

Hustisford School District

District Office

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

Jr./Sr. High School

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

John Hustis Elementary

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

Heather Cramer

District Administrator

Clint Bushey

Dean of Students

Margaret Bell

Principal

Director Financial Services

Terri Kreitzman

Director of Special Education

Personnel and Policy Committee Minutes from Monday, September 11, 2017

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, September 11, 2017, at 5:00 p.m., in the conference room off of the library/media center, 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

Old Business:

New Business:

- **Neola Policy Update:** Mrs. Cramer updated that the committee will be receiving updates shortly for policies that will need to go through board readings. Mrs. Cramer will be meeting with a Neola representative in early October.
- **Athletic Code Handbook:** Mrs. Cramer provided copies of the code handbook to the committee. She will also be working with the HS Dean of Students, a coach, and the Athletic Director to start the revision process. Tentatively the book will be brought back to committee level in December, 2017.
- **Coaches Handbook:** The committee will also be reviewing the district Coaches Handbook and will bring back to the committee in February, 2018.
- **Volunteer Handbook:** Mrs. Cramer will work on creating a district volunteer handbook for the 208-2019 school year. This will be handed out with all guidelines for those individuals wanting to volunteer in any form for the district.
- **Teacher Handbook:** The committee will start to look at the teacher handbook and will bring it back monthly as they go over the book and work to match board policy to the current district needs.
- **Substitute Teacher Handbook:** Mrs. Cramer will update the substitute teacher handbook for approval in October.
- **Annual Evaluations—Support Staff:** Mrs. Cramer sought feedback on forms for support staff evaluations. The committee provided feedback. Mrs. Cramer will implement these forms this year for the evaluation of support staff.
- **Update on Staffing:** All staff in place for teaching positions. The district is still seeking a School Psychologist and Business Manager. They will look to CESA 6 as a possibility for School Psych services.
- **Extra Duty Schedule:** The extra duty schedule for both buildings was provided for review and will move to board approval.