

# Hustisford School District

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## District Office

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

## Heather Cramer

District Administrator

## Jon Duhr

Director Financial Services

## Jr./Sr. High School

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

## Clint Bushey

Principal

## John Hustis Elementary

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

## Margaret Bell

Principal

## Terri Kreitzman

Director of Special Education

## Buildings and Grounds Committee Meeting Minutes of Monday, July 6, 2020

The **Buildings and Grounds Committee** of the Hustisford School District Board of Education met on Monday, July 6, 2020, 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; Heather Cramer, District Administrator; Jon Duhr, Business Manager; and Steve Weinheimer, member.

### New Business:

- Update—Bassett Mechanical—Bassett Mechanical came to the meeting to present information on our new services. They will be meeting with District staff in mid-July to start off the maintenance agreement for all HVAC systems. They provided us with information on scheduling, emergency contacts, and gave an introduction to the start-up process. The individual from Bassett asked to make sure that space at JHE is cleared from excess storage materials in order to access mechanicals more easily. They also indicated that there is significant vegetation growing near some of the areas that needs to be tended to. Mrs. Cramer indicated that the custodial crew will take care of some of these areas.
- Summer Maintenance Schedule/Projects—Mrs. Cramer will be looking to secure an estimate for flooring in classrooms at JHE. There are two classrooms remaining that need tile fully and one that is in partial need of tile. There are several smaller classroom spaces that also will need new tile as the carpet is failing.
- Summer School—Mrs. Cramer updated that summer school started on July 6. There were about 100 students enrolled between the two buildings. Summer school for MS and JHE is M-H from 8-noon and HS is M-F 8-12. Driver's Education is also taking place.
- Fall Reopening Planning—Planning continues for fall reopening. It has been challenging to plan as guidance is evolving daily in regards to COVID. The district will be presenting a plan during the regular July board meeting. One area of concern is bussing and the district will consider how to deal with bus overcrowding issues along with Schultz.
- School building and grounds use—Mrs. Cramer brought several requests for buildings and grounds use forward to the committee. The committee is waiting on a proposal from dance. There is a proposal from Rec Men's basketball as well to finish the season that they started. The Rec basketball proposal will be discussed at the regular July board meeting.
- Equipment maintenance—Mrs. Cramer indicated that the tractor used for snow removal has a leak that appears to be in the hydraulics of the machine. She is seeking permission to have the tractor looked at and fixed and then have regular preventative measures done in order to ensure that it is ready to run come winter.
- Staffing Planning—Mrs. Cramer indicated that she will be meeting with Mr. Duhr and the custodial team to discuss scheduling and the hiring of a custodial position from the retirement of Mr. Narlock at JHE. Mrs. Cramer also provided an update on the K-12 art position.
- Graduation—Graduation will take place on July 24 at 7 in the HS Gym. It will be a ticketed event. Each grad is given 4 tickets. Mrs. Cramer received approval from county health on the plans for the ceremony and the precautions in place.