

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
August 19, 2024

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, Jamie Kulkee, Kevin Muche, Scott Firari, Steve Weinheimer, Tim Simmons and Brian Thimm

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.

No public comment.

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 –July 15, 2024
- B. Approval of Minutes of the Special Board Meeting – July 22, 2024
- C. Approval of Minutes of August 2024 Committee Meeting
- D. Approval of Financial Business: Approval of Bills (#44305-44373) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts

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

Motion passed 7-0 by roll call vote.

VI. Regular Agenda

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

Motion passed 7-0 by roll call vote.

VII. Reports

A. **Principal's Reports:**

Mr. Bushey Reported:

Points of Interest:

- NFHS Subscription for the 2024-25 school year will cost the same as last year. Families can subscribe for \$79.99 for the Annual Pass or \$11.99 for the Monthly Pass. Subscription information was put on the School District website and shared with parents at the Athletic Code meeting.
- I met with Rebecca Droessler from CESA 6 regarding the InSpire program on Thursday, July 18th.
 - Rebecca explained all perimeters the program would offer our students.
 - The cost to the District would be \$1500 for the 2024-25 school year.

- Cost would increase for the 2025-26 school year due to not being able to use CESA 6 credit dollars.
- I explained what we all do here for our students through our programs, ACP activities, and lessons we run through our Wednesday ACP lessons during Falcon Time.
- Rebecca stated that we are doing everything the program offers and she did not recommend we enroll in the program. She did state if we did enroll in the program it would take the workload away from the ACP team and the teachers.
- Rebecca also stated that she felt we could present our program to other schools and she would keep us in mind if she had an opportunity for us to do so.

Senior Project update.

- 9 out of 24 Seniors have an accepted Senior Project Proposal.

I attended a webinar on Wednesday, July 24th, titled Enhancing Literacy Outcomes for Struggling Readers.

I attended a webinar on Thursday, August 1st, titled Key Considerations for Evaluating AI Edtech Tools.

On Tuesday, August 6th, I completed the second webinar training on Title IX.

I attended a webinar on Thursday, August 8th, titled The Power of Curiosity for Student Engagement, Motivation, and Persistence.

On Tuesday, August 13th, 4 Jr. / Sr. High School staff members and I completed a refresher course on CPI training.

6th Grade orientation will take place on Tuesday, August 27th, from 5:30 - 6:30. A letter was sent home to the parents on Tuesday, August 13th.

Open House will be held on Wednesday, August 28th, from 4 - 6.

Mrs. Cramer Reported:

Points of Interest:

- Cleaning at JHE is almost done. They are finishing up the hallways and some spot cleaning in the rooms. They will be done early this week and then will move to maintenance items and outdoor fixes.
- Our current enrollment at JHE is 125. This is exactly where we were during the school year last year. However, this number includes the 3K kids so we are actually down 6 kids if we looked at 4K-5 numbers.
- Open House is August 28 from 4-6 pm
- I am meeting with our Building Level School Culture Committee on Wednesday afternoon.
- We are working at cleaning up the storage area at JHE due to using an additional classroom for 3K. This will be used for special events such as the Book Fair and Christmas Shop so that they are in a locked space.
- Our long-term sub ended up declining the position for a leave at JHE. I have worked around schedules and will have it filled internally to help guarantee a successful start to the school year for our 2nd grade students.
- We are excited for the first day of school on September 3. Our students and staff will be meeting around the flag pole on the first day to say the Pledge and raise the flag! We love this annual tradition!

As always....it is a great day to be a Falcon! #HustyProud

B. Athletic Director's Report

HS Football; Practice began Aug. 6 for our 2024 H/H Football Team, under new Head Coach Tim Meyer. 39 boys out, Husty=14, Horicon=25. On Friday, Aug. 16, they participated in a scrimmage at Fall River. First game will be Friday, Aug. 23, 7:00, at Lomira.

MS Football; They also began their practices Aug. 6, with a new Head Coach, Jay Dykstra. 27 boys, Husty=7, Horicon=20. They will have a scrimmage at WLA on Aug. 24, with their first game here at Husty on Aug. 29, 6:00 PM.

Volleyball; Both the High School & Middle School Volleyball teams will begin their practices today, Aug. 19. The JV/Varsity teams will be at the Horicon scrimmage on Saturday, Aug. 24. Their first dual will be here at home on Tuesday, Aug. 27, hosting Rio, JV's at 5:45. The Middle School's first dual will be on Sept. 3, at Randolph, 4:30.

C. Financial Director's Report

Monthly Highlights:

- Working on 2023-2024 end-of-the-year projects
 - Communicating with the Auditors from VESTA
 - Satisfying their needs to move the audit forward
 - Budget update below
- Updating 2024-2025 new fiscal year items
 - Familiarizing myself with Skyward Financial/Human Resources
 - Account Reconciliations
 - Updating Rates and Contracts for the all employee groups
 - Connecting with CESA 5 and WASBO - Year of Success Program
 - Mentor/Mentee; WASBO conferences during the 2024-2025
 - Navigating ourselves to the preliminary annual meeting in October

Budget Updated

- **2023-2024**
 - Fund 10 - \$6,204,110 out of \$5,738,779 (108%)
 - Fund 27 - \$675,849 out of \$712,959 (95%)
 - Fund 50 - \$179,142 out of \$189,329 (95%)
 - Fund 80 - \$75,710 out of \$84,988 (89%)
- **2024-2025**
 - Currently looking at \$4,618,784 of the budget being consumed by benefits and salaries
 - Thinking of levying \$115,000 for Fund 80 since we added the 3K program this year. Last year we did \$50,000
 - Have already spent \$64,638
 - Not including salary & benefits
 - \$21,892 of that is from the maintenance budget

<u>Hustisford School District Bank Accounts</u>			
Hustisford State Bank			
Checking / Saving Accounts		Balance as of 08/19/2024	
District Checking		\$ 738,711.31	
Fund 10 - Money Market Account		\$ 4,772.52	
Fund 41 - Money Market Account		\$ 9,460.12	
Fund 46 - Money Market Account		\$ 5,039.73	
Benefits Design Group Acct - FLEX		\$ 6,858.21	
Investment Accounts			
1-year CD Maturity date 01/29/2025		\$ 20,000.00	
1-year CD Maturity date 07/05/2025		\$ 5,000.00	

Loan Accounts	
Loan - Bassett	\$ 74,972.43
Loan - Gym Improvements	\$ 18,316.46

D. Superintendent's Report

Points of Interest:

- Our in-person portion of the audit is complete. The team was in-District on July 22-23. They are working through the final pieces.
- I had a zoom with our new vendor for our mass communication system. We did not change vendors, but the old vendor was bought out so we are going to transition. It will not be a huge transition, just pieces that I will need to update and get ready along with Fred.
- I finished the final Title IX administrative training that was mandated. The final piece now is teacher training. It is likely that you will also need to watch the video. I will let you know when we receive clarification on this. I would send you the link to watch on your own and you would need to sign off that it is complete. Again, we are awaiting final clarification on this and will keep you posted.
- We have been busy meeting with new staff to make sure that they are ready to start the year.
- Clint and I have been busy making contacts for various options for tech ed. At this time, we have not found any solutions that are great, but are continuously working on solutions and ideas.
- Title End of the Year reports are open and I am working on them.
- Title applications for 2024-2025 are open and I am working on those as well.
- I completed our Transfer of Service for the District. This is to help off-set some special education costs due to students moving into our district.
- I completed our annual calendar report with DPI.
- The Summer School reporting portal is open and I will be working on that annual report.
- I completed the WASB Business Honor Roll, as soon as we receive the certificates, we will honor the companies at a board meeting.
- We interviewed for the Varsity Baseball position. That is on the agenda for tonight.
- We have been working on assigning staff members for our district level committees. I had them write a brief explanation indicating why would like to participate on a certain committee. Clint and I have been reviewing them and will build committees from this information.
- I have been working on the beginning of the year mandated trainings for staff, getting in service schedules ready, and getting ready to welcome everyone back. I emailed you all today in regards to our welcome back lunch. Please RSVP to me by Friday, the 23rd.
- I am working on completing the food service audit. There was a document that was still needed.
- We had Non-Violent Crisis Intervention training on the 13th. We had about 15 staff members present for the training.
- I had a Trailways Superintendent meeting on the 14th. We discussed Title IX, referendum ideas, budget, and staffing.
- I had a back to school legal webinar.
- I worked with Jessica last week to transition into some of the software to be ready for the beginning of the year.
- We had an insurance renewal meeting today to discuss what is coming up for renewals. This is for building and liability things, not health.
- John and I attended the meeting for planning with Booster Club to go over ideas for outside improvements. It was a great meeting. Our next meeting is scheduled and we are looking forward to seeing their ideas.
- Clint and I have been busy planning our PD for the first semester of the school year. We will be doing a teacher book read on what great teachers do within the classroom. We are excited to walk staff through this book.
- I am meeting with CESA 5 on Wednesday to go over training for Corey. We are working to solidify a plan for the Annual Meeting and Budget.

- The Annual Meeting is on October 14 at 7 pm.
- Homecoming Week is September 30 – October 4. The parade and game are in Horicon this year!
- We have two home football games scheduled. They are September 6 and October 18.
- Staff is off on August 30, to enjoy a long weekend. In-Service for new teachers is on Friday and the others all join on August 26 and are here through the 29th.
- Community Ed Dance Sign up is tomorrow in the commons here at the HS. It is from 5:30 to 7 pm.
- School starts September 3!
- It is a great day to be a Falcon!

VIII. Board Development

A. Future Facilities Planning

The school board discussed ideas and comments from the community engagement meeting.

HSR is coming to the next buildings and grounds meeting.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Muche updated the board on August 5, 2024

Buildings and Grounds Committee Meeting Minutes of Monday, August 5, 2024

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, August 5, 2024, at 4:30 p.m., in the conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Kevin Muche, Chair; John Bohonek, Board President; Scott Firari, Member; Clint Bushey, Principal; and Heather Cramer, Superintendent

New Business:

- **Maintenance Update**—Mr. Bushey provided information on various items that were completed throughout the buildings. New hooks were installed on the gym fans at the HS. The stage curtain flame test was completed and tagged. The toilet in the District Office was repaired. A lift was rented to replace light bulbs in both gyms and the fitness center. One of the water heaters at the HS was repaired. JHE floors are being completed. Drainage lines in the boiler room at the HS were cleaned up and secured. The Cintas contract for paper goods, soap, rags, and mop heads was signed. The fire alarm inspection at the HS was tested and passed inspection. New backup batteries were installed. As soon as the interiors of the buildings are finished, the team will move outdoors to complete outdoor projects that need to be done. This includes but is not limited to: caulking windows and frames, applying sheet metal to the west side of HS, clean windows and doors, and patch pot holes on grounds.
- **HVAC Update**—Mrs. Cramer updated that the HS AC unit was not able to be fixed. Bassett Mechanical did the repair work needed to start the unit. Upon trying to start the unit, more issues were discovered. A proposal was received for replacement of the compressor. This information will be discussed further at the next board meeting.

Policy and Personnel Committee – Mr. Bohonek updated the board on August 6, 2024

Personnel and Policy Committee Minutes from Tuesday, August 6, 2024

Personnel and Policy Committee of the Hustisford School District Board of Education met on Tuesday, August 6, 2024 at 4:00 p.m., in the conference room within the offices, at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, Chair and Heather Cramer, Superintendent of Schools **Absent:** Brian Thimm

- Staffing Updates—Mrs. Cramer updated that she posted a second grade long-term sub position due to the individual backing out that had taken it originally. Tech Ed is still posted. The district has also posted a special education aid position and a custodial position. There are several coaching openings as well.
- Neola Policy Update—Mrs. Cramer and Mr. Bohonek reviewed the Neola update. There are several minor changes to policies that were reviewed. This update will be on for first reading at the board meeting in August.
- Title IX Update—Mrs. Cramer updated that administration is done with their training. Next, all staff will need to be trained on the new Title IX policy. This training will take place on August 27, 2024. This is a virtual training being offered for free to our district by Renning, Lewis, and Lacy Law Office. The final read of the updated Title IX policies will take place at the board meeting in August as well. This is a formality as the board had already made an emergency adoption to comply with federal law in July.
- Update on Facilities—Mrs. Cramer and Mr. Bohonek discussed the AC issue at the HS. They also discussed that the AC for the tech area at the HS will be installed on September 5 and 6.

Business and Finance Committee – Mr. Weinheimer updated the board on August 6, 2024

**Business and Finance Committee Meeting
Minutes of Tuesday, August 6, 2024**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, August 6, 2024 at 5:00 p.m., in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Jamie Kulkee, Member and Heather Cramer, District Administrator; Corey Manlick, Director of Finance; John Bohonek, Board President; and Steve Weinheimer, Chair.

New Business:

- Budget Update –Mr. Manlick provided an update on the current budget status for 2023-2024. The auditors are still working through our audit. There are some final claims that are still processing. Fund 10 is around 108% expenditures. Fund 27 is at 95%, Fund 50 is at 95%, and Fund 80 is at 89%. Again, these are still preliminary as we are working to finalize the end of the year documents.
- Staffing Updates –Mrs. Cramer provided updates for staffing. There are several coaching positions that are posted. There is a special education assistant posted and a custodial position. There is also a long-term sub for 2nd grade. The tech ed position is also posted.
- 24-25 Budget Planning—The current planning for 24-25 is that \$4,618,784 will be used for salaries and benefits. We are considering levying \$115,000 for Fund 80 which is up from last year due to the addition of 3K. Currently, \$21,892 has been spent on maintenance in the new budget cycle.
- Building Updates—The committee discussed future facilities planning. The committee indicated that they are eager to see what HSR brings for pricing. The committee agrees on having a question on the ballot in April. Mrs. Cramer updated the committee on the status of the IT AC unit being installed and the HS AC unit which has failed.

Curriculum and Technology Committee – Did Not Meet

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2307: Approval of 2024-2025 Coaches

A motion was made by Steve Weinheimer and seconded by Tim Simmons to approve the following resolution:

Approval of 2024-2025 Coaches
School Board Resolution
#2307

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following coaches for the 2024-2025 school year:

Tim Tallman—Varsity Baseball--\$2,250
Bria Cramer—MS Volleyball--\$1,350

Motion passed 7-0 by roll call vote.

2. Resolution #2308: Approval of 2024-2025 School Board Goals

A motion was made by Tim Simmons and seconded by Scott Firari to approve the following resolution:

Approval of 2024-2025 School Board Goals
School Board Resolution
#2308

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2024-2025 Hustisford School District Goals as presented.

Motion passed 7-0 by roll call vote.

3. Resolution #2309: Approval of 2024-2025 SRO Agreement with the Village of Hustisford

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

Approval of 2024-2025 SRO Agreement with the Village of Hustisford
School Board Resolution
#2309

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2024-2025 SRO Agreement with the Village of Hustisford. This agreement is shared with the Village in a 50/50 split. The District portion of the agreement is paid from Fund 80.

Motion passed 7-0 by roll call vote.

4. Resolution #2310: Approval of First Read of Neola Policy Update

A motion was made by Jamie Kulkee and seconded by Steve Weinheimer to approve the following resolution:

Approval of First Read of Neola Policy Update
School Board Resolution
#2310

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the first read of the Neola policy update as presented.

Motion passed 7-0 by roll call vote.

5. Resolution #2311: Approval of Final Read of Title IX Policy Update

A motion was made by Kevin Muche and seconded by Tim Simmons to approve the following resolution:

Approval of Final Read of Title IX Policy Updates
School Board Resolution
#2311

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the final read of the Title IX Policy Updates.

Motion passed 7-0 by roll call vote.

B. Business and Finance: N/A

C. Buildings and Grounds: N/A

D. Curriculum and Technology: N/A

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, September 9, 2024, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, September 10, 2024, at 4:00 p.m.*
- *Business/Finance – Tuesday, September 10, 2024, at 5:00 p.m.*
- *Curriculum/Technology – Monday, September 9, 2024, at 5:00 p.m.*
- *September Regular Board Meeting: Monday, September 16, 2024, at 6:30 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 8:00 p.m.

Motion passed 7-0 by voice vote.

Chris Kuehl – Recorder
Jamie Kulkee – School Board Clerk
Approved September 16, 2024