

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

Director Financial Services

Terri Kreitzman

Director of Special Education

Buildings and Grounds Committee Meeting Minutes of Tuesday, September 12, 2017

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Tuesday, September 12, 2017, at 4:00 p.m., at Hustisford Jr./Sr. High School, 845 South Lake Street, Hustisford, WI 53034.

Present: John Bohonek, chair; Steve Weinheimer, board member; Heather Cramer, Superintendent of Schools; Kris Roeseler, Director of Buildings and Grounds

Old Business:

- Update from Kris Roeseler, Supervisor of Buildings and Grounds: Mr. Roeseler updated the committee on the various projects that had been completed as summer work. He also updated on the Cintas contract and how things were going. He also updated on coverage for employees while vacations are being filled.
- Summer Maintenance Projects Update: All summer maintenance projects were completed.
- Bathroom Project HS: Mrs. Cramer updated the committee that the project is complete and that it cleared all inspection.
- JHE Roof: Mr. Roeseler provided an update on the finishing touches happening on the roof as it nears completion. He also provided an update on the process for completing the insurance claim.
- Clean Sweep: The district completed the clean sweep in August. All of the process is finalized.
- Door Project HS: The door project for the outside doors near the band room at the HS is complete.

New Business:

- Strategic Planning: The committee discussed the importance of the strategic planning process. They talked about looking into the various options out there in regards to a facility study. Mrs. Cramer will continue to research this and bring options to the committee.
- Maintenance Issues/Concerns: Mrs. Cramer updated the committee that they will work to implement a maintenance request form for all employees to use. This request form will assist in tracking the maintenance completed as well as prioritizing requests. It will help to track what issues are being seen at both buildings.
- Project for room 211 at Jr./Sr. High: The committee heard an update on a wall that the special education room would need. This will help reduce interruptions in the room. Mr. Roeseler will work to secure bids on this project for the room.
- Disposal of Items: The committee discussed the disposal of items around the district that are either no longer used or in disrepair. The committee is ok with Mr. Roeseler and Mrs. Cramer following district policy to dispose of items no longer needed for the benefit of the district.

- Building use for outside entities: The committee discussed outside entities using facilities. The committee felt that as long as it did not conflict with our own district events, it was a great way to bring in revenue and help promote the district and community.