

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
Monday, August 15, 2016

I. Call to order

The meeting was called to order by President Dave Strysick 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, Barbara May, Tracy Malterer, Jay Behnke, Dave Strysick, and Lisa Bosse. Mike Beisbier entered into the meeting at 6:33 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: Clive Frazier addressed the board about the possibility of having a “help wanted” bulletin board at the HS/MS for students to look at if community members wish to hire students for work.

V. Consent Agenda

- A. Approval of Minutes of the Regular Board Meeting – July 18, 2016
- B. Approval of Minutes from August 2016 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#36769 – 36835) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Minutes of Special Board Meetings – August 9, 2016 and August 10, 2016
- F. Approval of resignation of Marie Cookson, Library Aide
- G. Approval of resignation of Robert Trimbom, Custodian

A motion was made by Barb May 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 Tracy Malterer and seconded by Jay Behnke to approve the **Regular Agenda**. Motion passed by voice vote.

VII. Reports

A. Principals' Reports:

- Jacob Wichman, JHE principal, reported on a number of different items. Mr. Wichman reported that the current JHE enrollment was at 183. Open house and registration were coming up the next week. The building is ready for students to come in. The Master Gardeners have worked diligently all summer to get the gardens in front of JHE looking great. Picture day is September 19.
- Meg Perron, Jr./Sr. High School principal, was not present, Mrs. Cramer reported that there are currently 17 new students scheduled to begin at the Jr./Sr. high. Open house and registration will take place next week.

B. Athletic Director's Report: Glen Falkenthal reported on a number of items. The Husty-Horicon Football season has kicked off. The first game is Friday, August 19 at Lomira. Volleyball had its first practice. Soccer has started in the first year of the coop as well. Jr. High volleyball will have their first practice on August 24. The Trailways Conference meeting is August 17 at 9:30 a.m. and the WIAA area meeting is Thursday, September 8 at 9:00 a.m.

C. Superintendent's Report: Heather Cramer updated the school board on the work being done around the district. The new and improved website is up and running. Aaron Olson from CESA 6 was in the district to help prepare administrators for Educator Effectiveness. First day in-service for teachers is on August 29. We received a TEACH grant and will be having a teacher in-service about gaming in the classroom on August 26.

D. Director of Financial Services Report: Mr. Gerlach provided information on the revenues and expenditures this school year; development of the 2016 – 2017 school year budget and an update on our numerous projects going on this summer throughout the district. He also shared information on the bids received for the hot water heater at the Jr./Sr. high.

VIII. Board Development:

- A. Discussion –Mrs. Cramer provided the board with a handout from Quarles and Brady about campaign practices in regards to the referendum. The board was also provided with information from Mr. Gerlach in regards to past referendum and other local district's information.

IX. Committee Reports:

Buildings and Grounds Committee: Dave Strycick, committee chair, reported on the Buildings and Grounds Committee Meeting held on August 1, 2016.

Buildings and Grounds Committee Meeting Minutes of Monday, August 1, 2016

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, August 1, 2016, at 4:00 p.m., at Hustisford Jr./Sr. High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Dave Strycick; School Board President and Committee Chairperson; John Bohonek, board member; Mike Gerlach, Director of Financial Services; Kris Roeseler, Supervisor of Buildings and Grounds; Heather Cramer, Superintendent of Schools; Clint Selle, Bray Associates; and Tony Maas, Maas Brothers Construction.

Old Business:

- **Update from Kris Roeseler:** Kris Roeseler updated the committee on a number of projects that he and his staff have completed and continue to work on. He also discussed the bids received for water heater replacement at the Jr./Sr. High.

New Business:

- **Discussion of Potential Referendum Question for Facilities Improvement:** Potential projects were discussed as well as various updates within the projects. The committee discussed which mechanical issues and updates would be considered for the potential referendum. There was discussion around the referendum question as well, clarifying what was being asked and reviewing provided language.

Curriculum and Technology Committee: Barb May, committee chair reported on the Curriculum and Technology Committee meeting held on August 9, 2016.

Curriculum and Technology Committee Minutes of Tuesday August 9, 2016

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, August 9, 2016, at 5:30 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.

Old Business:

- **Agriculture Program/Classes Co-op with DodgeLand:** The cooperative agreement between Hustisford and DodgeLand was discussed. There will be two classes offered via distance learning each semester for Hustisford Students. The FFA program will not be a cooperative program between the two. Hustisford FFA will be its own entity.

New Business:

- **Handbook Updates:** Updates to the Jr./Sr. High student handbook were presented. Updates to the district mentoring handbook were presented.
- **Potential Referendum Question for Facilities Improvement—Discussion:** Members talked about potential referendum projects and questions.

Business and Finance Committee: John Bohonek, committee chair reported on the Business and Finance Committee meeting held on August 2, 2016.

Business and Finance Committee Meeting Minutes of Tuesday, August 2, 2016

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, August 2, 2016, at 4:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, chairperson; Lisa Boss, member, and Mike Gerlach, Director of Financial Services.

Old Business:

- **Budget Review – Month to Date and Year to Date:** Mike Gerlach reviewed the revenues and expenditures in the 2015-2016 budget and the 2016-2017 budget.
- **2015-2016 Budget Update:** Mike Gerlach shared that district staff continues to work with district auditors to complete the final accounting for the 2015-2016 budget.
- **2016-2017 Budget Update:** Mike Gerlach discussed the progress of implementing the 2016-2017 budget including the district's state aid estimate and student enrollment projections.
- **District Transportation Contract Discussion:** Mike Gerlach reviewed the contract proposal by Schultz Bus Company to provide student transportation for the district. The committee agreed to bring the proposal to the full Board for discussion and action.
- **Staff Alternative Compensation Plan Discussion:** The committee discussed the recommendations from the compensation study committee and the process for proceeding with negotiations with the Hustisford Education Association.

New Business:

- **Potential Referendum Question for Facilities Improvement:** The committee reviewed the cost estimates and plans for a potential referendum question for facilities improvement, as provided by Bray Architects and Maas Brothers Construction.
- **Ag Program Co-op with Dodge Land:** The committee reviewed the plans to provide Agriculture curriculum to Hustisford students through a cooperative agreement with Dodge Land School District for 2016-2017. Instruction will be provided through a distance learning mobile cart system.
- **Co-Curricular Agreements for 2016-2017:** The committee reviewed the co-curricular agreements for staff for the 2016-2017 school year. The committee agreed to bring the agreements to the full Board for discussion and action.

Policy and Personnel Committee: Mike Beisbier reported on the Policy and Personnel Committee Meeting held on August , 2016. The following is a summary of that meeting.

**Personnel and Policy Committee
Minutes of August 2, 2016**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Tuesday, August 2, 2016, at 5:30 p.m., in 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:

- **Neola Policy Guidelines Update:** Heather Cramer reported updates need to be complete to particular policies that contain names within the policy as a contact point for the district. She will be updating these for a future meeting.

New Business:

- **Update on Planning for the Coming School Year**
 - **Staffing Changes and Assignments:** Heather Cramer reported on class sizes at John Hustis and potential switches that may occur. Staffing assignments were also discussed due to resignations.

- **Handbook Updates:** Updates to the Jr./Sr/ High Student handbook were outlined. Updates to the district mentoring handbook were also presented.
- **Resignations:** Marie Cookson has resigned her position as a district educational assistant. Robert Trimborn has resigned his position as a custodian.
- **Agriculture program and classes co-op with Dodgeland:** The cooperative agreement for agriculture with Dodgeland was discussed. There will be two classes offered for students this next school year per semester. The FFA is planning on being a Hustisford Chapter and will not be combined with Dodgeland.
- **Discussion of Potential Referendum Question for Facilities Improvement:** Committee members discussed potential building projects and referendum questions.

X. Old Business: NA

XI. New Business

A. Curriculum and Technology:

1. **Resolution #1418: Approval of Handbooks for the 2016-2017 School Year.** A motion was made by Tracy Malterer and seconded by Barb May to approve the following resolution.

Approval of Handbooks for the 2016 – 2017 School Year

**School Board Resolution
#1418**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the following handbooks as presented, for use in the school district during the 2016 – 2017 school year.

- School District Mentor Handbook
- Student/Parent Handbook for Hustisford Jr./Sr. High School

Motion passed 7-0 on a roll call vote.

2. **Resolution #1419: Approval of Cooperative Agriculture Agreement with Dodgeland School District.** A motion was made by John Bohonek and seconded by Mike Beisbier to approve the following resolution.

Approval of Agriculture Agreement with Dodgeland School District

**School Board Resolution
#1419**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a 66.0301 cooperative agreement with the Dodgeland School District for Agriculture Instructor Services for the 2016 – 2017 school year as outlined in the agreement presented to the school board on August 15, 2016.

Motion passed on 7-0 roll call vote.

3. **Resolution #1420: Approval of Overnight Volleyball Trip to Wisconsin Dells.** A motion was made by Barb May and seconded by Jay Behnke to approve the following resolution.

**Approval of Varsity Volleyball Trip
School Board Resolution
#1420**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the high school varsity volleyball team's overnight team trip to the Wisconsin Dells Volleyball Tournament on August 25 and 26, 2016.

B. Buildings and Grounds:

1. **Resolution #1421: Approval of Hot Water Heater Replacement.** A motion was made by John Bohonek and seconded by Tracy Malterer to approve the following resolution.

**Approval of Hot Water Heater Replacement
School Board Resolution
#1421**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of the replacement of the hot water heaters for the high school from Klecker's Heating and Air Conditioning in the amount of \$27,869 as presented.

Motion passed on a 7-0 Roll Call Vote.

2. **Resolution #1422: Approval of Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$5,590,000.** Motion was made by Jay Behnke and seconded by John Bohonek to approve the following resolution.

**Approval of Initial Resolution Authorizing
General Obligation Bonds in an Amount not to Exceed \$5,590,000.**

**School Board Resolution
#1422**

INITIAL RESOLUTION
AUTHORIZING GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$5,590,000

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 \$5,590,000 for the public purpose of paying the cost of a school improvement program at District facilities and grounds consisting of remodeling and renovation for safety, security, accessibility and modernization; additions for classrooms and a new gymnasium at John Hustis Elementary School; and acquisition of furnishings, fixtures and equipment.

Motion passed on a 7-0 roll call vote.

3. **Resolution #1423: 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 \$5,590,000.** A motion was made by John Bohonek and seconded by Mike Beisbier 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 \$5,590,000.

**School Board Resolution
#1423**

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 \$5,590,000

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 \$5,590,000" (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 November 8, 2016.

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 November 8, 2016 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 52 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.

Motion passed on a 7-0 roll call vote.

C. Business and Finance:

1. **Resolution # 1424: Approval of Two Year Contract with Schultz Bus Service.** Motion was made by Barb May and seconded by Tracy Malterer to approve the following resolution.

**School Board Resolution
#1424**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve two-year contract with Schultz Bus Service for the 2016 – 2017 and 2017 – 2018 school years as presented to the Business and Finance Committee on August 2, 2016, and to the full school board on August 15, 2016. This contract calls for an increase of 2.5% per year on transportation routes and services.

Motion passed on a 7-0 roll call vote.

2. **Resolution # 1425: Approval of Extra Duty Assignments for 2016-2017.** Motion was made by Mike Beisbier and seconded by John Bohonek to approve the following resolution.

**Approval of Extra-Duty Assignments for 2016 - 2017
School Board Resolution
#1425**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the extra-duty assignments for district staff as presented to the Board of Education at their August regular school board meeting, for the 2016 – 2017 school year.

CO-CURRICULAR & EXTRA DUTY STAFF	POSITION	WAGE
Chris Kuehl	Census Taker	\$1,000
Joy Pamperin	Drama Advisor	\$1,800
Kim Porzky	Academic Bowl Advisor	\$150
Joy Pamperin	Forensics Advisor	\$1800
Caitlin McPherson	Math Bowl Advisor	\$300
Jill Reinke	Math Bowl Advisor	\$300
Joy Pamperin	Mock Trial Advisor	\$450
Niiki Hakala	Solo/Ensemble (Inst.)	\$1,200
Dawn Wohling	Solo/Ensemble (Voc.)	\$1,200
Hank Isabelle	Graduation Advisor	\$150
Dawn Wohling	12th Grade Advisor	\$500
Joy Pamperin	12th Grade Advisor	\$500
Jill Reinke	11th Grade Advisor	\$500
Denise Tribey	11th Grade Advisor	\$500
Clint Bushey	10th Grade Advisor	\$200
Brandon Holtz	10th Grade Advisor	\$200
Kristen Anglemyer	9th Grade Advisor	\$200
Caitlin McPherson	9th Grade Advisor	\$200
Jodie Neu	8th Grade Advisor	\$100
Karri Pahl	8th Grade Advisor	\$100

Brian Bischoff	7th Grade Advisor	\$100
Holly Daley	6th Grade Advisor	\$100
Michelle Stewart	NHS Advisor	\$100
Niiki Hakala	Pep Band	\$1,500
Kristen Anglemeyer	HS Student Council Advisor	\$450
Clint Bushey	Weight Room Supervisor	\$603
Michelle Stewart	Yearbook Advisor	\$1,650
Margaret Bell	JHE Safety Patrol	\$450
TBD	JHE Student Council	\$450
Chris Kuehl	Substitute Caller	\$2,310
Karri Pahl	Community Education Director	\$10,000
Glen Falkenthal	Athletic Director	\$12,000
Heather Cramer	Summer School Coordinator	\$2,000
Clint Bushey	Senior Project Advisor	\$500
Matt Jones	Senior Project Advisor	\$500
Denise Tribbey	Senior Project Advisor	\$500

Motion passed on a 7-0 roll call vote.

3. Personnel and Policy: N/A

XII. Informational/Discussion Items:

Tentative Meetings: The following meetings were scheduled by school board members.

- *Buildings/Grounds – Monday, September 12, 2016, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, September 6, 2016, at 5:00 p.m.*
- *Business/Finance – Tuesday, September 6, 2016, at 4:00 p.m.*
- *Policy/Personnel – Monday, September 12, 2016, at 5:00 p.m.*
- *September Board Meeting: Monday, September 19, 2016 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 governmental body has jurisdiction or exercises responsibility

**Discussion on Staff Alternative Compensation Plan
Update/Discussion—Potential Personnel Assignments 2016-2017
Update—Personnel Matter**

Dave Strysick announced the Board's intent to go into closed session for the purpose of discussing the items listed above.

A motion was made by John Bohonek and seconded by Barb May to go into closed session pursuant to Wisconsin Statute 19.85 (1) (c). Motion to enter closed session carried on a roll call vote, 7 – 0. Entered closed session at 7:48 p.m.

The school board addressed the topics listed above.

XIV. Return to Open Session

A motion was made by John Bohonek and seconded by Mike Beisbier to return to open session. Motion passed on a roll call vote of 7 – 0. Entered back into open session at 9:18 p.m.

XV. Motion to Adjourn

A motion was made by Jay Behnke and seconded by Barb May to adjourn the meeting at 9:19 p.m. Motion passed by voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Barbara May - School Board Clerk