

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes
December 16, 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, Steve Weinheimer, Lisa Bosse 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: No public comment

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 18, 2019
- B. Approval of Minutes from December 2019 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40642-40725) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

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

VII. Reports.

A. Citizen of the Month: The students recognized by John Hustis Elementary were Kendal Anderson and Aubrey Fetzer. Caleb Peplinski was recognized for his outstanding citizenship by the middle school staff and Madison Brugger by the high school staff.

B. Principals' Reports:

Mr. Bushey Reported:

- 11 out of 34 Seniors presented their Senior Project on December 2nd. All 11 Seniors successfully completed the requirements for the project.
- 2 out of 34 Seniors have not turned in a Senior Project proposal.
- 68 attendance letters have been mailed out to parents as of today.
- 4 truancy tickets have been issued.
- On December 14th and 15th the Hustisford Drama club presented *Not So Great Expectations*. The cast did a great job including the special guest. (Joy Pamperin)
- On Tuesday December 17th the Band and Choir classes will have their Winter Concert at 7:00 p.m.
- The students council has scheduled fun dress up days this week with a school activity set for Friday.
- Professional development for the Middle and High school staff this month focused on researching and implementing new practices into their lessons and classroom routines. On Wednesday the staff will collaborate on their findings and successes in the classrooms.
- 6 individuals of the RIK team attended the 4th installment of Fostering Resilience at Sun Prairie on December 9th.
- On January 17th the Jr. /Sr. High staff will focus on sequencing and aligning curriculum across content during professional development.
- Have a wonderful Holiday season and Thank You for your support and generosity.

Ms. Bell Reported:

- Our Winter Concert was last week and it was one of our best ever! Thanks to Mrs. Wohling, Mrs. Kuehl, Mrs. Soldner, Mrs. Girten and Mr. Behnke for all their work to make it the beautiful night it was!
- The Ga Ga Pit is up and running. It has been a big hit and the kids love playing this new game.
- John Hustis staff raised \$400 for two JHE families that are having a difficult time right now. I'm so proud of the staff and their continued support of our students and their families.
- Student Council planned a week of themed dress days this week.
 - Monday is Flannel Day
 - Tuesday is Christmas Character Day
 - Wednesday is Pajama Day
 - Thursday is Ugly Sweater Day
 - Friday is Whoville Day
- During our Falcon Time this Friday morning, the second graders will read How the Grinch Stole Christmas, later in the day we will wrap up 2019 by watching the new version of this movie together.
- Mr. Popper's Penguins books arrived. We will distribute them to families in January and together the staff and JHE families will read this book at home. There will be activities at school and many great discussions about this classic book. The focus on the importance of reading at home and making connections at school will be emphasized.
- It hard to believe but summer school plans are underway. Staff need to have class proposals in to me by January 10th.
- Merry Christmas!

Athletic Director's Report:

Winter sports events are well underway.

Girls Basketball: Currently have a total of 17 girls out. To date they are 1-2 in conference, 1-4 overall. Upcoming games; Dec. 20 at Oakfield & 27 home hosting Rio.

Boys Basketball: Currently have a total of 29 boys out. So I have to date scheduled 14- JV2 games so that the Freshmen get additional court time. To date they are 1-1 in conference, 2-2 overall. As in years past when we've had the numbers to play the extra JV2 games, Otto also prepares/coaches those games too. Upcoming games; Dec. 19 at Wayland & Dec. 28 hosting Deerfield.

Wrestling: Currently have 8 out, 7 boys, 1 girl. Have only competed so far in 1 Invite, St. Johns NW Military on Dec. 6. Upcoming events; Dec. 19 at Johnson Creek for a dual & Dec. 21 at the Oostburg Invite. We will again be hosting our Annual Husty Invite on Feb. 1.

Middle School Teams: Our Middle School Basketball Teams are beginning to play some games now. Tonight the 5/6 boys & 7/8 girls are at Richfield. This week Thursday, we will host Central Middle School(Hartford), 5/6 boys & 7/8 boys (2 games). Our 5/6 boys is a combination of 4-5-6 graders (around 10), we have 14- 5/6 grade girls, 9-7/8 girls, and around 15- 7/8 boys. So at times, the 5/6 girls & 7/8 boys will play 2 games in a night, kinda splitting up the students grade wise. Continue to try and find them games as other schools respond back to me. Also we do get them in some weekend tournaments.

We have a real nice "crew" of coaches for our Middle School Teams, 5/6 girls is Sara Rinderle, 5/6 boys is Mr. Roberts, 7/8 girls is Ashley Christian, 7/8 boys is Ryan Connelly. Sara & Ashley are new coaches for this year, and so far are doing a nice job with the students, both are very well organized!!

Financial Director's Report:

Mr. Kiefer Reported:

1. Baird Model workshop

I attended a Baird Model workshop in Green Bay on November 21 to go over the new enhancements to the model. A number of districts in attendance are looking to go to referendum in the next year for building projects, so the group spent some time talking about how to update the model and plan for a successful referendum.

2. Supplemental Payroll and Year-end Reporting

I set up and ran the supplemental payroll, which included the bonus, winter coach's payments, extra duty payments and Board stipends. This payroll was run today for payment on Friday, December 20th. I also started some cleanup activities for Wisconsin retirement.

3. Food Service

I have been working with Jason on the correct coding for milk purchases. There are a number of different accounts that milk purchases should go to and we needed to get this all straightened out. We found some reports in Wordware that help us know the counts for the various areas.

We are continuing to monitor the Food Service budget vs. actual totals. We will be able to take a more in-depth look after the December totals are posted.

4. Bank Account Balances

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	12/16/19
General Checking	\$ 204,062
Fund 10 - Money Market Account	\$ 217,646
Fund 41 - Money Market Account	\$ 9,270
Benefits Design Group Acct-FLEX	\$ 8,977
Investment Accounts	
1-year CD Maturity date 1/29/20	\$ 20,000
1-year CD Maturity date 7/5/20	\$ 5,000
Loan Accounts	
Municipal Loan	\$ 89,238
Municipal Loan	\$ 34,469
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,817

Bank Deposit forms – I updated the bank deposit forms used by the HS, JHE and Community Ed. These updates are helpful to me as I enter the deposits into Skyward. I also added a few things that I hope will be helpful to those filling out the deposits forms. Of course the forms were done in Excel so there are automatic totals and other great features.

With the last two payrolls of December, the balance in the Money Market fund is forecasted to go below the \$200,000 threshold. I will check with the bank to see if there is anything we can do to avoid the small fee for going under \$200K. In mid-January, we usually receive the first property tax payments from the municipalities.

Superintendent's Report:

Mrs. Cramer Reported:

- On November 20, we had our first district level professional development around the book Our Iceberg is Melting. It was a PD that focused on self-reflection. I received some very valuable feedback from the PD. Our next one is in January.

- This past month, our insurance company hosted a healthy eating challenge. Staff members were encouraged to sign up and participate in choosing healthy food options. If a staff member achieved their goal for the week and entered the data, they were put into a drawing for a local food pantry to receive \$20. Our staff did a great job and earned \$90 for The Gathering Source.
- On Thursday of last week, I met with area superintendent and Dodge County Emergency Management to continue the discussion on creating safety videos to assist with training of students, staff, and parents. The program will be moving forward.
- I met with Unesco last week in regards to the survey that we are working on with School Perceptions.
- I have met almost weekly with Bill Foster about our community survey and we are making great progress.
- On Wednesday, the 18th, I will be heading to Madison to the State Capitol with CESA 6 Superintendents. We will be meeting with legislators to thank them for the work that they do for education.
- Westfield School District has entered a request with WIAA to join the Trailways Conference. We had to submit our feedback to WIAA. We are not in agreement that they should enter into our conference.
- I want to say thank you for some wonderful donations that we have had this past month. Our Track Team received a donation of \$400 from Jahnke's Piggly Wiggly and Knights of Columbus Chapter 14478 for their donation to our special education departments and to Mr. Powers and his grandfather for the construction of the Gaga Ball Pit at JHE.
- Also, thank you to the generosity of the staff in both buildings helping out with many different causes over the Holiday Season.
- Finally, there was an anonymous donation given to the District to help bring lunch account balances into the positive.
- Winter break is just around the corner. It is a wonderful time of the year to spend time with family and friends. Thank you for your support of our schools. As we count our blessings this Holiday season, I say thank you to the staff here in the District, to the Board of Education for the continued support, and to our families for entrusting us to educate their children each day.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- Presentation from Hustisford FFA: Kolton Stark, FFA member shared information on what the chapter has been doing since the start of school.
- Presentation from Bill Foster, School Perceptions Survey: Mr. Foster discussed options for the community survey with the board. He discussed how to structure the survey and the timing of the survey getting out to the public.
- 2020-2021 School Calendar: Mrs. Cramer presented a preliminary school calendar for the 2020 school year. The board reviewed the recommendation and requested that it is placed on the January 2020 board agenda for approval.

IX. Committee Reports

Building and Grounds Committee: John Bohonek, Committee Chair reported on the December 2, 2019 meeting:

Buildings and Grounds Committee Meeting Minutes of Monday, December 2, 2019

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, December 2, 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 work being done by the custodial crew. The grease trap was installed in the kitchen. The ice maker in the HS lounge is not working. Mr. Roeseler will be getting bids on repairing the showers in the HS locker rooms. The gym water fountain has been broken and the committee is waiting for an estimate from Mr. Roeseler.
- School Perceptions Survey—The committee discussed the survey and how the questions were laid out and what type of responses were wanted.
- Winter Maintenance Schedule and Projects—The north wall in the HS will be painted over break. Mr. Roeseler will look for other projects to be completed. There are several floors that are in need of touch up. There are several days when custodial staff has off over break.

- Gym Update—Seats will be installed this week.
- School District Van—Mr. Bohonek was inquiring about the district van. He indicated that it is untidy and there are several issues with it. He directed Mr. Roeseler to provide him a list of the issues with the van by 3 pm on December 3, 2019.

Curriculum and Technology Committee: Barb May, committee chair, reported on the December 3, 2019 meeting:

**Curriculum and Technology Committee
Minutes of Tuesday, December 3, 2019**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, December 3, 2019, 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; Fred Miller, Director of Technology; and Heather Cramer, Superintendent

New Business:

- Update from Fred Miller, Director of Technology—Mr. Miller updated on the various projects that he has completed. The camera security system was updated in both buildings. All new computers purchased have been deployed to the carts for student use. He continues to maintain the labs in both buildings. He is working on various software upgrades as well.
- School Perceptions Survey—The committee discussed the draft of the survey. They discussed question and answer format and the information to be included in the survey.
- Science Curriculum—Mrs. Cramer updated that the team for science will be meeting after the new year to start discussion and the process of adoption for new science curriculum.

Business and Finance Committee: Lisa Bosse, committee chair reported on the December 3, 2019 meeting:

**Business and Finance Committee Meeting
Minutes of Tuesday, December 3, 2019**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, December 3, 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; and Heather Cramer, District Administrator

New Business:

- Current Budget Update—Mr. Kiefer was not present and will present the current update at the board meeting in December.
- Future Planning for upcoming budget cycle—This topic was tabled until January
- Parent Transportation Contracts—Mrs. Cramer provided information on the number of parent transportation contracts for students attending parochial schools outside our district.
- School Perception Survey—The committee discussed the draft of the survey. Special discussion was had related to how questions were worded and what type of responses the committee wanted to utilize.
- Property Insurance Continuation—Mrs. Cramer provided an update that there is an increase in property insurance premium for the year. It is recommended for board approval at the December board meeting.
- Worker's Compensation, Liability, and Auto Insurance Continuation—Mrs. Cramer provided updates on the various insurance renewals. It is recommended for board approval at the December board meeting.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the December 2, 2019 meeting:

**Personnel and Policy Committee
Minutes from Monday, December 2, 2019**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, December 2, 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 Strysick, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Job Descriptions—The committee worked on the job description for the athletic director.
- FFA Extended Summer Contract—The committee will continue this discussion in January.
- School Perceptions Survey—The committee discussed the survey draft. They discussed the options on the survey and the question format.
- Open Enrollment Policy for 2020-2021—The committee believe that it is important to leave our policy as it has been and not limit open enrollment. This will be a resolution for the January board meeting.
- Winter Coaching Assignments Update—Mrs. Cramer updated the committee on the volunteer coaches for wrestling and updated on the jr. high girl's coaches for basketball.
- Health Insurance Information—Mrs. Cramer provided information to the committee about enrollment into the district health plan.

XI. New Business

A. Personnel and Policy:

1. Resolution #1791: Approval of Athletic Director Job Description

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

**Approval of Athletic Director Job Description
School Board Resolution
#1791**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the job description for athletic director as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1792: Approval of Winter Coaching Assignments

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

**Approval of Winter Coaching Assignments
School Board Resolution
#1792**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following winter coaching assignments:

Wrestling: Jake Hills (Volunteer Coach)
Kevin Neu (Volunteer Coach)

5/6 Grade Girls Basketball: Sara Rinderle (Coach)
Abby Henderson (Volunteer)

7/8 Grade Girls Basketball: Ashley Christian (Coach)

Approved 7-0 Roll Call Vote

B. Curriculum and Technology: NA

B. Business and Finance:

1. Resolution #1793: Approval of Parent Transportation Contracts

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

**Approval of Parent Transportation Contracts
School Board Resolution
#1793**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve parent transportation contracts for the 2019-2020 school year as presented

Approved 7-0 Roll Call Vote

2. Resolution #1794: Approval of District Insurance Renewals

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

**Approval of District Insurance Renewals for 2020
School Board Resolution
#1794**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following insurance renewals for 2020:

EMC Insurance, Property Renewal: \$18,425.00

R&R Insurance—

Community Insurance, Liability and Auto Insurance Renewal: \$4,480.00 and \$205

Aegis Corporation, Employee Theft, Crime Insurance Renewal: \$667.00

SFM, Workers' Compensation Renewal: \$36,648.00

Total for Premiums 12/30/19-12/30/20--\$60,425.00

Approved 7-0 Roll Call Vote

D. Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, January 6, 2020, at 4:00 p.m.*
- *Policy/Personnel – Monday, January 6, 2020, at 5:00 p.m.*
- *Business/Finance – Tuesday, January 7, 2020, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, January 7, 2020, at 5:00 p.m.*
- *January Regular Board Meeting: Monday, January 20, 2020, at 6:30 p.m.*
- *Citizen's Advisory Committee: Monday, January 27, 2020 at 6:00 p.m.*

XIII. Closed Session—The District did not enter into closed session for this meeting

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 Performance

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to enter into closed session at 7:38 pm.

Approved 7-0 Roll Call Vote

XIV. Return to Open Session

A motion was made by Tracy Malterer and seconded by Jay Behnke to return to open session at 8:12 pm.

Approved 7-0 Roll Call Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Barb May to adjourn at 8:12 pm.

Passed Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk