

# Hustisford School District

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**District Office**

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**Heather Cramer**

District Administrator

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Principal

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**Heather Cramer**

Principal

## **Personnel and Policy Committee Minutes from Monday, May 8, 2023**

**Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, May 8, 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 updated on the technology education hire. He will be on the agenda for approval in May. She also indicated that there is a coaching resignation for May. The business education job continues to be posted.
- Summer School—Staffing—Summer school staff is filled and contracts will be on for May approval.
- Neola Policy Update—The final reading of the update will be on the May agenda.
- Compensation Plan—The committee reviewed the compensation points and how teachers are doing with the plan. Mrs. Cramer indicated that at this time 23 teachers had completed their points with another 5 likely.
- School Safety Update—Mrs. Cramer discussed a possibility of adding a safe to the office area, the committee did not feel that this was appropriate at this time.
- Job Description Review—The committee reviewed the job description for the Community Education Director position. The committee will review the updates again at the June meeting and then bring it to the board for approval.
- Summer Hours—The committee discussed summer hours and the possibility of going to 4-10 hour days in summer for June and July. The committee felt that this is something that would work. Mrs. Cramer indicated that the Jr./Sr. High office and District office would be closed on Fridays but that the JHE office would be open for regular business on Fridays until noon during summer school weeks. Ms. Malterer requested that Mrs. Cramer conduct an informal survey at the end of summer to find out how the employees felt about the hours for summer.
- Newspaper Publication Information—Mrs. Cramer sought legal advice on this topic due to how the state statutes read. The district was notified that they would be getting charged by the newspaper to publish meeting information. The district is covered by posting on the website and three locations within the community. The district currently posts on the website and at 4 locations within the community. The newspaper does not need to publish because the publication of the newspaper is not within our district boundaries and therefore, it does not apply to us. There are certain times when statute indicates that it must be published and we will continue to comply with those laws.