

Hustisford School District

District Office

845 S. Lake St. · P.O. Box 326
Hustisford, WI 53034
(920) 349-8109

Heather Cramer

District Administrator

Jessica Holtz

Director Financial Services

Jr./Sr. High School

845 S. Lake St. · P.O. Box 326
Hustisford, WI 53034
(920) 349-3261

Clint Bushey

MS/HS Principal

John Hustis Elementary

600 S. Hustis. St · P.O. Box 386
Hustisford, WI 53034
(920) 349-3228

Heather Cramer

Elementary Principal

Dena Serwe

Director of Special Education/School Psychologist

Buildings and Grounds Committee Meeting Minutes of Monday, November 7, 2022

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, November 7, 2022, 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; Heather Cramer, District Administrator; and Clint Bushey, MS/HS Principal

New Business:

- Maintenance Update –Mr. Bushey provided the committee with updated information in regards to an electrical upgrade possible in the tech ed. area. Mrs. Cramer updated the committee on the quote for a new refrigerator in the HS kitchen. She provided information that the fix would be more expensive than getting a new appliance.
- Staffing Update—Mrs. Cramer updated that there are openings for a library assistant, a special education assistant at the MS/HS, and a custodial position. Mr. Bushey indicated that he will talk with Mrs. Kuehl in regards to getting the ads out in the paper again to include these positions.
- Facilities Planning—The committee discussed the community engagement meetings. The next meeting is on November 9. The booster club has offered to help with a meal for this meeting. The meeting is a big meeting as Kraemer will be presenting us with budget information. HSR will again take the lead and discuss the options/concepts along with the tax impact information.
- HVAC Update—Mr. Bushey and Mrs. Cramer outlined that there are currently issues in both buildings in regards to HVAC. Mr. Bushey discussed an air handling unit that is showing issues with starting and kicking in. It is essential for the maintenance team to manually restart it when it goes down. We will be getting a quote on this fix soon. The parts are obsolete so they are working to find an alternative solution. There was also an issue with the compressor at the MS/HS. Bassett was out to look at it and fix the issue. Mrs. Cramer outlined fixes and the costs for JHE. There is a VAV that needs to be updated in the art room. The cost for that is about \$1200. There are several thermostats and a coil that need to be replaced as well for about \$2600. Finally, there is a boiler at JHE that had an error present itself. Mrs. Cramer is waiting for the quote for the fix on that boiler.
- Lawn Bid for 2023—The committee discussed the bidding process and suggests that we bid the lawn mowing for a two-year timespan. Also, the committee would like to see the bid out sooner so that a company can prepare for the upcoming season.
- Public Forum Protocol for Board Meetings—The committee reviewed information from WASB in regards to public comment at board meetings. They also reviewed the district's current policy. The committee would recommend that things remain the same as they have been.
- Creation of Fund 46 for 2023-2024—The committee discussed the formation of Fund 46 for the district. This fund would be started next year and would need to remain unused for 5 years following its start. After 5 years, funds would be used for capital projects. This fund will help us create a capital fund that will benefit us well into the future.