

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

November 18, 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, and Steve Weinheimer. Lisa Bosse and Barb May were both absent.

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 –October 28, 2019
- B. Approval of Minutes from November 2019 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40586-40641) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Jay Behnke and seconded by Steve Weinheimer to approve the Consent Agenda items as presented. Motion passed 5- 0 by roll call vote.

VI. Regular Agenda

Mrs. Cramer indicated that the only adjustment to the agenda was that the board would not be entering into closed session.

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

VII. Reports.

A. Citizen of the Month: There were three students represented from John Hustis Elementary: Layla Thimm, Tyler Schotten, and Mya Dretske. Erin Lenhart was honored by the MS staff and Brady Held by the HS staff.

B. Principals' Reports:

Mr. Bushey Reported:

- 32 out of 35 Seniors have an accepted Senior Project proposal.
- 14 Seniors will be presenting on December 2nd at 6:00 p.m.
- 20 out of 32 students registered for an AP exam.
 - 6/10 - AP Biology
 - 4/6 - AP Calculus
 - 0/3 - AP Human Geography
 - 10/13 - AP Psychology
- 57 attendance letters have been mailed to parents as of today.
- On November 5th, the National Honors Society inducted Allison Noll and Brody Thimm as new members.
- A new reading strategy focus was introduced to the staff on November 6th during professional development. The students will be working on predicting and inferencing every Tuesday during Falcon Time this quarter.
- On November 11th, once again Heather Cramer did a wonderful job putting together a great program to thank our veterans. Thank you Jay and Board members that attended.
- On Monday the 18th, Dawn Wohling took 9 students to attend the annual Trailways Conference Honors Choir.

- 11 out of 18, 8th Grade students going on the Washington D.C. trip sold \$3584 worth of Butter Braid products. The individuals making the sales will receive \$1434 off the cost of the trip.
- FFA members are selling fruits and other items. If you wish to purchase items, the deadline is Friday.
- The Student Council is running a food drive November 4th - 21st. The food collected will be donated to the Gathering Source in Reeseville.
- On Friday November 22nd, I will be attending a presentation at CESA 6 called Hiding in Plain Sight. The presentation focuses on spotting products and ways to reduce vaping.
- On Monday the 25th, all students will be making a turkey hand to put on their locker to share what they are thankful for.
- On December 4th, Community Education will be hosting the American Lung Association for a presentation on Vaping. The program runs from 6 - 8 p.m.
- Classrooms will be decorating their doors with Holiday cheer during Falcon Time. Doors will be completed by December 13th.
- The Band / Vocal concert will be held on December 17th starting at 7 p.m.
- Happy Thanksgiving everyone.

Ms. Bell Reported:

- Our fundraiser is off and running. The last day to take orders is this Wednesday. Pick up is on December 5th from 3:00-5:00. Proceeds will go to the Principal's Fund for expenses throughout the year.
- Student Council organized an event for students to create a Christmas card for the residents of the senior apartments in town. It was held during recess and was heartwarming to see almost every student chose to stay in and create a card for our community! They will be delivering these cards this Wednesday.
- Community Coffee is tomorrow from 7:45-8:30 in the JHE library.
- Students will be making ornaments for the village Christmas Tree during their Falcon Time at the end of November. Tree lighting is on December 7th at 4:30.
- Family Dinner Night is Thursday, December 5th from 5:30-7pm. We have 23 families signed up to attend. There will be 106 people coming in for free dinner, conversations around the dinner table and a free meal to take home to recreate family dinner at their own table.
- Holiday Shopping takes place December 5th and 6th. This will take place at the stage here at the high school. Mentors will assist students in their holiday shopping.
- Elementary Winter Concert is Thursday, December 12th at 6:30.
- With Thanksgiving just a few days away, I want to take this opportunity to thank you for all your support. JHE is a wonderful place to work and to learn. Thank you for always looking out for the best interest of our students, our staff, and our community. Happy Thanksgiving!

Athletic Director's Report: Mr. Falkenthal reported basketball has started. There are 16 girls out. There are 29 boys out. There are 6 wrestlers out as well. There were 5 girls honored with volleyball all-conference. There were several football players honored with all-conference as well. Zach Kehl was named defensive player of the year and Dylan Schmitt was named offensive player of the year.

Financial Director's Report:

Mr. Kiefer Reported:

1. Budget 2020 Comparison by District

I have enclosed a district comparison for total levy, equalized value, mill rate and other pertinent information. The mill rate for Hustisford is in-line with the state rate for all districts and the state rate for K-12 districts. We are also comparable to many of our neighboring districts until debt payments are taken into account. When the tax levy amounts for debt are subtracted out, the mill rate without debt for Hustisford is only comparable to the combined Hartford districts and Watertown.

The per pupil spending amounts exceed \$10,000 for four districts including Hustisford. Two districts, Horicon and Watertown, receive low revenue adjustments from DPI to bring its per member amount up to the low revenue limit of \$9,700. Four of the nine districts in this comparison do not levy for Fund 80.

2. Tax Levy and Budget Reporting

The District’s Tax Levy reports were filed with DPI on October 29. Tax Levy Certifications were sent to the municipal clerks on October 30. The PI-1504 budget reports were filed in early November. I dedicated time to fixing exceptions, which are generated from mix-matched accounts. It is important to eliminate these exceptions between our Skyward accounts and the DPI accounts. A new reporting mechanism, set to be implemented in 2020-21, will necessitate the correct accounts with no exceptions. Our last DPI required report for this calendar year, the School Level Accounting report, was also filed last week.

3. Bank Account Balances

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of 11/18/19
Checking / Savings Accounts	
General Checking	\$ 95,150
Fund 10 - Money Market Account	\$ 292,477
Fund 41 - Money Market Account	\$ 9,268
Benefits Design Group Acct-FLEX	\$ 10,791
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	\$ 90,966
Municipal Loan	\$ 36,889
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,799

Our line of credit application was approved by the bank. It is on the November board meeting agenda for approval. The LOC is for \$300,000.

This is the time of the year when our bank balances (general checking and Fund 10 Money Market) reach their lowest totals. An equalized aid payment in early December brings these balances back up.

Superintendent's Report:

Mrs. Cramer Reported:

- The bleachers are in and nearly complete, final pieces should be set by the end of the week. What an exciting time for our district, they look great and will increase safety for our fans and staff.
- This week we celebrate American Education Week. We will be celebrating all of those individuals who make a difference in what we do each and every day.
- This week Wednesday is our first district-wide professional development day. We will be focusing on the book *Our Iceberg is Melting*.
- I attended our conference meeting at Wayland. The meeting was a joint meeting between athletic directors and superintendents to work on some conference realignment issues. With the uncertainty of Palmyra-Eagle and the reduction of the number of teams offering spring sports, realignment is necessary.
- We held a Citizen Advisory Committee meeting on November 4. The meeting was used to prioritize what the committee felt were the urgent needs. The meeting was a great step to help the district get ready to send out our community survey. The next meeting will be January 27, 2020 at 6 pm at the HS.
- I am working with School Perceptions to get our community survey ready to send out.
- Congratulations to the two students inducted into National Honor Society on November 5. Thank you to Hustisford State Bank for sponsoring the dinner following the ceremony.
- The community Veteran's Day event was held on November 11. It was a nice program with many community members and local Veteran's in attendance.
- On November 12, Jenny Nettesheim and I along with Otto Hopfinger, Annie Bahringer, and Jessica Rynearson attended a community visioning event with the Watertown Community Health Foundation. The meeting focused on spreading the message of trauma-sensitive and trauma-informed practices. We talked as a community of where we are at and where we need to continue our efforts to spread the message.
- John and I met with a group from Johnson Controls in regards to energy projects at both buildings. The group will be doing a presentation to the Building and Grounds committee in the upcoming months.
- Tomorrow, November 19 is Community Coffee at JHE. I hope to see you there.
- Good luck to all out hunting this weekend!
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- A. Presentation from District Special Education Parent Liaison—Not in attendance
- B. Presentation from District RIK Team—The District Resilience is Key team presented information to the board on the work they have been doing across the district.
- C. Annual Board Development Tool—The board indicated that they would like to utilize the tool this year. Mrs. Cramer will send out the information to all board members.
- D. Annual School Board Convention—Mrs. Cramer indicated that board members need to let Mrs. Kuehl know if they plan on attending the convention.
- E. School Report Card Release—Mrs. Cramer indicated that the parent information regarding report cards will be sent home in January.

IX. Committee Reports

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the November 4, 2019 meeting:

Buildings and Grounds Committee Meeting
Minutes of Monday, November 4, 2019

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, November 4, 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 tasks completed over the past month. He discussed the issues with the high school roof and indicated that several spots were fixed and patched by HIS. He is working on winterizing the concession stand. Mr. Weinheimer asked for Mr. Roeseler to move the sign from the concession stand to the gym for the winter season.
- Facility Study Update—Mrs. Cramer and Mr. Bohonek discussed the committee. The next meeting is November 4.
- School Perceptions Survey—The committee discussed the survey and timing for the survey. The committee discussed getting the survey finished up and ready for the public. Mrs. Cramer is working with School Perceptions to get the survey started.
- FFA Leadership Workshop—Mrs. Cramer updated the committee on an FFA leadership workshop on November 15-16 that three students and Ms. Essock will be attending in Wisconsin Dells. The trip will be on the November board meeting for approval.

Curriculum and Technology Committee: Did not meet

Business and Finance Committee: John Bohonek reported on the November 5, 2019 meeting:

Business and Finance Committee Meeting
Minutes of Tuesday, November 5, 2019

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, November 5, 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:

- Current Budget Update—Mr. Kiefer updated the committee on the current budget.
- Fund 41—The committee discussed utilizing Fund 41 for the elementary doors. However, the committee believes that leaving the funds where they are at is important in case of an emergency for a capital project as it is indicated for.
- Employee compensation—Mr. Kiefer updated the committee on the cost for an employee supplemental payment in December. The committee recommended placing the topic on the November board agenda and recommends approval.
- Future Planning for upcoming budget cycle—Mrs. Cramer and Mr. Kiefer provided options to the committee that they have been exploring for the 2020-2021 school year to help create a balanced budget.
- Gym Project HS—Mrs. Cramer updated that the bleachers will be delivered and installed the week of November 11.
- Line of Credit Renewal—Mr. Kiefer updated the committee on the line of credit for the school district for the 2019-2020 school year. He indicated that it should be placed on the November agenda for approval.
- FFA Leadership Workshop—Mrs. Cramer updated the committee on the group of three students attending a leadership workshop in Wisconsin Dells on Nov. 15-16. The trip will be on for board approval in November.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the November 4, 2019 meeting:

Personnel and Policy Committee
Minutes from Monday, November 4, 2019

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, November 4, 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 committee began working on the updated job description for athletic director.
- Vaping/Tobacco Use Policy—The committee discussed the current district policy on vaping and use of e-cigarettes. Mrs. Cramer will follow-up with Neola in regards to updates.
- Policy Updates—Review for First Reading for Board of Education—The committee discussed the policy review and first reading at the board meeting. The committee recommended that the final reading of the updated policies be placed on the November board meeting.
- Personnel Update—Mrs. Cramer provided information to the committee on various personnel pieces that are being worked on.
- FFA Extended Summer Contract—Mrs. Cramer reported that Ms. Essock provided an outline of her summer duties. The committee asked Mrs. Cramer to contact surrounding districts to find out how they handle summer contracts for FFA.
- Summer 2020 Spanish Trip—Mrs. Cramer updated the committee that Ms. Anglemyer will be presenting information to the board in November regarding the 2020 Spanish trip to Costa Rica.
- FFA Leadership Workshop—Mrs. Cramer updated the committee that a group of three FFA students will be traveling to Wisconsin Dells on November 15-16 for a leadership convention. The board will look to approve at the November board meeting.

XI. New Business

A. Personnel and Policy:

1. Resolution #1786: Approval of Final Reading of Neola District Policy Updates

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

Approval of Final Reading of Updated School Board Policies
School Board Resolution
#1786

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the final reading of the policies as presented.

Approved 5-0 Roll Call Vote

B. Curriculum and Technology:

1. Resolution #1787: Approval of Summer 2020 Spanish Trip to Costa Rica

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

Approval of Summer 2020 Spanish Trip to Costa Rica
School Board Resolution
#1787

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the June 2020 Spanish Trip to Costa Rica.

Approved 5-0 Roll Call Vote

2. Resolution #1788: Approval of FFA Leadership Workshop Trip to Wisconsin Dells

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

Approval of FFA Leadership Workshop Trip to Wisconsin Dells
School Board Resolution
#1788

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve four students to travel to Wisconsin Dells for a FFA leadership workshop in Wisconsin Dells which occurred on November 14-15 at Chula Vista Resort.

Approved 5-0 Roll Call Vote

3. Business and Finance:

1. Resolution #1789: Approval of 2019 Supplemental Pay for Employees

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

Approval of Hustisford School District 2019 Supplemental Pay for Staff
School Board Resolution
#1789

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve supplemental pay for all employees for the 2019-2020 contract year. The supplemental amount is \$400 per employee and will be paid December 20, 2019.

Approved 5-0 Roll Call Vote

2. Resolution #1790: Approval of Line of Credit Renewal with Hustisford State Bank for the 2019-2020 School Year

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

Approval of Line of Credit with Hustisford State Bank
School Board Resolution
#1790

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve continuing the line of credit agreement with the Hustisford State Bank as presented.

Approved 4-0-1 Roll Call Vote

D. Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, December 2, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, December 2, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, December 3, 2019, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, December 3, 2019, at 5:00 p.m.*
- *December Regular Board Meeting: Monday, December 16, 2019, at 6:30 p.m.*
- *Citizen’s Advisory Committee: Monday, January 27, 2019 at 6:00 p.m.*
- *Senior Project Presentations: Monday, December 2, 2019 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

XIV. Return to Open Session

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Jay Behnke to adjourn at 7:38 pm.

Passed Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk