

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
August 15, 2022

I. Call to order

The Meeting was called to order by Board President John Bohonek at 6:31 P.M.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: John Bohonek, Tracy Malterer, Lisa Bosse, Steve Weinheimer, David Strysick, Brian Thimm and Kevin Muche.

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

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 the body.

- A. Approval of Minutes of the Regular Board Meeting – July 18, 2022
- B. Approval of Minutes of August 2022 Committee Meetings
- C. Approval of Financial Business: Approval of Bills (#42707-42768) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Resignation of John Hustis Elementary Teacher and District School Counselor

A motion was made by Lisa Bosse and seconded by Kevin Muche to approve the Consent Agenda as presented.

Approved 7-0 Roll Call Vote.

VI. Regular Agenda

A motion was made by Steve Weinheimer and seconded by Brian Thimm to approve the Regular Agenda as presented.

Motion passed by voice vote.

VII. Reports

- A. Principals' Report

Mr. Bushey Reported:

- Congratulations to Cierra Essock for being honored with the Teacher Turn the Key Award and scholarship from the Wisconsin Association of Agricultural Educators (WAAE). Cierra was presented the honor at the WAAE Professional Development Conference on June 27-30th. Cierra will also be honored at the National Association of Agriculture Educators Professional Development Conference November 29 - December 3rd in Las Vegas. We are very lucky to have Cierra as an educator here at the Hustisford School District.
- On August 1st, I was informed by the NFHS network that an increase would occur to the subscription for viewing athletic contests for the upcoming school year. The increase brings the subscription from \$10.99 to \$11.99 monthly and from \$69.99 to \$79.99 annually. Information about subscribing was given out during the Athletic Code meeting and will be going out again shortly to families.
- 12 out of 21 (57%) Seniors have an accepted Senior Project proposal.

- Letters were sent to 6th grade families on August 12th, to inform them of the upcoming orientation being held on August 25th. An additional Blackboard message will be sent to the families on Thursday, August 18th.
- 72% of the families have registered for the upcoming school year as of today. We are continuing to contact families to complete registration by Friday the 19th.
- 10 students were successful in passing their AP exams taken in the Spring.
- Open House will be held August 31st from 4:30 - 6:00 p.m.
- I would like to thank the Custodial staff and helpers for all their hard work in preparing the building for students and staff.

Mrs. Cramer Reported:

- JHE hallways are painted and the floors are nice and shiny. The school looks amazing. Thank you to the crew for all of their hard work in getting the building cleaned and ready in a timely fashion.
- JHE teachers have been in and getting ready for the new year. It is always fun to see them come in with fresh new ideas and rejuvenated to start a new year.
- As of this morning we had 47 students or 32 families that still needed to register at JHE. A message was sent out to families as a reminder. Several families called after the email went out.
- Open House is August 31 from 4-6.
- We have had 7 students leave JHE from this past year. Out of the 7, 6 moved and 1 who was open enrolled in has now moved to a different district. We have 8 new students in as well. 2 new kindergarten students who did not attend for 4k, 3 new move-ins to the district, and 3 new open enrolled students. As of now, 7 out of our 16 4K students are new families to us, they do not have older siblings. This is exciting news in regards to growth and our current enrollment.
- Kids Club will be at the Community Fair as well as Open House to help parents get the message about what is offered. I will be sending information out to families' tomorrow after the handbook is approved tonight.
- Forward test scores have all gone out to families. I will provide an update next month on our scores and data.
- I am currently working on gathering information and samples for some curricular updates at JHE. There are updates needed in the area of Reading and Language Arts. We are reviewing phonics programs as well as grammar and spelling. We are early in the process. Tammy Schellpfeffer is assisting in this review as the District Reading Specialist.
- As always....it is a great day to be a Falcon! #HustyProud

B. Athletic Director's Report

Mr. Falkenthal Reported:

- HS Football: Currently 31 boys out, 15 are Husty. First game is August 19, 2022 at Lomira.
- HS Volleyball: First practice was today August 15, 2022. 15 Girls out.
- HS Soccer: First practice was today August 15, 2022. Low numbers, currently not enough boys out to field a team at this time, trying to recruit more.
- MS Football: Currently 31 boys out, 8 are from Husty. First game will be August 18, 2022.
- MS Volleyball: Practice started today August 15, 2022. Right now 8 girls showed up for practice.
- Still no applicants for the JV Volleyball coaching position.
- Will be attending the first meeting for the school year for the Trailways Conference at Horicon August 17, 2022.

C. Financial Director's Report

Mrs. Holtz Reported:

Monthly Highlights:

- Auditors were here today and tomorrow
 - Great learning experience
 - Things are going well
- The 2021-2022 fiscal year is pretty much closed out
 - There are usually a couple of transactions that will need to be applied to the last year as we continue through the summer.
 - Need to do final end of year transfers from Fund 10
- Personal Property Aid Estimate 22-23
 - \$17,029.71
 - Same as last year
- Received our Property Tax Levy from the County
 - \$740,354.52

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	08/15/2022
District Checking	\$ 764,497
Fund 10 - Money Market Account	\$ 721,003
Fund 41 - Money Market Account	\$ 9,329
Benefits Design Group Acct-FLEX	\$ 14,614
Investment Accounts	
1-year CD Maturity date 1/29/23	\$ 20,000
1-year CD Maturity date 7/5/23	\$ 5,000
Loan Accounts	
Loan - Unfunded Liability	\$ 31,566
Loan - Bassett	\$ 93,846
Loan - Gym Improvements	\$ 62,421
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 12,946

D. Superintendent's Report

Mrs. Cramer Reported:

- Magnetic calendars are in and ready for families.
- Handbooks have been updated and are on the meeting tonight for approval
- We continue to look for candidates for open positions. We have had some success this month filling challenging positions.

- I have submitted a proposal to UW-Madison School of Landscape Architecture for design work for the JHE playground and green space. This is a free program that will allow for us to have work done to help us move the outdoor space in the right direction. Once students arrive back to campus for the fall semester, the students will select a project. It is not known yet if our project will be accepted or not.
- Forward test results were sent out to all families of students who took the test.
- On August 10, I participated in the first Trailways Exec Commission meeting of the year. At that meeting, the commission recommended that the conference allow Waterloo to enter. This change would not be valid until 23-24, and still needs WIAA approval.
- HSR engineers will be in the district on the 18th to evaluate our buildings. This got rescheduled due to floor cleaning at JHE.
- Clint and I met with Schultz Bus in regards to their contract and emergency protocols. The meeting went well and the updated information is in your packet.
- On August 12, I attended a CESA 6 PAC Meeting. The meeting focused on the beginning of the year and CESA services. Ted will be having a meeting with me on October 4 to further discuss how CESA can better serve our district. I met with a new representative from CESA at the end of July and gave him information on why we choose or choose not to use certain CESA services.
- The water heaters are installed at both buildings.
- On August 3, I attended the annual school safety meeting with Dodge County. The meeting focused on planning for the upcoming year and reviewing the safety plan for all county schools.
- I attended the WASB referendum workshop that was offered. The workshop focused on community engagement and also the legalities behind having a referendum. While the information was nothing new, it was a great refresher.
- We have finished up the beginning of the year in-service schedule. It has been sent out to all staff for the upcoming year.
- Summer school wrapped up at the end of July. The summer school reporting portal opens this week and I will begin work on submitting our information.
- Neola will be here this week for the new policy updates. They will be ready for the September committee meeting for review.
- I am working with HSR on our questionnaire for staff and finalizing the questions to be asked.
- We are working through an issue in the back boy's bathroom here at the HS. I will continue to update you as more information becomes available.
- The AC is temporarily fixed at JHE; we need to make a decision as to which direction to move in order to make a permanent fix.
- We continue to work through HVAC issues within the Jr./Sr. High as well.
- The Community Fair is August 23 from 4:40 – 7 pm. I am hoping to have board members sign up for a time to pass out information about our upcoming community engagement sessions. I will be sending out an email with more information.
- Open House for each building is August 31 from 4- 6 pm. This is also a time that would be great to have board members present in each building to provide information to parents about the upcoming meetings.
- It is a great day to be a Falcon! #HustyProud

VIII. Board Development

A. Future Building Information – There is a good overview on the Referendum project. There will be handouts at the Community Fair on August 23, 2022.

B. Current Maintenance Update – There is a water issue in the boy's bathroom in the back hallway at the high school. Robinson Brothers and EMC are working on the project. JHE has a temperature issue with the air compressor. The high school server room has problems with the air conditioner.

C. COVID Protocols for 22-23 – For the 2022-2023 school year we will follow the CDC guidelines.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Bohonek updated the board on the August 1, 2022

Buildings and Grounds Committee Meeting Minutes of Monday, August 1, 2022

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, August 1, 2022, 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; Heather Cramer, District Administrator; and Clint Bushey, MS/HS Principal

New Business:

- Maintenance Update—Mr. Bushey has received bids for the tree cutting for the dead ash trees on campus. The committee reviewed the bids and will forward one bid to the board for approval. The maintenance crew fixed the art room exhaust fan. The baseboard tile in the back boy's bathroom at the HS is in poor condition. It will be replaced with a strip of base board. All walls in the hallway at JHE are painted, it looks great and really brightens things up. The crew is currently working on floors at JHE. The HS library continues to get worked on. The gardens at JHE will be removed prior to the end of summer.
- Staffing Update—No applications for custodial. Food service is likely filled. Looking to fill math and guidance by this week. Still looking for SPED aid as well as business teacher.
- Future Facilities Planning—The board will have a workshop on August 15th at 5:30 prior to the board meeting. The board will learn more about the direction the district can do and begin brainstorming with the team.
- Summer 2022 Projects—There is some stall work that needs to be done in the boy's bathroom in the commons area, working to see if we have time to finish. Carpet cleaning still needs to be done in both buildings.
- Current building maintenance issues/concerns—The two water heaters are set for install on August 2. The air compressor at JHE is still an issue that is being worked on.
- DPI COVID Update 22-23—Mrs. Cramer provided the new DPI update to board members and the protocols will be discussed at the August 15th board meeting.

Policy and Personnel Committee – Ms. Malterer updated the board on the August 1, 2022

Personnel and Policy Committee Minutes from Monday, August 1, 2022

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, August 1, 2022 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, (chair); David Stryck, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Staffing Update—Mrs. Cramer updated the committee on current openings. She indicated that the food service assistant positions will likely be filled this week. She also indicated that guidance and math should be filled. Applications are still being accepted for custodial, special education assistant, and business education.

- Future Facilities Planning—The board will have a workshop on August 15 prior to the board meeting to discuss future facilities planning.
- Bus Contract Renewal and Emergency Information—The committee reviewed the bus emergency protocol adapted by Mr. Bushey and Mrs. Cramer for the district as well as the written contract with Schultz Bus. Mrs. Cramer will be meeting with Schultz Bus to discuss. Both items will be on the August 15 board agenda.
- Jr/Sr High Student Handbook—Mrs. Cramer shared the minor changes to the handbook by Mr. Bushey. The committee also discussed the hat policy and the potential of making a change to that policy. The handbook will be on the August 15 board agenda.
- JHE Student Handbook-- Mrs. Cramer provided an update on the JHE handbook. No significant changes were made. It will be on the August 15 board agenda.
- Kids Club Handbook—No changes were made to the Kids Club Handbook; it will be on the agenda for the August 15 board meeting.
- Teacher Handbook—Mrs. Cramer outlined a change in the employee handbook outlining cell phone usage. She indicated that this was a needed change so that all employees have the same expectations. The handbook will be on the August 15 board agenda.
- Support Staff Handbook-- Mrs. Cramer outlined a change in the support staff employee handbook outlining cell phone usage. She indicated that this was a needed change so that all employees have the same expectations. She also outlined a change to wording in regards to in-service days and work hours for support staff employees. The handbook will be on the August 15 board agenda.
- DPI COVID Update 22-23—Mrs. Cramer shared the DPI COVID updates with the committee. The board will discuss current and future protocols at the August 15 meeting.
- Student Activities--Mrs. Cramer indicated that the district is currently still looking for a JV Volleyball coach and for other positions to fill.

Business and Finance Committee: Mr. Weinheimer updated the board on August 2, 2022

Business and Finance Committee Meeting Minutes of Tuesday, August 2, 2022

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, August 2, 2022, at 4:00 p.m., in the District Office at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Steve Weinheimer, Chair; Lisa Bosse, member; Heather Cramer, District Administrator; and Jessica Holtz, Director of Financial Services.

New Business:

- Budget Update 21-22 and 22-23—For the 21-22 year, we are looking at an ending balance in Fund 10 of \$72,300, Fund 50--\$17,400, and Fund 80--\$12,500. No update for next budget cycle at this time. Mrs. Holtz updated that the Hustisford State Bank will now be charging a fee for each payroll that the district will have to pay twice a month. Each payroll we will be charged a \$15 processing fee.
- Future Facilities Planning—The board will have a workshop on August 15th prior to the board meeting to learn more about the facilities planning and work on brainstorming with the team.
- Summer Projects—Mrs. Cramer updated the committee on projects being completed. The water heaters were installed, now an electrician will come to hook them up. The air is still an issue at John Hustis. The gardens will be removed in front of JHE. Trees will be removed on campus as well.
- HVAC Update—Still experiencing issues at JHE, seeking alternative fixes at this time.
- Staffing 2022-2023—No custodial applicants. Food service will likely be hired this week. Working on hiring guidance and math as well. Also seeking applicants for business education and a special education assistant.

- Food Service 22-23—Mrs. Cramer discussed the position and how many hires would be needed. The district will seek to hire to additional food service assistants in order to alleviate some custodial work in the kitchen and cafeteria areas.
- Annual Audit Information—The annual audit will take place in August. Mrs. Holtz is getting ready for the audit.
- DPI Covid Update 22-23—Mrs. Cramer handed out materials with the information from DPI in regards to COVID for the 22-23 school year. This will be on board development for August 15.

Curriculum and Technology Committee – Mr. Thimm updated the board on August 2, 2022

Curriculum and Technology Committee Minutes of Tuesday, August 2, 2022

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, August 2, 2022 at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Brian Thimm, Chair; Steve Weinheimer Member; Fred Miller, Director of Technology; and Heather Cramer, Superintendent.

- Technology Updates—Mr. Miller—Mr. Miller updated on the server upgrade. He also indicated that the wireless update has been completed. The new devices are coming in and Mr. Miller will be getting them ready for the new school year. The new firewall will be doing in on August 8. Interactive boards are up in the classrooms getting the upgrade. The phone system got an update to the newest software. Next week recycling will be done on unused equipment.
- Future Facilities Planning—The board will have a workshop on August 15 prior to the board meeting at 5:30 to hear from the team and do some brainstorming.
- Elementary Curricular Update—Mrs. Cramer updated that the elementary staff is reviewing phonics curriculum, grammar curriculum and spelling curriculum.
- DPI Covid update 22-23—Mrs. Cramer updated the committee with the new guidance from DPI. The board will discuss protocols during board development at the August 15 meeting.
- Staffing 22-23—Mrs. Cramer updated the committee on current vacancies and jobs that will be filled shortly. She indicated that food service is likely filled as well as guidance and math. She indicated that custodial continues to be an issue as well as business education.

X. Old Business
A. N/A

XI. New Business

- A. Business and Finance:
1. Resolution #2099: Approval of 2022-2023 School Fees

A motion was made by Lisa Bosse and seconded by Steve Weinheimer to approve the following resolution:

Approval of 2022-2023 School Fees
School Board Resolution
#2099

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the school fees for 2022-2023 as presented.

Approved 7-0 Roll Call Vote.

2. Resolution #2100: Approval of 2022 Actuarial Study

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

Approval of 2022 Actuarial Study
School Board Resolution
#2100

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Lauterbach and Amen, LLP to conduct the 2022 GASB 74/75 Actuarial Valuation for the School District as required. The study cost is \$4,100.00

Approved 7-0 Roll Call Vote.

B. Personnel and Policy

1. Resolution #2101: Approval of New Hires for 2022-2023 School Year

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

Approval of New Hires for 2022-2023 School Year
School Board Resolution
#2101

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the following new hires for the 2022-2023 school year:

Speech and Language Pathologist—Jessica Ralbovsky--\$60,000
HS Math—Gregory Boulanger--\$48,000
School Counselor—Steve Telkamp--\$52,000
Food Service Assistant—Jessica Rynearson--\$14.66/hour
Food Service Assistant—Mary Stark--\$14.66/hour
Elementary Teacher – Rachel Rutta - \$40,000
HS Business Teacher – Shannon McClanahan - \$63,000

Approved 7-0 Roll Call Vote.

2. Resolution #2102: Approval of 2022-2023 Student Handbooks

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

Approval of 2022-2023 Student Handbooks
School Board Resolution
#2102

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2022-2023 student handbooks as presented.

Kid's Club
2022-2023 Jr./Sr. High Student Handbook
2022-2023 JHE Student Handbook

Approved 7-0 Roll Call Vote.

3. Resolution #2103: Approval of 2022-2023 Employee Handbooks

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

Approval of 2022-2023 Employee Handbooks
School Board Resolution
#2103

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2022-2023 Employee Handbooks as presented.

Support Staff Handbook
Teacher Employee Handbook

Approved 7-0 Roll Call Vote.

4. Resolution #2104: Approval of Schultz Bus Contract and Emergency Protocols

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

Approval of Schultz Bus Contract and Emergency Protocol
School Board Resolution
#2104

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2022-2024 Schultz Bus Contract and Emergency Protocol.

Approved 7-0 Roll Call Vote.

5. Resolution #2105: Approval of 2022-2023 SRO Agreement with Village of Hustisford

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

Approval of SRO Agreement
School Board Resolution
#2105

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the School Resource Officer Agreement between the Village of Hustisford and the Hustisford School District for the 2022-2023 school year.

Approved 7-0 Roll Call Vote.

C. Buildings and Grounds

1. Resolution #2106: Approval of Tree Trimming and Cutting Bid

A motion was made by Dave Strysick and seconded by Kevin Muche to approve the following resolution.

Approval of Tree Trimming and Cutting Bid
School Board Resolution
#2106

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the tree trimming and cutting bid with Husty Lawn Care in the amount of \$4,750.00

Approved 7-0 Roll Call Vote.

D. Curriculum and Technology: N/A

XII. Informational/Discussion Item

a. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 12, 2022 at 4:00 p.m.*
- *Policy/Personnel – Monday, September 12, 2022, at 5:00 p.m.*
- *Business/Finance – Tuesday, September 6, 2022, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, September 6, 2022, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, September 19, 2022, at 6:30 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 7:47 p.m.

Approved Voice Vote.

Christine Kuehl – Executive Assistant – Recorder

Tracy Malterer – School Board Clerk