

HUSTISFORD SCHOOL DISTRICT  
Regular Board of Education Meeting Minutes  
November 18, 2024

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, Kevin Muche, Scott Firari, Steve Weinheimer and Tim Simmons. Absent: 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.

Community member asked about information on state and federal funding. What is the number of students on September Count Date vs. January Count Date.

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 –October 28, 2024
- B. Approval of Minutes of November 2024 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#44454-44494) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Resignation, JHE Educational Assistant

A motion was made by Tim Simmons and seconded by Jamie Kulkee 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 Kevin Muche and seconded by Tim Simmons 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 – Addy Raue, Abigail Cookson

Middle School - Alex Dretske

John Hustis Elementary – Jozlyn Moreno

## **B. Staff Member Recognition:**

Will be presented next month.

## **C. FFA Report:**

Ms. Novak the FFA Advisor and FFA President Maddy Maas updated the school board on what is happening in FFA and the conferences that were attended.

## **D. Principal's Reports:**

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

Points of Interest:

- Missi Schall received a \$200 grant from WSST (Wisconsin Society of Science Teachers) to make a Science Library for her classroom. She will be buying trade books to integrate into her upper level elective classes.
- On Tuesday, October 31st, the Jr. / Sr. High celebrated Halloween with JHE. Our students and staff had a great time handing out candy to the JHE students.
- The National Honor Society induction ceremony took place on Wednesday, November 6th. Congratulations to Madeline Maas for her induction into this prestigious organization. Thank you to Mark Larson of the Hustisford Bank for sponsoring the meal. Thank you to the School Board members that attended the ceremony.
- On Wednesday, November 13th, these individuals presented to our students during Falcon Future Talks. Thanks to these individuals for giving up their time and sharing their careers with our students.
  - Kate Klister, Human Resources Manager and Phil Steinke, Max Weiss
  - Jeff Vander Zanden and Courtney Humphries, Insight FS
  - Hannah Cramer, Landscape Designer
  - Tanya Lemke, Sinissippi Lake Pub

On Friday, November 15th, 6 Jr. High students and I attended the CESA 6 Leadership Academy held in Oshkosh. It was a great experience for our students. I look forward to seeing them apply the principles learned in our building.

The Student Council will host a second Versiti blood drive on January 29th at the Jr. / Sr. High School. The blood drive will begin at 1:30 and run till 6:00 pm. Another blood drive is scheduled for April 2nd. The last blood drive brought in 25 units for the cause. If Versiti receives another 25 units they will provide a \$250 scholarship to a Hustisford student. If another 75 units are donated a \$500 scholarship will be given.

The Student Council held a food drive to collect items for the Gathering Source. Thank you to all the students and families that donated to this great cause.

On Wednesday, December 11th, I will take 6 Sr. High students to attend the CESA 6 Leadership Academy held in Oshkosh.

The Jr. / Sr. High School has received the Wisconsin School Music Association Accreditation Award. Thank you Dawn Wohling and Maggie Ferrando for all your hard work to make this happen.

Students that are planning to attend the Washington D.C. trip are in the process of selling Butter Braids to help offset the cost of the trip. Students are able to sell till December 1st.

6 students will present their Senior Projects on Wednesday, December 11th starting at 6:00 p.m. This total leaves 18 students presenting in the Spring.

I hope everyone has a wonderful Thanksgiving and good luck hunters.

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

Points of Interest:

- The PTC Craft Fair is December 14 from 9-2.
- Tomorrow we have an assembly called the NED show. This is a character education program aimed to make students think about mindset. The show features characters who do yoyo tricks.
- Poinsettia orders will be delivered on December 11.
- The JHE students did an amazing job reading and singing at the Veterans Day Assembly.
- JHE Winter Concert is December 17<sup>th</sup> at 6 pm
- PTC Meeting is December 2
- Our next Falcon Assembly is December 6

- Christmas shopping at JHE will take place the week of December 9. Classrooms signed up for a time to shop and we will make time throughout the week to accommodate those who have brought money. The majority of the items in the store are donated by staff and our families. The paper and bags for packaging are donated by staff, family members and JHE families. This is truly an effort on the part of my staff to do something amazing for kids and families. We will start setting up just after Thanksgiving.
- On November 14<sup>th</sup>, it was National Pickle Day. What do you do on National Pickle Day? You celebrate of course! At JHE we had pickles and tons of pickle flavored snacks for staff. These little celebrations sure go a long way! Next week we are having apples and cider one day. These items are bought and shared by myself and other staff members to bring a bit of joy to the group!
- JHE Scripathon is going on. You have an order form in your folder if you are interested in placing an order. All proceeds from ordering go directly to JHE students from the PTC.

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

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

**Volleyball;** The Team had their awards yesterday. Izzy Burback was Team MVP, Alex Justman was Most Improved, and Layla Thimm was 110% Award. Trailways Conference, East Division, All Conference recognition; Layla Thimm & Izzy Burback(Defensive Specialist) Honorable Mentions. Izzy was also our Team's representative for the East Division Sportsmanship Team.

**Football;** The Team will have their awards banquet on Dec. 7. Capital Conference All Conference recognition; Austin Peplinski, 1<sup>st</sup> Team for both Offense/Defense Line. Caleb Peplinski, 1<sup>st</sup> Team for both Tight End/Defense End, Honorable Mention for Punter. Joe Beavers, Honorable Mention for Offense Line. Caleb also was nominated/received recognition for the WFCB All Region Team for Tight end/Full Back.

### **Winter Sports;**

Girls Basketball began Nov. 11. Unfortunately, we didn't get enough girls to sign up/go out, so we have canceled our Girls' season for this year. The WIAA is aware of this. We will be automatically be put back in to the WIAA Tournament Series for next season.

Both Boys Basketball & Wrestling begin their practices today. New this year for Wrestling is for us to designate both a Boys & Girls Head Coaches, which we have done. And also, for the weekend tournaments, mostly they will be competing in their own 'gender' tournaments.

Middle School basketball have begun their practices. Their first games will start in December. Still working on filling in more games/tournaments for them.

Our paperwork for Football Conference realignment has been submitted to the WIAA.

I will give you an update on the Athletic Trainer situation at the meeting.

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

### **Monthly Highlights:**

#### **Monthly Highlights:**

- Insurance:
  - Today, Heather and I attended the Quad County Consortium meeting at Lomira to discuss premiums for the 2025-2026 school year. We are in a consortium of 8 other districts (HoNor, Erin, Horicon, Kewaskum, Lomira, Manawa, and New Holstein). The ability to have multiple districts clumped together enables the district(s) to provide quality premiums to their employees. Based on the early data, things are trending well for the consortium moving into the calendar year and school year.
  - We are working with our two insurance companies (R&R and M3) to provide us an insurance quote as CM Regent was dropping our property insurance with them on December 31st. Dropping as they no longer

just insure property by itself. Both of the companies are working on providing us a quote to have all insurances potentially underneath one of the companies. Hope to have the numbers by the next Finance Committee meeting.

- Finances:

- The PI-1508 Tax Levy certifications were hand delivered to our local municipalities. They were also emailed to the municipalities.
- On November 6th, the Hustisford State Bank approved a short-term borrow amount of \$905,000. Chris and I worked collectively together to determine what our expenditures would be for November and December. As a district, we will be paying this amount back once our first tax payment comes in mid-January.
  - We did note that we'll have some state aid payments in November and December, but would not be enough to continue operation.
  - This short-term borrow followed Wisconsin statutes Section 67.05(6a)(b) and 67.12(12e)(2g) which provides authority for school districts to borrow up to \$1,000,000 without elector approval.
    - As a community and district, this was approved at the Annual meeting on October 14th
- This Thursday, Derek from CESA 5 will be in-person at Hustisford School District working with me directly on grant submissions and bank reconciliations.
  - We will also be working on providing the Board (per request and recommendations) of the Budget vs. Actual. Providing accurate up to date information that can be explained weekly/monthly. If all goes to plan, the Board will have all information in December.
  - Lastly, Derek and I will work on a dashboard that will provide instant communication to the Superintendent and School Board.
- As a District Office, we are going to gradually implement a paperless system or minimal paper usage. I am starting with the items in my office first – with file attachments in Skyward and Google folder organization.
  - This can also expedite the annual audit while the auditors are on-site.
- The financial components of the audit are completed. I'm being assigned additional task; such as Special Education review and WRS accuracy.

- Budget:

- The school secretaries, athletic director, and custodians (oversight by the principals) were provided a Google sheet to track yearly expenditures for the accounts they have access to. This will provide real-time accurate information, so these departments know what they have in their accounts.
- We received our final grant amount from Carl Perkins Grant – \$1,840. This covers expenditures within Agriculture and Career Technology Education. Examples: Veterinary Science and Plant Science class supplies, software for Business classes.

- Human Resources:

- I completed the WISE Staff preliminary data for DPI. This is their yearly review of the licensures within the district. We'll submit the final data to DPI in January or February.

- Future Outlook for the Board:

- At the next finance meeting, I will be discussing with the committee about adding a topic of month to discussion monthly to help provide clarity to the Board members in the world of school finance.
  - First topic would be breakdown of the budget adoption (section by section into multiple segments and doing a bit each month).
  - This is more of an educational piece

**Account Balances: (On the Back)**

<b><u>Hustisford School District Bank Accounts</u></b>			
Hustisford State Bank			
<b>Checking / Saving Accounts</b>		<b>Balance as of 11/18/2024</b>	
District Checking		\$ 221,118.747	
Fund 10 - Money Market Account		\$ 4,793.598	
Fund 41 - Money Market Account		\$ 9,483.985	
Fund 46 - Money Market Account		\$ 5,052.456	
Benefits Design Group Acct - FLEX		\$ 6,634.199	
<b>Investment Accounts</b>			
1-year CD Maturity date 01/29/2025		\$ 20,000.00	
1-year CD Maturity date 07/05/2025		\$ 5,000.00	
<b>Loan Accounts</b>			
Loan - Bassett		\$ 72,542.76	
Loan - Gym Improvements		\$ 12,819.26	
<b>Local Government Investment Pool</b>			
Fund 10 Savings Account 2		\$ 14,411.79	

**G. Superintendent's Report****Points of Interest:**

- I had a Trailways Superintendent meeting on the 13th. We discussed referendums that passed and future referendums.
- State Report cards will be released November 19. I have a meeting tomorrow morning on the release and what it means and how to report the information out.
- Corey and I met with our health insurance cooperative group today. We heard about our current use and about a new prescription drug program for next year.
- The digital mapping of our schools is moving forward. They were in-district on November 8. They went through the buildings to go over details and then did drone coverage. We are nearing completion. This is a grant funded project at 100%.
- The Veterans Day Assembly on November 11 was amazing. Our students and staff did a great job honoring our local Veterans.
- I attended a winter risk webinar put on by our insurance company. This webinar just gave a heads up on the potential issues that a district can face throughout the winter and how to deal with things if they come up. It was informational.
- I had a WASDA meeting on November 13. We received information about potential plans with the federal government and funding. We also discussed the upcoming state budget and what our narrative needs to be and what the ask from DPI looks like.

- I have a webinar on Thursday with the National Weather Service in regards to winter weather planning. We have been getting updates from all of the entities on school closings and Chris is working on updating that information for the district.
- I have a mandated meeting on Title Equitable Services on December 5. This is mandated due to our parochial school not spending their funds. This is something that we work on annually.
- Happy Thanksgiving to all! Good luck to all who are hitting the woods this weekend!
- It is a great day to be a Falcon!

## VIII. Board Development

### A. Discussion on Potential April Referendum/Citizen Meetings

The school board was presented with projected numbers and the impact for a potential operational referendum from Baird. Citizen meetings will be held November 21, 2024 at the high school and December 9, 2024 at the community hall. Both meetings will start at 6:30 p.m.

### B. Discuss Corrective Action Plan

The committees reviewed various formats for a corrective plan. The committee and the administrative team will work to put these items into a document. Mrs. Cramer and Mr. Manlick will work on this document.

### C. Overview of Open Enrollment

Open enrollment numbers change throughout the school year. These changes are ongoing.

## IX. Committee Reports

Buildings and Grounds Committee – Mr. Muche updated the board on November 4, 2024

### **Buildings and Grounds Committee Meeting Minutes of Monday, November 4, 2024**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, November 4, 2024, 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—Mr. Bushey provided information that the backflow tests in both buildings were completed on 11/1. Bassett did work on a thermostat that was broken in the gym. Bassett was in to do winter preventative maintenance. Mrs. Cramer provided the paperwork filed with the technician for the committee to review.
- Discussion on potential referendum, upcoming informational session—The committee discussed the upcoming informational sessions. The committee believes it is important to move forward in planning. The committee discussed the need to not lose momentum that is going. We will not have HSR at the meeting, rather the board members can discuss what has been done so far. The committee understands that an operational referendum may need to come first. Mrs. Cramer provided information on numbers received from Baird in regards to a potential impact on an operational referendum.

Policy and Personnel Committee – Mr. Bohonek updated the board on November 5, 2024

**Personnel and Policy Committee  
Minutes from Tuesday, November 5, 2024**

**Personnel and Policy Committee** of the Hustisford School District Board of Education met on Tuesday, November 5, 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 the committee on hiring for a special education assistant at JHE. This is a position that was budgeted for. There were two candidates.
- Neola Policy Update—The committee discussed an upcoming release from Neola. They also discussed the policy for fund balance.
- Update on Facilities—Mrs. Cramer updated on issues at JHE with WE Energies. She also updated on a boiler issue at JHE.
- Budget Update—The committee discussed budget ideas and how to look at cuts in the budget. The committee reviewed several ideas for cuts including a cut to a bus route and changes to the district newsletter.
- Referendum Information –The committee saw information from Baird in regards to a potential referendum and the tax impact.

Business and Finance Committee – Mr. Weinheimer updated the board on November 5, 2024

**Business and Finance Committee Meeting  
Minutes of Tuesday, November 5, 2024**

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, November 5, 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 Review—The committee reviewed information presented by Mr. Manlick on the current budget status. Mr. Manlick is working to submit final documents for staffing report to DPI. He is also working with Mrs. Cramer to analyze pieces of the budget line by line to determine areas that cuts can be made. The committee discussed the fact that the budget approved was where we were at during that time. Cuts can always be made moving forward. Mr. Manlick delivered the levy information to all municipalities as well.
- Corrective Action Plan—The committee reviewed various formats for a corrective action plan. The committee created a list of the items that are already going into place. The committee and the administrative team will work to put these items into a document. Mrs. Cramer and Mr. Manlick will work on this document.
- School Finance Information—This agenda item was tabled
- Facility Information—The committee discussed issues at JHE with WE Energies. The committee also discussed various facility needs that are upcoming to do with boilers at JHE. There is an issue with one boiler at JHE.
- Referendum Information—The committee was presented with information regarding the cost for an operational referendum. This information was received from Baird. The committee felt that it was important for this information to get to the whole board at the meeting on the 18<sup>th</sup>. The committee is moving the first informational meeting for a referendum to the 21<sup>st</sup> rather than the 14<sup>th</sup> to accommodate the

board having a discussion first at their monthly meeting. Mrs. Cramer will move the meeting and the meeting will remain in the HS Library.

- Line of Credit Renewal/Borrowing—Mr. Manlick provided information on short term borrowing for the district. The borrow will help until funding is received in December and January. Schools do not receive large amounts of funding until mid-December and the end of January. This makes it challenging to meet all financial obligations. He is working with the bank to make sure that we can do this moving forward. Short-term borrowing is approved at the annual meeting as a tool for use in the district. The bank is reviewing the district information at their monthly meeting on November 6.

### **Curriculum and Technology Committee Did Not Meet**

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2323: Approval of School Safety Drills

A motion was made by Scott Firari and seconded by Steve Weinheimer to approve the following resolution:

Approval of School Safety Drills  
School Board Resolution  
#2323

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the school safety drills conducted by the Hustisford School District as presented.

Lockdown Drill—Hustisford Jr./Sr. High  
Lockdown Drill—John Hustis Elementary

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

2. Resolution #2324: Approval of 2025 8<sup>th</sup> Grade Trip to Washington DC

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

Approval of 2025 8<sup>th</sup> Grade Trip to Washington DC  
School Board Resolution  
#2324

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2025 8<sup>th</sup> Grade Trip to Washington DC.

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



- B. Buildings and Grounds: N/A
- C. Curriculum and Technology: N/A
- D. Business and Finance: N/A

## **XII. Informational/Discussion Items**

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

- *Buildings/Grounds – Monday, December 2, 2024, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, December 3, 2024, at 4:00 p.m.*
- *Business/Finance – Tuesday, December 3, 2024, at 5:00 p.m.*
- *Curriculum/Technology – Monday, December 2, 2024, at 5:00 p.m.*
- *December Regular Board Meeting: Monday, December 16, 2024, at 6:30 p.m.*

## **XIII. Motion to Adjourn**

A motion was made by Steve Weinheimer and seconded by Tim Simmons to adjourn at 8:46 p.m.

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

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Chris Kuehl – Recorder  
Jamie Kulkee – Clerk  
Approved December 16, 2024