion to Adjourn

A motion was made by Tracy Malterer and seconded by Brian Thimm to adjourn at 7:43 p.m.

Motion passed 6-0 by Voice Vote. Absent Steve Weinheimer

Christine Kuehl – Recorder

Tracy Malterer – School Board Clerk

Approved September 18, 2023