

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
May 20, 2019

I. Call to order

The meeting was called to order by President John Bohonek at 5:00 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Jay Behnke (entered at 5:30), Dave Stryck, Tracy Malterer, Barb May, John Bohonek, Lisa Bosse (entered at 6:30) and Steve Weinheimer

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. Senior Project Presentation to the School Board—3 students presented their senior projects to the board of education.

V. Public Forum: None

VI. 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 –April 22, 2019 and Special Board Meeting May 9, 2019
- B. Approval of Minutes from May 2019 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#40126 - 40192) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

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

VIII. Reports

A. Citizen of the Month: Hailey Pieper and Joe Adkins were honored from JHE. Ivy Winter was honored from the middle school. Maria Noll was honored from the high school.

B. Principals' Reports:

Mr. Bushey Reported: The senior trip was successful, 27 students attended. Three students placed at the Conference Art Show. Shadow day was May 6th. Teacher appreciation was May 6-10. The MS staff held a 6th grade parent orientation meeting. Scheduling online is going well. Senior Project presentations for current junior students and parents were held. Scholarship night was a great success. Graduation is May 31 at 7pm.

Ms. Bell Reported: Two students from fifth grade were present to present the board with invitations to their graduation ceremony. Summer school registration is underway. There are currently 164 students enrolled. There is a behavior plan that has been implemented for field trips for JHE students. She reported on many upcoming dates at JHE.

Athletic Director's Report: HD Baseball was conference champions! Softball went 2-13 for the season. Track has had a very successful season. HD soccer received a 4 seed for playoffs. They had a nice season.

Financial Director's Report: Mr. Kiefer updated the board on the current 18-19 budget and where it is at. He reviewed this year's open enrollment amounts and there were some variances that affected the overall income for the district. He has the open enrollment period open for Flex Benefits. There are several retirees off of the health plan this summer, he reported that he is working to help ensure a smooth transition. Mr. Kiefer attended a WASBO Conference in Green Bay.

E. Superintendent's Report: Mrs. Cramer reported that the FFA banquet was a success. Senior Project night was a success. Mrs. Cramer met with the Director of the Gathering Source Food Pantry and discussed option for next year for servicing our families. She attended several meetings throughout the month. She was elected to another term on the Trailways Conference Executive Committee. Congrats to Deb and Hank on their retirement. Shatterproof film was applied at the MS /HS on the front entrance.

IX. Board Development:

- A. Facility Study Future Planning –The group discussed how to proceed with the facility study. The group decided to form an advisory committee and move forward with planning.
- B. SRO Position—Mrs. Cramer presented information from the Village of Hustisford in regards to the SRO position. Currently, the village funds the position. The district should consider adding time to the SRO position to increase the days she is available in our schools.

X. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the May 6, 2019 meeting:

Buildings and Grounds Committee Meeting
Buildings and Grounds Committee Meeting
Minutes of Monday, May 6, 2019

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, May 6, 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 various projects being completed around the district. He is putting gravel in areas to help with standing water on the fields and in low areas, he is working with Johnson Controls with AC issues at the HS, he opened the concession stand for the season. The roof at the HS has some leaks with the recent rainfall. He is working to fix the leaks. He is continuing to work on the locker rooms at the HS. There is significant maintenance needed on the showers. Bids were secured for the doors at JHE that need to be replaced and repaired. He is working on securing bids for flooring at JHE. Mr. Bohonek also requested that Mr. Roeseler find a solution to the washout issue in the HS parking lot.
- Community Survey Update—Mr. Bohonek inquired about starting the community advisory group this summer prior to sending out a community survey. This topic will be discussed for board development at the regular May board meeting.
- Summer Maintenance Schedule/Projects—Mr. Roeseler indicated that there are areas for touch up painting throughout both buildings. There is also a need to ensure that the science room at the HS gets thoroughly cleaned. Mrs. Cramer is contacting a company to do a lab audit or safety inspection to ensure that all items within the lab are in working order and safe for use.
- Gym Floor Refinishing Bids—Mrs. Cramer updated the committee on the quote from Pro Star Surfaces. This bid will move forward for board approval in May.
- HS Gym Bleacher Bids—Mrs. Cramer updated the committee on the quote from Pro Star Surfaces. The bid will move forward for board approval in May.
- Custodial Position Posting—Mrs. Cramer updated the committee on the posting.
- Custodial Summer Staffing—Mrs. Cramer updated the committee on students interested in the position.
- JHE Maintenance for Summer—The replacement of doors at JHE will be on the May board agenda. The front doors as well as the gym door and receiving doors are all in need of replacement.

Curriculum and Technology Committee: Jay Behnke, Committee Member reported on the May 7, 2019 meeting:

Curriculum and Technology Committee

**Curriculum and Technology Committee
Minutes of Tuesday, May 7, 2019**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, May 7, 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 various projects that will be worked on over the summer. He will be completing the server update. He will also be completing a telephone software update. iPads for JHE will be ordered and they will be ready over the summer. He received information that ERate funding for our internet connection was approved. He updated the committee on the test prep that had been done over the past several months. He also indicated that he would like to find a student to provide assistance for 2-3 days per week for the summer, just as he had last summer.
- Laser Cutter Purchase for Tech. Ed.—Mrs. Cramer updated the committee on the purchase of a laser cutter for teach. Ed. Through the Rural Schools Grant. The committee recommended moving the purchase forward to the May agenda.
- Science Lab Smart Board and Inspection—Mrs. Cramer updated the committee on the need for a Smartboard in the HS Science lab. She also indicated that she will be pursuing an outside lab safety check in order to ensure that all lab equipment is in working order.
- Laptop Cart Computer Replacement Plan—Mr. Miller updated the Committee on the need to update three laptop carts within the district. It is recommended to start with a purchase of 27 computers and continue with a plan moving forward.
- Summer Technology Plan—Mr. Miller provided this information in his technology update.
- Math Update—Mr. Haan talked with Mrs. Cramer about the need to update texts in Pre-Calculus and Calculus. These texts were not updated with the math curricular update. The books were all found used on Amazon. Mrs. Cramer updated that the books were being purchased through the used sites and ranged from \$10-\$25 apiece.

Business and Finance Committee: Lisa Bosse, Committee Chair reported on the May 7, 2019 meeting:

Business and Finance Committee Meeting
Business and Finance Committee Meeting
Minutes of Tuesday, May 7, 2019

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, May 7, 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 a budget update to the committee.

- Health Insurance Renewal—The renewal rate for health insurance this year through WCA is 9%. The renewal will be placed on the agenda for approval in May.
- Gym Floor Refinishing Bids—Mrs. Cramer updated the committee on the floor refinish bid from Pro Star Surfaces. The item will be on board agenda for May.
- HS Gym Bleacher Bids—Mrs. Cramer updated the committee on the bleacher bid from Pro Star Surfaces. The item will be on board agenda for May.
- JHE Summer Projects—Mrs. Cramer updated the committee on projects for the summer to be completed at JHE. The front, gym, and maintenance door are in need of replacement. There are four classrooms that still need to have the carpeting replaced and tiling done.
- Laser Cutter Purchase for Tech. Ed.—Mrs. Cramer updated the committee on the laser cutter to be purchased out of the rural schools grant. The committee will move the proposal forward for the May board meeting.
- Kids Club –The committee discussed Kid’s Club and the resignations. The committee recommended looking for summer assistance with the program and for more permanent help for the school year. There are a couple of individuals that have shown interest in Kid’s Club for the summer.
- SRO Position and Funding 2019-2020—Mrs. Cramer provided information to the committee of the cost of the SRO provided by the Village of Hustisford. She is looking into the cost to add days to the position for next school year. The committee asked for some more detailed information about the position and its impact.
- Laptop Replacement Plan for JHE and HS/MS—Mrs. Cramer provided the committee with cost to update three aging laptop carts in the District. Currently it is proposed to replace 27 laptops to begin the replacement/update process.
- Science Lab Smart Board—The HS Science Lab does not have a Smartboard. There is a need for a Smartboard in the room. Mrs. Cramer provided information to the committee on a new type of Smartboard/Interactive TV. This information will be forwarded on to full board in May.
- 2019-2020 Staff Compensation Increases—Mrs. Cramer asked the committee if there were any questions regarding salary increases for the 19-20 school year that were provided at the April Board meeting. She indicated that she is in the process of updating teacher salaries to identify whether teacher achieved the 10 points needed to advance on the pay scale. She indicated that at the time of the meeting there were about 15 teachers who had earned their points. She is anticipating that number to be higher. Teacher contracts will be prepared for the May board meeting.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on May 6, 2019 meeting:

Personnel and Policy Committee
Personnel and Policy Committee
Minutes from Monday, May 6, 2019

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, May 6, 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—Mrs. Cramer and Mrs. Malterer worked on the job description for the Director of Buildings and Grounds
- HS Science Position—Mrs. Cramer updated the committee on the HS Science position. She indicated that an offer was made and that the individual has a verbal acceptance. The committee recommended his approval to the board in May.
- Staffing 2019-2020—Mrs. Cramer updated the board on staffing issues for the upcoming school year. The custodial position was discussed.
- Health Insurance Renewal—The district received a 9% increase for the 19-20 school year. The committee recommends a full board review in May.
- Kids Club Resignations—The committee reviewed the resignations of two kid’s club employees.
- Kids Club –The committee discussed kid’s club for the summer and the plans. The positions will be posted and reviewed for summer and the school year. Kid’s Club hours will be 6-8 am daily during summer school and again from 3-6 on summer recreation and summer school days and on non-rec days it would run from

12-6. The club will not run for non-summer school days during the summer. Kid's Club will resume regular hours for the 2019-2020 school year.

- Elementary Intervention Position—The committee discussed the importance of the intervention position at JHE for the 2019-2020 school year. The committee recommends that the position remain if at all possible with the possibility of hiring a one-year limited employee if needed due to class size increases. The committee recommends to approve the position at the May board meeting.
- Neola Policy Updates—The committee did not have any further discussion on the policies. The committee recommends final reading of the policies at the May board meeting.
- 2019-2020 Staff Compensation Increases—Mrs. Cramer updated the committee on the number of teachers who are working to achieve their 10 points to receive a compensation raise for the 2019-2020 school year.

XI. Old Business: NA

XII. New Business

A. Buildings and Grounds:

1. Resolution #1722: Approval of Door Replacement at JHE

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

**Approval of Door Replacement at John Hustis Elementary
School Board Resolution
#1722**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the bid from Hometown Glass to replace the front doors, receiving door, and outside gym door at John Hustis Elementary.

Front Door: \$16,225.00

Receiving Door and Gym Door: \$6,715.00

Total: \$22,940.00

Approved 7-0 Roll Call Vote

B. Personnel and Policy

1. Resolution #1723: Approval of 2019-2020 Teacher Contracts

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

**Approval of Teacher Contracts for the 2019-2020 School Year
School Board Resolution
#1723**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following individuals for teacher contracts for the 2019-2020 School Year.

Kristin Anglemyer
Brian Bischoff
Emma Blomsness
Andrea Bornemann
Taylor Burns
Lori Collien
Holly Daley
Cierra Essock
Bruce Haan
Jaime Hardgrove

Courtney Henn
Gwen Henning
Erin Hensler
Brandon Holtz
David Jasperson
Matthew Jones
Curtis Koch
Megan Love
Nichole Miller
Jennifer Nettesheim
Jodie Neu
Joy Pamperin
Kim Porzky
Andrew Powers
Jason Reimes
Jonathon Roberts
Anthony Scallon
Tammy Schellpfeffer
Jayne Schuett
Dena Serwe
Megan Soldner
Michelle Stewart
Rachel Weinheimer
Dawn Wohling
Scott Wohling

Approved 7-0 Roll Call Vote

2. Resolution #1724: Approval of 2019 Summer School Contracts

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

**Approval of 2019 Summer School Contracts
School Board Resolution
#1724**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve contracts for the summer school employees as presented to the school board at their regular May board meeting for the Hustisford School District summer school program (Session #1: June 10-28) (Session #2: July 8-26)

Session 1—June 10-28

Brian Bischoff—2 hours
Emma Blomsness—4 hours
Andrea Bornemann—4 hours
Taylor Burns—4 hours
Bruce Haan—4 hours
Jaime Hardgrove—4 hours
Erin Hensler—4 hours
Jess Hundt—4 hours
Dave Jasperson—6 hours

Curtis Koch—4 hours
LouAnn Mantei—4 hours
Jodie Neu—4 hours
Katie Powell—4 hours
Andrew Powers—4 hours
Jason Reimes—4 hours
Jenny Roberts—4 hours
Steve Schiller—3 hours
Rachel Weinheimer—4 hours
Dawn Wohling—4 hours
Scott Wohling—4 hours
Tanya Wyse—3 hours

Session 2—July 8-26

Emma Blomsness—4 hours
Taylor Burns—4 hours for 2 weeks
Beth Klossner—4 hours
LouAnn Mantei—4 hours
Jason Reimes—4 hours
Jenny Roberts—4 hours
Steve Schiller—3 hours
Jayne Schuett—4 hours
Megan Soldner—4 hours
Rachel Weinheimer—4 hours
Dawn Wohling—4 hours
Scott Wohling—4 hours

Approved 7-0 Roll Call Vote

3. Resolution #1725: Approval of 4K/EC Teacher Contract for 2019-2020

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

**Approval of Contract for 4K/EC Teacher for 2019-2020 School Year
School Board Resolution
#1725**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a teaching contract in the amount of \$38,000 with Jennifer Roberts as the 4K/EC teacher for the Hustisford School District for the 2019-2020 school year.

Approved 7-0 Roll Call Vote

4. Resolution #1726: Approval of JHE Interventionist for 2019-2020

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

**Approval of Elementary Interventionist for the 2019-2020 School Year
School Board Resolution
#1726**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Tammy Schellpfeffer as an elementary intervention teacher for the 2019-2020 school year.

Approved 7-0 Roll Call Vote

5. Resolution #1727: Approval of Final Reading of NEOLA Policy Updates

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

**Approval of Second and Final Reading of NEOLA Policy Updates
School Board Resolution
#1727**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve second and final reading of the NEOLA policy updates as presented.

Approved 7-0 Roll Call Vote

6. Resolution #1728: Approval of Administrative Assistant at JHE

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

**Approval of Office Administrative Assistant at John Hustis Elementary School
School Board Resolution
#1728**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Courtney Hildebrandt as an office administrative assistant at John Hustis Elementary School beginning on July 1, 2019. Salary for this position will be \$15.50 per hour.

Approved 7-0 Roll Call Vote

7. Resolution #1729: Approval of Administrative Assistant HS/MS

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

**Approval of Jr./Sr. High Office Head Administrative Assistant
School Board Resolution
#1729**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Jennifer Peplinski as the Jr./Sr. High Office Administrative Assistant beginning in June, 2019 at a rate of \$16.00 per hour.

Approved 6-0-1 Roll Call Vote

8. Resolution # 1730: Approval of Kindergarten Teacher Contract for 2019-2020

A motion was made by Dave Strysick and seconded by Steve Weinheimer to approve the following resolution”

**Approval of John Hustis Elementary Kindergarten Teacher
School Board Resolution
#1730**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an individual contract with Jean Haan for John Hustis Elementary Kindergarten Teacher for the 2019-2020 school year in the amount of \$59,000.

Approved 7-0 Roll Call Vote

9. Resolution # 1731: Approval of K-12 Band Instructor/General Music Teacher for 2019-2020

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

**Approval of K-12 Band Instructor/General Music Teacher
School Board Resolution
#1731**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve an individual contract with Michelle Kuehl as a K-12 Band Instructor/General Music Teacher for the 2019-2020 school year in the amount of \$47,000.

Approved 7-0 Roll Call Vote

C. Business and Finance—

1. Resolution #1732: Approval of Health Insurance Renewal for 2019-2020 School Year

A motion was made by Lisa Bosse and seconded by Barb May to approve the following resolution:

**Approval of Health Insurance Renewal for 2019-2020 School Year
School Board Resolution
#1732**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the health insurance renewal for the Hustisford School District with WCA. The overall premium increase for 2019-2020 is 9%.

Single: \$1,000.71/ month

Family: \$2,261.60/month

Approved 7-0 Roll Call Vote

2. Resolution #1733: Approval of Salary Increases for Support Staff and Administrative Staff for 2019-2020

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

**Approval of Staffing Contracts for Support Staff and Administrative Staff for the 2019-2020 School Year
School Board Resolution
#1733**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve individual contracts for employment for the 2019-2020 school year as presented. Contracts reflect a 2.44% wage increase.

Approved 7-0 Roll Call Vote

3. Resolution #1734: Approval of Open Enrollment Applications for the 2019-2020 School year as presented.

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

**Approval of Open Enrollment Applications for the 2019-2020 School Year
School Board Resolution
#1734**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Open Enrollment Applications for the 2019 – 2020 school year.

Applications In to the Hustisford School District for 2019 - 2020:
Applications Out of the Hustisford School District for 2019 – 2020:

5 students
15 students

Approved 7-0 Roll Call Vote

- D. Curriculum and Technology
1. Resolution #1735: Approval of Student Laptop Purchase

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

**Approval of Student Laptop Purchase
School Board Resolution
#1735**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of 27 laptops for replacement purposes in carts at both the elementary school and the Jr./Sr. high. The purchase through Dell is \$15,633.00.

Approved 7-0 Roll Call Vote

2. Resolution #1736: Approval of SMART Board for Science Lab

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

**Approval of Smart Board Purchase for HS Science Lab
School Board Resolution
#1736**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of a Smart Board for the HS Science Lab for \$3,908.00.

Approved 7-0 Roll Call Vote

XIII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, June 3, 2019 at 4:00 p.m.*
- *Policy/Personnel – Monday, June 3, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, June 4, 2019, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, June 4, 2019, at 5:00 p.m.*
- *Board Goal Setting Workshop—Monday, June 3, 2019, at 6:00 p.m.*
- *June Regular Board Meeting: Monday, June 17, 2019, at 6:30 p.m.*

XIV. 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 –District Administrator Compensation for 2019-2020

A motion was made by Lisa Bosse and seconded by Tracy Malterer to enter into closed session
Approved 7-0 Roll Call Vote @ 8:14 pm

XV. Return to Open Session

A motion was made by Jay Behnke and seconded by Lisa Bosse to return to open session

Approved 7-0 Roll Call Vote @ 8:17 pm

XVI. Resolution #1737: Approval of District Administrator Compensation for 2019-2020

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

**Approval of District Administrator Salary for the 2019-2020 School Year
School Board Resolution
#1737**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the salary for the District Administrator for the 2019-2020 school year as presented with a 2.44 % increase.

Approved 7-0 Roll Call Vote

XVII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 8:17 p.m.

Approved by Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk