

HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes
September 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, 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.

Questions were asked in regards to Board Policy 2416 in regards to curriculum review. Also, it was indicated during public comment that the Legion would be reviewing their scholarship information for the upcoming year. Finally, a question was asked on the teaching of cursive.

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 –August 16, 2021
- B. Approval of Minutes of September 2021 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#41961-42041) 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 7-0 Roll Call Vote

VI. Regular Agenda

A motion was made by Tracy Malterer and seconded by Steve Weinheimer to approve the Regular Agenda as presented. Passed voice vote.

VII. Reports

A. Principals' Reports:

Mr. Bushey Reported:

- The Jr. / Sr. High School was awarded a \$15,000 AODA grant for the 2021 school year. The grant will focus on: PreVenture, Model Smoking Prevention, and Project Northland Curriculum additions. (program descriptions can be found on the back), PreVenture program staff training for 4 individuals, after school activities, and a speaker/presenter.
 - 33 Parents and 19 students attended the 6th Grade orientation held on August 25th.
 - 21 Parents and 16 students attended the 9th Grade orientation held on August 25th.
 - 71 Parents and 62 students attended the Open House held on August 31st.

- 2021-22 enrollment for the Jr. / Sr. High School as of 9/17/21 = 186 students.
- The Jr. / Sr. High ACP team met on 9/16 to plan for the implementation of activities during Falcon Time on Wednesdays. The school wide initiative will have students focus on academic and career readiness during this time.
- The Hustisford school district was awarded an Americorp position that will be filled by Jessica Rynearson on a part time basis. I am looking forward to seeing what Jessica will do in this new role.
- Homecoming activities started today and will continue for the remainder of the week. The students will be experiencing: Powder Puff football (Wednesday 7 p.m.), Volleybuff (Thursday 7 p.m), Friday Pep rally, wall decoration contest, dress up days, parade (starts at 5 p.m.), bonfire (Friday), and a dance (Saturday 7 p.m.).
- 64 policies have been taken out this year through School Device Coverage. Last year we had 8 policies taken out. Another notification to parents went out Friday 9/17.
- NFHS - cameras are offering free installation for a system in the gym. Families would be responsible for signing up for a membership to view games. Last year installation for the cameras would have been \$2500.
- The school district will be receiving 3 kindle fire tablets and 3 subscriptions to MobyMax for free to be used with students to improve reading scores. We will be taking part in a pilot program offered through MobyMax.

Mrs. Cramer Reported:

- Kids Club is up and running for students following the 4K program and for after-school care. There are currently 11 students enrolled between the two programs. Families can sign-up at any time for the program.
- Various committees are busy meeting. We have school-wide committees focusing on communication, scheduling, school-wide behavior planning, and school-wide culture.
- We are still missing some paperwork from families from registration. Renee has been working to get all forms back. Extra copies have been sent home and she is working hard. There are about 11 families that are still missing some items.
- The first PTC meeting of the year is tonight. The PTC plays a vital role in supporting the school and the students.
- The Falcon Way school-wide behavior plan is up and running. It is going well. Kids are working for tickets at school and they are also being recognized for having expected behaviors. The tickets are put in a bucket and they are chosen for prizes of the student's choice. There will be an assembly at the end of the month to celebrate. Also, the students will learn about a new character trait and then that will be our focus for the following month. The teachers at JHE have taken ownership in this program and are working with students to relay the assembly messages as well as work on the incentives. Ms. Weinheimer worked hard to get posters done for the building and Mrs. Haan and Ms. Weinheimer helped to complete a large banner that now is on the playground. Kids are seeing the same message in all school environments and that message is to Be Safe, Be Responsible, and Be Respectful.
- The district partnered with the Gathering Source to help families with school supplies. We had 15 students throughout the district benefit from this partnership.
- The district will once again partner with the Gathering Source to provide weekend snack packs for families. Families can begin signing up today through Friday and the program will begin on Friday, Oct. 1.
- Breakfast and Lunch are off to a good start. We have the cafeteria once again full and the kids are enjoying having the salad bar back and eating with their friends. We have it split into two groups, one being 4K-2 and the other 3-5.
- JHE is participating in Homecoming festivities this week. They are all doing dress up days and will hopefully get to go to some of the pep rally on Friday. JHE will have one, hopefully two floats in the parade as well. Finally, the JHE students will be singing the National Anthem prior to the Homecoming Football Game. We are so excited to share in the festivities.

- Thank you to Mr. Miller for helping me with getting Fastbridge set up at JHE. The testing system is ready to go and teachers can begin assessing students. Teachers have been working on and several have completed their Fountas and Pinnell benchmarking for students. The younger grades will be starting PALS testing as well. This is something that I also had to get up and running. Teachers are ready to go; we are working on retrieving a few new students from their former entities.
- I have a kick-off meeting for the new school year this week for Triple P, the parenting program offered for families at JHE. This meeting will kick-off the new year and outline goals for our staff and families throughout the year.
- As always....it is a great day to be a Falcon! #HustyProud

Athletic Director's Report:

Mr. Falkenthal's Reported:

All football games for the season are being held here this year. Homecoming is this week and it is the last Varsity home game. The football team has opted out of JV2 games due to low numbers. The team is playing a Monday night JV only schedule instead. The volleyball team is undefeated at this time. There is only a varsity team due to low numbers. There are 9 middle school girls out as well. The soccer team has 13 boys total. It has been a tough season for the boys. They do not currently have any wins, but continue to work hard each day. The WIAA area meeting was on October 20. They discussed covid guidelines and indicated that shot clock will likely come up again in basketball. They also discussed the official shortage that is challenging schools right now. Mr. Falkenthal also shared that Stephanie Hauser is the new executive director of the WIAA.

Financial Director's Report:

Mrs. Cramer updated the board on the tentative final budget numbers for the 2020-2021 school year. The preliminary numbers are showing a positive balance of nearly \$126,000. Mrs. Cramer also updated on the current coverage for the business manager position. The position is being covered by CESA 5 and Mr. Duhr is still providing limited services. He is training CESA 5 on a few final items and then he will be stepping away. The position is still posted and the district is hoping to have more interest in the position.

Superintendent's Report:

Mrs. Cramer Reported:

- I want to start out with a thank you to Scott Firari for donating a piece of downspout that was needed to help with a drainage issue on the outside of the HS.
- I have been attending the Dodge County Superintendent meetings on Tuesdays. These meetings are in conjunction with Dodge County Health Department as well. I also meet with several Dodge County partners on Tuesday mornings to provide COVID-19 updates and statuses.
- The State held a joint meeting for schools and local health departments last week. This meeting outlined precautions schools should be taking and protocols that should be followed.
- I am working on a portal training with our insurance company.
- We are excited to have Dodge County Human Services in our buildings one day per week to provide counseling through a grant. This service will provide a very needed and valuable resource to families. A flyer was sent home for families.
- I have met with the Village Board President in regards to the SRO position. This is an on-going conversation.
- I have been working with CESA 5 for the business manager piece. We will hold regular zoom meetings to go over details of work completion.
- The district newsletter went out on Friday. This is going to be a quarterly send. The next one will be out around the second week of November.
- There are several district level committees that teachers and other staff members participate on. These committees meet throughout the year. The committees are: Safety and Security, Insurance, Compensation, Technology, Wellness, and our RIK team which focuses on social-emotional development. Several openings have been created through individuals leaving, teachers have been invited to help fill those roles.
- I have been working with CESA 6 in regards to Educator Effectiveness and the implementation for the district.
- We have completed the various reports to DPI that are due. The Summer School Report is due October 1. There are also several business office reports due on Oct. 1. Third Friday count reports are also due that day. The transfer of service report was due to DPI and I completed that last week. Our annual report and special education report were also submitted.

- In-service days were a huge success. I was pleased with staff engagement. There were several mandated trainings that were completed.
- There are items that I have scheduled with the Village of Hustisford Police Department. We have scheduled our walk-through for safety and security. This is a report that needs to be submitted every three years and our report is due this year. I have also worked to schedule our annual drills for students in regards to lock-down. These reports are due to DPI and DOJ at the end of January.
- The Community Fair was well attended and welcomed back by community members. It was great to see our local businesses represented and to see families coming through to find resources.
- We have several technologies based items that are currently back ordered. We are still waiting for our new touch-screen interactive tv's to replace smartboards. We are also waiting for iPads for JHE. The wait is getting to be long, but it is not something that we have control over.
- I have been working on a new process for key check out within the district. I am working on a form that will stream-line the process and ensure that we have the most up to date information for all keyholders.
- We had the beginning of the year Trailways meeting later in August. This meeting went over protocols that schools were following. In the case that there are stricter protocols in place in a school, our athletes and spectators will need to follow those protocols.
- I have been working with Kiel to ensure that our virtual students are set up and ready to go. We currently have 6 students enrolled.
- Clint and I have been working together to create maintenance lists for both buildings. These lists will help our committees to plan and move forward. There are various projects that will need to be closely looked at over the next couple of years.
- Clint and I will present our goals to the board next month at the monthly board meeting. We have met as an admin team, but want to finalize a few areas before they are presented. We have used the board goals to stem our discussions and will finalize our other goals for you with a document next month.
- You received an annual report in regards to Seclusion/Restraint. If you have any questions, about this report, please let me know.
- As always....it is a great day to be a Falcon! #HustyProud

VIII. Board Development:

- A. Status Update on return to school: Mrs. Cramer updated the board on the month in regards to Covid numbers and where the schools were at. There were 46 students tested. The district was currently waiting for 4 test results yet. Out of those tested, 5 were positive and 37 were negative. At the MS/HS there were 35 tests, 4 awaiting results, 5 were positive, and 26 were negative. In addition, 6 kids were vaccinated and did not get quarantined. All staff that were considered close contacts were vaccinated. There were 35 kids quarantined at the time of the meeting and 17 had returned following district protocol for return.

IX. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the September 13, 2021 meeting.

Buildings and Grounds Committee Meeting Minutes of Monday, September 13, 2021

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, September 13, 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 Staffing—The committee discussed current maintenance staffing and needs. They discussed work schedules for each building.

- 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.
- 2021-2022 Staffing Update—The committee discussed the current vacancy for the Business Manager and how the role is being filled at the time.
- Tree Removal Bids—The committee reviewed two bids to remove dead trees from campus. This will be discussed at the board meeting in September.
- Building Maintenance Concerns—Mrs. Cramer and Mr. Bushey presented a list of items that need to be addressed in each building. The list is continuously being reviewed and looked at. The lists outline some issues that will need to be addressed in the future when discussing budget and building related projects. The committee also looked at downspout issues at the HS building. A piece was donated to help alleviate an issue. Mr. Bushey and the two committee members reviewed the issue.

Curriculum and Technology Committee: Did not meet

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

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

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, September 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; and Heather Cramer, District Administrator

New Business:

- Budget Update 2020-2021—Mrs. Cramer updated that the final numbers for last year are in. The district ended the year with a positive Fund 10 balance of \$126,943.47.
- Future Budget Information 2021-2022—Mrs. Cramer updated that CESA 5 continues to work through the budget. She will be meeting with them to go over updates and provide information needed.
- Staffing Updates—The committee discussed current positions in the district that have recently been filled or are in need of being filled. The committee heard a proposal about 5th grade band. They also discussed staffing and how vacant positions are being filled.
- School District Maintenance Planning and Needs—Mrs. Cramer updated the committee on how both buildings are updating information on the status of work that needs to be done within the buildings.
- Return to School Plan—Update—Mrs. Cramer updated on the return to school and the transition to the plan that is in place. She also updated the committee on her weekly Dodge County Meetings.
- Business Manager Position—The committee discussed the opening and potential applicants. The committee heard how the current vacancy is being filled as well.
- Kids Club Update—Mrs. Cramer updated on Kids Club and numbers of students enrolled.

Policy and Personnel Committee: Ms. Malterer updated the board on the September 13, 2021 meeting.

**Personnel and Policy Committee
Minutes from Monday, September 13, 2021**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, September 13, 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—The committee discussed the current business opening and how the duties of the vacancy are being fulfilled.
- Job Description Update—Mrs. Cramer provided the job description for the Superintendent written by WASB for the committee to review. This item will be on the committee agenda again in October.
- Return to School Plan Update—Mrs. Cramer updated the committee on the current number of positive cases, the current number of students being tested, and the current number of student quarantined. She updated on exposures as well as mitigation measures.
- Neola Policy Update—Neola had policy updates. The committee received the updates and will read through them. The update will be on the October committee agenda as well. First reading of the policies will be on the October board agenda.
- 5th Grade Band—Mrs. Cramer updated on the plans for 5th grade band. Currently, fifth grade band is scheduled to begin in mid-October.
- SRO Position—Mrs. Cramer provided the committee with a letter from the Village of Hustisford regarding the SRO position.
- Open Door Counseling with Dodge County—The committee reviewed the flyer provided from Dodge County. The program will be provided to our students on Wednesdays throughout the school year. This program is provided due to a grant from the Greater Watertown Community Health Foundation.
- 66.0301 Agreement with Kiel School District—The committee reviewed the agreement with Kiel School District for a virtual school platform. The agreement will be on for approval at the September board meeting.

X. Old Business—NA

XI. New Business

A. Personnel and Policy:

1. Resolution #1999: Approval of MS Social Studies Instructor

A motion was made by John Bohonek and seconded by Kevin Muche to approve the following resolution:

**Approval of MS Social Studies Instructor
School Board Resolution
#1999**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Kane Browskowski as a MS Social Studies Teacher. His annual salary will be \$39,000.00.

Approved 7-0 Roll Call Vote

2. Resolution #2000: Approval of FFA National Convention

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

**Approval of 2021 National Convention Trip for FFA
School Board Resolution
#2000**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the Hustisford FFA trip to the National Convention in Indianapolis, IN. The dates of the trip are Oct. 27- Oct. 29. The trip is anticipated to have 5 students participate.

Approved 7-0 Roll Call Vote

3. Resolution #2001: Approval of 66.0301 Intergovernmental Agreement with Kiel School District

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

**Approval of 66.0301 Intergovernmental Agreement with Kiel School District for 2021-2022
School Board Resolution
#2001**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 66.03.01 agreement with the Kiel School District for the 2021-2022 school year for the purpose of providing an online charter school platform for virtual choice for learners.

Approved 7-0 Roll Call Vote

- B. Curriculum and Technology—NA
- C. Business and Finance—NA
- D. Buildings and Grounds—
 1. Resolution #2002: Approval of Tree Removal Bid

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

**Approval of Bid for Tree Removal
School Board Resolution
#2002**

BE IT RESOLVED that the Board of Education of the Hustisford School District does approve a bid for tree removal from K & B Trees, Lawn, and Landscaping in the amount of \$2,400.

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, October 11, 2021, at 4:00 p.m.*
- *Policy/Personnel – Monday, October 11, 2021, at 5:00 p.m.—Changed to Tuesday, October 12, 2021 at 5:00 p.m.*
- *Business/Finance – Tuesday, October 12, 2021, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, October 5, 2021, at 5:00 p.m. –Changed to Monday, October 11, 2021 at 5:00 p.m.*
- *October Regular Board Meeting: Monday, October 18, 2021, at 6:30 p.m.—The date of the board meeting is October 25, 2021.*
- *Annual Meeting: Monday, October 11, 2021 at 7:00 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to adjourn at 8:24 pm.
Motion passed by voice vote.

Heather J. Cramer, Superintendent of Schools – Recorder

Tracy Malterer - School Board Clerk