

JOHNSON CREEK BOARD OF EDUCATION  
**Personnel Committee Meeting Minutes**  
**Tuesday, December 5, 2023**  
**District Board Room**  
**5:30 p.m.**

Committee Chair June Kolaske called the meeting to order.

Members present: Ken Johnson, June Kolaske, and Natasha Steenbergen

Also present: District Administrator Mark Gruen and Special Education Director Stacy Pustina

Mark Gruen verified that the meeting was properly posted pursuant to § 19.84(1) Wis. Statutes.

Motion by Steenbergen/Johnson to adopt the agenda as posted with moving number 6 before number 5. Motion Carried.

The Initial Contract Form is edited and ready for Administrators to use.

Motion by Steenbergen/Johnson to pay the expenses for the additional ESL license for Adria Braley Jaeggi with conditions in her contract that state “if she leaves in year 1 (2023-2024), she pays the full \$4,000, year two \$3,000, year three \$2,000, year four \$1,000”. Motion Carried.

Contract Clean Up

The Committee agreed they would like all contracts to be consistent with each other.

Motion by Johnson/Steenbergen to eliminate the specific language in Beth Hanna’s contract for the 2024-2025 school year that limits her to one week of vacation during the school year and to include in all Administrator/Supervisor contracts that vacation needs to be approved by the District Administrator and that extended vacations should be outside of the regular school year. Motion Carried.

Motion by Kolaske/Johnson to have all contracts consistent with the teaching staff, which requires a doctor’s note after 3 sick days. Motion Carried.

Motion by Johnson/Steenbergen to request Administrative evaluations be finished by January 15<sup>th</sup> and Supervisors and the rest of the staff by March 15<sup>th</sup>. Motion Carried.

Motion by Johnson/Kolaske to eliminate tuition reimbursement from all Administrative contracts after the 2025-2026 school year. Motion Carried.

The Committee tabled how liquidated damages will be collected on Administrator/Supervisor contracts.

Motion by Steenbergen/Johnson to adjourn. Motion Carried.

Respectfully submitted,

Mark Gruen  
District Administrator