

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
September 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, Tracy Malterer, David Strysick, Brian Thimm, Jamie Kulkee and Kevin Muche. Steve Weinheimer arrived at 6:35 p.m.

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 requested that in the future, dollar amounts be put in the resolutions on the agenda so tax payers can see these amounts.

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 –August 21, 2023
- B. Approval of Minutes of September 2023 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#43592-43644) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts

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

Motion passed 7-0 by roll call vote.

VI. Regular Agenda

A motion was made by Brian Thimm and seconded by Tracy Malterer to approve the Regular Agenda as presented

Motion passed 7-0 by voice vote.

VII. Reports

**A. Staff Member Recognition and Introduction of New Staff Members**

The outstanding educator for September is Mr. Holtz. He is the Junior High School Science teacher.

Introduction of new staff members: Erica Gaetz – School Counselor, Tami Jaeck – High School Business Education Teacher, Laura Schreier – District Administrative Assistant.

## **B. Principal's Reported:**

### **Mr. Bushey Reported:**

#### Points of Interest:

- 6th Grade Student and Parent orientation was held on Wednesday, August 23rd. 100% of the students and parents attended the meeting. Great turnout and excitement with the students.
- Open House was held on August 29th. A total of 94 families attended the event at the Jr. / Sr. High School.
- Senior Project update
  - 12 out of 22 (54%) students have an accepted Senior Project Proposal.

The Jr. / Sr. High School has been awarded accreditation in the Wisconsin School Music Association. The school met accreditation standards for excellence in school music programming. Congratulations to Dawn Wohling and Shelby Awaehsaeh for their hard work and dedication to making their program a success.

Students will be attending the Wisconsin Education Fair (WEF) held on Thursday, September 28th at the University of Wisconsin Oshkosh campus. Eligible Juniors and Seniors will be attending the event. A grant was awarded to the Hustisford School District to cover the cost of transportation to the event.

On Tuesday, October 3rd students in Animal Science, Vet Science, and FFA will be attending the World Dairy Expo held at the Alliant Energy Center in Madison.

On Thursday, October 5th FFA officers will be attending a Fall Leadership workshop held at Bigfoot High School. The students enrolled in College 101 will be taking a campus tour of Moraine Park Technical College at Fond du lac on October 12th.

On October 19th, students enrolled in Careers 7 and High School Careers will be attending the Washington County Career hands on experience and fair.

#### High School Offerings

- 19 Advanced Placement courses are being taken by students this year.
- 35 students are taking transcribed credit courses.
- 8 students are taking 14 courses through Wisconsin Virtual School.

Enrollment for the Jr. / Sr. High School is 159 students.

Homecoming Spirit Week will take place September 25th - 30th

- Theme days - Sports/Jersey, Ken and Barbie, Class color, Western, Spirit
- Volleyball - will take place Monday - Thursday during school.
- Powderpuff football - Wednesday 7 pm
- Pep Rally - Friday starting at 1:42
- Parade - Friday 5:00 pm
  - parade route - High School - Lake St. - Juneau St. - Hustis St. - High School
- Game - Friday 7:00 pm
- Bonfire - Friday after the football game
- Dance - Saturday 7:00 - 11:00 pm

### **Mrs. Cramer Reported:**

#### Points of Interest:

- We are currently at 123 students at JHE
- Kids Club enrollment is currently at 4 for wrap around care and 14 additional for after school care. We have been working to fill the positions with staff after school. Several staff members have stepped up to help cover after school slots. I have also been able to add on an additional high school student.

- I continue to teach all elementary art. Students are not missing any time and all teachers are receiving their prep.
- Ms. A had the 5<sup>th</sup> grade band meeting. We do not have a solid number yet of participants, but there is certainly interest.
- We have had our first severe weather drill and fire drill for the year. Both went very well and the students and staff did an amazing job following protocols.
- I participated in Founder John's Day for JHE and the District. I was in the Dunk Tank for 30 min on September 9. It was a lot of fun.
- We had picture day on September 8.
- Student Council is off to a great start at JHE. They are selling spirit items next week for Homecoming and worked hard at planning dress-up days.
- Safety Patrol is off to a great start as well. Our 5<sup>th</sup> graders are excited for their new leadership role within the building.
- The focus on attendance at JHE is going well.
- JHE students will be singing the National Anthem at the Homecoming game.
- JHE will have floats in the parade for Homecoming. The students are very excited about this.
- Today at JHE we celebrated National Rice Krispie Day. The staff loved the treats.
- PTC is working hard to assist in fundraising for new playground equipment at JHE. The efforts will help create funds that will allow for new surface and equipment. I am working to secure more information in regards to plans for playground redevelopment. This effort will be completely fundraised for. I have a donor for the removal of the equipment and the surface currently there already. JHE students and staff will also be doing some fundraising for these efforts. Jessica and I are working on the accounting piece of this on holding the funds and the appropriate location for that within the district.
- As always....it is a great day to be a Falcon! #HustyProud

### **C. Athletic Director's Report**

H/H Football; currently 3-2 overall (2-1 Conference). Play at Cambridge this Friday, 7:00.

HS Volleyball; Currently 1-2 Conference. Will host Valley Christian tomorrow, Tuesday, play at the Lomira Invite on Saturday.

Middle School Teams; H/H Football will host Randolph on Thursday (Horicon), 6:00. Volleyball hosting CWC today, at Dogeland tomorrow, and hosting Fall River on Thursday.

Attended the WIAA Area Meeting in Oconomowoc last week. Reviewed the Constitutional changes from last April's Annual Meeting. Discussion on opening up more 'out of season' coaching time, both during the school year and summer. Reminders on keeping tabs on the 'home school' athletes' paperwork/grades. Continue to recruit officials!!

Will have our Trailways Conference Meeting on Wednesday at Wayland.

### **D. Financial Director's Report**

#### **Monthly Highlights:**

- Still working with the Auditors to get 22-23 closed out - just about done
- Completed and Submitted the PI-1505 AC Aid Certification to DPI
  - Preliminary numbers for the Annual Report
- Working to get our Budget imported so I can start working on the Annual Report
- Working on the Budget Publication for the newspaper
- Fund Balances:
  - 10 - \$981,000
  - 50 - \$53,000
    - Needed to be under \$60,000
  - 80 - \$195,000

- Researching different avenues on eligible expenses
- Just received \$362,731 from DPI
  - Sparsity Aid \$133,290 (95%, remaining 5% in Nov)
  - Equalization Aid \$229,441 (15% of certified amt - Dec, Mar, Jun)

<b>Hustisford School District Bank Accounts</b>	
<b>Hustisford State Bank</b>	
	<b>Balance as of</b>
<b>Checking / Savings Accounts</b>	<b>09/18/2023</b>
District Checking	\$ 176,761
Fund 10 - Money Market Account	\$ 908,030
Fund 41 - Money Market Account	\$ 9,374
Benefits Design Group Acct-FLEX	\$ 9,438
<b>Investment Accounts</b>	
1-year CD Maturity date 1/29/24	\$ 20,000
1-year CD Maturity date 7/5/24	\$ 5,000
<b>Loan Accounts</b>	
Loan - Bassett	\$ 83,746
Loan - Gym Improvements	\$ 39,797
<b>Local Government Investment Pool</b>	
Fund 10 Savings Acct 2	\$ 13,542

## E. Superintendent's Report

### Points of Interest:

- Jessica and I attended a webinar through WASB on the Annual Meeting. We attended as a refresher. The annual meeting is Monday, October 9 at 7 pm.
- We had a kick-off meeting with Southport and HSR in regards to the boiler install.
- I had an Executive Committee Meeting for the Trailways Conference on September 6.
- I attended the library board meeting on September 12.
- I met with our Neola Rep to process the latest update. The first reading of the update is on the agenda this evening.
- I attended a legal webinar on back to school issues by Buelow and Vetter. The main topics of focus were expulsion and student rights information.
- We continue to work on the summer school report. The report is due September 29.
- We have a new DPI training this year on mandated reporting for school staff. The training increased from about a 25-minute training to about 1 hour and 45 min. DPI has received numerous complaints about the training. They are working on a revision. At this time, our staff is required to watch the webinar and needs to have it completed by October 20.
- We had our Trailways Superintendents Meeting on September 13. The meeting focused on staffing and current issues within the conference including code of conduct of spectators.
- We had a WASDA meeting on September 13. The meeting focused on several new pieces of legislation. We had a long discussion on Act 20.

- We had a state-wide superintendent update from CESA 5. This focus was also on Act 20. CESA 5 is really focusing on the new reading legislation.
- The noon WASB update on September 13 focused on Act 20 and on legislative action as well as legal updates.
- Tracy and I and Clint met with a free-lance writer from WASB to help do a story on our business nominations.
- I met with Ted Neitzke today for a brief update from CESA 6. He did a quick check-in to see how things were going.
- Jessica and I met with WPPI and Focus on Energy today to discuss incentives that are available for projects. I had submitted information for our boiler project and the great news is that we should receive just over \$20,000 in incentives.
- I have a Dodge County Superintendent meeting tomorrow.
- Next week Jessica and I will be meeting with James Imaging in regards to our copy machines and updates that are needed.
- This past week, Gappa Security was in for our annual camera maintenance and for a FOB update.
- I have a training next week for our new screener for the district for social-emotional information on students. We are eager to get moving with this. This was received as a grant through Marshfield Clinic.
- We are excited for Homecoming Week!
- The multi-factor authentication project is ready for implementation. Our goal is to have it completely up and running by the end of first quarter. This will meet our insurance deadline.
- Third Friday count was completed on the 15<sup>th</sup>. We are finalizing the reports for state purposes.

#### VIII. Board Development

- **A. Facility Planning** – Updates – H.I.S. provided a quote for the roof at the High School. To repair the roof is \$300,000.00 with a 12 year warranty and to replace the roof is \$800,000.00 with a 20 year warranty. There will be extra costs for gutters, downspouts, etc. AC needs to be repaired at John Hustis Elementary before the summer of 2024. Hopefully parts are available for the repair. Mr. Bohonek discussed the potential of a referendum that would include specific items that need to be replaced such as boilers at JHE, various AC units, and the HS roof. At next building and grounds committee meeting should get a list of repairs that are needed at each school building.

**B. Donations to the District** – The following are donations to the Hustisford School District.

Buchanan's One Away – Playground Fundraiser

Gathering Source – 30 Backpacks (school supplies) given to families in need. If extra school supplies are left they will donate to us. Weekend backpacks (food items) – 20 students.

Armor Animal Health – 5 Backpacks (school supplies) for students

Sol & Liz Leitzke & Pivot Point – Lumber for Technical Education Classes

#### IX. Committee Reports

Buildings and Grounds Committee – Mr. Bohonek updated the board on September 11, 2023

### **Buildings and Grounds Committee Meeting Minutes of Monday, September 11, 2023**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, September 11, 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 Muche, member; Clint Bushey, MS/HS Principal; and Heather Cramer, District Administrator

New Business:

- Maintenance Update—Lights in the gyms were changed. A lift was rented to do the changes, it worked very well. Ceiling tiles are in the process of being replaced.
- Facility Planning—The committee discussed the potential of a referendum that would include specific items that need to be replaced such as boilers at JHE, various AC units, and the HS roof. The committee also discussed the science room at the HS and getting quotes for valves for the gas. The committee reviewed the proposal for the testing and fixing of leaks of the lines.
- HVAC Update—Mrs. Cramer updated the committee on Boiler 2 at JHE and the need for the boiler burner housing to be replaced as it has failed. The cost for replacement is \$7,889.00. If not fixed, JHE would only have one boiler operating. Mrs. Cramer updated on AC issues at both buildings. There are issues in the IT room at the HS, Cafeteria at JHE, and Offices at JHE and HS. The new boiler installation is on track.
- Roof Information—HIS came in and provided an update on the gutters being proposed as well as an overview of the roof at the HS and options that the district could look at. The proposal for gutters was between \$92,000 to \$99,000.
- Boiler Contract—The contract for services needs to be approved at the September 18 meeting.
- Donations to District—Mrs. Cramer updated that a donation of lumber came to the district from Liz and Sol Leitzke and Pivot Point.

Policy and Personnel Committee – Ms. Malterer updated the board on September 11, 2023

**Personnel and Policy Committee  
Minutes from Monday, September 11, 2023**

**Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, September 11, 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—Update on Summer Schedules and Update on current staffing and openings—Mrs. Cramer reported that the summer schedule was well received by staff. She did not have any community or family input in regards to it being disruptive. The district will likely provide this again next summer. Mrs. Cramer updated on the following openings: art, speech and language, community education, food service assistant substitute, basketball coaching staff, and MS/HS special education assistant.
- Facility Updates—The committee discussed HVAC issues, the boiler update, the roofing information presented to Buildings and Grounds, and the blacktop fixes.
- Neola Policy Update—The committee was presented with a Neola Policy update. The committee will review the policies. First reading of the policies will be at the September 18 board meeting.
- School Safety Plan—There were no updates in the plan other than dates and numbers of staff members. The plan will be on the board agenda on September 18.

Business and Finance Committee: Mr. Weinheimer updated the board on September 5, 2023

**Business and Finance Committee Meeting  
Minutes of Tuesday, September 5, 2023**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, September 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; Steve Weinheimer, Chair; and Jessica Holtz, Director of Finance.

New Business:

- Budget Update—Mrs. Holtz updated that the Fund 27 transfer was finalized by the auditors. Fund 80 has a fund balance of nearly \$200,000.00. The admin team is exploring ways to utilize these funds. They are researching what other districts are using funds for and reviewing with DPI and the auditors about approved uses of funds related to Fund 80. Fund 50 also had a fund balance that needs to be spent down. We were notified that the balance was getting too high. There is a fund balance of about \$52,000.00.
- Staffing Updates—Mrs. Cramer updated that there are no candidates for art. There are openings yet in extra positions such as community education coordinator, basketball coaches, and a sub for food service. There is a candidate for HS/MS Special Education Assistant.
- Building Updates and Planning—The Buildings and Grounds committee will be getting information on roofing options. The admin team is working to compile a list with Bassett of all fixes that remain with the HVAC system. This will cover those items that have failed and are no longer in working order. Mrs. Cramer will attempt to get updated information on pricing as well.
- Extra Duty Contracts—Mrs. Holtz will have some extra duty contracts ready for the board meeting on September 18.
- Southport Contract for Boiler Update—The board needs to review and approve the boiler contract at the September 18 meeting. This is just a formality as the scope of work is already approved.
- Equalized Value Update—Mrs. Holtz provided an update on equalized value. The state saw an average increase of 14.1%. We are tentatively seeing an increase across the district of 9.7%. This will likely change as it was just a preliminary release.

Curriculum and Technology Committee – Did Not Meet

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2209: Approval of Hustisford School District School Safety Plan

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

Approval of Hustisford School District School Safety Plan  
School Board Resolution  
#2209

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the school safety plan for the Hustisford School District as presented.

Motion passed 7-0 by roll call vote.

2. Resolution #2210: Approval of First Reading of Neola Policy Update

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

Approval of First Reading of Neola Policy Updates  
School Board Resolution  
#2210

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the first reading of Neola Policy Updates as presented.

Motion passed 7-0 by roll call vote.

3. Resolution #2211: Approval of MS Volleyball Coach

A motion was made by Brian Thimm and seconded by Jamie Kulkee to approve the following resolution:

Approval of MS Volleyball Coach  
School Board Resolution  
#2211

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve Bria Cramer as the Middle School Volleyball Coach for the 2023 season.

Motion passed 7-0 by roll call vote.

4. Resolution #2212: Approval of SRO Agreement with the Village of Hustisford

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

Approval of SRO Agreement with the Village of Hustisford  
School Board Resolution  
#2212

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the SRO Agreement for the 2023-2024 school year with the Village of Hustisford as presented.

Motion passed 7-0 by roll call vote.

5. Resolution #2213: Approval of FFA National Convention Trip

A motion was made by Dave Strynick and seconded by John Bohonek to approve the following resolution:

Approval of FFA National Convention Trip  
School Board Resolution  
#2213

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the FFA National Convention Trip from November 1-4, 2023 as presented.

Motion passed 7-0 by roll call vote.

B. Business and Finance:

1. Resolution #2214: Approval of Extra Duty Contracts

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

Approval of Extra Duty Contracts  
School Board Resolution  
#2214

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the extra duty contracts as presented.

Motion passed 7-0 by roll call vote.



C. Curriculum and Technology: N/A

D. Buildings and Grounds:

1. Resolution #2215: Approval of Boiler Replacement Contract with Southport Engineered Systems, LLC

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

Approval of Boiler Replacement Contract with Southport Engineered Systems, LLC.  
School Board Resolution  
#2215

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the contract with Southport Engineered Systems, LLC for boiler replacement at the HS/MS as outlined.

Motion passed 7-0 by roll call vote.

2. Resolution #2216: Approval of Boiler Repair at JHE

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

Approval of Boiler Repair at JHE  
School Board Resolution  
#2216

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve a boiler repair at JHE. The repair is for the boiler burner housing and is in the amount of \$7,889.00. The work will be completed by Bassett Mechanical.

Motion passed 7-0 by roll call vote.

XII. Informational/Discussion Items

**A. Tentative/Suggested Meetings/Events:**

- *Buildings/Grounds – Monday, October 9, 2023, at 4:00 p.m.*
- *Policy/Personnel – Monday, October 9, 2023, at 5:00 p.m.*
- *Business/Finance – Tuesday, October 10, 2023, at 5:00 p.m.*
- *Curriculum/Technology – Tuesday, October 10, 2023, at 4:00 p.m.*
- *October Regular Board Meeting: Monday, October 16, 2023, at 6:30 p.m.*
- *District Annual Meeting: Monday, October 9, 2023 at 7:00 p.m.*

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 7:45 p.m.

Motion passed 7-0 by Voice Vote.

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Christine Kuehl – Recorder

Tracy Malterer – School Board Clerk

Approved: October 16, 2023