

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes

November 15, 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, Kevin Muche, and Steve Weinheimer. Tracy Malterer was absent and excused. A vacancy was created upon the passing of Barb May on November 9, 2021. A moment of silence was held to reflect upon her service to the Hustisford School District for the past 15 years.

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 members of the public wished to participate in public forum.

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 –October 25, 2021
- B. Approval of Minutes of November 2021 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#42117-42142) Funds 10, 27, 38, 41, 50, 80
- D. 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 5-0 Roll Call Vote

VI. Regular Agenda

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

VII. Reports

- A. Citizen of the Month: Mischa Gentry was recognized as the JHE student of the month. The MS student of the month was Madeline Maas and the HS student of the month was Madison Fetzer. The October HS student of the month was also recognized. That student was Ari Hildebrandt.
- B. Principal's Report:
Mr. Bushey Reported:
 - 6 students were inducted into the National Honors Society on Tuesday, November 9th.
 - Congratulations to: Riley Becker, Chellie Hildebrandt, Tia Hildebrandt, Morgan Kehl, Autumn Kuehl, Laticcia Snyder
 - AP Course Update
 - 20 students enrolled in AP courses this year
 - 15 students elected to take the exam in the Spring
 - 31 students enrolled in AP courses last year
 - 17 students elected to take the exam in the Spring
 - 54 Middle School students met Falcon Way expectations for the month of October.
 - 29 High School students met the Falcon Way expectations for the month of October.
 - This month's incentive was an inflatable obstacle course and a pugil pit that was provided by the Army Reserve.
 - AmeriCorps Update

- In planning / research stage
- Preventure Training
 - Curtis Koch, Kristen Anglemyer, Steve Telkamp, Dena Serwe are training on Wednesday and Thursday this week.
 - Training cost is being paid through the AODA grant
- The Youth Risk Behavior Survey is being administered to students that did not opt out Monday - Friday this week. This information is needed to help the school plan and provide services for students and families.
- Veterans Day
 - Students and staff dressed up in red white and blue
 - Pictures were shared to post on Facebook
 - Thank you veterans for your service
- 2021 Senior Project update
 - 20 out of 27 student have an accepted Senior Project Proposal
 - 7 students need to turn in a Senior Project Proposal
 - 9 students will be presenting their projects on Wednesday, December 8th starting at 6:00 p.m.
- Happy Thanksgiving everyone and good luck deer hunters.

Mrs. Cramer Reported:

- Thank you to St. Michael's Church for their very generous donation of hats, scarves, mittens, and socks to JHE. The items are already getting used and are very appreciated.
- The Falcon Way school-wide behavior plan continues to be used. Students recently had their monthly assembly and won the numerous golden awards and several classroom rewards were earned as well
- Parent-Teacher Conferences went well. Thank you to the PTC for the meals that were provided for JHE staff.
- Teachers are busy working on their Educator Effectiveness documentation. They all have items due this week.
- We are making scheduling adjustments to accommodate S/L time into Terri Kreitzman's schedule.
- The Veteran's Day program went very well. The students did an amazing job singing and were very respectful. They also made beautiful artwork.
- 5th grade band is going very well. There are currently 6 students participating and two more interested.
- Our building-wide committees continue to meet. The committees move various initiatives forward that help build culture, communication, and school-wide initiatives.
- As a team, we are working with various organizations that help assist families during the Holiday Season. We are working with A Child's Smile and Shop with a Cop currently.
- Kids Club continues to grow. I am currently looking for more after-school help due to the current workers having sports. We have had the opening in announcements.
- The students and staff had a wonderful time with the Halloween party. We also held Halloween Take #2 for those classrooms that were quarantined for the Halloween celebration.
- Each Friday, JHE families receive an update from the office. We update on what went on at school and give a heads up to upcoming events. This communication also includes any flyers for families or other pertinent information. This newsletter is just one way that families receive school communication weekly.
- I attended the monthly PTC meeting on November 8. At this meeting we discussed fundraising efforts by the organization and we focused on what we could do to help at JHE. The group was very open to starting a capital campaign with efforts going to new playground for JHE. This is very much in the infancy stages, but something that the group thinks could be very exciting and I feel would be extremely positive.
- The JHE Winter Concert is December 9th at 6:30 at the HS.
- The PTC will once again be hosting Santa's Workshop shopping experience for students. It will be held at JHE and run on Dec. 15 and 16.
- PTC is currently running their Scrip-A-Thon. This is an opportunity for families and friends of JHE to purchase Scrip before the holidays. There is a little completion going on between students and classrooms.
- The excitement is in the air for all at JHE. The first snowfall of the year brought excitement into the rooms. Kids are also excited about the upcoming deer season, we are hearing lots of stories and wishes for bagging the Big One! It is so fun to be around the kids, it is energizing and really brings so much delight each and every day!

- As always....it is a great day to be a Falcon! #HustyProud

Athletic Director's Report:

Mr. Falkenthal Reported:

Mr. Falkenthal announced all-conference for soccer, volleyball, and football. He also provided numbers for winter sports. He indicated that for MS boys there are 10 in grades 5/6 and 11 in grades 7/8. For girls the numbers were lower for MS and were at 7 for grades 5/6 and 6 for grades 7/8. There are 7 that have started wrestling. There are 17 girls out in HS and 27 boys out in HS.

Financial Director's Report:

Hustisford School District Bank Accounts	
Hustisford State Bank	
Checking / Savings Accounts	Balance as of 11/11/21
District Checking	\$338,172.89
Fund 10 - Money Market Account	\$542,037.77
Fund 41 - Money Market Account	\$9,314.74
Benefits Design Group Acct-FLEX	\$12,277.02
Investment Accounts	
1-year CD Maturity Date 1/29/21	\$20,000.00
1-year CD Maturity Date 7/5/20	\$5,000.00
Loan Accounts	
Loan - Unfunded Liability	\$46,388.17
Loan - Gym Improvements	\$74,324.73
Bassett Loan	\$99,937.64
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$12,903.76

An update was provided on account balances. Mrs. Cramer also introduced Jessica Holtz as the new Business Manager for the district. She started on November 1. Mrs. Cramer introduced the plan for training and what has already been taking place.

Superintendent's Report:

Mrs. Cramer Reported:

- Thank you to Zion Lutheran Church in Clyman for their generous donation of a Kwik Trip Gift card. These funds are used to help with snacks for kids who do not bring them and also for fresh fruits in our backpack program.
- I have been attending the Dodge County Superintendent meetings on Tuesdays. These meetings are in conjunction with Dodge County Health Department as well. The end of the meeting is for superintendents.
- Fred and I completed the Cyber Liability information for our liability insurance renewal. I will be meeting with Mike Walden from M3 sometime soon to finalize our renewal.
- The information request from last month was fulfilled. You will now see an inquiry that I personally received that I wanted you to be informed of. Please keep these things on your radar.
- I had my meeting with CESA 5 in regards to the business manager position. We have a plan for training in place.
- I have been working with our vendors for insurance and other business to help get Jessica set up in all of the systems.
- DHS held a Covid briefing last week to discuss vaccines and what schools can do.
- We had a CESA 5 meeting for the state on Nov. 5. The updated provided information on legislative pieces in Madison as well as COVID updates and legal updates related to employee issues.
- Congratulations to our 6 National Honor Society Inductees. Thank you to the Hustisford State Bank for the wonderful dinner following the ceremony.
- We are working to get back on a schedule for our weekly administrative meetings. We met Wednesday last week.
- We had a CESA 6 PAC meeting on Friday, Nov. 12. The meeting went over the Spring into Success conference in February, legislative updates, and Covid information.
- This week we will be having a WASDA state update.
- Registration is open for the State Convention, please let Chris know if you want to attend and which days you would like to go.
- This week on Thursday, we have a joint meeting with DHS, DPI and all Stakeholders to discuss vaccines with the younger students.

- I received an informative email this past week from WASB indicating that they are no longer keeping their affiliation with the National School Board Association. This was a challenging decision, but done in the interest of our membership. The NSBA caused substantial controversy this fall which has negatively impacted relationships among school boards, parents, and community members. The actions taken do not align with WASB policies and programs or the mission of the organization. The NSBA is currently searching for new leadership and WASB will continue to monitor the situation. If anyone has questions about this move, you are asked to contact WASB directly. This move does not impact the mission and values of WASB and their dedication to serving WI School Districts.
- As was noted at the beginning of the meeting this evening, Barb May, one of our board members passed away this past week after a courageous battle with cancer. She will be greatly missed by all. Barb had dedicated the past 15 year to serving our students and our community and we are forever grateful for her service and dedication. With her passing, it leaves a vacancy on the board. The vacancy is a village vacancy. The position is up in April of 2023. The position will need to be filled with an application process. This process will be posted when we are ready to accept applicants. The applicants must reside in the Village of Hustisford and been a resident there for the past 28 days. Proof of residency will be required. The vacancy will also be on the ballot for the April election as a one-year village position. The applicant who is appointed through the initial process would have to file for election papers in order to potentially keep the position after the election process. If no one runs for the seat, the board will once again be in the position to appoint a member. There are specific timelines that will need to be followed. All of the interviews and the process for appointing the member is done in open session. The timeline for the process technically began upon Barb's passing. The district will adhere to the guidelines and timelines that are necessary and this information will be clearly posted when the call for candidates is posted. The board will have to be prepared to have an additional meeting if needed for the process.
- There are currently three pieces of legislation of interest for our district. The first piece is SB-555. This piece of legislation mandates that we teach about the Safe Haven Law in health classes. This is something that I have already passed onto Mr. Koch so that he is aware. Next, SB-567 is a piece that would mandate that all credit recovery numbers and courses be collected and published annually for each district in the state. Finally, SB-589 is looking to provide an alternative test for teachers to take for licensing. Currently teachers are expected to pass the Foundations of Reading test, this is a challenging test and many teachers have struggled to pass it. This legislation would provide that an alternative could be taken, the alternative would be written by DPI. This is a decent piece of legislation as it allows for those who have not been adequately prepared to take an alternative assessment. Currently if teachers do not pass, they remain on an emergency type license and need to reapply if they do not pass annually. This is not something that directly impacts us as we do not have any educators in this situation, but it could impact us in the future.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- WASB Board Development Tool: The board agreed that it is a good tool to use. It has not been done in two years and the group felt that it would be good to see where they are at as a board. Mrs. Cramer also indicated that it will align with their goals that were set and provide valuable feedback.
- Update on COVID 19 Plan:
 COVID UPDATE 11-15-21
 The numbers for the month of October were:
 50 tests were done for students and staff. Out of those 16 were positive. That is 32%.
 8 were MS/HS, 5 JHE, and 2 Staff (One MS/HS, One JHE)
 99 Students and staff members were quarantined during October.
 3 of these were staff out of which 2 tested positive and one was quarantined due to contact.
 4 classrooms at JHE were placed on quarantine due to positive cases within the classrooms.
 Currently for November:
 33 tests have been conducted. 8 have come back positive. We are awaiting results currently on 8 tests. 17 have come back negative.
 19 students are currently quarantined. 2 students were identified as close contacts but did not need to quarantine due to being vaccinated. One student was identified but has fallen within the 90-day mark of a positive test and did not need to quarantine.
- Building Update: The board discussed take-aways from the survey previously done in regards to community support of a referendum. The board reiterated the need for community support. The board is opening discussion to looking at another referendum and what that would mean for our district. There will be a special meeting scheduled.

IX. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the November 1, 2021 meeting.

Buildings and Grounds Committee Meeting Minutes of Monday, November 1, 2021

The Buildings and Grounds Committee of the Hustisford School District Board of Education met on Monday, November 1, 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—The committee was updated by Mr. Bushey on several topics. The committee discussed the camera options for the gym and field from NFHS. They discussed a new camera at the HS due to one failing. They heard about issues from Halloween weekend with three young individuals climbing on the roof of the school and being on the grounds after hours. The committee heard about the need for chair mats at JHE to help protect the floors. The committee heard information regarding toilet and shower updates at the HS. Outdoor lighting options were discussed at the HS due to outdoor lights failing. Mr. Bushey is looking into replacing with all LED fixtures. Finally, the committee discussed staffing and future needs.
- Return to School Plan Update—Mrs. Cramer updated the committee on current COVID related illness within the district, updating numbers of positive cases, numbers of tests being conducted, and number of students quarantined. The committee also discussed mitigation strategies.
- HVAC Update—Mrs. Cramer and Mr. Bushey updated the committee on the various projects being completed on the HVAC system in both buildings. JHE has a motor that has failed and needs to be replaced on the boiler.
- Future Facilities Planning—The committee discussed the potential of doing a project or two over the holiday break. Mrs. Cramer indicated that there are a few doors on storage areas at JHE that need to be replaced as they are separating and not closing anymore. She will look into this further and research some bids. Other projects that were identified would likely take longer than the holiday break.

Curriculum and Technology Committee: Mr. Weinheimer updated the board on the November 1, 2021 meeting.

Curriculum and Technology Committee Minutes of Monday, November 1, 2021

The Curriculum and Technology Committee of the Hustisford School District Board of Education met on Monday, November 1, 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 and Heather Cramer, Superintendent. Absent was Barb May.

- Technology Updates—Mrs. Cramer updated that she was working with Mr. Miller on the cyber security liability insurance documents for the district's insurance renewal. She also updated that 5 new hotspots were ordered to help fill the demand for internet access for students. These are funded through COVID funds.
- Return to School Plan Update—Mrs. Cramer updated on the status of each building. She recapped the month of October for the schools. She updated on testing, quarantines, and cases.
- Curricular Cycle Update—Mrs. Cramer updated that Ms. Anglemyer has asked about updating her Spanish texts. Mrs. Cramer has asked her to gather information for the committee to review. Although they are off cycle, funds can be allocated from Title funding.
- Educator Effectiveness Update—Mrs. Cramer updated on the timelines for Educator Effectiveness for teachers and indicated that Mr. Bushey, Mrs. Kreitzman, and herself would be starting observations soon.

Business and Finance Committee: Ms. Bosse updated the board on the November 2, 2021 meeting.

Business and Finance Committee Meeting
Minutes of Tuesday, November 2, 2021

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

New Business:

- Budget Information 2021-2022—The committee talked about the current budget year. The committee also discussed that funding went into the fund balance for the 2020-2021 budget and was inquiring about doing a couple of projects within the schools. There are doors at JHE that need to be replaced. Mrs. Cramer will be looking into that. The committee also discussed the PA at the elementary school and the fact that it does not always work. Mrs. Cramer indicated that she had received bids on this in the past and will look to have these redone.
- Staffing Updates—The committee discussed the plan for speech and language with Terri Kreitzman and also discussed future maintenance staffing and the needs of the district.
- Return to School Plan-Update—Mrs. Cramer updated the committee on the current status of the schools in regards to cases, positives, testing, and quarantines. The elementary school is currently experiencing high rates of cases across grade levels.
- ESSER III Funds—The committee talked about a survey for the use of ESSER funds. They also discussed working as a board to prioritize their thoughts on funds. Ms. Bosse indicated that she would like to discuss this at the next board meeting.

Policy and Personnel Committee: Mr. Strysick updated the board on the November 2, 2021 meeting.

Personnel and Policy Committee
Minutes from Tuesday, November 2, 2021

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

New Business:

- Staffing Update –The committee discussed the Speech and Language position. Mrs. Cramer indicated that the addendum for Mrs. Kreitzman will be included on the board agenda.
- Job Description Update—The committee reviewed the job description for the elementary principal and made adjustments. The document will be on for approval for the November board meeting.
- Return to School Plan Update—Mrs. Cramer updated the committee on current numbers in each of the schools. She also recapped the month of October for the committee. She provided updates on current cases, issues, testing, and quarantines.
- Neola Policy Update—2nd Reading—The policies will be on the board agenda for final reading in November.
- Out of State Travel for School Groups—Mrs. Cramer updated the committee on out of state travel for DC and possibly the Spanish trip. The committee agreed that international travel is still not likely for the near future. The DC trip is being looked into by the coordinator of the trip.
- Winter Sports Updates—The committee reviewed the open positions for winter and heard an update on applications received. The final approvals should be ready for the November board meeting.

X. Old Business—NA

XI. New Business

A. Business and Finance:

1. Resolution #2013: Approval of Kiel Operating Budget for Virtual Services

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

Approval of 2021-2022 Kiel Operating Budget for Virtual Services
School Board Resolution
#2013

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Kiel Operational Budget for Virtual Services for the 2021-2022 School Year.

Approved 5-0 Roll Call Vote

2. Resolution #2014: Approval of Line of Credit Renewal for 2021-2022 with Hustisford State Bank

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

Approval of Line of Credit Renewal with Hustisford State Bank
School Board Resolution
#2014

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby 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 4-0-1 Roll Call Vote. Mr. Strysick abstained from the vote.

3. Resolution #2015: Approval of Renewal for Standard LTD Policy for 2022

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

Approval of Renewal for Standard LTD Insurance Policy for 2022-2023
School Board Resolution
#2015

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the renewal for LTD Insurance for the 2022 school year with The Standard.

Approved 5-0 Roll Call Vote

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

1. Resolution #2016: Approval of Elementary Principal Job Description

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

Approval of Elementary Principal Job Description
School Board Resolution
#2016

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve the elementary principal job description as presented.

Approved 5-0 Roll Call Vote

2. Resolution #2017: Approval of Final Reading of Neola Policy Updates

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

Approval of Final Reading of NEOLA Policy Updates
School Board Resolution
#2017

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the final reading of the NEOLA policy updates as presented.

Approved 5-0 Roll Call Vote

3. Resolution #2018: Approval of 2021-2022 Winter Coaches

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

Approval of Winter Coaches
School Board Resolution
#2018

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

5/6 Grade Boys Basketball: Zach Ninmann

7/8 Grade Boys Basketball: Tyler Schmidt

JV Boys Basketball: Rylee Nass

Boys Volunteer: Brody Thimm

Boys Volunteer: Michael Hopfinger

Approved 5-0 Roll Call Vote

4. Resolution #2019: Approval of Contract Addendum for Terri Kreitzman for Speech and Language

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

Approval of Contract Addendum --Terri Kreitzman for Speech and Language
School Board Resolution
#2019

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the addendum presented for Terri Kreitzman for speech and language for the remainder of the 2021-2022 school year.

Approved 5-0 Roll Call Vote

D. Buildings and Grounds—NA

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

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

Employee Compensation

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to enter into closed session at 7:53 p.m.
Approved 5-0 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 at 8:35 p.m.
Approved Voice Vote

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by John Bohonek to adjourn at 8:35 p.m.
Approved Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk