HUSTISFORD SCHOOL DISTRICT

Regular Board of Education Meeting Minutes June 20, 2022

I. Call to order

The meeting was called to order by President John Bohonek at 6:00 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Brian Thimm, John Bohonek, Tracy Malterer, Lis Bosse, and Steve Weinheimer and Kevin Muche. Dave Strysick entered at approximately 6:25.

III. <u>Verification of public notice</u>: 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. <u>Senior Project Presentation</u>: Student A presented a senior project.

V. <u>Public Forum</u>-- 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 one commented during public forum

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 –May 16, 2022
- B. Approval of Minutes of Special Board Meeting—May 23, 2022
- C. Approval of Minutes of June 2022 Committee Meetings
- D. Approval of Financial Business: Approval of Bills (#42556-42635) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of Resignation of JHE 4th Grade Teacher, Boys Varsity Basketball Coach, and Food Service Employee
- G. Approval of Retirement of Mike Healy, Custodial Staff

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

VII. Regular Agenda

A motion was made by Tracy Malterer and seconded by Brian Thimm to approve the Regular Agenda as presented. Approved 7-0 Roll Call Vote.

VIII. Reports

A. Principal's Reports:

Mr. Bushey Reported:

- 10 Parents attended the Senior Project Parent informational meeting on Wednesday, May 18th.
- 2022 Senior Project Update
 - The last remaining proposal was accepted today.
- 2023 Senior Project Update
 - 8 out of 22 Seniors have an accepted Senior Project Proposal.

- Kristen Anglemyer and Curtis Koch will be trained in the new Why Try curriculum this summer. The training was funded through the AODA grant.
- 15 students are completing Summer School credit recovery.
- The Custodians and helpers have completed finishing the floors in all the classrooms but one that is being used. The Jr. / Sr. High building floors will be completed by the end of the month.
- On Thursday, June 9th I met with a representative from the School Device Coverage insurance to discuss the continuation of this service for families next school year.

Mrs. Cramer Reported:

- The school year ended with several fun activities for students. Students were able to enjoy field day, yearbook signing day, and other school-wide activities.
- Summer school is in full swing at JHE. Every room is being used and it is great to have just over 130 students in the buildings. We have about 20 of those students from other districts attending.
- We have been getting inquiries from families moving into the area and looking to open enroll. I have some tours set up and know that we have several incoming students to JHE that will be new to us next year. It is always exciting to get new families in.
- Kids Club is operating daily after the Village Rec program. They are open from 3-6. We will have a high school student working daily with Ashley as our numbers are sitting at about 13 students on average.
- We are currently accepting applications for two openings at JHE. I am hoping to interview early next week. I would like a board member to sit in if someone is available.
- We will be getting ready for second session of summer school this week. I will be emailing all teachers and getting
 all attendance handled. It is a busy time as we transition. Second session runs from July 11-29. Currently
 enrollment in second session is about 90, we typically have less due to no driver's ed. second session and students
 finishing up their credit recovery.
- I am working on a proposal with UW Madison to potentially secure a senior seminar student to draw plans for our playground and outdoor campus space. This is a free opportunity that would provide us with a drawing to use for future fundraising campaigns or for future planning. This proposal would encompass our entire outdoor campus space, not only JHE.
- JHE hallways will be getting painted soon. It will give a bit of a fresh look to the hallways.
- As always....it is a great day to be a Falcon! #HustyProud

Athletic Director's Report:

Mrs. Cramer read the report that Mr. Falkenthal provided.

Baseball All-Conference: 1st Team recipients were Gavin Thimm & Softball All-Conference 1st Team, Morgan Kehl Soccer All-Conference 1st Team; Rylie Collien, Aria O'Neil, Riley Becker 2nd Team; Jadyn Huncosky, Rena Harvey

Financial Director's Report:

Mrs. Holtz was absent from the meeting and no update was given.

Superintendent's Report:

Mrs. Cramer Reported:

- Tuesday Dodge County Superintendent meetings continue however; attendance has been low. We have been discussing staffing issues.
- The four firms that were placed on the shortlist for architect firms are interviewing on Monday, June 27 beginning at 5 pm. The firms are: 5:00—FEH Design, 6:00—HSR Associates, 7:00—Somerville Architects, and 8:00—PRA (Plunkett Raysich Architects). I have done tours with two firms and have one more this week scheduled. They will each have about 30 minutes to present and then time for Q/A. We will limit them to 55 min.
- Summer school is well underway. Current attendance is about 130 and second session attendance is currently at about 90. First session runs until July 1, students have off from July 4-8. Second session runs from July 11-29.
- I had a WASDA meeting on June 15. The agenda includes updates on ESSER III funding, legislation in regards to reading, educator effectiveness, and other legal issues. It also includes an SAA update.
- Open door counseling through Dodge County continues and the counselor is here each Wednesday meeting with students and families. They meet at JHE.
- I was selected a District Administrator level representative on the Trailways Conference Executive Commission.
- So many wonderful things happened at the end of the school year. Both graduation ceremonies were wonderful. Thank you to the board members who were able to attend for coming and congratulating our students.
- The district is working to finish up the evaluation process for all employees.
- The staff had an outing on June 3. We attended the Mallards game in Madison. It was great to be together outside of the school setting. A great time was had by all!
- I want to take this opportunity to personally thank Terri Kreitzman for her dedication to this district. We said goodbye to her on June 9 as it was her last day in the buildings. We did a great job planning and she made us lunch! We will be setting a date in July or early August for a district retirement party for our retirees.
- I attended the State FFA Convention on Tuesday, June 14. I attended for personal reasons, but it was great to see that our district is very well represented by Milana Malterer who is in the State FFA Choir.
- We had a WASB update on June 15. We also received an important summer reminders list from WASB on July board action and processes to follow.
- The National Weather Service is doing a nice job keeping schools informed in relation to summer weather as well. They are hosting webinars to provide information in regards to potentials storms and other summer issues. This information and these webinars are very valuable.
- Clint and I continue to plan for summer projects and updates and are already starting the conversations needed for the start of the school year.
- Thank you to CESA 5 for their continued support while Jessica is out. Congratulations to the Holtz family on their new addition!
- Summer is upon us. I hope that you all find time to refresh and rejuvenate just as we want our staff to. The offices are staffed all summer, but hours may vary a bit as individuals are out for vacations. The week of July 4th, hours may vary. If needed, we will post this information accordingly.
- Final district newsletter will be going out shortly. We were waiting on information to be compiled for our final publication.
- It is a great day to be a Falcon! #HustyProud

IX. Board Development:

- A. Information in regards to proposal from Booster Club on a Trophy Case at HS—Mrs. Cramer provided the board with the information that was given to the Buildings and Grounds Committee by the booster club in regards to updating the trophy case at the high school. The club has offered to update the trophy case in the front hall. The committee discussed the proposal with Ms. Powell as she presented and asked if the club would be ok with waiting to find out if the district will be putting a referendum question on the ballot and if that space at the HS would be affected by a possible remodeling project. The board members felt that this was something that should wait due to the potential projects.
- B. Future Building Information—The board heard about the firms that will be interviewed on June 27. There are four firms that have currently accepted interviews. This list of firms was created with the help of Kraemer Brothers. This is the final step in the process that will help the district secure the necessary team to begin moving the building project forward.
- C. Updated COVID Protocols—Mrs. Cramer provided the updated CDC guidance that recently was released for schools. This guidance asks that schools monitor community spread and create their protocols appropriately from that level. The board will continue to monitor this information. The board is comfortable with the current protocols in place at this time as the district has seen a small uptick in cases.

X. Committee Reports

Building and Grounds Committee: Mr. Bohonek updated the board on the June 6, 2022 meeting.

Buildings and Grounds Committee Meeting Minutes of Monday, June 6, 2022

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

New Business:

- Presentation from Booster Club on HS Trophy Case—Mrs. Katie Powell presented information to the committee on
 the possibility of a new trophy case at the HS. The committee discussed and want to encourage the booster club to
 wait until more discussion on the referendum happens. The committee would hate to see funds being invested and
 then a change occurring to that area if a referendum were to focus on the entrance area of the HS due to safe and
 secure entrance concerns. The board will discuss during board development during the June board meeting.
- Maintenance and Staffing Update—The committee was updated on staffing. The committee asked for a closed session on staffing and compensation for the June board meeting.
- Future Facilities Planning—Monday, June 27, the board will interview architect firms for the potential referendum. The interviews will consist of 4 firms and begin at 5 pm and follow an hourly schedule.
- Summer 2022 Projects/Timeline—The committee was presented information from the maintenance crew about
 what needs to be completed over the summer. Currently the staff is focused on the cleaning of the HS. They will
 then use the month of July for maintenance concerns and then use August for cleaning of JHE.
- Current building maintenance issues/concerns—The water heaters are going to be replaced shortly. There is an issue with a coil in room 310 at the HS. There is also an issue with the air conditioner for the kitchen at JHE.
- Maintenance Purchasing—The committee discussed purchasing and whether to open accounts with businesses or
 continue to use the credit card for maintenance related purchases. At this time, the committee recommends using
 the credit card for purchases rather than using accounts.

• Grounds Maintenance –The committee discussed the new mowing service and complimented the work being done. They also discussed a post in regards to litter on the soccer fields.

Curriculum and Technology Committee: Mr. Thimm updated the board on the June 7, 2022 meeting.

Curriculum and Technology Committee Minutes of Tuesday, June 7, 2022

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, June 7, 2022 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; Brian Thimm, Chair; Fred Miller, Director of Technology; and Heather Cramer, Superintendent.

- Technology Updates—Mr. Miller—Mrs. Cramer inquired about if the JHE carts of Chromebooks needed to be brought to the HS. There are currently 19 Chromebooks from the MS that need to be repaired. The wireless update will be completed this summer. Mr. Miller is currently working on making forms fillable for registration. The new firewall for the district has gone through E-Rate approval and it was granted so that can be updated this summer as well. A server update is also needed this summer to update to the latest operating system.
- Technology Summer Planning/Projects—Cleaning of devices needs to be completed. There are machines that need
 updating. The district has old technology to recycle. Mr. Miller is looking into the Go Guardian software for the
 Chromebooks.
- Technology Purchase—Grant Funded—The district will be using grant funding to purchase some new laptops. The district is also looking into a quote to purchase some additional Touch Boards for classrooms.
- Future Facilities Planning—June 27, 2022 interviews with the board for architect firms. They will begin at 5 pm and the board will interview 4 firms.
- Summer School Update—Mrs. Cramer reported that there are about 130 students registered for the first session. Of those 130 registered, about 20 are out of district students. Summer school is off to a great start.

Business and Finance Committee: Mr. Weinheimer updated the board on the June 7, 2022 meeting:

Business and Finance Committee Meeting Minutes of Tuesday, June 7, 2022

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, June 7, 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; and Lisa Bosse, member; and Heather Cramer, District Administrator

New Business:

- Budget Update—No update was provided
- Future Facilities Planning—There will be a board meeting on June 27 to interview architects for a potential referendum. The meeting will start at 5 and there will be 4 firms interviewed.
- Future Budget Planning—Mr. Koltes will be working on the budget with Mrs. Cramer and a preliminary budget will be presented at the June 20, 2022 board meeting.
- Summer Projects—Mrs. Cramer updated that she is in contact to get some of the pavement issues handled this summer. She also indicated that the water heaters should be installed around the beginning of July.
- Summer School Update—Mrs. Cramer updated that there approximately 130 students enrolled in summer school.

- Staffing 2022-2023—Mrs. Cramer updated on some new resignations for the board to approve. The committee discussed upcoming interviews.
- Schultz Bus Renewal—The committee reviewed the numbers submitted by Schultz Bus and were pleased with the renewal. The remainder of the written contract is being worked on by administration and will be submitted in July.
- Administrative Contracts—Mrs. Cramer provided information for the committee to review the administrative contracts. The contract will be on the June 20 board meeting.
- WASB Renewal—Mrs. Cramer updated the board on the WASB renewal. They indicated a 5% increase. The renewal will be on the board agenda for June 20.
- Milk Bid—Only one milk bid came in. The other company did not bid due to a lack of employees. The bid is from our current service provider and will be on the June 20 board agenda.
- Technology Purchases—Grant Funded—Mrs. Cramer updated the committee on the purchase of laptops for staff
 that can be purchased through grant funding. There are several that are on cycle to be replaced. Mrs. Cramer
 also asked Mr. Miller to provide information on the cost of additional touch screen boards for classrooms. The
 rural schools grant can be used for these purchases.

Policy and Personnel Committee: Ms. Malterer updated the board on the June 6, 2022 meeting.

Personnel and Policy Committee Minutes from Monday, June 6, 2022

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, June 6, 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, board member (chair); David Strysick, board member; and Heather Cramer, Superintendent of Schools

New Business:

- Staffing Update—New Hires, Assess Needs, Retirements, Contract Review, Resignations—The committee
 reviewed recent resignations. The resignations will be on the June 20 board meeting. The committee
 discussed the open positions and the vision of the district to fill these positions. The committee also
 discussed the openings that the district has at this time and the work being done to fill the positions.
- Future Facilities Planning—There will be a board meeting on June 27 to interview architect firms for a future referendum. The meeting will begin at 5 pm and there will be 4 interviews.
- NEOLA Policy Update Request due to Staffing Changes—Mrs. Cramer updated the committee that there
 will need to be some policy changes due to staffing changes. Mrs. Cramer will work with NEOLA to ensure
 that these get updated. She also indicated that the district will house Narcan next year, similar to the EpiPen program, we will need to complete a policy related to this.
- Bus Contract Renewal—Mrs. Cramer provided the financial document from Schultz Bus. The committee
 reviewed the document. The administrative team continues to work on the written documents. The
 contract renewal will be ready in July.
- Summer School Update—Summer school is going well. Mrs. Cramer did not have an exact count at the meeting due to it being the first day and there were still registrations coming in.
- Superintendent Evaluation Tool—Mrs. Cramer's evaluation will be conducted on June 20. She will
 complete the self-evaluation and will send it to board members via email.
- Administrative Contracts—Mrs. Cramer is updating the contracts and they will be reviewed by legal counsel for approval on June 20.
- WASB Renewal—The renewal for WASB is ready to be renewed. WASB indicated a 5% increase. This
 will be on the June 20 board meeting.

• CDC Update on COVID-19—Mrs. Cramer provided information in regards to the new guidance put out by the CDC in regards to schools. She will provide an update during board development at the June 20 meeting. The updated relies on local numbers to help drive district level decisions. The board will need to discuss the information and if anything needs to be updated moving forward into the next school year.

XI. Old Business—NA

XII. New Business

A. Business and Finance:

1. Resolution #2075: Approval of Preliminary 2022-2023 Budget
A motion was made by Steve Weinheimer and seconded by Lisa Bosse to approve the following resolution:

Approval of Preliminary 2022-2023 Budget School Board Resolution #2075

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

2022-2023 Preliminary Budget by Fund			
Fund	Fund Description	22-23 Budgeted Revenue	22-23 Budgeted Expense
10	General Fund	\$5,980,000.00	\$5,880,500.00
21	Activity Accounts	\$25,000.00	\$25,000.00
27	Special Education	\$730,000.00	\$730,000.00
38	Debt Service	\$57,177.00	\$57,177.00
50	Food Service	\$190,000.00	\$200,000.00
80	Community Service	\$35,000.00	\$35,000.00

Totals \$7,017,177.00 \$6,927,677.00

Projected Surplus	\$89,500.00

Notes

Very small amount of ESSER funds are budgeted

Food service and special education funds revenues and expense (transfer from fund 10 cause revenue to equal expense) Very similar revenue budget to prior year

As we move into September and October, final information is available to complete budget

Approved 7-0 Roll Call Vote

2. Resolution #2076: Approval of Milk Bid from Engelhardt Dairy

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

Approval of Milk Bid from Engelhardt Dairy School Board Resolution #2076

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the milk bid from Engelhardt Dairy for the 2022-2023 school year as presented.

Approved 7-0 Roll Call Vote

Resolution #2077: Approval of WASB Membership Dues for 2022-2023
 A motion was made by Tracy Malterer and seconded by Kevin Muche to approve the following resolution:

Approval of WASB Membership for 2022-2023 School Board Resolution #2077

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve membership for WASB for the 2022-2023 school year. Membership costs are \$2,805.00.

Approved 7-0 Roll Call Vote

- B. Curriculum and Technology:
 - 1. Resolution #2078: Approval of Server Migration Project and Upgrade

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

Approval of Server Migration and Upgrade School Board Resolution #2078

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the server migration and upgrade to be completed by Camera Corner Connecting Point in the amount of \$6,560.00.

Approved 7-0 Roll Call Vote

2. Resolution #2079: Approval of Fortinet Firewall Protection for District

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

Approval of Fortinet Firewall Protection School Board Resolution #2079

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the purchase of Fortinet Firewall Protection for the Hustisford School District in the amount of \$10,173.00.00

Approved 7-0 Roll Call Vote

3. Resolution # 2080: Approval of Go Guardian Subscription for Chromebooks

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

Approval of GoGuardian Subscription for Chromebooks School Board Resolution #2080 BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby the purchase of GoGuardian Software for Chromebooks in the amount of \$1,855.00.

Approved 7-0 Roll Call Vote

4. Resolution #2081: Approval of Smoothwall Web Filtering Renewal

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

Approval of Smoothwall Web Filtering Renewal School Board Resolution #2081

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the renewal of Smoothwall Web filtering solution for three years in the amount of \$10,840.00.

Approved 7-0 Roll Call Vote

5. Resolution #2082: Approval of Computer Purchases

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

Approval of Computer Purchases School Board Resolution #2082

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve computer purchases for staff computer replacement as presented from Dell.

3 Dell Latitude 5520--\$3,360.00 11 Dell Latitude 3520--\$9,284.00

Approved 7-0 Roll Call Vote

- C. Personnel and Policy
- 1. Resolution #2083: Approval of School Counselor

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

Approval of School Counselor School Board Resolution #2083

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Brittany Merten as the school counselor for the 2022-2023 school year. Her contracted amount is \$43,000.00

Approved 7-0 Roll Call Vote

2. Resolution #2084: Approval of Contract for MS/HS Principal

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

Approval of Administrative Contract for MS/HS Principal School Board Resolution #2084

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a two-year contract with Clint Bushey as the MS/HS Principal. The contract amount is \$94,210.00 for the 2022-2023 school year.

Approved 7-0 Roll Call Vote

3. Resolution #2063: Approval of WIAA Membership for 2022-2023

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

Approval of 2022-2023 WIAA Membership School Board Resolution #2085

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve membership with WIAA for the 2022-2023 school year. Membership dues remain at \$0.

Approved 7-0 Roll Call Vote

- D. Buildings and Grounds:
 - 1. Resolution #2086: Approval of HS Gym Floor Recoat

A motion was made by Tracy Malterer and seconded by Lisa Bosse to approve the following resolution:

Approval of HS Gym Floor Recoat School Board Resolution #2086

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the recoat of the HS gym floor, done as annual maintenance in the amount of \$3,383.00. The work will be completed by Prostar Surfaces

Approved 7-0 Roll Call Vote

XIII. <u>Informational/Discussion Items:</u>

Tentative/Suggested Meetings/Events:

- Buildings/Grounds Monday, July 11, 2022, at 4:00 p.m.
- Policy/Personnel Monday, July 11, 2022, at 5:00 p.m. Changed to Friday, July 8, 2022 at 8 am
- Business/Finance Tuesday, July 5, 2022, at 4:00 p.m.
- Curriculum/Technology Tuesday, July 5, 2022, at 5:00 p.m.—Will not be held this month
- July Regular Board Meeting: Monday, July 18, 2022, at 6:30 p.m.
- Special Board Meeting: Monday, June 27, 2022 at 5 p.m.—Interviews of Architect Firms for future building project

XIV. Closed Session:

The board will enter into closed session pursuant to Wisconsin Statute 19.85(1) (b) (c) to consider dismissal, demotion, licensing or discipline of any public employee or person licensed by a board, and the taking of formal action on any such matter and to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Staffing and Compensation 2022--2023 Superintendent Evaluation

A motion was made by Lisa Bosse and seconded by Tracy Malterer to enter into closed session. Approved 7-0 Roll Call Vote.

XV. <u>Return to Open Session:</u> A motion was made by Kevin Muche and seconded by Brian Thimm to return to open session. Approved voice vote.

XVI. Resolution #2087: Approval of Superintendent Contract

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

Approval of Administrative Contract for District Administrator School Board Resolution #2087

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a two-year contract with Heather Cramer as the District Administrator and Elementary Principal. The contract amount is \$130,888.00 for the 2022-2023 school year.

Approved 7-0 Roll Call Vote

XVII. <u>Motion to Adjourn</u>
A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn. Approved Voice Vote

Heather J. Cramer, Superintendent of Schools - Recorder

Tracy Malterer - School Board Clerk