

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
December 17, 2018

I. Call to order

The meeting was called to order by 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: Jay Behnke, Dave Strynick, Tracy Malterer, John Bohonek, Steve Weinheimer, Barb May, and Lisa Bosse.

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: None

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 this body.

- A. Approval of Minutes of the Regular Board Meeting –November 19, 2018
- B. Approval of Minutes from December 2018 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#39764 - #39845) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

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

VII. Reports

- A. Citizen of the Month: Dylan Strube and Avonlea Schick were honored from JHE. Allison Noll was honored from the HS but will attend the February meeting due to a scheduling conflict and Peyton Schoen was honored for the MS.
- B. Principals' Reports:

Mr. Bushey Reported: Mr. Bushey reported on the Youth Risk Behavior Survey. He discussed what the MS/HS is doing to help with attendance issues. There is a reduction in letters being sent by 26% over last year, so the building is seeing progress. There are still a few seniors that need to turn in proposals for their Senior Projects. 15 seniors have already completed the process and passed. During PD on December 5th, teachers will be working on their third initiative of the school year dealing with building relationships with students. There will be a spirit week from December 17-21. The school play was done and the students did a very nice job. Holiday concerts are coming up on December 18.

Ms. Bell Reported: Ms. Bell reported student council did a food drive. The winter concert was successful; Mrs. Wohling and Mrs. Gerten did a nice job as did Ms. Hakala with the band students. Students will participate in a spirit week Dec. 17-21. PTC hosted a shopping experience for kids for Christmas. Summer school planning is underway. JHE staff helped two families in need for

Christmas by donating gifts and money.

C. Athletic Director's Report: Winter sports are underway. Boys have 26 kids out therefore there are JV Reserve games happening as well. There are 9 boys out for wrestling.

C. Financial Director's Report: Mr. Kiefer reported on the grant being written to DPI for food service equipment. He updated the board on the bids for the various projects in the HS kitchen as well as at JHE for flooring. He updated the board on information regarding payroll and staffing. Finally, he provided information in regards to the various bank accounts as well as equalized aid payments.

D. Superintendent's Report: Mrs. Cramer reported on the senior project night and that 15 students completed their projects. She updated the board on the various meetings she attended during the past month. She invited the board to attend legislative breakfast workshops with her at CESA 6 to help our voice be heard in regards to Madison politicians. She provided a shout out to JHE on a great winter concert and updated the board on dates for the MS/HS concert on December 18. She provided information to the board on a sportsmanship retreat for students in November hosted by our conference. She indicated that more information will follow. She updated on Unesco and DOJ grant information as well.

VIII. Board Development:

- A. FFA Update—Ms. Essock and Angel Carbon updated the board on the various activities being done by FFA. They indicated that students are excited about the courses that they are taking.
- B. Additional Baseball Coach for Spring—Mrs. Cramer updated the board about the request to add an additional baseball coach for spring.
- C. Acceptance of Donation of 4 Trombones to Music Department—Mrs. Cramer updated the board that Doug and Elsa Condon donated 4 trombones to the band department.
- D. 2019-2020 School Calendar –The board discussed calendar ideas for next year. Mrs. Cramer will be working on calendars for the next board meeting.
- E. Request from Village of Hustisford to Share in ATV Cost—Mrs. Cramer and Mr. Falkenthal updated the board on a request from the Village to purchase an ATV used for field prep by both entities. This will be placed on the December agenda.
- F. District Newsletter—The board discussed options. The December/January newsletter will go out. The next one will not go out until March and then a final one in May. These will all be done in-district. Beginning next school year, the printing will be sent out and newsletters will come out quarterly. This will be explained in the December edition. Minutes for the board meetings will be available online and in print in the district office.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the December 3, 2018 meeting:

Buildings and Grounds Committee Meeting Minutes of Monday, December 3, 2018

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, December 3, 2018, 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; Steve Weinheimer, member; Kris Roeseler, District Maintenance Coordinator; John Kiefer, Director of Financial Services; and Heather Cramer, District Administrator

New Business:

- Update Kris Roeseler—Maintenance projects and schedule—Mr. Roeseler reported that emergency lights have been checked and batteries replaced if needed. Interior doors at JHE are starting to have issues. The laminate is letting loose on some and others are having issues in the framing area. One door is being replaced after falling apart. The concession stand has been winterized. The new locks and keys are working well in both buildings.
- Kitchens Update Bids—5 bids were initially requested for shelving and new work surfaces for the HS kitchen, 3 bids were returned. The board will vote on the new shelving and work surfaces along with a new warmer for JHE at the December meeting. The new shelving will be for the storage area and bring it to code. The new work surfaces will also bring areas to the kitchen up to date with stainless worktops.
- JHE Flooring Bids—We received 2 bids for flooring at JHE. The board will vote on this project at the December meeting. The bid is for the two north hallways which are still carpeted.
- Unesco Update—Mrs. Cramer will be meeting with Unesco on December 17 at 9 am. They will be doing a board presentation during the January meeting on costing for repairs and maintenance at both buildings.
- Request from Village of Hustisford for funding of ATV for field maintenance—The Village of Hustisford contacted the school district to possibly do in 1/3's with them on the purchase of an ATV for field preparations. The committee has asked that Mrs. Cramer contact the Village to discuss this further.
- Ice Rink—The rink will be flooded on Wednesday, December 5. The rink is complete and will be ready for use soon. The rink was purchased through a grant from the Watertown Community Health Foundation.
- School Safety Plan and Information—Mrs. Cramer provided the committee with the school safety plan and the board will review the plan at the December meeting.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the December 4, 2018 meeting:

**Curriculum and Technology Committee
Minutes of Tuesday, December 4, 2018**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, December 4, 2018, at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Barb May, Chair; Jay Behnke, member; and Heather Cramer, Superintendent

New Business:

- Science Materials—Mrs. Cramer updated the committee on science materials. The new AP Biology books are in and being used. Mr. Isabelle has made a request for items for science that will be reviewed.
- School Report Card—The committee discussed the report card and the plans moving forward.

- School Safety Plan and Information—Mrs. Cramer provided the committee with a copy of the school safety plan. The board will review it at the December board meeting.
- Curricular Cycle—The committee reviewed the curricular cycle. The area of Language Arts and Reading is due this year but several purchases and updates were just complete in this area.

Business and Finance Committee: Lisa Bosse, Committee Chair reported on the December 4, 2018 meeting:

**Business and Finance Committee Meeting
Minutes of Tuesday, December 4, 2018**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, December 4, 2018, at 4:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Lisa Bosse, Chair; John Kiefer, Financial Manager; and Heather Cramer, District Administrator **Absent:** John Bohonek, member.

New Business:

- Budget Update—Mr. Kiefer provided a brief update of the current budget status.
- Kitchens Update Bids—5 bids were initially requested for shelving and new work surfaces for the HS kitchen, 3 bids were returned. The board will vote on the new shelving and work surfaces along with a new warmer for JHE at the December meeting. The new shelving will be for the storage area and bring it to code. The new work surfaces will also bring areas to the kitchen up to date with stainless worktops.
- JHE Flooring Bids—We received 2 bids for flooring at JHE. The board will vote on this project at the December meeting. The bid is for the two north hallways which are still carpeted.
- Request from Village of Hustisford for sharing of ATV for field maintenance-- The Village of Hustisford contacted the school district to possibly do in 1/3's with them on the purchase of an ATV for field preparations. The committee has asked that Mrs. Cramer contact the Village to discuss this further.
- Addition of baseball coach for spring season-- The baseball coaches made a request to Mrs. Cramer and Mr. Falkenthal to add an additional coach for spring season due to the increasing number of students participating from both Hustisford and Dodge County. The committee discussed the option and the board will make a decision at the December board meeting.
- Parent Transportation Contracts—The board will review for approval the parochial school parent transportation contracts for 2018-2019.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the December 3, 2018 meeting:

**Personnel and Policy Committee
Minutes from Monday, December 3, 2018**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, December 3, 2018, 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 Strynick, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Teacher Handbook—The committee did not do any further work on the teacher handbook. The District Compensation Committee is going to meet to discuss items this month.
- Job Descriptions—Mrs. Cramer handed out the current job descriptions that are in the district. The committee began working on updates on the job descriptions. The process will be a long process, but it is imperative to ensure that the job descriptions are up to date and meeting expectations.
- JV Girls Basketball Coach –The board will vote on the JV Girls’ basketball hire at the December meeting.
- Additional Baseball coach for Spring—The baseball coaches made a request to Mrs. Cramer and Mr. Falkenthal to add an additional coach for spring season due to the increasing number of students participating from both Hustisford and Dodge. The committee discussed the option and the board will make a decision at the December board meeting.
- Open Enrollment Policy for 2019-2020—The district must set policy for the 2019-2020 school year on open enrollment. It is the committee’s recommendation that the policy remains as it has in the past with no caps on open enrollment. This policy will be on the board agenda in December.
- School Safety Plan and Information—Mrs. Cramer provided the committee with a copy of the school safety plan. The board will review the plan at the December meeting.

X. Old Business: NA

XI. New Business

A. Buildings and Grounds:

1. Resolution #1678: Approval of Review of School Safety Plan and Emergency Drills

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

**Approval of School Safety Plan and Emergency Drill Review
School Board Resolution
#1678**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the review of the School Safety Plan and Emergency Drills for the Hustisford School District.

Approved 7-0 Roll Call Vote

2. Resolution #1679: Approval of purchase of shelving and tables for kitchen at HS

A motion was made by Jay Behnke and seconded by Lisa Bosse to approve the following resolution:

Approval of Purchase of Shelving and Tables for Kitchen at HS

School Board Resolution

#1679

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the purchase of shelving and prep tables for the kitchen at the HS/MS. The district will purchase the items from Kavanaugh Restaurant Supply. Shelving units --\$3,414.08

Tables--\$773.21

Total: \$4,187.29

Approved 7-0 Roll Call Vote

3. Resolution #1680: Approval of purchase of Alto Shaam Unit for JHE

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

Approval of Approval of Purchase of Alto Sham Unit for JHE

School Board Resolution

#1680

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the purchase of an Alto Sham warming unit for JHE kitchen. The unit will be purchased from Kavanaugh Restaurant Supply. The total purchase price is \$3,107.49.

Approved 7-0 Roll Call Vote

4. Resolution #1681: Approval of flooring project at JHE

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

Approval of Approval of Flooring Project at JHE

School Board Resolution

#1681

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the tiling of two hallways at JHE. The work will be completed by Drexel Building Supply for a total of \$7,860.00. The work will be completed over the break in December.

Approved 7-0 Roll Call Vote

B. Personnel and Policy

1. Resolution # 1682: Approval of 2019-2020 Open Enrollment Policy

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

Approval of 2019-2020 Open Enrollment Policy

School Board Resolution

#1682

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 2019-2020 school year, for student who would be placed in programming currently offered by the district.

Approved 7-0 Roll Call Vote

2. Resolution # 1683: Approval of JV Girls Basketball Coach

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

**Approval of JV Girls' Basketball Coach
School Board Resolution
#1683**

BE IT RESOLVED, that the Board of Education of the Hustisford School District approves Jesse Bischoff as the 2018-2019 JV Girls' Basketball coach.

Approved 7-0 Roll Call Vote

C. Business and Finance

1. Resolution #1684: Approval of 2018-2019 Parent Transportation Contracts

A motion was made by Lisa Bosse and seconded by Tracy Malterer to approve the following resolution:

**Approval of 2018-2019 Parent Transportation Contracts
School Board Resolution
#1684**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve parent transportation contracts for public and private school students residing in the Hustisford School District.

(The Hustisford School District is required by state law to transport students who live within our boundaries to public and private schools within a specified distance from district boundaries. These contracts represent a savings over regular bus transportation. Parents will be transporting students to and/or from Lebanon Lutheran School and St. Matthews Iron Ridge)

Approved 7-0 Roll Call Vote

D. Curriculum and Technology—NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, January 7, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, January 7, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, January 8, 2019, at 4:00 p.m.*

- *Curriculum/Technology – Tuesday, January 8, 2019, at 5:00 p.m.*
- *January Regular Board Meeting: Monday, January 21, 2019, at 6:30 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 7:55 pm.
Approved by Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk