

Hustisford School District

District Office

845 S. Lake St. · P.O. Box 326
Hustisford, WI 53034
(920) 349-8109

Todd Bugnacki

Interim Superintendent

Nicole Feucht

Director of Financial Services

Jr./Sr. High School

845 S. Lake St. · P.O. Box 326
Hustisford, WI 53034
(920) 349-3261

Clint Bushey

Principal

Alex Pishler

Director of Special Education/Psychologist

John Hustis Elementary

600 S. Hustis. St · P.O. Box 326
Hustisford, WI 53034
(920) 349-3228

Peter Moe

Principal

Glen Falkenthal

Athletic Director

Personnel and Finance Committee - MINUTES

Notice is hereby given that the **Personnel and Finance Committee** of the Hustisford School District Board of Education will meet on **Monday, June 1, 2026, immediately following the Policy Committee meeting, but no later than at 5:00 p.m.**, in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

A quorum of the School Board may be present at this committee meeting; however, no official School Board action will be taken at this committee meeting.

School board members present Tracy Malterer, Chair, and Jamie Kulkee, Committee Member, Jay Huncosky, Committee Member, Steve Weinheimer, Board Member. Other school district employees present: Nicky Feucht & Todd Bugnacki.

Meeting called to order at 4:45 p.m. by Tracy Malterer

AGENDA:

1. Minutes from the April 8, 2026 Personnel and Finance Committee meeting.
 - a. Motion was made by Jamie, seconded by Jay, motion passed 3 - 0 to approve the minutes from the April 8, 2026 Personnel and Finance Committee meeting.
2. Life and Disability Insurance: Annually the Board must review and take action to approve the Life and Disability Insurance renewal for the following year. The Committee reviewed changes to the Life and Disability Insurance.
 - a. Motion was made by Jay, seconded by Jamie, motion passed 3 - 0 to approve may take action to approve the Life and Disability Insurance plan and refer to the full Board for consideration and approval.
3. 2026-27 Transportation Contract: The administration has been working with Riteway Transportation to establish a contract and routes for the 2026-27 school year, as Schultz Transportation is no longer providing regular school route transportation. The Committee reviewed and discussed a proposed 2026-27 transportation contract from Riteway Transportation.
 - a. The Committee heard from Riteway Transportation on transportation services for Hustisford students to Dodge Land School District for the 2026-27 school year. After review and discussion, the Committee voted 3 - 0 to forward the Riteway contract to the full Board for consideration and approval.
4. Budget Update: An update was provided on the current budget and the forecasted budget.
 - a. No action taken.
5. Facility Rentals: Annually the Board reviews facility usage fees and makes any necessary adjustments. The Committee discussed and reviewed usage fees and respective policy and/or guidelines for the 2026-27 school year.
 - a. It was recommended the administration develop guidance on fees to assess user groups, with preference given to the groups that are part of the Hustisford School District boundaries. .

Adjourned at 6:00 p.m. Motion by Jamie, second by Jay, motion passed 3 - 0.

Agenda Posted: May 29, 2026

Minutes Approved: July 7, 2026

"Notice is hereby given that a majority of the Hustisford School District Board of Education may be present at the above scheduled meeting of the Personnel and Finance Committee to gather information about a subject over which they have decision-making responsibility. Should a majority of the Board be present at this meeting, it will constitute a meeting of the Board of Education. The Board will not take any formal action at this meeting."

The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation, homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district or in its employment practices. The Superintendent of Schools has been designated to handle inquiries regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109).

Home of the Falcons

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Personnel and Finance Committee - AGENDA

Notice is hereby given that the **Personnel and Finance Committee** of the Hustisford School District Board of Education will meet on **Monday, June 1, 2026, immediately following the Policy Committee meeting but no later than 5:00 p.m.**, in the Library at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

A quorum of the School Board may be present at this committee meeting; however, no official School Board action will be taken at this committee meeting.

School board members on this committee include Tracy Malterer, Chair, and Jamie Kulkee, Member, Jay Huncosky, Member.

Meeting called to order

AGENDA:

1. Minutes from the April 8, 2026 Personnel and Finance Committee meeting.
 - a. The Committee may take action to approve the minutes from the April 8, 2026 Personnel and Finance Committee meeting.
2. Life and Disability Insurance: Annually the Board must review and take action to approve the Life and Disability Insurance renewal for the following year. The Committee will review changes to the Life and Disability Insurance.
 - a. The Committee may take action to approve the Life and Disability Insurance plan and refer to the full Board for consideration and approval.
3. 2026-27 Transportation Contract: The administration has been working with Riteway Transportation to establish a contract and routes for the 2026-27 school year, as Schultz Transportation is no longer providing regular school route transportation. The Committee will review and discuss the 2026-27 transportation contract.
 - a. The Committee may take action to approve the 2026-27 transportation contract with Riteway for one year and refer to the full Board for consideration and approval.
4. Budget Update: An update will be provided on the current budget and the forecasted budget.
 - a. No action is anticipated.
5. Facility Rentals: Annually the Board reviews facility usage fees and makes any necessary adjustments. The Committee will discuss and review usage fees and respective policy and/or guidelines for the 2026-27 school year.
 - a. The Committee may take action to approve changes to facility use guidelines and fee structure and refer to the full Board for consideration and approval

Next tentative meeting: Tuesday, July 7, 2026 at 5:00 PM

Adjournment

Posted: May 29, 2026

"Notice is hereby given that a majority of the Hustisford School District Board of Education may be present at the above scheduled meeting of the Personnel and Finance Committee to gather information about a subject over which they have decision-making responsibility. Should a majority of the Board be present at this meeting, it will constitute a meeting of the Board of Education. The Board will not take any formal action at this meeting."

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Personnel and Finance Committee - MINUTES

Notice is hereby given that the **Personnel and Finance Committee** of the Hustisford School District Board of Education will meet on **Wednesday, April 8, 2026**, immediately following the Policy Committee meeting, but no later than at 5:00 p.m., in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

A quorum of the School Board may be present at this committee meeting; however, no official School Board action will be taken at this committee meeting.

School board members present Tracy Malterer, Chair, and Jamie Kulkee, Committee Member, Jay Huncosky, Committee Member, Steve Weinheimer, Board Member. Others present: Nicky Feucht, Todd Bugnacki, Melissa Schall, Jim Ecklund, Robert Dreibel, Tara Marquardt, Brayden Zubke, Katie Powell, Devan Riley, Cayla Her.

Meeting called to order at 5:05 p.m. by Tracy Malterer

AGENDA:

Public comment: None

1. Minutes from the February 10, 2026 Personnel and Finance Committee meeting.
 - a. The Committee approved the minutes from the February 10, 2026 Personnel and Finance Committee meeting. Motion made by Jamie, seconded by Jay, approved 3-0
 2. Health Insurance - discussed possible plan changes for the 2026-27 school year. Insurance representatives were present to review options.
 - a. The Committee recommended considering insurance plan change to 90/10 Plan, Option 2 & 3, and referred to the full Board for discussion and potential approval.
 3. School lunch prices - discussed history of lunch prices, current prices, cost of running lunch program and possible pricing changes of breakfast and lunch.
 - a. The Committee tabled any changes to breakfast and lunch prices for the 2026-27 school year.
 4. Planning for 2026-27 budget year - discussed the 2026-27 budget, including staffing and cash flow.
 - a. No action required.
 5. Track Co-op - discussion on possible track Co-op with Dodgeland for the 2026-27 school year.
 - a. The Committee discussed the Track Co-op with Dodgeland for the 2026-27 school year. .
 6. Renewal of Girls Soccer Co-op with Dodgeland
 - a. The Committee discussed the Girls Soccer Co-op with Dodgeland.
- Next tentative meeting: May 5, 2026 at 5:00 PM

Adjourned at 6:15 p.m. Motion by Jamie, second by Jay, motion carried.

Agenda Posted: April 2, 2026

Minutes Approved: June 1, 2026

"Notice is hereby given that a majority of the Hustisford School District Board of Education may be present at the above scheduled meeting of the Personnel and Finance Committee to gather information about a subject over which they have decision-making responsibility. Should a majority of the Board be present at this meeting, it will constitute a meeting of the Board of Education. The Board will not take any formal action at this meeting."

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2025-2026

	Monthly Cost to District for Remaining Employees		Annual Cost to District for Remaining Employees	
Salary Benefits				
Life Insurance:	\$ 200,000.00	\$ 246.69	\$ 2,960.28	
Long-Term Disability	\$ 114,000.00	\$ 162.82	\$ 1,953.84	
Short-Term Disability (voluntary)	\$ 86,667.00	\$ -	\$ -	
		Total	\$ 4,914.12	

2026-2027

	Monthly Cost to District for Remaining Employees		Annual Cost to District for Remaining Employees	
Salary Benefits				
	\$ 100,000.00	\$ 284.00	\$ 3,408.00	
60% of predisability earnings	\$ 60% of predisability earnings	\$ 170.39	\$ 2,044.68	
66.67% of predisability earnings	\$ 66.67% of predisability earnings	\$ 122.41	\$ 1,468.92	
			\$ 6,921.60	
Difference			\$ 2,007.48	
Savings from health ins			\$ 3,467.75	
Total savings			\$ 1,460.27	

Life/AD&D Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST			
Classes	None	None	None			
Benefit Amount	Flat \$50,000	Flat \$75,000	Flat \$100,000			
Maximum Benefit	\$50,000	\$75,000	\$100,000			
Minimum Benefit	\$10,000	\$10,000	\$10,000			
AD&D Benefit	Matches Life Benefit	Matches Life Benefit	Matches Life Benefit			
Age Based Benefit Reduction for both Life and AD&D	To 65% at age 65 To 50% at age 70 To 35% at age 75	To 65% at age 65 To 50% at age 70 To 35% at age 75	To 65% at age 65 To 50% at age 70 To 35% at age 75			
AD&D Insurance Benefits Table of Losses	<u>Loss</u>	<u>Percentage Payable</u>	<u>Loss</u>	<u>Percentage Payable</u>	<u>Loss</u>	<u>Percentage Payable</u>
	Life	100%	Life	100%	Life	100%
	One hand or one foot	50%	One hand or one foot	50%	One hand or one foot	50%
	Sight in one eye	50%	Sight in one eye	50%	Sight in one eye	50%
	Two or more of the losses listed above	100%	Two or more of the losses listed above	100%	Two or more of the losses listed above	100%
Guarantee Issue Amount for both Life and AD&D	Full Benefit	Full Benefit	Full Benefit			
Employer Contribution	100%	100%	100%			

OPTIONS	GOOD	BETTER	BEST
Initial Rate Guarantee	3 years	3 years	3 years
Waiver of Premium²	Eligibility to age 55; ends at age 60	Eligibility to age 60; ends at age 65	Eligibility to age 60; ends at age 65
Continuity of Coverage	Included	Included	Included
AD&D - Child Care, Higher Education and Career Adjustments	Included	Included	Included
AD&D – Seat Belt and Air Bag Benefit	Included	Included	Included
AD&D - Drug and Alcohol Exclusion	Included	Included	Included
Travel Assistance	Included	Included	Included
Conversion	Included	Included	Included
True Portability³	Included	Included	Included
Repatriation Benefit³	Included	Included	Included
Domestic Partner Language	Included	Included	Included
Accelerated Benefit	Lesser of 75% of life benefit or \$200,000	Lesser of 75% of life benefit or \$200,000	Lesser of 75% of life benefit or \$200,000

² Waiver of Premium eligible to age and waive to age may vary by state. Please refer to the Group Life and AD&D Insurance Brochure.

³ True Portability and Repatriation Benefit are not available in all states. Please refer to the Group Life and AD&D Insurance Brochure.

Cost**Life/AD&D**

Members	GOOD		BETTER		BEST	
	5 year Age Graded Rates		5 year Age Graded Rates		5 year Age Graded Rates	
	AGE BAND	Rate/\$1,000	AGE BAND	Rate/\$1,000	AGE BAND	Rate/\$1,000
1	00 29	\$.090	00 29	\$.090	00 29	\$.090
	30 34	\$.100	30 34	\$.100	30 34	\$.100
	35 39	\$.110	35 39	\$.110	35 39	\$.110
	40 44	\$.140	40 44	\$.140	40 44	\$.140
	45 49	\$.190	45 49	\$.190	45 49	\$.190
2	50 54	\$.270	50 54	\$.280	50 54	\$.280
	55 59	\$.430	55 59	\$.430	55 59	\$.430
	60 64	\$.660	60 64	\$.660	60 64	\$.660
3	65 69	\$ 1.270	65 69	\$ 1.270	65 69	\$ 1.270
	70 74	\$ 2.060	70 74	\$ 2.060	70 74	\$ 2.060
	75 99	\$ 3.780	75 99	\$ 3.780	75 99	\$ 3.780

Life/AD&D Subtotal

7	\$142.00	\$213.00	\$284.00
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Total Monthly Cost:	\$142.00 *	\$213.00 *	\$284.00 *
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* Total Monthly Cost is based on the census provided

Conditions

- A participation level of 100% is required.

For additional information on the available features and benefits of Life Coverage from Standard Insurance Company, [click here](#).

Long Term Disability (LTD) Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST
Income Benefit Percentage	50% of Predisability Earnings	60% of Predisability Earnings	60% of Predisability Earnings
Maximum Monthly Benefit	\$5,000	\$7,500	\$7,500
Minimum Monthly Benefit	\$100 or 10%	\$100 or 10%	\$100 or 10%
Benefit Waiting Period¹	90 days*	90 days	90 days
Own Occupation Period	24 months	24 months	24-month Own Occupation period followed by an Any Occupation period to age SSNRA
Maximum Benefit Period	2 Years	5 Years	SSNRA
Guarantee Issue Amount	Full Benefit	Full Benefit	Full Benefit
Employer Contribution	100%	100%	100%
Mental Disorder, Substance Abuse, and Other Limited Conditions Limitation²	12 Months	24 Months	24 Months

¹ A 90 day Benefit Waiting Period is not available in all states.

² Specific exclusions and limitations may vary by state. Please refer to the Group Long Term Disability Insurance Brochure.

*** This proposal assumes that STD from The Standard is also purchased. If only LTD is purchased, then the Benefit Waiting Period will change to 180 days and the plan will be re-rated.**

OPTIONS	GOOD	BETTER	BEST
Initial Rate Guarantee	3 years	3 years	3 years
Survivors Benefit	Included	Included	Included
Domestic Partner Language	Included	Included	Included
Continuity of Coverage	Included	Included	Included
Return to Work Incentive	Included	Included	Included
Reasonable Accommodation Benefit	Up to \$25,000	Up to \$25,000	Up to \$25,000
Rehabilitation Plan Incentives	Included	Included	Included
Waiver of Premium	Included	Included	Included
Employee Assistance Plan	Not Included	Included (3 Face to Face)	Included (3 Face to Face)

Cost

Long Term Disability

Members	GOOD	BETTER	BEST
	5 year Age Graded Rates	5 year Age Graded Rates	5 year Age Graded Rates
	AGE BAND Rate/% Insured Earnings	AGE BAND Rate/% Insured Earnings	AGE BAND Rate/% Insured Earnings
	00 29 0.030%	00 29 0.070%	00 29 0.070%
	30 34 0.050%	30 34 0.110%	30 34 0.130%
	35 39 0.070%	35 39 0.160%	35 39 0.220%
1	40 44 0.070%	40 44 0.250%	40 44 0.280%
2	45 49 0.100%	45 49 0.340%	45 49 0.390%
	50 54 0.140%	50 54 0.340%	50 54 0.620%
3	55 59 0.190%	55 59 0.480%	55 59 0.710%
	60 64 0.300%	60 64 0.750%	60 64 0.750%
	65 69 0.440%	65 69 0.750%	65 69 0.750%
1	70 99 0.590%	70 99 0.800%	70 99 0.790%
Total Monthly Cost:			
	\$58.21 *	\$137.41 *	\$170.39 *

* Total Monthly Cost is based on the census provided

Conditions

- This proposal assumes the group participates in Social Security.
- Primary and Dependents Social Security benefits are offset as Deductible Income.
- Benefits from individual disability and/or other group disability plans will not be used as deductible income unless they exceed 80% of indexed predisability earnings when added to the group LTD benefit. Only the excess above 80% will be used as deductible income.
- Employer must participate in a Workers' Compensation Plan.
- Workers' Compensation benefits will be considered deductible income.
- Businesses that do not participate in a Workers' Compensation plan are not eligible for LTD coverage. However we will extend coverage to groups in situations where owners have opted out of Workers' Compensation, but the remaining employees are actively enrolled in Workers' Compensation.
- A participation level of 100% is required.
- For Corporations, this proposal assumes that disability benefits are taxable to the employees, even the owners.
- For Partnerships, Sole Proprietorships, S Corporations, and LLCs, this proposal assumes disability benefits are taxable to the employees, but are not taxable to the partners/owners.
- The plan includes a 6/12 Preexisting Condition Limitation.

For additional information on the available features and benefits of Long Term Disability Coverage from Standard Insurance Company, [click here](#).

Short Term Disability (STD) Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST
Income Benefit Percentage	50% of Predisability Earnings	60% of Predisability Earnings	66.67% of Predisability Earnings
Maximum Weekly Benefit	\$1,000	\$1,000	\$1,000
Minimum Weekly Benefit	\$15	\$15	\$15
Benefits Begin	Accident: Day 15 Illness: Day 15	Accident: Day 1 Illness: Day 8	Accident: Day 1 Illness: Day 8
Maximum Benefit Period¹	90 days	90 days*	90 days*
Guarantee Issue Amount	Full Benefit	Full Benefit	Full Benefit
Employer Contribution	100%	100%	100%
Initial Rate Guarantee	3 years	3 years	3 years
Return to Work Incentive	Included	Included	Included
Reasonable Accommodation Benefit	Included	Included	Included
Temporary Recovery	Included	Included	Included

¹ A 90 day Maximum Benefit Period is not available in all states.

*** This proposal assumes that LTD from The Standard is also purchased. If only STD is purchased, then the Maximum Benefit Period will change to 180 days and the plan will be re-rated.**

Cost

Short Term Disability

Members	GOOD	BETTER	BEST
	5 year Age Graded Rates	5 year Age Graded Rates	5 year Age Graded Rates
	AGE BAND Rate/\$1 Benefit	AGE BAND Rate/\$1 Benefit	AGE BAND Rate/\$1 Benefit
	00 29 \$.040	00 29 \$.042	00 29 \$.042
	30 34 \$.040	30 34 \$.041	30 34 \$.041
	35 39 \$.021	35 39 \$.024	35 39 \$.024
1	40 44 \$.021	40 44 \$.024	40 44 \$.024
2	45 49 \$.016	45 49 \$.020	45 49 \$.020
	50 54 \$.017	50 54 \$.021	50 54 \$.021
3	55 59 \$.022	55 59 \$.028	55 59 \$.028
	60 64 \$.023	60 64 \$.029	60 64 \$.029
	65 69 \$.026	65 69 \$.033	65 69 \$.033
1	70 99 \$.030	70 99 \$.037	70 99 \$.037

Total Monthly Cost:

\$78.71 *

\$114.52 *

\$122.41 *

* Total Monthly Cost is based on the census provided

Conditions

- Benefits from individual disability and/or other group disability plans will not be used as deductible income unless they exceed 80% of predisability earnings when added to the group STD benefit. Only the excess above 80% will be used as deductible income.
- The employer must participate in a Workers' Compensation Plan
- Businesses that do not participate in a Workers' Compensation plan are not eligible for STD coverage. However we will extend coverage to groups in situations where owners have opted out of Workers' Compensation, but the remaining employees are actively enrolled in Workers' Compensation.
- STD benefits will not be paid for any period during which paid sick leave is received
- STD benefits end when LTD Benefits begin
- The plan provides coverage for disabilities occurring only off the job
- A participation level of 100% is required.
- For Corporations, this proposal assumes that disability benefits are taxable to the employees, even the owners.
- For Partnerships, Sole Proprietorships, S Corporations, and LLCs, this proposal assumes disability benefits are taxable to the employees, but are not taxable to the partners/owners.

For additional information on the available features and benefits of Short Term Disability Coverage from Standard Insurance Company, [click here](#).

Producer Compensation Disclosure

We recognize the valuable role of Insurance advisors, consultants and brokers ("producers") in helping their clients design an employee benefits program, and we support reasonable and fair compensation for these services. This proposal includes commissions which may be paid to one or more entities. In addition to commissions, a producer may be paid override compensation dependent on The Standard's eligibility requirements. Please consult with your producer for complete compensation information. [Click here](#) to visit our website for general producer compensation information, or you may call The Standard at 855.737.4575.

Unless participation is declined by the producer or client, contingent compensation is additional compensation that may also be paid and is dependent on the satisfaction of one or more minimum requirements, such as a specified amount of new premium volume or persistency in connection with the producer's block of business. [Click here](#) to visit our website for information about our customary producer rewards program. Some producers may have a contingent compensation arrangement that differs from our customary program. Please consult with your producer for additional details.

Insurance will not be effective until we receive your electronic signature agreeing to the terms of the policy and confirming the promise to pay premium. The group contract will contain provisions and defined terms not described in this Proposal Summary proposal. The group contract will control if there are discrepancies between it and this proposal.

This proposal assumes the group:

- Is NOT aware of any employee who has a current or potential condition or any health risk that could result in a claim (applies to STD, LTD and Life coverages only). Examples of a condition or health risk that might result in a claim include, but are not limited to, the following: Pregnancy, possible surgery or treatment, physical disease, illness, injury, or mental disorder;
- has agreed to conduct all business electronically;
- has been in business for at least one year;
- is structured as a corporation, partnership or proprietorship with an employer/employee relationship; and
- is one where no more than 50% of the group is related to another employee of the group

This Proposal Summary proposal expires on June 30, 2026 unless replaced or withdrawn by Standard Insurance Company.

**Contract for District Student Transportation between
Hustisford School District and Riteway Bus Service, Inc.
July 1, 2026 - June 30, 2027**

This contract for the transportation of students ("Contract") is made and entered into effective July 1, 2026 by and between the Hustisford School District ("District"), with a principal office located at 845 S Lake Street, Hustisford, WI 53034, and Riteway Bus Service, Inc., DBA "GO Riteway Transportation Group" ("Contractor"), with its principal office located at 6970 S 6th Street, Oak Creek, WI 53154. The District and Contractor, in consideration of the mutual covenants and promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

A. TERM OF THE CONTRACT

This Contract shall extend for a term of one (1) year, commencing on July 1, 2026 and ending on June 30, 2027, unless earlier terminated in accordance with this Contract. Both parties agree to meet at least one hundred twenty (120) days in advance of the term end date to discuss the option to renew for an additional one-year term.

B. TRANSPORTATION SERVICE DAYS

1. The Contractor and the District agree to a base service days guarantee of one hundred seventy (170) transportation days each school year ("Guaranteed Minimum"), with a school year being defined as beginning on July 1 and ending on June 30 of the following calendar year ("School Year"). The Guaranteed Minimum for a School Year does not include any summer school transportation days, however does include the one mock school day that occurs annually in August.
 - a. When billable transportation days fall under the Guaranteed Minimum for any reason, District shall make a partial payment to Contractor of 65% of the average daily transportation charges (calculated as Contractor's average daily charges for the then-current School Year) for each billable transportation day that falls below the Guaranteed Minimum. District shall make such payment to Contractor within thirty (30) calendar days of the final day of the School Year in which the Guaranteed Minimum was not reached.
 - b. If the District, in its sole discretion, increases the Guaranteed Minimum for any School Year during the term of this Contract, the District shall pay Contractor according to the terms of this Contract for all transportation days in excess of 170 transportation days.

- c. If any AM or PM transportation route with an irregular schedule is scheduled for less than the minimum number of transportation days, the District shall make a partial payment to Contractor of 65% of the daily rate of said route for the number of days below the Guaranteed Minimum number of transportation days. This provision does not include irregular scheduled midday routes that occur as part of a district 4K or special education program.
2. The Parties understand and agree the District reserves the right to expand or reduce daily Contractor transportation services to meet program needs. However, if the number of regular route buses are reduced in any School Year because of the District's election to reduce route buses, District agrees that the route rates on Appendix A (including any increases pursuant thereto) shall be increased redistributing the fixed costs for each bus eliminated from the District's transportation operation. District and Contractor will come to a mutual agreement as to the number of vehicles needed for the District's transportation operation at the beginning of the first year of this agreement.
3. Contractor and District agree to discuss service needs during long-term closures in order to address any potential needs for continued driver pay and/or service needs of the District. Any modifications to the terms of this Contract to address service needs during long-term closures shall be mutually agreed upon in writing by both Parties.

C. PAYMENT

1. All invoices from Contractor to District must be received by the District by the fifteenth (15th) day of each month for services performed during the previous month. District shall pay all invoices within thirty (30) calendar days of their receipt.

D. CONTRACTOR RESPONSIBILITY – GENERAL CONDITIONS

1. Contractor shall provide and operate transportation vehicles and services to transport District students in compliance with the routes, passenger lists, time schedules, and day of operation as designated by the District. Contractor shall provide such services in compliance with federal law, the Wisconsin Statutes and Wisconsin Administrative Code, and according to all specifications, rules, and regulations of the Wisconsin Department of Transportation, the Wisconsin Division of Motor Vehicles, the Wisconsin Department of Public Instruction, District transportation policies and procedures, and any other applicable law or regulation.
2. Contractor shall prepare and schedule all transportation routes. All routes shall comply with District policies and procedures and standards for length of ride, walking distance to meet the bus, and comfortable seating capacity.

3. Contractor shall operate all routes as efficiently as possible in order to minimize costs to District.
4. Contractor shall work collaboratively with District to plan and finalize any route changes.
5. Contractor shall provide and furnish all buildings and sites, materials, labor, and equipment necessary to transport all eligible public and private school students to and from their homes, or an alternate pickup or drop off point approved by the District, and their respective schools for the term of this Contract.
6. Contractor shall make buses available at all reasonable times to the District for the purpose of transporting District's students and staff to other points and destinations for such curricular, co-curricular, and field trips as requested by the District.
7. Contractor shall assume all costs for licenses, permits and certifications that are or may be required by the regulatory bodies for the performance of student transportation services.
8. Contractor shall assume all costs of the transportation operation, including but not limited to costs for buildings, sites, vehicles, communication, technology necessary for Contractor to perform its obligations under the terms of this Contract, maintenance, supplies, accessories, equipment, training, insurance, salaries and benefits for drivers, and all other employees necessary to carry out the transportation services required except as separately designated in this Contract.
9. Contractor shall have exclusive right to transport all District students in yellow school buses for AM/PM regular routes and any necessary non-public school routes under the terms of this Contract. Contractor shall not have exclusive right to the transportation for co-curricular, athletic activity, and field trips. For avoidance of doubt, nothing herein shall be construed as preventing or limiting District from contracting specialized transportation by other means such as privately owned vehicles, taxi cabs, other common carriers, school owned vehicles, or to contract with individual parents to transport their own children.

E. CONTRACTOR RESPONSIBILITY – SERVICE

1. Contractor shall suggest changes that the District could explore to maximize transportation efficiency and effectiveness.
2. The Contractor shall notify the Director of Business Services or designee immediately when a bus accident has occurred. Contractor shall send a copy of the accident report to the District without delay.
3. Contractor shall notify Director of Business Services or designee immediately of any vehicle breakdowns while the vehicle is in service when there are students on board.
4. Any bus delays beyond normal variance of fifteen (15) minutes must be communicated to the Director of Business Services or designee.

5. Contractor is responsible for coordinating routes and schedules for the private schools on the dates when private school calendars do not coincide with the public school calendar.
6. Contractor shall provide the District all necessary information for the preparation of transportation reports required by state agencies for the District including student ridership for transportation aid purposes.
7. Contractor shall provide all buses needed by the District during the months of June, July and August for summer school programs, including buses needed for scheduled routes and for summer school field trips.
8. Contractor's management and terminal personnel:
 - a. Contractor shall employ appropriate staff at all levels and in all positions to adequately carry out the responsibilities and terms of this contract.
 - b. Contractor shall provide adequate and on-going training for all staff in areas such as management, customer service, technology, fleet maintenance, safety, all applicable laws, rules, regulations, and District policy, and all other training necessary to meet the terms of this Contract.
 - c. Contractor shall employ trained mechanics to adequately service the vehicles and provide an effective preventative maintenance program. Ongoing training will be provided to the mechanics to keep current with industry standards and trends.
12. Contractor's drivers and attendants:
 - a. Contractor shall employ the necessary number of drivers and attendants to fulfill the transportation services outlined in this Contract.
 - b. Contractor shall ensure that all buses will be operated at all times by trained, competent, safe, and courteous drivers who comply with all requirements for school bus drivers as set forth by the Wisconsin Department of Transportation (DOT) and state law, and including but not limited to licensing requirements under section 343.12 of the Wisconsin Statutes and requirements for the operation of school buses adopted by the secretary of transportation under section 110.06(2) of the Wisconsin Statutes. In addition, all drivers will be required to follow all District transportation policies and procedures.
 - c. Contractor shall establish and implement a screening, hiring, and training program that meets state statutes that leads itself to well qualified employees. At a minimum, this process should include the following:
 - i. Applicant driver record check
 - ii. Applicant criminal background check
 - iii. Training and orientation for the route the driver will drive
 - iv. All training required by law
 - d. Contractor shall provide on-going in-service meetings/training programs for drivers and attendants on topics that are standard for bus drivers, including but

not limited to the areas of safety, customer service, safety drills, etc. If the District wants drivers to receive any additional training beyond what Contractor provides, District must provide the training, at the District's expense, and Contractor shall require drivers and attendants to participate (*e.g.*, positive behavioral intervention supports and/or similar training).

- e. District shall establish written policies pertaining to the discipline of students while riding the bus. Contractor is responsible for the maintenance of proper student supervision and discipline for all persons aboard the bus. The following guidelines shall be used by the drivers in determining procedures to be followed in maintaining acceptable student discipline:
 - i. Bus drivers have a delegated responsibility for maintaining proper discipline on their buses.
 - ii. Student behavior problems on buses will be referred to the Contractor and the building Principal for appropriate follow up.
 - iii. The building principal shall follow District policy in determining discipline for a student.
 - iv. The bus driver is not authorized to remove students from the bus except in emergency situations when a student is endangering the safety of other riders or the driver. In these cases, the student may be denied transportation privileges either at the bus stop or at school. If such action is taken, the driver must notify the terminal and the school Principal immediately.

F. CONTRACTOR RESPONSIBILITIES – VEHICLE REQUIREMENTS

1. Contractor shall provide the appropriate number and size of vehicles needed for providing the transportation service as necessary for the term of the Contract.
2. Contractor shall provide a fleet of buses that assures safe and reliable service.
3. Contractor is responsible for ensuring all vehicles meet the specifications as prescribed by the federal government, state law, including but not limited to the requirements under section 110.06(2) of the Wisconsin Statutes, the Wisconsin Department of Transportation, the Wisconsin Division of Motor Vehicles, Wisconsin Department of Public Instruction, and District.
4. Contractor will ensure that all buses are equipped with operable two-way radios. A base station is required at the terminal and must be connected to an owned or leased tower.
5. Contractor shall have an adequate fleet to accommodate students with disabilities who require bus transport.

6. Contractor shall provide the District with an inventory of its fleet of vehicles upon request. Buses used in the operation cannot be more than twelve (12) years old as of the beginning of each school year. The average age of the buses regularly assigned to morning and afternoon routes shall be no greater than ten (10) years. The average age of the bus shall be determined based upon the total number of years it has been in service. Brand new vehicles that have previously never been titled that are used in the operation shall be classified as zero (0) years old.
7. Contractor must provide a minimum number of spare vehicles equal to 10% of the fleet utilized in the provision of services to the District so as to not cause any disruption in service and to provide service for all curricular, co-curricular, and field trips. All spare buses must be maintained in the same manner as the regular route buses and are subject to the same technology requirements. At least one (1) of the spare buses must be appropriately equipped with any necessary specialty equipment to transport students with disabilities.
8. Contractor shall ensure that digital cameras with audio and video capabilities are installed in all vehicles. Contractor is responsible for installation of all technology. Contractor shall be responsible for maintaining spare cameras and hard drives so that all buses are equipped with working technology. Contractor shall provide District with copies of any audio and/or video recordings at District's request.
9. Contractor shall ensure that all buses are maintained in excellent mechanical condition so as to meet any and all requirements of the Wisconsin Department of Transportation and state and federal law at all times; that buses are kept neat and clean inside and outside; that all buses are inspected and approved for service by the Wisconsin Department of Transportation annually; and that each bus carry an inspection certificate. District will be provided with copies of all inspection reports.
10. All buses, including charter buses, shall be equipped with active GPS. The GPS equipment shall provide for the use of a parent application to track the arrival of their student's school bus route in real time. GPS and parent application shall be implemented in coordination with the District during the first year of this Agreement. The District shall pay the Contractor a fee of \$3 per vehicle per day to compensate for this service. This fee shall not be charged to the District until the GPS and parent application has been implemented. This fee shall not be subject to the annual rate escalation described in Section H(2) of this Contract. Contractor shall establish the fee for this service on an annual basis (on or around July 1) and District shall, at that time, determine if they elect to continue, modify, or remove this service as part of this Contract.

G. DISTRICT RESPONSIBILITIES

1. District shall keep student information in its student information system current so that the Contractor (through nightly downloads) can promptly execute any transportation changes necessary due to student address changes or new student enrollments.
2. District shall supply the Contractor with District calendars, Bus Intervention Report forms, and District transportation policies and procedures. District is responsible for maintaining any up-to-date transportation information that the District wants on its website.
3. District shall pay for one (1) mock school day in August of each School Year, at the rates established in Appendix A, so that all school routes and shuttles can be thoroughly vetted and subsequently corrected before route information is communicated to parents. Test drives and the mock school day must occur during similar times and conditions as the route(s) will ultimately run. All testing must occur before communication is sent to parents regarding pickup and drop off times. The one (1) mock school day shall count towards the Guaranteed Minimum.
4. District shall provide all students with written student bus behavior expectations at the beginning of each school year. District administration is responsible for addressing all student discipline concerns reported by Contractor.
5. Whenever the District finds it necessary, bus passes will be issued on routes to help identify eligible student riders. Drivers on those routes shall be required to check the bus passes daily to ensure that only eligible students are riding the bus.
6. District shall provide, at its sole discretion and cost, positive behavior intervention support or similar student behavior training to drivers, monitors, and other Contractor staff. District shall identify the Contractor's staff who are expected to participate in said training.
7. District shall provide, as soon as available to the District, a listing of all starting and ending times for public and private schools for the next school year.
8. School cancellations because of weather conditions will be mutually discussed between Contractor and District. Contractor shall be responsible for monitoring road conditions. The final decision to close school will be made by the District's Superintendent.
9. District does not assume liability for Contractor's equipment, but District will cooperate to the fullest extent in apprehending students suspected of vandalism on the buses.

H. COMPENSATION

1. Payments to the Contractor by the District under this Contract shall be based on rates established in Appendix A.
2. For any subsequent years should this Contract be renewed for any additional one-year term(s), adjustments to rates in Appendix A for the next succeeding School Year shall be calculated utilizing a three-month average for January-March of the annual variation of

the Consumer Price Index, all urban consumers, all items, US city average, plus one percent.

3. For fuel costs, a base fuel index rate of \$2.17 per gallon for diesel fuel is established and will be measured monthly at the time of invoicing against the Contractor's actual invoices, excluding federal excise taxes. Contractor has an obligation to obtain the lowest fuel price possible.
4. Prior to the start of each school year in August, District shall make a pre-payment for services for that school year equal to 10% of the average annual contract amount that shall be applied to the final month's transportation invoice during that School Year.
5. Curricular, co-curricular, and field trips:
 - a. Contractor shall provide yellow school buses for the District's curricular, co-curricular, and field trips both during school hours and/or extended beyond school hours or on non-school days.
 - b. All curricular, co-curricular, and field trips will be scheduled directly between the District Program Coordinator and Contractor. The District will provide a minimum of two weeks' notice whenever possible for all trips.
 - c. Invoices and payment for all curricular, co-curricular, and field trips shall be handled according to Section C of this Contract.
 - d. In the event a curricular, co-curricular, or field trip is cancelled by District without providing the contractor at least two (2) hours' notice, Contractor may bill District a \$50 cancellation fee for each bus scheduled for said trip.

I. COMPUTERIZED ROUTING AND SCHEDULING REQUIREMENTS

1. District is responsible for uploading student information additions and changes for any new or alternate transportation requirements. Address changes will be held from three (3) days following the route schedule release by Contractor until ten (10) school days following the first day of school so that beginning of year routes may be solidified. As soon as possible after school starts, late address changes will be processed at the contractor's earliest convenience but no longer than ten (10) school days from the first day of school. Contractor is responsible for communicating any new routing changes to the District and respective family(s) via upload into the District's student information system.
2. Contractor is responsible for keeping routing information up-to-date and accurate.
3. Contractor will own and pay for the transportation routing software used to schedule and optimize routes.
4. Contractor shall furnish all additional software, hardware, and training necessary for their staff to proficiently operate all software used in the transportation operation.

J. STUDENT DATA SECURITY AND CONFIDENTIAL INFORMATION

District shall provide Contractor with such student specific information as the District may consider reasonably necessary and appropriate for Contractor's employees to perform their duties under this Contract. This includes student and parent/guardian name, address, and phone number, and, for example, allergy information and any accommodations for transportation that are required as a result of student's special needs. In such cases, Contractor shall be deemed a "school official" pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (collectively "FERPA"), Wisconsin's Pupil Records Law, Wis. Stat. § 118.125, and applicable District policy, and Contractor shall maintain the confidentiality of such information and only disclose such student specific information in accordance with FERPA and the Pupil Records Law.

K. CONTRACT AMENDMENT FOR EQUIPMENT MODIFICATIONS

District and Contractor agree that the prices contained in this Contract do not reflect vehicle or equipment modifications or new requirements that may be imposed during the duration of this Contract. In the event the state or federal government imposes equipment modifications or other requirements on school buses or in the event that District or any governmental agency imposes additional vehicle or equipment requirements other than those set forth above on Contractor's vehicles during the term of this Contract, the Parties will negotiate in good faith to determine the most effective way to meet the requirements and cover the cost.

L. INSURANCE

1. Contractor shall at all times provide and pay for liability, property damage, medical coverage, underinsured motorist, and uninsured motorist insurance for all vehicles that it operates in compliance with all requirements of Wisconsin state law. Contractor shall provide the following minimum coverage:
 - a. \$5,000,000 - Combined single limit – public liability and property damage
 - b. \$5,000 – Medical payments per person
2. Contractor shall supply the District with a Certificate of Insurance, showing proof of insurance coverage that meets all requirements, on an annual basis or any time a modification is made to any insurance provision.

3. All policies shall provide that District shall immediately receive any notice of cancellation for such policies.

M. INDEMNIFICATION

1. Contractor shall defend, indemnify, and hold harmless the District, its board, officers, agents, and employees from and against any and all claims, suits, losses, liabilities, damages, penalties, expenses or fees, including, without limitation, reasonable attorney fees and court or arbitration costs, arising out of or resulting from any acts or omissions of Contractor, its subcontractors, agents, or employees.
2. District shall defend, indemnify, and hold harmless the Contractor, its officers, agents, and employees from and against any and all claims, suit, loss, liability, damage, penalty, expense or fee, including, without limitation, reasonable attorney fees and court or arbitration costs, arising out of or resulting from any acts or omissions of District, its board, officers, subcontractors, agents, or employees.

N. TERMINATION FOR CAUSE

In the event the Contractor fails to carry out the terms, conditions, or specifications of this Contract to the satisfaction of the District (defined as a standard of a reasonable person/parent), the District shall provide written notice to the Contractor of areas needing to be cured. Contractor has the responsibility to cure the deficiency identified in the notice to the satisfaction of the District within thirty (30) calendar days. If the District is not satisfied at the end of the thirty (30) calendar day cure period, the District reserves the right to terminate this Contract. District shall provide thirty (30) calendar days' written notice of the termination date to Contractor. Termination under this section will be at the sole discretion of District.

O. BREACH OF CONTRACT

If either Party violates any of the terms of this Contract, such violation shall entitle the other party to terminate this Contract according to the procedure herein. If a violation occurs, the party desiring to terminate shall give the offending party written notice of the breach of contract. Upon receiving such notice, the offending party has thirty (30) calendar days to cure the breach of contract to the satisfaction of the party that desires to terminate. If the breach of contract is not cured within thirty (30) calendar days, is incapable of cure, or if cure is not being diligently pursued, the party desiring to terminate shall give the offending party thirty (30) calendar days' written notice, and if at the end

of such time, the offending party has not removed the cause of the complaint or remedied the purported breach of contract, then this Contract shall be deemed terminated on the last day of such period.

P. ASSIGNMENT

Contractor shall not assign or sublet this Contract, in whole or in part, without the prior written consent of the District, which may be granted or withheld in District's sole discretion. In the event the ownership of the Contractor is acquired, transferred, or altered, Contractor shall immediately provide notice to District, and the District has the right at any time thereafter to terminate this Contract with ninety (90) calendar days written notice.

Q. ENTIRE AGREEMENT

This Contract, along with any Appendices attached hereto, encompasses the entire agreement of the Parties, and supersedes all previous understandings and agreements between the Parties, whether oral or written. Any subsequent amendments must be in writing and mutually agreed upon by both Parties.

R. NOTICES

All notices to be given by the Parties to this Contract will be in writing and served by certified mail or e-mail. Notices to the District shall be addressed to:

Hustisford School District
845 S Lake Street
Hustisford, WI 53034
bugnackit@hustisford.k12.wi.us

Notices to Contractor will be addressed to:

Go Riteway Transportation Group
Attn: Vice President of Operations
6970 S 6th Street
Oak Creek, WI 53154
nate.hamilton@goriteway.com

If either party's principal place of business changes, the new address will be used for subsequent notice communications.

S. FORCE MAJEURE

Neither Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Contract, for any failure or delay in fulfilling any term of this Contract due to an act of God, governmental rules or regulations, advisories, guidelines, or quarantine, including epidemic, pandemic, or disease in the region in which the District is located, civil disturbance, riot, war, fire, flood, picketing, strike, labor disturbance, government action, terrorism, or any other cause, condition, or circumstance beyond the Parties' control, until such cause, condition, or circumstance has subsided or ceased.

T. SEVERABILITY

If any term of this Contract is held to be invalid or unenforceable by operation of law or by any tribunal of competent jurisdiction, such invalidity shall have no effect upon the remainder of the terms of this Contract.

U. GOVERNING LAW

This Contract, including its interpretation and enforcement, as well as any disputes arising from or connected with it will be construed and governed under the laws of the State of Wisconsin.

V. COUNTERPARTS

This Contract may be executed in counterparts, all of which taken together shall constitute a single agreement.

The undersigned, by executing this Contract, represent that they are authorized to enter into this Contract.

Todd Bugnacki
Interim Superintendent
Hustisford School District

Date

Robert Zanotti
President & CEO
GO Riteway Transportation Group

Date

**APPENDIX A
HUSTISFORD SCHOOL DISTRICT
CONTRACTED STUDENT TRANSPORTATION
2026-27 SCHOOL YEAR**

REGULAR EDUCATION BUS RATES

Cost per bus per day (AM & PM route)	\$353.84
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NOON (4K AND/OR EC) ROUTES BUS RATES

Cost per route per day	\$87.67
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SPECIAL NEEDS BUS RATES

Cost per bus per day (AM & PM route)	\$353.84
--------------------------------------	----------

SUMMER SCHOOL BUS RATES

Cost per bus per day (AM & PM route)	\$291.45
--------------------------------------	----------

CURRICULAR, CO-CURRICULAR, & FIELD TRIP RATES

Cost per mile	\$1.68
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Cost per hour	\$29.50
---------------	---------

Minimum Trip Charge (not conflicting with AM/PM routes)	\$87.67
--	---------

Minimum Trip Charge (conflicting with AM/PM routes)	\$246.25
--	----------

Route rates apply to in-district transportation or transportation to and from Dodgeland School District as requested by the district. Any route transportation that transports students outside of the current scope of work would be quoted at the time of service. Buses that are AM or PM only would be charged at 80% of the daily rate.

BUILDING USE REQUEST

HUSTISFORD SCHOOL DISTRICT

DATES & TIMES

Date of Request: _____ **Date of Event:** _____ **Time of Event:** _____
Event Description: _____ **Begin Set-up:** _____
Departure Time: _____

CONTACT INFORMATION

Organization/Group: _____
Individual Responsible: _____
Address: _____
Street Address City State Zip
Phone #: _____ **Email:** _____

1. Will any admission be charged or funds raised at this event? _____ Yes _____ No
 2. If "yes", will the profits be used to benefit the Hustisford School District? _____ Yes _____ No
 How? _____

REQUEST INFORMATION

Building Requested: _____ John Hustis Elementary _____ Hustisford High School
Areas Requested:
 _____ Gymnasium _____ Cafeteria/Commons _____ Classroom _____ Stage (HS)
 _____ Balcony (HS) _____ Multipurpose Room (JH) _____ Other (List) _____
 _____ Kitchen - _____ Dishwasher _____ External Cooler _____ Sinks _____ Steam Jacket _____ Other (List) _____

ADDITIONAL INFORMATION / EQUIPMENT REQUEST

REQUEST AUTHORIZATION

			Approved	Denied
1. Maintenance Supervisor	_____	Date _____	_____	_____
2. Building Principal	_____	Date _____	_____	_____
3. Food Service Director * for kitchen requests	_____	Date _____	_____	_____
4. Superintendent * for requests from non-district groups	_____	Date _____	_____	_____

FOR OFFICE USE ONLY

Building Use Charge
\$ _____

Custodial Charge (approx.)
\$ _____

TOTAL \$ _____

(Actual cost will be billed following the event)

☐ Added to building calendar

☐ Copy sent to district office secretary (if charges apply)

USE OF SCHOOL FACILITIES

The following procedures and guidelines for use of school facilities shall apply to all users:

- A) A building use request form must be submitted and approved by district personnel.
- B) School sponsored organizations shall be given priority over non-school organizations.
- C) Building use charges for non-school sponsored activities shall be assessed as follows:

	Activities that include	Activities that do not
include	District Residents	District Residents
John Hustis Multi-Purpose Room	\$30	\$75
John Hustis Gym	\$30	\$75
John Hustis Cafeteria/Kitchen	\$30	\$50
High School Classroom	\$15	\$30
High School FACE Room	\$35	\$75
High School Gym	\$50	\$125
High School Commons	\$40	\$80
High School Kitchen	\$35	\$70

- D) Building use charges may be waived for local organizations at the discretion of the district administrator.
- E) The district requires that a staff person be in attendance at all activities. Saturday use of the facilities requires a maintenance person to be on duty during all hours scheduled; users will be billed for employee time based on actual costs.
- F) Users shall be responsible for clean up; if additional custodial time is required following an event, the user shall be billed for the time based on actual costs.
- G) Signatures of the representative of the requesting group on the building use form shall constitute a "Hold Free" clause for the school district and all representatives of the district. If facilities and/or contents are damaged, the group/person responsible will be held liable for all repair or replacement costs.

School usage by Sinissippi Recreation

Fall

Youth Flag Football: use the football field/concession stand/bathrooms for practices/games. No fee.

Poms: use the building for practices, perform at home football games. No fee.

Winter

Youth Basketball: Grades 3 & 4, use both JHE & HS for practices. Use HS for a few Saturday games. No fee. Grades 1 & 2, have Saturday morning skills clinic for an hour, no fee.

Men's Basketball League: Play games on Saturdays, using the gym only. Enter/exit through the side gym door. Pay \$25 fee per day.

Poms: use building for practices, perform at home basketball games. No fee.

Summer

Girls Fastpitch: use the diamond by JHE for practices/games. Use the concession stand bathrooms for home games. No fee.

Youth Baseball: use the JHE field for some practices. No fee.

Sinissippi Rec takes care of the diamond prep for games. Takes care of lining the football field lining. If building is being used when no janitor is here, Rec takes care of opening/closing the building.

Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Adopted	October 26, 2015
Last Revised	June 20, 2016

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Recreational Activity

Any non-school sponsored group requesting to use District facilities for recreational activity must complete Form 7510 F3 prior to such usage.

"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Dodge County Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities by non-school sponsored groups or for non-school sponsored activities, including a schedule of fees.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

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Legal	120.13(17), Wis. Stats.
	895.523, Wis. Stats.

Book	Administrative Guideline Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	ag7510A
Status	Active
Adopted	October 1, 2016
Last Revised	October 26, 2020

7510A - USE OF DISTRICT FACILITIES

Applications

Any individual or non-school sponsored group desiring to use District facilities shall complete an application (Form 7510 F1) and submit it to the District Administrator for approval.

- A. The District Administrator shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
- B. The District Administrator will approve all requests and send a photocopy of the request to the building administrator.
- C. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use.
- D. The District reserves the right to demand sufficient time for a full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the District Administrator **with or without due notice**. All approvals are to be granted with this understanding.
- E. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permission to use District facilities for unlawful purposes, if the use would interfere with use for school purposes, by school-related groups, or for school-related functions, or if the use by a particular group is likely to be construed by the public as the district's or school's endorsement or approval of a particular message.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- E. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time except when expressly approved by the District Administrator.

- F. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- I. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- K. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- L. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- M. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- N. A school custodian shall be on duty whenever a facility is being used except as exempted by the District Administrator. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- O. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- P. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- Q. The District will not be responsible for any loss of valuables or personal property.
- R. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.

FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- A. The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- B. The use of District facilities by any nonprofit group that otherwise meets the criteria for use of District facilities shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employees fees and for any police fees.

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DRAFT Hustisford School District - Facility Use Fees

The fees listed below are hourly rates, except as otherwise noted. Events will be charged based on the category as defined in the board document AG 7510 A. Board Approved XXX

Outdoor Facilities	Category I	Category II	Category III	Category IV	Category V
Football Field	N/C				
Softball	N/C				
Baseball	N/C				
Elementary Fields	N/C				
Parking Lot (closed for event)	N/C				
Concession Stand (per day)	N/C				
Dumpster Empty (per unit)	N/C				
Storage (monthly)	N/C				
Indoor Athletic Facilities					
HS Gym	N/C				
HS Wrestling	N/C				
HS Weight Room	N/C				
Elementary Gym	N/C				
Indoor Facilities					
HS Cafeteria/Commons	N/C				
HS Library	N/C				
HS Classroom	N/C				
HS/Elementary Kitchen	N/C				
Elementary Gym	N/C				
Elementary Cafeteria	N/C				
Elementary Library	N/C				
Elementary Classroom	N/C				
Custodial charges will be assessed on non-school days or at the discretion of Buildings and Grounds department.					
Custodial Service Fee	/per hour				
Saturdays	/per hour				
Sundays/Holidays	/per hour				