

## HUSTISFORD SCHOOL DISTRICT

### Regular Board of Education Meeting Minutes

August 16, 2021

#### 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 Strysick, Lisa Bosse, Tracy Malterer, John Bohonek, Kevin Muche, and Steve Weinheimer. Barb May was present via phone in.

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.

No comments were brought to the board.

#### 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 –July 19, 2021
- B. Approval of Minutes of August 2021 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#41902- 41960) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Resignation of K-12 Art Instructor
- F. Resignation of MS Social Studies Instructor

A motion was made by Lisa Bosse and seconded by Kevin Muche to approve the Consent Agenda items as presented. Approved 7-0 Roll Call Vote

#### VI. Regular Agenda

A motion was made by Dave Strysick and seconded by Steve Weinheimer to approve the Regular Agenda as presented with the changes of Dropping resolution #1996 and move resolution #1998 to before the board moves into closed session. Passed voice vote.

#### VII. Reports

##### A. Principals' Reports:

Mr. Bushey Reported:

Points of Interest:

- 11 out of 28 Seniors have an accepted Senior Project proposal.
- On Wednesday July 28th, Tracey Malterer, 7 students, and I met with two Youth Development educators to discuss community mapping. The group met a second time on August 4th to continue the discussion and further implementation.
- On August 5th, I received an email informing me that no decisions have been made regarding the AODA Grant that I applied for in April.
- The Falcon Way committee met today to discuss implementation of the new plan. A final meeting will take place on August 24th to finalize the presentation to the staff.

- Letters were sent to 6th and 9th grade families on August 10th, to inform them of the upcoming orientations being held on August 26th. An additional Blackboard message will be sent to the families on Thursday August 19th.
- The new radios that were purchased through a grant have been handed out and all staff have been inserviced on proper maintenance on use.
- The building continues to be put back together with the hard work of the Custodial staff and helpers.
- Open House for students and families will take place on Tuesday August 31st, from 4:00 - 6:00 pm. I am looking forward to the special activity we have planned for the students and families that attend.

Mrs. Cramer Reported:

- Open House for the district is August 31 from 4-6!
- Kids Club is back for next school year in the pm and for 4K wrap-around care. It is exciting that they will have their own room at JHE and that they will be able to keep their supplies all together and create a more welcoming environment for children.
- Various committees are busy meeting. The scheduling committee met and have finalized the schedule for specials and for recess and lunch. A committee also met and has started to cultivate ideas for the staff and students in regards to positive promotions that can be done with the staff as well as the students. The committee also began formulating ideas to help build positivity throughout the school. This committee will eventually pair with a similar MS/HS committee to work on the same strategies for a district-wide plan. The school-wide behavior committee will be meeting on Monday, August 23 and the communications committee will be meeting during in-service. Staff members have volunteered to serve on the various committees. Some great conversation has come out of the meetings.
- Registration is complete and we will now work on contacting families who have not yet registered.
- Our new school nurse was in district today to start going over health plans and get ready for the start of school. The district is partnering with CESA 5 for this service. We are excited to have her on board.
- Several staff members have been in to help get ready for the start of the year. It is an exciting time as we start to see things transform.
- We are excited to have the lunch room ready to go for the school year. Kids will once again be eating breakfast and lunch in the cafeteria. Students will once again receive a free breakfast and a free lunch for the entire school year.
- The district partnered with the Gathering Source to help families with school supplies, the deadline to apply is today. This is a great help for families to help kids get the supplies that they need.
- Mr. Miller is working with his student assistant to finish up technology for both buildings. It is exciting that JHE students will have access to devices in all grade levels. 4K-2 will have iPads for use, 3-5 will have Chromebooks for use. These devices will be in classrooms for student use. This is an exciting step for the district and our school.
- As always....it is a great day to be a Falcon! #HustyProud

Athletic Director's Report:

Mr. Falkenthal's Reported:

Fall sports have started. There are 35 athletes out for football, 14 are from Husty. There are 14 out for volleyball. MS volleyball will be starting soon. There are 14 out for soccer. 6 are from Husty. MS football numbers are in the upper 20's, only 3 are from Husty.

Financial Director's Report:

Mrs. Cramer provided an ESSER update to the board. She also provided information related to the audit.

Superintendent's Report:

Mrs. Cramer Reported:

- I attended a Trailways Superintendent meeting. The meeting focused on fall plans as well as hiring throughout the conference. Many districts and schools are facing hiring issues due to low application rates as well as competitive salaries when dealing with larger surrounding school districts. The meeting also discussed plans in regards to athletics when school vary on their COVID protocols that are in place.
- The flooring project at JHE has been completed. The sandboxes behind JHE will be taken out prior to school beginning due to a large wasp issue. The wasps have been taken care of, but there are issues with them building ground nests in the sand and with the number of allergies and the safety of our kids and staff in mind, they need to be removed. The custodial staff is busy finishing up end of the summer projects and ensuring that our buildings are looking great. It is truly a busy time of the year for them.
- The district auditors were here last week to finish up the in-person portion of the audit.
- The administrative team is working to get everything scheduled and set for the start of the 2021-2022 school year. The beginning of the year in-service schedule is set. Staff members have received their beginning of the year information.
- The Community Fair will be held on August 26.
- We had a CESA 5 meeting in regards to legislation and COVID.
- I met with our NEOLA rep and we have an update on policy that we will be working on at the committee level in the upcoming months.
- I have been working with CESA 6 in regards to Educator Effectiveness and the implementation for the district.
- Registration has ended and both offices are working through the process and finalizing things.
- I met with our food service director to ensure that everything is ready to go for the start of the school year.
- I continue to meet weekly with Dodge County Health Dept. and our Superintendent team to get ready for the start of the school year.
- We have completed the various reports to DPI that are due. The Summer School Reporting portal opened today and I will work on the submission of that information in the upcoming weeks. There are several reports that will be due in the next couple of months that we are working through in the office.
- The county superintendents met last week with Dodge County Emergency Management to go over emergency planning information. This was our bi-annual meeting.
- I met with our insurance provider to ensure that we are all set for the start of the school year.
- We have been working diligently to fill positions within the district. It has been a challenging year for hiring, but we are moving forward and building a strong team.
- As always....it is a great day to be a Falcon! #HustyProud

#### VIII. Board Development:

- A. Bus Routes for 2021-2022 School Year—The board discussed the option of reinstating the village bus routes. The board members discussed this and made the decision to reinstate the three village stops for students living in the village.

#### IX. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the August 2, 2021 meeting.

#### Buildings and Grounds Committee Meeting Minutes of Monday, August 2, 2021

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, August 2, 2021, 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; Kevin Muche, member; and Heather Cramer, District Administrator

#### New Business:

- Summer Maintenance Update—Mrs. Cramer updated the committee on the summer projects being completed by the custodial team. Floors in two classrooms at JHE are complete and the third room is being worked on. The wall at JHE will be fixed

shortly. There were bees removed from JHE and the sand boxes will be removed to keep the bees away. The trees that are dying on the campus are being evaluated and the committee will make a recommendation for removal. Some electrical work is being completed in the MS Science room. Mrs. Cramer is waiting to hear back from the company who installed the bleachers to come out and do some annual maintenance.

- Maintenance Staffing—The committee discussed the current positions and wants to discuss the need further for whether or not extra time is needed.
- Return to School Plan—Mrs. Cramer presented a plan that aligns with all of the county school districts on the protocols that the district should look at upon the return to school in the fall. This is an ever changing process that the district will continue to monitor.
- 2021-2022 Staffing Update—Mrs. Cramer updated on the positions still open within the district. The district is still searching for a nurse, food service assistant, band director, and business manager. Mrs. Cramer updated that they have secured a S/L pathologist and it will be on for board approval in August.

Curriculum and Technology Committee: Mr. Weinheimer updated the board on the August 3, 2021 meeting:

Curriculum and Technology Committee  
Minutes of Tuesday, August 3, 2021

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Tuesday, August 3, 2021 at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Steve Weinheimer, member; Barb May, chair via phone; and Heather Cramer, Superintendent

New Business:

- Summer School 2021—Wrap Up—Mrs. Cramer updated the committee on summer school. The district was near 100 students per session. It was a great turn out. Mrs. Cramer updated that the district will review whether to continue with a 4-week session or go back to a 3-week session.
- Technology Updates—Mrs. Cramer updated on the 1:1 plan for JHE. All K-2 students will have iPads and 3-5 will have Chromebooks. The students will have them in the classroom. She also indicated that the district received a free cart for charging iPads from Moraine Park. This will allow the iPads to be charged when not in use and be securely stored. She also updated that the district is seeing a lag in getting materials as some have been backordered.
- Return to School Plan-- Mrs. Cramer presented a plan that aligns with all of the county school districts on the protocols that the district should look at upon the return to school in the fall. This is an ever changing process that the district will continue to monitor.
- Staffing 2021-2022-- Mrs. Cramer updated on the positions still open within the district. The district is still searching for a nurse, food service assistant, band director, and business manager. Mrs. Cramer updated that they have secured a S/L pathologist and it will be on for board approval in August.

Business and Finance Committee: Ms. Bosse updated the board on the August 3, 2021 meeting.

Business and Finance Committee Meeting  
Minutes of Tuesday, August 3, 2021

The Business and Finance Committee of the Hustisford School District Board of Education met on Tuesday, August 3, 2021, at 3:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, member; Lisa Bosse, Chair; and Heather Cramer, District Administrator

New Business:

- Budget Update 2020-2021—Mrs. Cramer updated that the audit is taking place on August 9 and 10.

- Future Budget Information 2021-2022—Mrs. Cramer did not provide an update since there was no change since the preliminary budget adoption.
- Staffing Updates-- Mrs. Cramer updated on the positions still open within the district. The district is still searching for a nurse, food service assistant, band director, and business manager. Mrs. Cramer updated that they have secured a S/L pathologist and it will be on for board approval in August.
- Summer Projects-- Mrs. Cramer updated the committee on the summer projects being completed by the custodial team. Floors in two classrooms at JHE are complete and the third room is being worked on. The wall at JHE will be fixed shortly. There were bees removed from JHE and the sand boxes will be removed to keep the bees away. The trees that are dying on the campus are being evaluated and the committee will make a recommendation for removal. Some electrical work is being completed in the MS Science room. Mrs. Cramer is waiting to hear back from the company who installed the bleachers to come out and do some annual maintenance.
- Return to School Plan-- Mrs. Cramer presented a plan that aligns with all of the county school districts on the protocols that the district should look at upon the return to school in the fall. This is an ever changing process that the district will continue to monitor.
- Compensation Plan Update—Mrs. Cramer updated the committee on the district teacher compensation plan. She had met with the district level committee to review the plan for the upcoming school year. There were minor adjustments on how to gain points and how to earn points each year. The district level committee reported that they are overall pleased with the plan and feel that it is effective.

Policy and Personnel Committee: Ms. Malterer updated the board on the August 2, 2021 meeting.

Personnel and Policy Committee  
Minutes from Monday, August 2, 2021

The Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, August 2, 2021, 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:

- Staffing Update- Mrs. Cramer updated on the positions still open within the district. The district is still searching for a nurse, food service assistant, band director, and business manager. Mrs. Cramer updated that they have secured a S/L pathologist and it will be on for board approval in August.
- Staffing Plan—Mrs. Cramer provided the committee with a plan to review for administrative duties in each building. The document is for building level use and board reference.
- Job Description Update—Mrs. Cramer and Mr. Bohonek met with WASB to go over the job description for her position. This is something that WASB is working on and will be ready for committee review in the future. The job description will be based on the evaluation tool being used. It is yet to be determined if the job description for Elementary Principal and Superintendent will be combined or kept separate.
- Return to School Plan-- Mrs. Cramer presented a plan that aligns with all of the county school districts on the protocols that the district should look at upon the return to school in the fall. This is an ever changing process that the district will continue to monitor.
- Teacher Handbook—The committee reviewed the teacher handbook and recommend approval at the August board meeting.
- Support Staff Handbook—The committee reviewed the support staff handbook and recommend approval at the August board meeting.
- JHE Parent Handbook—The committee reviewed the JHE parent/student handbook and recommend approval at the August board meeting.
- HS/MS Parent Handbook—The committee reviewed the MS/HS parent/student handbook and recommend approval at the August board meeting.
- Mentor Handbook—The committee reviewed the mentor handbook and recommend approval at the August board meeting.

X. Old Business—NA

XI. New Business

A. Personnel and Policy:

1. Resolution #1986: Approval of Return to School Plan 2021

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

Approval of Return to School Plan 2021  
School Board Resolution  
#1986

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the return to school plan for Fall 2021 as presented.

Approved 7-0 Roll Call Vote

2. Resolution #1987: Approval of Speech and Language Pathologist

A motion was made by Lisa Bosse and seconded by Kevin Muche to approve the following resolution:

Approval of Speech and Language Pathologist  
School Board Resolution  
#1987

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Mary Nierode as the Speech and Language Pathologist for the 2021-2022 school year.

Annual Salary: \$58,000

Approved 7-0 Roll Call Vote

3. Resolution #1988: Approval of JHE Student/Parent Handbook

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

Approval of JHE Student/Parent Handbook  
School Board Resolution  
#1988

BE IT RESOLVED, BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the JHE Student/Parent Handbook for the 2021-2022 school year.

Approved 7-0 Roll Call Vote

4. Resolution #1989: Approval of Jr./Sr. High Student/Parent Handbook

A motion was made by Kevin Muche and seconded by Tracy Malterer to approve the following resolution:

Approval of Jr./Sr. High Student/Parent Handbook  
School Board Resolution  
#1989

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the Jr./Sr. High Handbook for 2021-2022.

Approved 7-0 Roll Call Vote.

5. Resolution 1990: Approval of Teacher Handbook

A motion was made by Steve Weinheimer and seconded by Kevin Muche to approve the following resolution:

Approval of Teacher Employee Handbook for 2021-2022 School Year  
School Board Resolution  
#1990

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Teacher Employee Handbook for 2021-2022.

Approved 7-0 Roll Call Vote

6. Resolution #1991: Approval of Support Staff Handbook

A motion was made Dave Strysick and seconded by Lisa Bosse to approve the following resolution:

Approval of the 2021-2022 Support Staff Handbook  
School Board Resolution  
#1991

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the 2021-2022 Support Staff Handbook.

Approved 7-0 Roll Call Vote

7. Resolution #1992: Approval of Teacher Mentor Handbook

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

Approval of 2021-2022 Teacher Mentor Handbook  
School Board Resolution  
#1992

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the Teacher Mentor Handbook for the 2021-2022 school year.

Approved 7-0 Roll Call Vote

8. Resolution #1993: Approval of 2021-2022 School Fees

A motion was made by Steve Weinheimer and seconded by Kevin Muche to approve the following resolution

Approval of 2021-2022 School Fees  
School Board Resolution  
#1993

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the school fees for 2021-2022 as presented.

Approved 7-0 Roll Call Vote

9. Resolution #1994: Approval of 2021 Fall Coaching Staff

A motion was made by Steve Weinheimer and seconded by Lisa Bosse to approve the following resolution  
Approval/Recognition Fall 2021 Coaching Staff  
School Board Resolution  
#1994

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Fall 2021 Volleyball Coaches and Recognize the Fall 2021 Coaching Staff for Boys' Soccer and Football.

Volleyball Coaching Staff for Approval:

Head Coach: Alan Capps  
JV Coach: Vanessa Jaeger  
MS Coach: Jackie Thimm  
Volunteer MS Coach: Caitlin O'Neil

Football Coaches:

Shannon Mueller  
Ryan Connolly  
Brandon Holtz  
Curtis Koch  
Andrew Powers  
Tim Tallman

Football Volunteers:

Brian Bischoff  
Tyler Schmidt  
Dan Linden

Boys Soccer Head Coach: Scott Blome

Middle School Football:

Chad Geschke  
Jacob Gripenrog  
Kyle Kittleson

Volunteer Coaches:

Ben Schwartz  
Dakota Reinwald  
Mike Held

Approved 7-0 Roll Call Vote

10. Resolution #1995: Approval of Food Service Assistant

A motion was made by Lisa Bosse and seconded by Kevin Muche to approve the following resolution:

Approval of Food Service Assistant  
School Board Resolution  
#1995



BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve a food service assistant for the 2021-2022 school year.

Approved 7-0 Roll Call Vote

11. Resolution #1996: Approval of MS Social Studies Teacher—Tabled
- B. Curriculum and Technology—NA
  - C. Business and Finance—NA
  - D. Buildings and Grounds—NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 13, 2021, at 4:00 p.m.*
- *Policy/Personnel – Monday, September 13, 2021, at 5:00 p.m.*
- *Business/Finance – Tuesday, September 7, 2021, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, September 7, 2021, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, September 20, 2021, at 6:30 p.m.*

XIII. Closed Session

The board will enter into closed session pursuant to Wisconsin Statute 19.85(1) (b) (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 and Compensation 2021-2022

A motion was made by Lisa Bosse and seconded by Kevin Muche to enter into closed session.

Approved 7-0 Roll Call Vote

XIV. Return to Open Session

A motion was made by Lisa Bosse and seconded by Kevin Muche to return to open session.

Approved 7-0 Roll Call Vote

12. Resolution #1997: Approval of MS/HS Band Instructor
- A motion was made by Steve Weinheimer and seconded by Kevin Muche to approve the following resolution:

Approval of MS/HS Band Teacher  
School Board Resolution  
#1997

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the MS/HS Band Director as presented.

Approved 7-0 Roll Call Vote

13. Resolution #1998: Approval of K-12 Art Instructor (This resolution was voted upon prior to entering into closed session)

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

Approval of K-12 Art Instructor

School Board Resolution  
#1998

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the K-12 Art Instructor as presented.

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 8:29 pm.  
Motion passed by voice vote.

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Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk