

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
December 18, 2023

I. Call to order

The Meeting was called to order by Board 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: John Bohonek, David Strynick, Jamie Kulkee, Kevin Muche, Tracy Malterer. Steve Weinheimer arrived at 6:38 p.m. Brian Thimm Absent.

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.

A community member would like dollar amounts on resolutions on the agenda. These are tax payer funds and should be more transparent. How do we get out from under interest costs? Pay off loans.

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 –November 20, 2023
- B. Approval of Minutes of December 2023 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#43778-43837) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

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

Motion passed 5-0 by roll call vote. Absent Brian Thimm, Steve Weinheimer

VI. Regular Agenda

A motion was made by Tracy Malterer and seconded by Kevin Muche to approve the Regular Agenda as presented.

Motion passed 5-0 by voice vote. Absent Brian Thimm, Steve Weinheimer.

VII. Reports

A. Staff Member Recognition and Introduction of New Staff Members

The outstanding educator for December is Tammy Schellpfeffer – Intervention Teacher at John Hustis Elementary School

B. Citizen of the Month

Hustisford High School – Lydia Uecker

Hustisford Junior High School – Mason Pankow

John Hustis Elementary – Charlotte Maas

C. Principal's Reports:

Mr. Bushey Reported:

Points of Interest:

- Students attending the Washington D.C. trip sold over \$5000 worth of Butter Braids to earn \$2060.50 towards the cost of their trip.
- Falcon Future Talks took place on Wednesday, November 29th during Falcon Time. Thank you to these individuals for taking time out of their busy schedules to speak to our students.
 - Purity Hale - Linde Gas Territory Sales Manager
 - Erica Lemke - 911 dispatcher
 - Morgan Deitrich - Underwriter for BMO
 - Anthony Rodriguez - MPTC Recruiter

Senior Project Update

- 20 out of 21 have an accepted Senior Project Proposal.
- 9 students successfully completed their Senior Project presentations on Wednesday, December 6th.

NHS ran a toy drive for the Dodge County Toy Bank and delivered the collected gifts on Friday, December 15th.

This school year several of the Jr. / Sr. High School teachers have or will be mentoring a student teacher.

- Kevin Pochowski (University of Wisconsin Whitewater) - Physical Education/Health - Mr. Koch
- Niah Malmanger (Maranatha) - Music 4k-12 - Mrs. Wohling
- Hannah Butler Student observations - Jones / Maranatha

Students in Mr. Jones' Civics/Economics class participated in the Economics Wisconsin Stock Market Simulation Game from October 2nd - December 8th. Husty students were competing with 318 other teams from Wisconsin. All Hustisford teams made a profit during the game. Congratulations to Evelyn Henderson, Alicia Bykowski and Scarlett Kluewer for placing 5th in the state and Brody Bridgham and Trey Hildebrandt for placing 13th in the state.

Congratulations Noah Gouvion for being selected as 1 out of 20 students in the state to advance to the National U.S. Presidential Scholars Program.

Winter break celebration week dress up days - Flannel Western, Christmas Vacation / Beach, Christmas characters, Christmas colors, Pajama Day / Friday activity

The Student Council completed a fundraiser for Children's Hospital of Milwaukee for Diabetes research. The group collected \$762 and then Pivot Point graciously donated \$250 for a total of \$1012.

The Choir/Band concert will take place tomorrow starting at 6:00 p.m.

The Student Council will be hosting a blood drive in the Jr. / Sr. High School on January, 31st from 1:30 - 6:30 p.m.

I hope everyone has a wonderful and joyful Holiday Season.

Mrs. Cramer Reported:

Points of Interest:

- Shout out to the JHE PTC for their amazing vendor and craft fair. The students who came to sing also did an amazing job. The event made over \$4,000.
- The JHE Christmas Program is tomorrow night, December 19 at 6 pm.
- Students at JHE participated in holiday shopping this past week. They had a great time buying gifts for their immediate family. Thank you to the volunteers that came in to help wrap gifts as well. It was very helpful to have Carol, and the 2 Cindy's come in to help!

- JHE staff had a special treat from the Kulture Klub on November 20. That day the staff was treated to a ton of pie that the committee members made and brought in. Today, the staff was treated to a Hot Chocolate bar in the lounge. This is just a small way to show appreciation.
- The JHE Staff celebrated the 12 Days of Christmas. I treat the staff to a small item each day in their mailboxes to help celebrate the season. This is something that they all look forward to each year!
- The staff made ornaments and kitchen towels to sell at the craft fair. These items were used to raise extra money for students at JHE.
- The Poinsettia delivery went well. The flowers were beautiful. Students raised over \$1400 for the playground fund.
- I am working with Lee Recreation and a local rep to get finalized pictures ready for the playground. We had pictures ready for the referendum, but due to being at the HS, I want to get them updated.
- This week at JHE we are having dress-up days. Today was ugly sweater day, Tuesday is red day, Wednesday is PJ day, Thursday is Christmas Spirit Day, and Friday is Grinchy Green Day. On Friday students will be participating in fun activities in the morning and afternoon all related to the Grinch!
- Merry Christmas and Happy New Year from all of the students and staff at JHE!
- As always....it is a great day to be a Falcon! #HustyProud

D. Athletic Director's Report

All Winter Sports teams are into their season games. With the very low numbers for our High School Girls Basketball, have been trying to line up some Middle School games in the time slot that would normally be used for a JV game, as long as I already had officials hired.

Upcoming games

Dec. 18; 7/8 Girls, 5/6 Boys, 7/8 Boys play at HNR (Saylesville)

Dec. 21; Wrestling Team at Lake Country Lutheran for a Tri-angular. Boys JV/Varsity Basketball at Dodgeland. 5/6 & 7/8 Girls at Richfield.

Dec. 22; Wrestling (Girls) at Wrightstown. Girls Basketball at Abundant Life.

Dec. 29; Girls Basketball home vs. Waterloo. Boys JV/Varsity Basketball home vs. Ozaukee.

E. Financial Director's Report

Monthly Highlights:

- Recently attended the School Business Officials Conference, it was great to network with other schools.
- Preparing to work on year end items
- We had to utilize \$40,000 from the line of credit but paid that back once we received our Equalization Aid. We will have to borrow again at the end of the month.
- Submitted the Medicaid Annual Report
- Audit is complete, we will have Logan from Vesta presenting it tonight and then it is on the agenda for approval.
- Recently met with M3 to go over our Property Insurance Renewal (increased), which is on the agenda for approval tonight.
- Our new fleet of copiers were installed last week. This new lease and contract will give us an annual savings of \$2,000.

Hustisford School District Bank Accounts	
Hustisford State Bank	
	Balance as of
Checking / Savings Accounts	12/18/2023
District Checking	\$ 105,541
Fund 10 - Money Market Account	\$ 25,145
Fund 41 - Money Market Account	\$ 9,397
Fund 46 - Money Market Account	\$ 5,006
Benefits Design Group Acct-FLEX	\$ 8,270
Investment Accounts	
1-year CD Maturity date 1/29/24	\$ 20,000
1-year CD Maturity date 7/5/24	\$ 5,000
Loan Accounts	
Loan - Bassett	\$ 81,366
Loan - Gym Improvements	\$ 32,708
Local Government Investment Pool	
Fund 10 Savings Acct 2	\$ 13,724

F. Superintendent's Report

Points of Interest:

- The flooring company was in today to begin the epoxy flooring in the boiler room. There was an issue with one of the boilers this past week, the manufacturer is coming in to replace a part.
- We had our Trailways Superintendents Meeting on December 13. At this meeting, WASDA director Jon Bales presented on current issues with DPI. He also updated on possibly future legislation.
- We had a WASDA meeting on December 13. The meeting focused on legislation that is out there as well as upcoming elections and DPI changes.
- I attended a WASB meeting on December 13. This meeting focused on elections in April.
- The new copy machines were installed. All of them are up and running and working well.
- I continue to meet with our outside partners in relation to the federal grant for improving schools. The concept paper has been pushed back to Spring of 2024. This process is time consuming and complex. We are working to secure our local partners as well as input all of the data for our energy star rating, etc. This is exciting for us as we move forward. While it is a highly competitive grant, we are working to put ourselves into a good situation for the application process.
- The district received a grant for a social emotional screener this year from Marshfield Clinic. The staff was trained on the screener on December 6 and will complete all screenings by December 20. This was done as a PD after school. The staff will then be able to take a look at where the child is at. The tool provides intervention tips for educators as well in reference to where a child falls on the rating scale.
- I have a Dodge County Sups meeting tomorrow, December 19.
- Jessica and I will be met to finalize our insurance quotes for 2024. The approvals for renewal are on tonight's meeting.
- I was a reviewer for Herb Kohl Scholarships for the state of WI. I completed my reviews this past month.

- We are blessed as a district to have the support of our community. We have seen some very generous gifts come in for some of our families. I would like to thank Pivot Point for their generous Christmas blessings for some of our families. I would also like to thank St. Olaf's Church for their generosity through the program A Child's Smile. 30 families received assistance this Christmas, totaling over \$4,000 in gifts. Finally, we had students participate in the Dodge County Toy Bank as well as the Shop with A Cop Program.
- I met with Katie from Daily Dodge. We had a great discussion about advertising and media coverage for our district. This is a topic that we will talk about at the committee level coming up.
- I am working on the beginning planning for Summer School. We will once again be able to offer Driver's Education. Mr. Jacquart is working toward his license. We are very fortunate that he is willing to do this.
- The last day for students is December 22. They will all return on January 2.
- Merry Christmas and Happy New Year to all. Thank you for your continued support of the children of our District. May your Holiday be filled with time with family and friends.
- It is a great day to be a Falcon!

VIII. Board Development

A. Future Facility Planning

Where do we go from here? John Bohonek feels that we should move ahead. Dave Strysick would like to see all the needs, no wants, no special items. Lots of repairs cost money and would like to see at \$5 million. If don't do something now the buildings will deteriorate more just like at home. Updates are needed. Steve Weinheimer - only items needed, bare minimum. Tracy Malterer – can't budget the big items in our annual budget. Referendum is needed. Jamie Kulkee – Needs to happen. Basic needs, can only fix and patch for so long. Kevin Muche – Boilers are done at the High School. We need to move forward. 100% behind it.

Kraemer Brothers said that the buildings are old. Other things pop up. We need to have contingency built in. We don't want to come in short, we need to be covered if referendum passes, then we get bids. Middle 5.3 million, low 5 million. What is the fine line?

Dave Strysick is concerned with the interest rates.

Tax impact – worst case scenario is 1.04/1.10.

Need to have a clear question to ask the community.

B. 2022-2023 Financial Audit Presentation - Logan from Vesta presented the Audit for 2022-2023 via google meet. Fund balance is 17%.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Bohonek updated the board on December 4, 2023

Buildings and Grounds Committee Meeting Minutes of Monday, December 4, 2023

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, December 4, 2023, 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 Mucbe, member; Clint Bushey, MS/HS Principal; and Heather Cramer, District Administrator

New Business:

- Maintenance Update—Mrs. Cramer indicated that the district received a bill for snow removal for November. Men’s League started on Saturdays, but students and school groups have first priority and we will cancel Men’s League if needed. There continue to be issues with the showers in the locker rooms at the HS. Tiles are popping up on the HS floors, this is being fixed as it occurs. It is being monitored as well as to why. The milk cooler at the elementary school is failing and this is something that we need to monitor. The art room sink at JHE is having issues, Mr. Kelsey is working on this. The science room gas lines were fixed. There has been vandalism in the HS bathrooms, Mr. Bushey is working on this.
- Staffing Update—The district is still in need of a special education assistant for the HS. We are looking to hire Erica Gaetz for the community education position. This will be on the December board agenda.
- HVAC Update—Boiler Project—Mrs. Cramer updated that the project is nearing completion. There are a few things left to finish including some of the more technical pieces and insulation. The epoxy floor will be completed near mid-December. The final punch list has been generated by HSR. We are anticipating all details to be finalized by mid-January.
- Future Projects—The committee discussed the potential of an April referendum question. The committee discussed a project based question. The committee was able to connect via phone call with Greg Callin from Kraemer Brothers to ask questions that they had in regards to numbers for the potential referendum. The committee asked questions regarding work to be done in both buildings and how the monetary breakdown represented the work.

Policy and Personnel Committee – Mrs. Malterer updated the board on December 4, 2023

**Personnel and Policy Committee
Minutes from Monday, December 4, 2023**

Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, December 4, 2023 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

- Staffing Updates—The committee discussed the community education position and Mrs. Cramer indicated that there is a candidate that she will have on the agenda in December. Erica Gaetz, our current school counselor will fill the position. The district is still in need of a special education assistant at the HS. Mrs. Cramer will post this in the newspaper again to try to gain some interest. There will be a closed session on the December agenda to discuss administrative contracts and staffing.
- District Organizational Chart—Mrs. Cramer asked if the committee had any further questions regarding the chart. The committee did not.
- Facility Updates/Planning—The committee discussed the possibility of an April referendum question. The committee discussed projects to include. Further discussion will happen at future board meetings. Mrs. Cramer provided information that was received from Baird in regards to potential tax impact. This will be discussed under board development in December.

- Parent Transportation Contracts—There will be contracts from St. Matthews Iron Ridge and Lebanon Lutheran. These will be on the December agenda.
- Board Development Survey—The committee discussed this survey. The committee decided that they will not have the board do the survey this year, it will continue on every other year basis.
- Summer School 2024—Dates were set for Summer School 2024. Session 1 is June 3-28. Session 2 is July 8-26. Mrs. Cramer will start with more summer school planning in January.
- Open Enrollment 2024-2025—The committee began the discussion about open enrollment. This is something that needs to be on the January board meeting agenda. Mrs. Cramer will provide the committee with more information regarding our open enrollment into the district.

Business and Finance Committee – Mr. Weinheimer updated the board on December 5, 2023

Business and Finance Committee Meeting Minutes of Tuesday, December 5, 2023

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, December 5, 2023, at 5:00 p.m., in the District Office at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Jamie Kulkee, Member; Heather Cramer, District Administrator; and Jessica Holtz, Director of Finance. Steve Weinheimer, Chair was absent.

New Business:

- Budget Update—Current budget usage is 31% in Fund 10, 27% in Fund 27, 28% in Fund 50, and 27% in Fund 80. These numbers are on track. We will be receiving our equalized aid payment of \$325,566 shortly. We will also receive a Special Education payment of \$28,660. Tax payments will come in during mid-January. We are also expecting our check for reimbursement from Focus on Energy. We did need to short-term borrow on 11/29. This is the first time that we have had to do this in the past several years. This is due to the boiler payment that came out. The LOC will be paid off by 12/6. The amount borrowed was \$40,000.
- Staffing Updates—Mrs. Cramer updated that the community education position will be filled with Erica Gaetz. This hire will be on the December board meeting. We are still seeking an educational assistant at the HS. There will be a closed session at the December board meeting to discuss administrative contracts and staffing.
- Building Updates and Planning—The committee received information from Baird in regards to tax impact. The impact at 5 million is \$1.04. and for 5.3 million it is at \$1.10. The projected interest rate was 5.75%. It is a 20-year bond.
- Open Enrollment 2024-2025-The district needs to update open enrollment procedures for 24-25. Mrs. Cramer will bring information to the board on open enrollment information in regards to special education vs. regular education numbers of students into the district. This will continue to be discussed in January during committee meetings as well as at the January board meeting for final approval.
- Parent Transportation Contracts—There will be parent transportation contracts at Lebanon Lutheran and St. Matthew’s Iron Ridge. These contracts will be on the December board agenda for approval.
- Insurance Renewal—Our overall insurance for worker’s comp, auto, liability, and cyber went down \$851. This renewal will be on the board agenda for the December meeting.

Curriculum and Technology Committee – Did Not Meet

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2231: Approval of Community Education Coordinator

A motion was made by Tracy Malterer and seconded by Jamie Kulkee to approve the following resolution:

Approval of Community Education Coordinator
School Board Resolution
#2231

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the hiring of Erica Gaetz as the Community Education Coordinator. This position is funded through Fund 80.

Hourly Rate: \$25

Motion passed 6-0 by roll call vote. Absent Brian Thimm

B. Business and Finance

1. Resolution #2232: Approval of Parent Transportation Contracts for 2023-2024

A motion was made by Dave Strynick and seconded by Kevin Muehe to approve the following resolution:

Approval of 2023-2024 Parent Transportation Contracts
School Board Resolution
#2232

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the parent transportation contracts for two families, a total of 5 students.

Motion passed 6-0 by roll call vote. Absent Brian Thimm

2. Resolution #2233: Approval of Insurance Renewal for Auto, Liability, Workman's Compensation, and Cyber

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

Approval of 2024 Insurance Renewal for Worker's Compensation, Liability, Auto, and
Cyber
School Board Resolution
#2233

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2024 renewal for Liability and Worker's Compensation Insurance as presented from R & R Insurance.

General Liability--\$1,765

School Board Legal Liability--\$2,078

Auto Liability--\$767

Auto Physical Damage--\$389

Auto Medical Payments--\$150

Crime--\$1,356

Workers Compensation--\$16,401

Violent Acts Coverage--\$50

Total Premium--\$22,956.00

The total premium is down from last year \$831.00

Motion passed 6-0 by roll call vote. Absent Brian Thimm

3. Resolution #2234: Approval of Property Insurance Renewal

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

Approval of 2024 Property Insurance Renewal
School Board Resolution
#2234

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the property insurance renewal for 2024.

Insurance Company: CM Regent
Total Cost: \$22,626.00.

This cost is up \$3,378 from 2023.

Motion passed 6-0 by roll call vote. Absent Brian Thimm

4. Resolution #2235: Approval of 2022-2023 District Financial Audit

A motion was made by Tracy Malterer and seconded by Jamie Kulkee to approve the following resolution:

Approval of 2022-2023 District Financial Audit
School Board Resolution
#2235

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby accept and record the 2022-2023 Hustisford School District Audit Report as prepared and presented by Vesta at the regular school board meeting on December 18, 2023. (A copy of the audit report is on file in the district office)

Motion passed 6-0 by roll call vote. Absent Brian Thimm

C. Curriculum and Technology: N/A

D. Buildings and Grounds: N/A

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, January 8, 2024, at 4:00 p.m.*
- *Policy/Personnel – Monday, January 8, 2024, at 5:00 p.m.*
- *Business/Finance – Tuesday, January 9, 2024, at 5:00 p.m.*
- *Curriculum/Technology – Tuesday, January 9, 2024, at 4:00 p.m.*
- *January Regular Board Meeting: Monday, January 15, 2024, at 6:30 p.m.*

XIII. Closed Session

The board will enter into closed session pursuant to Wisconsin Statute 19.85(1) (b) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Employee Contracts

A motion was made by John Bohonek and seconded by Kevin Muche to enter into closed session.

Motion pass 6-0 by roll call vote. Absent Brian Thimm.

XIV. Return to Open Session

A motion was made by Kevin Muche and seconded by Tracy Malterer to return to open session.

Motion passed 6-0 by Voice Vote. Absent Brian Thimm

XV. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Tracy Malterer to adjourn at 9:08 p.m.

Motion passed 6-0 by Voice Vote. Absent Brian Thimm

Heather Cramer – Recorder

Tracy Malterer – School Board Clerk

Approved – January 15, 2024