

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
June 26, 2017

I. Call to order

The meeting was called to order by President Dave Stryck at 6:30 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 Stryck, Tracy Malterer, Steve Weinheimer, and John Bohonek. Lisa Bosse was absent for the start of the meeting but entered the meeting at 8:21 pm.

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: No one present.

V. Consent Agenda

- A. Approval of Minutes of the Regular Board Meeting – May 15, 2017
- B. Approval of Special Board Meeting Minutes—June 6, 2017
- C. Approval of Minutes from June 2017 Committee Meetings
- D. Approval of Minutes from May 2017 Special Committee Meetings
- E. Approval of Financial Business: Approval of Bills (#38582 – 38666) Funds 10, 27, 38, 41, 50, 80
- F. Approval of Student Activity Accounts
- G. Approval of Resignation—JaNae Teer, School Psychologist

A motion was made by John Bohonek 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 Jay Behnke to approve the **Regular Agenda as Presented**. Motion passed by voice vote.

VII. Reports

A. Student Recognition: The following student was recognized: Soren Kewley, JHE.

B. Principals' Reports:

Mr. Wichman Reported: Mr. Wichman reported on summer school and that current enrollment is 216 students. He also reported on the year end activities at JHE including swimming at the TAG center in Mayville. Summer cleaning started at JHE. He also reported that JHE received a spark gran from the Watertown Health Foundation to help support the Birdseed Backpack Project.

Mr. Bushey Reported: No report was given.

C. Athletic Director's Report: Mr. Falkenthal reported that the soccer awards banquet was being held this evening. He also reported on the girls' soccer team winning the regional championship.

D. Superintendent's Report: Mrs. Cramer reported high school graduation. She also highlighted several events that happened at the Jr./Sr. High at the close of the school year. She reported on various Dodge County meetings with superintendents and emergency planning that she has been attending. She indicated that she has met with Maas Brothers in regards to the bathroom project. Mrs. Cramer reported that Jr./Sr. high scheduling is complete as well. Mrs. Cramer also thanked Mr. Gerlach for his five years of service with the district.

E. Director of Financial Services Report: Mr. Gerlach provided an update on the budget for this year and next school year. He also provided information on the preliminary budget that the board will be adopting later in the meeting. He

thanked the district for his time in the district at the end of his report.

VIII. Board Development:

- A. Hustisford Historical Society Presentation:** Janice Weigman and Bob Sharnell presented to the board on the fourth grade visit to the John Hustis house and the local cemetery.
- B. Strategic Planning:** Mrs. Cramer provided the board with the information gained from WASB in regards to strategic planning. The topic will be discussed again next month.
- C. MS Football Program:** Mr. Falkenthal presented information to the board about middle school football moving to be a school sponsored sport rather than a recreation sponsored sport. He discussed the program which would be in cooperative with Horicon Middle School. The board will discuss further at the July board meeting.

IX. Committee Reports:

Building and Grounds Committee: Did not meet in June

Curriculum and Technology Committee: Barb May, Committee Chair reported on the April 5, 2017 meeting:

Curriculum and Technology Committee Minutes of Monday, June 5, 2017

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Monday, June 5, 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

Old Business:

- Senior Projects: Planning for 2017 – 2018—The class of 2018 received their information on the senior project. Several students have handed in proposals. Students and parents both were given opportunities to receive the information.
- Jr./Sr. High School Scheduling—Scheduling with students is complete. The new schedule had very few glitches within it. The next step is for Jenny Nettesheim and Clint Bushey to get the schedule into Infinite Campus. This will be completed by July 1 so that all of the information will be included in the year roll over within the system.
- Curricular Updates—Dave Jasperson requested that a machine that is not useable at this point get updated in the shop. We will be looking at new books to purchase for Human Anatomy and Consumer Math as well as Probability and Statistics. We are working on a partnership with UW Oshkosh to create two classes that students will be able to take to receive college credit. The classes are through the math department.

New Business:

- District Level Testing for 2017-2018—The committee was updated on local assessments for next year. The district will be using Fastbridge for K-8 and then Star Testing for 9-11.

Business and Finance Committee: John Bohonek, Committee Chair reported on the June 6, 2017 meeting and Mrs. Cramer reported on the May 16, 2017 Employee Compensation Meeting:

Business and Finance Committee Meeting Minutes of Tuesday, June 6, 2017

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, June 6, 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; Lisa Bosse, member; Mike Gerlach, Director of Financial Services; Glen Falkenthal, Athletic Director

Old Business:

- Budget Review: Month-to-Date and Year-to-Date: Mr. Gerlach updated the committee on the district year-to-date budget.
- Budget Update--Baird Model: Mr. Gerlach presented an updated Baird model for our next fiscal year. The model was a deficit model. The committee discussed the model.
- Teacher Compensation Study Committee Update: The committee removed this agenda item as the committee had not met since the last meeting and did not have an update.

New Business:

- Dean Health Insurance Renewal: The committee reviewed options for the district's health insurance renewal for 2017-2018.
- Preliminary Budget for 2017-2018: Mr. Gerlach presented the preliminary budget for the 2017-2018 school year reflecting a deficit budget in Fund 10 of \$62,470 to pay for the fourth year of the district's technology lease program.
- School Fees for 2017-2018: Mr. Gerlach presented information on school fees for 2017-2018. The committee recommended increasing the lunch meal price by \$0.10 and the elementary school general fee by \$5.00.
- Support Staff Compensation: The committee discussed options for support staff compensation for 2017-2018.
- MS Football: Mr. Falkenthal updated the committee on discussions with the Horicon School District to coop for middle school football.
- Fund for HS Bathroom Project: Mr. Gerlach discussed options to fund the high school bathroom renovation project using fund balance from Fund 41 for the 2017-2018 school year.
- District Financial Institutions: The committee discussed using the Hustisford State Bank and the Local Government Investment Pool as financial institutions for 2017-2018.
- 2016-2017 Audit Services: The committee reviewed the audit services for 2016-2017 from Huberty & Associates.

**Board of Education Business and Finance Committee Meeting
Teacher Compensation Study Group**

Notice is hereby given that the **Business and Finance Committee** of the Hustisford School District Board of Education will meet on Tuesday, May 16, 2017, at 3:30 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

School board members on this committee include: John Bohonek (Chair), Lisa Bosse, and Tracy Malterer

Also present: Heather Cramer, superintendent of schools; Clint Bushey, teacher; Peggy Bell, teacher; Linda Feutz, teacher; Michelle Stewart, teacher; Matt Jones, teacher; and Brian Bischoff, teacher.

AGENDA

- Review of Compensation Model from Dodgeand School District, engage in discussion with Dodgeand Administrator
- Compensation Plan Structure Discussion
- Criteria for Advancement Discussion
- Next Meeting Date – TBD
- Adjournment

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the June 6, 2017 meeting:

**Personnel and Policy Committee
Minutes of June 6, 2017**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Tuesday, June 6, 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: Tracy Malterer, board member (chair); David Stryck, board member; and Heather Cramer, superintendent of schools

Old Business:

- Teacher Compensation Study Committee Update –The committee was updated on the meeting with Dr. Annette Thompson and discussed where the committee is at in the process.

New Business:

- New Hires for 2017-2018—Mrs. Cramer updated the committee on the new staff for the 2017-2018 school year. One position remained unfilled (Business Education)
- MS Football—The committee discussed the potential of the school district being the cooperative partner for middle school football. The committee wants more detailed information on costs, etc. from Mr. Falkenthal prior to making a decision.
- Support Staff Compensation—The committee discussed compensation for the 2017-2018 school year for support staff and exempt staff.
- Fall Coaches—Mrs. Cramer provided a list of fall coaches for volleyball that will need approval. The committee discussed having a volunteer coach at the Varsity level as well.
- Support Staff Handbook—The committee reviewed and will continue to review the support staff handbook. There were many items that were discussed.

X. Old Business: NA

XI. New Business

A. Buildings and Grounds: NA

B. Curriculum and Technology:

- Resolution #1494: Approval of Update for CNC Milling Machine for Tech Ed.

A motion was made by Jay Behnke and seconded by Tracy Malterer to approve the following resolution.

Approval of CNC Milling Machine

**School Board Resolution
#1494**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the repair of the CNC Milling Machine for the technology education department. The repair and refurbishment will be completed by Lab Midwest at a cost of \$4,103.00.

Approved 6-0 Roll Call Vote.

C. Business and Finance:

- Resolution # 1495: Approval of Athletic Training Contract for 2017-2018 School Year

A motion was made by John Bohonek and seconded by Steve Weinheimer to approve the following resolution.

Approval of Athletic Training Service for 2017 – 2018 School Year

**School Board Resolution
#1495**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an agreement with Froedtert and the Medical College of Wisconsin Sports Medicine for athletic training services for the 2017-2018 school year as presented.

Approved 6 – 0 Roll Call Vote

- Resolution # 1496: Approval of School Fees for 2017-2018 School Year

A motion was made by Jay Behnke and seconded by John Bohonek to approve the following resolution.

Approval of School Fees for 2017 – 2018 School Year

**School Board Resolution
#1496**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve fees and prices for the 2017 – 2018 school year outlined as follows:

John Hustis Elementary School

School Lunch, Breakfast, and Milk Prices

Elementary School:	\$2.55 (lunch)	\$1.45 (breakfast)	\$0.40 (milk)
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General School Fees:

Four Year Old Kindergarten	\$20.00
Five Year Old Kindergarten through Grade Five	\$40.00
Assignment Notebook	\$3.50

Hustisford Jr./Sr. High School

Required Items for Technology Education &

	<u>Physical/Education/Athletics</u>	<u>Fee</u>
(6 -12th)	Safety Glasses (if from home, must be ANSI Z87.1 certified)	\$5.00
(6 -12th)	Physical Education Gym Lock (must be school issued)	\$7.00

Class Dues

(6th)	Class Dues	\$5.00
(7th)	Class Dues	\$5.00
(8th)	Class Dues	\$10.00
(9th)	Class Dues	\$15.00
(10th)	Class Dues	\$20.00
(11th)	Class Dues	\$25.00
(12th)	Class Dues	\$30.00

General School Fees

(6 - 8th)	School Fee	\$35.00
(9 -12th)	School Fee	\$50.00
H.S.	Parking Permit	\$50.00

Individual Course Fees

(9 -12th)	Art (each course)	\$10.00
(9 – 12 th)	Tech. Ed. (Woods & Composites I & II, Metals I & II, Adv. Materials & Processes)	\$25.00
(9 – 12 th)	Culinary Arts (Foods I & II, Flavors of	\$30.00

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(9 – 12 th)	Culinary Arts (Food & Travel)	\$10.00
(12 th)	Physics	\$65.00
(6-12 th)	Band (Instrument Rental)	
	<i>\$60/Year for wind instruments</i>	
	<i>\$30/Year for percussion</i>	
	<i>\$25/Semester for secondary instrument usage</i>	

Co-Curricular Fees

(For all athletics, drama, forensics, mock trial, & solo and ensemble)

(7 - 8 th)	One Time Fee	\$20.00
(9 -12 th)	1st Activity	\$30.00
(9 -12 th)	2nd Activity	\$10.00
(9 -12 th)	3rd Activity	\$10.00
	Individual Maximum	\$50.00
	Family Maximum	\$100.00
	Student Sport Pass	\$15.00
	Adult Sport Pass	\$20.00
	Student Planner	\$2.00

School Lunch, Breakfast, and Milk Prices

Jr./Sr. High School:	\$2.75 (lunch)	\$1.45 (breakfast)	\$0.40 (milk)
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Approved 6 – 0 Roll Call Vote

- Resolution#1497: Approval of Preliminary Budget for 2017-2018 School Year

A motion was made by Barb May and seconded by Steve Weinheimer to approve the following resolution.

Approval of Preliminary Budget for 2017 – 2018 School Year

**School Board Resolution
#1497**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Hustisford School District preliminary budget for the 2017 – 2018 school year as presented to the full Board of Education on June 26, 2017.

Fund 10

Revenues	\$5,410,786
Expenditures	\$5,473,256

Fund 27

Revenues	\$681,007
Expenditures	\$681,007

Fund 38

Revenues	\$23,321
Expenditures	\$23,321

Fund 41

Revenues	\$250
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Expenditures	\$45,000
Fund 49	
Revenues	\$37,000
Expenditures	\$135,000
Fund 50	
Revenues	\$185,532
Expenditures	\$185,532
Fund 80	
Revenues	\$65,763
Expenditures	\$65,763

Approved 6-0 Roll Call Vote

- Resolution # 1498: Approval of District Financial Institutions for 2017-2018

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

Approval of District Financial Institutions for 2017 – 2018

**School Board Resolution
#1498**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve designation of the Hustisford State Bank and the Local Government Investment Pool as the district’s financial institutions for the 2017 – 2018 school year.

Approved 5-0 Roll Call Vote with one member abstaining

- Resolution # 1499: Approval of E-Rate Category 2 Project for 2017-2018 School Year

A motion was made by Steve Weinheimer and seconded by Jay Behnke to approve the following resolution.

Approval of E-rate Category 2 Project for 2017 – 2018

**School Board Resolution
#1499**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an agreement with Camera Corner Connecting Point for the purchase of wireless access points under the federal e-rate category 2 program for the 2017 – 2018 school year as presented:

Description	Quantity	Unit Cost	Totals
Cisco Aironet Wireless Controllers	26	\$625	\$16,250
Service Support	1	\$1,500	\$1,500
Subtotal:			\$17,750
E-rate Discount at 60%			(\$10,650)

Total Local Cost:

\$7,100

Approved 6-0 Roll Call Vote

- Resolution # 1500: Approval of District Audit Services for 2016-2017 School Year

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

Approval of District Audit Services for 2016 – 2017

**School Board Resolution
#1500**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an agreement with Huberty & Associates for audit services for the 2016 – 2017 audit year in the amount of \$13,900.

Approved 6-0 Roll Call Vote

- Resolution #1501: Approval of WASB Annual Membership

A motion was made by Steve Weinheimer and seconded by Barb May to approve the following resolution.

Approval of WASB membership for 2017 – 2018

**School Board Resolution
#1501**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve membership with the Wisconsin Association of School Boards for the 2017 – 2018 school year with dues in the amount of \$2,423.00.

Approved 6-0 Roll Call Vote

- Resolution #1502: Approval of Library Computers

A motion was made by Jay Behnke and seconded by Tracy Malterer to approve the following resolution.

Approval of Library Computers

**School Board Resolution
#1502**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of library computers using Common School Funds in 2016-2017 as presented:

Approved 6-0 Roll Call Vote

D. Personnel and Policy:

- Resolution #1503: Approval of Support Staff Compensation for 2017-2018 School Year

A motion was made by John Bohonek and seconded by Steve Weinheimer to approve the following resolution.

Approval of Support Staff Compensation/Agreements for 2017 – 2018 School Year

**School Board Resolution
#1503**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve salary increases and working agreements for the following individuals for the 2017 – 2018 school year as presented to the Board of Education.

- Dan Baney - Maintenance/Custodial Services at \$0.30 per hour
- Stephanie Bricco - Special Education Aide at \$0.50 per hour
- Gail Damrow – Clerical at \$0.30 per hour
- Renee Donegon – Clerical at \$0.30 per hour
- Debra Falkenthal – Clerical at \$0.30 per hour
- Cindy Fitzsimmons – Food Service Manager at \$0.30 per hour
- Sue Girten – Clerical at \$0.30 per hour
- Fay Hildebrandt – Special Education Aide at \$0.50 per hour
- Chris Kuehl – District Administrative Assistant at \$0.30 per hour
- Sandra Kuehl – Special Education Aide at \$0.50 per hour
- Kim Lehmann - Maintenance/Custodial Services at \$0.30 per hour
- April Lindert -- Food Services Employee at \$0.50 per hour
- Lana Long – Food Services Employee at \$0.50 per hour
- Karen McEvoy – Library Aide at \$0.50 per hour
- Michael Narlock – Maintenance/Custodial Services at \$0.30 per hour
- Karri Pahl – Special Education Aide at \$0.50 per hour
- Sharon Patterson – Instructional Aide at \$0.50 per hour
- Michael Healy - Maintenance/Custodial Services at \$0.30 per hour
- Megan McPherson – Special Education Aide at \$0.50 per hour

Approved 6-0 Roll Call Vote

- Approval of Exempt Staff Compensation for 2017-2018 School Year
A motion was made by Tracy Malterer and seconded by John Bohonek to approve the following resolution.

Approval of Exempt Staff Compensation/Agreements for 2017 – 2018 School Year

**School Board Resolution
#1504**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve salary increases and working agreements for the following individuals for the 2017 – 2018 school year, in the amount of 1.26% as presented to the Board of Education.

- Fred Miller – Technology Director
- Terri Kreitzman – Special Education Director

Approved 6-0 Roll Call Vote

- Resolution #1505: Approval of Agreement for Director of Buildings and Grounds for 2017-2018 School Year
A motion was made by John Bohonek and seconded by Barb May to approve the following resolution.

Approval of Agreement for Director of Buildings and Grounds for 2017-2018 School Year

**School Board Resolution
#1505**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the agreement as presented to the Director of Buildings and Grounds for the 2017-2018 School Year.

Approved 6-0 Roll Call Vote

- Resolution #1506: Approval of Superintendent Contract for 2017-2019 School Year
A motion was made by Jay Behnke and seconded by Steve Weinheimer to approve the following resolution.

Approval of District Administrator Compensation/Agreement for 2017 – 2018 School Year

**School Board Resolution
#1506**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a salary increase and working agreement for Heather Cramer as District Administrator for the 2017 – 2018 school year, in the amount of 1.26% as presented to the Board of Education.

Approved 6-0 Roll Call Vote

- Resolution # 1507: Approval of Fall Volleyball Coaches for MS and HS
A motion was made by Tracy Malterer and seconded by Barb May to approve the following resolution.

Approval of Fall Volleyball Coaches for 2017 – 2018 School Year

**School Board Resolution
#1507**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve coaching agreements for Fall Volleyball as presented:

- Erika Candler – Head Coach
- Allison Dabroski – Assistant Coach
- Tanya Ewert – Junior High Coach
- Ruth Leitzke—Volunteer Coach

Approved 6-0 Roll Call Vote

- Resolution # 1508: Approval of Kid’s Club Handbook for 2017-2018
A motion was made by Tracy Malterer and seconded by John Bohonek to approve the following resolution.

Approval of Kids Club Handbook for 2017 – 2018

**School Board Resolution
#1508**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Kid’s Club handbook for 2017-2018 as presented:

Approved 6-0 Roll Call Vote

XII. Informational/Discussion Items:

- a. Tentative/Suggested Meetings/Events:
 - *Buildings/Grounds – Monday, July 10, 2017, at 4:00 p.m.*

- *Curriculum/Technology – Monday, July 10, 2017, at 5:00 p.m.*
- *Business/Finance – Tuesday, July 11, 2017, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, July 11, 2017, at 5:00 p.m.*
- *Regular July School Board Meeting: Monday, July 17, 2017, at 6:30 p.m*

XIII. Closed Session

The board will enter closed session pursuant to Wisconsin Statute 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Update-Personnel Matter, Discussion regarding Business Manager Position

A motion was made by John Bohonek and seconded by Barb May to enter into closed session to discuss the named items. The motion passed with a 6-0 roll call vote. The board entered into closed session at 8:21 pm.

XIV. Return to Open Session

A motion was made by John Bohonek and seconded by Lisa Bosse to enter back into open session. The motion passed with a 6-0 roll call vote. The board entered into open session at 8:47 pm.

XV. Motion to Adjourn

A motion was made by Jay Behnke and seconded by Steve Weinheimer to adjourn. The motion passed on a voice vote. The meeting was adjourned at 8:47 pm.

Heather J. Cramer, Superintendent of Schools – Recorder

Barbara May - School Board Clerk