

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

Principal

Heather Cramer

Principal

Director Financial Services

Terri Kreitzman

Director of Special Education

Personnel and Policy Committee Minutes from Monday, August 2, 2021

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, August 2, 2021, 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 updated on the positions still open within the district. The district is still searching for a nurse, food service assistant, band director, and business manager. Mrs. Cramer updated that they have secured a S/L pathologist and it will be on for board approval in August.
- Staffing Plan—Mrs. Cramer provided the committee with a plan to review for administrative duties in each building. The document is for building level use and board reference.
- Job Description Update—Mrs. Cramer and Mr. Bohonek met with WASB to go over the job description for her position. This is something that WASB is working on and will be ready for committee review in the future. The job description will be based on the evaluation tool being used. It is yet to be determined if the job description for Elementary Principal and Superintendent will be combined or kept separate.
- Return to School Plan-- Mrs. Cramer presented a plan that aligns with all of the county school districts on the protocols that the district should look at upon the return to school in the fall. This is an ever changing process that the district will continue to monitor.
- Teacher Handbook—The committee reviewed the teacher handbook and recommend approval at the August board meeting.
- Support Staff Handbook—The committee reviewed the support staff handbook and recommend approval at the August board meeting.
- JHE Parent Handbook—The committee reviewed the JHE parent/student handbook and recommend approval at the August board meeting.
- HS/MS Parent Handbook—The committee reviewed the MS/HS parent/student handbook and recommend approval at the August board meeting.
- Mentor Handbook—The committee reviewed the mentor handbook and recommend approval at the August board meeting.