

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
April 22, 2019

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, Lisa Bosse and Steve Weinheimer

Absent: 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 –March 18, 2019
- B. Approval of Special Board Meeting –March 25, 2019
- C. Approval of Minutes from April 2019 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40046-#40125) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of Retirement—Anne Klomberg, Elementary Teacher; Deb Falkenthal, HS Administrative Assistant
- G. Approval of Resignations—Suzanna Wells-Dixon, Elementary Teacher; Niiki Hakala, Band; Mack McPherson, Varsity Girls' Basketball

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to approve the Consent Agenda items as presented. Motion passed 6- 0 by roll call vote.

VI. Regular Agenda

A motion was made by Jay Behnke and seconded by John Bohonek to approve the Regular Agenda. Motion passed by voice vote.

VII. Reports

A. Citizen of the Month: Taylor Crimmings, Annabel Leitzke, and Erin House were honored from JHE. Adelyn Beisbier was honored from the middle school. Caleb Gavin was honored from the high school.

B. Principals' Reports:

Mr. Bushey Reported: Mr. Bushey reported that the Academic Bowl team competed. Four students placed in our conference. Students participated in Dodge County Government Day. There will be 9<sup>th</sup> grade parent orientation meeting on April 24. Prom is April 27. Senior project presentations are on April 29. May 6<sup>th</sup> is parent orientation for incoming 6<sup>th</sup> grade students. May 6<sup>th</sup> is the District band concert and May 14<sup>th</sup> is the choir concert. May 16<sup>th</sup> is a parent night for juniors in regards to Senior Projects. May 15<sup>th</sup> is the Junior/Senior banquet. Two students participated in state forensics. The conference honors banquet was held honoring our valedictorian, Sydney Stigler and our salutatorian, Sophia Hamden.

Ms. Bell Reported: Ms. Bell reported that JHE is in the last round of EPIC interventions. Forward exams are complete at JHE. Summer school registration continues. Friday, April 27 is VIP Day, Science Fair, Art Fair, and Book Fair at JHE. There are many activities happening with students at JHE over the next month. Fifth grade graduation is May 28 at 6:30 pm.

C. Athletic Director's Report: Mr. Falkenthal reported that spring sports are underway. He indicated that due to weather, weeks are very full with games and meets.

D. Financial Director's Report: Mr. Kiefer reported year-to-date information on income and expenses for the school year through March.

He updated the time sheet for the district and will be testing it in May. He is working on Skyward training for school based activity accounts and will be implementing the software for the 2109-2020 school year. He also updated on district accounts.

E. Superintendent's Report: Mrs. Cramer reported the she and Mr. Bohonek met with Unesco to discuss the next steps in our process for the facility study. Mark Born visited the district on March 22 and spent time listening to the needs of the district and the path that we are looking at in the future. Mrs. Cramer attended various meetings throughout the month to represent the district. Interview season is upon us. The district is looking to fill several vacant positions. The April 1 evacuation drill for the schools went well.

VIII. Board Development:

- A. High School Gym Floor and Bleachers—Mrs. Cramer updated the board on the bids that were received for the gym floor refinish and bleacher replacement. The board reviewed the options and asked for Mrs. Cramer to get some clarification on a few of the proposals. The committees will review the proposals at their May meetings.
- B. Interview Process and Procedures—Mrs. Cramer updated the board on upcoming interviews. She updated that it is a goal to have a board member on each team. The team also consists of two administrators, teachers, or others in a similar position, a parent if at all possible, and for high school related positions, a student if possible.
- C. UNESCO Discussion—Mr. Bohonek, Mr. Weinheimer, and Mrs. Cramer updated the committee on the discussion with UNESCO. It is recommended to do a community based survey in regards to a potential referendum in fall of 2019.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the April 1, 2019 meeting:

Buildings and Grounds Committee Meeting  
**Buildings and Grounds Committee Meeting**  
Minutes of Monday, April 1, 2019

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, April 1, 2019, 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; John Kiefer, Financial Manager; and Heather Cramer, District Administrator

**Absent:** Kris Roeseler, District Maintenance Coordinator

New Business:

- Update Kris Roeseler—Maintenance projects and schedule—Mr. Roeseler was unable to attend and did not provide a report.
- Unesco Update/Discussion and Community Survey—The committee discussed the survey results from the Unesco survey conducted with school personnel and board members. The committee will discuss the findings at a future board meeting.
- Johnson Controls Planned Service Renewal—The committee reviewed the proposal for renewal of the service contract with Johnson Controls. The proposal will be forwarded to the full board for approval.
- Summer Maintenance Schedule/Projects—The committee discussed projects to think about for the summer including flooring at JHE, floor finishing in art room at HS, food storage room floor finishing at HS, and outside doors at JHE
- Gym Floor Refinishing Bids—The committee reviewed the various bids from the vendors for the gym floor. The committee will place it on the board agenda for discussion.
- HS Gym Bleacher Bids—The committee reviewed the bids from various vendors. The committee will place this topic on board discussion for the next meeting.
- Custodial Position Posting—The committee discussed posting the position for 4 hours daily. This position is needed to help bring our staff to full capacity.
- Custodial Request—There was a request brought forward from a custodian for the committee to discuss. At this time the committee decided not to move the request to the full board.
- Custodial Summer Staffing—The committee discussed brining on summer help for the custodial crew. The committee is looking to employ 2 HS age students for summer help.
- Lawn Mowing Bid for Summer 2019—The committee reviewed the lawn mowing bid submitted for 2019. The committee recommends moving it to a full board vote.
- Evacuation Drill Update—Mrs. Cramer updated the committee on the evacuation drill conducted for the district. The evacuation drill was successful and continues to help meet its safety and security goals.

Curriculum and Technology Committee: Jay Behnke, Committee Member reported on the April 2, 2019 meeting:

Curriculum and Technology Committee  
**Curriculum and Technology Committee**  
**Minutes of Tuesday, April 2, 2019**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, April 2, 2019, at 3:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

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

**Absent:** Barb May, Chair

New Business:

- Update from Fred Miller-Director of Technology –Mr. Miller updated the committee on the test prep taking place in both buildings. He updated on the wireless work he is currently working on throughout the district. He will be working on servers this summer. He also indicated that the phone system will be getting an update this summer to the new software platform.
- Staffing 2019-2020—The committee discussed staffing needs for the 2019-2020 school year. Mrs. Cramer updated the committee on the posting of the HS science position.
- 2019-2020 HS Course Description Book—Mrs. Cramer provided a copy for review of the HS course description book. The committee recommends that it be moved forward to the board for approval.
- 2019-2020 Jr. High Course Description Book-- Mrs. Cramer provided a copy for review of the Jr. High course description book. The committee recommends that it be moved forward to the board for approval.
- iPad Purchase for JHE for 2019-2020 School Year—The committee reviewed a proposal for the upgrade of 53 iPads at JHE and the cases to go with them. The committee recommends that the proposal move forward for board approval.
- Evacuation Drill Update—Mrs. Cramer updated the board on the evacuation drill conducted on April 1, 2019. The drill was very successful and continues to show the district's dedication to the safety and security of the students.

Business and Finance Committee: Lisa Bosse, Committee Chair reported on the April 2, 2019 meeting:

Business and Finance Committee Meeting  
**Business and Finance Committee Meeting**  
**Minutes of Tuesday, April 2, 2019**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, April 2, 2019, 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 Bohonek, member; John Kiefer, Financial Manager; and Heather Cramer, District Administrator

New Business:

- Budget Update—Mr. Kiefer updated the committee on the current budget status of the district.
- Johnson Controls Planned Service Renewal—The committee reviewed the proposal from Johnson Controls for our heating and cooling maintenance agreement. The committee recommends that it move to full board for approval.
- Health Insurance Update/Renewal—This item was tabled due to not having all of the information need for the renewal.
- Dental Insurance Renewal—The district is seeing a renewal increase of 4% for the 2019-2020 school year. The committee recommends moving the proposal forward to the full board for approval.

- Gym Floor Refinishing Bids—The committee reviewed the bids from various vendors. The committee recommends that the board discuss this topic further at the next meeting.
- HS Gym Bleacher Bids-- The committee reviewed the bids from various vendors. The committee recommends that the board discuss this topic further at the next meeting.
- iPad Bids for JHE—The committee reviewed a bid for the replacement of iPads and Cases at JHE. The district is looking to replace 53 iPads as the others are outdated and no longer update to run the programs needed.
- Evacuation Drill Update—Mrs. Cramer updated the committee on the evacuation drill conducted on April 1, 2019. The drill was very successful and provided great insight for the district in regards to safety and security of our students.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the April 1, 2019 meeting:

Personnel and Policy Committee  
**Personnel and Policy Committee**  
**Minutes from Monday, April 1, 2019**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, April 1, 2019, 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 Stryck, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Job Descriptions—Tabled
- Resignation HS Girls Basketball—The committee received an email from Mack McPherson resigning his position as Varsity Girls Basketball Coach, this will be placed on the consent agenda for the April board meeting.
- Staffing 2019-2020—The committee was updated on the posting of the science position and reviewed other staffing needs for the 2019-2020 school year.
- Neola Policy Update –The committee reviewed the policy updated presented and recommends that the update be forwarded to the board for the first reading.
- Health Insurance Update and Renewal--Tabled
- Dental Insurance Renewal—The dental insurance renewal for the district is at 4%. The committee recommended to move the renewal forward to the board for approval.
- Evacuation Drill Update—Mrs. Cramer updated the committee on the evacuation drill conducted on April 1, 2019. The drill went well and continues to show the dedication to school and student safety of our district.
- Employee Handbook Update—Mrs. Cramer indicated that she will be working to bring the committee together to review the employee handbook and propose updates for future review.

X. Old Business: NA

XI. New Business

A. Buildings and Grounds:

1. Resolution #1705: Approval of 2019 Lawn Mowing Bid

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

**Approval of 2019 Lawn Mowing Bid**  
**School Board Resolution**  
**#1705**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the lawn mowing bid from Falcon Properties for the 2019 season. The bid is for \$275.00 per cutting and will be billed on a monthly basis.

Approved 6-0 Roll Call Vote

2. Resolution #1706: Approval of Johnson Controls Service Plan Renewal for 2019-2020 School Year.

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution:

**Approval of Johnson Controls Service Plan Renewal for the 2019-2020 School Year  
School Board Resolution  
#1706**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve Johnson Controls service plan agreement renewal for the 2019-2020 school year. The renewal will begin on July 1, 2019 and run through June 30, 2020. The cost of the renewal is \$15, 564.00. This is a 4% increase (\$598) from the 2018-2019 contract.

Approved 6-0 Roll Call Vote

B. Personnel and Policy

1. Resolution #1707: Approval of 2019 Boys Assistant Baseball Coaches

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution:

**Approval of Assistant Baseball Coaches for the 2019 Season  
School Board Resolution  
#1707**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve Kevin Firari and Tim Tallmann as shared assistant coaches for the 2019 baseball season. They will split the stipend 50/50 and will share the duties of the position equally.

Approved 6-0 Roll Call Vote

2. Resolution #1708: Approval of Office Administrative Assistant for JHE

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

**Approval of Office Administrative Assistant at JHE  
School Board Resolution  
#1708**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve Renee Donegon as the Office Administrative Assistant at JHE effective July 1, 2019.

Approved 6-0 Roll Call Vote

3. Resolution #1709: Approval of Softball Cooperative with Dodgeland Starting with Spring 2020 Season

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to approve the following resolution:

**Approval of Softball Cooperative Program with Dodgeland High School  
School Board Resolution  
#1709**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve a cooperative softball team with Dodgeland School District beginning with the spring 2020 season.

Approved 6-0 Roll Call Vote

4. Resolution #1710: Approval of 1<sup>st</sup> Reading of Neola Policy Updates

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

**Approval of 1<sup>st</sup> Reading of Neola Policy Updates  
School Board Resolution  
#1710**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the first reading of Neola policy updates as presented.

Approved 6-0 Roll Call Vote

5. Resolution #1711: Approval of Evacuation Drill at JHE

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

**Approval of Summary of Evacuation Drill at JHE  
School Board Resolution  
#1711**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the summary presented on the evacuation drill conducted on April 1, 2019 at John Hustis Elementary.

Approved 6-0 Roll Call Vote

6. Resolution #1712: Approval of Evacuation Drill at High School/Middle School

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

**Approval of Summary of Evacuation Drill at Hustisford High School And Jr. High  
School Board Resolution  
#1712**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the summary presented on the evacuation drill conducted on April 1, 2019 at Hustisford Jr./Sr. High.

Approved 6-0 Roll Call Vote

C. Business and Finance—

1. Resolution #1713: Approval of Delta Dental Insurance Renewal for 2019-2020 School Year

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

**Approval of Delta Dental Insurance Renewal for the 2019-2020 School Year  
School Board Resolution  
#1713**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Delta Dental Insurance Renewal for the 2019-2020 School year. The increase for the renewal is 4%.

Single Rates: Current--\$40.02 per month    Renewal--\$41.62 per month  
Family Rates: Current--\$103.37 per month    Renewal--\$107.50 per month

Approved 6-0 Roll Call Vote

D. Curriculum and Technology

1. Resolution #1714: Approval of Purchase of iPads and Cases for JHE

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

**Approval of iPad and Case Purchase for JHE  
School Board Resolution  
#1714**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the purchase of iPads and Cases for John Hustis Elementary.

iPad Purchase—53 Ipads @\$299.00 each = \$15,847.00  
Cases—53 Cases--\$1,144.47

Approved 6-0 Roll Call Vote

2. Resolution #1715: Approval of 2019-2020 High School Course Description Book

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution:

**Approval of 2019-2020 High School Course Description Book  
School Board Resolution  
#1715**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 High School Course Description book as presented.

Approved 6-0 Roll Call Vote

3. Resolution #1716: Approval of 2019-2020 Jr. High Course Description Book

A motion was made by Dave Strynick and seconded by Jay Behnke to approve the following resolution:

**Approval of 2019-2020 Jr. High School Course Description Book  
School Board Resolution  
#1716**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 Jr. High Course Description book as presented.

Approved 6-0 Roll Call Vote

4. Resolution #1717: Approval of Recognition/Appreciation—Teacher and Staff Appreciation Week (May 6-10, 2019)

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution:

**Recognition/Appreciation Hustisford School District Teachers and Staff  
School Board Resolution  
#1717**

In recognition of Teacher Appreciation Week, May 6th through the 10th, 2019, teachers and support staff throughout America are acknowledged for their contributions to the children of our nation and to a free and democratic society. With special thanks the Board of Education wishes to express its' gratitude to all of the faculty and staff members of the Hustisford School District who make a difference in the lives of our students.

BE IT RESOLVED, that the Board of Education of the Hustisford School District, on behalf of the citizens of our school district, does hereby express its' appreciation to the faculty and staff of the Hustisford School District for their commitment and dedication to the students and families of the Hustisford School District.

Approved 6-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, May 6, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, May 6, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, May 7, 2019, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, May 7, 2019, at 5:00 p.m. Changed to Tuesday, May 7, 2019 at 3:00 p.m.*
- *May Regular Board Meeting: Monday, May 20, 2019, at 6:30 p.m.*
- *Senior Project Presentations: Monday, April 29, 2019 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 over which the governmental body has jurisdiction or exercises responsibility.

Update/Discussion –Personnel Assignments and Compensation for 2019-2020

A motion was made by Lisa Bosse and seconded by Tracy Malterer to enter into closed session  
Approved 6-0 Roll Call Vote @ 8:25 pm

XIV. Return to Open Session

A motion was made by Jay Behnke and seconded by Lisa Bosse to return to open session  
Approved 6-0 Roll Call Vote @ 9:15 pm

XV. Oath of Office for new members: John Bohonek and Jay Behnke

The oath was conducted by Tracy Malterer

XVI. Board Reorganization

President: John Bohonek

Vice President: Jay Behnke

Clerk: Tracy Malterer

Treasurer: Lisa Bosse

WASB Delegate: Tracy Malterer, Alternate Steve Weinheimer

CESA 6 Delegate: Lisa Bosse

Committee Assignments:

Buildings and Grounds—John Bohonek and Steve Weinheimer

Policy and Personnel—Tracy Malterer and Dave Strysick

Curriculum and Technology—Barb May and Jay Behnke

Business and Finance—Lisa Bosse and John Bohonek

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 9:27 p.m.  
Approved by Voice Vote



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Heather J. Cramer, Superintendent of Schools – Recorder

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Tracy Malterer - School Board Clerk