

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 326
Hustisford, WI 53034
(920) 349-3228

Todd Bugnacki

Interim Superintendent

Nicole Feucht

Director of Business Services

Peter Moe

K-12 Principal

Personnel and Finance Committee - AGENDA

Notice is hereby given that the **Personnel and Finance Committee** of the Hustisford School District Board of Education will meet immediately following the Building and Grounds Committee meeting on **Monday, August 3, 2026, or no later than 5:00 p.m.**, in the Library at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

A quorum of the School Board may be present at this committee meeting; however, no official School Board action will be taken at this committee meeting.

School board members on this committee include Tracy Malterer, Chair, and Jamie Kulkee, Member, Jay Huncosky, Member.

Meeting called to order

AGENDA:

1. Minutes from the July 7, 2026 Personnel and Finance Committee meeting.
 - a. The Committee may take action to approve the minutes from the July 7, 2026 Personnel and Finance Committee meeting.
2. 2026-27 Preliminary Budget: Review the 2026-27 Preliminary Budget.
 - a. The Committee may take action to approve the 2026-27 Preliminary Budget and refer to the full Board for consideration and approval.
3. Facility Rental Fees: Annually the Board reviews facility usage procedures and fees. The Committee will discuss and review the different facility user group fees for the 2026-27 school year.
 - a. The Committee may take action to approve the facility user group fee categories and refer to the full Board for consideration and approval.
4. Support Staff Handbook: Annually the Board must approve handbooks for staff. This year there is only one handbook, the Support Staff Handbook, that needs to be approved. There are four employees who would be represented by this handbook. Track changes were used to show the minor changes in the handbook for the 2026-27 school year.
 - a. The Committee may take action to approve the Support Staff Handbook and refer to the full Board for consideration and approval

Next tentative meeting: Tuesday, September 8, 2026 at 5:00 PM

Adjournment

Posted: July 30, 2026

"Notice is hereby given that a majority of the Hustisford School District Board of Education may be present at the above scheduled meeting of the Personnel and Finance Committee to gather information about a subject over which they have decision-making responsibility. Should a majority of the Board be present at this meeting, it will constitute a meeting of the Board of Education. The Board will not take any formal action at this meeting."

The Hustisford School District does not discriminate on the basis of age, race, color, sex, national origin, ancestry, religion, creed, pregnancy, marital or parental status, gender, sexual orientation, homelessness status, physical, emotional, or learning disability/handicap, in its curricular, career and technical education programs, co-curricular programs, student services, recreational or other programs and activities, or in admissions or access to programs or activities offered by the school district or in its employment practices. The Superintendent of Schools has been designated to handle inquiries regarding non-discrimination issues. He/she can be reached at: Superintendent of Schools, Hustisford School District, 845 South Lake Street, Hustisford, WI 53034 (920-349-8109).

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Personnel and Finance Committee - MINUTES

Notice is hereby given that the **Personnel and Finance Committee** of the Hustisford School District Board of Education will meet on **Tuesday, July 7, 2026, at 5:00 p.m.**, in the Library at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

A quorum of the School Board may be present at this committee meeting; however, no official School Board action will be taken at this committee meeting.

School board members present include Tracy Malterer, Chair, and Jamie Kulkee, Member, Steve Weinheimer

Others present: Todd Bugnacki, Nicky Feucht, Kellie Jo Roesslein

Meeting called to order by Tracy Malterer 5:08 p.m.

AGENDA:

1. Minutes from the June 1, 2026 Personnel and Finance Committee meeting.
 - a. The Committee approved the minutes from the June 1, 2026 Personnel and Finance Committee meeting. Motion by Jamie, seconded by Tracy, passed 2-0.
2. WEA Member Benefits, Kellie Jo Roesslein: Presented information on the termination of the Hustisford School District 403(b) process due to the district's possible dissolution.
 - a. No action is anticipated.
3. Budget Update: Provided an update on the budget development process for the 2026-27 school year.
 - a. No action is anticipated.
4. Vendor Contracts: Provided an update on the current process of reducing or eliminating vendor contracts.
 - a. No action is anticipated.
5. Annually the Board reviews facility usage procedures and fees. The Committee discussed and reviewed the different facility user group categories for the 2026-27 school year.
 - a. Administration will bring forward recommendations on facility fees based on the proposed Facility Use of Classification.

Next tentative meeting: Tuesday, August 4, 2026 at 5:00 PM

Adjournment: Motion to adjourn by Jamie Kulkee, seconded by Tracy Malterer passed 2 - 0, 6:02 p.m.

Minutes approved: August 3, 2026

"Notice is hereby given that a majority of the Hustisford School District Board of Education may be present at the above scheduled meeting of the Personnel and Finance Committee to gather information about a subject over which they have decision-making responsibility. Should a majority of the Board be present at this meeting, it will constitute a meeting of the Board of Education. The Board will not take any formal action at this meeting."

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2625 - Hustisford

DPI Budget Adoption Format

	A	B	C	D
	BUDGET ADOPTION 2026 - 2027			
	GENERAL FUND (FUND 10)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
Beginning Fund Balance (Account 930 000)		36,374.45	(733,180.81)	(198,077.31)
Ending Fund Balance, Nonspendable (Acct. 935 000)		0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)		0.00	0.00	0.00
Ending Fund Balance, Committed (Acct. 937 000)		0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)		0.00	0.00	0.00
Ending Fund Balance, Unassigned (Acct. 939 000)		0.00	0.00	0.00
TOTAL ENDING FUND BALANCE (ACCT. 930 000)		(733,180.81)	(198,077.31)	478,088.69
REVENUES & OTHER FINANCING SOURCES				
100 Transfers-in		0.00	0.00	0.00
Local Sources				
210 Taxes		2,759,791.00	3,024,300.00	3,814,618.00
240 Payments for Services		0.00	0.00	0.00
260 Non-Capital Sales		763.25	947.50	0.00
270 School Activity Income		9,148.00	7,107.00	0.00
280 Interest on Investments		776.37	4,329.09	600.00
290 Other Revenue, Local Sources		23,961.34	15,312.61	1,000.00
Subtotal Local Sources		2,794,439.96	3,051,996.20	3,816,218.00
Other School Districts Within Wisconsin				
310 Transit of Aids		0.00	0.00	0.00
340 Payments for Services		411,978.92	411,741.79	51,824.00
380 Medical Service Reimbursements		0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin		0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin		411,978.92	411,741.79	51,824.00
Other School Districts Outside Wisconsin				
440 Payments for Services		0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin		0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin		0.00	0.00	0.00
Intermediate Sources				
510 Transit of Aids		12,753.12	1,689.02	2,277.00
530 Payments for Services from CCDEB		0.00	0.00	0.00
540 Payments for Services from CESA		0.00	0.00	0.00
580 Medical Services Reimbursement		0.00	0.00	0.00
590 Other Intermediate Sources		0.00	0.00	0.00
Subtotal Intermediate Sources		12,753.12	1,689.02	2,277.00
State Sources				
610 State Aid – Categorical		40,482.00	43,035.00	39,520.00
620 State Aid – General		1,476,656.00	1,349,990.00	916,915.00
630 DPI Special Project Grants		19,020.73	21,106.60	2,000.00
640 Payments for Services		0.00	0.00	0.00
650 Achievement Gap Reduction Program (AGR Grant)		0.00	0.00	0.00
660 Other State Revenue Through Local Units		0.00	0.00	0.00
690 Other Revenue		465,761.19	430,370.19	403,251.00
Subtotal State Sources		2,001,919.92	1,844,501.79	1,361,686.00
Federal Sources				
710 Federal Aid - Categorical		0.00	0.00	0.00
720 Impact Aid		0.00	0.00	0.00
730 DPI Special Project Grants		11,958.99	13,085.09	17,169.00
750 IASA Grants		29,230.17	23,409.20	14,971.00
760 JTPA		0.00	0.00	0.00
770 Other Federal Revenue Through Local Units		0.00	0.00	0.00
780 Other Federal Revenue Through State		44,856.86	35,734.08	35,000.00
790 Other Federal Revenue - Direct		0.00	0.00	0.00
Subtotal Federal Sources		86,046.02	72,228.37	67,140.00
Other Financing Sources				
850 Reorganization Settlement		0.00	0.00	0.00
860 Compensation, Fixed Assets		0.00	0.00	0.00
870 Long-Term Obligations		0.00	1,000,000.00	0.00
Subtotal Other Financing Sources		0.00	1,000,000.00	0.00
Other Revenues				
960 Adjustments		0.00	939.74	0.00
970 Refund of Disbursement		2,145.00	15,145.85	3,500.00

2026-2027
Preliminary Budget

56	980 Medical Service Reimbursement	0.00	0.00	0.00
57	990 Miscellaneous	1,094.33	9,489.90	20,418.00
58	Subtotal Other Revenues	3,239.33	25,575.49	23,918.00
59	TOTAL REVENUES & OTHER FINANCING SOURCES	5,310,377.27	6,407,732.66	5,323,063.00
60	EXPENDITURES & OTHER FINANCING USES			
	<i>Instruction</i>			
61	110 000 Undifferentiated Curriculum	989,455.19	911,390.97	0.00
62	120 000 Regular Curriculum	858,572.14	805,856.75	3,700.00
63	130 000 Vocational Curriculum	177,901.16	130,886.42	150.00
64	140 000 Physical Curriculum	152,313.54	156,053.55	0.00
65	160 000 Co-Curricular Activities	125,454.41	127,245.43	18,650.00
66	170 000 Other Special Needs	89,940.13	91,404.71	0.00
67	Subtotal Instruction	2,393,636.57	2,222,837.83	22,500.00
	<i>Support Sources</i>			
68	210 000 Pupil Services	91,787.79	82,059.37	0.00
69	220 000 Instructional Staff Services	59,030.90	39,168.20	9,100.00
70	230 000 General Administration	262,683.06	254,776.07	257,164.00
71	240 000 School Building Administration	328,677.56	392,895.29	257,084.00
72	250 000 Business Administration	1,069,441.02	1,043,657.54	884,101.00
73	260 000 Central Services	37,422.49	10,447.05	9,000.00
74	270 000 Insurance & Judgments	24,499.00	48,027.55	81,500.00
75	280 000 Debt Services	39,737.17	41,843.25	76,400.00
76	290 000 Other Support Services	202,131.41	221,732.23	212,348.00
77	Subtotal Support Sources	2,115,410.40	2,134,606.55	1,786,697.00
	<i>Non-Program Transactions</i>			
78	410 000 Inter-fund Transfers	473,562.38	282,587.13	0.00
79	430 000 Instructional Service Payments	1,097,323.18	1,232,597.65	2,837,700.00
80	490 000 Other Non-Program Transactions	0.00	0.00	0.00
81	Subtotal Non-Program Transactions	1,570,885.56	1,515,184.78	2,837,700.00
82	TOTAL EXPENDITURES & OTHER FINANCING USES	6,079,932.53	5,872,629.16	4,646,897.00

85	SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
86	900 000 Beginning Fund Balance	133,778.01	148,549.64	134,848.32
87	900 000 Ending Fund Balance	148,549.64	134,848.32	134,848.32
88	REVENUES & OTHER FINANCING SOURCES	136,092.79	106,909.12	0.00
89	100 000 Instruction	121,321.16	120,610.44	0.00
90	200 000 Support Services	0.00	0.00	0.00
91	400 000 Non-Program Transactions	0.00	0.00	0.00
92	TOTAL EXPENDITURES & OTHER FINANCING USES	121,321.16	120,610.44	0.00

95	SPECIAL EDUCATION FUND (FUND 27)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
96	900 000 Beginning Fund Balance	0.00	0.00	0.00
97	900 000 Ending Fund Balance	0.00	0.00	0.00
98	REVENUES & OTHER FINANCING SOURCES			
99	100 Transfers-in	456,570.63	230,160.07	0.00
	<i>Local Sources</i>			
100	240 Payments for Services	0.00	0.00	0.00
101	260 Non-Capital Sales	0.00	0.00	0.00
102	270 School Activity Income	0.00	0.00	0.00
103	290 Other Revenue, Local Sources	220.77	0.00	0.00
104	Subtotal Local Sources	220.77	0.00	0.00
	<i>Other School Districts Within Wisconsin</i>			
105	310 Transit of Aids	0.00	0.00	0.00
106	340 Payments for Services	0.00	0.00	0.00
107	380 Medical Service Reimbursements	0.00	0.00	0.00
108	390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
109	Subtotal Other School Districts within Wisconsin	0.00	0.00	0.00
	<i>Other School Districts Outside Wisconsin</i>			
110	440 Payments for Services	0.00	0.00	0.00
111	490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
112	Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
	<i>Intermediate Sources</i>			
113	510 Transit of Aids	452.10	3,861.20	847.00
114	530 Payments for Services from CCDEB	0.00	0.00	0.00
115	540 Payments for Services from CESA	0.00	0.00	0.00
116	580 Medical Services Reimbursement	0.00	0.00	0.00

2026-2027
Preliminary Budget

117	590 Other Intermediate Sources	0.00	0.00	0.00
118	Subtotal Intermediate Sources	452.10	3,861.20	847.00
	State Sources			
119	610 State Aid -- Categorical	177,047.00	248,873.00	178,873.00
120	620 State Aid -- General	0.00	0.00	0.00
121	630 DPI Special Project Grants	0.00	0.00	0.00
122	640 Payments for Services	0.00	0.00	0.00
123	650 Achievement Gap Reduction (AGR grant)	0.00	0.00	0.00
124	690 Other Revenue	947.62	954.15	800.00
125	Subtotal State Sources	177,994.62	249,827.15	179,673.00
	Federal Sources			
126	710 Federal Aid - Categorical	0.00	0.00	0.00
127	730 DPI Special Project Grants	99,323.08	88,241.46	96,138.00
128	750 IASA Grants	0.00	0.00	0.00
129	760 JTPA	0.00	0.00	0.00
130	770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
131	780 Other Federal Revenue Through State	12,427.59	6,886.08	6,000.00
132	790 Other Federal Revenue - Direct	0.00	0.00	0.00
133	Subtotal Federal Sources	111,750.67	95,127.54	102,138.00
	Other Financing Sources			
134	860 Compensation, Fixed Assets	0.00	0.00	0.00
135	870 Long-Term Obligations	0.00	0.00	0.00
136	Subtotal Other Financing Sources	0.00	0.00	0.00
	Other Revenues			
137	960 Adjustments	0.00	0.00	0.00
138	970 Refund of Disbursement	0.00	1,255.80	0.00
139	990 Miscellaneous	0.00	0.00	0.00
140	Subtotal Other Revenues	0.00	1,255.80	0.00
141	TOTAL REVENUES & OTHER FINANCING SOURCES	746,988.79	580,231.76	282,658.00
142	EXPENDITURES & OTHER FINANCING USES			
	Instruction			
143	110 000 Undifferentiated Curriculum	0.00	0.00	0.00
144	120 000 Regular Curriculum	0.00	0.00	0.00
145	130 000 Vocational Curriculum	0.00	0.00	0.00
146	140 000 Physical Curriculum	0.00	0.00	0.00
147	150 000 Special Education Curriculum	551,988.31	354,347.19	148,999.00
148	160 000 Co-Curricular Activities	0.00	0.00	0.00
149	170 000 Other Special Needs	0.00	0.00	0.00
150	Subtotal Instruction	551,988.31	354,347.19	148,999.00
	Support Sources			
151	210 000 Pupil Services	96,507.37	68,393.16	1,200.00
152	220 000 Instructional Staff Services	95,733.04	83,989.49	20,070.00
153	230 000 General Administration	0.00	0.00	0.00
154	240 000 School Building Administration	0.00	0.00	0.00
155	250 000 Business Administration	1,233.47	8,708.07	21,000.00
156	260 000 Central Services	763.60	78.72	0.00
157	270 000 Insurance & Judgments	0.00	0.00	0.00
158	280 000 Debt Services	0.00	0.00	0.00
159	290 000 Other Support Services	0.00	0.00	0.00
160	Subtotal Support Sources	194,237.48	161,169.44	42,270.00
	Non-Program Transactions			
161	410 000 Inter-fund Transfers	0.00	0.00	0.00
162	430 000 Instructional Service Payments	763.00	59,046.75	91,389.00
163	490 000 Other Non-Program Transactions	0.00	5,668.38	0.00
164	Subtotal Non-Program Transactions	763.00	64,715.13	91,389.00
165	TOTAL EXPENDITURES & OTHER FINANCING USES	746,988.79	580,231.76	282,658.00
166				
167				
168	DEBT SERVICE FUND (FUNDS 38, 39)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
169	900 000 Beginning Fund Balance	16,874.94	11,433.18	11,433.26
170	900 000 ENDING FUND BALANCES	11,433.18	11,433.26	11,433.26
171	TOTAL REVENUES & OTHER FINANCING SOURCES	28,392.00	11,567.00	296,586.00
172	281 000 Long-Term Capital Debt	33,833.76	11,566.92	296,586.00
173	282 000 Refinancing	0.00	0.00	0.00
174	283 000 Operational Debt	0.00	0.00	0.00
175	285 000 Post Employment Benefit Debt	0.00	0.00	0.00
176	289 000 Other Long-Term General Obligation Debt	0.00	0.00	0.00
177	400 000 Non-Program Transactions	0.00	0.00	0.00
178	TOTAL EXPENDITURES & OTHER FINANCING USES	33,833.76	11,566.92	296,586.00

2026-2027
Preliminary Budget

179	842 000 INDEBTEDNESS, END OF YEAR	98,513.00	0.00	0.00
180				
181				
182	CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
183	900 000 Beginning Fund Balance	30,542.90	31,563.09	32,008.93
184	900 000 Ending Fund Balance	31,563.09	32,008.93	32,118.93
185	TOTAL REVENUES & OTHER FINANCING SOURCES	1,020.19	445.84	110.00
186	100 000 Instructional Services	0.00	0.00	0.00
187	200 000 Support Services	0.00	0.00	0.00
188	300 000 Community Services	0.00	0.00	0.00
189	400 000 Non-Program Transactions	0.00	0.00	0.00
190	TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00
191				
192				
193	FOOD SERVICE FUND (FUND 50)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
194	900 000 Beginning Fund Balance	23,311.86	0.00	0.00
195	900 000 ENDING FUND BALANCE	0.00	0.00	0.00
196	TOTAL REVENUES & OTHER FINANCING SOURCES	171,905.18	171,382.07	0.00
197	200 000 Support Services	195,217.04	171,382.07	0.00
198	400 000 Non-Program Transactions	0.00	0.00	0.00
199	TOTAL EXPENDITURES & OTHER FINANCING USES	195,217.04	171,382.07	0.00
200				
201				
202	COMMUNITY SERVICE FUND (FUND 80)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
203	900 000 Beginning Fund Balance	198,346.80	224,695.78	285,000.60
204	900 000 ENDING FUND BALANCE	224,695.78	285,000.60	275,525.60
205	TOTAL REVENUES & OTHER FINANCING SOURCES	161,572.50	174,827.21	11,000.00
206	200 000 Support Services	0.00	0.00	2,250.00
207	300 000 Community Services	135,223.52	114,522.39	18,225.00
208	400 000 Non-Program Transactions	0.00	0.00	0.00
209	TOTAL EXPENDITURES & OTHER FINANCING USES	135,223.52	114,522.39	20,475.00
210				
211				
212	PACKAGE & COOPERATIVE PROGRAM FUND (FUNDS 91, 93, 99)	Audited 2024 - 2025	Unaudited 2025 - 2026	Budget 2026 - 2027
213	900 000 Beginning Fund Balance	0.00	0.00	0.00
214	900 000 ENDING FUND BALANCE	0.00	0.00	0.00
215	TOTAL REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
216	100 000 Instruction	0.00	0.00	0.00
217	200 000 Support Services	0.00	0.00	0.00
218	400 000 Non-Program Transactions	0.00	0.00	0.00
219	TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

* The 60 & 70 series funds are "fiduciary" funds. Presentation of these funds taken out of the adoption format to agree with GASB 34 requirements. This change also brings the school district adoption format more into conformity with statute 65.90 requirements used for other Wisconsin governments which specify that information be presented for governmental and proprietary funds, but does not require it for fiduciary funds.

Hustisford School District Facility Use Classification

Category 1 – District-Sponsored and District-Affiliated Organizations

Highest Priority

This category includes:

- Hustisford School District curricular, co-curricular, athletic, and school-sponsored activities.
- District-affiliated organizations and educational support groups.
- Organizations operating under the direct sponsorship or partnership of the District.

Examples include:

- PTA/PTO (Parent Connection)
 - Hustisford Athletic Booster Club
 - Before and After School Programs
 - School clubs, teams, performances, and academic programs
-

Category 2 – Community Nonprofit and Youth Organizations

High Priority

This category includes nonprofit organizations and youth groups whose mission supports the educational, recreational, civic, cultural, or social well-being of the community.

Requirements:

- Must maintain nonprofit status (501(c)(3) or equivalent).
- At least 75% of participants are residents of the Hustisford School District or students attending Hustisford schools.
- Upon request, organizations shall provide financial statements, bylaws, board member information, and participant residency verification.

Examples include:

- Youth sports organizations
 - Scouts
 - 4-H clubs
 - Community recreation programs
 - Community churches
 - Civic organizations
-

Category 3 – Community Organizations, Employees, and Regional Nonprofits

Standard Priority

This category includes:

- District employees using facilities for non-school-sponsored activities.
- Nonprofit organizations with less than 75% resident participation.
- Community organizations serving a broader regional area.
- Organizations whose mission supports community enrichment but do not meet Category 2 residency requirements.

Organizations may be required to provide nonprofit documentation and organizational information upon request.

Category 4 – Commercial, Private, and All Other Users

Lowest Priority

This category includes:

- For-profit businesses
- Commercial enterprises
- Private events
- Any group not qualifying under Categories 1–3

Examples include:

- Business meetings
 - Commercial training programs
 - Vendor events
 - Outside organizations without nonprofit status
-

General Conditions

All facility users are responsible for actual costs incurred during facility use, including custodial services, supervision, equipment setup, utilities, security, and damages.

Additional charges will be invoiced following the event and are due within thirty (30) days.

The Hustisford School District reserves the right to deny future facility use requests for any organization or individual with an outstanding balance or failure to comply with District facility use policies.

Hustisford School District
Facility Use Fees 2026-2027



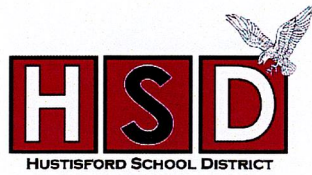
	CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4
Facility	District	Community Non-Profit & Youth	Community/Regional	Commercial/Private
Classroom	No Charge	\$15/hour	\$30/hour	\$60/hour
Library/Media Center	No Charge	\$20/hour	\$40/hour	\$80/hour
Cafeteria/Commons	No Charge	\$25/hour	\$50/hour	\$100/hour
High School Gym	No Charge	\$35/hour	\$70/hour	\$140/hour
Fitness Room	No Charge	\$20/hour	\$40/hour	\$80/hour
Stage	No Charge	\$50/hour	\$100/hour	\$200/hour
Athletic Field	No Charge	\$20/hour	\$40/hour	\$80/hour
Baseball/Softball Field	No Charge	\$20/hour	\$40/hour	\$80/hour

Service	Rate
Custodian	\$40/hour
Building Supervisor	\$40/hour
Technology Support	\$45/hour
Kitchen Staff	Actual Hourly Wage
Security Officer (if required)	Actual Cost
Scoreboard Operator	Actual Cost

Equipment	Fee
Projector/Sound System	\$25
Stage Lighting	\$40
Tables & Chairs Setup	Actual Labor Cost
Athletic Equipment	By Approval Only
Kitchen Use	\$50 plus Staff Costs

Recommended General Conditions

- A minimum one-hour rental applies to gyms and auditoriums.
- Custodial charges are waived only when no additional staffing is required.
- Users are responsible for damages, excessive cleaning, or additional setup.
- School activities always have scheduling priority.
- Proof of liability insurance is required for Categories 3 and 4 and may be required for Category 2 depending on the event.
- Nonprofit organizations must provide documentation of tax-exempt status if requested.
- Facility rental fees are due prior to the event unless otherwise approved by the District.



DRAFT SUPPORT STAFF HANDBOOK

Hustisford School District
Hustisford, Wisconsin

Approved by the
Hustisford School Board
on

July ~~201~~, 202~~65~~

Table of Contents

SECTION 1: PREAMBLE

SECTION 2: EMPLOYMENT LAW

SECTION 3: LAYOFF, DISCIPLINE, TERMINATION, & NON-RENEWAL

SECTION 4: GENERAL EMPLOYMENT PRACTICES

SECTION 5: EMPLOYEE CLASSIFICATION

SECTION 6: EMPLOYEE LEAVE

SECTION 7: EMPLOYEE BENEFITS

SECTION 8: STARTING WAGE

SECTION 9: ADDITIONAL EMPLOYMENT PRACTICES

SECTION 1: PREAMBLE

About this *Handbook*

A. Employees Covered:

This *Handbook* is provided as a reference document for the support staff of the Hustisford School District. This *Handbook* is intended as a summary of the employment policies, procedures, rules, and regulations of the Board of Education of the Hustisford School District. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise set forth in writing by contract or by statute. The District shall have the sole authority to assign and schedule support staff employees and modify support staff employees' work schedules at its discretion.

B. Disclaimer:

The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

This *Handbook* and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, expressed or implied.

This *Handbook* is subservient to, and does not supersede, the provisions set forth in School Board Policies.

C. Employee Notification:

Employees affected by this handbook will receive notice of any modification to this handbook upon approval of the School Board.

Upon official action by the Board to modify this handbook, employees will be required to sign another acknowledgement page.

Mission Statement

The Hustisford School District is committed to empowering all students to learn the skills, acquire the knowledge, and develop the attitudes necessary for them to reach their full potential as citizens who can meet the challenges of a changing global society.

SECTION 2: EMPLOYMENT LAW

Equal Opportunity

The Hustisford School District shall not discriminate against an employee or applicant for employment on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, or any other basis protected by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District. Complaints regarding the interpretation or application of this policy shall be referred to the administrative staff and processed in accordance with established procedures. *Policy 4122*

Family and Medical Leave Act (FMLA)

In accordance with Federal and State law, the District will provide Family and Medical Leave to qualifying employees. A summary of the benefits required to be provided under federal and state law may be found with other employment-related postings. In addition, employees may contact the District Office if they have specific questions. *Policy 4430.01*

Employee Harassment

The Hustisford School District is committed to maintaining and ensuring a working environment that is free of harassment or intimidation toward employees. The District will not tolerate any form of illegal harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it. Employees who have a complaint regarding harassment or sexual harassment must follow the procedures outlined in Board Policy. *Policy 4362*

SECTION 3: LAYOFF, DISCIPLINE, TERMINATION, AND NONRENEWAL

Layoff and Recall

At times it may be necessary to reduce the number of staff employed by the District (full layoff) or the number of hours for any particular position in the District (partial layoff). In the event that the District, in its sole discretion, determines to reduce the number of staff or hours for a particular position, the following procedure will be utilized.

The District will consider the following factors in deciding which employee to layoff:

- Type, quantity, and quality of service made to district, including staff member performance as determined by the District
- Contribution to the school community beyond the classroom and the school system
- Adaptability to other assignments (academic and extracurricular) and multiple licenses
- Evidence of professional growth as well as specialized or advanced training
- Effectiveness in position and in related professional responsibilities evidenced by evaluation

Although length of service in the District will be considered when laying off employees, it will not be the sole deciding factor in any decision regarding a layoff.

Layoffs shall be exclusively subject to the procedure described herein and are not governed by the District's Grievance Procedure. Employees who are laid off do not have any right to replace or "bump" another employee.

When possible, the District will provide the employee subject to layoff thirty (30) days written notice; however, based on the circumstances, the District expressly reserves the right to notify an employee of layoff with less than thirty (30) days written notice.

An employee who is laid off will retain the original date of hire for purposes of determining wages should the employee return to employment with the District for a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in the District.

An employee who has been laid off by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position. *Policy 4131*

Discipline

Discipline may result when an employee's actions fall short of generally accepted standards of professional behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the District. Typically, disciplinary action will involve any of four steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment. Specific disciplinary actions will depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances. *Policy 4139*

Employment Termination and Nonrenewal of Employment

In the event of misconduct, the District reserves the right to discipline and, if necessary, terminate an employee in accordance with any applicable state statutes.

SECTION 4: GENERAL EMPLOYMENT PRACTICES

Grievances

An employee who has a complaint regarding termination, discipline, or workplace safety must follow the employee grievance policy and procedure contained in Board Policy. *Policy 4340*

Drug & Alcohol Free Workplace

Employees are prohibited from the illegal manufacture, distribution, dispensing, possession, or use of controlled substances or alcoholic beverages on school premises or during school-sponsored activities. Employees who are in violation are subject to disciplinary action. *Policy 4122.01 and 4215*

Technology Use

Users of District technology have no rights of privacy and should not presume that information

created, sent, received, accessed, deleted, or stored on the District's system will be private. Employees may use District technology resources in accordance with Board Policy. *Policy 7540.04* Personal cell phones can be kept on while at work, but communication on such devices is for emergency use only. Any communication, in any form, should be kept to a minimal. Cell phones should only be used when on breaks or prior to or after scheduled work hours.

Dress Code

The Board believes that support staff members set an example in dress and grooming for students to follow. Support staff members should be physically neat, clean, and well groomed. They should dress in a manner consistent with their professional responsibilities. They should dress in a manner that communicates to others a pride in their personal appearance and be groomed in such a way that their hair style and dress does not disrupt the educational process nor cause a health or safety hazard. Blue jeans are not to be worn unless approved in advance by the immediate supervisor. Board Policy 4216

Weapons in the Workplace

The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, ~~property~~property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 615.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Board Policy 4217

SECTION 5: ~~EMPLOYEE:~~ EMPLOYEE CLASSIFICATION

Employee Categories and Classes

Since employees of the support staff classification assist others in various ways, there is a need to identify employees by class, work schedule, and/or category of work.

Categories: **Categories of Employment will generally correspond with the classes of employees. The Board reserves the sole right to determine employment category and classification for all support staff employees.**

1. Custodial
2. Secretarial ~~and 3K Teacher~~
3. ~~Aides: Instructional/Special Education (DPI License Required)/Library Media Center~~
4. ~~Food Service Assistant~~

Classes

Class 1 (Full Year/Full-Time)

Employees who work at least 7 hours per day all year long. The standard number of potential regular hours in a full work year is 260 days x 8 hours per day (2080 hours per year).

~~Class 2 (215 days/Full-Time)~~

~~Employees who work at least 7 hours per day for 215 days.~~

~~Class 3 (School Year/Full-Time) are those employees who work at least 7 hours per day and approximately 180 days per year (normal school year).~~

~~Class 4 (School Year/Part-Time) are those employees who work less than 7 hours per day for approximately 180 days (normal school year).~~

Support Staff Position Vacancies

Support staff vacancies will be handled in accordance with school board hiring policies. Job postings will be made internally (school buildings) and externally (regular posting areas within the village). If deemed appropriate by the administration, the position will be published in a local newspaper. Once a vacancy is posted, current support staff employees must file an application with the district office in order to be considered for the posted position.

The superintendent has the right to determine assignments when determining what is best for all concerned. This includes the possibility of an involuntary transfer provided the employee meets the qualifications for the new position.

Work Schedules

Work schedules identify not only the number of hours per day, but also a beginning time and ending time. An occasional deviation may occur with permission of the individual's immediate supervisor prior to the schedule change. However, no permanent change may be made without the superintendent's approval. Compensation shall not be paid more than once for the same hours of work. Support staff will work regularly scheduled hours during beginning of the school year in-service time. During the school year, employees will be notified in advance if needed to attend for professional development.

Overtime

Overtime will be kept to a minimum. However, if necessary, before working extra hours, one must seek prior approval from his or her immediate supervisor. The supervisor must then notify the superintendent prior to the hours being worked.

Overtime hours (beginning and ending times) must be noted on the Time Sheet for the current payroll period and they must be in excess of 40 hours of regular time in a given work week. Overtime rate is paid at time and a half the hourly rate and calculated in 15-minute intervals.

Employee Files

Each employee has a personnel file kept in the District Office, which houses employment history and data, as well as original application for employment and annual evaluation/supervision reports.

An employee's signature on an evaluation/supervisory report indicates only that the support staff member has already received a copy. It does not indicate agreement with its content.

An employee may review their file by contacting the District Office secretary in advance to set a mutually agreeable time. Copies of reference letters thought to be confidential may not be viewed or copied from the file.

Job Descriptions

Each support staff category job (Custodian/Secretary/Teacher Aide/Food Service Aide) shall have a job description. It is to be reviewed annually and revised as appropriate by the supervisor.

Evaluation

Each support staff member will be evaluated at least annually during the months of April, May, or June by their supervisor and/or superintendent. The employee shall receive a copy of the written evaluation. A copy signed by the employee and supervisor shall be sent to the district office for placement in the employee's personnel file. Suggestions for improvement shall be noted on each written evaluation.

The superintendent may recommend the denial of a pay increase to employees not receiving a satisfactory evaluation.

Travel Expense

All mileage will be paid at the current IRS rate per mile when attending out of District meetings.

SECTION 6: EMPLOYEE LEAVE

Sick Leave

Employees shall be credited with paid sick leave per contract year in the following amounts:

Sick Leave Amounts

Class 1: 12 days

~~Class 2: 10 days~~

~~Class 3: 10 days~~

~~Class 4: 5 days~~

Sick days are cumulative to a maximum of 100 for all employees. The District will pay \$5.00 (five dollars) per day for unused sick days up to the listed maximum amount of days upon the retirement of a support staff member from the district.

Sick leave, though credited at the beginning of each fiscal year, is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.

Sick leave shall be paid for any absence from work due to personal illness, injury, medical appointments, or serious health condition of the employee.

Sick leave can be used for the illness of immediate family. Immediate family includes the spouse, child, parent, domestic partner, sibling, grandchildren, grandparent, and the same step- and in-laws or any other circumstance at the discretion of the district administrator.

Sick leave may be allowed in ½ hour increments.

Sick leave will accumulate for full-time and part-time employees to a maximum of one-hundred (100) days.

If an employee were to use more sick leave than they had earned (due to resignation or any other reason), a sum equal to the sick leave days not earned would be deducted from the remaining pay.

Whenever the District Administrator deems it appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.

Bereavement/Funeral Leave

1. In the event of death in an employee's immediate family, the employee shall be allowed up to three (3) days off work with pay per year. Immediate family includes the spouse, child, parent, domestic partner, sibling, grandchildren, grandparent, and the same step and in-laws. Bereavement leave for other relatives and close friends may be granted at the discretion of the District Administrator.
2. All bereavement leave shall be deducted from sick leave.
3. Bereavement leave may be allowed in ½ hour increments.

Personal Days

1. Employees shall be authorized to use two (2) days of personal leave each employment year.
2. Personal leave may be used for personal obligations which cannot reasonably be conducted outside of the employee's workday.
3. The personal leave day will not be granted during the first or last pupil day of the school year,

first or last contract day of the school year, on a parent-teacher conference day, or on an in-service day.

4. Approval of Personal Leave and the Total Number of Employees on Personal Leave
 - a. A request in Skyward must be made as far in advance as possible, normally not less than five (5) days except in the case of emergencies.
 - b. The supervising administrator has the right to approve or disapprove all requests.
 - c. No more than three (3) employees in the District may take personal leave on any given day, unless the District Administrator or designee grants approval to exceed the three (3) employee limit.
5. Personal leave may be allowed in ½ hour increments.
6. Unused personal time will be forfeited at the end of the school year.

Unpaid Leave

Unpaid leave may be granted by the District Administrator for atypical and non-recurring situations. The District Administrator may authorize up to six (6) days of unpaid leave for an employee in a school year. Written requests must be made at least ten (10) days in advance. Employees granted unpaid leave will be subject to a per diem loss of pay.

School Cancellations

When emergency situations arise and classes are cancelled (due to inclement weather or other emergency) Support Staff Members do not report to work. This is a non-paid day.

Exceptions exist for custodial and secretarial classifications, when called or arranged to work by their immediate supervisor and approved by the superintendent, the hours worked will be paid at regular rate. Employees may use a vacation or personal leave day (if available) to avoid loss of pay on a day when school is cancelled.

Holidays and Holiday Pay

Only Class 1 employees (full year/full time) receive holiday pay for the following days

Independence Day	Christmas Eve Day	New Year's Day
Labor Day	Christmas Day	Good Friday
Thanksgiving Day	New Year's Eve Day	Memorial Day
Day after Thanksgiving		

Vacation and Vacation Pay

Only Class 1 employees (full year/full time) earn vacation days according to the following schedule:

Years 1 and 2	6 days
Completion of 2 Years	10 days
Completion of 10 Years	15 days
Completion of 15 Years	20 days

Days are defined as equivalent to the number of hours worked in a normal workday. Vacation days need prior approval by an immediate supervisor and the superintendent. A maximum of two vacation days may be carried over from one year to the next. Days not taken will be lost.

Jury Duty Leave

1. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.
2. An employee who is unable to report to work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled.

SECTION 7: EMPLOYEE BENEFITS

Health and Dental Insurance

- A. For Class 1 employees (full year/full time)
 1. The District will pay 905% of the employee's health insurance.
 2. The District will pay 95% of the employee's dental insurance.
- ~~B. For Class 2 employees (215 days/full time)~~
 - ~~1. The District will pay 85% of the employee's health insurance.~~
 - ~~2. The District will pay 85% of the employee's dental insurance.~~
- ~~C. For Class 3 employees (school year/full time)~~
 - ~~1. The District will pay 75% of the employee's health insurance.~~
 - ~~2. The District will pay 75% of the employee's dental insurance.~~
- ~~D. For Class 4 employees (school year/part time) employed at least four (4) hours per day~~
 - ~~1. The District will pay 50% of the employee's health insurance.~~
 - ~~2. The District will pay 50% of the employee's dental insurance.~~
- E. Upon initial employment, a support staff member who is eligible for and is covered by another health or dental insurance plan, (e.g. their spouse's plan) may choose to participate in the District's health or dental plan only with proof of discontinuing their current plan. Proof of discontinuance must be submitted to the director of financial services before the Hustisford plan becomes effective.
- F. All employees of the district who are receiving the District's health and/or dental plan, and wish to receive their health and/or dental plans from outside the District's plan, must inform the director of financial services.

Alternative to District Health and Dental Plan

In place of the District's health and dental insurance, an employee who is eligible for insurance benefits (as defined by this handbook) and is covered by another health insurance plan may choose to participate in the district's "alternate plan" defined as a contribution to a Tax Sheltered Annuity (TSA).

For Class 1 and 2 employees, the payment will be \$3,000 per year. ~~For Class 3, and 4 employees, the payment will be \$2,000 per year.~~ If dental insurance is not waived, the TSA contribution shall be reduced by the cost of dental insurance to the district.

Employees who elect this option shall have an open enrollment into single or family coverage if the employee loses coverage received through his/her spouse.

Short, Long Term Disability/Life Insurance Benefits

All employees of the district are enrolled in these district sponsored group benefits. The vendor for these benefits will be determined at the discretion of the district.

Retirement Benefits

All employees who are eligible for WRS shall make an employee contribution to the WRS in an amount equal to a percentage of each payment of earnings equal to one-half of the total actuarially-required contribution rate, as approved by the Employee Trust Fund Board. The Board of Education of the Hustisford School District shall make the full employer's contribution to the WRS, as approved by the Employee Trust Fund Board.

SECTION 8: STARTING WAGE

Starting Wage and Wage Increase Guide

The current starting wage recommendation is listed below. New employees may be assigned a wage influenced by the wage of current employees with similar background, experience, and qualifications.

At or before the July regular board meeting, the School Board will determine each Support Staff Member's upcoming school year's wages and benefits.

Probationary Period

Employees hired initially will be placed on probation for ninety (90) days.

SECTION 9: ADDITIONAL EMPLOYMENT PRACTICES

Initial Employment Health Certificate

Upon initial employment, all Support Staff Members must have a medical certificate signed by a physician certifying "good health" as per State Statute 118.25(2) (A). The district will pay up to \$35.00 for this certification.

Break Periods and Lunch

Each staff member is entitled to a 10-minute break within each four (4) hour work schedule. The immediate supervisor shall set the break time. Each staff member is required to take a 30-minute duty free lunch if they are scheduled for greater than 6 hours. This lunch is unpaid and is set by the immediate supervisor.

Time Sheets and Payroll Periods

Time sheets are used to inform the business supervisor of both your start and ending times each day and of the number of hours worked for calculating payroll. Payroll periods for each school year will be distributed to all employees prior to the commencement of work. Payroll time sheets will be completed in electronic format at the discretion of the district. Completed time sheets are required for each payroll and must be submitted at the end of each week. Employees will punch in and out daily as well as for any appointments and/or time off.

Wage payments will be direct deposited into each support staff member's chosen bank. Deposits will be made twice a month on the 15th and the 30th unless that day falls on a holiday or weekend, in which case payroll will then occur on the prior business day. Support staff will be paid for the time that is worked. Their pay will reflect the true time that they put in each pay period, rounded to the nearest quarter hour. Wage payments will be calculated each pay period based on hours worked. If a support staff employee takes district offered benefits, the employee portion of the benefit cost will be deducted from pay periods worked. For example, full time employees will have equal amount taken out each pay period for 24 pay periods. School year employees will have their full benefit cost deducted for equal payments for the length of the school year.

Flexible Spending Account

Eligible employees of the district will have the opportunity under IRS Code # 125, to pay for certain eligible expenses on a pre-tax basis through participation in the Hustisford School District Flexible Benefit Plan. Eligible employees may elect to pay for their portion of eligible insurance premiums or set aside additional dollars pre-tax for unreimbursed medical expenses and/or work-related dependent adult or childcare expenses. Any employee dollars run through the benefit plan are exempt from federal, state, and social security payroll taxes. A full description of the plan options and rules are set forth in a separate Summary Plan Description. See the Director of Financial Services for a copy.

SECTION 10: EMPLOYEE JOB DESCRIPTIONS

Hustisford School District

Position Description: **Custodian**

Position Goal: The Custodian is responsible for cleaning and maintaining the buildings and grounds in a condition of operating excellence that allows the facilities to be used to their full potential.

Reports To: Director of Buildings and Grounds and Building Principal(s)

Qualifications:

1. High School Diploma or equivalent.
2. Ability to work positively and congenially with other employees.
3. General ability in cleaning and routine building maintenance.
4. Ability to follow a work schedule and good organizational skills.
5. Ability to follow orders and work with people in a positive nature.
6. Effective interpersonal skills to work with a variety of adults and young people.
7. Certification of good health signed by a licensed physician.
8. Knowledge of occupational hazards and safety procedures.
9. Interpret instructions furnished in written, oral, and pictorial form.
10. Competency with mathematical computations and computer skills sufficient to accomplish job requirements.

General Responsibilities:

1. Opens and closes buildings, starts equipment, and performs building security checks. Assist in preparation of facilities to accommodate building use.
2. Responsible for floor upkeep to include but not limited to: sweeping, scrubbing, vacuuming, and renovating and renewing surfaces.
3. Responsible for cleaning of furniture to include but not limited: desktops, whiteboards, doors, and trim.
4. Cleans and services bathrooms, locker rooms, and student eating areas.
5. Moves furniture, supplies, and miscellaneous equipment.
6. Collects and disposes of paper, refuse, and recycling of waste products.
7. Performs routine indoor and outdoor building and grounds maintenance.
8. Responsible for snow removal.
9. Follows federal and state regulations, School Board policies, and administrative directives expressed in handbooks, memos, and daily announcements and communication.
10. Assumes other duties as assigned by designated supervisor.

Environmental Conditions and Physical Demands:

The job requires the ability to maintain a constantly high level of effectiveness in performing the duties of the job for a full work day, including early mornings, evenings, and weekends. Stamina and energy are necessary. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, run, talk, hear, see objects at both near and far distances, and work in confined spaces.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds to a height of 3 feet. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic chemicals.

The noise level in the work environment is usually moderate except when in the boiler room or using snow removal equipment. This position is exposed to all environmental conditions that exist on school properties, both indoors and outdoors, including changing temperatures, humidity, noise, and vibrations.

Evaluation: Performance will be reviewed annually by the assigned supervisor.

Adopted: September 23, 2019

Hustisford School District

Position Description: Building Secretary

Position Goal: Secretaries perform a variety of routine and complex clerical and administrative tasks, many of a confidential nature, as scheduled or assigned by the building principal or district administrator. All tasks need to be completed with minimal direction.

Reports To: Building Principal(s) and/or District Administrator

Qualifications:

1. High School Diploma/Associates Degree Preferred.
2. Post high school credits desirable.
3. Strong clerical abilities in office management and record keeping.
4. Strong abilities in using computers including student and financial software, office software (Microsoft), internet applications, and keyboarding.
5. Strong oral and written skills.
6. Effective interpersonal skills to work with a variety of adults and young people.
7. Ability to take direction and work with people in a positive nature.
8. Ability to maintain confidentiality; specifically regarding student records and information.

General Responsibilities

9. Provides service to the public and staff in person, on the phone, and via email.
10. Assists students and staff in the main offices and answers telephones.
11. Creates daily announcements and other documents as requested by the principal.
12. Organizes and maintains student and faculty data for district, state, and federal reporting.
13. Maintains and updates student files in student information software and in student cumulative folders.
14. Processes enrolling and exiting students including sending and requesting cumulative files to and from other schools.
15. Processes student grades, creates report cards, and acts as a resource to staff regarding grading software.
16. Collects student fees, lunch deposits, and other fees and keeps appropriate accounting records of such transactions. Deposits money as directed by district office personnel.
17. Works under the direction of the school nurse to dispense medication to students and perform first aide and completes any available training programs.
18. Keeps building use and activity calendars up to date.
19. Demonstrates appropriate habits and demeanor which supports an effectively run office.
20. Follows state and federal laws, School Board policy, and administrative directives as expressed in handbooks, memos, or oral communication.
21. Be prepared to fill in to perform essential duties of other secretaries in their absence as directed by the administration.
22. Performs other duties as assigned by the building principal or district administrator.

Environmental Conditions and Physical Demands

The job requires the ability to maintain a constantly high level of effectiveness in performing the duties of the job for a full work day. Stamina and energy are necessary. While performing the duties of this job, the employee is regularly required

to reach with hands and arms. The employee frequently is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and see objects at both near and far distances.

The employee must occasionally lift and/or move up to 25 pounds. This position is exposed to all environmental conditions that exist in a school and playground, including changing temperatures, humidity, and noise.

Evaluation: Performance will be reviewed annually by the assigned supervisor.

Adopted: August 19, 2019

Hustisford School District

Position Description: ~~Instructional Aide/Special Education Aide/Library Media Center Aide~~

Position Goal: ~~Aides are responsible for supporting the academic instruction of students and for assisting in the daily operations of the school.~~

Reports To: ~~Building Principal(s)~~

~~Qualifications:~~

- ~~1. High School Diploma or equivalent.~~
- ~~2. Meet any qualification requirements outlined by the state or federal government.~~
- ~~3. Must enjoy working with children and in a school environment.~~
- ~~4. Effective interpersonal skills to work with a variety of adults and young people.~~
- ~~5. Ability to take orders and work with people in a positive nature.~~
- ~~6. Possesses computer skills sufficient to accomplish the job requirements.~~
- ~~7. Ability to maintain confidentiality; specifically regarding student records and information.~~
- ~~8. Certification of good health signed by a licensed physician.~~

General Responsibilities of all Aides

- ~~9. Assist classroom teachers during large group instruction.~~
- ~~10. Work with small groups or individual students to reinforce academic instruction under the direction of classroom teachers.~~
- ~~11. Work with small groups or individual students to complete work or projects that have been assigned by the classroom teacher.~~
- ~~12. Assist in student supervision tasks as assigned by the building principal.~~
- ~~13. Follows all School Board policies and directives from the district administrator.~~
- ~~14. Performs other duties as assigned by the building principal.~~

Responsibilities Specific to Library Media Center Aides

- ~~1. Assist the Library Media Specialist in the daily operation of the Library Media Center.~~
- ~~2. Independently operates the library media software for inventory and book circulation.~~
- ~~3. Shelves books, makes minor book repairs, and circulates books.~~
- ~~4. Processes new materials.~~
- ~~5. Assists in the inventory of materials.~~
- ~~6. Assists students in effectively using the Library Media Center's resources.~~

Responsibilities Specific to Special Education Aides

- ~~1. Maintain a current special education aide license from the Wisconsin Department of Public Instruction.~~
- ~~2. Works under the direction of the special education teacher and student Individual Education Plans (IEP).~~
- ~~3. Must continue to increase knowledge for assisting students with disabilities.~~
- ~~4. Patience, compassion, and acceptance of students with a wide variety of needs.~~

~~Environmental Conditions and Physical Demands~~

~~The job requires the ability to maintain a constantly high level of effectiveness in performing the duties of the job for a full work day, at least five (5) days a week. Stamina and energy are necessary. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, run, talk, hear, and see objects at both near and far distances.~~

~~The employee must occasionally lift and/or move up to 50 pounds. This position is exposed to all environmental conditions that exist in a school and playground, including changing temperatures, humidity, and noise.~~

~~**Evaluation:** Performance will be reviewed annually by the assigned supervisor.~~

~~Adopted: August 19, 2019~~

Hustisford School District

Position Description: Food Service Assistant

Position Goal: The Food Service Assistant is responsible for food preparation, cleaning, dishwashing, setting up food lines and salad bar, serving food, and assisting the director of food service when necessary.

Reports To: Director of Food Service

Qualifications:

1. High School Diploma or equivalent.
2. Be professional in appearance and demeanor.
3. Effective interpersonal skills to work with a variety of adults and young people.
4. Ability to take orders and work with people in a positive nature.
5. Possesses computer skills sufficient to accomplish the job requirements.
6. Knowledge of occupational hazards, safety procedures, and sanitary procedures.
7. Ability to follow a work schedule effectively and efficiently.
8. Hold a valid WI Driver's License with an acceptable driving record.
9. Obtain Food Safety Certification and post certification in the kitchen.

General Responsibilities:

- a. As determined by the Director of Food Service:
 - i. Prepares
 1. Bread products
 2. Pasta/salad/nachos
 3. Fruits and vegetables (raw and cooked)
 4. Other food products as appropriate
 - ii. Operates breakfast/lunch line computer system
 - iii. Maintains a clean and sanitized kitchen
 - iv. In charge when Director of Food Service is absent
 - v. Counts and records trays after each shift
 - vi. Transports, sets up, and serves food at John Hustis or HS—Whichever is assigned by Food Service Director
 - vii. Assist in daily paperwork and reporting requirements
 - viii. Prepare binders as per DPI guidelines
10. Follows federal and state regulations, School Board policies, and administrative directives expressed in handbooks, memos, daily announcements, etc.
11. Assumes other duties and responsibilities as assigned by the Director of Food Service.

Environmental Conditions and Physical Demands:

The job requires the ability to maintain a constantly high level of effectiveness in performing the duties of the job for a full work day. Stamina and energy are necessary. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and work in confined spaces.

~~The employee must frequently lift and/or move up to 50 pounds. This position is exposed to all environmental conditions that exist in a school kitchen, including changing temperatures, humidity, and noise.~~

~~**Evaluation:** Performance will be reviewed annually by the assigned supervisor.~~

~~Adopted: August 19, 2019~~

EMPLOYEE ACKNOWLEDGEMENT

(To be signed and returned to the employee's supervisor)

I hereby acknowledge that I have received a copy of the *Hustisford School District Support Staff Handbook* either in paper or electronic form. My signature below indicates that I agree to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. I am also aware that additional regulations and policies are contained within School District policies.

A copy of the *Handbook* can be obtained through a building office, the district office, or by accessing the document on the District's computer network. The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this *Handbook* does not constitute an employment contract and does not confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

Printed Name

Signature

Date