

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
January 20, 2025

I. Call to order/Pledge of Allegiance

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, Scott Firari, Steve Weinheimer, and Tim Simmons. Absent Brian Thimm and Kevin Muche. Kevin Muche arrived at 6:32 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.

Hustisford School District teacher spoke about how the district can hopefully keep quality teachers and it's a great place to work.

Community member with a new screening business in Hustisford would like to partner with the school. They are vested in the community.

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 –December 16, 2024
- B. Approval of Minutes of the Special Board Meeting – January 13, 2025
- C. Approval of Minutes of January 2025 Committee Meeting
- D. Approval of Financial Business: Approval of Bills (#44526-44596) Funds 10, 27, 38, 41, 50, 80
- E. Approval of Student Activity Accounts
- F. Approval of Retirement of HS Special Education Teacher and HS Business Education Teacher

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

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

VI. Regular Agenda

A motion was made by Tim Simmons and seconded by Scott Firari to approve the Regular Agenda as presented.

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

VII. Reports

A. **Student Citizen of the month:**

High School – Madeline Maas

John Hustis Elementary – Whitney Christenson, Creadon Tracy

B. Staff Member Recognition:

Rachel Weinheimer – 3rd grade teacher at John Hustis Elementary School

C. School Related Updates- Writing Warriors and Musical:

Writing Warriors have 5 members and 2 of the students presented their writing projects.

We have 11 students from Hustisford that will be in the musical Cinderella that Dodgegeland School District is presenting. The musical will be March 14 & 15 at Dodgegeland.

D. Principal's Reports:

Mr. Bushey Reported:

Points of Interest:

- The Student Council will be hosting a blood drive on Wednesday, January 29th from 1:30-6pm.
- On Wednesday, January 22nd, these individuals will present to our students during Falcon Future Talks. Thanks to these individuals for giving up their time and sharing their careers with our students.
 - Sandy Botham - Moraine Park Technical College
 - Bradley Kulibert - Dodge County Sheriff Cadet Program
 - Ashley Billings - Menards Distribution
 - Karl Hundt - Ag Seeds, Ag Machine, Farming
- The Post Prom Committee will be hosting a taco dinner on Friday, February 21st from 4:30 to 6:30 pm.
- We will be administering the Youth Risk Behavior Survey (YRBS) this year in February. The data that is received from this will help guide curriculum in Health classes and Falcon Time activities.
- The ACT exam will take place on Wednesday, March 12th. The rest of the students will have a regularly scheduled school day.
- The Jr. High School classes will be participating in their annual fundraiser February 3rd -17th. Proceeds from this fundraising goes towards the Jr. High field trip. This year the students chose to attend Weather Day at American Family Field on May 7th.
- Teachers are now submitting updated course descriptions and offerings for the 2025-2026 school year.
- The Academic and Career Planning team has started planning for the 2025 Hustisford Jr. / Sr. High Career Fair which will take place in March.

Mrs. Cramer Reported:

Points of Interest:

- Our students in grades K-3 are being tested using a new screener this winter. The screener is mandated by the state due to Act 20. This is our first time using it. We are nearly complete with the screener. The data is very helpful and the students and staff both have had a positive reaction to the screener.
- We will be having our annual Glow Dance on March 14.
- We will be having a basket raffle for the playground this spring. The staff came up with the idea and is looking forward to a fun fundraiser.
- Summer school registration is on April 16. Along with this is 3K-5K open house.
- Our team met for CSET and are focusing on how to implement various strategies to look at our Tier I implementation of curriculum and where students are performing. We will meet again with them next week.
- We are excited to welcome two student teachers to JHE. One is in first grade and one is in second. They both come to us from Maranatha.
- Year book orders are due soon at JHE. Mrs. Haan continues to do a great job with the yearbook at JHE.
- JHE students are ready to be outside and playing. They have become very frustrated with indoor recess so much lately. Hopefully the end is in sight for the cold weather!

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

E. Athletic Director's Report

HS Boys Basketball; Currently 2-4 Conference, 4-6 overall. Next games, Tuesday @ Wayland, Friday vs. Parkview, being played at Dodgeland, 6:30, for the Annual Conference Cross-Over games.

Wrestling; Now heavy into their season, attending weekend Tournaments as well as each week now having a Conference Quad on Thursdays. Conference Meet will be Feb. 8, @ Dodgeland, with the WIAA Regionals/Sectionals/State to follow in the next weeks after.

Middle School Basketball; The Teams continue to have games through mid February. The Girls host Rio today, will host HNR Tuesday. The 5/6 Girls & Boys teams will play at the Lebanon B Team Tournament on Saturday.

Spring Sports sign ups are now posted in the office.

Trailways Conference meeting on Wednesday, 9:00.

Football Conference realignment is proceeding ok, so far!!

F. Financial Director's Report

Monthly Highlights:

- **Personal Items:**
 - January is a busy month in the Business Office. The following have been addressed and will meet the January 31st deadline.
 - W2s submitted
 - 1099s are submitted to the IRS – just need to file in Wisconsin (waiting on an official)
 - 1095s are created and ready for submission (waiting on IRS login information)
 - WRS Reconciliation – Working through this week to complete by the January deadline
 - SFM (Workers Compensation Audit) - Will be completed on Wednesday after discussion with CESA 5
 - Quarterly Federal and Unemployment reporting submitted
 - PCG Medicaid quarterly was submitted
 - OSHA yearly reporting will be addressed on Thursday with Peggy Brown from M3
- **Insurance:**
 - We have a resolution this evening to approve R&R as our insurance provider for the 2025
 - We will continue work with SFM as our Workers Compensation insurance
 - Based on approval - Selective Insurance will have our Property
 - Community Insurance Corporation (CIC) will continue our insurance for General, Liability, Auto, Professional.
 - Board 101 - Overview of Insurances
- **Finances:**
 - Review of major expenses during this month
 - Short-Term Borrowing – we have used \$830,000 of our \$905,000 loan from Hustisford State Bank
 - We have \$75,000 left
 - Paid \$830,000 to the bank (\$4,916.11 was our interest charge)
 - Lines of Credits – Both were renewed \$300,000 for a 1-year term at 4.9%
 - Both were paid off until we ran 01/15 payroll and bills

- Total Property Taxes received in January

<u>Property Taxes Received</u>		
	<u>January 2025</u>	<u>February 2025</u>
Town of Hustisford	\$ 555,563.20	
Town of Clyman	\$ 20,566.31	
Town of Lebanon	\$ 46,158.31	
Village of Hustisford	\$ 216,902.59	
Town of Rubicon	\$ 9,255.95	
Town of Hubbard	\$ 282,245.29	
	\$ 1,130,691.65	

- Review of our past 7 month expenditures. Provide a brief overview and how things are trending.

Expenditures through Past Months	
July	\$ 291,702.05
August	\$ 446,472.94
September	\$ 301,009.61
October	\$ 547,681.44
November	\$ 485,816.96
December	\$ 404,335.79
January	\$ 545,000.96
Total	\$ 3,022,019.75

<u>Hustisford School District Bank Accounts</u>			
Hustisford State Bank			
Checking / Saving Accounts		Balance as of 01/20/2025	
District Checking		\$ 252,327.47	
Fund 10 - Money Market Account		\$ 4,807.61	
Fund 41 - Money Market Account		\$ 9,499.81	
Fund 46 - Money Market Account		\$ 5,060.89	
Benefits Design Group Acct - FLEX		\$ 6,562.65	
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		\$ 70,911.32	
Loan - Gym Improvements		\$ 9,190.44	
Local Government Investment Pool			
Fund 10 Savings Account 2		\$ 14,524.00	

G. Superintendent's Report

Points of Interest:

- I had a Trailways Superintendent meeting on the 8th. The meeting focused on the safety protocols, spring referenda, and staffing.
- I had a WASDA meeting on January 8. We discussed state budget, Act 20, and the upcoming election.
- I met with William Penterman today. He took a tour of JHE and we discussed the state budget, various legislative pieces, the greater Hustisford community, and our district overall.
- I met with a representative from WDS Construction. We discussed where our district has been and the goals that we have moving forward with our buildings.
- Glen and I met with Rick and Mike from Horicon in regards to the football cooperative. The board will be discussing later on during board development.
- I met with a representative from Bridging Brighter Smiles last week to discuss our partnership. This is an organization that offers low cost or no cost dental cleanings and other minor dental things to students in our district. They were scheduled to come tomorrow, but will be rescheduling.
- We currently have a food service sub position posted. We had one interview, but are still seeking individuals to help with subbing.
- I met with Neola in regards to a policy update. It will come to committee meetings next month and to the board for the readings over the next two months.

- I had two Dodge County meetings this past week. I serve as a school representative for the Traffic Safety Commission as well as the County Emergency Preparedness Team.
- Summer School planning is underway. I have put out the request for teachers and classes and am working at gathering that information and will then work on the classes and offerings. Registration is April 16 from 5-6:30 at JHE.
- We continue reading our book as a staff for PD. The staff this past month worked through an activity where they needed to identify the ways that they work to always put students first. It was great to watch the interactions and hear the discussions between staff members. We are nearing the end of the book, but I have heard nothing but positives about our PD this year.
- I had a mid-year update with WIAA on the 15th. The meeting provided an update on student leadership, calendars, various proposals that are coming up, and upcoming dates to remember.
- The District newsletter will be coming out by the end of the month, beginning of February.
- I have had multiple library board meetings this past month.
- I have a meeting next week to finalize our Digital Mapping grant. The grant is complete, we have the maps, they have been sent on to the county to upload. This is a great project that will help to increase our school safety and response.
- This week we have State Convention in Milwaukee. This is a great time to meet up with various vendors that the district uses or may be interested in, learn new things, get updates about the state of education in Wisconsin, and meet colleagues.
- It is a great day to be a Falcon!

VIII. Board Development

A. Discuss School Board Survey Results

Results were given to the school board and administration for discussion.

B. Information on State School Report Cards

This information was shared with the school board.

- Overall District Score – Meets Expectations
- JHE – Exceeds Expectations
- MS/HS – Meets Expectations

C. Discussion of Football Cooperative with Horicon

This is still in the discussion stage. Hustisford wants home games also.

D. WASB Delegate Assembly Update

Some suggestions to state on school issues:

- Paraprofessionals to get teacher licenses made easier
- More funding for early childhood
- Mental health and academic needs for teachers
- Promoting career readiness
- School meals – helping families
- More funding for security/technology

IX. Committee Reports

Buildings and Grounds Committee – Mr. Muche updated the board on January 6, 2025

Buildings and Grounds Committee Meeting Minutes of Monday, January 6, 2025

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, January 6, 2025, at 4:00 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—Mrs. Cramer provided an update from Bassett Mechanical on work done on the pneumatics in the buildings. An issue was identified in the art room at the HS with a valve. This is something that is being monitored. A thermostat was fixed in the HS guidance office. A diaphragm in the teacher's lounge was broken at the HS and a fix was made to make it work. The buildings were deep cleaned in several areas over the holiday break. There is an issue with the door on the red van. Don is looking into it. We are waiting on replacement TP dispensers for the HS at this time. The replacement is part of our agreement with Cintas. There was an electrical issue in the MS science room with an outlet. The maintenance crew shut things down and United was called to look at it.
- Discussion referendum question—The committee received information on what the referendum question may look like. The committee felt that the question was good and is ok with moving forward with the question. It will be on the agenda for the January 20 board meeting.
- 25-26 School Calendar—Two versions of the calendar were presented. The board will vote on the calendar at the January meeting. This committee preferred the calendar with school on December 22, 23.

Policy and Personnel Committee – Mr. Bohonek updated the board on January 7, 2025

Personnel and Policy Committee Minutes from Tuesday, January 7, 2025

Personnel and Policy Committee of the Hustisford School District Board of Education met on Tuesday, January 7, 2025 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; Heather Cramer, Superintendent of Schools; and Brian Thimm, Member

- Current Staffing Updates—Mrs. Cramer provided an update on potential candidates for technology education.
- Referendum Question Review-- The committee received information on what the referendum question may look like. The committee felt that the question was good and is ok with moving forward with the question. It will be on the agenda for the January 20 board meeting.
- 25-26 School Calendar-- Two versions of the calendar were presented. The board will vote on the calendar at the January meeting. This committee preferred the calendar with school off on December 22, 23.
- Administrative Contract Review—Mrs. Cramer indicated that all administrators are in the middle of their two-year contracts. No actions need to be taken this year unless the board felt necessary.
- School Board Development Survey—Mrs. Cramer provided the results of the survey and they will be handed out to the board for review at the January 20th meeting.
- Open Enrollment Policy 25-26—Mrs. Cramer provided an update that open enrollment policies must be updated in January of each school year for the following year. The recommendation at this time is that we keep open enrollment open with no caps on numbers.

- Summer School 2025-- Mrs. Cramer talked to the committee about summer school this year. We will run dates from June 9-27 and from July 7-August 1. We will have registration on April 16 from 5-6:30 at JHE. Planning is well underway.
- Staffing 25-26—Mrs. Cramer discussed how staffing is determined for the following school year and timelines. She also indicated that there were two more retirements submitted for next school year, they will be on the consent agenda on January 20.
- Bussing Information-- The committee reviewed a letter received from Willow's Childcare in regards to bussing. The committee felt that at this time, it is in the best interest of the district to not start bussing across district lines because we do not want others coming into our district to take kids. This is a touchy situation. This is something that Mrs. Cramer had established with the HNR Superintendent and at this time, the District will honor the agreement to not cross lines for bussing.

Business and Finance Committee – Mr. Weinheimer updated the board on January 7, 2025

Business and Finance Committee Meeting Minutes of Tuesday, January 7, 2025

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, January 7, 2025 at 5:00 p.m., in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Heather Cramer, District Administrator; John Bohonek, Board President; Jamie Kulkee, member; and Steve Weinheimer, Chair. **Absent with Notice:** Corey Manlick

New Business:

- Budget Review—Current and Future—Mr. Manlick provided Mrs. Cramer with information and she provided an update on current budget information. She provided information on the insurance renewals. She also discussed the current business office operations and end of the year reporting that is due. As tax payments come in the short-term borrow will be paid off. Corey continues to work on the WRS information and processing.
- School Finance Information—For the Board 101 for January, Mr. Manlick will share about insurance—liability, property, and worker's comp.
- Review Referendum Question— The committee received information on what the referendum question may look like. The committee felt that the question was good and is ok with moving forward with the question. It will be on the agenda for the January 20 board meeting.
- 25-26 School Calendar-- Two versions of the calendar were presented. The board will vote on the calendar at the January meeting. This committee preferred the calendar with school off on December 22, 23.
- Insurance Renewals—The committee heard information on insurance renewals. The renewals will be presented for approval at the January board meeting.
- Open Enrollment Policy 25-26—Mrs. Cramer updated that the open enrollment policy needs to be set for next school year at the January board meeting. At this time, the recommendation is to not cap anything and leave numbers open for open enrollment.
- Future Program Planning—Mrs. Cramer discussed that the administration is reviewing information on programming in both buildings to help make decisions for next school year.
- Staffing Update—Mrs. Cramer updated on potential technical education candidates that are being interviewed.
- Bussing Information—The committee reviewed a letter received from Willow's Childcare in regards to bussing. The committee felt that at this time, it is in the best interest of the district to not start bussing across district lines because we do not want others coming into our district to take kids. This is a touchy situation. This is something that Mrs. Cramer had established with the HNR Superintendent and at this time, the District will honor the agreement to not cross lines for bussing.

Curriculum and Technology Committee – Mr. Weinheimer updated the board on January 6, 2025

**Curriculum and Technology Committee
Minutes of Monday, January 6, 2025**

The **Curriculum and Technology Committee** of the Hustisford School District Board of Education met on Monday, January 6, 2025 at 5:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034

Present: Heather Cramer, Superintendent; Fred Miller, Technology Director; Steve Weinheimer, Chair; and John Bohonek, Board President and Tim Simmons, Member.

AGENDA:

- Technology Update—Mr. Miller—Mr. Miller provided an update on copper phone lines for the two buildings. They need to be changed to fiber. Frontier, our current servicer does not have fiber in the area. We are looking at other options. He has a quote request out from Spectrum. Mr. Miller is working on state testing prep.
- Referendum Question Discussion-- The committee received information on what the referendum question may look like. The committee felt that the question was good and is ok with moving forward with the question. It will be on the agenda for the January 20 board meeting.
- 25-26 School Calendar--Two versions of the calendar were presented. The board will vote on the calendar at the January meeting. This committee preferred the calendar with school off on December 22, 23.
- Summer School 2025—Mrs. Cramer talked to the committee about summer school this year. We will run dates from June 9-27 and from July 7-August 1. We will have registration on April 16 from 5-6:30 at JHE. Planning is well underway.
- Future Program Planning-- Mrs. Cramer discussed that the administration is reviewing information on programming in both buildings to help make decisions for next school year.

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2331: Approval of FFA Field Trip

A motion was made by Kevin Muche and seconded by Jamie Kulkee to approve the following resolution:

Approval of Overnight FFA Trip
School Board Resolution
#2331

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the overnight trip for Hustisford FFA to attend the Mission and Edge Conference in Green Bay from March 21-22, 2025.

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

2. Resolution #2332: Approval of 25-26 School Calendar

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

Approval of 2025-2026 School Calendar
School Board Resolution
#2332

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2025-2026 School Calendar. The board selected calendar option 2 as the official calendar.

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

3. Resolution #2333: Approval of Coaches

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

Approval of Coaching Change
School Board Resolution
#2333

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the coaching change for Caleb Tracy from Volunteer Assistant for JV Boys Basketball to JV Boys Basketball Co-Coach for the remainder of the 2025 season. The compensation will be split between the two coaches.

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

4. Resolution #2334: Approval of 2025-2026 District Open Enrollment Policy

A motion was made by Kevin Muche and seconded by Scott Firari to approve the following resolution:

Approval of 2025-2026 Open Enrollment Policy
School Board Resolution
#2334

BE IT RESOLVED, per Act 114, that the Board of Education of the Hustisford School District determines at this time that the Hustisford School District is able to accommodate open enrollment requests for the 2025-2026 school year, for students who would be placed in programming currently offered by the district.

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

B. Buildings and Grounds: N/A

C. Curriculum and Technology: N/A

D. Business and Finance:

1. Resolution #2335: Approval of 2025 Insurance Renewals for Auto, Liability, Property, and Worker's Comp

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

Approval of 2025 Insurance Renewals
School Board Resolution
#2335

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2025 insurance renewals.

Property Insurance with Selective Insurance--\$28,805.00 (increase of \$6,179)

General Liability--\$1,773

School Board Legal Liability--\$2,113

Auto Liability--\$767

Auto Physical Damage--\$395
Auto Medical Payments--\$150
Crime--\$1,356
Workers Compensation--\$17,339
Violent Acts Coverage--\$50
Coverage from Community Insurance

Total Premium--\$23,743.00

The total premium is up from last year \$469.00

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

2. Resolution #2336: Approval of Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$800,000 Per Year for Three Years for Non-Recurring Purposes

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

Approval of Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$800,000 Per Year for Three Years
for Non-Recurring Purposes
School Board Resolution
#2336

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 \$800,000 per year for three years, beginning with the 2025-2026 school year and ending with the 2027-2028 school year, for non-recurring purposes consisting of operational and maintenance expenses.

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

3. Resolution #2337: 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 \$800,000 Per Year for Three Years for Non-Recurring Purposes

A motion was made by Scott Firari and seconded by Steve Weinheimer 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
\$800,000 Per Year for Three Years for Non-Recurring Purposes
School Board Resolution
#2337

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 \$800,000 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 \$800,000 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 Revenue Limit Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 1, 2025.

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 1, 2025 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 on 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.

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

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, February 3, 2025, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, February 4, 2025, at 4:00 p.m.*
- *Business/Finance – Tuesday, February 4, 2025, at 5:00 p.m.*
- *Curriculum/Technology – Monday, February 3, 2025, at 5:00 p.m.*
- *February Regular Board Meeting: Monday, February 17, 2025, at 6:30 p.m.*
- *State Education Convention January 22-24, 2025*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Jamie Kulkee to adjourn at 8:35 p.m.

Motion passed 6-0 by voice vote. Absent Brian Thimm

Chris Kuehl – Recorder
Jamie Kulkee – Clerk
Approved January 20, 2025