

# Hustisford School District

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**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

**Margaret Bell**

Principal

**John Kiefer**

Director Financial Services

**Terri Kreitzman**

Director of Special Education

## **Personnel and Policy Committee Minutes from Monday, June 3, 2019**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, June 3, 2019, 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:

- **Job Descriptions**—The committee worked on job descriptions for Food Service Assistant and Instructional Aide positions. The goal is to have all job descriptions updated for Fall 2019. Each employee will receive an updated job description at the beginning of the school year.
- **Kids Club**—Mrs. Cramer continues to work on filling the Kids Club positions for summer. There are currently no applicants for the 2019-2020 School year.
- **Resignation—Custodial**—The committee read the resignation notice from Dan Baney.