

## HUSTISFORD SCHOOL DISTRICT

### Regular Board of Education Meeting Minutes September 23, 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, 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 –August 19, 2019
- B. Approval of Minutes from September 2019 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40438- #40506) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Jay Behnke and seconded by Barb May 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.

#### VII. Reports.

##### A. Principals' Reports:

##### Mr. Bushey Reported:

- 18 out of 37 Seniors have an accepted Senior Project proposal. Deadline for turning in a proposal is October 14th. Daily announcements reminding them will be made until that date. Open Campus privileges will be revoked until one has been turned in.
- Heather, Scott, and Dave discussed a plan with 1 Senior on Friday to complete requirements for his Hustisford Diploma.
- On Thursday September 12th all students participated in an afternoon of Falcon Time activities. This day provided groups the opportunity to bond and develop relationships with each other and staff members.
- Social Emotional Learning activities are taking place throughout the entire district on a weekly rotating schedule basis. The emphasis of these activities is to help students become more resilient and develop coping strategies to be more successful in school and in life. All activities were developed by the Resilience is Key (R.I.K) team. The team consists of 11 staff members with Administration updates.
- 33 Juniors are eligible to attend the Wisconsin Education Fair held on Thursday September 26th. The Junior class has been attending this event at Sun Prairie High School for 4 years and now will have the distinguished honor of walking the prestigious halls of the Harvard of the Midwest the University of Wisconsin Oshkosh. The class then will have a private presentation and tour of campus.
- 4 Seniors will be transported with the Juniors to the education Fair to take the placement test for AP Calculus at the testing center during that time.
- A Moraine Park Technical College application drive will be held on Thursday October 24th from 8:00 - 10:00 a.m. Seniors who apply through this process will receive an application fee waiver. A Moraine Park representative will be present to aid in any questions for students
- Senior Financial Aid information night Oct 21st from 6:30 - 7:30 at Mayville High School

- Jenny Nettesheim will be starting Junior Falcon Talks on October 9th through November 8th to discuss post-secondary options with students and families.
- Homecoming week will be held September 30th through October 5th.
- The 8th grade Washington D. C. trip is scheduled for April 13 - 17th.
- All 8th grade students in attendance today received the packet of information for the trip. A posting will be made on the daily announcement for families.
- I Contacted Butter Braid Fundraising to help reduce the cost for students. 100% of the student sales percentage will go to individuals up to the cost of the trip. The group will be running sales from October 21 through November 8 with a projected delivery of November 15th.

#### Ms. Bell Reported:

- The school year is off to a great start! Total enrollment at JHE is 149 students.
- Students will celebrate Spirit Week next week and dress each day in the following themes;
  - Monday – Pajama Day
  - Tuesday – Crazy Hair/Clothes Day
  - Wednesday – Class Color Day
  - Thursday – Hawaiian/Beach Day
  - Friday - School Spirit Day
- Students finished taking their screeners on FastBridge and PALs. Data meetings were held last week for all grades. We had great discussions about the data and student needs. Round one of intervention started this week for some grades and other grades will start next week.
- Birdseed Backpacks will be given out again this year to families who need a little extra help. The program looks different this year. The Gathering Source Food Pantry will provide breakfast, snack and lunch to children every Saturday and Sunday. Currently we have over 20 students enrolled in the program that starts this week.
- 5th grade band parent night was held on Tuesday, September 17th. So far we have 11 of our 25 students participating. This number is changing daily as more kids are able to join band.
- Choir begins tomorrow, September 24<sup>th</sup>.
- Our first Falcon Time is September 30<sup>th</sup>. Our monthly assembly and whole school community building is focused on character traits. The students enjoy going to a different teacher and spending time with students from other grades.
- After School Study hall is scheduled to begin the week of September 30<sup>th</sup>. Study hall is for students in grades 3-5 and are recommended to need additional time at school for homework completion.
- Bridging Brighter Smiles will be here to present to classrooms in early October and will begin services on November 5<sup>th</sup>.
- Child Find, our early childhood screening, will once again work in conjunction with the public library's preschool library time this year. It will be from 11am-12pm on October 23<sup>rd</sup>.
- Parent/Teacher conferences will be on October 10th and 15th from 4:00-7:30. Teachers are putting schedules together now and will be sent home to families this week.
- Scholastic Book Fair will be held from October 8th -15<sup>th</sup>.
- Vision screening will be the third week of October.
- McTeacher Night is October 24th from 4:00-7:00. We will be serving food at the Hartford McDonalds, it's a lot of fun and the families love it.

Athletic Director's Report: Mr. Falkenthal reported that fall sports are underway. The Varsity volleyball team is currently sitting in a 3-way tie for 1<sup>st</sup> in conference. The Football team will be meeting Markesan this week which will be a deciding conference game as both teams are undefeated in conference currently. Soccer is currently 0-3 on the season, but in a very challenging conference. Middle

School Volleyball is going great.

Financial Director's Report:

Mr. Keifer Reported:

1. Financial Reporting

The 1505 Annual Report, 1505 AC Aid Certification and the 1505 SE Special Education Annual Report were all submitted to DPI before the deadlines. Huberty confirmed our Aid Certification without any issues.

The computed Categorical Aid from the 1505 AC increased by \$14,388 to \$145,601 (FY2019 aid was \$131,213). This increase resulted from an increase our aidable costs in FY2019 with the addition of the school psychologist.

The School Level Accounting report was also submitted without any issues. This was the first time we had to report our actual costs by location and by source (local vs. Federal). We reported budget data last fall. I will provide a summary of the data reported with the annual meeting report.

2. Bank Account Balances

September receipts include the first Equalized Aid payment for FY2020, \$268,118 and our Sparsity Aid receipt of \$173,200. Sparsity Aid was down slightly from \$176,000 in FY19.

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:

- Kids Club Positions continue to be posted.
- Work is underway on the 2019-2020 Title grants. The MS/HS has also qualified for some Title 1 services this year due to the increase in poverty rate for the building. We are working on what this will look like and which students will be receiving services and when.
- We held another Citizen Advisory Committee meeting. The group toured JHE. Following the tour, the group did a prioritization activity with Unesco. The next meeting is set for Monday, October 14, 2019 at 6 pm in the HS Library.
- There are several district level committees that teachers participate on each year. This year, we have 6 committees currently. There were several positions open on committees due to retirements and individuals wanting to get off of a committee. Individuals will be chosen for the committee by submitting a short paragraph of why they would like to participate. I am hoping to have the committees filled by the end of next week.
- I met with the Mike Gentry from the Village of Hustisford Utilities and Chris Seitz with Focus on Energy to discuss options in our buildings and on our grounds for energy savings. We will continue to work with them as projects arise within the district.
- I attended the State of Education address in Madison on Thursday, September 19. It was a great time to hear our new Superintendent of Public Instruction give her first address. I also attended the WASDA workshop that day. It was a wonderful time to learn from others.
- Teacher in-service week went very well. There was a ton of energy in the buildings. Teachers were engaged in professional learning and team building throughout the week.
- The District has teamed up with the Gathering Source Food Pantry to help supply the Weekend Backpack program here in the district. Due to the partnership, we have expanded the program to the MS/HS as well. We are excited for this partnership opportunity and look forward to partnering with them on future programs.
- I met with Unesco in regards to the progress of the Citizen's Advisory Committee.
- We are installing a new camera in the HS library in the area of the new computer lab. There has already been vandalism on the computers. We asked Gappa to get the camera in quickly. This is an area of need now that we have so many computers in the area.
- Each September the district is required to provide the Board with a report on the number of times that seclusion or restraint was used in the past school year. The report is provided for you in your board information.
- Homecoming is just around the corner. We will discuss it further. We have made some changes to how we are handling supervision at the Homecoming game this year after our last game and the issues that were encountered.
- Reminder, the Annual Meeting is Monday, October 7 at 7 pm.

- Our district will be participating in the group ASAP of Dodge County. The acronym stands for Allies for Substance Abuse Prevention. I am hoping that Clint and I will be able to attend these meetings along with our local PD. I have attended in the past and have been able to utilize the group to find valuable resources for our district in regards to speakers, trainings, etc.
- I have been chosen to be on the Small Schools Committee for WASDA. I attended the first meeting last Thursday. It was a great time to hear what other districts our size are going through and to share the great things that we are doing here in Hustisford. I gained some valuable insight about how others utilize Fund 80, how others are gaining classroom and student time in creative ways, and how other districts are managing the shortage of applicants for positions in their districts.
- The District will be offering a Flu Shot Clinic on October 11 from 10 –Noon in the HS Office Conference Room. The Clinic is open to all staff and spouses. We are working with Walgreen's out of Beaver Dam to help provide this service.
- Tomorrow, I have a consortium insurance meeting in Lomira. They will provide us valuable information about our plan and where we are moving forward.
- I will be meeting with the Dodge County Superintendents this week to start discussions around school safety videos for students and staff. We will be working with Lifetouch on this project. This will be a county-wide initiative.
- As always....it is a great day to be a Falcon! #HustyProud

#### VIII. Board Development:

- A. Homecoming Information: Mrs. Cramer provided the board with an update on the homecoming activities for the week. She provided them with a print out of the activities as well. The board will be riding in the Homecoming parade. 4 members indicated that they would participate.
- B. Citizen Advisory Committee: The Citizen Advisory Committee continues to meet. They will meet again on October 14 at 6 pm. The committee toured JHE at the last meeting and participated in a prioritization activity with Unesco.

#### IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the September 9, 2019 meeting:

#### Buildings and Grounds Committee Meeting Minutes of Monday, September 9, 2019

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, September 9, 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 projects being worked on including lights and fixtures, cement patching, and getting the new custodian familiar with the buildings. He indicated that there is a lighting issue in the gym at JHE. He indicated that this was the most productive summer yet for his crew. He stated that ballasts in both buildings are starting to fail. He also indicated that he still needs to do work on the locker rooms at the HS, he did not get to it over the summer. There is a bubbler issue in the HS gym. Mr. Roeseler contacted a plumber last week and is waiting to hear from him.
- Facility Study Update—Mrs. Cramer stated that the next meeting is September 16 at 6 p.m. at JHE
- Update on North Wall Issues at HS-- Mrs. Cramer provided the committee with the mold remediation report. All readings within the school are very good. The wall still has some leakage issues. Mr. Roeseler caulked the windows and where the wall meets the building. There were a few areas missed and that is where the leaking is still occurring. The committee also discussed the drain tile and if that is potentially clogged. Mr. Roeseler indicated that he used the power washer to try to clean it and did not get any residue out. Mr. Bohonek indicated that he attempted to snake it out and could only enter about 3 feet.
- School Perceptions Survey—This topic is tabled until the October committee meeting
- School Emergency Plan—The committee reviewed the school emergency plan and recommends that it go to the full board for approval in September.
- Hustisford Utilities Outreach—Mrs. Cramer will be meeting with Mike Gentry from the village to discuss programs through the village as well as Focus on Energy options for the district.

- Homecoming Bonfire—Mr. Bohonek and Mrs. Cramer voiced concern over the sand and gravel piles by the location of the bonfire for Homecoming. Mrs. Cramer indicated that they were to not be located there. They will cause issues for the bonfire. The committee discussed placing gravel around the shed areas or concession stand where some drainage is needed. The committee discussed the importance of ensuring that it is confined however so that the mower does not throw gravel.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the September 17, 2019 meeting:

Curriculum and Technology Committee  
Minutes of Tuesday, September 17, 2019

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Tuesday, September 17, 2019, at 3:00 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; Clint Bushey, Principal; and Heather Cramer, Superintendent

New Business:

- Update from Fred Miller-Director of Technology –Mr. Miller updated the committee on the work done on the server this summer. It is now complete. He is working on completing the updates of the newly purchased laptops. He is also working with teachers on beginning of the year issues. The new smart screen in the HS Science lab is up and running.
- Science Curriculum/Texts—This year the science curriculum is up in the 6-year rotation for the district. Mr. Karsten has requested new chemistry books. The committee has tabled this discussion to see if a newer text will be coming out and to work to ensure that we are making a comprehensive purchase, not purchasing books, but a continuum. The science curricular team will meet this year to ensure that we are making our purchase with the K-12 curriculum in mind.
- Novels for Spanish Classes—Ms. Angemyer requested novels to help meet the new Foreign Language standards. Spanish was up in the rotation already and due to new standards being released, she waited to purchase. Her purchase of novels will enhance the current curriculum and provide immersion into the language that the students need.
- School Emergency Plan—No changes were made to the emergency plan. The board will look for approval of the plan at the September meeting.
- Title I—Mrs. Cramer indicated that the MS/HS will receive some Title 1 services this year due to the increase in the student poverty rate. The students will be serviced sometime during the day by the Title 1 teacher. The staff is working on figuring out scheduling. They are also waiting to ensure that they have all the most up to date information on students to ensure that those needing services can receive them

Business and Finance Committee: Did not meet

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on September 9, 2019 meeting:

Personnel and Policy Committee  
Minutes from Monday, September 9, 2019

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, September 9, 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 worked on the job description for custodians. This description will be ready for board approval in September.
- SRO Agreement with Village of Hustisford—The committee reviewed the MOU with the Village for the SRO position. The committee feels that it is a good MOU and is waiting for the Village to sign and we will also sign.

- Kids Club Update—The jobs continue to be posted.
- Bussing Update—All bus routes are running smoothly. Mrs. Cramer worked with the bus garage to help alleviate some overcrowding on route 1. The issue has been resolved.
- School Emergency Plan—The committee reviewed the school emergency plan and recommends that it move to the September board meeting for approval.
- Seclusion/Restraint Reporting—The mandated report for seclusion and restraint in the District is due to the board in September.

XI. New Business

A. Personnel and Policy: NA

1. Resolution #1774: Approval of Hustisford School District Emergency Plan

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

Approval of Hustisford School District Emergency Plan  
School Board Resolution  
#1774

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the District Emergency Plan as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1775: Approval of Custodial Job Description

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

Approval of Custodial Job Description  
School Board Resolution  
#1775

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the custodial job description as presented.

Approved 7-0 Roll Call Vote

3. Resolution #1776: Approval of Memorandum of Understanding for School Resource Officer with Village of Hustisford

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

Approval of Memorandum of Understanding for School Resource Officer with the Village of Hustisford  
School Board Resolution  
#1776

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 MOU with the Village of Hustisford for the school resource officer as presented.

Approved 7-0 Roll Call Vote

B. Curriculum and Technology:

1. Resolution #1777: Approval of Purchase of Novels for MS/HS Spanish Classes

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

Approval of Purchase of Novels for MS/HS Spanish Classes  
School Board Resolution  
#1777

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the curricular purchase for MS/HS Spanish Classes. Each level will receive two novels to supplement the foreign language curricular standards. The total purchase is \$1,415.70.

Approved 7-0 Roll Call Vote

C.Business and Finance: N/A

D.Buildings and Grounds: N/A

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, October 7, 2019, at 4:00 p.m.*
- *Policy/Personnel – Monday, October 7, 2019, at 5:00 p.m.*
- *Business/Finance – Tuesday, October 8, 2019, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, October 8, 2019, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, October 28, 2019, at 6:30 p.m.*
- *Citizen's Advisory Committee: Monday, October 14, 2019 at 6:00 p.m.*
- *Annual Board Meeting: Monday, October 7, 2019 at 7:00 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 7:29 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