

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

January 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 Strynick, Tracy Malterer, John Bohonek, Steve Weinheimer, 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 –December 16, 2019
- B. Approval of Minutes from January 2020 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#40726-40793) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

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

VII. Reports.

A. Citizen of the Month: The students recognized by John Hustis Elementary were Parker Weinheimer and Layla Thimm. Isabella Burback was recognized for his outstanding citizenship by the middle school staff and Samantha Peplinski by the high school staff.

B. Principals' Reports:

Mr. Bushey Reported:

- St. Olaf's Church of Ashippun donated \$3325 to 33 families to help them celebrate Christmas. We cannot thank them enough for including us in their generosity.
- As of 1/17, 101 truancy letters have been sent home.
 - Letters have been sent to 62 different students this school year.
 - 16 out of the 62 or roughly 26% of the students are open enrolled students.
- 2 out of 35 Seniors have yet to turn in a Senior Project Proposal.
 - Additional letters and meetings have taken place with these students.
 - 12 weeks remain for students to complete the project and turn in materials on time to their advisors.
- On 1/13 Kim Porzky celebrated Careers Parent Night. This event showcased students' research into careers and presenting their findings to their parents and others.
- On 1/17 the Jr. / Sr. High School staff collaborated within disciplines to align scope and sequence to find areas that need to be addressed to improve student knowledge and growth. This is the second time staff have been given designated time for this purpose. Staff have expressed the effectiveness of these meetings.

- 11th grade students will soon begin preparing for the ACT. This year the Juniors will be divided into two groups to work on practice tests and pointers for improved scores. This year Kim Porzky, Bruce Haan, and Curtis Koch will guide the Juniors through the process. The ACT test will take place on March 3rd.
- On 1/30, through Community Education, the American Heart Association will once again present information on the dangers of Vaping. This presentation showcases the plethora a vaping products available and information all parents need to stop this epidemic. The presentation will be held from 6 to 7:30 p.m. in the Library.

Ms. Bell Reported:

- It is hard to believe the second quarter ended last Thursday. Friday, our school specific PD was productive as we created our staff mission statement. We also focused on standards based report cards while making sure our curriculum standards on the report cards are consistent at each grade level. Our staff works extremely well together. They got a lot done and had fun at the same time. We truly have a great thing going!
- Our second quarter celebration of sledding, playing in the snow and having hot cocoa will be on Wednesday afternoon.
- Bridging Brighter Smiles will be here on Thursday.
- Report cards will be going home in this week's Friday Folder.
- We are busy preparing for summer school. The timeline is up for approval tonight.
- Last week a student organized a penny drive with the donation going to Children's Hospital. Together JHE raised \$437.78
- Our monthly Falcon Time assembly will be on Thursday, January 30th. In addition to celebrating all the wonderful things we see every day at JHE, students will be making a bookmark to go along with our all-school book read.
- Jump Rope for Heart is the week of February 3rd – 7th.
- Fang from the Wisconsin Timber Rattlers will be visiting our school on Wednesday, February 5th. He will kick off our reading program where students will be able to meet goals and earn prizes. The home run prize is a free ticket to the game and a free hot dog and soda. The game is April 25.
- We are also kicking off our all-school read of Mr. Popper's Penguins this month. Look for our penguin reading around Hustisford! Pictures will be posted on Facebook, and students are sure to get as excited as our staff is for this all-school read! Weekly trivia questions and activities focused around the book will take place during the month of February.
- Once again, Hustisford Utilities is providing an assembly about conservation. Showdown at Conservation Canyon will take place on February 14th.

Athletic Director's Report:

January is a busy time for all teams. There are currently many games that will be taking place. Girls are 2-3, 5-6 and the boys are 5-1, 8-2. The Husty invite is Feb. 1. Middle school teams are all busy with games as well. Sign up for spring sports is underway in the office.

Financial Director's Report:

Mr. Kiefer Reported:

1. Quarterly and Year-end Processing

Tax reports (941), unemployment and Medicaid quarterly reports were filed in early January. I updated and wrote new step-by-step procedures for completing each of these tasks. This should help make these processes smoother at the end of each quarter. I also updated the payroll procedures for the new year and added additional details to the processing steps.

W2 reports were sent to all employees and the State of Wisconsin report was submitted. The Federal reporting will be done tomorrow. The annual retirement reconciliation for the Wisconsin Retirement System was completed and will be submitted this week after a final review.

Information was gathered and submitted for the annual worker's compensation insurance premium audit. Skyward reports were written to pull the payroll information needed for the audit.

2. Bank Account Balances

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	1/20/20
General Checking	\$ 249,385
Fund 10 - Money Market Account	\$ 1,142,736
Fund 41 - Money Market Account	\$ 9,271
Benefits Design Group Acct-FLEX	\$ 9,946
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	\$ 87,499
Municipal Loan	\$ 32,040
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,834

Cash was tight at the end of December through mid-January, but we avoided using the line of credit. The Fund 10 Money Market dipped below the bottom threshold of \$200,000 but the bank waived the fee.

The January settlement for property taxes came in from the municipalities (total \$1,372,978) last week allowing us to rebuild our Fund 10 Money Market.

Grant claims through December for Special Education and Title programs were filed with the state and some will already be paid tomorrow. The Carl Perkins grant claims was also filed with CESA 6 and payment is pending.

Superintendent's Report:
Mrs. Cramer Reported:

- The administrative team, along with Jenny Nettesheim and Dena Serwe, will be participating in an online book read through CESA 6. The title of the book is The Trauma Informed School, a Step-by-step Guide for Administrators and School Personnel. The cohort will read the book together and participate with others in discussions around trauma informed practices within our school. We, as a team will be reading and having our own internal discussions as well to help us grow as an admin team to further develop our PD in this area.
- On December 18, I attended a gathering with legislators sponsored by CESA 6 at the Capitol. It was a great time to share the great things happening in our schools and to hear what legislation will be upcoming. I, along with two other superintendents visited Mark Born's office to further touch base about Dodge County Schools.

- I attended a Trailways Conference Exec. Committee meeting in Waupun earlier in the month. The meeting focused on potential realignment of the conference due to participation numbers in certain sports. The meeting also focused Westfield being rejected as a candidate to join the conference.
- I held the second full staff PD after school on January 8. Again, the PD focused around the book Our Iceberg is Melting. The PD allowed staff time to discuss the roles that they each play in part of our district team and provided them time to discuss and learn more about how others influence our participation on teams. The conversation was lively and I heard positive feedback. The PD ended with individuals providing others with positive reinforcements. The material collected was handed out to teachers in their mailboxes.
- We held a district compensation committee meeting with teachers on January 9. The meeting was to listen to feedback in regards to the compensation plan and the first year and a half of implementation. Valuable feedback was gained and great discussion as well.
- The District Safety Committee met on January 13 to go over our plans for updating some protocols within the district and move forward in planning a drill for spring and into next year's in-service days at the beginning of the year.
- I attended the Dodge County Emergency Management Team meeting on January 15. This is a committee where I sit as the school representative for the county on the team with agencies dealing with emergency management and safety throughout the county.
- Gappa Securities was in the district on January 15 to provide information in regards to security updates for camera areas in need of coverage at the Jr./Sr. High.
- I held a district level insurance meeting on January 16. The meeting was held with members of the insurance team to discuss the upcoming renewal that the district will be receiving on Jan. 22. The team had discussions in regards to our current plan and the future of health insurance in the district.
- I continue to attend weekly custodial meetings with the custodial team.
- I was selected to evaluate Kohl Scholarship Applications for the State level. I am in the process of reviewing applications for Principal Leadership Awards. It is a great professional growth opportunity.
- I worked with Unesco to help secure the financial impacts for the referendum questionnaire.
- This week is the State Education Convention in Milwaukee. I will be attending the WASDA Small Schools Committee meeting on January 22 and will be attending a meeting with M3 to go over our insurance renewal.
- I will be out of the district on January 30 and 31. I will be available via email, phone, or text.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- A. Presentation Hustisford School District Parent Liaison and CESA Family Engagement Coordinator—Stephanie Schotten, Parent Liaison presented on her role in the district. Terri Kreitzman, Special Education director introduced the role and the value to the district. The CESA representative was unable to attend.
- B. 2018-2019 Audit Presentation—Christine Taylor presented the 2018-2019 District Audit report.
- C. 2020 Delegate Assembly WASB Convention—Tracy Malterer is the delegate for Hustisford, she included the information for board members on the resolutions being presented.
- D. School Perceptions Survey—The board heard an update from Mrs. Cramer as the industry pricing came in from Unesco.

IX. Committee Reports

Building and Grounds Committee: John Bohonek, Committee Chair reported on the January 6, 2020 meeting:

Buildings and Grounds Committee Meeting Minutes of Monday, January 6, 2020

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, January 6, 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; Steve Weinheimer, member; John Kiefer, Financial Manager; Heather Cramer, District Administrator; and Kris Roeseler, District Maintenance Coordinator

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. He completed the move of the compressor for the shop. There was a new toilet installed in the boy's bathroom at the HS. There are continued plumbing issues in both buildings. He continues to work on cleaning and organizing storage areas. He needs to complete the flooring in the kitchen area. He is working with Johnson Controls to fix issues with both boilers.
- Current projects—The HS bubbler in the gym needs to be replaced. The scoreboard buzzer needs to be fixed for wrestling meets that are upcoming. The flooring around the grease trap in the kitchen needs to be finished. HVAC issues at the HS with dripping pipes in certain areas.
- School Perceptions Survey—The committee reviewed a draft of the survey and will review it again once numbers are solidified.
- Citizen Advisory Committee—The committee discussed the upcoming meeting on January 27 at 6 pm. The committee also discussed the future of the committee and the plans for the committee as the district moves forward.
- School Van—The tire pressure sensor remains on. There has been maintenance done recently. The committee instructed Mr. Roeseler to have Faith Automotive install new mirrors and door handles that need to be fixed.
- Summer Projects/Plan—Two classrooms are still in need of tile at JHE. Mr. Roeseler indicated he is not sure, but would prefer to have them hired out to complete. 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.

Curriculum and Technology Committee: Did not meet

Business and Finance Committee: Did not meet

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the January 6, 2020 meeting:

Personnel and Policy Committee
Minutes from Monday, January 6, 2020

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, January 6, 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 worked on the job description for elementary principal. Mrs. Cramer will continue to clean up the job description and transfer information that is similar to the Jr./Sr. High Principal. Both job descriptions will be reviewed at the February committee meeting.
- FFA Extended Summer Contract—The committee discussed how to compensate for the summer duties of the FFA Advisor. It is recommended that we pay hourly and cap the hours that are able to be used. The FFA Advisor will document hours and turn them in for verification. The committee will revisit this at the February meeting and then send it to the board for approval.
- Open Enrollment Policy for 2020-2021—The committee recommends no changes for open enrollment for 2020-2021.
- Staffing —Mrs. Cramer updated the committee on staffing for next year.
- Citizen Advisory Committee—The committee discussed the role of the CAC moving forward. The next meeting is Monday, January 27, 2020 at 6 pm in the HS library.
- 2020-2021 Calendar—Mrs. Cramer presented the committee with a calendar that had been reviewed at the board level and the committee did not see any issues and wishes to move the calendar to the board for full approval.

XI. New Business

A. Personnel and Policy:

1. Resolution #1795: Approval of 2019-2020 Extra Duty Contracts

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

Approval of 2019-2020 Extra Duty Contracts
School Board Resolution
#1795

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2019-2020 Extra Duty Contracts as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1796: Approval of 2020-2021 School Calendar
A motion was made by Steve Weinheimer and seconded by Lisa Bosse to approve the following resolution:

Approval of 2020-2021 School Calendar
School Board Resolution
#1796

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2020-2021 School Calendar as presented.

Approved 7-0 Roll Call Vote

3. Resolution #1797: Approval of 2020-2021 Open Enrollment Policy
A motion was made by Jay Behnke and seconded by John Bohonek to approve the following resolution:

Approval of District Open Enrollment Policy for 2020-2021
School Board Resolution
#1797

BE IT RESOLVED, per Act 114, that the Board of Education of the Hustisford School District determines at this time that the Hustisford School District is able to accommodate open enrollment requests for the 2020-2021 school year, for students who would be placed in programming currently offered by the district.

Approved 7-0 Roll Call Vote

B. Curriculum and Technology:

1. Resolution #1798: Approval of 2020 Summer School Timeline
A motion was made by Dave Strysick and seconded by Barb May to approve the following resolution:

Approval of 2019 Summer School Timeline
School Board Resolution
#1798

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2019 summer school timeline as presented.

Approved 7-0 Roll Call Vote

C. Business and Finance:

1. Resolution #1799: Approval of District Financial Audit Report for 2018-2019 School Year

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

Approval of District Financial Audit Report for 2018-2019 School Year
School Board Resolution
#1799

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby accept and record the 2018-2019 Hustisford School District Audit Report as prepared and presented by Christine Taylor of Huberty & Associates at the regular school board meeting on January 20, 2020. (A copy of the audit report is on file in the district office)

Approved 7-0 Roll Call Vote

2.Resolution #1800: Approval of Renewal of Boys Soccer Cooperative Agreement with Dodgeland High School

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

Approval of Renewal of Boys Soccer Cooperative Agreement with Dodgeland High School
School Board Resolution
#1800

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the continuation of the boys' soccer cooperative with Dodgeland High School.

Approved 7-0 Roll Call Vote

D.Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, February 3, 2020, at 4:00 p.m.*
- *Policy/Personnel – Monday, February 3, 2020, at 5:00 p.m.*
- *Business/Finance – Tuesday, February 4, 2020, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, February 4 2020, at 5:00 p.m.*
- *February Regular Board Meeting: Monday, February 17, 2020, at 6:30 p.m.*
- *Citizen's Advisory Committee: Monday, January 27, 2020 at 6:00 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—Employee Performance

A motion was made by Steve Weinheimer and seconded by Barb May to enter into closed session at 7:46 pm.

Approved 7-0 Roll Call Vote

XIV. Return to Open Session

A motion was made by Tracy Malterer and seconded by Jay Behnke to return to open session at 8:12 pm.

Approved 7-0 Roll Call Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to adjourn at 8:12 pm.
Passed Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk