

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

March 16, 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

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 –February 17, 2020
- B. Approval of Minutes from March 2020 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#40848 – 40914) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Resignation of John Hustis Elementary Library Aide

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

VII. Reports.

A. Citizen of the Month: Due to the Covid-19 outbreak, no students were recognized at this month's meeting.

B. Principals' Reports:

Mr. Bushey Reported:

Points of Interest:

- Senior Project Update
- 2 Seniors have turned in and have an accepted proposal as of today
- 2 Seniors still have not turned in a Proposal (1 student is questionable)
- Shutdown will impact hour attainment for some
- I have spoken to all students that this will greatly impact
- We are contacting evaluators to add a possible additional presentation night scheduled for May 11th
- 20 parents signed in for Parent Teacher Conferences on February 20th
- FFA week was celebrated with the students on February 24th - 28th
- On February 26th staff researched best practises to use for instruction. Staff will present their practice and findings to the entire staff on April 8th.
- Congratulations Ariel Nelson for advancing to State in Forensics.
- Congratulations Aria O'Neil, Megan Bloomhuff, and Ariel Nelson for Qualifying for State in Solo & Ensemble.

Upcoming Events:

4/27 Senior Project Presentations beginning at 6:00 p.m.

4/29 9th Grade Parent Orientation Meeting at 5:15 - 5:50 p.m. Jr. / Sr. High Library

- 4/29 FFA Banquet at 6:00 - 8:30 p.m. Jr. / Sr. High Commons
- 4/23 Physics Class Field Trip
- 4/25 Prom 7:30 - 11:30, Grand March 8:00, Post Prom starts promptly at 12:00 p.m.
- 5/6 Student Council Blood Drive at 1-6 p.m. Jr. / Sr. High School Commons
- 5/11 Possible additional Senior Project presentation night beginning at 6:00 p.m.
- 5/12 6th Grade Orientation 6:00 p.m. Jr. / Sr. High Library
- 5/12 Jr. / Sr. High Band Concert 7:00 p.m.
- 5/14 Hospitality Class Restaurant Simulation (The Hawaiian Sunset)
- 5/18 Jr. / Sr. High Choir Concert 7:00 p.m.
- 5/20 Senior Project Parent Information Meeting 5:45 - 6:20 p.m. Jr. / Sr. High Library
- 5/20 Jr. / Sr. Banquet 6:30 p.m. Jr. / Sr. High Commons
- 5/29 Graduation ceremony 7:00 p.m. Jr. / Sr. High School Gymnasium

Ms. Bell Reported:

- Community Coffee was March 4th. Thank you to Tracy and Dave for representing the School Board.
- Students continue to read minutes towards the free Timber Rattler's game.
- Green Team held an aluminum can drive. They raised over \$85 for JHE.
- Summer School packet is finalized and up for approval tonight. There are new classes such as Intro to Spanish, Frisbee Golf, Voice lessons, and Scrapbooking. The trusted and true classes will be offered again as well.
- Koalyen Her, an eighth grade student, is working on his Eagle Scout Service Project. His project is to create a larger, sturdier compost bin for JHE. This will be completed over the summer.
- Teachers have done a great job getting kids ready for the Forward Exam.
- Our last school specific PD focused on the icebergs at JHE. Staff worked great together focusing on what we can do to keep JHE moving forward.
- Staff will be in the rest of this week to prepare for students to learn from home. Teachers have been working together to create wonderful organizational tools and resources to optimize learning during these unfamiliar times

Athletic Director's Report:

Congratulations to Gavan Stark on being a regional champ in wrestling. The girls' basketball team lost in their regional semi-final game. Congratulations to the boys' basketball team on their regional championship. Unfortunately, they lost in the sectional game. The winter sports awards night has been cancelled. Currently all spring sports are on hold.

Business Office Updates for the March 16, 2020
Board of Education Meeting

1. Budget vs. Actual Review

Hustisford School District Budget Totals							
Fiscal Year 2019-2020							
Budget	Fund	Budgeted Revenue	Budgeted Expenses	Surplus / (Deficit)	Beginning Fund Balance 7/1/19	Projected Ending Fund Balance 6/30/20	FB as % of Expenses
	10	\$ 5,956,276	\$ 6,034,240	\$ (77,964)	\$ 1,524,453	\$ 1,446,489	24%
	27	\$ 711,607	\$ 711,607	\$ -	\$ (0)	\$ (0)	
	38	\$ 66,439	\$ 66,438	\$ 0	\$ 3,884	\$ 3,884	
	41	\$ 5	\$ -	\$ 5	\$ 9,273	\$ 9,278	
	49	\$ 104,105	\$ 104,105	\$ -	\$ 2,261	\$ 2,261	
	50	\$ 194,550	\$ 194,550	\$ 0	\$ 9,876	\$ 9,877	5%
	80	\$ 59,359	\$ 59,359	\$ (0)	\$ 122,934	\$ 122,934	207%
	Total	\$ 7,092,341	\$ 7,170,299	\$ (77,958)			
Projected Actuals	Fund	Projected Actual Revenue	Projected Actual Expenses	Projected Surplus / (Deficit)	Beginning Fund Balance 7/1/19	Projected Ending Fund Balance 6/30/20	FB as % of Expenses
	10	\$ 5,965,692	\$ 6,042,541	\$ (76,850)	\$ 1,524,453	\$ 1,447,603	24%
	27	\$ 711,433	\$ 711,433	\$ -	\$ (0)	\$ (0)	
	38	\$ 66,439	\$ 57,200	\$ 9,238	\$ 3,884	\$ 13,122	
	41	\$ 22	\$ -	\$ 22	\$ 9,273	\$ 9,295	
	49	\$ 104,105	\$ 104,105	\$ -	\$ 2,261	\$ 2,261	
	50	\$ 189,710	\$ 197,911	\$ (8,201)	\$ 9,876	\$ 1,676	1%
	80	\$ 57,861	\$ 54,374	\$ 3,487	\$ 122,934	\$ 126,422	233%
	Total	\$ 7,095,262	\$ 7,167,565	\$ (72,303)	Total w/ F10 only	\$ 1,114	

An increase in Categorical (Per Pupil) aid offset a larger than budget open enrollment deficit, resulting in the district being on target with its surplus / (deficit) for Fiscal Year 2020. The categorical aid is based on a three-year average of our membership multiplied by \$742.

	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020
Categorical (Per Pupil) Aid	\$ 108,750	\$ 193,500	\$ 280,566	\$ 310,814
Year-over-Year % Increase/(Decrease)		77.9%	45.0%	10.8%
Per Pupil Amount	\$ 250	\$ 450	\$ 654	\$ 742
Enrollment - Head Count	435	430	429	419

A deficit of (\$8,201) is projected for Food Service. Substitutes have not been used but some extra pay has been incurred due to occasional coverage issues resulting in salaries and benefits being (\$3,861) over budget. Consumable expenses and food costs have been curtailed by utilizing and depleting inventories resulting a budget savings of \$4,015. Around (\$3,500) of the deficit is due to non-capital items (used stove, mobile computer cart, stool, water station). Overall, projected expenses are (\$3,361) more than budget.

On the revenue side, income from Student/Staff participation is exceeding the budget but aid payments are lagging behind budget. Overall, the projected revenue budget is around (\$4,800) behind budget.

A comparison of the year-to-date expenses through February for the last three years is attached. Also attached is a summary of the breakfast and lunch meals served for the last four years.

2. Bank Account Balances

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	3/16/20
General Checking	\$ 69,980
Fund 10 - Money Market Account	\$ 1,143,443
Fund 41 - Money Market Account	\$ 9,275
Benefits Design Group Acct-FLEX	\$ 7,644
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	\$ 84,009
Municipal Loan	\$ 27,163
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,868

Cash flow is strong right now and an Equalized Aid payment and Per Pupil Aid will be disbursed by DPI next week.

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 was beyond proud of the Board and our team for the representation that we had at the meeting regarding the Wisconsin School Choice program at Bethany.
- I attended a webinar on educating at-risk youth and options that our District can explore in regards to student engagement and success.
- I worked with NEOLA on a very large policy update. The updates will be presented at the April meeting for first reading.
- John and I had a phone conversation in regards to our health and dental renewals. Dental is on the agenda for this evening and health is out to bid. We are down to a 15% increase, hoping for it to go lower, but it is down from the original 19%.

- I have been on many conference calls and updates regarding COVID-19.
- Our District is set for online/at-home learning experiences. We are working this week through the final preparations. Teachers are jumping in and getting on board and really working to ensure our continuity of education for all students from grades 4K-12.
- These past several days 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. 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.

VIII. Board Development:

- A. Presentation from Senior, Elizabeth Sliper on Club Proposal—Mr. Bushey read a report on what Lizzy was proposing. She wanted to incorporate a sign language club into school.
- B. JHE PTC Update—This update was tabled to a future date.
- C. Hustisford FFA Update—This update was tabled to a future date.
- D. Survey Results from School Perceptions—Bill Foster from School Perceptions presented the results of the community survey. The rate of return was good on the surveys and the community indicated overall support for a referendum. The full report can be viewed in the district office and will be presented at a later date.

IX. Committee Reports

Building and Grounds Committee: John Bohonek, Committee Chair reported on the March 2, 2020 meeting:

Buildings and Grounds Committee Meeting
Minutes of Monday, March 2, 2020

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, March 2, 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; Kris Roeseler, District Maintenance Coordinator; Steve Weinheimer, member and John Kiefer, District Business Manager

New Business:

- Update Kris Roeseler—Mr. Roeseler updated the committee on the project completed recently. A new fan motor was installed in the HS gym on the coil heating unit. The unit was also cleaned. A new combustion fan unit was installed on a HS boiler. The auto drain on the compressor at the HS was also repaired. A new electronic gas valve and actuator was installed on a boiler at JHE. The tractor had a coolant hose that needed to be fixed. The floor in the HS boiler room was sealed due to leaks. The HS science room drains are having major issues and they were worked on in February. There continues to be issues with all of the sinks in the science lab. There are several lockers at the HS that have required maintenance. Many of the mechanisms are starting to fail due to age. The custodial crew works on them regularly installing new parts. Several faucet valves have been replaced due to leaking. There is regular maintenance being done on air handlers and compressors.
- Current projects—The HS bubbler in the gym needs to be replaced, this has been ordered. VCT repairs need to be done at both buildings. HS staff restroom floors need to be addressed.
- School Perceptions Survey—Mrs. Cramer provided an update on return of the surveys. Surveys are due March 9. The board will get results on March 16.
- Summer Projects/Plan—Two classrooms at JHE need to have the carpeting removed and replaced with vinyl tile. JHE roof drains need to be updated. The dust collectors at the HS need to be repaired and repainted.
- Healthy Schools Planning—Mrs. Cramer updated the committee on precautions being taken in regards to flu and other viral outbreaks. The district is providing sanitizing wipes for classrooms, has done an inventory of face masks, and is maintaining higher levels of certain cleaning supplies. Mrs. Cramer provided the custodial team with cleaning instructions to help fight the issues that we may face.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the March 3, 2020 meeting:

Curriculum and Technology Committee
Minutes of Tuesday, March 3, 2020

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Tuesday, March 3, 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; and Heather Cramer, Superintendent

Absent: Fred Miller, Director of Technology

- Update from Fred Miller, Director of Technology—Mr. Miller was not present, no report for this month.
- School Perceptions Survey—Mrs. Cramer updated the committee on survey turn in. The board will receive 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.
- Summer School Course Book—Mrs. Cramer updated that the course book will be ready for board approval on March 16.
- 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.
- Professional Development—Mrs. Cramer discussed PD that the admin team has been doing. She also discussed the planning that the admin team will do for PD for next year based off of this year's staff feedback.

Business and Finance Committee: Lisa Bosse, Committee Chair reported on the March 3, 2020 meeting:

Business and Finance Committee Meeting
Minutes of Tuesday, March 3, 2020

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, March 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, member; John Kiefer, District Business Manager; Heather Cramer, District Administrator; and Lisa Bosse, Chair

New Business:

- Current Budget Update—Mr. Kiefer provided an update on where the budget is currently at. The district is currently expecting a deficit budget for the school year.
- Future Planning for upcoming budget cycle—The committee discussed budget planning for next year. The district is predicting a deficit and will look at ways to cut that deficit. The committee discussed various cuts that will be made in various areas across the district. CPI for 2020 is 1.81% which is a percentage being used in future budget planning.
- School Perception Survey—The committee was updated on return of surveys. They board will receive final results on March 16.
- Insurance Information: Mrs. Cramer updated the board on the dental renewal for this year. The district received a 0% increase. Currently the health renewal is at 15%. The health is being taken out to bid for other providers at this time.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the March 2, 2020 meeting:

Personnel and Policy Committee
Minutes from Monday, March 2, 2020

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, March 2, 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 Community Education Director. The description will be ready for board review in March.
- Staffing 2020-2021 –Mrs. Cramer updated the committee on staffing for next year. The committee discussed potential cuts that will need to be made for next year. The committee also discussed kids club and how that might look for next year. The committee discussed options for the board to review.
- School Perceptions Survey—Mrs. Cramer updated the committee on the return of surveys. The board will receive the results at the March 16 board meeting.
- Compensation Points Request from Staff—The staff member requesting did not provide any further information for the committee at this time.

XI. New Business

A. Personnel and Policy:

1. Resolution #1807: Approval of Job Description for Community Education Director

A motion was made by Jay Behnke and seconded by Barb May to approve the following resolution:

Approval of Job Description for Community Education Director
School Board Resolution
#1807

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the job description for the Community Education Director as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1808: Approval of Safety Patrol trip to Wisconsin Dells

A motion was made by Dave Stryck and seconded by Tracy Malterer to approve the following resolution:

Approval of Safety Patrol Trip to Wisconsin Dells
School Board Resolution
#1808

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Safety Patrol overnight trip to Wisconsin Dells from May 14, 2020 – May 15, 2020.

Approved 7-0 Roll Call Vote

3. Resolution #1809: Approval of Physics Trip to Great America

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

Approval of Physics Trip to Great America
School Board Resolution
#1809

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2020 physics trip to Great America on April 23, 2020.

Approved 7-0 Roll Call Vote

B. Curriculum and Technology:

1. Resolution #1810: Approval of 2020-2021 High School Course Description Book

A motion was made by Lisa Bosse and seconded by Barb May to approve the following resolution:

Approval of Spring 2020-2021 High School Course Description Book
School Board Resolution
#1810

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

Approved 7-0 Roll Call Vote

2. Resolution #1811: Approval of 2020 Summer School Course Book

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

Approval of 2020 Summer School Course Book
School Board Resolution
#1811

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the course description book for 2020 Summer School as presented.

Approved 7-0 Roll Call Vote

3. Resolution #1812: Approval of Start College Now Applications

A motion was made by Tracy Malterer and seconded by Dave Strysick to approve the following resolution:

Approval of Start College Now Applications for Fall 2020
School Board Resolution
#1812

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the two Start College Now Applications for Fall 2020 as presented.

Approved 7-0 Roll Call Vote

4. Resolution #1813: Approval of 2020-2021 Jr. High Course Description Book

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

Approval of 2020-2021 Jr. High Course Description Book
School Board Resolution
#1813

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the 2020-2021 Jr. High Course Description book as presented.

Approved 7-0 Roll Call Vote

C. Business and Finance:

1. Resolution #1814: Approval of Renewal of Dental Insurance

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

Approval of Delta Dental Renewal for the 2020-2021 School Year
School Board Resolution
#1814

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the renewal for Delta Dental for the Hustisford School District at the renewal rate of 0%.

Single Coverage: \$41.62
Family Coverage: \$107.50

Approved 7-0 Roll Call Vote

D. Buildings and Grounds: NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, April 6, 2020, at 4:00 p.m.*
- *Policy/Personnel – Monday, April 6, 2020, at 5:00 p.m.*
- *Business/Finance – Tuesday, April 7, 2020, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, April 7, 2020, at 5:00 p.m.*
- *April Regular Board Meeting: Monday, April 20, 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—Employee Performance
Staffing 2020-2021

A motion was made by Tracy Malterer and seconded by Lisa Bosse to enter into closed session at 8:01 pm.
Approved Roll Call Vote 7-0.

XIV. Return to Open Session

A motion was made by Lisa Bosse and seconded by Barb May to return to open session at 9:12 pm.
Approved 7-0 Roll Call Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to adjourn at 9:12 pm.
Passed Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk