

## HUSTISFORD SCHOOL DISTRICT

### Regular Board of Education Meeting Minutes

December 20, 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, John Bohonek, Tracy Malterer, and Steve Weinheimer. Kevin Muche was present via phone in. New board member Brian Thimm was also present.

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 of New Member: New member, Brian Thimm, took the oath of office from Board Clerk, Tracy Malterer.

V. 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.

A parent voiced concern over the administrative hold at the MS/HS that occurred in relation to the K9 search at the building. The parent voiced concern that he was not provided information in regards to the hold when he phoned the school. He indicated that he would prefer to get information sooner from the district.

#### 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 –November 15, 2021
- B. Approval of Minutes of Special Board Meeting—December 13, 2021
- C. Approval of Minutes of December 2021 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#42143- 42238) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

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

#### VII. Regular Agenda

A motion was made by Dave Strysick and seconded by Brian Thimm to approve the Regular Agenda as presented. Passed voice vote.

#### VIII. Reports

- A. Citizen of the Month: Madelyn Schmidt and Maddix Schreiber were recognized by John Hustis Elementary School. Lily Pasbrig was recognized by the MS. The HS student was not able to attend.
- B. Principal's Report:  
Mr. Bushey Reported:

- A very big Thank you to St. Olaf's Church of Ashippun for making the Holidays special for 32 families and 70 students in the district. This year St. Olaf's donated \$3500 to students and families. The Hustisford School District thanks you for your generosity.
- 8 Seniors successfully completed their Senior Projects on December 8th. Their presentations were very well received by the evaluators. The next round of presentations will take place on April 25th.
- 23 out of 27 Seniors have an accepted Senior Project proposal. 3 students turned in their proposals this month.
- 48 students who meet the Falcon Way expectations qualified for the first Falcon Way incentive for the week of 12/6. These students selected the hat for a day incentive.
- Student Council sponsored a food drive that ran from Monday, November 15th through Wednesday, December 1st. All donations went to Second Harvest Food Pantry. Thank you for your donations.
- The week of December 21st through December 23rd students will participate in activities and dress up days. Dress up days include: white out, ugly sweater day, red, green, and pajama day. Activities for students to participate in have been planned for the afternoon of the 23rd.
- Installation for the Pixellot cameras will occur in the near future. Cameras will be installed in the gym and on the football/soccer field. Information will be sent to families once the installation process is complete.
- Have a very Merry Christmas and a Happy New Year. Thank you all for your support and all you do.

Mrs. Cramer Reported:

- It is a wonderfully busy time of the year. Students at JHE are so excited about all of the activities that we are doing.
- The JHE Winter Concert is tomorrow evening at 6 pm in the HS gym
- JHE will have a fun day on December 23. The kids will be engaged in activities in the morning and be having their classroom celebrations and in the afternoon will have a movie in the gym.
- The JHE newsletter continues to go out to all families weekly. The families get the newsletter through Blackboard on either Friday or Saturday. The update contains important dates for the week and upcoming events.
- At JHE we continue to work on the Falcon Way as our behavior management program. The students continue to earn tickets and rewards for their expected behaviors. Students also have a chance to earn a fun prize for their class during the monthly assembly.
- We are working on having two doors replaced at JHE. They are both interior doors that have separated from wear and tear.
- Mr. Miller is working on getting bids on the PA system at JHE. It was having issues at the beginning of the year and it has now completely stopped working. He is working on our phone system as well which has paging capabilities.
- The PTC hosted a shopping experience for JHE kids this past week on December 15 and 16. Students were able to bring money from home and shop for items for family members. It was a great success and we sure saw lots of smiling faces.
- The PTC just ended their annual Scrip-a-thon. The students and families at JHE sold over \$23,000 in scrip cards. They did an amazing job raising funds for PTC.
- We are nearing the 6-week point for interventions at JHE. We will be meeting again soon to go over our data and determine student growth. Students receive intervention through classroom teachers as well as through Mrs. Schellpfeffer, our reading intervention and Title I teacher.
- Congratulations to Mr. Schmidt our student teacher on his graduation from UW-Whitewater this weekend.
- We have been working through the sub shortage that we are experiencing. There are many times when positions are unfilled and staff are stepping up and doing extra. I thank them for their efforts. We are no different than other districts who are working through the same shortages.
- This week we are having a Christmas Spirit week. Today was Red/Green Day, Tuesday is Christmas Sweater or Christmas Spirit Day, Wednesday is PJ Day, and Thursday is Christmas Character Day. Kids are excited to dress up, their favorite of course will be Wednesday for PJ Day.

- Happy Holidays from all of the staff and students at JHE!
- As always....it is a great day to be a Falcon! #HustyProud

Athletic Director's Report:

Mr. Falkenthal was not present, but his report was supplied to the board.

Our 'Winter Sports' seasons are well underway.

### **Girls Basketball**

The Girls are currently 1-2, 2-4 overall. Their next game will be Monday, December 20, at Oakfield. Over the Christmas break, they will host Cambria-Friesland December 30.

### **Boys Basketball**

The Boys are currently 3-0, 5-0 overall. Their next game will be Monday, December 20, here at home hosting Cambria-Friesland. We will also that night present our 'State Championship Team' their wall banner. Over the Christmas break, they will be participating in Cambridge High School's 'Hall of Honor Tournament, December 28.

### **Wrestling**

Our Wrestlers have participated thus far in two invites, St. John's Military & Oostburg. They will have a bit of a break now, and return to action January 8 at the Omro Invite.

### **Middle School Basketball**

Our Middle School teams have gotten a few games in this month. The Boys will host Central Middle School(Hartford) on December 23. Both Boys & Girls will return to action after the Christmas break the first week of January.

### **Spring Season**

Our schedules for the upcoming 'Spring Season' are pretty well complete. Baseball is set. Girls Soccer, I still have two dates to fill yet, looking for teams. Track is pretty well set. Softball schedule is handled by Dodgeland, I'm not sure at this point where Mrs. Modaff is at on that.

Financial Director's Report:

Superintendent's Report:

Mrs. Cramer Reported:

- Thank you to Pivot Point for the generous monetary donation this past month.
- Tuesday Dodge County Superintendent meetings continue. This is a time when we are provided updates through Dodge County Health Department as well.
- I meet on Tuesday mornings with a team of stakeholders throughout the county in regards to COVID updates. This update provides stakeholders with information in regards to hospitalizations and how the area healthcare providers are doing.
- WI Department of Health Services had a stakeholder meeting this past week in regards to vaccinations and other COVID related information. The test-to-stay information was provided.
- We had a CESA 5 meeting for the state on December 10. The updated provided information on legislative pieces in Madison as well as COVID updates and legal updates related to employee issues.
- There was a CESA 6 PAC meeting on December 3. I was not able to attend this meeting as it was an in-person meeting, but the focus was on current legislation.
- This past week we had a WASDA update for all superintendents across the state.
- State Convention is January 19-21. If you have not yet signed up and still wish to go, email Chris Kuehl.
- I met with Mike Walden for our insurance renewal. We will be looking at our liability insurance later in the agenda.
- I attended the Hustisford Library Board meeting this past week.
- This past week I attended a WASB lunch meeting in regards to contract renewals.
- I have been working on a key form that will help organize the keys in the district. The form will serve as a checkout to verify who has which keys and provide sign-in and sign-out information for the keys.

- The ESSER portal has opened for the application process in WISE grants. I will begin working through this process. The first step is to submit our return to school plan which is part of board development this evening. Next, we will begin to gather information through a survey to families and community members. This survey will be a link to participate on an online survey. We will discuss this survey further at January committee meetings.
- I am working with the Kohl Foundation as a reader for Kohl Scholarship and Fellowship applications.
- On December 3, 2021 the Hustisford School District in conjunction with Hustisford PD worked to bring K-9 Officers to the district to help do a drug search of lockers and vehicles. This is something that is done twice per year.
- On Thursday, December 16, there was a threat that began circulating on Tik Tok, a social media app, this threat was not specific, but it was put out challenging others to use violence in schools on Friday, December 17. Out of caution, I worked with the Hustisford PD to ensure the safety of all involved. There was a letter sent home to families and there was an officer assigned to school on Friday. Dodge County Sheriff's department also provided a uniformed officer at the HS that morning. Our district did not see any threats. There were approximately 20 students throughout the district whose parents chose to keep them home due to safety concerns.
- I met with our insurance agent in regards to our property insurance. I am able to present you with two different quotes this evening. More information will be provided.
- Today we received an email from State Superintendent Dr. Jill Underly. I have included that correspondence in your folder tonight. The email is in regards to COVID mitigation measures.
- I want to take this opportunity to wish you all a Very Merry Christmas and Happy New Year. Thank you for the continued support you all provide each and every day for our students and staff. You have given so much of your time and energy this past year and have worked through many challenges. You continue to put our students first, thank you!
- As always....it is a great day to be a Falcon! #HustyProud

#### IX. Board Development:

- A. WASB Board Development Tool—Board members need to make sure that they fill out their survey. Mrs. Cramer will get the results for the board.
- B. Update on COVID 19 plan –Mrs. Cramer updated the board on the current status of COVID in the district. She provided the following information:  
The numbers for the month of November were:  
57 tests were done for students and staff. Out of those 23 were positive. That is 40%.  
10 were MS/HS, 8 JHE, and 5 Staff (4 MS/HS, 1 JHE)  
58 Students and staff members were quarantined during November.  
3 of these were staff  
1 classroom at JHE were placed on quarantine due to positive cases within the classroom.  
Currently for December:  
26 tests have been conducted. 8 have come back positive. 34 students have been or are currently quarantined. Out of those 34, 10 of them are due to home contacts, not school related contacts. There are currently two positive staff members, both at the MS/HS.
- C. Building Update—Mr. Bohonek requested that Bassett Mechanical attend the Buildings and Grounds meeting in January if possible. Mrs. Cramer will reach out to them to ask if they will attend. Mr. Bohonek indicated interest in touring some local districts who have had recent updates. He indicated that he would like to do so at the beginning of January. He wants to focus a visit on technical education, science classrooms, and safety and security.
- D. 2021-2022 State School Report Cards—Mrs. Cramer provided a copy of each report card to the board members. She reviewed the report card and indicated that the district did very well overall. Mrs. Cramer will be prepping the information and a parent letter to go out in January.

#### X. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the December 6, 2021 meeting.

**Buildings and Grounds Committee Meeting  
Minutes of Monday, December 6, 2021**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, December 6, 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; Clint Bushey, Principal; and Heather Cramer, District Administrator

New Business:

- Maintenance/Custodial Update—Mr. Bushey updated the committee on the employment status of all maintenance employees. He updated that the staff was down one person during the week of Dec. 6<sup>th</sup> due to a vacation and the sub called in sick. He updated that he continues to have staff meetings with the team and that things have improved over the past month.
- Return to School Plan Update—Mrs. Cramer provided a draft copy of the DPI required return plan for the ESSER III application. The document is a replication of the current plan that the district has but in the format required by DPI. Mrs. Cramer indicated that the plan will be submitted to DPI via a link that is on the district website.
- Future Facilities Planning—The board will be having a special meeting on December 13 to discuss the future planning of the district in relation to buildings and maintenance. The meeting will be board discussion along with public comment and input.
- Board Opening—As of the meeting date (12/6), there were no interested candidates.

Curriculum and Technology Committee: No report, this committee did not meet in December.

Business and Finance Committee: Ms. Bosse updated the board on the December 7, 2021 meeting.

**Business and Finance Committee Meeting  
Minutes of Tuesday, December 7, 2021**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, December 7, 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, member; Lisa Bosse, Chair; Jessica Holtz, Director of Financial Services; and Heather Cramer, District Administrator

New Business:

- Budget Information 2021-2022—Mrs. Holtz provided an update of training and planning with CESA 5. Mrs. Cramer indicated that Mrs. Holtz received her mentor from WASBO. Mrs. Holtz indicated she had already reached out to her. Mrs. Holtz indicated that the year-end items were being worked on and that she is working through payroll and becoming more independent. CESA 5 is working on Title budgets and other areas to ensure that all updates are complete.
- Staffing Updates--The committee discussed the need for closed session in regards to contracts and compensation. This will occur on December 20. The committee also indicated that January is when the 6-month review for Mrs. Cramer will be completed.

- Return to School Plan—Update-- Mrs. Cramer provided a draft copy of the DPI required return plan for the ESSER III application. The document is a replication of the current plan that the district has but in the format required by DPI. Mrs. Cramer indicated that the plan will be submitted to DPI via a link that is on the district website.
- ESSER III Funds—Mrs. Cramer indicated that there was no new information related to the ESSER III funds or the application. However, the district received funds from DPI in the amount of just under \$51,000 that was COVID relief funding. This funding was given on a per pupil basis. The funds do not have the limitations that the ESSER funds will carry.
- Parent Transportation Contracts—There are two contracts this year and they will be on the Dec. 20 agenda.
- Open Enrollment 2022-2023—At the January board meeting, the board will need to vote on whether to limit open enrollment or not. The committee feels strongly and will recommend that no limits are set and that the district leave it open for any student.
- Current School Board Opening—As of the meeting on December 7, there were no interested candidates.

Policy and Personnel Committee: Ms. Malterer updated the board on the December 6, 2021 meeting.

### **Personnel and Policy Committee Minutes from Monday, December 6, 2021**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, December 6, 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; Clint Bushey, Principal; and Heather Cramer, Superintendent of Schools

New Business:

- Staffing Update—Mrs. Cramer updated that there will be a board discussion related to contracts at the December board meeting.
- Maintenance Update—Mr. Bushey provided an update on the current maintenance/custodial staffing and projects being completed at school. He provided an update on the staff meetings being conducted. He provided an overview of the expectations of duties. The committee also discussed the future maintenance of the buildings and options that are available.
- Return to School Plan Update-- Mrs. Cramer provided a draft copy of the DPI required return plan for the ESSER III application. The document is a replication of the current plan that the district has but in the format required by DPI. Mrs. Cramer indicated that the plan will be submitted to DPI via a link that is on the district website.
- Current School Board Opening—As of the time of the meeting (12/6) there were no interested candidates.
- ESSER Funding—The committee was given an update on funding and the application. The committee discussed when information gathering from the community stakeholders will be gathered. The committee also heard an update on the funds provided by DPI from COVID relief funding. The district received nearly \$51,000. There are no limitations on the use of this funding. Mrs. Cramer and Mr. Bushey updated that they are exploring options for at-risk students.
- Open Enrollment 2022-2023—The committee reviewed the current policy and will recommend to the board at the January board meeting that the policy remains as it is currently written and that no limits are set for open enrollment.
- School Safety Drills—The committee reviewed the documentation from Mr. Bushey and Mrs. Cramer in regards to the lock-down drills. The board will need to approve them at the December 20 meeting. This is a WI DOJ annual requirement. The board will also approve the school safety plan.

- Parent Transportation Contracts—There are two parent transportation contracts for this year. The contracts will be on the December 20<sup>th</sup> meeting for approval.

XI. Old Business—NA

XII. New Business

A. Business and Finance:

1. Resolution #2020: Approval of 2021-2022 Parent Transportation Contracts

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

**Approval of 2021-2022 Parent Transportation Contracts  
School Board Resolution  
#2020**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve parent transportation contracts for the 2021-2022 school year.

Approved 7-0 Roll Call Vote

2. Resolution #2021: Approval of 2022 District Liability Insurance Renewal

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

**Approval of 2022 District Liability Insurance Renewal with Crime Addition  
School Board Resolution  
#2021**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the District's liability insurance renewal for 2022.

Approved 7-0 Roll Call Vote

3. Resolution #2022: Approval of Athletic Training Agreement

A motion was made by Kevin Muche and seconded by Brian Thimm to approve the following resolution:

**Approval of Athletic Training Agreement  
School Board Resolution  
#2022**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the agreement for athletic training services with Froedtert and The Medical College of Wisconsin.

Approved 7-0 Roll Call Vote

- B. Curriculum and Technology—NA
- C. Personnel and Policy

1. Resolution #2023: Approval of School Safety Plan

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

**Approval of Hustisford School District School Safety Plan  
School Board Resolution  
#2023**

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the Hustisford School Safety Plan.

Approved 7-0 Roll Call Vote

2. Resolution #2024: Approval of School Safety Drill Information for 2021-2022

A motion was made by Brian Thimm and seconded by Dave Stryck to approve the following resolution:

**Approval of School Safety Drill Information  
School Board Resolution  
#2024**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the documentation of the mandated school safety drills conducted by the Hustisford School District.

Approved 7-0 Roll Call Vote

3. Resolution #2025: Approval of 2021-2022 Winter Coaches

A motion was made by Steve Weinheimer and seconded by Brian Thimm to approve the following resolution:

**Approval of Winter Coaches  
School Board Resolution  
#2025**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2021 winter coaches as follows:

MS Girls Basketball: Todd Karsten

Boys Basketball Volunteer: Ty Hildebrandt and Jerry Feilbach

Wrestling Volunteer: Eric Beavers

Approved 7-0 Roll Call Vote

- D. Buildings and Grounds:



1. Resolution #2026: Approval of Property Insurance Renewal with EMC

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

**Approval of Property Insurance Renewal  
School Board Resolution  
#2026**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the property insurance renewal for 2022.

Approved 7-0 Roll Call Vote

XIII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, January 3, 2022, at 4:00 p.m.*
- *Policy/Personnel – Monday, January 3, 2022, at 5:00 p.m.*
- *Business/Finance – Tuesday, January 4, 2022, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, January 4, 2022, at 5:00 p.m.*
- *January Regular Board Meeting: Monday, January 17, 2022, at 6:30 p.m.*

XIV. 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.

Employee Compensation  
Employee Contracts

A motion was made by Lisa Bosse and seconded by Brian Thimm to enter into closed session at 7:50 p.m.  
Approved 7-0 Roll Call Vote

XV. Return to Open Session

A motion was made by Lisa Bosse and seconded by Tracy Malterer to return to open session.  
Approved Voice Vote

XVI. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 8:26 p.m.  
Approved Voice Vote

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Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk