

## HUSTISFORD SCHOOL DISTRICT

### Regular Board of Education Meeting Minutes

August 19, 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, Barb May, John Bohonek, Steve Weinheimer, 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 –July 15, 2019
- B. Approval of Minutes from August 2019 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40352- #40437) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Lisa Bosse and seconded by Steve Weinheimer 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. Principals' Reports:

##### Mr. Bushey Reported:

- 16 out of 39 Seniors have an accepted Senior Project proposal.
- 16 staff members attended Nonviolent Crisis Intervention training today.
- On Thursday, August 8th Heather Cramer and I attended the Wisconsin School Threat Assessment Protocol Training.
- Dena Serwe and I met several times to finalize plans on incorporating the Edgenuity program into intervention groups.
- Data from every testing source possible was used to assign groups.
- I spoke and received input from the staff on the changes the intervention groups will focus on this year. The staff seem very excited about the growth potential this will have on the students.
- We are additionally looking into developing programming during Falcon Time for some of our highest achieving E.L.A. students this year.
- Several staff members have been busy cleaning and clearing out years and years of material from offices and storage closets.
- New Teachers will report for inservice on Friday the 23rd.

- 14 days till the start of the 2019-2020 school year.

#### Ms. Bell Reported:

- A huge shout out to the custodial staff for making JHE shine! The building looks awesome!
- The high school students that worked this summer stayed busy, were respectful and helped make the school look great! They emptied classrooms for cleaning, put the rooms back together again and they painted parts of the lunchroom and gym, along with the 4K and one 5K classroom.
- The office staff have been busy gearing up for registration. Renee has been training Courtney on the process and everything is going smoothly.
- Teachers are making their way into their classrooms to set up for the year. It's nice to see them in the building, relaxed and full of ideas for the upcoming school year.
- The new front doors were installed today. The glass doors allow more light to come into the front hallway. They look absolutely amazing. Tomorrow they will finish up with the trim work.
- A JHE family made a generous donation of sensory path decals for our hallways. These paths help students develop balance, eye-hand coordination and special awareness in a fun, colorful way. They look great on the floors and we know the students are going to love them.
- We received a donation from the Lion's Stuff the Bus program. These school supplies will be available in the elementary school lunchroom for all Hustisford students during registration.
- Senator Scott Fitzgerald donated a Wisconsin State flag to John Hustis. This flag flew over the State Capitol and will be placed in our front hallway.
- Enrollment for 2019-2020 school year is currently at 150.

Athletic Director's Report: Mr. Falkenthal reported on the start of the HS football season. He also outlined starting practices for soccer and volleyball. Middle school football is underway. Maria Noll is interested in the middle school volleyball position.

#### Financial Director's Report:

Mr. Keifer Reported:

##### 1. Financial Audit

Huberty was here last week for the fieldwork portion of the financial audit. There were no issues.

Fiscal 2019 revenue and expenses have not changed from last month's reports.

##### 2. Human Resources

All four new teachers were setup in Skyward and all benefit applications were processed. Setup remains for the employees included in tonight's agenda. Leave balances were updated for teachers and support staff in anticipation of their return next week. Terminations were completed in WRS for those employees leaving the district.

##### 3. Bank Account Balances

August receipts include the final tax settlement (\$790,986). Most of this receipt was transferred to the Money Market Account.

As soon as we receive the final invoice for the wall pad protectors, I will start the loan application for the gymnasium projects. The total for the gym floor refinishing, bleachers and wall pad protectors is \$104,105.

#### Supertintendent's Report:

Mrs. Cramer Reported:

- We currently are looking to fill the Kids Club Positions.
- Planning for the beginning of the year in-service is complete. There are many different meetings and informational sessions planned for staff. New teachers report on Friday, August 23. All staff report on Monday, August 26. Our opening day lunch will be held at 11:30 on Monday, August 26. All board members are welcome to attend. We also invite our substitutes and bus drivers. Bethany has their first day of school that day and will not be able to attend.
- All fall sports have officially started practice. There is a certain excitement when the athletes start rolling through the doors and getting ready for the start of school.
- The doors at JHE are finally nearing completion. The grease trap at the Jr./Sr. High is actually on the calendar for this week. We will also be discussing the north wall at the HS.
- The maintenance crew is working hard to get the schools looking great. Floors are nearly all done. There are touch ups that will continue to be done through next week.

- Title Grants are all due for year-end reports and work is beginning for the 2019-2020 grants. I met with the principal at Bethany to work out our service agreements for the 19-20 school year as well.
- We held another Citizen Advisory Committee meeting. The group toured the Jr./Sr. High. It was nicely attended with 20 community members. The next meeting is set for September 16. We will be touring JHE and potentially working on a prioritization model with the group led by Unesco.
- I attended a Dodge County Emergency Preparedness meeting with the schools and collaborating partners on Monday, August 12. The meeting helps us to go over any new updates that may be needed and discuss the planning and preparation and drills that will be hosted throughout the county for the next year.
- We will be having a table-top drill with Dodge County Emergency Management on August 27. The staff and local partners will join with our entire staff to go over an emergency scenario. That day we will also go over our emergency plan and update any areas that we see fit.
- The emergency plan will be ready for board approval in September once any necessary updates have been made.
- Mr. Bushey and I attended a threat assessment seminar led by the Department of Justice and School Safety Office. The training will help guide our threat team to better understand threat levels and how to find students needed resources. This training is done in part to fulfill grant requirements.
- I met with representatives from CESA 6 in regards to Educator Effectiveness. I am working on updating the system and adding new staff and preparing for the upcoming evaluation cycle.
- I participated with the Citizen's Advisory Committee in National Night Out. It was a great community event. There were many families there. It was great to start a conversation with them and listen to their thoughts about our facilities and other school related issues. The group will be participating in the Community Fair as well.
- I attended a Conference Executive Committee meeting at Wayland. We discussed several upcoming issues that our conference will be dealing with in the upcoming year. One of the biggest things is the potential realignment with the dissolution of the Palmyra-Eagle School District. I will continue to keep you posted on any news as it comes to us.
- The community fair is Thursday, August 22. I am looking forward to an exciting night of showing off our community and all it has to offer.
- Registration is August 22 and 27<sup>th</sup>. These are always busy days in both schools.
- Teachers have been in getting things ready for our kids.
- We had CPI training today and there will be another training on Wed. and Thurs. for staff. This is part of the employee compensation plan for those on the plan. For the assistants, we are working out a flex day in their schedule to ensure that they are compensated for their time training today to ensure the safety of our children.
- We thank the Hustisford Lion's Club for their Stuff the Bus Campaign. It is with the help of community organizations like them that we are able to help families start the school year strong.
- Shout out to all of our students who had items at the Dodge County Fair. It is so exciting to see the talent in our youth. Whether it be through 4H or FFA, the hard work and dedication of our students showed.
- As always....it is a great day to be a Falcon! #HustyProud

#### VIII. Board Development:

- A. Citizen Advisory Committee: The CAC continues to meet. Mrs. Cramer indicated that the next meeting will be on September 16, 2019 at JHE. The group will tour JHE and then complete a prioritization workshop with Unesco. The meeting begins at 6 pm.
- B. North Wall in HS: Mr. Bushey and Mrs. Cramer discovered areas on the interior north wall of the HS that appeared to be damp. There were specific areas that the drywall was crumbling off of the walls. The district had an air quality test done on the wall. The air quality test indicated that remediation of the issue was needed. Areas of drywall were removed by maintenance to get a closer look at the concrete under the drywall.

#### IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the August 5, 2019 meeting:

Buildings and Grounds Committee Meeting  
Minutes of Monday, August 5, 2019

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, August 5, 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; Heather Cramer, District Administrator; and Kris Roeseler, District Maintenance Coordinator

New Business:

- Update Kris Roeseler—Maintenance projects and schedule—Mr. Roeseler updated the committee on the various projects being done this summer. He updated on the status of both buildings and where they were at in the cleaning process.
- Summer Maintenance Schedule/Projects: The doors at JHE are not yet scheduled for install. Mr. Roeseler stated he would call to secure a date. Mr. Roeseler was informed that the dumpster area needed to be cleared of junk items by August 22. The various painting jobs throughout the district that are being completed were reported on.
- HS Gym Update—Bleachers are still scheduled for delivery around mid-October along with wall mats. Other updates are complete.
- Custodial Position Update—Mrs. Cramer updated the committee on the candidate for the custodial position. More discussion will take place with the Board of Education on this position.
- Facility Study Update—Mrs. Cramer and the committee discussed the Citizen's Advisory Committee and the progress. The committee will have a table at National Night Out. Mrs. Cramer will create a document for the committee to hand out.
- North Wall issues at HS—Mrs. Cramer indicated that there were some concerns with the finish on the north wall in two classrooms at the HS. The group did a walking tour and saw the spots of concern. The committee told Mr. Roeseler to look at the wall and take off the drywall that seemed to have issues. Mrs. Cramer will continue to monitor the issue.

Curriculum and Technology Committee: Did not meet

Business and Finance Committee: John Bohonek, Committee Member reported on the August 13, 2019 meeting:

Business and Finance Committee Meeting  
Minutes of Tuesday, August 13, 2019

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, August 13, 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, member; John Kiefer, Financial Manager; and Heather Cramer, District Administrator  
Absent: Lisa Bosse

New Business:

- Budget Update 2018-2019—Mr. Kiefer—Mr. Kiefer reported on the numbers for the end of the budget cycle 2018-2019. He indicated that auditors will be in the district on Wednesday, August 14 to go over information. He will have a better grasp on final numbers and figures after that initial audit.
- Budget Update 2019-2020—Mr. Kiefer—Mr. Kiefer indicated that he continues to work on the budget for 2019-2020. He is awaiting some finalization of numbers in order to continue building the budget.
- CESA Contract Services for 2019-2020—Mrs. Cramer updated the committee with the CESA contracts for the school year. The total amount to CESA is \$43,353.00. Mr. Bohonek asked for Mrs. Cramer to have last year's numbers as well. These contracts will go to board approval in August.
- Contract for Therapy Services for 2019-2022—Mrs. Cramer updated the committee on the current therapy services used in the district. She indicated that the contract is up for renewal. The company provided a three-year renewal. She indicated that they are pleased with services and recommends a three-year renewal. Mrs. Cramer and Mr. Kiefer recently compared pricing and this company is competitive vs. CESA. The committee recommends a three-year renewal for board approval in August.
- Food Service Assistant Hire—Mrs. Cramer updated the committee that they have reached a verbal agreement with Devon Riley for the food service assistant.
- Custodial Hire—Mrs. Cramer indicated that Mr. Steven Kelsey will start with the district on August 19.

- Kids Club—Mrs. Cramer updated the committee on the status of Kid’s club and indicated that one student is interested in working. The jobs are posted in the Watertown Daily Times and Hartford Booster. This will be a discussion item for the August board meeting.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on August 5, 2019 meeting:

Personnel and Policy Committee  
Minutes from Monday, August 5, 2019

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, August 5, 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—The job descriptions that are complete will be taken to board for approval in August. The committee will continue to work on job descriptions.
- Kids Club—The committee discussed the status of Kid’s Club. The jobs will be posted in the Watertown Daily Times and the Hartford Booster.
- Employee Handbook—The committee discussed the updates to the Employee Handbook. The committee will bring recommendations to the board for approval in August.
- Kids Club Handbook—The Kid’s Club Handbook will go to full board for approval in August.
- Staffing Updates—Food Service Assistant and Custodial—Mrs. Cramer updated the committee on the two individuals that have reached verbal agreements with the district. Devon Riley for food service and Steven Kelsey for custodial.
- Other Staffing Updates—Mrs. Cramer updated the committee on staffing issues being dealt with in the office.

X. Old Business: NA

XI. New Business

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

1. Resolution #1763: Approval of Teacher Employee Handbook

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

Approval of Teacher Employee Handbook  
School Board Resolution  
#1763

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Teacher Employee Handbook for 2019-2020 as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1764: Approval of Teacher Mentor Handbook

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

Approval of Teacher Mentor Handbook  
School Board Resolution  
#1764

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 Teacher Mentor Handbook as presented.

Approved 7-0 Roll Call Vote

3. Resolution #1765: Approval of Kids Club Handbook

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

Approval of Kid's Club Handbook  
School Board Resolution  
#1765

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 Kid's Club Handbook as presented.

Approved 7-0 Roll Call Vote

4. Resolution #1766: Approval of Board Goals for 2019-2020

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to approve the following resolution:

Approval of District Board Goals  
School Board Resolution  
#1766

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the District Annual Board Goals for 2019-2020 as presented.

Approved 7-0 Roll Call Vote

5. Resolution #1767: Approval of Job Descriptions for Various Positions

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

Approval of Job Descriptions  
School Board Resolution  
#1767

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Job Description Updates as presented for the following positions:

Instructional Aide  
Food Service Assistant  
Building Secretary  
Director of Financial Services  
Director of Food Service  
Director of Buildings and Grounds  
Technology Director  
District Office Executive Assistant

Approved 7-0 Roll Call Vote

6. Resolution #1768: Approval of Overnight Volleyball Tournament in Wisconsin Dells on August 29-30, 2019

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

Approval of Overnight Stay for Volleyball Tournament  
School Board Resolution  
#1768

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the overnight stay for the Varsity volleyball team on August 29-30, 2019 in Wisconsin Dells for a tournament.

Approved 7-0 Roll Call Vote

7. Resolution #1769: Approval of Food Service Assistant

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

Approval of Food Service Assistant  
School Board Resolution  
#1769

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve Devon Riley as a Food Service Assistant for the 2019-2020 School Year as presented.

Approved 7-0 Roll Call Vote

B. Curriculum and Technology: NA

C. Business and Finance

1. Resolution #1770: Approval of CESA 6 Contracts for 2019-2020 School Year

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

Approval of CESA 6 Contracts for 2019-2020 School Year  
School Board Resolution  
#1770

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the contracts with CESA 6 for the 2019-2020 School Year as presented.

CESA Contract Amounts:

Educator Effectiveness: \$3,440.00  
SEL Itinerant Services: \$4,250.00  
Safe and Healthy Communities: \$600.00  
ESSA: \$534.00  
Annual Membership: \$4,930.00  
Itinerant Services: \$20,086.00  
Parent/Child Rights Brochure: \$87.50  
SEEDS \$1,516.50  
CMS 4 Schools: \$1,749.00  
Library Media Specialist: \$6,160.00

Total: \$43,353.00

Approved 7-0 Roll Call Vote

2. Resolution #1771: Approval of Therapy Contract with Dominiczak Therapy Associates for 2019-2022

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

Approval of Therapy Contract with Dominiczak Therapy Associates  
School Board Resolution  
#1771

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a three-year contract with Dominiczak Therapy Associates for 2019-2022 for therapy services.

Approved 7-0 Roll Call Vote

D. Building and Grounds

1. Resolution #1772: Approval of Project for North Wall Issue in HS

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

Approval of Project for North Wall in HS  
School Board Resolution  
#1772

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the remediation project proposed for the north wall in the HS building.

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 9, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, September 9, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, September 3, 2019, at 4:00 p.m.—Tentatively changed to Sept. 10, 2019*
- *Curriculum/Technology – Tuesday, September 3, 2019, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, September 23, 2019, at 6:30 p.m.—Tentatively changed to Sept. 17, 2019 @ 6 pm*
- *Citizen’s Advisory Committee: Monday, September 16, 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 – Employee Compensation and Employee Performance

A motion was made by Lisa Bosse and seconded by Tracy Malterer to adjourn at 8:00 p.m.

Approved 7-0 Roll Call Vote

XIV. Return to Open Session

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to return to open session at 8:34 p.m.

Approved 7-0 Roll Call Vote

XV. Resolution # 1773: Approval of 8 Hour Custodial Employee

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

Approval of Custodian  
School Board Resolution  
#1773

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Steven Kelsey as a full-time custodian as presented.

Approved 7-0 Roll Call Vote



XVI. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 8:37 p.m.

Passed voice vote

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Heather J. Cramer, Superintendent of Schools – Recorder

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Tracy Malterer - School Board Clerk