

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
January 15, 2024

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, David Strysick, Jamie Kulkee, Tracy Malterer, Brian Thimm, and Steve Weinheimer. Kevin Muche arrived at 6:55 p.m.

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.

No Public Comment.

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 –December 18, 2023
- B. Approval of Minutes of January 2024 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#43838-43889) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

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

Motion passed 6-0 by roll call vote. Absent Kevin Muche

VI. Regular Agenda

A motion was made by Brian Thimm and seconded by Steve Weinheimer to approve the Regular Agenda as presented.

Motion passed 6-0 by roll call. Absent Kevin Muche

VII. Reports

A. Staff Member Recognition

Staff recognition is postponed until next month.

B. Citizen of the Month

Hustisford Junior High School – Clarabelle Gentry

John Hustis Elementary – Cooper Gentry

Mrs. Dawn Wohling Choral Music Teacher for the school district introduced her student teacher Niah Malmanger. Niah is a senior at Maranatha Baptist University. She is a Music Education Major

C. Principal's Reports:

Mr. Bushey Reported:

Points of Interest:

- Falcon Future Talks took place on Wednesday, December 20th during Falcon Time. Thank you to these individuals for taking time out of their busy schedules to speak to our students.
 - Maida Wolff, Enrollment Counselor, Concordia University
 - Otto Hopfinger, owner, Otto Hopfinger & Sons, Inc
 - Alyssa Gahlman, Director of Social Services, Clearview
 - Craig Zeller, owner Zeller Transportation LLC
- Senior Project Update
 - 20 out of 21 students have an accepted Senior Project Proposal.
- The ACT exam will take place on Wednesday, March 13th. This year we will have a regularly scheduled school day for the rest of the students that day.
- Quarter 2 and Semester 1 ends on January 18th for all Jr. / Sr. High School students.
- The Jr. High School classes will be participating in their annual fundraiser beginning in February.
- Teachers are now submitting updated course descriptions and offerings for the 2024-2025 school year.
- The Academic and Career Planning team has started planning for the 2024 Hustisford Jr. / Sr. High Career Fair which will take place in March.
- A very large thank you to the Lions Club for their generous donation towards the 8th Grade Washington D.C. trip.

Mrs. Cramer Reported:

Points of Interest:

- The Holiday Concerts were amazing. Shout out to the music department and the students on amazing performances.
- The students at JHE had a fun day on December 22 to celebrate the holidays as a school. They did Grinch related activities and had a fun day together as friends.
- Students are spending time indoors these next several days due to the cold weather.
- Mid-Year testing is underway at JHE. Students will be doing their Fastbridge assessments and other assessments for mid-year data points.
- JHE has been selected for a pilot program for decodable reading for students. 25 students will receive 30 decodable texts from the company and our staff will evaluate the program.
- JHE welcomed two student teachers. We have one in music and one in 3rd grade.
- JHE is excited to welcome Beckett Powers. Mr. Powers and his wife had their baby on Friday.

As always....it is a great day to be a Falcon! #HustyProud

D. Athletic Director's Report

All Teams back in action after the Holiday break. But with the recent 'weather', several cancelations/reschedules to do.

Upcoming games

Tonight; JV/Varsity Boys Basketball @ Wayland, 6:00/7:15.

Tuesday; Both Middle School Girls Teams home vs. Richfield, 4:15 start. Then Varsity Girls host Wayland, 7:15.

Thursday; Wrestlers at Palmyra for another Conference Quad, matches begin at 5:00.
Both Middle School Boys Teams home vs. Richfield, 4:15, then Varsity Girls host Lourdes, 7:15.

Friday; Middle School Girls & Varsity Girls host CWC, 4:30/6:00 games.
Varsity Boys play at Horicon for the Conference Cross-Over games, vs. Parkview, 5:30.

Saturday; Wrestlers travel to Milwaukee Hamilton, 9:00.
 Varsity Boys will play again at Horicon, vs. Green Lake/Princeton, noon.

E. Financial Director’s Report

Monthly Highlights:

- Completed the tax table change and the WRS rate change
- Officially closed the 2022-23 year in Skyward
- Submitted the 941 Quarterly Unemployment Report and the Multiple Worksite Report
- Completed the Workers Comp Payroll Audit
- Working on the Medicaid Quarterly Report, 1099’s, W2’s, WRS Annual Report, Cash Reconciliation and Quarterly Grant Claims
- We have begun to receive tax payments from the municipalities, just waiting for the Town of Hustisford
- We had to utilize \$80,000 from the line of credit but have paid that back already

Budget Update:

- Fund 10 - \$2,163,247.03 out of \$5,738,779 (38%) - Last year 32%
- Fund 27 - \$256,504.97 out of \$712,959 (36%) - Last year 38%
- Fund 50 - \$75,528.11 out of \$189,329 (40%) - Last year 41%
- Fund 80 - \$33,529.63 out of \$84,988 (39%) - Last year 60%

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	01/15/2024
District Checking	\$ 159,585
Fund 10 - Money Market Account	\$ 25,182
Fund 41 - Money Market Account	\$ 9,405
Fund 46 - Money Market Account	\$ 5,010
Benefits Design Group Acct-FLEX	\$ 9,078
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	\$ 80,569
Loan - Gym Improvements	\$ 32,708
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 13,787

F. Superintendent’s Report

Points of Interest:

- I had our Dodge County Superintendents meeting on December 20. It was a brief catch-up meeting and not much was covered.

- I uploaded all of our school safety data to the DOJ system. This is an annual task for our district. The information is used by the DOJ and in a shared file for them to access.
- I worked on the 24-25 school calendar. The calendar is on for approval.
- I got summer school info ready for employees, we are working on getting teachers all in and their classes are due on January 26.
- Teachers are working on their Educator Effectiveness, they have the first part of their goals complete and will be doing the half-way data point in the next week or so.
- I am working with DPI and teacher licensing on securing our emergency license for driver's education so that our district can continue to host driver's ed.
- This past week and this week have certainly decided to be challenging weather-wise. We make the best decisions that we can based on the information provided. I feel that we made appropriate decisions based on the weather reports that we have had. Today was cold, but only at advisory status. We typically do not start to worry until we are at a warning status. However, there are anomalies with that and we continue to track to ensure that our students are safe. I attended several National Weather Service Webinars throughout the week.
- I had a WASDA meeting on January 10. The meeting once again focused on legislation and DPI Issues.
- I had a Trailways Conference Meeting on January 10. The meeting focused on future staffing needs, CPI, health insurance renewals, and referendum questions and the status of district budgets.
- Tomorrow I will be meeting with Mr. Falkenthal and our WPPI rep to present a check for our boilers. This is a check from the Village of Hustisford for our energy saving efforts.
- This week we will be attending the State Education Convention in Milwaukee.
- I have a WASDA Small Schools Committee meeting on Wednesday, January 18 in Milwaukee.
- There is a new Neola policy update out and I will be meeting with our Neola rep to complete the update. It will be ready for February committee meetings.
- It is a great day to be a Falcon!

VIII. Board Development

A. Future Facility Planning

The question for the referendum for the ballot will be on the agenda tonight for approval.

.Baird is estimating that the interest rate for 20 year borrowing would be 5.75%. This is an estimation only.

B. WASB Delegate Assembly Update

Tracy Malterer will be attending the Wisconsin Association of School Boards meeting at the state convention. The meeting will cover proposed 2024 resolutions – Appeals and Updates.

C. School Report Card Update

Mrs. Cramer presented information on our schools and district report cards for 2022 -2023 school year. All schools and the district Meet Expectations.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Bohonek updated the board on January 8, 2024

Buildings and Grounds Committee Meeting Minutes of Monday, January 8, 2024

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, January 8, 2024, 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

New Business:

- Maintenance Update—The gas lines in the science room are holding and working. We are having issues with the pumps and pipes at the HS that deal with the sewer and pumping of waste out of the building. A gas regulator was fixed in the tech ed. area.
- HVAC Update—Owner training has been completed on the new system. The only piece of work still needing to be complete is the installation of the stair treads. There has been an issue with the blower in the gym at JHE. Bassett fixed the issue and it is working now. The music room at the MS/HS is having issues heating up. There are issues with the VAV's within the room. Bassett will be fixing these issue. There was a fail on JHE boiler #1. It was reset and has not occurred again, but something to watch.
- Future Facilities Planning/April Referendum Question—The committee reviewed the question that was presented. There were a few updates that Mrs. Cramer will take forward prior to the board meeting. The changes that were identified were order of projects and some clarifying language.
- District Environmental Health and Safety Plan—Mrs. Cramer presented a plan for environmental health and safety. This plan would work with EMC and provide the oversight of all areas in the district that need to be addressed. The plan would encompass all requirements such as asbestos, blood borne pathogens, employee training, chemical storage and documentation, and other pertinent areas. The company would also assist in reporting that needs to be complete. This plan is something that will be of benefit to us as we move to make changes in the district. The plan will be on for the board meeting in January.
- 2024-2025 School Calendar—Mrs. Cramer provided a proposal for the 24-25 calendar. The calendar will be on the January agenda for discussion and potential approval.

Policy and Personnel Committee – Mrs. Malterer updated the board on January 8, 2024

**Personnel and Policy Committee
Minutes from Monday, January 8, 2024**

Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, January 8, 2024 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

- Future Facility Planning/April Referendum Question—The committee was able to view the question for the April ballot. There were suggestions from the buildings and grounds committee that were shared in regards to changes of order of wording and more specific language. The committee agreed with the updates. Mrs. Cramer will have Quarles rework the question and will have it ready for the board meeting in January. The question and resolution must be approved at the January meeting for the district to move forward with a referendum on the April ballot.
- Open Enrollment 2024-2025—The committee reviewed the open enrollment policies. The committee feels that keeping our enrollment as it is currently is appropriate moving forward. At the January board meeting, the board will vote on open enrollment and the recommendation is to not cap any seats for the 2024-2025 school year.
- Job Description Review—The committee reviewed job descriptions for custodial employees.
- 2024-2025 School Calendar—The committee viewed the proposed calendar. The calendar will be on the January agenda.

Business and Finance Committee – Did Not Meet

Curriculum and Technology Committee – Did Not Meet

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2236: Approval of Winter Coaching Staff

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

Approval of Winter Coaching Staff
School Board Resolution
#2236

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following individuals for winter coaching.

Girls Basketball Volunteer: Jay Huncosky
Boys Basketball Volunteer: Alex Eggleston

Motion passed 7-0 by roll call vote.

2. Resolution #2237: Approval of 2024-2025 District Open Enrollment Policy

A motion was made by Steve Weinheimer and seconded by Jamie Kulkee to approve the following resolution:

Approval of Open Enrollment Policy for 2024-2025 School Year
School Board Resolution
#2237

BE IT RESOLVED, per Act 114, that the Board of Education of the Hustisford School District determines at this time that the Hustisford School District is able to accommodate open enrollment requests for the 2024-2025 school year, for students who would be placed in programming currently offered by the district.

Motion passed 7-0 by roll call vote.

3. Resolution #2238: Approval of 2024-2025 School Calendar

A motion was made by Brian Thimm and seconded by Dave Stryck to approve the following resolution:

Approval of 2024 -2025 School Calendar
School Board Resolution
#2238

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2024-2025 School Calendar as presented.

Motion passed 7-0 by roll call vote.

B. Business and Finance

1. Resolution #2239: Approval of Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$5,300,000

A motion was made by Steve Weinheimer and seconded by Dave Stryck to approve the following resolution:

Approval of Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$5,300,000
School Board Resolution
#2239

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 \$5,300,000 for the public purpose of paying the cost of a district-wide school facility improvement project consisting of: roof replacement at the Junior/Senior High School; HVAC, capital maintenance and building infrastructure improvements and renovations at the Elementary School and Junior/Senior High School; and acquisition of related furnishings, fixtures and equipment.
Adopted and recorded January 15, 2024.

Motion passed 7-0 by roll call vote.

2. Resolution #2240: 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 \$5,300,000

A motion was made by Tracy Malterer and seconded by Kevin Muche 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 \$5,300,000
School Board Resolution
#2240

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 \$5,300,000" (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 Initial Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 2, 2024.

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 2, 2024 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 on 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 copies 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 15, 2024.

Motion passed 7-0 by roll call vote.

C. Curriculum and Technology: N/A

D. Buildings and Grounds:

1. Resolution #2241: Approval of Environmental Health and Safety Services Agreement with EMC, Inc.

A motion was made by Tracy Malterer and seconded by Jamie Kulkee to approve the following resolution:

Approval of Environmental Health and Safety Services Agreement with EMC, Inc.
School Board Resolution
#2241

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Environmental Health and Safety Services Plan presented by EMC. The plan is \$2,900 per year for three years.

Motion passed 7-0 by roll call vote.

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, February 12, 2024, at 4:00 p.m.*
- *Policy/Personnel – Monday, February 12, 2024, at 5:00 p.m.*
- *Business/Finance – Tuesday, February 13, 2024, at 5:00 p.m.*
- *Curriculum/Technology – Tuesday, February 13, 2024, at 4:00 p.m.*
- *February Regular Board Meeting: Monday, February 19, 2024, at 6:30 p.m.*
- *State Education Convention, Milwaukee, WI--January 17-19, 2024*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 8:03 p.m.

Motion passed 7-0 by Voice Vote.

Chris Kuehl – Recorder

Tracy Malterer – School Board Clerk