

# Hustisford School District

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District Administrator

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Principal

## **Personnel and Policy Committee Minutes from Monday, November 7, 2022**

**Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, November 7, 2022 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

### New Business:

- **Staffing Update**—Mrs. Cramer provided the committee an update on current openings within the district that still need to be filled. The openings are library assistant, special education assistant, and custodian.
- **Facilities Planning**- The committee discussed the community engagement meetings. The next meeting is on November 9. The booster club has offered to help with a meal for this meeting. The meeting is a big meeting as Kraemer will be presenting us with budget information. HSR will again take the lead and discuss the options/concepts along with the tax impact information.
- **Public Forum Protocol for Board Meetings**-- The committee reviewed information from WASB in regards to public comment at board meetings. They also reviewed the district's current policy. The committee would recommend that things remain the same as they have been.
- **Creation of Fund 46 for 2023-2024**-- The committee discussed the formation of Fund 46 for the district. This fund would be started next year and would need to remain unused for 5 years following its start. After 5 years, funds would be used for capital projects. This fund will help us create a capital fund that will benefit us well into the future.
- **District Bid Process**—The committee discussed and reviewed policies related to seeking bids for services within the district. The committee did not see any issue to extend the lawn mowing bid to a two-year agreement. The committee also felt that getting the bid out in January is appropriate to help businesses plan for the upcoming season.
- **Student Travel**-- Mrs. Cramer discussed student travel with the committee. She brought proposals to the committee that Ms. Anglemyer received. There were two quotes, one for Puerto Rico and one for Costa Rica. This trip would not happen until at least the summer of 2024. The costs have increased significantly. Mrs. Cramer will bring this back for discussion after finding out additional information.