

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

Principal

Heather Cramer

Principal

Jessica Holtz

Director Financial Services

Dena Serwe

Director of Special Education

Business and Finance Committee Meeting Minutes of Tuesday, November 8, 2022

The **Business and Finance Committee** of the Hustisford School District Board of Education met on Tuesday, November 8, 2022, at 4:00 p.m., in the District Office at Hustisford High School, 845 South Lake Street, Hustisford, WI 53034.

Present: Steve Weinheimer, Chair; Lisa Bosse, Member; Heather Cramer, District Administrator; and Jessica Holtz, Director of Financial Services.

New Business:

- Budget Update –Mrs. Holtz provided information in regards to reports completed and where the district currently sits financially. She discussed that she is currently working on entering the budget into Skyward after it was approved. She also discussed renewing the line of credit with Hustisford State Bank, in case the need arises for short-term borrowing. This has not been used for nearly 7 years or a bit longer. She calculated that the district will save \$1400 in interest by paying off the unfunded liability loan early in January. Finally, the committee discussed the one-time payment to staff, typically disbursed in December. This amount was fully budgeted again this year.
- 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.
- 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.
- HVAC Update-- Mrs. Cramer outlined that there are currently issues in both buildings in regards to HVAC. She 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.
- Staffing--Mrs. Cramer updated on the openings in the district. There is a library aid position open, a special education assistant at the MS/HS, and a custodial position open.
- 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.

Home of the Falcons

