

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
January 15, 2018

I. Call to order

The meeting was called to order by President Dave Strysick at 6:33 p.m.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: Jay Behnke, Dave Strysick, Tracy Malterer, Steve Weinheimer, 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 – December 18, 2017
- B. Approval of Minutes from January 2018 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#39024 - 39063) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Coaching Resignation

A motion was made by John Bohonek and seconded by Barb May to approve the Consent Agenda items as presented. Motion passed 7 - 0 by roll call vote.

VI. Regular Agenda

A motion was made by Tracy Malterer and seconded by John Bohonek to approve the Amended Regular Agenda. Motion passed by voice vote. Amendments made were to remove Resolution #1560 and #1563 and to remove the 2016-2017 Audit Report from Board Development.

VII. Reports

A. **Monthly Student Recognition**: Madeline Maas, JHE; Maverick Stratman, JHE; and Colter Sliiper, Jr. High were all recognized for outstanding citizenship for the month of January.

B. **Principals' Reports**:

**Ms. Bell Reported**: PALS testing is underway in 4 K-2nd grades. Students will be going to the TAG Center in Mayville as an end of semester celebration. The Timber Rattlers will be introducing a reading program to the elementary students. Several staff members will be attending a Non-Violent Crisis Intervention Training. Radtke Appliance in Oconomowoc helped JHE get a new washer and dryer at a significantly reduced cost. Summer School planning is underway.

**Mr. Bushey Reported**: Mr. Bushey reported that the district mental health team held a meeting. The ACP team also met to plan for the remainder of the year. Mrs. Portzky held a career night for 6<sup>th</sup> graders. The semester ends on January 18. Student Council will be holding a winter dance on February 17. 92 letters have been sent out to families in regards to truancy issues.

C. **Athletic Director's Report**: Mr. Falkenthal was not present due to a sporting event with the Junior High.

D. **Financial Director's Report**: Mr. John Kiefer was not present, but Mrs. Cramer provided his update. Tax receipts were received from four municipalities. He provided the board with a written update on accounts and revenue and expenses. Mr. Kiefer is working on the 2018-2019 Budget. This budget work is helping to determine the referendum amount. Mr. Kiefer continues to meet with department heads to go over their individual budgets.

E. **Superintendent's Report**: Mrs. Cramer along with two board members met with a state level FFA officer and talked about the direction that the Hustisford Agriculture Education program would like to take. The compensation committee is gaining momentum and the team is working on building an effective plan for the future of our district. Mrs. Cramer attended several meetings in the area in regards to school issues and athletics. The district provided families with the state report card information. The school calendar should be ready for the board to review in February.

VIII. Board Development:

- A. 2016-2017 Audit Presentation: The presentation will be moved to the February 2018 board meeting
- B. UNESCO Information Discussion: The Board discussed the need for a comprehensive facilities study for our district. They reviewed what UNESCO had to offer for our district. They will continue to discuss in committee meetings and

will look to the February meeting for a decision.

- C. WASB Resolutions: Tracy Malterer provided all board members with the resolutions up for vote at the State Convention. The board did not have any questions about the information that Ms. Malterer presented.

#### IX. Committee Reports:

Building and Grounds Committee: John Bohonek, Committee Chair reported on the January 8, 2018 meeting:

#### **Buildings and Grounds Committee Meeting Minutes of Monday, January 8, 2018**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, January 8, 2018, 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; Steve Weinheimer, member, Kris Roeseler, District Maintenance Coordinator, John Kiefer, Finance 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. Water heater repairs and maintenance has been performed. LED lights have been being installed at both schools. Winter preparations were completed.

#### New Business:

- Wall in SPED Room: Mr. Roeseler presented the bids that came in for the wall construction in the special education room at the Jr./Sr. high. Bids were presented to the committee and will be brought to the full board in January. It is anticipated that construction will take place in March over spring break.
- Operational Referendum Question: Mr. Kiefer presented several scenarios in regards to the operational referendum. He provided updates with the Baird Financial model to replicate tax implication and budget scenarios.
- UNESCO presentation: The committee discussed the UNESCO presentation and would like to have a resolution in the future to consider the services provided. The committee would like to utilize the service but not use the educational analysis piece.
- Winter Update: Mr. Roeseler provided an update on where the district is at in regards to the winter season so far. The district has used less salt and has had fewer plowing episodes than at this time last year.

Curriculum and Technology Committee: Barb May, Committee Chair reported on the January 9, 2018 meeting:

#### **Curriculum and Technology Committee Minutes of Tuesday, January 9, 2018**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Tuesday, January 9, 2018, at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

**Present:** Barb May, Chair; Jay Behnke, member; Fred Miller, Technology Coordinator; and Heather Cramer, Superintendent

#### Old Business:

- Update from Fred Miller—Director of Technology—Mr. Miller provided an update on the various projects he is working on. He provided an update on the district E-Rate application. He also provided an update along with Mrs. Cramer on vandalism that had occurred on several laptops at the high school.

#### New Business:

- Technology Planning—The committee discussed the plan that Mr. Miller will be developing for technology for the district. The committee also talked about the lease for technology that expires at the end of this year.
- Operational Referendum Question: The committee was provided with the referendum information in regards to tax and budgetary impacts.
- Staffing for 2018-2019—Projections: Staffing projections for each building were discussed at the committee level. More information will continue during the next several months as numbers for next year are considered.

- Class Offering Discussion: Mrs. Cramer updated the committee on ideas for classes for next year. She indicated the desire to move forward with more AP classes at the HS level. She also discussed the addition of an Agri-Science Teacher.

Business and Finance Committee: John Bohonek, Committee chair reported on the January 9, 2018 meeting:

**Business and Finance Committee Meeting  
Minutes of Tuesday, January 9, 2018**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, January 9, 2018, 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; Lisa Bosse, member; John Kiefer, Finance Coordinator; and Heather Cramer, District Administrator

**Also Present:** Glen Falkenthal was present at the beginning of the meeting for a comment to the committee

Old Business:

- Budget Review: Month to Date: Mr. Kiefer provided an update on several budget items. He also provided an overview of budget items for the 2018-2019 school year.

New Business:

- Staff Alternative Compensation Committee Update—The committee was updated on the committee moving forward and the planning that has been taking place. The next meeting is scheduled for Tuesday, January 16, 2018 at 3:30 pm.
- Operational Referendum Question: The committee discussed various scenarios that were laid out by Mr. Kiefer. He provided information in regards to budget implications as well as the tax implications for the district.
- 2016-2017 Audit Report: Christine Taylor from Huberty and Associates will provide the district audit report at the January 15, 2018 board meeting.
- Benefits Update: Mrs. Cramer provided an update that she has been in contact with the district's insurance broker to start the bid process for health benefits this spring.
- Wall in SPED room: Mrs. Cramer provided an update on the construction of a wall within the special education room at the Jr./Sr. high. She provided the bids that came in for the project. The board will act on the project at the January meeting. It is anticipated that construction could happen in March over spring break.

Policy and Personnel Committee: Tracy Malterer, Committee Chair reported on the January 8, 2018 meeting:

**Personnel and Policy Committee  
Minutes from Monday, January 8, 2018**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, January 8, 2017, 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; John Kiefer, Finance Coordinator; and Heather Cramer, superintendent of schools

Old Business:

- Teacher Handbook: The committee tabled this discussion to February.

New Business

- Athletic Code Handbook: The committee tabled this discussion to February.
- Custodial Hours/Duties: The committee did not discuss.
- Operational Referendum Question: The committee received information on a potential operational referendum question. Mr. Kiefer provided scenarios at various funding levels. The scenarios showed the implications as far as a tax impact as well as budgetary implications. The full board will visit this at the January meeting.
- Coaches Handbook: The committee tabled this discussion to February.
- Open Enrollment: The committee discussed the open enrollment policy of the district and the new implementation for the 2018-2019 school year for part-time open enrollment. The committee recommends that the district accept and allow for part-time open enrollment as per state statute.
- Staffing for 2018-2019 –Projections: Mrs. Cramer updated the committee on preliminary staffing for 2018-2019. The discussion will continue for the next several months as numbers for enrollment become more solidified.
- Open Enrollment Revocation: Mrs. Cramer updated the committee on the potential for students to have their open enrollment status revoked if truancy becomes an issue with the student.

- Special Education Paraprofessional: Mrs. Cramer updated the committee that there may be a need in the future for an additional special education paraprofessional at the Jr./Sr. high.

X. Old Business: NA

XI. New Business

- A. Curriculum and Technology: None
- B. Buildings and Grounds:

1. Resolution #1560: Approval of Remodeling Project in High School Special Education Classroom: Struck from Agenda, moved to February

- C. Personnel and Policy

1. Resolution #1561: Approval of Open Enrollment Policy for 2018-2019 School Year

A motion was made by Barb May and seconded by Steve Weinheimer to approve the following resolution:

**Approval of Open Enrollment Policy for 2018-2019 School Year  
School Board Resolution  
#1561**

BE IT RESOLVED that the Board of Education of the Hustisford School District will provide part time open enrollment requests for the 2018-2019 school year in accordance with state statute Wis.Stat.118.52.

Approved 7-0 Roll Call Vote

2. Resolution #1562: Approval of 5/6 Girls Basketball Coach

A motion was made by John Bohonek and seconded by Tracy Malterer to approve the following resolution:

**Approval of 5/6 Grade Girls Basketball Coach  
School Board Resolution  
#1562**

BE IT RESOLVED that the Board of Education of the Hustisford School District approves Rob Peplinski as the 5/6 grade girls basketball coach as presented.

Approved 7-0 Roll Call Vote

D. Business and Finance

1. Resolution # 1563: Approval of District Financial Audit Report for 2016-2017 School Year: Removed from agenda and moved to February
2. Resolution #1564: Approval of Approval of Initial Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$200,000 Per Year for Three Years for Non-Recurring Purposes

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

**Approval of Initial Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$200,000 Per Year for Three Years for Non-Recurring Purposes  
School Board Resolution  
#1564**

RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTION OF THE APPROVAL OF A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$200,000 PER YEAR FOR THREE YEARS FOR NON-RECURRING PURPOSES

WHEREAS, the School Board of the Hustisford School District, Dodge County, Wisconsin (the "District"), has heretofore duly adopted a resolution entitled: "Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$200,000 Per Year for Three Years for Non-Recurring Purposes" (the "Revenue Limit Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the question approved in the Revenue Limit Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 3, 2018.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on April 3, 2018 for the purpose of submitting to the qualified electors of the District the proposition of whether the Revenue Limit Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice of Election in substantially the form attached hereto as Exhibit A to be published in the Watertown Daily Times in the issue published the fourth Tuesday before the referendum election.
- (b) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit B to be published in the Watertown Daily Times in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit B shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit C.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 25 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Section 121.91(3), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Revenue Limit Resolution within 10 days after the adoption of the Revenue Limit Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Approved 7-0 Roll Call Vote

3. Resolution #1565: Approval of Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$200,000 Per Year for Three Years for Non-Recurring Purposes

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

**Approval of Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$200,000 Per Year for Three Years for Non-Recurring Purposes**

**School Board Resolution**

**#1565**

**RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED  
REVENUE LIMIT BY \$200,000 PER YEAR FOR THREE YEARS FOR NON-  
RECURRING PURPOSES**

BE IT RESOLVED by the School Board of the Hustisford School District, Dodge County, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$200,000 a year beginning in the 2018-2019 school year and ending in the 2020-2021 school year, for non-recurring purposes consisting of maintaining and enhancing current programs and staffing, expanding educational opportunities, and purchasing curriculum materials and technology.

Approved 7-0 Roll Call Vote

XII. Informational/Discussion Items:

Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, February 5, 2018 at 4:00 p.m. –This meeting was changed to Monday, February 12 at 4 pm.*
- *Policy/Personnel – Monday, February 5, 2018, at 5:00 p.m.*
- *Business/Finance – Tuesday, February 6, 2018, at 4:00 p.m.*
- *Curriculum/Technology – Tuesday, February 6, 2018, at 5:00 p.m.*
- *February Board Meeting: Monday, February 19, 2018, at 6:30 p.m.*
- *State Education Convention: January 17-19, 2018*

**XIII. Motion to Adjourn**

A motion was made by Steve Weinheimer and seconded by Barb May to adjourn at 7:48 pm.

Approved by Voice Vote

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Heather J. Cramer, Superintendent of Schools – Recorder

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Barbara May - School Board Clerk