

# 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

**John Kiefer**

Director Financial Services

**Terri Kreitzman**

Director of Special Education

## Personnel and Policy Committee Minutes from Monday, December 4, 2017

The **Personnel and Policy Committee** of the Hustisford School District Board of Education met on Monday, December 4, 2017, 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

**Old Business:**

- **Teacher Handbook:** The committee continued discussion on the teacher handbook and will continue discussion.
- **Support Staff Handbook:** Employees have asked questions in regards to the handbook in relation to vacation. Employees who were employed prior to the implementation at the beginning of the 2017-2018 school year will retain their vacation, they will not earn less than was indicated in the prior handbook.

**New Business**

- **Athletic Code Handbook:** The committee reviewed issues related to the athletic code book. Several areas were identified as areas that needed attention within the book: code violations, varsity rosters, GPA, dress code, attendance at school following games or matches.
- **Custodial Hours/Duties:** The committee discussed the potential of adding 4 hours of custodial time to a day shift at the Jr./Sr. High. The discussion will go before the full board on December 18.
- **Operational Referendum Question:** The committee received information on a potential operational referendum question to continue the \$150,000 that is currently expiring at the end of this budget cycle. The board will have discussion in regards to this at the December meeting.
- **Coaches Handbook:** The committee discussed information to think about including in the coaching handbook as revisions are made: mandatory reporting training, CPR requirements, the duties of a coach from prior to the start of the season to the end of the season, and background check information.
- **Teacher Supplemental Pay:** The board will discuss authorizing supplemental pay for teachers for the 2017-2018 school year, payable in a one-time stipend.
- **Retiree Health Benefit Inquiry:** The committee reviewed a request from a retiree in regards to health benefits.
- **Board Development Survey:** The committee would like for the board to again take the survey as a development tool. The survey will be handed out at the December board meeting.
- **Open Enrollment—Special Education:** The committee discussed the open enrollment policy of the district and recommends that the district not restrict open enrollment. This will be voted upon during the December or January board meeting.
- **Employee Compensation Committee Update:** Mrs. Cramer updated the committee on the status of the group. She indicated a survey of the teacher group would be going. The next meeting is December 19, 2017.
- **State Report Card:** The committee discussed the state report card release and what it meant for the Hustisford School District.