

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
January 21, 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 Strysick, Tracy Malterer, John Bohonek, Steve Weinheimer, Barb May, 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 –December 17, 2018
- B. Approval of Minutes from January 2019 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#39846 - #39904) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of resignation of Brandon Holtz as Assistant Softball Coach
- F. Approval of retirement of Sue Girten, JHE Secretary

A motion was made by Lisa Bosse and seconded by Jay Behnke to approve the Consent Agenda items as presented. Motion passed 7 - 0 by roll call vote.

VI. Regular Agenda

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

VII. Reports

A. Citizen of the Month: Ilyssa O’Gorman and Kendall Anderson were honored from JHE. Zoe Sinense was honored from the middle school. Matthew Greeb was honored from the high school.

B. Principals’ Reports:

Mr. Bushey Reported: Mr. Bushey reported on A Child’s Smile from St. Olaf Church and the gift provided to several Hustisford School District students over Christmas. The District thanks them for their generosity to our families. The ACP team has been meeting. There are several aspects of ACP that will be infused into the Falcon Time Curriculum. Falcon Time students are participating in the Harvard Empathy Project. Testing time is just around the corner. The ACT for all juniors is February 20 and 21. The Forward exam is from April 15-18. The ACT Aspire is in April and May. AP tests will also be administered in May. The school continues to focus on attendance and has sent out 72 attendance letters to students and families in regards to regular school attendance.

Ms. Bell Reported: Ms. Bell reported that JHE held the second community coffee event. The upcoming events are February 20, March 20, April 17, and May 15. All are from 7:45 am to 8:30 am. Bridging Brighter Smiles continues to work in the district with students to help meet dental needs. PALS mid-year assessment window is open. Fastbridge testing was done before the winter break. The Hustisford Utility assembly on energy conservation is on January 29 at 9:15 am. Students in 4th grade were randomly selected to take the NAEP assessment through the federal government. They will take this on January 31. Finally, there will be a “Sweetheart” dance on February 21 at JHE.

C. Athletic Director's Report: Winter sports are underway. January 26 there is a high school wrestling meet with 14 teams attending. Spring sports sign-ups are happening now. Mr. Stryck asked to include the parent letter from WIAA in some of the athletic programs at upcoming games. Mr. Falkenthal, along with the board members agreed that this was a good idea.

D. Financial Director's Report: Mr. Kiefer reported that most of the food service items that were ordered have arrived. Several more items were going to be delivered this week. He also updated that the floor at JHE is installed. He updated on the work this month on tax information for employees. He also updated on the WRS contribution rate for this year. It decreased from 6.7% to 6.55%. Property tax settlements have started coming in to the district. He provided an update on all district accounts as well.

E. Superintendent's Report: Mrs. Cramer reported that the district is eligible for a small technology grant through DPI. She updated on the district level Trauma-Informed Care team as well as the district wellness team. She updated on Unesco. She discussed the CESA 6 Legislative Breakfast that she along with Tracy Malterer and John Bohonek attended in early January. She updated on the February 18 in-service day for the district. She also updated on the new security cameras being installed the week of January 21. The Community Education Chili Cook Off is on February 13. Mrs. Cramer asked the board to potentially enter. Finally the Hustisford FFA students who are older than 16 will have the opportunity to play in a donkey basketball game at Dodgeland HS on March 8. She also updated the board on school closing procedures .

VIII. Board Development:

- A. 2017-2018 Audit Presentation—Christine Taylor from Huberty and Associates, the district's audit entity, provided an update on the results of the 2018-2018 district audit. No deficiencies were found. She complimented the district on their helpfulness through the process and their work on ensuring that all is in order for the district.
- B. Unesco Presentation—Facility Study—Unesco presented information to the entire board on the financial aspect of the findings of the building audit. The buildings had many deficiencies that were identified and the presentation outlined potential costs for repair. The district will move into the next phase of the study and have a workshop to start to prioritize issues on February 11 at 6 pm.
- C. 2019 Delegate Assembly WASB Convention—Tracy Malterer will represent the Hustisford School Board at the 2019 WASB Delegate Assembly on January 23, 2019. She had shared information about the meeting and asked for input from the board. The board did not have any input or questions at this time.
- D. Board Goal Development—John Bohonek brought up to the board to start thinking about goals for the board to work on.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the January 7, 2019 meeting:
Buildings and Grounds Committee Meeting
Minutes of Monday, January 7, 2019

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, January 7, 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; Kris Roeseler, District Maintenance Coordinator; John Kiefer, Director of Financial Services; and Heather Cramer, District Administrator Absent: Steve Weinheimer, member.

New Business:

- Update Kris Roeseler—Maintenance projects and schedule—Mr. Roeseler updated the committee on various projects being completed. He updated on upgrades to LED lightbulbs on the outside of the buildings. He is working to replace and repair faucets that are leaking and deal with various plumbing

issues in each building. He updated on doors at JHE that needed to be replaced and repaired. He updated that the washer and dryer at JHE are installed and working.

- Kitchens Project Update—The tables and shelving are coming in for the kitchen. There are a few pieces still not delivered, but what is in is put together and the storage area is being organized. The committee toured the area.
- JHE Flooring Update—The new tiling was installed in both hallways at JHE over the holiday break.
- Unesco Update—Mr. Bohonek and Mrs. Cramer updated the committee on the meeting that they had with Unesco in regards to pricing for various projects. The information will be presented at the January 21, 2019 board meeting.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the January 8, 2019 meeting:

Curriculum and Technology Committee
Minutes of Tuesday, January 8, 2019

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Tuesday, January 8, 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 the committee on the various work being done in regards to technology across the district. He updated the committee on the installation of classroom computers at JHE that were received from Moraine Park Technical College. He also updated the committee on the server update. He updated the committee on the technology grant that the District received and the training being done with teachers. Finally, he updated the committee on the technology planning team that has started in the District with staff members and the progress that the team is making.
- Spanish Request—Mrs. Cramer updated the committee on a request from Ms. Anglemyer to look at replacing the Spanish textbooks out of cycle. Due to the updates for this year already being completed, Mrs. Cramer is allowing her to explore updates and provide pricing quotes.
- Staffing 2019-2020—Mrs. Cramer updated the committee on staffing needs for the 2019-2020 school year. She provided preliminary numbers to the committee as well as an update on scheduling.

Business and Finance Committee: Lisa Bosse, Committee Chair reported on the January 8, 2019 meeting:

Business and Finance Committee Meeting
Minutes of Tuesday, January 8, 2019

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, January 8, 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 provided an update on Common School Funds. He also discussed the federal Rural Schools Grant and what the district is looking to utilize the funds for. He updated the

committee on the current status of the various accounts as well as the cash supply on hand. He discussed the incoming tax funds from various municipalities.

- Audit Report 2017-2018—The audit will be presented by Chris Taylor at the January board meeting.
- Property Insurance Renewal—The district property insurance renewal for 2019 is \$16,260.00. This is a 19.1% increase from 2018.
- Liability Insurance Renewal—The district liability renewal for 2019 is \$4,918.00. This is a decrease of 1.1% from 2018.
- Auto Insurance Renewal—The auto insurance renewal for 2019 is \$205.00. This is a 2.5% increase from 2018.
- Worker's Compensation Renewal—The workers' compensation renewal for 2019 is \$30,377.00. This is an increase of .4% from 2018.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the January 7, 2019 meeting:
Personnel and Policy Committee
Minutes from Monday, January 7, 2019

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, January 7, 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 Strynick, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Job Descriptions—The committee discussed job descriptions. Mrs. Cramer updated them on the progress of finding electronic copies of the descriptions. The committee will review the job description for Office Executive Assistant for the next committee meeting.
- Track Coaching Staff—The committee discussed the hiring of track coaches for the 2019 season. The recommendation to the board is Andrew Powers, head coach; Jonathan Roberts, assistant coach, and Megan Soldner, volunteer coach.
- Resignations—The committee reviewed the resignation letter for Brandon Holtz as the assistant girls softball coach and the retirement of Sue Girtten, JHE Secretary.
- Compensation Plan Discussion/Update—Mrs. Cramer updated the committee on a question that arose from a teacher regarding National Board Certification. The committee asked Mrs. Cramer to return with more information on the certification process.
- Staffing 2019-2020—Mrs. Cramer updated the committee on staffing needs for the 2019-2020 school year. She provided preliminary numbers to the committee as well as an update on scheduling.

X. Old Business: NA

XI. New Business

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

1. Resolution #1685: Approval of 2019 HS Boys and Girls Track Coaches

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

Approval of 2019 HS Boys and Girls Track Coaches
School Board Resolution
#1685

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the following individuals as track coaches for girls and boys track for 2019.

Andrew Powers—Head Coach
Jonathan Roberts—Assistant Coach
Megan Soldner—Volunteer Coach

Approved 7-0 Roll Call Vote

2. Resolution #1679: Approval of 2019-2020 School Calendar

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

Approval of Approval of 2019-2020 School Calendar
School Board Resolution
#1686

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 Hustisford School District calendar as presented. (calendar will be posted on district website)

Approved 7-0 Roll Call Vote

C. Business and Finance

1. Resolution #1687: Approval of District Financial Audit for 2017-2018 School Year

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

Approval of District Financial Audit Report for 2017-2018 School Year
School Board Resolution
#1687

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby accept and record the 2017-2018 Hustisford School District Audit Report as prepared and presented by Christine Taylor of Huberty & Associates at the regular school board meeting on January 21, 2019. (A copy of the audit report is on file in the district office)

Approved 7-0 Roll Call Vote

2. Resolution #1688: Approval of Renewal of Property Insurance

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

Approval of Renewal of Property Insurance
School Board Resolution
#1688

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of property insurance for the Hustisford School District for 2019 (January 1 through December 31, 2019) with EMC Insurance as represented by M3 insurance agency for a total annual premium of \$16,260. This is an annual increase from 2018 of \$2,586.00.

Approved 7-0 Roll Call Vote

3. Resolution #1689: Approval of Liability and Worker's Compensation and Auto Insurance

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

Approval of Approval of Liability and Worker's Compensation and Auto Insurance Renewal
School Board Resolution
#1689

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve renewal of district insurance policies with Community Insurance Corporation for general liability, State Fund Mutual for worker's compensation, and Aegis Corporation for auto, as represented by R&R Insurance for the 2019 policy year.

Premium Summary

Liability

• General and Educator's Legal Liability	\$4,918
• Auto	\$205
• Crime	\$608

Worker's Compensation \$30,377.00

Total Annual Premium/s \$36,108

Approved 7-0 Roll Call Vote

4. Resolution #1690: Approval of Payment to Village of Hustisford for ATV purchase for field maintenance

A motion was made by Lisa Bosse and seconded by Dave Strysick to approve the following resolution:

Approval of Payment to Village of Hustisford for ATV Purchase for Field Maintenance
School Board Resolution
#1690

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a one-time payment to the Village of Hustisford in the amount of \$1,670.00 for the purchase of an ATV to be used for field maintenance by the Village, District, and Recreation Department. The purchase price is \$5,209.65 and will be shared amongst multiple entities.

Approved 7-0 Roll Call Vote

- D. Curriculum and Technology
 1. Resolution #1691: Approval of 2019 Summer School Timeline

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

Approval of 2019 Summer School Timeline
School Board Resolution
#1691

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2019 Summer School Timeline as presented.

2019 Summer School Timeline:

January 11	Course descriptions due to Peggy Bell
February 20	First draft of booklet ready
February 21	Parent teacher conferences, rough draft of booklet for teachers to recommend classes for selected students (remedial classes are not in need of revisions)
February 25	Any revisions needed due to Peggy Bell
March 18	School Board meeting presentation/approval
March 21	Complete any BOE changes
April 1	(week of) Summer School booklets printed
April 5	Summer School booklets sent home in folders/delivered to HS
April 10	4:00 - 6:00 Summer School in-person registration (also Rec. Dept)
April 11 - 17	in person registration in JHE office (early bird)
April 18 - May 31	In person registration in JHE office (regular fees)
May 17	Changes sent to parents if any were made to students' Summer School schedule. In Friday Folders/JR/SR High and US Postal Service

2019 Summer School Dates

Session I	June 10th - June 28th
Break	July 1st - July 5th
Session II	July 8th - July 26th

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, February 4, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, February 4, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, February 5, 2019, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, February 5, 2019, at 5:00 p.m. will be changed to Monday, February 11 at 5:00 p.m.*
- *January Regular Board Meeting: Monday, February 18, 2019, at 6:30 p.m.*
- *WASB State Education Convention January 23-25, 2019, Milwaukee, WI*
- *Unesco Presentation Monday, February 11, 2019, 6:00 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Barb May to adjourn at 8:01 pm.
Approved by Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk