

# Hustisford School District

**District Office**

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**Heather Cramer**

District Administrator

**Jessica Holtz**

Director Financial Services

**Jr./Sr. High School**

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**Clint Bushey**

MS/HS Principal

**John Hustis Elementary**

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**Heather Cramer**

Elementary Principal

**Dena Serwe**

Director of Special Education/School Psychologist

## **Buildings and Grounds Committee Meeting Minutes of Monday, May 8, 2023**

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, May 8, 2023, at 4:00 p.m., in the office conference room at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

**Present:** John Bohonek, Chair; Kevin Muche, member; and Heather Cramer, District Administrator

### New Business:

- Maintenance Update—Graduation planning and set-up for both buildings is underway. The team is working on finishing up items as they arise. They have been working on figuring out some lighting. The team is getting ready for summer work.
- Facility Planning—The committee discussed the utilization of Kraemer Brothers for the roofing bidding process and the HVAC. The committee feels that we should continue moving on this. Kraemer is working with an engineer to finalize the specs for the bid to go out. The reality is that the roof will likely get finished next summer due to the timing of everything now. However, if a bid would come in that can complete work this summer, the district would look at that. HIS is coming out to meet with Mrs. Cramer and Mr. Bushey on Thursday, May 18 to discuss options as well.
- Summer Projects and Planning—Mr. Bushey received a bid from Hometown Glass in regards to a garage door for the tech ed shop area. This will be discussed at the June committee meeting further.
- Grounds Projects and Planning—There is a drainage issue on the east side of the property. Mrs. Cramer and Mr. Bushey are going to investigate further. The issue is on the east side of the soccer field as well as on the east side of the Jr./Sr. high. Trees were trimmed this past weekend at the HS. Mrs. Cramer will reach out to Husty Lawns and ask to have the softball diamond treated for weeds when the JHE playground is done.
- HVAC Update—Mrs. Cramer indicated that one of the air handlers at JHE has failed and a new motor and 3 overload heaters need to be replaced. Bassett will be doing this work and the cost is \$1,813.83. This is the unit for the JHE kitchen. This area currently does not have working AC either, this is something that will not be fixed immediately however. Bassett is also working on one of the air handling units at the HS that continues to trip out. Bassett will be supplying a quote for fixing the AC issue in the technology office area of the Jr./Sr. high. This is a top priority as the unit is failing and continues to have issues. The write up on the HVAC system should be in-district by the end of the month.
- Maintenance Staffing Update—Mrs. Cramer and Mr. Kelsey conducted an interview for a new custodian this past week. The district is interested in moving forward with the candidate. Mrs. Cramer discussed a stipend for Mr. Bushey for the work being done with the maintenance team and the ordering processes. This is something that he has not been compensated for in the past and the committee agreed that he should get some sort of stipend for his duties as they are beyond his contract.