

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
September 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, and Barb May. Absent: 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 –August 20, 2018
- B. Approval of Minutes from September 2018 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#39553 - #39621) Funds 10, 27, 38, 41, 50,

80

- D. Approval of Student Activity Accounts

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

VI. Regular Agenda

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the Regular Agenda. Motion passed by voice vote.

VII. Reports

A. Principals' Reports:

Mr. Bushey Reported: Mr. Bushey reported that staff members participated in the Why Try curriculum training during in-service week. He also reported that the new ice rink has arrived. He provided an update on enrollment and senior projects. He provided information to the board on spirit week. He also discussed an option working with Yamaha outboard motors for the tech ed. department. Finally, he provided an overview of what the staff participated in during in-service week.

Ms. Bell Reported: Ms. Bell reported that current JHE enrollment is 179 students. She updated the board on the PALS testing schedule. She provided important date reminders that are upcoming including picture day and 5<sup>th</sup> grade parent band night. She updated on the Birdseed Backpack project. She discussed the school wide behavior program and the tickets students can earn. Finally she updated the board on child find activities and after school study hall.

C. Athletic Director's Report: Mr. Falkenthal reported that fall sports are all underway. Volleyball is having an outstanding season as is football. He reported that he will be attending the WIAA district meeting. He also provided updates of WIAA information that will be discussed at the area meeting including Districts for Football in the 2020 season as well as felony convictions for WIAA athletes.

D. Financial Director's Report: Mr. Kiefer provided information that the audit has been completed. He also discussed the amount of money being placed into fund balance. He provided an update and comparison for the 16/17 budget vs. the 17/18 budget. He discussed that the district received \$176,000 in sparsity aide this year. He also updated the board that the district received a rural schools grant written by Mr. Kiefer and Mrs.

Cramer in the amount of \$72,265.00.

E. Superintendent's Report: Mrs. Cramer reported that in-service week was successful and well received by staff members. Staff members completed Stop the Bleed training as part of the school safety grant initiative. The staff also was trained in blood borne pathogens and mandated reporting. The staff was also trained by two Dodge County drug detectives on drug awareness. The Community Fair was successful. The district is participating in the newly formed Dodge County task force on opioid and other substance abuse. The district will be providing training to all staff in regards to the WI Retirement System. Mrs. Cramer updated the board on the district's participation with the Greater Watertown Community Health Foundation. Mrs. Cramer also updated the board on the various meetings that she is attending at the regional and local level. She also updated the board that she will be attending the State of Education Address in Madison. Mrs. Cramer also updated the board that the district is positive 8 students for open enrollment this year, this is great news for the district.

#### VIII. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the September 10, 2018 meeting:

#### **Buildings and Grounds Committee Meeting Minutes of Monday, September 10, 2018**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, September 10, 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; and Heather Cramer, District Administrator

#### New Business:

- Update Kris Roeseler—Maintenance projects and schedule – Mr. Roeseler updated the committee on the various projects being completed in the buildings and on the grounds. He reported that the water heater installed in 2011 at the HS is leaking and he is receiving estimates on its cost for repair or replacement. At this time it is offline and the district is determining if one water heater has the capacity to meet needs and demands in that area of the building prior to making a decision. He also reported that the air handling unit for John Hustis is having issues with timing and that the district is working with Johnson Controls on this issue.
- Custodial Scheduling and Staffing –The committee talked about the number of custodial hours being worked and the work load. The staff is back to full staff minus the ½ time position added last year. The district will monitor hours and work.
- Building level updates/concerns—Projects in each building—update above
- Classroom space update—Both buildings are operating at capacity. At JHE all classrooms and storage areas are being utilized. The final classroom was placed in the conference room. Art is operating out of the cafeteria. There are no empty spaces within the building. At the Jr./Sr. High all spaces are being utilized. There is a classroom operating out of the conference room off of the library as well. Storage spaces have been converted into office space as well. All areas are being utilized by the staff.
- Unesco Update—Mrs. Cramer will be meeting with a representative to discuss a survey on Monday, September 17.
- Current Enrollments—JHE is currently at 179 students and Jr./Sr. High is at 260.

Curriculum and Technology Committee: Did not meet

Business and Finance Committee: Did not meet

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the September 10, 2018 meeting:

**Personnel and Policy Committee  
Minutes from Monday, September 10, 2018**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, September 10, 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:**

- Staffing 2018-2019—The committee discussed various staffing concerns. Concerns were brought up from teaching staff and custodial staff.
- NEOLA updates—Mrs. Cramer indicated that policies are in publication status and that NEOLA will be in-district October 10, 2018 to complete the next policy update.
- Support Staff Wage Discussion—The committee discussed options for support staff on starting wage and the type of work being completed by staff members. Wage increases are being discussed as well as a premium for working with high need student populations. Wages for other staff members were discussed as well and will continue to be considered. Comparables are being reviewed as well as job descriptions for certain positions.
- Current Enrollments—JHE is at 179 and the Jr. /Sr. High is at 260.

IX. Old Business: NA

X. New Business

- A. Buildings and Grounds: NA
- B. Personnel and Policy--NA

C. Business and Finance

1. Resolution #1662: Approval of Actuarial Study

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

**Approval of Actuarial Study for Hustisford School District  
School Board Resolution  
#1662**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby authorize an actuarial study to be conducted by Actuarial and Health Care Solutions, LLC related to the valuation of the Hustisford School District liability for other post-employment benefits. The cost of the study is \$4,000.

Approved 6-0 Roll Call Vote

2. Resolution #1663: Approval of Extra Duty Schedule for 2018-2019

A motion was made by Barb May and seconded by Tracy Malterer to approve the following resolution:

**Approval of Extra Duty Schedule for 2018-2019  
School Board Resolution  
#1663**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the extra duty schedule as presented for the 2018-2019 school year.

Approved 6-0 Roll Call Vote

D. Curriculum and Technology--NA

XI. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, October 1, 2018, at 4:00 p.m.*
- *Policy/Personnel – Monday, October 1, 2018, at 5:00 p.m.*
- *Business/Finance – Tuesday, October 2, 2018, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, October 2, 2018, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, October 29, 2018, at 6:30 p.m.*
- *Annual Meeting October 8, 2018 7:00 p.m.*

XII. 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 over which the governmental body has jurisdiction or exercises responsibility.

Discussion Employee Compensation

A motion was made by Steve Weinheimer and seconded by Jay Behnke to enter into closed session. Entered into closed session at 7:50 pm.

Approved 6-0 Roll Call Vote

XIII. Return to Open Session

A motion was made by Jay Behnke and seconded by Barb May to return to open session (8:30 pm).

Approved 6-0 Roll Call Vote

XIV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to adjourn at 8:30 pm.

Approved by Voice Vote

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Heather J. Cramer, Superintendent of Schools – Recorder

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Tracy Malterer - School Board Clerk