

## HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes  
February 17, 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 Strynick, Tracy Malterer, John Bohonek, and Steve Weinheimer (entered at 6:34 pm)  
Absent (Excused): Lisa Bosse and Barb May

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 –January 20, 2020
- B. Approval of Minutes from February 2020 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40794-40847) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

A motion was made by Jay Behnke and seconded by Tracy Malterer to approve the Consent Agenda items as presented. Motion passed 4- 0 by roll call vote.

### VI. Regular Agenda

A motion was made by John Bohonek and seconded by Dave Strynick to approve the Amended Regular Agenda. Motion passed by voice vote.

### VII. Reports.

A. Citizen of the Month: The students recognized by John Hustis Elementary were Zoey Guenterberg (absent) and Moby Schick. Logan Bamke was recognized for his outstanding citizenship by the middle school staff and Megan Bloomhuff by the high school staff.

### B. Principals' Reports:

#### Mr. Bushey Reported:

- The Jr. / Sr High School raised \$1075 from a pennies drive for the Leukemia Lymphoma Society.
- 2020 Valedictorian - Ryan Knoke
- 2020 Salutatorian - Megan Bloomhuff
- 104 Truancy letters sent as of today. 69 students have received at least one letter.
- Senior Project Update:
  - 3 Seniors have not turned in a proposal.
    - We continue to meet with these individuals regularly.
    - I have met with one senior and a parent regarding his project in hopes to get him to complete it.
    - 2 Seniors are now planning not to complete the proposal they turned in previously.
      - We have had meetings to discuss their plans.
      - 1 has recently turned in a new proposal.
      - 1 has yet to turn a new proposal.
      - Seniors have 8 weeks left to complete their project.
      - Presentations will take place April 27th.
- Question generation is the 3rd Quarter reading strategy being addressed during Falcon Time.

- The ACP team presented the 3rd quarter activities to the Jr. / Sr. High staff on 1/29. Students will be completing tasks during Falcon Time. Students will be working on: career exploration, application completion, and interviewing practices.
- I attended the Jr/ Sr. High School Principals convention on 2/13 and 2/14. I would just like to thank the Board for this opportunity to collaborate with other principals and learn new strategies to make our school better.
- Parent Teacher Conferences will be held on Thursday 2/20.
- The ACT will take place March 3rd at St. Michael's Church. Thank you St. Michael's Church for the use of your facilities to provide an excellent testing location for our students.
- Jenny Nettesheim and Dena Serwe took 21 students to Moraine Park and UW-Oshkosh Fond du Lac for a college tour on Wednesday February 12th.
- Shakota Guenteburg and Ariel Nelson are advancing to the District level Forensic competition. Both of these ladies received first place medals on February 3rd.

Ms. Bell Reported:

- We are half way through reading Mr. Popper's Penguins! The kids love the daily questions and Poppy has been busy reading around town!
- We will host a movie night on February 28<sup>th</sup>. We will have popcorn and watch the movie Mr. Popper's Penguins.
- The Timber Rattlers Reading Program has started again this year. Students are using their minutes of reading Mr. Popper's Penguins as minutes towards a free ticket to the game on April 25<sup>th</sup> along with a free hot dog and soda.
- Jump Rope for Heart took place the first week of February. JHE families raised over \$7500!
- Last week we had two assemblies. Kohl's corporation funded "Wild Theater" a show about conservationists and their impact on the environment, and "Showdown at Conservation Canyon" is a show about saving energy and was sponsored by Hustisford Utilities.
- Parent-Teacher conferences are this Thursday from 4:00-7:30. PTC will provide a taco dinner to staff. We are always grateful for the support (and food) from our parents.
- 4K/5K registration is underway this week. April 2<sup>nd</sup> both grades will have an open house from 5 – 6 pm at JHE.
- Two elementary teachers attended Wisconsin State Reading Association (WSRA) conference. They came back with a lot of ideas and energy focused on moving our students forward in reading. They will be sharing these ideas to our staff at our next professional development.
- Hearing screening will take place on the 26<sup>th</sup> of February
- We welcome Heather Ryneason who will be subbing in Lori Collien's room. Lori is taking extended time off so she can be with her family.

Athletic Director's Report:

**Girls Basketball**

The Girls are currently 6-5 in conference, 11-8 overall. This week is their final regular season week of games. At Fall River tonight, hosting Williams Bay on Thursday, and at CWC on Friday. The Team has received a 2 seed for the WIAA Tournament Series, and will host Wayland Academy on Tuesday, Feb. 25, 7:00 PM.

## **Wrestling**

Gavan Stark (285# weight class) took 1<sup>st</sup> at the WIAA Div. 3 Regional held at Johnson Creek H.S. last Saturday!! He moves on the WIAA Sectionals at DodgeLand H.S. this coming Saturday! And of course we all wish him GOOD LUCK!!

We also hosted our 35<sup>th</sup> Annual Husty Wrestling Invite on Feb. 1. A total of 15 schools participated. All seemed to go well throughout the day.

## **Boys Basketball**

The Boys are currently 10-2 in conference, 15-3 overall. Their seeding meeting for the Tournament Series will be held this Sunday at Sheboygan Lutheran H.S. This week they will be hosting DodgeLand on Tuesday and travel to CWC on Friday.

## **Middle School Basketball**

All team's games are starting to wind down. The 5/6 & 7/8 Boys will play at Central Middle School on Tuesday. The 5/6 Boys will play in a tournament this Saturday at Wayland's Field House. The 7/8 Boys will play in a tournament this weekend at St. Paul's, Ixonia.

## **Spring Sports**

Spring Sports Coaches are on the agenda tonight for approval. All coaches listed are the same as last season.

### Financial Director's Report:

Mr. Kiefer Reported:

#### **1. Quarterly and Year-end Processing**

The Affordable Health Care statements were sent to all employees who were eligible for health care coverage in calendar year 2019.

#### **2. I attended the State Convention in Milwaukee in late January.**

#### **3. A webinar was held to introduce the attendees to the new application process for the Rural Schools Grant. The process has been streamlined considerably and by the end of the webinar, I had completed our application for 2020-21. A preliminary estimate of grants funds is around \$35,000.**

#### **4. After completing the January month-end close, I began the process of forecasting our revenue and expenses for the rest of the year. As I somewhat expected, this process led to many mini-analysis of various accounts. For some accounts, in order to forecast accurately, detail information is needed on what was already purchased and what the trend is for end-of-year spending. I plan to continue to work on this process and after the February month-end close, I should be able to provide a forecast for the remainder of the year.**

#### **5. Bank Account Balances**

<b>Hustisford School District Bank Accounts</b>	
<b>Hustisford State Bank</b>	
	<b>Balance as of</b>
<b>Checking / Savings Accounts</b>	<b>2/17/20</b>
General Checking	\$ 46,194
Fund 10 - Money Market Account	\$ 793,003
Fund 41 - Money Market Account	\$ 9,273
Benefits Design Group Acct-FLEX	\$ 9,241
<b>Investment Accounts</b>	
1-year CD Maturity date 1/29/21	\$ 20,000
1-year CD Maturity date 7/5/20	\$ 5,000
<b>Loan Accounts</b>	
Municipal Loan	\$ 85,763
Municipal Loan	\$ 29,607
Municipal Loan(LOC \$300K)	\$ -
<b>Local Government Investment Pool</b>	
Fund 10 Savings Acct 2	\$ 12,852

Cash flow is strong right now and additional property tax receipts are expected this week.

Superintendent's Report:  
Mrs. Cramer Reported:

- The State Convention was a great success once again. It was wonderful to catch up with familiar faces and learn new things at the various sessions. It was also nice to make connections with various vendors as we continue to look into the future for the District.
- I attended the WASDA Small Schools Committee meeting on January 22. I enjoy working together with individuals in similar districts to ours to hear what is going well and what challenges are being faced.
- On January 22, Mr. Kiefer and I received information about our health insurance renewal for next year. We will be going out to bid. That process has already started. We were faced with a 19% renewal rate to begin with and are looking to reduce that rate. We will know more in the upcoming month or two.
- On January 23, we held the quarter and semester awards at the Jr./Sr. high. This semester we introduced an award from Modern Woodmen, Aaron Bischoff, that recognizes an outstanding student in the Jr./Sr. High. Julia Liene was nominated and recognized for first semester. She received a plaque recognizing her efforts as well as \$100 toward the organization of her choosing for the school. This is a great new award. Thanks to Aaron for making this happen in Hustisford.
- We had a Citizen Advisory Committee meeting on January 27. The meeting reviewed the community survey and the team came up with some great suggestions that the board saw and approved as well.
- The Survey will be mailed out on Wednesday, February 19. Staff surveys already went out on Friday morning and by Friday afternoon we had 18 completed.
- On February 3, I attended our semi-annual emergency management meeting with Dodge County EM as well as Dodge County Superintendents. The meeting focused on portions of our plan and provided a time to reflect on our practices and where each district is at in regards to safety drills and procedures.
- February 5 was our last district-wide professional development for the year on the book Our Iceberg is Melting. The staff worked to identify what icebergs we may have in our district. I have continued the discussion with a few staff members who are interested in working as a team to continue the conversations and look at problem solving around some of the issues identified.

- February 10 was our second Safety Committee meeting for the district. The team met to work on several outdated protocols. The next meeting will be bringing information back to continue the work that we have started.
- On Feb. 12 I participated in the Chili Cook-Off, I am proud to say that I placed in both areas this year, judge's choice and popular vote. It was a great night and wonderful entries!
- The district continues to provide meal packs for families on the weekends with a partnership with The Gathering Source. Currently we are servicing 32 students throughout the district each weekend. The families are provided two hot items, one breakfast item, one milk, a fruit, and a snack. This helps students get through the weekend. On special days, as a staff we work to ensure that students may receive an extra snack or treat.
- The administrative team along with Dena Serwe and Jenny Nettesheim are continuing to read the book The Trauma Informed School. It provides great discussion about what is happening in the district and provides a great starting point to further the discussions around best practice.
- Today was a great in-service day for staff. It was nice to get the staff together and share ideas and learn from each other and have some fun. Staff worked hard to present sessions that were both fun and educational. The overwhelming response from staff was to do it again!
- Next Monday, February 24, there is a meeting at Bethany Church at 6:30 pm to hear more about the WI School Choice Program that Bethany is considering joining. Please join us at the meeting to help our tax payers understand the implications of the program on our district as a whole.
- It is an exciting time of the year as our winter sports teams are entering tournament play. Girls will start next week, we have one wrestler moving into sectionals, and boys will start the beginning of March.
- Congratulations to the Hustisford Youth Wrestling Program on a successful tournament that they ran two weeks ago. I heard so many positive things. What a great organization supporting our youth and high school programs.

#### VIII. Board Development:

- A. Presentation from Senior, Elizabeth Sliper on Club Proposal—Did not attend
- B. Hustisford Booster Club—Karen Kuehl presented the “keys” to concession stand complex to President John Bohonek.
- C. JHE PTC update—Did not attend
- D. JHE Morning School Opening Time Discussion –The board discussed adjusting the opening time in the morning for supervision at JHE. The board discussed the opening time of 7:30 to be adjusted as of March 2, 2020.
- E. Bethany Lutheran School Wisconsin Parental Choice Program Discussion—The board discussed the upcoming meeting at Bethany Lutheran church about the voucher program. There are several board members who will attend with Mrs. Cramer and Mrs. Kreitzman.

#### IX. Committee Reports

Building and Grounds Committee: John Bohonek, Committee Chair reported on the February 3, 2020 meeting:

#### **Buildings and Grounds Committee Meeting Minutes of Monday, February 3, 2020**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, February 3, 2020, 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; Heather Cramer, District Administrator; and Kris Roeseler, District Maintenance Coordinator

**Absent:** Steve Weinheimer, member and John Kiefer, District Business Manager

#### New Business:

- Update Kris Roeseler—Mr. Roeseler updated the committee on tasks that have been recently accomplished and those in-progress. There have been several events to clean up after and set up. The buzzer on the small score board at the HS was replaced. There are continued plumbing issues in both buildings. He continues to work on cleaning and organizing storage areas. He is working with Johnson Controls to fix issues with both boilers. A light fixture in the HS gym needed to be reattached. Locker maintenance is done regularly.

- Current projects—The HS bubbler in the gym needs to be replaced, this has been ordered. The bleachers need to be washed down. Mrs. Cramer had an inquiry that she passed along to make sure that the JHE basketball hoops are at regulation height.
- School Perceptions Survey—The committee viewed the final draft of the survey. It is scheduled to be out to residents by the end of February and the board will get the results on March 16 at the monthly board meeting.
- School Van—The van mirrors and door handle will be installed on February 4, 2020 at Faith Auto.
- Summer Projects/Plan—Two classrooms are still in need of tile at JHE. Mr. Roeseler indicated he can complete the work over the summer. The library carpeting in both buildings is in need of replacement. Several rooms at JHE will need to be painted. Drains on the roof at JHE need to be replaced. Mrs. Cramer indicated that they are keeping watch on the east wall at the HS. Also, there are issues with tiling in the hallway by the cafeteria at the MS/HS that need to be addressed.

Curriculum and Technology Committee: Jay Behnke, Committee Member reported on the February 4, 2020 meeting:

**Curriculum and Technology Committee  
Minutes of Tuesday, February 4, 2020**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, February 4, 2020 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 on the various projects that he has completed. There has been a google issue that he has had to complete updates on all computers. He is nearing completion of this update. He completed the email requests for School Perceptions in order to email parents and teachers the survey. He is working with CESA to update our district website. He continues to have Technology Committee meetings to discuss what is going well or not in the buildings and get input from teachers. He has submitted our ERate Cat 1 funding. At this time the district is holding off on submitting the Cat 2 funding. He will be sending a survey out to staff soon in regards to technology in the district.
- Future Technology Planning: He indicated that we will be looking into replacing the HS library computers. They are in need of replacement. Also, he is working on a district technology replacement plan that will help us see what the future holds each year in regards to upgrades.
- February In-Service Planning: Mrs. Cramer described the February in-service day to the committee. She indicated that teachers will be presenting to each other. There is a great mix of learning and fun.
- School Perceptions Survey—The committee took a look at the final survey. The agreed with the changes that had been made. The survey will be out to residents in mid to late February and the board will get results on March 16.
- Curricular Updates—Mrs. Cramer updated that the team for science will be meeting soon to start the process of adoption for new science curriculum.
- Scheduling for 2020-2021: Mrs. Cramer updated the committee on MS/HS scheduling for the next school year. She indicated that they are working to have students use IC to do course selection. This will be done in March is the hope.
- Course Offerings 2020-2021: Mrs. Cramer updated the committee on the process used for updating courses at the HS. She indicated that she will be putting the course selection book together.

Business and Finance Committee: John Bohonek, Committee Member reported on the February 4, 2020 meeting:

**Business and Finance Committee Meeting  
Minutes of Tuesday, February 4, 2020**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, February 4, 2020, at 4:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** John Bohonek, member; John Kiefer, District Business Manager; and Heather Cramer, District Administrator

**Absent:** Lisa Bosse, Chair

New Business:

- Current Budget Update—Mr. Kiefer provided an update on where the budget is currently at. He is currently working on January reconciliations and will have details soon. The committee discussed possibilities for the Rural Schools Grant. The committee discussed allocation of other funds as well. The food service budget continues to be monitored closely.
- Future Planning for upcoming budget cycle—The committee discussed that there will be budget cuts that need to be made. The committee started preliminary discussions about where cuts can be made.
- School Perception Survey—The committee did not discuss this topic as the member present had already discussed at a prior meeting.
- 2020-2021 Health Care Information: Mr. Kiefer provided options in regards to employee contributions for health insurance that have been discussed amongst the district administration team. Mrs. Cramer discussed the present renewal rate and indicated that the consortium is going out to bid to try to secure a better rate.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the February 3, 2020 meeting:

**Personnel and Policy Committee  
Minutes from Monday, February 3, 2020**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, February 3, 2020, 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 reviewed the job descriptions for the Elementary and MS/HS Principal. Both will be on the February board meeting agenda, recommended for approval.
- FFA Extended Summer Contract—The committee briefly reviewed the recommendation that was from the January committee meeting and felt that it is good for this summer. The committee has recommended that the recommendation be placed on the February board agenda.
- Staffing 2020-2021 –Mrs. Cramer updated the committee on staffing for next year.
- School Perceptions Survey—The committee discussed the survey and looked in detail at the question about a secure entrance, updated cafeteria and gym space at JHE. The committee recommended a rewording of the question to help residents understand the scope of the work being done. The survey will be out to residents near the mid-end part of the month. The results will be shared with the school board on March 16.
- Handbook Updates—The committee discussed handbook updates and how to handle them. Mrs. Cramer indicated that they will begin in March or April and start with the handbooks that come out of the district office first.
- February 17 In-Service Planning—Mrs. Cramer updated the committee on the planning for the in-service day. She indicated that staff will be leading sessions and that there is a great mix of learning and fun.
- Compensation Points Request from Staff—A staff member brought a clarification from a previous request to the committee. The committee has asked for more clarification from the educator and then will further look into the request.

XI. New Business

A. Personnel and Policy:

1. Resolution #1801: Approval of Summer 2020 FFA Extended Contract

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

**Approval of 2020 FFA Summer Extended Contract  
School Board Resolution  
#1801**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Summer 2020 FFA extended contract for Cierra Essock. The time for the contract will not exceed 175 hours of time with a rate of pay of \$25/hour. All hours will be documented and turned in for approval to the District Administrator.

Approved 5-0 Roll Call Vote

2. Resolution #1802: Approval of Job Descriptions for Elementary Principal and Jr./Sr. High Principal  
A motion was made by Dave Strysick and seconded by Tracy Malterer to approve the following resolution:

**Approval of Job Descriptions for Elementary Principal and Jr./Sr. High Principal  
School Board Resolution  
#1802**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the job descriptions for Elementary Principal and Jr./Sr. High Principal as presented.

Approved 5-0 Roll Call Vote

3. Resolution #1803: Approval of 2020 8<sup>th</sup> Grade Washington DC Trip  
A motion was made by Jay Behnke and seconded by Steve Weinheimer to approve the following resolution:

**Approval of 2020 8<sup>th</sup> Grade Washington DC Trip  
School Board Resolution  
#1803**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2020 8<sup>th</sup> Grade Trip to Washington DC from April 13-17, 2020.

Approved 5-0 Roll Call Vote

4. Resolution #1804: Approval of Spring 2020 Coaches for Baseball, Girls Soccer, and Track  
A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the following resolution:

**Approval of Spring 2020 Coaches for Baseball, Girls Soccer, and Track  
School Board Resolution  
#1804**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2020 Spring Coaches for Baseball, Girls Soccer, and Track

Baseball:

Head Coach: Rich Padron

Assistant: Curtis Koch

JV: Kevin Firari and Tim Tallman

Girls Soccer:

Head Coach: Otto Hopfinger

Assistant: Scott Blome

Track:

Head Coach: Andrew Powers

Assistant Coach: Jon Roberts

Approved 5-0 Roll Call Vote



- B. Curriculum and Technology:  
1. Resolution #1805: Approval of 2020-2021 High School Course Description Book---Tabled until March 16, 2020
- C. Business and Finance:  
1. Resolution #1806: Approval of LTD Renewal for 2020-2021  
A motion was made by Dave Strysick and seconded by Jay Behnke to approve the following resolution:

**Approval of 2020-2021 LTD Renewal for Hustisford School District  
School Board Resolution #1806**

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the renewal of the Long-Term Disability policy with M3 Insurance for the Hustisford School District for the 2020-2021 school year as presented.

0% increase for July 1, 2020-June 30, 2021 and a guaranteed two-year rate lock  
Language change definition of disability within policy to state "own occupation" rather than "own job"

Approved 5-0 Roll Call Vote

- D. Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, March 2, 2020, at 4:00 p.m.*
- *Policy/Personnel – Monday, March 2, 2020, at 5:00 p.m.*
- *Business/Finance – Tuesday, March 3, 2020, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, March 3, 2020, at 5:00 p.m.*
- *March Regular Board Meeting: Monday, March 16, 2020, at 6:30 p.m.*
- *Special Board Meeting: Monday, March 9, 2020 at 6:30 p.m.—Superintendent Evaluation*

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—Employee Performance  
Superintendent Evaluation—Tabled until March 9, 2020

A motion was made by Tracy Malterer and seconded by Jay Behnke to enter into closed session at 7:50 pm.  
Approved Voice Vote

XIV. Return to Open Session

A motion was made by Dave Strysick and seconded by John Bohonek to return to open session at 8:17 pm.  
Approved 5-0 Roll Call Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by John Bohonek to adjourn at 8:17 pm.  
Passed Voice vote.

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Heather J. Cramer, Superintendent of Schools – Recorder

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Tracy Malterer - School Board Clerk