

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

November 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: Dave Stryck, Tracy Malterer, John Bohonek, Barb May, Steve Weinheimer, Kevin Muche, 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. Oath of Office New Member: Tracy Malterer gave the oath of office to new member, Kevin Muche.

V. Election of School Board Vice-President: Lisa Bosse made a motion to nominate Dave Stryck as School Board Vice-President, it was seconded by Tracy Malterer. The vote for Dave Stryck was cast as a unanimous ballot.

VI. Public Forum--Citizen input is vital to the improvement of our School District. Most times your remarks may be listened to without comment from the board members or superintendent. This does not mean they are heard with any less intensity or concern. The Board retains the option of limiting public comments to three (3) minutes. Where appropriate district staff will investigate your comments and report back to you and the school board. We thank you for taking the time to address the Board of Education

There was one community member who commented in regards to the district mask mandate. She asked for consideration to lift it and not keep it. She indicated that she would like to see a waiver option for parents or separate sections for students wishing not to wear a mask.

VII. 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 –October 26, 2020
- B. Approval of Minutes of Special Board Meeting—November 2, 2020
- C. Approval of Minutes from November 2020 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#41369-41418) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of Resignation—Special Education Assistant Jr./Sr. High

A motion was made by Lisa Bosse and seconded by Dave Stryck to approve the Consent Agenda items as presented.

Approved 7-0 Roll Call Vote

VIII. Regular Agenda

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to approve the Regular Agenda.

Motion passed by voice vote.

IX. Reports

- A. Citizen of the Month: JHE recognized Madalyn Schmidt and Kinsley Allar. MS recognized Sophia Zurawski and the HS recognized Rylie Collien.

B. Principals' Reports:

Mr. Bushey Reported:

- 5 students were inducted into the National Honors Society on Tuesday, November 10th.
- AP Courses
 - 31 students enrolled in AP courses this year
 - 17 students elected to take the exam in the Spring
 - 32 students enrolled in AP courses last year
 - 16 students took the exam last year

Email to County official to seek out grant resources (see attachment)

Veterans Day

- Students and staff dressed up in red white and blue
- Pictures of students thanking veterans put on Facebook
- Thank you veterans for your service

2020 Senior Project update - Present in December?

2021 Senior Project update

- 28 out of 31 student have an accepted Senior Project Proposal
- 1 virtual student has yet to turn in a Senior Project Proposal
- 2 students need to turn in a Senior Project Proposal
- 5 students will be presenting their projects on Monday, December 7th starting at 6:00 p.m.
- On Friday, November 13th a computer insurance policy option was put on the District webpage along with a Blackboard message sent to parents.
 - Parents can purchase a policy for a cost of \$45
 - 4 policies have already been purchased
- Happy Thanksgiving everyone and good luck deer hunters.

Ms. Bell Reported:

- The NED Show was a big hit. All grades enjoyed the presentation about The Power of Yet. Yo-yo sales to pay-it-forward were successful and sold in a safe manner.
- 4th grade went virtual for one week. Mr. Reimes did a great job connecting with students for whole group instruction as well as meeting with students individually. Comments by several parents were positive and appreciative of his efforts to teach in this format.
- Dodge County Toy Bank applications are underway. This program supplies support for families at Christmastime. Those that meet the criteria will be provided with gifts for their children. Of the 17 families I submitted for assistance, 9 have been approved and the other 8 are waiting for applications to be completed. I'll reach out to those families this week so they can take advantage of this wonderful program.

- American Education Week is this week. We wish to thank the community for their continued support of public education. To show our appreciation, the students will be writing messages of gratitude on the sidewalks around town. I would also like to extend a thank you to you, the School Board for keeping students first in all the decisions you make.
- Happy Thanksgiving to you and your family.

Athletic Director's Report:

Mr. Falkenthal Reported:

- Volleyball had a great season that ended in sectionals.
- The volleyball team received many all-conference honors this year.
- The football team had three games, there were no award this year for football.
- HS girls' basketball started on Nov. 16. There are 14 girls out.
- Boys basketball and wrestling start on November 23.

Financial Director's Report:

Mr. Duhr Reported:

Monthly Highlights:

- Completed & Submitted the PI 401 Tax Levy Certifications.
 - These were sent out to all of the local municipalities
- Finalizing the budget entry into Skyward to submit to DPI at the end of the month.
- LOC has been renewed - ready for signatures tonight
- \$125,000 bank loan has also been approved by Hustisford State Bank, pending board approval. 10 years at 2.5%.
- MM is at a yearly low of \$322,452. While this is "normal" for this time of year, it causes some uneasiness based on projections as next year we may not be able to cover expenses and may have to use the LOC and incur interest costs.
- Projected to receive \$470,000 of state aid the first week of December.
- Food Service Update
 - Meal counts continue to increase
 - \$1,577 new freezer motor needed to be installed
- Auditors are finalizing the 2019-20 Audit Report

Hustisford School District Bank Accounts	
Hustisford State Bank	
Checking / Savings Accounts	Balance as of 11/12/20
District Checking	\$ 181,651
Fund 10 - Money Market Account	\$ 322,452
Fund 41 - Money Market Account	\$ 3,240
Benefits Design Group Acct-FLEX	\$ 8,848
Investment Accounts	
1-year CD Maturity date 1/25/21	\$ 20,000
1-year CD Maturity date 7/5/20	\$ 5,000
Loan Accounts	
Loan - Unfunded Liability	\$ 69,889
Loan - Technology	\$ -
Loan - Gym Improvements	\$ 97,558
Municipal Loan(LOC \$300K)	\$ -
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,895

Superintendent's Report:

Mrs. Cramer Reported:

- I want to start off by highlighting several donations that the district has received over the past month or two. Thank you to Zion Lutheran Church in Clyman for their \$200 donation to help with our fill the bowl snack program and our weekend backpack program. We also had an anonymous donation of \$250 for our weekend backpack program. Hustisford State Bank was able to secure a grant for the district in the amount of \$10,000 to help with the purchase of Chromebooks. We had a donation for our Tech Ed. Department from Briggs and Stratton. The donation will help our small engines class. We also received news from the Town of Hustisford that they had Road to Recovery funds that we could potentially utilize. We were able to submit COVID expenses for possible reimbursement. We could potentially see close to \$22,000 in reimbursement. We do not have a solid answer yet, but went through the process with the Township.
- I continue to participate weekly on conference calls with CESA 6 in regards to updates on COVID and how things are moving into the winter. I also am working closely with the Dodge County Sups and Dodge County Health Dept. group weekly to make sure that we are all on the same page in regards to protocols and we discuss in length how each district is progressing. These calls help us to gauge COVID infection rates in each district and community. It also helps us to have others who are dealing with similar issues to bounce things off of. As Dodge County Sups group, we are truly a team in this effort and we rely on each other often for guidance.
- Our district is working diligently to keep our students safe. We have dealt with several quarantines of students and staff. We have worked through several positive cases at the Jr./Sr. High and one at JHE. As we move forward into the Holidays, we need to remain diligent about keeping our staff and students safe. As Dodge County superintendents, we are working on a unified letter that will be go out to all families with guidance for all families on making safe choices for our schools. We truly have one goal and that is to keep the students in classrooms and athletes on the court and mat. The district is now responsible for all of our own contact tracing, the county is not assisting us in this in relation to school related close contacts. Families are being directly contacted by the school in regards to quarantine procedures. As a district, we now have access to the Department of Health test site to track tests that students have taken. This is a great tool to help us remain on top of the tests that are happening within our student body.
- We have partnered with CESA 6 for a COVID testing possibility for staff and their families. This is of no cost to the district. Rather, employees pay the bill for the test. The benefit of this service is that the test results are coming within 24 hours of testing due to a partnership with Froedert Hospital. We truly appreciate the guidance from CESA on this unique opportunity.
- We continue to meet as Trailways superintendents to go over athletics and our conference. We have a meeting on Wednesday. This meeting will be used to work to come up with conference protocols for COVID. In the fall many schools were hesitant due to areas having different caseloads happening, that is not the case at this time for the state. We are looking to have conference guidance and unity when it comes to winter sports. I have been working with Dodgeland, Horicon, and Oakfield School Districts to create a document that would unify expectations in all of our districts for winter sports if nothing happens within the Trailways.

- We have been meeting as a football cooperative to go over a realignment request for our team. The request was submitted by H/H to move into the Eastern Suburban conference. We will keep you posted on what is decided. The H/H program was part of two other realignment requests as well. We are hoping for good news from WIAA on our request.
- Jenny Nettesheim and I are meeting with the Kiel Virtual partners and discussing how things are going. The meetings are monthly and provide us insight of how to further engaged students. It is great to hear how other schools are handling the program. We did have three students return at quarter and are anticipating more at semester.
- It is that time of the year again that we are starting to gear up for winter weather. I had my first meeting with the National Weather Service to discuss the upcoming year. YUCK!
- We continue to meet as Trailways Superintendents as well. This is an opportunity to expand beyond Dodge County a bit and hear what is happening in other areas of the conference. These meetings are valuable as we start to play again to gauge how other school districts are doing. I have found that these meetings are insightful due to the number of Dane County Sups on the meeting. It really has provided a solid perspective for many of us.
- We had a special education and legal update on Nov. 6 from WASDA. This meeting was valuable for us to hear updates that are happening and to remind us of upcoming deadlines for board action.
- I met with the Watertown Community Health Foundation on Nov. 9. This meeting brought our group together to check-in on how districts are doing and how the foundation can continue to help area districts.
- I attended a WASDA meeting on Nov. 10 in regards to the next biennial budget for DPI. They provided the top tier budget that they have sent through and DPI was on to give information related to the proposal. This is really early in the process, but it was great to hear where it started.
- Congratulations to our new NHS inductees—Kelsey Ewert, Rylie Collien, Aria O’Neil, Ariel Nelson, and Ari Hildebrandt.
- I would like to send a shout out to Koal Her as well on achieving Eagle Scout. We are beyond proud of his accomplishments.
- On Nov. 13 we had our first legislative breakfast of the year via Zoom! No bacon from CESA, but it was a great meeting. We heard from several legislators in regards to COVID and the new budget. It will be interesting to see how things progress.
- Jon and I met with Bassett Mechanical to finalize things with the HVAC. We are on track to getting repairs started within the week.
- On Friday, Nov. 13, we had our boiler inspections for our insurance certification. One boiler at each building is not working at the present time, but the other two received their certification. The company will be back soon to inspect the other two. The company was impressed that we have a solid service agreement in place and that we had the plans readily available to show the repairs for each boiler.
- Happy Thanksgiving to all of you and our Falcon Community. I am blessed to work with such an amazing group of individuals and blessed to have such wonderful students. Special thanks to the board for continued support this year.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- A. COVID Update: Mrs. Cramer updated the board on the new contact tracing protocol. The district is responsible for all contact tracing related to any school contact. Mrs. Cramer also updated on current numbers within the buildings and the fact that at this point a data dashboard would still be considered challenging due to low numbers. Mrs. Cramer also discussed masking and moving forward.
- B. Buildings and Grounds Use—Outside Entities: Mr. Falkenthal requested the use of the HS gym on Saturdays and Sundays starting in late November or early December through March for Sinissippi Rec. Men’s League Basketball. The board discussed this and every board member indicated that they were not comfortable at this time opening our facility up for use for an outside entity. The concerns came from the fact that the league draws many players from outside communities. There are also concerns for staffing and cleaning within the district on those weekends. The board made a clear statement that it is most important to have the buildings open to our students and youth first.
- C. Winter Sports Update: Mrs. Cramer updated the board on the status of winter sports and discussed options for the district. The protocols will be on for discussion later in the agenda.
- D. Operational Referendum Discussion: The board discussed the need for an operational referendum in the spring election. The board began discussion numbers for a referendum. The discussion will continue in December.

XI. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the November 2, 2020 meeting.

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

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, November 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; Jon Duhr, Business Manager; and Steve Weinheimer, member

New Business:

- School building and grounds use—The committee discussed use of facilities for outside groups. Community Education programming through Fund 80 is slowly being phased in. The committee revisited the information from men’s basketball and youth wrestling. The fitness center will slowly begin to open.
- Winter Athletics—The committee discussed upcoming winter athletics. Mrs. Cramer indicated that teams would be getting mitigation plans to the office before the start of the season. Mrs. Cramer indicated that she has been meeting with the county and the conference in regards to athletics. The conference will be setting guidelines to help with consistency amongst member schools. It is important to know that schools can set stricter guidelines than the conference, but not lesser.
- HVAC update—Mrs. Cramer updated the committee on the Bassett proposal. Some of the items have already been fixed due to the need with winter coming, others have been outlined and Mrs. Cramer will be meeting with Bassett shortly.

- District Equipment Maintenance—The district needs to do some significant work on the utility tractor or decide what to do in regards to updating the snowplowing equipment for the district. This will continue to be discussed.
- Scheduling/Staffing Maintenance—The committee discussed staffing and scheduling for the maintenance staff.
- Boiler Inspection—There was a boiler inspection scheduled on Oct. 30 but it had to be canceled due to one of the boilers in each building not functioning. It is rescheduled for Nov. 13.

Curriculum and Technology Committee: Did not meet

Business and Finance Committee: Ms. Bosse updated the board on the November 3, 2020 meeting.

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

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, November 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; Jon Duhr, District Business Manager; Heather Cramer, District Administrator; and Lisa Bosse, Chair

New Business:

- Budget Planning 2020-2021—The committee looked at various parts of the budget and discussed special education funding. There are several areas that the district is keeping a close eye on in regards to expenditures and revenues. Food service will do better due free meals being offered throughout the entire school year.
- Planning for Winter Athletics—Mrs. Cramer discussed winter athletics and start dates. The committee discussed masking and WIAA guidelines. They also discussed county and conference information. The full board will discuss winter sports guidelines.
- Future Budget Information 2021-2022—The committee discussed the information related to budget for next year. The committee asked for a board discussion on an operational referendum in spring of 2021. The committee also discussed having a closed session to discuss staffing and for the upcoming year.
- Line of Credit Renewal—Mr. Duhr had already contacted the bank about the renewal and will have the information ready for the board meeting in November.
- Loan Information—HVAC and Maintenance Equipment—The bank board is reviewing the information for the loan at the Nov. 11 board meeting. The loan total would not exceed \$125,000 and would cover all HVAC repairs in both buildings as well as a new piece of equipment for grounds maintenance.

Policy and Personnel Committee: Ms. Malterer updated the board on the November 2, 2020 meeting.

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

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, November 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 Strynick, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Winter Athletics—Mrs. Cramer updated the committee on the start of winter athletics. The committee discussed options and heard from Mrs. Cramer in regards to county and conference information. The board will discuss winter athletics at the November board meeting.
- Buildings and Grounds Usage—The committee discussed youth wrestling. The committee also discussed the opening of the fitness center. Further discussion will happen at the board meeting in November.
- Staffing 2021-2022—The committee reviewed number projections for next year and began a discussion around the staffing levels needed at each level and the needs for the district. The board will discuss further at the November board meeting as well as future board meetings.
- FFA Fruit Sale and other fundraising—Mrs. Cramer discussed information regarding the FFA fruit sale and other fundraisers. The committee indicated that keeping the sale as contact free as possible was important and they felt that the sale is great to do with the precautions Ms. Essock prepared in place.
- Board Vacancy—The committee discussed the process for the board meeting for the vacancy. The committee discussed the voting process and procedures of the meeting.

XII. Old Business—NA

XIII. New Business

A. Personnel and Policy

1. Resolution #1897: Approval of 2020-2021 Winter Coaches

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

Approval of 2020-2021 Winter Coaches
School Board Resolution
#1897

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the following winter coaches for 2020-2021.

MS Girls Basketball
5/6—Sara Rinderle
7/8—Ashely Mergen

High School Girls Volunteer Coach: Marissa Bohn
High School Boys Volunteer Coach: Ty Hildebrandt

Approved 7-0 Roll Call Vote

2. Resolution #1898: Approval of Winter Sports Protocols

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

Approval of Winter Sports Protocols
School Board Resolution
#1898

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

**Two spectators per athlete and all participants, spectators, and workers, wearing masks at all times.

Approved 7-0 Roll Call Vote

3. Resolution #1899: Approval of District Face Covering Mandate

A motion was made by Barb May and seconded by Kevin Muche to approve the following resolution:

Approval of District Face Covering Mandate
School Board Resolution
#1899

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the face covering mandate as presented.

***Students have an option to ask for a mask break in the office at any time

The district will revisit this on a monthly basis. If the Gov. Mask mandate expires, the district will continue to wear masks at all times.

Approved 7-0 Roll Call Vote

B. Business and Finance:

1. Resolution #1900: Approval of Line of Credit Renewal

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

Approval of Line of Credit Renewal
School Board Resolution
#1900

BE IT RESOLVED, that the Board of Education of the Hustisford School District does approve the continuation of the line of credit through the Hustisford State Bank to be used for short-term borrowing if the need arises.

Approved 6-0-1 Roll Call Vote; Dave Strysick Abstained

2. Resolution #1901: Approval of Loan from Hustisford State Bank

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

Approval of Loan with Hustisford State Bank
School Board Resolution
#1901

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the loan for a 10- year period with the Hustisford State Bank in the amount not to exceed \$125,000. The loan rate is 2.5%. The loan will be used to update HVAC in both the Jr./Sr. High and John Hustis and to purchase equipment for grounds maintenance.

Approved 6-0-1 Roll Call Vote; Dave Strysick Abstained

C. Curriculum and Technology:

1. Resolution #1902: Approval of Purchase of Chromebooks

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

Approval of Purchase of Chromebooks
School Board Resolution
#1902

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of 75 Chromebooks for use at JHE. This purchase was made possible through generous donations from a local donor and a grant received by Hustisford State Bank and through a small grant secured by the Hustisford School District. The amount of the purchase is \$24,085.50.

Approved 7-0 Roll Call Vote

D. Buildings and Grounds:

1. Resolution #1903: Approval of Purchase of Equipment for District Grounds Maintenance

A motion was made by Dave Strysick and seconded by Kevin Muche to approve the following resolution:

Approval of Equipment Purchase for District Grounds Maintenance
School Board Resolution
#1903

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of equipment to be used for district grounds winter maintenance.

Approved 7-0 Roll Call Vote

XIV. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, December 7, 2020 at 4:00 p.m.*
- *Policy/Personnel – Monday, December 7, 2020 at 5:00 p.m.*
- *Business/Finance – Tuesday, December 1, 2020 at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, December 1, 2020 at 5:00 p.m.*
- *December Regular Board Meeting: Monday, December 21, 2020 at 6:30 p.m.—Please note the possibility of a senior project presentation which may create a 6:00 start time*

XV. 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.

Staffing 2021-2022

A motion was made by Lisa Bosse and seconded by Tracy Malterer to enter into closed session at 8:43 pm. Passed 7-0 Roll Call Vote.

XVI. Return to Open Session

A motion was made by Dave Stryck and seconded by Lisa Bosse to return to open session at 9:48 pm. Passed 7-0 Roll Call Vote.

XVII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by John Bohonek to adjourn at 9:49 pm. Approved Voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk