

**HUSTISFORD SCHOOL DISTRICT**  
Regular Board of Education Meeting Minutes  
**Monday, November 21, 2016**

**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, and Mike Beisbier. John Bohonek was excused from the meeting.

**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 – October 17, 2016
- B. Approval of Minutes from November 2016 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#36998-37093) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Retirement Request for Denise Tribbey and Jill Reinke effective for the 2017-2018 School year.

A motion was made by Jay Behnke and seconded by Tracy Malterer to approve the **Consent Agenda** items as presented. Motion passed 6 - 0 by roll call vote.

**VI. Regular Agenda**

A motion was made by Barb May and seconded by Mike Beisbier 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. Students at JHE continue to earn PAWS for positive behavior. Child Find activities were conducted. The Veteran's Day program was a success. The JHE Holiday Concert is coming up on December 8. The book fair was a success. Popcorn Friday's are back at JHE.
- Clint Bushey, Dean of Students, reported on a number of different items. Trick or Treat with JHE was fun for both buildings. National Honor Society held their annual induction on November 1. Conferences were well attended. Daily announcements are now being posted daily on the website.

**B. Athletic Director's Report:** Glen Falkenthal reported on the winter sports season. The girls open conference play on November 22. The boys kick off their season on November 26. The wrestling program is up in numbers. The middle school boys and girls have started their basketball season as well. They are still in search of a 5/6<sup>th</sup> grade boys basketball coach.

**C. Superintendent's Report:** Heather Cramer reported that the district has received a grant from the Greater Watertown Health Foundation. Mrs. Cramer provided information to the board on Academic and Career Planning. ACCESS testing will start in December. Blackboard Connect mass notification system is up and running. The Veteran's Day program was very successful. Our school report cards have been released and we met expectations at both schools as well as a district. Further information will be provided at a later date.

**D. Director of Financial Services Report:** Mr. Gerlach provided information on the revenues and expenditures this school year. He also provided information on dates for future referendum information as well as a summary of the costs associated with the November referendum.

**E. Student Recognitions:** Four district students were recognized for their outstanding character, work ethic, and citizenship at the meeting. Allie Kulkee from John Hustis, Adelyn Beisbier from John Hustis, Talia Kluewer from Hustisford High School, and Breanna Krueger from Hustisford Junior High.

## **VIII. Board Development:**

- A. Discussion about November 8, 2016 Referendum:** The board would like to publically thank all voters for coming out and voting. They further discussed the options that they have now that the referendum failed. They want to continue the discussion to determine the best timeline and solution for the district.
- B. Discussion State Education Convention:** All board members are encouraged to attend. Members need to let the district office know if they are interested.

## **IX. Committee Reports:**

**Building and Grounds Committee:** Dave Strysick, Committee Chair reported on the November 7, 2016 meeting:

### **Buildings and Grounds Committee Meeting Minutes of Monday, November 7, 2016**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, November 7, 2016, at 4:00 p.m., at Hustisford Jr./Sr. High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** Dave Strysick; Committee Chairperson; John Bohonek, board member; Mike Gerlach, Director of Financial Services; Heather Cramer, Superintendent of Schools; and Kris Roeseler, Director of Buildings and Grounds

#### **Old Business:**

- **Update from Kris Roeseler:** Mr. Roeseler updated the committee on the various projects going on throughout the two buildings. He discussed the looming winter and the plans that they have in place. He also updated us on projects that need to be finished prior to winter arrival.
- **HSD Facilities Improvement Project :** The referendum is up for vote tomorrow. The committee discussed what they have been hearing out in the community and what the board and administration has done so far.

#### **New Business:**

- **Jr./Sr. High Facilities Discussion:** Mrs. Cramer updated the committee on the ADA compliance issue at the Jr./Sr. High school. There is a need for an accessible bathroom at this building. This has been identified by DPI on a compliance study.

**Curriculum and Technology Committee:** Barb May, Committee Chair reported on the November 14, 2016 meeting:

### **Curriculum and Technology Committee Minutes of Monday, November 14, 2016**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Monday, November 14, 2016, at 4:00 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.; Fred Miller, Director of Technology; and Jacob Wichman, John Hustis Elementary Principal

#### **Old Business:**

#### **New Business:**

- **Update from Technology Director—Fred Miller:** Mr. Miller updated the committee on the technology initiatives that have been going on in the district.
- **American Education Week – November 14th through the 18<sup>th</sup>:** The administration team is doing several things throughout the week to celebrate American Education Week. The students at JHE and the Jr./Sr. High are also doing things to celebrate.
- **Washington DC Trip April 17th – 21<sup>st</sup>:** The 8<sup>th</sup> Grade DC trip is planned. There are currently 12 students signed up to go. Mrs. Cramer will be attending as the chaperone.
- **Costa Rica Trip Discussion:** The committee did not have any further questions on the trip.
- **Curricular Rotation Discussion:** The committee discussed what type of rotation we wanted to make for the district. Options were discussed and various ideas were presented. The discussion on this will continue.

**Business and Finance Committee:** John Bohonek, Committee Chair reported on the November 1, 2016 meeting:

### **Business and Finance Committee Meeting Minutes of Tuesday, November 1, 2016**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, November 1, 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, 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:** A year to date review was provided
- **2016 – 2017 Budget Update:** The 2016-2017 budget was discussed and updates were provided.

#### **New Business:**

- **Referendum for Facilities Improvement:** The committee discussed the upcoming referendum and what they have been hearing within the community.
- **Technology Support Services Agreement:** The committee discussed a technology support service agreement and what that would look like for the district. The administration is considering a service agreement to help with the support of our network.
- **Cash Flow – Line of Credit for 2016 – 2017:** Mr. Gerlach presented the information for the line of credit for the 2016-2017 School Year with the Hustisford State Bank.
- **Discussion Employee Compensation Plan:** Discussion continued on the employee compensation plan. The committee was able to discuss options. Further discussion will be had at the November 21, 2016 board meeting.

**Policy and Personnel Committee:** Mike Beisbier, Committee Chair reported on the November 1, 2016 meeting:

### **Personnel and Policy Committee Minutes of November 1, 2016**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, November 1 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:**

- **Neola Policy Guidelines Update:** Heather Cramer updated that Richard Zimman will be coming back to the district shortly to complete the update from the summer.

**New Business:**

- **Retirement Update:** The district was informed that Denise Tribbey and Jill Reinke have submitted their resignation effective for the 2017-2018 School Year.
- **Discussion of Employee Compensation Plan:** The committee continued discussion on the compensation plan and options for employee compensation. The board will continue to discuss at the November 21, 2016 board meeting.
- **Costa Rica Trip Discussion:** No further discussion on the trip
- **Discussion Background Checks in schools:** The committee talked about the practice and policy of doing background checks for volunteers in the schools. The committee does not want to revisit the policy and leave it as it is.

**X. Old Business: NA**

**XI. New Business**

A. Curriculum and Technology:

1. Resolution 1437: Approval of Costa Rica Trip

A motion Tracy Malterer and seconded by Lisa Bosse to approve the following resolution.

Approval of Costa Rica Trip  
School Board Resolution #1437

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Spanish class trip to Costa Rica as presented on October 17, 2016, by Ms. Kristen Anglemyer, Spanish teacher and trip chaperone/advisor, for approximately 6 to 11 students and one to two chaperones. The trip will be schedule to leave the end of June 2018; the exact dates will be confirmed in the spring of 2018.

Approved Roll Call vote of 6-0

B. Buildings and Grounds: NA

C. Business and Finance:

1. Resolution #1438: Approval of Short-Term Borrowing Line of Credit

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

**Approval of Short-Term Borrowing**

**School Board Resolution  
#1438**

**Resolution Authorizing Temporary Borrowing in an Amount  
Not to Exceed \$300,000 pursuant to Sec 67.12(8)(a)1, Wis. Stats.**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a short-term borrowing, Line of Credit arrangement with the Hustisford State Bank, in the amount of \$300,000 with the Hustisford State Bank, at 3.25% as per the attached documentation.

BE IT FURTHER RESOLVED, that to evidence such indebtedness, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Hustisford State Bank its tax and revenue anticipation promissory note on a taxable basis (the "Note") payable to the order of the Bank in the principal amount of \$300,000 in accordance with the terms and conditions of the attached documentation. The Note shall be dated as of the date of its issuance to the Bank identified above; shall bear interest at the rate set forth in the attached documentation from its dated date until paid; and shall mature no later than November 1, 2017.

Approved Roll Call Vote of 5-0, David Strysick Abstained

D. Personnel and Policy:

1. Resolution #1439: Approval of Contract for Deaf and Hard of Hearing Services

A motion was made by Tracy Malterer and seconded by Mike Beisbier to approve the following resolution.

**Approval of Contract for Deaf and Hard of Hearing Services**

**School Board Resolution  
#1439**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a contract for Suzanna Wells-Dixon to provide Deaf and Hard of Hearing services to students during the 2016-2017 school year in the amount of \$2,000.

Approved Roll Call Vote of 6-0

**XII. Informational/Discussion Items:**

a. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, December 5, 2016, at 4:00 p.m.*
- *Curriculum/Technology– Monday, December 5, 2016, at 5:00 p.m.*
- *Business/Finance – Tuesday, December 6, 2016, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, December 6, 2016, at 5:00 p.m.*
- *JHES Concert – Thursday, December 8, 2016, at 6:30 p.m.*
- *Jr./Sr. High School Concert – Tuesday, December 20, 2016, at 7:00 p.m.*
- *December Board Meeting: Monday, December 19, 2016, at 6:30 p.m.*
- *State Education Convention: January 18-20, 2017*
- *Senior Project Presentations: December 5, 2016 at 6:00 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-Teacher Compensation for 2016-2017  
Discussion Compensation for 2016-2017 for Director of Financial Services and Director of Technology  
Discussion-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 Jay Behnke and seconded by Lisa Bosse to go into closed session pursuant to Wisconsin Statute 19.85 (1) (c). Motion to enter closed session carried on a roll call vote, 6 – 0. Entered closed session at 7:45 p.m.

The school board addressed the topics listed above.

**XIV. Return to Open Session**

A motion was made by Barb May and seconded by Jay Behnke to return to open session. Motion passed on a roll call vote of 6 – 0. Entered back into open session at 8:29 p.m.

**XV. Resolution #1440: Approval of the Compensation for Director of Technology and Director of Financial Services for the 2016-2017 School Year**

A motion was made by Mike Beisbier and seconded by Dave Strysick to approve the following resolution.

**Approval of Employee Compensation for the 2016-2017 School Year  
School Board Resolution  
#1440**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve compensation for the following individuals for the 216-2017 school year.

- Fred Miller—Director of Technology
- Michael Gerlach—Director of Financial Services

Approved Roll Call Vote 6-0

- **Resolution #1441: Approval of Teacher Supplemental Pay for 2016-2017**

A motion was made by Barb May and seconded by Mike Beisbier to approve the following resolution.

**Approval of Supplemental Pay for Teaching Staff for the 2016-2017 School Year**

**School Board Resolution  
#1441**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve one-time supplemental pay per FTE as presented for the teacher group for the 2016-2017 school year.

Approved Roll Call Vote 6-0

**XVI. Motion to Adjourn**

A motion was made by Tracy Malterer and seconded by Lisa Bosse to adjourn the meeting at 8:37 p.m. Motion passed by voice vote.

---

Heather J. Cramer, Superintendent of Schools – Recorder

---

Barbara May - School Board Clerk