

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
August 20, 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 Strysick, Tracy Malterer, John Bohonek, Lisa Bosse, Steve Weinheimer, and Barb May.

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 –July 16, 2018
- B. Approval of Special Board Meeting Minutes—July 23, 2018 and August 9, 2018
- C. Approval of Minutes from August 2018 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#39481 - #39552) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Lisa Bosse and seconded by Barb May 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:

Mr. Bushey Reported: Mr. Bushey reported that students and staff have worked on cleaning up the prop room. He updated the Board on Senior Project information. He listed his initiatives for the 2018-2019 school year. The staff will continue with ACT writing prompts. ACP will continue. Staff will be reading two books this year and discussing. The school will implement a buddy program for new students.

Ms. Bell Reported: Ms. Bell reported on JHE projected enrollments. She also discussed the Zones of Regulation Conference that several staff members attended. JHE PTC had their first meeting of the year. Registration is upcoming. Open House is August 29 from 4-6 pm. Youth Master Gardener Program is once again going to be at JHE.

C. Athletic Director's Report: Mr. Falkenthal reported on current team numbers. There are 17 total boys out for soccer, 7 are from Husty. There are 37 kids out for HS football, 15 are from Husty. There are 20 out for HS volleyball. Teams have all opened up play.

D. Financial Director's Report: Mr. Kiefer provided information to the board on revenue and expenses so far this year. He reported on DPI information that will be submitted. He updated employee leave balances. He is creating a new employee packet to help with paperwork and streamlining the process. He also updated all contracts to ensure September 15, 2018 payroll would be accurate.

E. Superintendent's Report: Mrs. Cramer reported that the district will apply for the second round of school

safety grants. A school team met with Unesco to discuss the facilities plan. New copy machines were all installed and working great. Gappa securities will be doing the work to update all door locks in both buildings. Several new textbooks have come in and will be used this year. She reported that she has been busy monitoring summer maintenance projects. The district has done several interviews and hired several new individuals.

VIII. Board Development:

- A. Presentation from Student about Anti-Bullying—Maria Noll presented on a club she entitled ETCH—Every Teen Can Help. This club would be a service group as well. This would be part of her senior project as well, but would benefit all students in the Jr./Sr. High.
- B. Class Size Update JHE—Mrs. Cramer updated the board on class sizes at JHE. The second grade class is scheduled for one teacher with 24 students. The board indicated that the group should be split to accommodate needs within the room and reduce class sizes.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the August 6, 2018 meeting:

**Buildings and Grounds Committee Meeting  
Minutes of Monday, August 6, 2018**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, August 6, 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, Finance Coordinator; and Heather Cramer, District Administrator

New Business:

- Unesco update, planning for August 9 meeting: Mrs. Cramer updated the committee on the group that would be meeting with the team from Unesco.
- Update Kris Roeseler—Maintenance projects and schedule: Mr. Roeseler updated the committee on the projects being completed and those being worked on in the district. He also updated the committee on how the custodial team is doing on room and building prep. The water stations at the Jr./Sr. high and JHE have been installed. The Washer and Dryer hook-up at JHE are near completion. The grease trap project at the Jr./Sr. high is scheduled. The parking lots are in progress and we have been told they will be finished prior to community fair.
- Parking Lot Maintenance Project Update: The project has been started. Both contractors are on board. The completion date is scheduled to be prior to the community fair on August 23.
- Custodial Scheduling and Staffing: The committee discussed the current custodial staff and how to best utilize time. Mrs. Cramer and Mr. Kiefer will be meeting with Mr. Roeseler to go over scheduling.
- Building level updates/concerns—Projects in each building—Tiling the hallways at JHE was discussed. The large refrigerator at JHE is leaking and Mr. Roeseler was directed to contact Kaul to fix it.
- Air Conditioner at Jr./Sr. High: The compressor on the main air conditioning unit at the Jr./Sr, high failed and needs to be replaced.
- Classroom space update: Mrs. Cramer updated the committee on the space issues at both buildings. JHE will have to move art to being mobile again this year and if numbers rise enough a small project moving walls at JHE may be necessary to accommodate another classroom space. The Jr./Sr. high has exhausted all classroom spaces and are utilizing a conference room for a classroom. Mrs. Cramer indicated that they have also transformed two storage spaces into office spaces.
- Custodial Equipment—The floor scrubbing unit has failed and a new one needs to be purchased.
- School Safety Grant Update—Mrs. Cramer updated the committee on the school safety grant already received and also stated that she has entered an intent to apply for the second round of grants. New door locks will be installed as part of the first grant.

Curriculum and Technology Committee: Barb May, Committee chair reported on the August 14, 2018 meeting:

### **Curriculum and Technology Committee Minutes of Tuesday, August 14, 2018**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, August 14, 2018, at 9:00 a.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

**Present:** Barb May, Chair; Jay Behnke, member; Fred Miller, Director of Technology; and Heather Cramer, Superintendent

#### Old Business:

- Update from Fred Miller/Summer Projects—Director of Technology—Mr. Miller updated the committee on the various projects being completed throughout the summer. He also complimented the summer help that he has and has really appreciated all of her work. He is scheduling the servers to be switched over and will update as that nears. All new teacher laptops will be ready for the start of the school year.

#### New Business:

- Social Studies Adoption Update—Mrs. Cramer updated the committee on the social studies books and materials that are being ordered for all students grades K-12. The materials should be here for the beginning of the school year.
- Senior Project Update—2018 and 2019—Mrs. Cramer updated that there is still one project waiting to be presented and that many students from the class of 2019 have already completed their hours and are on track with their senior projects.
- AP Biology Update/Texts—Mrs. Cramer updated the committee on the new AP Biology texts. The new class offering this year has 23 students enrolled.
- Enrollment Projections—Mrs. Cramer updated the committee on current enrollment numbers at JHE. There are several pressure points that need to be addressed in the lower grades. It was discussed how to handle these issues.

Business and Finance Committee: John Bohonek, Committee member reported on the August 7, 2018 meeting:

### **Business and Finance Committee Meeting Minutes of Tuesday, August 7, 2018**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, August 7, 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; Lisa Bosse, Board Member; John Kiefer, Financial Manager; and Heather Cramer, District Administrator

#### Old Business:

- Update from John Kiefer—Mr. Kiefer updated the committee on the current budget and budget projections. He also provided an update on several projects going on throughout the summer.

#### New Business:

- Support Staff Compensation—The committee discussed support staff compensation and wanted to further investigate funding and what the costs to the district would be. The committee discussed the challenges of finding qualified individuals for the rate of pay that the district is at currently. The committee asked Mr. Kiefer and Mrs. Cramer to bring information to the board meeting to review.

- Food Service Program-- Mrs. Cramer updated the committee on the new hires for food service.
- Teacher hire for 2018-2019—Mrs. Cramer provided an update on class sizes at JHE. She indicated that she would be posting a position to alleviate overcrowding in the lower elementary grades. The committee discussed options for the various class sizes that are climbing in numbers.
- Audit Update—Mr. Kiefer updated the committee on the audit date for August. The auditors will be in the district for the first time on August 16.
- School Safety Grant Update—Mrs. Cramer updated the committee that she has submitted the intention to apply for the second round of grants for DOJ. The first money is being spent on film for front doors and new locks for doors. These items are scheduled for install, but will not be complete prior to the start of the school year.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the August 6, 2018 meeting:

**Personnel and Policy Committee  
Minutes from Monday, August 6, 2018**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, August 6, 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

Old Business:

- Teacher Handbook—Mrs. Cramer discussed with the committee the possibility of having the compensation committee discuss the teacher handbook area of retirement to hear from the group ideas for their ideas. The committee agreed that it is important to review this area with the compensation committee.

New Business:

- Staffing 2018-2019—Positions possibly open—Teacher JHE—Mrs. Cramer updated the committee on the current class sizes in each of the grades at JHE. There are several classes that have grown and the committee discussed how to handle the class sizes. One position is currently posted for relief in first grade.
- Hiring of Food Service Assistant and Director—Mrs. Cramer updated the committee on the interview process and that hiring is moving along.
- Policy Review—NEOLA policy updates—The committee discussed the policies and indicated that they were ready for them to move to the full board for approval.
- School Lunch Fees for 2018-2019—Mrs. Cramer indicated that Ms. Fitzsimmons ran the information prior to her retirement and it is determined that all lunch, breakfast, and milk prices will remain.
- Volunteer Handbook—Mrs. Cramer provided a copy of the new volunteer handbook for the committee to review. The committee recommended that it move forward to full board for approval.
- School Safety Grant Update—Mrs. Cramer updated the committee on the first school safety grant and that work is scheduled. She also indicated that she has placed the letter of intent for the second round of grants.
- Jr. High Volleyball Coach—Mrs. Cramer indicated that there was one applicant for MS volleyball.
- Support Staff Wage Discussion—Mrs. Cramer discussed the issue of support staff compensation with the committee. The full board will continue the discussion. The committee asked Mrs. Cramer and Mr. Kiefer to prep information for the next board meeting.

X. Old Business: NA

XI. New Business

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

1. Resolution #1655: Approval of Second Reading of NEOLA Policy Updates

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

**Approval of Second and Final Reading of Neola Policy Updates**

**School Board Resolution  
#1655**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the second and final reading of the policies from Neola as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1656: Approval of Graduation Date for Class of 2019 as presented  
The following motion died and Graduation remains as initially set on May 31, 2019.
3. Resolution #1657: Approval of District Volunteer Handbook as presented

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

**Approval of Volunteer Handbook  
School Board Resolution  
#1657**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Volunteer Handbook for 2018-2019 as presented.

Approved 7-0 Roll Call Vote

4. Resolution #1658: Approval of John Hustis Elementary Teachers

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

**Approval of Teacher for John Hustis Elementary School  
School Board Resolution  
#1658**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the hiring of a teacher for John Hustis Elementary School as presented.

Jon Roberts—Second Grade  
Andrea Bornemann—First Grade

Approved 7-0 Roll Call Vote

- C. Business and Finance—NA
- D. Curriculum and Technology

1. Resolution #1659: Approval of Social Studies Curriculum K-12

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

**Approval of Social Studies Curricular Purchase K-12  
School Board Resolution  
#1659**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the following purchase of social studies materials for students K-12.

K-5 Social Studies—Pearson \$24,589.84

Grade 4 Wisconsin Social Studies—Wisconsin Historical Society \$1,674.14

6-12 Social Studies—McGraw Hill \$25,030.25

Approved 7-0 Roll Call Vote

2. Resolution #1660: Approval of AP Biology Texts

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

**Approval of Purchase of AP Biology Texts  
School Board Resolution  
#1660**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of AP Biology textbooks as presented.

AP Biology Texts—Pearson \$4,747.32

.Approved 7-0 Roll Call Vote

3. Resolution #1661: Approval of Technology Service Agreement with Camera Corner

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

**Approval of Technology Service Agreement with Camera Corner  
School Board Resolution  
#1661**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a technology service agreement with Camera Corner/Connecting Point in the amount of \$6,097.00.

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

a. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 10, 2018, at 4:00 p.m*
- *Policy/Personnel – Monday, September 10, 2018, at 5:00 p.m*
- *Business/Finance – Tuesday, September 4, 2018, at 4:00 p.m*
- *Curriculum/Technology – Tuesday, September 4, 2018, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, September 17, 2018, 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 over which the governmental body has jurisdiction or exercises responsibility.

Discussion Employee Compensation

A motion was made by Lisa Bosse and seconded by Jay Behnke to enter into closed session. Entered into closed session at 7:43 pm.

Approved 7-0 Roll Call Vote

XIV. Return to Open Session

A motion was made by Barb May and seconded by Jay Behnke to return to open session (8:11 PM).  
Approved 7-0 Roll Call Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 8:11 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