

# 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

**Jon Duhr**

Director Financial Services

**Terri Kreitzman**

Director of Special Education

## **Personnel and Policy Committee Minutes from Monday, June 7, 2021**

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, June 7, 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 the committee about current openings and where each position was at in the hiring process.
- Summer School Update—Mrs. Cramer provided an update for the committee on the start of summer school.
- Open Door Counseling Program—Mrs. Cramer provided an update on a grant received by Dodge County through the Watertown Community Health Foundation that will help to provide counseling services to our students within the buildings. The position is funded by the county and will be in our district one day per week beginning next school year.
- Updates on Job Descriptions—Mrs. Cramer provided information that the committee has completed nearly all of the job description updates. The new job description to encompass both the superintendent position and the JHE Principal position will be discussed with WASB and then be presented to the committee for review. This process of the update was included in the pricing for the superintendent evaluation tool that was recently purchased.
- Budget Update—Mrs. Cramer provided a current year budget update for the committee. She updated on total expenses as well as revenues and provide an update on current status of where the district will likely fall in regards to final numbers.
- Parent Request—A parent request regarding transportation was shared with the committee. The committee is recommending that the request be forwarded on to the full board.
- Board Recognition/WASB Business Honor Roll Program—Ms. Malterer provided information on the WASB Business Honor Roll Program. She is looking into making a nomination in regards to the Chromebook donation this year. She is seeking additional entities that the board would like to recognize. It is recommended that this topic be on board development in June.