

## *HUSTISFORD SCHOOL DISTRICT*

### Regular Board of Education Meeting Minutes

September 21, 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, Barb May, Steve Weinheimer, 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. 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 concerned community member who commented in regards to working with the village to help slow traffic on the main street. There are concerns due to village children not having bussing at this time.

#### VI. 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 –August 17, 2020
- B. Approval of Minutes of Special Board Meeting—August 24, 2020
- C. Approval of Minutes from September 2020 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#41243-41308) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of One Year Leave of Absence for Varsity Boys Basketball Coach

A motion was made by Tracy Malterer and seconded by Barb May to approve the Consent Agenda items as presented. There was a request to update the minutes from the August 24 board meeting to read the specific vote of the board member. This will be reflected in minutes of each meeting moving forward. Motion passed 7- 0 by roll call vote.

#### VII. Regular Agenda

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

#### VIII. Reports

##### A. Principals' Reports:

Mr. Bushey Reported:

- As of 9/9/20 all students in the Jr. / Sr. High School have been issued a computer.
- 2020 Senior Project Update
  - Accepted proposal - October presentation

2021 Senior Project Update

- 7 out of 31 students have an accepted proposal.
- The Senior Project Committee met with the remaining students on 9/18.

4 Middle School teachers / staff and 7 High School teachers have volunteered to take a group of students to eat lunch with them in their classrooms. This has enabled the lunch periods to continue to run on the normal schedule.

Google Classroom Training took place on 9/16/20 for all Jr. / Sr. High School teachers.

- The goal of the training was to have consistency in set-up, ease for parents, and better parent / teacher communication.
- All parents have been sent an invite from Google to give them information and access to all their students' assignments.
  - The invite has been sent to the email address the parent provided at registration.
  - Teachers are working on sending out additional emails to parents that have not accepted the invitation.
- Teachers have been instructed to communicate with the parents regarding scoring work on Google Classroom.
  - Scored work on Google classroom is not weighted to match the 70/30 grading procedure.
  - All teachers will be using Infinite Campus for the official grade.

Every teacher in the Jr. / Sr. High School has been issued a camera and tripod for live streaming.

Staff have been including students that are at home in their lessons through Google Meet.

Classes are fully operational to instruct in this manner.

Dave Jasperson would like to begin an Outdoor Power Sport Club.

- See attachment
- Sports began today. It is great to see the students' excited about this aspect of school returning.

Ms. Bell Reported:

- We are in our fourth week of school and I've observed students learning, playing, and enjoying time with their friends while wearing their masks responsibly. They are doing a nice job following the new expectations.
- Students remain in cohorts with Art and Music being taught within the classroom. They have been taking mask breaks outside frequently throughout the day, as well as while eating snack and lunch. Classrooms are completely separated at recess time as well.
- Jean Haan was awarded the Dollar General Literacy Foundation Grant. This grant for \$3000 will be used for more leveled reading books for kindergarten through second grade. We are so proud of her and appreciate her commitment to our JHE students!
- Benchmarking for students is underway. We are looking at the data in the next week to determine interventions.
- Food delivery to the classrooms is running smoothly. Devan Riley delivers boxes with prepared lunches to each room at around 11:30. The entire school has lunch at the same time.
- PTC provided lanyards for all students and staff. The JHE red and white lanyards are used to keep face masks from getting misplaced when not being worn.

- We are looking at doing several activities at John Hustis focused on bringing us together as a community of learners. Extending outside our cohorts through things like hallway murals that each classroom participates in, all-school BINGO over the speaker system, and friendly competitions.
- With so many new bike riders this year, each classroom viewed a video from AAA regarding bike safety.
- Virtual learners can have their school picture taken on picture retake day on October 27.

Athletic Director’s Report:

Mr. Falkenthal Reported:

- The first days of practice for fall sports went well.
- There are 17 girls out for volleyball, 7 boys that participate in the soccer co-op, 23 of our boys participate in the HS football co-op, we have 8 out for middle school football, and 13 out for middle school volleyball
- We are transporting our soccer kids and middle school football kids to practices on the same bus to help defray costs
- Schedules have been set and provided to the board

Financial Director’s Report:

Mr. Duhr Reported:

- Completed & Submitted the PI 1505 Annual Report to DPI.
  - It is a complete report of all of our prior year’s revenues and expenditures
  - It was a very time consuming but good learning experience and things went well
  - See charts for preliminary trends and changes
- Other Post Employment Benefit (OPEB) Report was finalized and you have a copy of it
  - The report is somewhat misleading as it takes into account every single employee and uses a formula that estimates the probability that they will retire from Hustisford; then assigns a retirement cost based on that probability.
  - We know many teachers won’t meet the 20 years’ experience and age 55 requirement but they are still included in the study
  - We currently have (2020-21 school year) an \$8,500 liability for 1 retired teacher.
  - As you can see on the last page of the packet we have 1 teacher who currently qualifies and 2 more who will next year. If all 3 were to retire that could give us a retirement liability of approximately \$52,750 for the following school year.
- Food Service Update
  - As of last Monday, we began taking advantage of the new USDA program that allows us to provide free meals (breakfast and lunch) to all of our residents 18 and younger through December 2020 (or until funding runs out).
  - Our daily counts for both breakfast and lunch have continued to grow for those at school.

<b>Hustisford School District Bank Accounts</b>	
Hustisford State Bank	
	Balance as of 9/18/20
<b>Checking / Savings Accounts</b>	
District Checking	\$ 118,167
Fund 10 - Money Market Account	\$ 871,658
Fund 41 - Money Market Account	\$ 9,289
Benefits Design Group Acct-FLEX	\$ 6,869
<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>	
Loan - Unfunded Liability	\$ 73,437
Loan - Technology	\$ -
Loan - Gym Improvements	\$ 99,193
Municipal Loan(LOC \$300K)	\$ -
<b>Local Government Investment Pool</b>	
Fund 10 Savings Acct 2	\$ 12,893

## Superintendent's Report:

### Mrs. Cramer Reported:

- I continue to participate weekly on conference calls with CESA 6 and CESA 5 in regards to updates on COVID and how things are moving through reopening. Also, these meetings have started to emphasize funding gaps and other issues that are coming up where legislator support will be needed. 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 things are looking in the county in regards to numbers, etc.
- We have an update from Neola on our agenda for a first reading tonight. I had met with Mr. Zimman to go over that. The updates were in regards to COVID, Title IX, and then general policy updates.
- The athletic code meeting was well attended.
- All fall sports started today after school.
- I have had several meetings with WASDA this past month to go over timely information that is being released. The first meeting was in regards to releases by DHS, the most recent meeting was in regards to waivers that school districts can potentially request for the 2020-2021 school year.
- Teacher in-service week was successful. We had several days packed with meetings for the entire staff. M3 provided an insurance update, there was training on various safety protocols and the mandated trainings required by DPI. There was time for staff to catch up, but a lot got put into four days of meetings. The teachers and staff did an excellent job attending and participating in meetings. We put all of these things in place in order to have a great start to the year.
- Steve, John, Jon, and I met with Bassett Mechanical to go over the findings of our HVAC system. The report will be shared with you tonight.
- Each year, we are required by law to provide you with a Seclusion/Restraint report for the previous school year. This year, we are pleased to report there were 0 instances of seclusion or restraint used at either building.
- I attended a WASB webinar on the legal implications facing districts in regards to COVID and employee time as well as student issues. The meeting was very informational in regards to liability and how we operate as a district.
- I attended a CESA 6 HR network meeting on September 17. The meetings are meant to inform individuals dealing with HR within a district of different topics that are being dealt with. This meeting focused on the HR piece of COVID and the laws that we are dealing with.
- Our district is working diligently to keep our students safe. We have dealt with several quarantines of students and staff, but thankfully we have not had any positive cases within our buildings. We work closely with our families to ensure that they have the information that they need and we work closely with Dodge County to ensure that we can keep our school safe and healthy.
- I completed the summer school reporting for the district. As we knew, our FTE dropped for this year. It went from 13 to 7, which is a large loss. As superintendents, we continue to have discussions with WASDA and our CESA reps around assisting schools with these attendance losses that we are facing.
- We shared an invitation with families in regards to a presentation put on by Dodge County entitled Wake Up Call. The presentation is virtual on September 24. It helps provide parents with practical information

on current drug trends, a walk-through of a teens' bedroom with more than 20 red flags that could indicate substance abuse, and proactive parenting strategies to keep your child substance free.

- I completed the narrative portions of our Title grants. Jon continues to work on the budget pieces. This year Bethany made the decision to not participate in our Title grants.
- We have completed the necessary documents up to date for the CARES funding from the state. We received \$40,000. We do need to share a portion of this with Bethany. It has yet to be determined how the funds will be shared. We will receive more information as it becomes available. We will be in the range of anywhere from 2,000-4,000 for funds to them.
- We had our admin meeting this morning and discussed parent/teacher conferences. We decided that we want to provide options to parents. Parents will be able to choose a virtual or face-to-face conference this year. There will be specific guidance that all parents will be expected to follow in regards to conferences, but we feel that it will also a great time for parents to come in to see the classroom and have a discussion with staff. More information will be coming out to families in regards to conferences.
- We started the Weekend Backpack program this past weekend. We will be sending another reminder out to families about the service, but we are currently serving 21 kiddos on the weekends with meals, breakfast, and snacks.
- The sound of students in our buildings is amazing. Students are learning and teachers are teaching, we are here each and every day for them. All of the precautions that we have taken and all of the planning that has been done is for them. We are here to educate children. As we focus more and more on why we are here, we know that all of what we are doing is worth it. We are going into our fourth week of educating our students and having them here daily, we want to keep that going and do everything that we can.
- As always....it is a great day to be a Falcon! #HustyProud

#### VIII. Board Development:

- A. HVAC issues JHE and MS/HS—Mrs. Cramer presented information from Bassett Mechanical in regards to the HVAC issues identified at the MS/HS and JHE. There were extensive issues identified. Both heating and cooling systems at both buildings are in need of significant repair. The board heard the information and will discuss further at the October board meeting with thoughts of how to fund the projects needed to effectively run our systems.
- B. Equipment Repair District—Mrs. Cramer outlined issues related to the small utility tractor that the district has for snow removal. There were issues related to brakes and leaks in several locations on the tractor. The district is researching the costs for a new UTV vs. small utility tractor in comparison to a fix for a tractor that is showing its age.
- C. Food Service Update—Mr. Duhr provided a food service update. The food service program is currently serving free meals for all students through the end of December.
- D. Buildings and Grounds Use —The board discussed building and grounds use for outside entities. At this time, the board feels that dance can be done safely with the protocol in place. Dance is a community education program funded with Fund 80 and therefore falls under the district guidance. The board is not comfortable with opening the building to outside entities at this time.
- E. Fall opening and continuation of learning—The board discussed how the opening of school has gone. The board reviewed information on fall athletics and on mandates set by the state. Mrs. Cramer updated the board on county level guidance as well.

## IX. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the September 14, 2020 meeting.

### Buildings and Grounds Committee Meeting Minutes of Monday, September 14, 2020

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, September 14, 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 Jon Duhr, Business Manager; Steve Weinheimer, member (absent-excused)

#### New Business:

- Custodial Position Posting Information—The committee talked about the custodial position. Interviews were held last week.
- Opening Recap—Mrs. Cramer went over how the opening of schools has gone. She updated on contact tracing that has been taking place, she provided updates on daily operations. She also updated on parent concerns that have been expressed.
- School building and grounds use—The committee discussed Community Ed Dance and will look forward to a plan at the board meeting. Mrs. Cramer indicated that dance would be held at JHE this year if it moves forward.
- Fall Athletic Planning—The committee discussed athletics this fall and the thoughts on spectators, concessions, and admissions. Further planning will take place at the September board meeting.
- HVAC update—There is a meeting with Bassett Mechanical on Wednesday, September 16 at 8 am.
- Electrical work at Jr./Sr. High—Mrs. Cramer presented two bids to the committee. She will get clarification to ensure that the bids are equal. There was also a bid for a plumbing issue that needs more detail to discuss further.
- School Plan moving forward—The committee discussed the school plan moving forward if the mask mandate expires, is overruled, or is extended. The committee discussed various scenarios.
- School Equipment Maintenance—Mrs. Cramer updated the committee about the snow removal tractor and the issues that it is having. There are several large issues that have been identified by the mechanic.
- District Transportation Need—Mrs. Cramer presented a transportation bid for some special transportation pieces for the district. The bid was over \$10,000 for the year. The committee discussed moving forward with a recommendation to the board to purchase a minivan for transportation issues within the district.

Curriculum and Technology Committee: Ms. May updated the board on the September 8, 2020 meeting.

### Curriculum and Technology Committee Minutes of Tuesday, September 8, 2020

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Tuesday, September 8, 2020 at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Jay Behnke, Member; Barb May, Chair; and Heather Cramer, Superintendent

New Business:

- Update from Fred Miller-Director of Technology—Mr. Miller was not present, but Mrs. Cramer updated that all laptops and Chromebooks have been distributed. She also indicated that he is working on some system updates. He is still working to ensure all rooms have working technology and it is in the right location. He also continues to work on getting cameras ready for virtual learning.
- 1:1 Update—All technology is in the hands of MS and HS students. It went well for hand out. Students have been using them daily in classes.
- Science Update—All science materials are in.
- Opening Recap-- Mrs. Cramer went over how the opening of schools has gone. She updated on contact tracing that has been taking place, she provided updates on daily operations. She also updated on parent concerns that have been expressed.
- Planning for Fall Athletics-- The committee discussed athletics this fall and the thoughts on spectators, concessions, and admissions. Further planning will take place at the September board meeting.

Business and Finance Committee: Ms. Bosse updated the board on the September 8, 2020 meeting.

Business and Finance Committee Meeting  
Minutes of Tuesday, September 8, 2020

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, September 8, 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—Mr. Duhr updated the committee on budget planning and indicated that he had contacted CESA 5 for further assistance to get him going.
- Opening Recap-- Mrs. Cramer went over how the opening of schools has gone. She updated on contact tracing that has been taking place, she provided updates on daily operations. She also updated on parent concerns that have been expressed.
- Planning for Fall Athletics-- The committee discussed athletics this fall and the thoughts on spectators, concessions, and admissions. Further planning will take place at the September board meeting.
- OPEB Information—Mr. Duhr provided our OPEB analysis for the district and reviewed the information. He will review with the full board at the September board meeting.

- Custodial Hire—The committee discussed the custodial position and the next steps in the hiring process.
- Food Service Information—Mrs. Cramer updated the committee on the food service announcement that all meals K-12 will be free to students starting September 14.
- District Transportation Information-- Mrs. Cramer presented a transportation bid for some special transportation pieces for the district. The bid was over \$10,000 for the year. The committee discussed moving forward with a recommendation to the board to purchase a minivan for transportation issues within the district.
- Cares Funding—Mrs. Cramer indicated that the CARES funding from DPI is \$40,000. Funds will need to be shared with Bethany Lutheran.
- Title Funding—Mrs. Cramer updated the committee on Title funding and indicated that Bethany will not partake in Title funding this year.

Policy and Personnel Committee: Ms. Malterer updated the board on the September 14, 2020 meeting.

Personnel and Policy Committee  
Minutes from Monday, September 14, 2020

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, September 14, 2020, at 4:30 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:

- Opening Recap-- Mrs. Cramer went over how the opening of schools has gone. She updated on contact tracing that has been taking place, she provided updates on daily operations. She also updated on parent concerns that have been expressed.
- School Planning moving forward-- The committee discussed the school plan moving forward if the mask mandate expires, is overruled, or is extended. The committee discussed various scenarios.
- Custodial Position Open- The committee talked about the custodial position. Interviews were held last week.
- Neola Policy Update—The committee reviewed new policy updates from Neola. The first reading of the policies will be at the September 21 board meeting.
- DPI Waivers to be Sought for 2020-2021—Mrs. Cramer indicated that the district will potentially seek waivers for the upcoming school year. She has a meeting on Tuesday, September 15 to review the process and potential waivers and will provide more information at a later time.
- Conflict of Interest Policy Review—Mrs. Cramer asked the committee to carefully review the conflict of interest policy. The policy is included in the Neola review packet.
- Fall Athletic Planning-- The committee discussed athletics this fall and the thoughts on spectators, concessions, and admissions. Further planning will take place at the September board meeting.
- Seclusion Restraint Report for 2019-2020—Mrs. Cramer updated the committee on the 19-20 report, it will be included

- USDA Food Program-- Mrs. Cramer updated the committee on the food service announcement that all meals K-12 will be free to students starting September 14. She indicated that it was through the Seamless Summer Options program.

XI. Old Business—NA

XII. New Business

A. Personnel and Policy

1. Resolution #1884: Approval of Guidelines for Winter Athletics

A motion was made by John Bohonek and seconded by Lisa Bosse to approve the following resolution:

Approval of Guidance for Fall Athletics  
School Board Resolution  
#1884

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the guidance developed for fall athletics.

Approved 6-1 Roll Call Vote; No vote cast by Tracy Malterer

2. Resolution #1885: Approval of First Reading of Neola Policy Updates

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

Approval of First Reading of Neola Policy Update  
School Board Resolution  
#1885

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the first reading of the Neola Policy updates.

Approved 7-0 Roll Call Vote

3. Resolution #1886: Approval of Safety Protocols and Measures for Hustisford Schools in Response to COVID-19

A motion was made by Dave Strynick and seconded by Barb May to approve the following resolution:

Approval of Safety Protocols and Measures for Hustisford Schools in response to COVID  
School Board Resolution  
#1886

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the safety protocols outlined by the district in regards to COVID-19.

Approved 6-1 Roll Call Vote; No vote cast by Jay Behnke

B. Business and Finance:

1. Resolution #1887: Approval of Purchase of Small Transportation Van for School District Special Transportation Use

A motion was made by Steve Weinheimer and seconded by Barb May to approve the following resolution:

Approval of Purchase of small transportation van for school district special transportation use  
School Board Resolution  
#1887

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Hustisford School District to purchase through flow through funds a van for special transportation for district use. The cost with all fees included will not exceed \$15,000.

Approved 7-0 Roll Call Vote

C. Curriculum and Technology: N/A

D. Buildings and Grounds:

1. Resolution #1888: Approval of Electrical Bid for Work in High School Tech Lab and Mezzanine

A motion was made by John Bohonek and seconded by Steve Weinheimer to approve the following resolution:

Approval of Electric Work Bid for HS Tech Room and Mezzanine  
School Board Resolution  
#1888

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a bid for electrical work for installation of lights in the HS tech room above the welders and in the mezzanine.

Approved 7-0 Roll Call Vote

2. Resolution #1889: Approval of Plumbing Work at MS/HS

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

Approval of Plumbing work at MS/HS  
School Board Resolution  
#1889

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve plumbing work for the MS/HS.

The projects to be completed include fixing an outside water faucet that froze and is not operable and to cap a waterline for equipment removed from the kitchen last year.

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, October 5, 2020 at 4:00 p.m.*
- *Policy/Personnel – Monday, October 5, 2020 at 5:00 p.m.*
- *Business/Finance – Tuesday, October 6, 2020 at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, October 6, 2020 at 5:00 p.m.*
- *October Regular Board Meeting: Monday, October 26, 2020 at 6:30 p.m. —May be altered for Senior Project Presentation*
- *District Annual Meeting: Monday, October 12, 2020 at 7:00 pm*

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.

Employee Compensation  
Staffing 2020-2021

A motion was made by Lisa Bosse and seconded by John Bohonek to enter into closed session. Approved 7-0 Roll Call Vote

A motion was made by Dave Strysick and seconded by Tracy Malterer to return to open session at 9:23 pm. Approved Voice Vote

XIV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Barb May to adjourn at 9:23 pm. Approved Voice vote.

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Heather J. Cramer, Superintendent of Schools – Recorder

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Tracy Malterer - School Board Clerk