

Hustisford School District

District Office

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

Heather Cramer

District Administrator

Jessica Holtz

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

Dena Serwe

Director of Special Education

John Hustis Elementary

600 S. Hustis. St · P.O. Box 386
Hustisford, WI 53034
(920) 349-3228

Heather Cramer

Principal

Personnel and Policy Committee Minutes from Monday, June 5, 2023

Personnel and Policy Committee of the Hustisford School District Board of Education met on Monday, June 5, 2023 at 5:00 p.m., in the conference room within the offices, at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Tracy Malterer, board member (chair); David Stryck, board member; and Heather Cramer, Superintendent of Schools

- Staffing Updates— Mrs. Cramer provided an update that we have reached a verbal agreement with an individual for school counselor. The committee also heard information in regards to posting an administrative assistant position for the upcoming school year. The committee felt that it would be beneficial to hire a position in order to help build a succession plan as well. There are two educational assistant positions posted as well as coaching and a custodial position. There is still a business education teacher open as well. Interviews are happening for that position this week.
- Summer School Update-- Mrs. Cramer provided an update on summer school.
- Public Record Retention Update—Mrs. Cramer provided the committee an update on records retention. This is a new update for the state. She indicated that the district will pass policy in regards to this update. This is something that will be forthcoming from Neola.
- Job Description Review—The committee reviewed the job description for Community Education Director and will continue to review it into July.
- Superintendent Evaluation—The committee indicated that they would like this to be a separate meeting. They are suggesting June 26 at 6:30.
- Annual Board Goal Setting—This will be on board development for the June meeting.
- Student Accident Coverage Update—Mrs. Cramer is going to look further into this coverage. This is the first year that the coverage will cost the district money. She is researching what other districts do for coverage.
- Summer Employment--Mrs. Cramer updated on student employment for summer. Currently there is one working in Kid's Club and one working in maintenance.
- Facility Planning—The committee discussed next steps and the direction of the district in regards to facilities. This topic will continue to be on board development.
- WASB Membership—The membership renewal will be on the June board meeting.
- Early Graduation Requests—There were three requests for this year. Mrs. Malterer requested to have more information available at the board meeting. Mrs. Cramer indicated that the students will be present at the June board meeting.
- Fund 46 and Capital Improvement Plan—Mrs. Cramer provided information in regards to the establishment of the fund. The board will need to decide the amount to start the fund with. The CIP is in progress as well.