

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

April 20, 2020

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 Stryck, Tracy Malterer, John Bohonek, Steve Weinheimer, Lisa Bosse and Barb May was present via phone.

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 –March 16, 2020
- B. Approval of Minutes of Special Board Meeting—March 23, 2020
- C. Approval of Financial Business: Approval of Bills (#40915 – 40988) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Resignation of Hustisford School District Art Teacher

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

VII. Reports.

A. Principals' Reports:

Mr. Bushey Reported:

- Held staff meeting via Google Hangouts on Friday.
 - 14 out of 22 staff members indicated use of Face to Face interaction with students.
 - Others indicated use of video recording themselves for instruction purposes.
 - Shared concerns and successes as a group
- Jr. / Sr. High scheduling has mostly been completed. 25 students still need to complete the process. Jenny Nettesheim put the process together this year all virtually.
- The Senior Project Committee is meeting on Wednesday to formulate a presentation for the upcoming Seniors and Parents. We will virtually present the material to the group, later we will then divide the group and virtually meet with half of the class at a time to answer any questions.
- Senior Project Information
 - All Seniors have given me an update on hours completed for their projects.

- As of 4:09 p.m. today I received my last student update. I have been asking since March 26th.
- 11 out of the 22 have all hours completed.
- 4 out of the 22 have no hours completed.
- 1 out of the 22 still has not turned in a proposal for the project.
- I have emailed, called, spoken to students, spoken to parents, suggested alternatives, made arrangements to complete their hours, substituted projects with other projects for hour completion, spoken to parents in order for a student to obtain permission to complete an alternate project, spoken to all advisors and committee member's numerous times.
- I am waiting on three students to call me to discuss an alternate project. One student I have emailed 4 times since April 1 telling him to call me so he could begin work on the alternative project. Still no call.
- Due date for portfolio turn in is Monday May 11th.

Ms. Bell Reported:

- Students started week 4 of home learning today.
- Teachers and families have reported things are going smoother as the weeks go on. Families are finding their routine and teachers are finding theirs.
- Teachers mail out packets of materials each Wednesday. Some teachers send out two weeks of lessons, while at least one teacher sends out a week at a time.
- Classrooms are starting to use Zoom, Google Hangout, or another form of video conferencing to have face-to-face communication with their students. Students and teachers enjoy these interactions. It has proved valuable to support student's social emotional needs.
- Every surface, including toys, and manipulatives in the building are being carefully cleaned. We have sign off sheets at each room so no detail is missed.
- Projected student numbers for 2020-2021
 - 4K 10
 - 5K 16
 - 1 24
 - 2 27
 - 3 24
 - 4 18
 - 5 20
- These are surely trying times. The staff, once again, has risen to the challenge. They are learning, growing and becoming a new form of teacher. I am profoundly proud of them and all they do for our students every day. I am truly #HustyProud!

Athletic Director's Report:

Mr. Falkenthal was not present. He was excused from the meeting. Mrs. Cramer stated that no update was available. Things were still on hold.

Financial Director's Report:

Mr. Kiefer was not present. He was excused and provided his report through Mrs. Cramer.

Business Office Updates for the April 20, 2020

Board of Education Meeting

1. School Based Activity Accounting (SBAA) module

I worked with Skyward to setup the SBAA module to manage the activity funds at John Hustis and the High School. In setting up this module, I moved all of the activity accounts from Fund 60 to Fund 21 in order to be in compliance with GASB 84. Here is a link to a brief explanation of GASB 84 <https://aemcpas.com/what-your-organization-should-know-about-gasb-84/>. After the setup and training with Skyward were complete, I started to enter all of the JHE transactions since July 1, 2019 (the beginning of the fiscal year). I am working through some questions and trying to clarify what tasks need to be accomplished each month. I am planning to leave one or two months of transactions un-entered in order to have some transactions to use in training of our staff next month. I am debating what to do with the HS accounts since there are significantly more transactions to enter if I decide to go this route.

2. I completed all month-end journal entries for March and the bank reconciliation. I updated the actual and budget spreadsheet with March actual amounts. I approved invoices and provided coding answers as needed.
3. I participated in conference calls regarding health insurance and I updated budget numbers based on the new estimates.
4. I processed numerous unemployment claims on DWD's website (when it didn't crash). Most of the claims were for previous employees.
5. I completed payrolls and the corresponding liability payments. Quarterly reports for unemployment and taxes (W9) were processed for the 1st quarter.

6. Bank Account Balances

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
	4/20/20
Checking / Savings Accounts	
General Checking	\$ 100,740
Fund 10 - Money Market Account	\$ 1,569,102
Fund 41 - Money Market Account	\$ 9,277
Benefits Design Group Acct-FLEX	\$ 6,564
Investment Accounts	
1-year CD Maturity date 1/29/21	\$ 20,000
1-year CD Maturity date 7/5/20	\$ 5,000
Loan Accounts	
Municipal Loan	\$ 82,252
Municipal Loan	\$ 24,713
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,881

Cash flow is strong right now and an Equalized Aid payment and Per Pupil Aid were disbursed by DPI in late March. Grant reimbursements for expenses through February were received in late March. The final property tax payment was received from Dodge County on April 10th.

I updated the cash log to monitor our cash flow. Transfers were made when needed.

7. I reviewed the pay amounts for those para-professionals and food service aides that do not have any remaining leave time. The biggest concern were those individuals participating in our health and dental plans. Heather will be discussing some options for those individuals.

8. I read hundreds of COVID-19 related emails and documents. I participated in a CESA5 business official Zoom meeting to learn what other districts are doing.

Superintendent’s Report:

Mrs. Cramer Reported:

- First and foremost, I want to thank each and every one of you for the continued support of the entire administrative team throughout this challenging time.
- I am participating weekly on conference calls with CESA 6 in regards to updates on COVID and our closures.
- We received confirmation that the consortium will be looking to change our health insurance provider. We will be moving to Anthem Blue Cross Blue Shield. This represents a 9% increase and a rate lock for next year of 9.9%. This will be discussed further next month, but is a good move for all involved.
- I have been on many conference calls and updates regarding COVID-19 with various entities including the Trailways Conference, WIAA, WASDA, and WASB. All of the webinars are informative and provide information to us in a timely manner.
- Pick up of materials for students will be April 28 from 3-7 pm. Students will get all supplies that were left at school. Drop off day is May 28 from 3-7 and May 29 from 8-Noon.
- Open Enrollment dates have changed for the state. The new date for request is May 29 by 4 pm. This will push us back as a board to make final decisions as to when we will finalize our requests.
- Our current meal distribution continues to go well. We are currently serving about 80 meals. We just received notification from DPI that we will be changing our status to open status rather than closed. This means that we will now serve meals for all children who reside in our district under the age of 18. This change will bring more help to our community in this time of need. We have had to expand to 2 delivery routes for meals. Fay and I continue to run one and Courtney and Sandy are now running the other. It is going well and it is such an amazing opportunity to touch base with some of our most

vulnerable students. I can do quick homework checks and see how families are doing. I ensure that my office time is not diminished because of delivery. I find that this time of the day is one of the most enjoyable times for me as I am engaging directly with families to gauge their needs.

- We continue to send out weekend backpacks as well. We are serving 17 families with this service.
- I attended (virtually) the WIAA Sportsmanship Committee meeting on April 3. I am currently serving a 3-year term on this committee.
- FFA Banquet for this year is canceled and will not be rescheduled at this time.
- Prom has been canceled for this year. We will be scheduling Prom for next year as a Jr./Sr. Prom and have 2 courts for the classes.
- Fifth Grade Graduation is canceled and will not be rescheduled.
- We will discuss HS Graduation during board development this evening.
- We have started to send out letters to get money from families who owe lunch money from the time we were in school. We will also be sending out letters to families in regards to fees that still need to be paid. All DC money was fully refunded to families. For those families that had paid for the Safety Patrol trip, the money has been reimbursed. Physics money was reimbursed for all students in physics. All spring sports money will be reimbursed.
- Summer school will be discussed during board discussion this evening.
- Shout out to the Principals for holding virtual staff meetings. I have been a part of both and they are wonderful.
- The Be the Light Parade was a huge success. Families really reacted well to it. I heard lots of positive comments. The turn-out was amazing.

- Cleaning in both buildings is going well. Our custodial guys have stepped up with the assistance of our educational assistants and other employees to really ensure that our buildings are getting a deep clean. They are starting a summer cleaning schedule at the MS/HS. They will work on this building first to allow time for the elementary teachers to get their rooms cleaned out. We will start discussing summer projects at the next Building and Grounds meeting in May.

- We had to have a couple of fire pull stations repaired at the HS. About a week ago, I was getting calls indicating a fail over the weekend. I responded and reset the system and then scheduled maintenance. The call has been completed.

- The new water filling station was installed in the HS gym.

- I will be making an appointment for the school van. We have some alert lights on and need some repairs done.
- Senior yard signs will be going up for our Class of 2020 starting soon.
- We continue to mail work out to families that do not get meal delivery. It is working out ok. All mailings process through the HS office and Jen is doing an amazing job of making sure that it goes well. With each mailing it is getting a bit easier.
- These past several weeks has showed that with hard work and perseverance, we can do anything. We cannot be afraid of what we are tasked with, instead, we need to take it head on and prove to everyone that we will be successful and stronger as a result. Our teachers are doing amazing things because our principals are leading them through tough times. Our other admin team members Terri, John, Kris, Jason, and Fred, are working to ensure that all of our steps are in place for success. I am so proud of all we have accomplished and what we are doing for our students and community.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- A. Information from School Perceptions Survey—The board discussed the comment portion of the School Perceptions Survey. The board will have a meeting on May 11, 2020 to discuss the potential of a referendum further.
- B. Graduation--Class of 2020—Mrs. Cramer updated the board on the potential options for graduation. She will be sending out a survey to students and families to determine their preference.
- C. Senior Projects—Mr. Bushey updated that the new deadline is May 11, 2020. The students will submit a video presentation. If students do not submit, they will need to present to the board at a later date.
- D. Summer School—Mrs. Cramer indicated that there was not update currently. She indicated that the district keeps planning for the potential for face-to-face summer school later in the summer. She also indicated that the district will be utilizing online options for credit recovery.
- E. COVID-19 Closure Update—Mrs. Cramer updated the board on current operations during the closure.

IX. Committee Reports

Building and Grounds Committee: Did Not Meet

Curriculum and Technology Committee: Did Not Meet

Business and Finance Committee: Did Not Meet

Policy and Personnel Committee: Did Not Meet

XI. New Business

A. Personnel and Policy: NA

B. Curriculum and Technology:

- 1. Resolution #1817: Approval of Credit Waiver for Senior Transfer Student

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

**Approval of Credit Waiver for Senior Transfer Student
School Board Resolution
#1817**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a credit waiver of 3.5 credits for a senior student who transferred into our District.

Approved 7-0 Roll Call Vote

- 2. Resolution #1818: Approval of 2020 Recognition/Appreciation—Teacher and Staff Appreciation Week (May 4-8, 2020)

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

Approval of Recognition/Appreciation – Teacher and Staff Appreciation Week (May 4-8, 2020)

**School Board Resolution
#1818**

In recognition of Teacher Appreciation Week, May 4th through the 8th, 2020, teachers and support staff throughout America are acknowledged for their contributions to the children of our nation and to a free and democratic society. With special thanks the Board of Education wishes to express its' gratitude to all of the faculty and staff members of the Hustisford School District who make a difference in the lives of our students.

BE IT RESOLVED, that the Board of Education of the Hustisford School District, on behalf of the citizens of our school district, does hereby express its' appreciation to the faculty and staff of the Hustisford School District for their commitment and dedication to the students and families of the Hustisford School District.

Approved 7-0 Roll Call Vote

C. Business and Finance:

1. Resolution #1819: Approval of 2020 Lawn Mowing Bid

A motion was made by Steve Weinheimer and seconded by Dave Strynick to approve the following resolution:

**Approval of 2020 Lawn Mowing Bid
School Board Resolution
#1819**

BE IT RESOLVED, BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the lawn mowing bid from Falcon Properties for the 2020 season. The bid is for \$300.00 per cutting and will be billed on a monthly basis.

Approved 7-0 Roll Call Vote

2. Resolution #1820: Consideration of Request for Payment for Contractual Services by Schultz Bus Company during 2020 COVID-19 Closing

**Consideration of Request for Payment for Contractual Services by Schultz Bus Company during 2020 Covid-19 Closing
School Board Resolution
#1820**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby provide 0% of payment for contractual services for Schultz Bus for the remainder of the 2019-2020 school year.

Approved 6-0-1 Roll Call Vote

D. Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, May 4, 2020, at 4:00 p.m.*
- *Policy/Personnel – Monday, May 4, 2020, at 5:00 p.m.*

- *Business/Finance – Tuesday, May 5, 2020, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, May 5, 2020, at 5:00 p.m.*
- *May Regular Board Meeting: Monday, May 18, 2020, at 6:30 p.m.*

XIII. 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.

Discussion—Staffing 2020-2021

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to enter into closed session at 8:36 pm. Approved Roll Call Vote 7-0.

XIV. Return to Open Session

A motion was made by Jay Behnke and seconded by Tracy Malterer to return to open session at 10:27 pm. Approved 7-0 Roll Call Vote

XV. Resolution #1821: Acceptance of retirement of John Hustis Elementary Teacher

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

**Acceptance of Retirement of John Hustis Elementary Teacher
Resolution
#1821**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the retirement request for Lori Collien, kindergarten teacher at John Hustis Elementary School effective at the end of the 2019-2020 school year.

BE IT RESOLVED, that the Board of Education of the Hustisford School District, on behalf of the citizens of our school district, does hereby express its' appreciation to Mrs. Collien for her 20 years of dedication and commitment to the students of the Hustisford School District.

Motion Passed 7-0 Roll Call Vote

XVI. Oath of Office for New Members: Steve Weinheimer, Barb May, and Lisa Bosse

XVII. Board Reorganization:

President: John Bohonek

Vice President: Jay Behnke

Clerk: Tracy Malterer

Treasurer: Lisa Bosse

WASB Delegate: Tracy Malterer, Alternate—Steve Weinheimer

CESA 6 Delegate: Lisa Bosse

Buildings and Grounds: John Bohonek, Chair; Steve Weinheimer, Member

Business and Finance: Lisa Bosse, Chair; John Bohonek, Member

Curriculum and Technology: Barb May, Chair; Jay Behnke, Member

Policy and Personnel: Tracy Malterer, Chair; Dave Stryck, Member

XVIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 10:35 pm.
Passed Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk