

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
November 20, 2017

I. Call to order

The meeting was called to order by President Dave Stryck at 6:30 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Jay Behnke, Dave Stryck, Tracy Malterer, Steve Weinheimer (entered meeting at 6:46 p.m.), Lisa Bosse, Barb May, and John Bohonek.

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: None

V.Consent Agenda

- A. Approval of Minutes of the Regular Board Meeting – October 30, 2017
- B. Approval of Minutes from November 2017 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#38909-38955) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

A motion was made by Barb May and seconded by John Bohonek to approve the Consent Agenda items as presented. Motion passed 6 - 0 by roll call vote.

VI. Regular Agenda

A motion was made by John Bohonek and seconded by Tracy Malterer to approve the Regular Agenda as Presented. Motion passed by voice vote.

VII. Reports

A. **Monthly Student Recognition:** Megan Promersberger, First Grade, JHE; Dyson Kadinger, Fourth Grade, JHE; Laura Greeb, Senior; and Chellie Hildebrandt, Seventh Grade were all recognized for outstanding citizenship for the month of November.

B. Principals' Reports:

Ms. Bell Reported: Students continue to earn their tickets for good behavior. Staff members are working diligently on educator effectiveness. PTC held a family fun night on October 31. Students participated in an assembly for Veteran's Day as well as an assembly with Kohl's Wild Theater. The Winter Concert for JHE is on December 14th at 6:30pm.

Mr. Bushey Reported: Mr. Bushey reported NHS induction of 8 new members. Kevin Hines presented to the student body and the students did great during the assembly. The school drama production is on December 9 at 7 and December 10 at 2. Senior Project presentations will be on December 11. The Jr./Sr. High winter concert is December 19 at 7 pm.

C. Athletic Director's Report: Mr. Falkenthal reported on upcoming winter sports numbers. Girls' basketball has 17 out. The high school boys have 25 players out. Wrestling currently has 6 athletes participating. Each of the boys' teams in grades 5-8 will have their own team this year. The girls will be a 5/6 split and a 7/8 split.

D. Financial Director's Report: Mr. John Kiefer updated the board on the current account balances and budget views. He provided information on the training sessions that he has attended to learn more about Skyward. He generated reports for the board to view. He also updated the board on the various reports that have been submitted to DPI.

E. Superintendent's Report: Mrs. Cramer reported that the administration team worked with CESA 6 on the beginning stages of the strategic plan. Mrs. Cramer updated on the various meetings she has attended with area administrators and emergency management. She also updated on how the district is preparing for the upcoming winter in regards to emergency preparedness.

VIII.Board Development:

- A. Presentation by students for Art Club: Two young ladies presented on the art club that has been started at the Jr./Sr. high. The art club meets at least once a month and is open to all students. The club supervisor is Ms. Rennhack.
- B. Ag Education Discussion: The board discussed the future of Ag. Education at Hustisford. They discussed second semester programming options that would be available online as well as the options for FFA. They discussed that next year it is a goal to hire a teacher who could fulfill an ag/science need within the district. They also discussed the importance of keeping Fay Hildebrandt at the FFA advisor and complimented her on a job well done with the program.
- C. Discussion in regards to CNC Milling Machine Donation: Mrs. Cramer updated the board that Signicast out of Hartford is interested in donating a CNC Milling Machine to the tech ed. department. The machine will come and be set up and fully functional from the company. The board accepted that there is some liability involved, but is grateful for the purchase.
- D. Custodial Services Discussion: Mrs. Cramer updated the board on the potential need for additional custodial hours during the day at the Jr./Sr. high. The board indicated that they would further discuss options at the December board meeting.

IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the November 13, 2017 meeting:

**Buildings and Grounds Committee Meeting
Minutes of Monday, November 13, 2017**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, November 13, 2017, at 4:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, Chair; Steve Weinheimer, member, Kris Roeseler, District Maintenance Coordinator, and Heather Cramer, District Administrator

Old Business:

- Update from Kris Roeseler – Supervisor of Buildings and Grounds: Mr. Roeseler provided an update in regards to what has been accomplished in regards to maintenance. He is working on prepping for winter in many different ways. He also provided a list of items that he is continuing to work on throughout the year.

New Business:

- Facility Planning presentation from Unesco: Unesco provided a presentation to the committee on facility planning and what their company can do for the district. The company provides a complete analysis of our facilities from mechanicals to educational spaces. They will then analyze the information and provide the district with sound information on replacement, life expectancy, and planning solutions. The committee would like to discuss this further with the board and potentially bring in a presentation later this year.
- CNC Mill Donation: The committee received information from Mr. Jasperson on a CNC Mill that Signacast is looking into donating to the district. The board will discuss this at the full board meeting.
- Possible projects: The committee reviewed a bid received on locks and rekeying for the entire district. The locks are getting worn and they are challenging to use with the master keys.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the November 7, 2017 meeting:

Curriculum and Technology Committee

Minutes of Tuesday, November 7, 2017

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, November 7, 2017, at 5:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Barb May (Chair), Jay Behnke (board member), Heather Cramer, Superintendent; and Fred Miller, Director of Technology.

Old Business:

- Update from Fred Miller—Director of Technology—Mr. Miller provided an update for the committee of items that have been accomplished within the district and what he is currently working on. He also provided an update that the district was able to secure several very nice computers from MPTC. They will be used to replace outdated computers within the classrooms at JHE.
- Strategic Plan—Curricular Cycle—Update—Mrs. Cramer updated that reading at the elementary level and writing at the middle school level has been budgeted for this year and will be purchased for teachers to implement. Teachers will also be provided with time to work with each other to learn about the curriculum and prepare for implementation.
- Discussion Agriculture Program—The committee discussed the future of the ag. Education program at Hustisford.

New Business:

- Technology Planning—The committee discussed the end of the technology lease this year in the district. Mr. Miller and Mr. Kiefer are working on identifying items that will remain and items that can go back with the lease end. This guidance will help the district to begin the planning process for the next steps in technology for the district.
- American Education Week November 13-17, 2017—Mrs. Cramer updated the committee that is American Education Week was coming up. JHE was doing activities related. The administrative team will be doing a few special things for staff during the week as well.

Business and Finance Committee: Lisa Bosse , Committee member reported on the November 7, 2017 meeting:

Business and Finance Committee Meeting Minutes of Tuesday, November 7, 2017

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, November 7, 2017, at 4:00 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Lisa Bosse, member and Heather Cramer, District Administrator

Old Business:

- 2017 - 2018 Budget Update—Mrs. Cramer provided updates on budget procedures that the administrative team will be going through. She showed the documents being used for this information.

New Business:

- Staff Alternative Compensation Committee—The committee was updated on the committee moving forward and the planning that has been taking place.
- Baird Model—The committee discussed the importance of the Baird Model and its use in the district. Mrs. Cramer updated the committee that Mr. Kiefer will be receiving training in December in regards to the model.
- Line of Credit—Cash Flow—Mrs. Cramer provided information regarding the line of credit at Hustisford State Bank.

**Mrs. Cramer reported on the special committee meeting for Employee Compensation on November 14, 2017
Board of Education Business and Finance Committee Meeting**

Teacher Compensation Study Group

The **Business and Finance Committee's Teacher Compensation Committee** met on Tuesday, November 14, 2017, at 3:30 p.m., in the library/media center at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Those present were: Heather Cramer, superintendent of schools; John Kiefer, District Financial Coordinator; Clint Bushey, Dean of Students; Peggy Bell, Elementary Principal; Linda Feutz, teacher; Matt Jones, teacher; Curtis Koch, teacher; Megan Rennhack, teacher; Bruce Haan, teacher; and Brian Bischoff, teacher.

AGENDA

- **Compensation Plan Structure Discussion/Changes from Last Year**—The committee reviewed the plans that they felt were favorable from last year. The committee talked about specific concepts within the plans. The committee also discussed the HEA non-recertification. The committee decided that a survey of the teaching staff would be a great way to determine what is driving staff to stay and what changes that they may like to see. The committee agreed that hearing from all staff is a great way to determine the path that will be taken. The survey will be sent out by Mrs. Cramer and will be returned and then reviewed at the next meeting.
- **Review of Prior Year's Work**—The committee reviewed what was done last year for the committee and the previous year as well. The committee discussed the plans that were reviewed, the model itself, and the criteria for advancement.
- **Criteria for Advancement Discussion**—The committee talked about various criteria and how they felt about each of the areas. The committee talked about the possibility of a system that would use things that they are already doing within their day that are above and beyond the normal classroom expectations. The idea of game and extra-curricular supervision was brought up for discussion. The committee also discussed whether educator effectiveness should be linked to the plan.
- **Next Meeting Dates** – The next meeting was set for Tuesday, December 19, 2017
- **Adjournment**

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the November 13, 2017 meeting:

Personnel and Policy Committee Minutes from Monday, November 13, 2017

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, November 13, 2017, at 5:00 p.m., in the conference room off of the library/media center, 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

Old Business:

- **Teacher Handbook:** The committee continued discussion on the teacher handbook and will further discuss changes in December.
- **Neola Policy Update:** The final policy readings will be going to full board approval on November 20, 2017.

New Business:

- **Ag Education Program:** The committee discussed where they would like to see the agriculture education program move into the future. The committee discussed offering classes online for second semester this year if students requested. The committee also discussed starting to look for an agriculture education/science teacher for the district for the 2018-2019 school year. The position could fill the void of ag. education classes and also provide some growth for the science department at the high school level.
- **Athletic Code Handbook:** The committee reviewed updates presented by Mrs. Cramer and will be looking closer at the handbook into the spring semester.

- Extra-Curricular Fee Structure: The committee reviewed the fees currently being charged by the district. The committee talked about restructuring athletic passes for students, adults, and families as well. The committee also discussed allowing high school students into games for free with their student ID.
- Possible Early Graduation Request: The board will discuss this request further.
- Employment Update: Mrs. Cramer updated the board on various positions within the district.

X. Old Business: NA

XI. New Business

A. Curriculum and Technology: N/A

B. Buildings and Grounds: N/A

C. Personnel and Policy

1. Resolution #1546: Approval of final reading of updated policies

A motion was made by Jay Behnke and seconded by Tracy Malterer to approve the following resolution:

**Approval of Final Reading of Policy Updates
School Board Resolution
#1546**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the final reading of the policies presented.

Approved 7-0 Roll Call Vote

D. Business and Finance

1. Resolution # 1547: Approval of Continuation of line of credit with Hustisford State Bank.

A motion was made by John Bohonek and seconded by Jay Behnke to approve the following resolution.

Approval of Line of Credit with Hustisford State Bank

**School Board Resolution
#1547**

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve continuing the line of credit agreement with the Hustisford State Bank as presented.

Approved 6-0 Roll Call Vote, 1 abstained

XII. Informational/Discussion Items:

a. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, December 4, 2017, at 4:00 p.m., this meeting will take place on Monday, November 11, 2017 at 4:00 p.m.*
- *Policy/Personnel – Monday, December 4, 2017, at 5:00 p.m.*
- *Business/Finance – Tuesday, December 5, 2017, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, December 5, 2017, at 5:00 p.m.*
- *November Board Meeting: Monday, December 18, 2017, at 6:30 p.m.*

XIII. Closed Session

The board will enter into closed session pursuant to Wisconsin Statute 19.85 (1) (f) -- Considering financial, medical, social or personal histories or disciplinary data of specific persons. The board will be considering confidential pupil records prohibited from disclosure under state and federal law

A motion was made by Jay Behnke and seconded by John Bohonek to enter into closed session. Passed 7-0 Roll Call Vote.

XIV. Return to Open Session

A motion was made by Barb May and seconded by Lisa Bosse to return to open session. Passed Roll Call Vote 7-0.

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Jay Behnke to adjourn at 8:17 pm.

Passed Voice Vote

Heather J. Cramer, Superintendent of Schools – Recorder

Barbara May - School Board Clerk