

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
September 16, 2024

I. Call to order

The Meeting was called to order by Board President John Bohonek at 6:30 P.M.

II. Roll call of members

Board members signed the attendance roster at the start of the meeting. Members present: John Bohonek, Jamie Kulkee, Kevin Muche, Scott Firari, Steve Weinheimer and Brian Thimm. Absent: Tim Simmons

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 if the Pledge of Allegiance could be said at the school board meeting.

V. Consent Agenda

The purpose of the Consent Agenda is to provide a mechanism where the Board can dispose of routine matters that must by law come before the body.

- A. Approval of Minutes of the Regular Board Meeting –August 19, 2024
- B. Approval of Minutes of September 2024 Committee Meeting
- C. Approval of Financial Business: Approval of Bills (#44374-44420) Funds 10, 27, 38, 41, 50, 80
- D. Approval of Student Activity Accounts
- E. Approval of Coaching Resignations

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

Motion passed 6-0 by roll call vote. Absent Tim Simmons

VI. Regular Agenda

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

Motion passed 6-0 by roll call vote. Absent Tim Simmons

VII. Reports

New Staff were introduced. Maggie Ferrando – Band, Callie Bickert – MS Science, Aidan Stumpf – Speech and Language Pathologist, Danielle Lenhardt – 3K, Katherine Novak – Agriculture, Emma Thuecks - Art and Bria Cramer – Paraprofessional.

A. **Principal's Reports:**

Mr. Bushey Reported:

Points of Interest:

- 22 out of 23 families attended the 6th Grade Orientation held on Tuesday, August 27th.
- 60+ families attended the Open House held on Wednesday, August 28th.
- The Forward and PreACT Secure testing results will be mailed out to families on Tuesday, September 17th.

- 11 out of 24 Seniors have an accepted Senior Project Proposal. The Senior Project committee will meet with the remaining Seniors on Thursday, September 19th.
- Currently 9 students are completing a Youth Apprenticeship.
- As of 9/16
 - Jr. High - 61 students
 - Sr. High - 100 students
 - Total - 161 students

Washington D.C. trip update.

- \$200 non-refundable deposit - earlier required due date of September 24th.
- Projected cost - \$1158 for students and \$1208 for chaperones.
- Trip - April 28 - May 2, 2025.
- Projected to have the same itinerary as last year.
- 11 students have indicated interest in the trip this year.

On September 25th, 5 to 10 students will be attending the Fall FFA Leadership workshop held in Waupun.

On September 26th, 11th grade students will attend the Wisconsin Education Fair held at the University of Wisconsin Oshkosh followed by a tour of Moraine Park Fond du Lac campus.

The Jr. / Sr. High CSET team is working on completion of the Rural Student Success: Using Data to Boost Outcomes coursework through Stanford University. The next scheduled meeting will take place on Wednesday, September 18th.

Homecoming activities will be held on October 1 through October 5th. The football game will be played this year at Horicon.

Spirit days are: Camo, Twin, Class Color, Country vs Country Club, and Falcon Spirit wear.

- Volleybuff - during Falcon Time
- Powderpuff - Wednesday at 7pm
- Pep Rally - Friday 1:42 - 3:09
- Parade - Friday 5:00 Horicon
- Dance - Saturday 7:00 - 11:00 pm

Both Careers classes will be attending the Manufacturing and Trade Expo on October 16th at the Washington County Fairgrounds.

Mrs. Cramer Reported:

Points of Interest:

- We are off to a great start at JHE. The kids have been amazing, our staff is being resilient and stepping in for those spaces we need extra support. I am so proud of the kids and staff!
- Our committees at JHE have met and started working on plans for the upcoming school year. We have a committee that deals with our Falcon Way and behavioral strategies, a communication committee, a culture committee, and a fundraising committee.
- JHE students will once again be participating in the Homecoming parade. We have not received final details from Horicon yet, they said they should have it this week. Then permission slips will go out and we will be set. The kids are very excited to join in the festivities.
- We had our first PTC meeting of the year. Mark your calendars for December 14 for the second annual craft and vendor sale at the HS.
- JHE is once again doing a poinsettia sale. Sale will run between October 4-17. Delivery is set between December 2-13; we will get final notice once we are closer to the dates.
- We mailed out the JHE Forward Scores to families this week.
- Picture Day is September 23. Retake day is October 21.
- The JHE staff is planning a fundraiser in conjunction with the October 18 home football game for the playground.
- JHE students are singing the National Anthem at the October 18 football game.
- Our team will resume our studying and learning through Stanford this month. We will be meeting on September 26 with the whole group. Our team will meet after school this week to go over ideas and regroup to get started again. As a reminder this was a grant opportunity for our schools to help us use and analyze our data better.
- JHE staff will be using the testing data received from Forward in planning for the school year. The team will analyze the data to find out where our strengths and weaknesses lie with curriculum. We will then discuss test prep for this year and how to move forward.

- Our students will start their beginning of the year testing soon. Mr. Miller is working to finalize the test set up. Once this is complete, students will be moved into their intervention group.

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

B. Athletic Director's Report

Football; H/H is currently 0-2 Conference (0-4 overall). Our next game will be Friday, Sept. 20, at Manitowoc Lutheran, 7:00. Homecoming is set for the week of Sept. 30, with the parade & game at Horicon this year.

Volleyball; Currently 1-1 Conference (3-6 overall). They are hosting CWC tonight. Will travel to Johnson Creek on Thursday for a non-conference match.

Middle School FB & VB; Both teams are into their respective seasons. Volleyball travels to CWC today, 4:30. Will travel to Fall River on Thursday. Football will play at Waterloo on Thursday, 6:00.

Upcoming meetings; I will be attending the WIAA Area meeting in Oconomowoc on Wednesday morning. Our first Trailways Conference meeting for this school year will be Wednesday, Oct. 2, 9:00 AM, at Wayland Academy.

C. Financial Director's Report

Monthly Highlights:

- Living in the Fall – Living in three fiscal years
 - 2023-2024
 - Finalizing the Audit with VESTA (one item left)
 - 2024-2025 new fiscal year items
 - Connecting with CESA 5 (Derek Sliter) and WASBO mentor (Nathan Knitt, Fort Atkinson)
 - District Aid Certification - completed and approved (August 30th)
 - Working with Chris Kuehl to clean up some WUFAR coding
 - Auditors Aid Calculation Certification - completed (September 13th)
 - Friday's Importance (September 20th)
 - 3rd Friday in September Count
 - Annual Report to DPI
 - Successful first payroll – Jessica Holtz assisted with the process
 - Banking – Interest Rates charge on LOC and Municipal Loans
 - Attend the Year of Success - WASBO Conference on September 4th and 5th in Sun Prairie
 - Informative, eye opening experience
 - 2025-2026 – Looking into the Future

<u>Hustisford School District Bank Accounts</u>			
Hustisford State Bank			
Checking / Saving Accounts		Balance as of 09/16/2024	
District Checking		\$ 187,642.87	
Fund 10 - Money Market Account		\$ 4,779.61	
Fund 41 - Money Market Account		\$ 9,468.15	
Fund 46 - Money Market Account		\$ 5,044.01	
Benefits Design Group Acct - FLEX		\$ 5,536.86	
Investment Accounts			
1-year CD Maturity date 01/29/2025		\$ 20,000.00	
1-year CD Maturity date 07/05/2025		\$ 5,000.00	
Loan Accounts			
Loan - Bassett		\$ 74,157.44	
Loan - Gym Improvements		\$ 18,316.46	
Local Government Investment Pool			
Fund 10 Savings Account 2		\$ 14,290.52	

D. Superintendent's Report

Points of Interest:

- Our kick off meeting for our mass communication system change to a new vendor is on Friday, September 20. This is not something that will cause any interruption in the system. The company was bought out and we now need to onboard to the new platforms.
- I completed two Transfer of Service reports for the District. This is to help off-set some special education costs due to students moving into our district.
- The Summer School reporting portal is open and I am working on that annual report. It closes on September 27.
- I had a Trailways Superintendent meeting on the 11th. We discussed referendum ideas, budget, homecoming festivities and issues, and staffing.
- I continue to work through Title reporting for last year and this year. Title I has been submitted. Due to our private school not spending their portion from last year, I have had to ask for a waiver from DPI for this year because our carry-over amount exceeded 15%. This is an ongoing issue with the private school that we work through each year. I work with them to determine how to spend their funds each year. This will continue this year.
- I attended the meetings for planning with Booster Club to go over ideas for outside improvements. The end result of a plan was amazing. The committee will continue to work through details and look at fundraising options. This is a booster club initiative. I am present on the committee due to it being on school grounds. We will not fund this project.
- The Annual Meeting is on October 14 at 7 pm
- The first newsletter of the year went out today
- The district did an electronics recycle to get rid of outdated and junk equipment in August

- Staff in-service week was a great success. I heard a lot of positives. All staff have been trained in the requirements for the year. These trainings are submitted to various entities as needed. The DOJ will receive several of the sign-ins as proof that our staff was trained.
- The educator effectiveness platform is set and ready to use for this year. Staff can start inputting their data and evaluations can begin.
- We are excited to welcome Rana to our District, she is a foreign exchange student from Turkey. Rana is living with a family in Hartford.
- I am attending a training on student expulsion hearings to ensure that we have the most up to date information.
- We had our first WASDA meeting of the year on September 11. This meeting focused on changes within DPI, legislation, and the upcoming fall conference.
- I was named to a WASDA committee for the school year. I am a representative on the Small Schools Committee.
- I have a Dodge County Superintendent meeting on the 17th.
- I have a series of three trainings coming up to work on the creation of our district library plan. Sam Simmons will be on these trainings with me.
- District after school PD kicked off the first day of school. We will continue our book read and go over compensation pieces on October 2, our next PD.
- Homecoming Week is September 30 – October 4. The parade and game are in Horicon this year!
- Our seclusion restraint summary report is included in your folder for you to take a look at for the 23-24 school year. This report is a mandatory report each year to the board. You will find the information in the envelope. Last year there were 3 seclusion events at JHE and 0 at the HS and 2 restraint events at JHE and one at the HS. This information is now submitted to DPI in a report that is required annually.
- It is a great day to be a Falcon!

VIII. Board Development

A. Future Facilities Planning

The school board had discussion on a potential referendum.

IX. Committee Reports

Buildings and Grounds Committee – Mr. Muche updated the board on September 9, 2024

Buildings and Grounds Committee Meeting Minutes of Monday, September 9, 2024

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, September 9, 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 updated on the fire extinguishers in the district. The annual maintenance and check was completed. Cold patch of potholes in all parking lots was completed by the maintenance team. The camera on the football field was recalibrated. Flashing on the Jr./Sr. High building was completed. A leak in the HS roof was fixed. The red van has had some recent repairs to the starter and ignition. There was caulking and cold patch done on the north wall of the HS. The committee inquired about if a portable AC unit would be needed for the building. Mr. Muche indicated that there is a high cost associated and the committee knows the end of the cooling season is nearing. This is something that could be considered in the future if needed.

- Culvert Repair—Mrs. Cramer received a quote from MI-DE Excavating to replace the culvert on the bottom of the hill at the HS. The repair will be \$5,054.48. The committee recommends for the board to vote on this at the September meeting.
- Digital Mapping Update—Mrs. Cramer updated that the grant documents have all been signed. She is working with the company that will be doing the mapping project. We are using a company that the Dodge County Sheriff's office recommends along with our local PD. The cost is equal to that of the grant, so no cost to the district for this at all.
- HVAC Discussion—Both buildings are bringing in cold air at night which has helped with the cooling of the buildings during the day. Both schools continue to have the AC out. This is something that has been reviewed by the board. Mrs. Cramer updated about a pump issue at the elementary school that is likely taken care of, but made us aware that in the past a pump was replaced with a pump that was bigger and this was causing issues. The committee will get an update at next month's meeting on how it is running and if further investigation is needed. The ductless split is being done in the IT area on October 9 and 10, 2024.
- Meet with HSR regarding potential referendum in spring—The committee received information from HSR. Two concept drawings were presented for secure entrances at each building. The committee also received information in regards to preliminary cost estimates regarding various projects that were identified as being imminent. The board will receive the information during board development during the September board meeting.

Policy and Personnel Committee – Mr. Bohonek updated the board on September 10, 2024

Personnel and Policy Committee Minutes from Tuesday, September 10, 2024

Personnel and Policy Committee of the Hustisford School District Board of Education met on Tuesday, September 10, 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, Brian Thimm Member and Heather Cramer, Superintendent of Schools

- Staffing Updates—Mrs. Cramer reviewed paid and point related extra duties. She also reviewed the subbing situation at JHE. She discussed openings and where the buildings are short staffed. She also discussed two coaching resignations as well as individuals wanting to be volunteer coaches.
- Neola Policy Update—The committee did not have any issues with the policy update. The policy final read will be on the September board meeting agenda.
- Update on Facilities—The committee reviewed the buildings and grounds meeting information from HSR. The board will discuss this information further at the September board meeting under board development.
- School Safety Update/Plan—Mrs. Cramer indicated that the annual review of the safety plan is required. The plan will be on for board review in September.
- District Newsletter—Mrs. Cramer updated on the first newsletter and that it will be out the week of September 16.

Business and Finance Committee – Mr. Weinheimer updated the board on September 10, 2024

Business and Finance Committee Meeting Minutes of Tuesday, September 10, 2024

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, September 10, 2024 at 5:00 p.m., in the Conference Room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

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

New Business:

- Budget Update—Mr. Manlick provided information in regards to the audit. He indicated that he is awaiting the OPEB information and still needs to submit a few documents and then the audit will be finalized. Mr. Manlick completed the Aid Certification report to DPI and it has been approved. The district received the Dodge County Tax Levy amount of \$750,918.39. He is working to onboard new employees and get the first payroll out on September 13.
- Staffing Updates—Mrs. Cramer updated on several volunteer coaches, some coaching resignations, staffing updates at JHE and points and extra duty pay schedules.
- 24-25 Budget Planning—Mr. Manlick provided information on potential for where the district will be in regards to state aid. The numbers are not in until the end of October. There are several factors that need to be calculated to get to a better idea for final numbers including summer school FTE which Mrs. Cramer is completing, Transfer of Service submission done by Mrs. Cramer for recovery of some special education costs when setting our levy, and final FTE of our students. The third Friday count is done on September 20. There are also other things that are not finalized yet. We can take a guess at where we will be, but until we receive the final information from DPI, we cannot finalize anything with the budget.
- Information on potential Spring 2025 Referendum—Mrs. Cramer updated the committee on the Buildings and Grounds meeting with HSR. The committee discussed options and some of the information provided. This will be discussed further during board development at the September board meeting.
- Annual Meeting Update—The annual meeting is set for October 14 at 7 pm.

Curriculum and Technology Committee – Did Not Meet

X. Old Business: N/A

XI. New Business

A. Personnel and Policy:

1. Resolution #2312: Approval of 2024 Volunteer Coaches for Volleyball

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

Approval of 2024 Volunteer Coaches for Volleyball
School Board Resolution
#2312

BE IT RESOLVED that the Board of Education of the Hustisford School District does hereby approve the following volunteer coaches for the 2024 Volleyball Season:

Jada Pieper
Kayla Millikin

Motion passed 6-0 by roll call vote. Absent Tim Simmons

2. Resolution #2313: Approval of School Safety Plan

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

Approval of Hustisford School District School Safety Plan
School Board Resolution
#2313

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

Motion passed 6-0 by roll call vote. Absent Tim Simmons

3. Resolution #2314: Approval of Extra Duties for 2024-2025

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

Approval of 2024-2025 Extra Duty Contracts
School Board Resolution
#2314

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

Census—Chris Kuehl
Community Education Director—Erica Gaetz
CTE Coordinator—Tami Jaeck
Drama Advisor—Joy Pamperin
FFA Advisor—Katherine Novak
Forensics Advisor—Joy Pamperin
Pep Band—Maggie Ferrando
Senior Project Advisors—Clint Bushey, Matt Jones, and Bruce Haan
Solo Ensemble—Dawn Wohling and Maggie Ferrando
Sub Caller District—Chris Kuehl
Weight Room Supervisor—Curtis Koch
MS/HS Yearbook Advisor—Michelle Stewart
Sub Fill-in Extra Duty—Tammy Schellpfeffer

Motion passed 6-0 by roll call vote. Absent Tim Simmons

4. Resolution #2315: Approval of Final Read of Neola Policy Update

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

Approval of Second and Final Read of Neola Policy Update
School Board Resolution
#2315

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

Motion passed 6-0 by roll call vote. Absent Tim Simmons

5. Resolution #2316: Approval of FFA National Convention Trip

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

Approval of 2024 FFA National Convention Trip
School Board Resolution
#2316

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the 2024 FFA National Convention Trip as presented.

Motion passed 6-0 by roll call vote. Absent Tim Simmons

6. Resolution #2317: Approval of Renewal of Football Cooperative with Horicon

A motion was made by Scott Firari and seconded by Jamie Kulkee to approve the following resolution:

Approval of Renewal of Football Cooperative with Horicon
School Board Resolution
#2317

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the renewal of the football cooperative agreement with Horicon High School for 2025-2027

Motion passed 6-0 by roll call vote. Absent Tim Simmons

B. Business and Finance: N/A

C. Buildings and Grounds: N/A

1. Resolution #2318: Approval of Culvert Replacement in HS Parking Lot

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

Approval of Culvert Replacement in HS Parking Lot
School Board Resolution
#2318

BE IT RESOLVED, that the Board of Education of the Hustisford School District does hereby approve the replacement of the culvert in the HS parking lot. The cost for replacement is \$5,054.48. The work will be completed by MI-DE Excavating Contractors.

Motion passed 6-0 by roll call vote. Absent Tim Simmons

D. Curriculum and Technology: N/A

XII. Informational/Discussion Items

A. Tentative/Suggested Meetings/Events:

- *Buildings/Grounds – Monday, October 14, 2024, at 4:00 p.m.*
- *Policy/Personnel – Tuesday, October 15, 2024, at 4:00 p.m.*
- *Business/Finance – Tuesday, October 15, 2024, at 5:00 p.m.*
- *Curriculum/Technology – Monday, October 14, 2024, at 5:00 p.m.*
- *October Regular Board Meeting: Monday, October 28, 2024, at 6:30 p.m.*
- *Annual Meeting: Monday, October 14, 2024 at 7:00 p.m.*

XIII. Motion to Adjourn

A motion was made by Steve Weinheimer and seconded by Brian Thimm to adjourn at 7:57 p.m.

Motion passed 6-0 by voice vote. Absent Tim Simmons

Chris Kuehl – Recorder
Jamie Kulkee – School Board Clerk
Approved October 28, 2024