

SCHOOL DISTRICT OF OOSTBURG  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
June 20, 2018

- I. Meeting called to order at 6:00 p.m. by President Jim Swart.
  - A. Pledge of Allegiance.
  - B. Roll Call. Board members present: Jim Swart, Terry Lemkuil, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: Eric Hartman. Administrators present: Kevin Bruggink, Kris De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: None. Others: Lucas Allen.
  - C. Proper posting of agenda was certified by Kris De Bruine.
  - D. Lemkuil made a motion, supported by Harmeling, to approve the agenda. Motion carried; unanimous.
- II. Public Letters / Comments – None
- III. School Board President / Administrators Reports
  - A. Board President – Jim Swart referenced thank you notes received from four retirees for the gifts they were given. The notes were shared with the other board members.
  - B. Superintendent – Kevin Bruggink reported on the status of the Safety Grant application as well as updated the board on the potential School Resource Officer position and the academic standards requirement. Written report was provided.
  - C. High School Principal – Scott Greupink reported on the timeline and hiring process for both the Art and Tech Ed positions. Written report was provided.
  - D. Middle School Principal – Sherri Stengel commented on her work on the master schedule for 2018-19. Written report was provided.
  - E. Elementary School Principal – Aaron White reported that he is scheduling interviews for the JK aide opening. Written report was provided.
  - F. Director of Special Education – Bryce DeRoos provided information regarding the hiring of Jackie Wisse and Ann Menzel. Written report was provided.
  - G. Director of Finance/Personnel – Kris De Bruine reported on the work being done to close out the fiscal year. Written report was provided.
  - H. Building and Grounds Coordinator – Kevin Bruggink referenced projects being completed prior to fiscal year end. Written report was provided.
  - I. Technology Coordinator – Lucas Allen reported on the work being done on the chromebooks as well as the keyless entry system in process. Written report was provided.
- IV. Consent Agenda Items – Kretz made a motion, supported by Stokdyk, to approve all consent agenda items. Motion carried; unanimous.
  - A. Approved the minutes of the following school board meetings:
    1. Annual Reorganization Meeting of May 16, 2018
    2. Monthly board meeting of May 16, 2018
  - B. Personnel
    1. Approved the resignation of Stephanie Kempf as freshmen girls basketball coach
    2. Approved the resignation of Avery Leidall as high school Assistant Forensics Coach
    3. Approved the resignation of Aimee Thrune as 7<sup>th</sup> grade girls basketball coach
    4. Approved the resignation of Matthew Poppe as high school technology education teacher
    5. Approved the resignation of Tammy Roerdink as food service hot lunch cook/server
    6. Approved the resignation of Clarissa Louis as high/middle school art teacher
    7. Approved the hiring of Jacquelyn Wisse as elementary school special education teacher
    8. Approved the hiring of Ann Menzel as high school special education teacher
    9. Approved the hiring of Avery Leidall as high school Head Forensics Coach
    10. Approved the hiring of Avery Leidall as middle school Forensics Coach
    11. Approved the hiring of Avery Leidall as Junior Class Advisor
  - C. Finance
    1. Approved May Expenditures of \$835,771.64
    2. Approved May Receipts of \$74,920.79
    3. Approved May computer check numbers 10012370 - 10012452, wire numbers 201700164 and 201700166 – 201700183 with the exception of 201700181 – 201700182 which are June issues, ACH numbers 171800533 - 171800600, and manual check numbers 501702 - 501703
- V. Action Items
  - A. Motion by Lemkuil, supported by DenBoer, to approve annual contract with CESA 7. Motion carried; unanimous.
  - B. Motion by Lemkuil, supported by Harmeling, to approve 66.030 agreement with Cedar Grove for shared Physical Therapist. Motion carried; unanimous.
  - C. Motion by Lemkuil, supported by Kretz, to approve Community Resource Officer Job Description with the additional municipality language. Motion carried; unanimous.

- D. Motion by Lemkuil, supported by Kretz, to approve academic standards per statute 118.30(1g)(a). Motion carried; unanimous.
  - E. Motion by Kretz, supported by DenBoer, to approve Professional Staff Handbook for 2018-19. Motion carried; unanimous.
  - F. Motion by Kretz, supported by Lemkuil, to approve facility rental fees. Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – No report.
  - B. Finance Committee Report – No report.
  - C. Buildings and Grounds Committee Report – No report.
  - D. Transportation Committee Report – No report.
  - E. Negotiations Committee Report – No report.
  - F. Policy Committee –
    - 1. 2<sup>nd</sup> read on the following board policy: 7510. Motion by Stokdyk, supported by Kretz, to approve the adoption of this policy. Motion carried; unanimous.
  - G. OCEF Report – Mr. Lemkuil reported on the groups advertising the raffle through Facebook.
  - H. Long Range Planning Committee Report – Stokdyk updated the group on the June 11<sup>th</sup> meeting where the committee discussed school finance.
- VII. Lemkuil made a motion, supported by DenBoer, to adjourn to closed session to discuss negotiations with administrative staff pursuant to Wis. Stats. §19.85(1)(c). Motion carried; unanimous (individual voice vote). Closed session began at 6:34 pm.
- VIII. Lemkuil made a motion, supported by Stokdyk, to reconvene into open session at 6:55 pm. Motion carried; unanimous (individual voice vote).
- Motion by Lemkuil, supported by Kretz, to approve administrative contracts for 2018-19. Motion carried; unanimous.
- IX. Future Board Meeting Dates: Regular Board Meeting – July 18, 2018, at 6:00pm in the HS Conference Room.
- X. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 6:57 pm.

Respectfully submitted by Wendy DenBoer, Clerk

*NO PERSON MAY BE DENIED ADMISSION TO ANY PUBLIC SCHOOL IN THE DISTRICT OR BE DENIED PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE DISCRIMINATED AGAINST IN ANY CURRICULAR, CO-CURRICULAR, STUDENT SERVICES, RECREATIONAL OR OTHER PROGRAM OR ACTIVITY BECAUSE OF THE PERSON'S SEX, RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, CREED, RELIGION, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION, HANDICAP OR PHYSICAL, MENTAL, EMOTIONAL OR LEARNING DISABILITY IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES OPERATED BY THE SCHOOL DISTRICT OF OOSTBURG.*

# Board Update

## Oostburg School District

To: Board Members  
From: Kevin Bruggink  
Date: June 15, 2018  
Re: District Update

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- A second read on policy 7510 is included in our June board agenda. As discussed, we are recommending each facility use request for use beyond a six month period receive individual review by the Superintendent before being brought to the board for approval. Based on discussion during our May board meeting I have included the following sentence in addition to the first read language changes in policy 7510:
  - *In addition, ongoing use will be reviewed annually by the board and may be terminated at any point.*
- Also based on board discussion, I have included the following language additions in ag7510a. As part of our rental agreement process, this administrative guideline is provided to all individuals or groups who are requesting rental:
  - A. In addition to the regular requested information, recommendations for recurring facility use (beyond six (6) months) will include a contracted agreement which addresses the following:*
    - 1. Anticipated length of recurring use*
    - 2. Annual board approval for recurring use beyond one (1) year*
    - 3. Any special fee considerations related to recurring/ongoing use*
    - 4. Rationale for recommendation of recurring/ongoing agreement*
  - B. Snow removal will not be provided outside of what is necessary for normal school functions and events. When rental occurs outside of that time the group is responsible for coordinating and paying for appropriate snow removal using the same contractor used by the district for regular snow removal times.*
  - C. Organizations are not allowed to store equipment in school facilities.*
  - D. Organizations are required to provide a certificate of insurance demonstrating existing liability coverage.*
- Also connected with our facility use discussion, I am recommending a \$5.00 increase per rental area. This moves larger areas like the gym, cafeteria and kitchen from \$85.00 to \$90.00 and classroom spaces from \$35.00 to \$40.00.
- Our agenda will include the annual approval of our contract with CESA 7. The overall contract is reduced by \$416 as we will be removing a curriculum software service in 2018-19. Board members were provided a copy of this contract earlier.

- Your board packet includes the proposed employment handbook for 2018 which requires annual board approval prior to July 1. The draft for your review contains a track changes record of all adjustments. You will notice that they are primarily editing changes to dates and roles with no substantial changes. The one more significant change is a removal of National Board Certificate and Master's information as that is now included in our performance compensation model.
- This month's agenda also includes our required annual review and approval of academic standards. Last year's motion read as follows:
  - *Motion by Hartman, supported by Stokdyk, to approve adoption of student academic standards per Wis. Stat. §118.30(1g)(a) Motion carried, unanimous.*
- We also have a closed session agenda item to consider negotiations with administrative staff. This is a follow up to our discussion from last month.

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: June 13, 2018  
Re: Monthly Updates—June

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Given the end of the school year resignation of Matt Poppe, we have posted our Tech. Ed. position and applied for an internship placement with the DPI. We currently have 5 applicants based on the posting but the pool looks very weak. This is not unexpected because there are more positions than applicants in this area every year. We applied for the internship placement because we would like the option to bring back one of our graduates as an intern who could replace his student teaching experience in the fall with an internship, and then finish the year for us as well. Of course it would be our hope that this placement would be successful and the beginning of a long term solution. This particular student is interested in being an intern here in Oostburg, but we have to first get the internship approved by the DPI, and then work with UW-Stout to change his placement from student teaching in another district to being an intern here in Oostburg. We would love to have things move forward quickly, but UW-Stout will not place any students in internships without DPI approval first. So we are at the mercy of the DPI licensing department in terms of the pace of this process.

After a couple of meetings with Penny Weber from Crime Stoppers, and a meeting with Captain Boren from the Sheriff's Dept, we will be ready to begin the Quick 50 program next fall at the high school and middle school. Our goal in being involved in this program is remarkably simple—to do everything we can to make sure our schools are as safe as possible. The Quick 50 program is pretty narrow in terms of the tips for potential crimes that earn the reward. If a HS or MS student gives us a tip regarding alcohol, drugs, drug paraphernalia, or weapons at school, and we confiscate the item(s), they get paid \$50 in cash for the tip. This pretty much eliminates any incentive to report situations that don't exist to get the money because the Quick 50 program only pays if one of these four items are present at school and we are able to confiscate them. The money comes from the Crime Stoppers organization, and other than paying the students and communicating with their parents, the students who provide tips remain completely anonymous. Students can provide tips via the Crime Stoppers website, [www.cufthem.com](http://www.cufthem.com), or by calling the tip line at 1-877-283-8436. They can also provide tips to their principal directly. We plan to provide students with information about the program through posters in the hallways, and a brief description at the class meetings at the beginning of the school year.

- I also want to let the Board know that we have gotten a bit more liberal with our approvals of work release blocks for seniors who are on track with credits toward graduation. In the past we only allowed one block to be used for work release, but recently with so many students involved in YA for two blocks, we have had more requests to expand the amount of time students can work if they are not credit deficient. Unlike YA, work release students do not earn any credit. We simply release these students to jobs instead of forcing them to take classes they would rather not take. If there are classes we feel would support the students career plans, we push to have students take those classes instead but when that is not the case, we feel everyone is better off with the extra time for work.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos

**Date:** 6/15/18

1. It's hard to believe another school year is in the books! Routines during the last few days of school were maintained which made for a very smooth end to the school year. 8th grade recognition was held and another class is headed to OHS while we welcome a new class from OES. In preparation for coming to OMS, Keri Kimble had a transition day for 5th grade students where they came to OMS for a morning. Keri Kimble, Ashley Holzer and myself also held a transition night for parents and their children. Attendance on this night was high and feedback from parents is always positive.
2. Scott and I had two late resignations by shared staff from OMS and OHS. Matt Poppe resigned to pursue interests outside of education and Clarissa Louis resigned as she is relocating. We've had a few applicants for the tech ed position and a potential lead, but finding a quality educator is top priority as this is a field with major shortages. The art position was recently posted. Scott has been taking the lead on these hires.
3. Erica Wray, Robert Boenisch, Curt Bretall, and I met this week to discuss STEM related goals for the district, what is being taught at the different grade levels, and previewed a MS curriculum with a variety of different STEM related courses. Our goal in meeting was to gain a better understanding of college and career readiness outcomes in this area and to become more intentional on learning outcomes for each grade level and as a district. We developed plans for reaching out to others in the district that teach related courses so we can continue this focus in the Fall.
4. End of the year Aspire data allows us to gauge student learning from the school year. Aspire results were recently improved so we can now more reliably track growth over the course of the year and compare how our growth compares with a national sample. This data was looked at from a student learning lens with all content area teams as we had our end of the year SLO meetings. Results were once again very encouraging as we have a trend of data that is moving in the right direction. I'm hoping that our state testing results yield similar positive gains in student learning.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: June 15, 2018

Re: Board Update

- As our school year concluded, I had the chance to sit down with each grade level team and teacher to discuss their SLO, to conclude evaluation cycles, and engage in some goal setting discussions for next year. I was impressed with the progress that grade levels made with students, but more interested in the shift in focus from 'moving kids through levels' to investigating best instructional practices and looking at root causes for struggling students. During our final round of re-grouping, where we discuss students that are receiving interventions, grade level teams put together narratives of the strategies that worked well for students which will be passed on to next year's teachers. This practice will help us hit the ground running with students that need extra support. Looking at grade level bands, the K-2 teachers really focused their SLO work around helping kids build foundational reading skills. The 3rd grade team noticed a need for work with decoding and reading engagement/behaviors with a group of students, which led to successful growth. At the upper levels, 4th grade used small group instruction to help students with comprehension and deeper levels of thinking, while 5th grade looked at the new Aspire benchmark scores and set a baseline for next year. I will be reporting out on these patterns, trends, and student data at a later board meeting.
- The end of the school year at OES was bittersweet, with three teachers retiring and one teacher moving on to spend time at home. All four of these transitions will impact our building, and it was nice to celebrate the impact of Deb Styles, Barb Gabrielse, Ashley TeBeest, and Joy Dulmes during the last weeks of school. Looking forward, we are excited about the hire of Jackie Wisse for the SPED department. She will take over Ashley TeBeest's caseload and support in other areas. Many of Joy's responsibilities will be taken over by Karen Lietzke and Brenda Bakker. We posted the JK aide position recently and have some solid options that will be involved in our interview process in late June.
- OES remains a busy place over the summer months. Our first session of summer school completed its first week, the parking lot is being re-surfaced, new carpet is being installed in classrooms, and the computer lab is being transitioned to a home for WIN groups. This, along with some teacher moves to new classrooms and spaces, marks a significant amount of coordination between Pete, Joel, and Lucas. In the office, Faith and Melanie have been working on ensuring student paperwork is complete, as Infinite Campus is rolled over, and Faith keeps a close eye on new and possible incoming students.
- A project that I am very excited about for next year is the expansion of math intervention in the elementary school. Last summer, I was able to train Jill Davies in AVMR course 1, which focused on numeracy development. I will be taking six teachers through the same training later this summer, with an aim to begin delivering systematic math interventions at the lower grades (K-3).

## Board Update

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** June 15, 2018  
**Re:** Monthly Update

- A few weeks ago, I updated you on where we were with hiring two special education teachers (due to Deb Styles retiring and Ashley TeBeest resigning). To give a quick recap, we had posted two positions (an OES Cross-Categorical and an OMS/OHS Intellectual Disabilities position). After four weeks, we had 18 applicants. Of those 18 applicants, only six applied for the MS/HS position. In addition, five of those six who applied for the MS/HS position also applied for the elementary position. This situation clearly demonstrates the difficulty of hiring for a high school intellectual disabilities position. After initially interviewing four candidates for both positions (and hiring Jackie Wisse out of those interviews), we then interviewed two more applicants. Both of those candidates did not have the necessary licensure/certification. We interviewed them due to the possibility of continuing their education for the MS/HS certification. Unfortunately, we weren't sure if either of them were a great fit for the program position. As a result, we then interviewed two more candidates, one of which is currently going through a program that would have her licensed as a MS/HS Intellectual Disabilities teacher in December 2019. This candidate currently works as an aide in the intellectual disabilities classroom at Horace Mann Middle School in Sheboygan. When we looked her letters of recommendation, her interview, and in talking with her supervising teacher and co-workers, she stood out to us as someone who not only has excellent references and work history, but an extremely high ceiling. Her supervising teacher indicated that in all of her years of teaching, she has never recommended any of her aides to pursue a teaching degree until she started working with this candidate. In addition, this teacher had already approached her principal and told them that if they have an opening, they need to hire her aide. Another reference indicated that, "*there is not a more perfect person for your position. She loves those kiddos, is a quick learner, works well with others, and is up for anything.*" I am excited to recommend Ann Menze for the MS/HS Special Education Teacher position (and for those who are wondering, yes, she is the wife of Luke Menzel!).



# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 6/15/2018

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### Cash Position:

	Current Year 5-31-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$679,909.93	0.35%	\$1,432,945.55	0.35%
OSB Dental Acct	\$31,087.80	0.40%	\$44,938.58	0.15%
OSB Money Market	\$903,024.51	1.15%	\$841,049.51	0.60%
OSB Bond Acct	\$502,117.65	0.95%	\$137,318.14	0.58%
LGIP Savings	\$23.27	1.81%	\$22.99	0.71%
OSB – VANCO acct	\$18,485.77	0.00%	\$14,840.53	0.00%
Construction	\$678,848.57	0.94%	\$0.00	0.00%
PMA – Capital Imp	\$1,304,252.45	various	\$805,312.60	0.60%
Officials	\$407.88	0.00%	\$0	n/a
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
TOTAL CASH	\$4,119,014.66		\$3,277,284.73	
Fund Balance (10/27)	\$1,362,014.15		\$1,275,351.09	

- An updated (through May) report is attached as a separate document in addition to the monthly cash flow reports. Please let me know of any questions or concerns.

### DPI Update:

- The Transportation Report is due June 30<sup>th</sup>. Kami has received all of the information from Otte Bus, and is working on it.
- The School Calendar report is also due at the end of June, so Kami and I will be working on that as well.

### Finance Update:

- With all of the changes to the account structure for 2018-2019 required by the federal government, I'm behind in getting the final detail budget ready for review. The next month is very busy for both Kami and I as we close out this year (Kami does the summer teacher payrolls in June, so they get into this fiscal year), and I am busy working to close funds as the final information is received. We have not received our final aid worksheet, where I get the final details as to Open Enrollment income and expense. That should be here shortly so I can get the final details worked out for 17-18 and then close. Our audit is scheduled for the first full week in August, so that give us enough time to receive and process all the final invoices for this school year.

### Other:

I met with Kevin Miller and Eric Meinen to review our EMC liability and worker's compensation insurance coverages. Our rates are increasing \$5,557 this year overall, a small portion of that is due to the larger square footage with the elementary addition. Two years ago we saw a large increase in Worker Comp coverage do to some significant claims. It takes three years for those to come out of our mod factor, so we will have those for another year.

# Board Update

## Oostburg School District: Technology

**To:** Members of the Oostburg School District Board  
**CC:** Kevin Bruggink, Scott Greupink, Aaron White, Sherri Stengel, Peter Scheppmann, Kris DeBruine, Bryce DeRoos  
**From:** Lucas Allen  
**Date:** 6/15/2018

- We will be installing door access control and door monitoring in the High and Middle schools and integrating that solution into our existing security platform during the last 2 weeks in June. The benefits of a system like this include easier management of keys and lost key situations, knowing and the ability to report on who is coming and going, guest/public use management, reduction of door checks by building personnel, increased security and safety, and door scheduling.
- Related to that, I have been developing some standardized communication and automation processes directly in response to what I observed during the “soft lock down” in May. My goal is to pre-plan and automate a lot of the communications and responses that need to happen during various threats or conditions. With so many “balls in the air”, we want to ensure we don’t miss anything and these processes, ideally, will help that. I have been working closely with Kevin with feedback from the admin team thinking through all of this. If you have any specific questions, please feel free to contact me.
- The collection, sorting and repair of 800+ Chromebooks has begun. We sold 100 devices last week to seniors and staff members with devices going off of rotation that were about 5 years old. Those devices were on a cart for the first few years but we estimate 4 years of use on the 1:1 device because it is carried with the student continually. That estimate is looking to be accurate for now. In addition to the overall condition, we also look at Google’s end-of life table which helps inform our refresh cycle as well. Basically they will, at some point, stop providing updates to older devices which doesn’t mean they stop working, but they will start to fall behind in security patches and functionality. We averaged about 4-6 repaired devices per week during the year with more significant issues where devices needed to be sent in. End of year collection and inventory suggests about 60 devices needing to be looked at more closely and potentially repaired. With the care coverage purchased by families (will be district purchased next year), the broken units are taken by a courier every week and returned repaired the following week. It has been a huge time saver vs repairing the devices in house.

# Board Update

## Oostburg School District: Buildings and Grounds

Buildings and Grounds  
Board Update: June, 2018  
To: Board of Education  
From Peter Scheppmann  
Date: 6-15-2018

- Summer cleaning has begun in the elementary school and is going as planned. We are working in the areas that summer school classes, Dutch bunch and basketball camps are not using.
- The five classrooms that we are carpeting this summer have all the furniture removed and placed in the hallway. The old carpet has been torn out and the new carpet is scheduled to be installed on Monday, June 18<sup>th</sup>.
- The multi-purpose room has had the second coat of floor finish applied and is ready for another year.
- The VFD (variable frequency drives) work in the elementary 1998 mechanical room scheduled on the district's old air handlers has been completed by J & H Controls and we are waiting on the factory technician to commission the equipment. In doing this, the district will have a 3-year warranty, instead of the normal 1-year warranty. We will also be submitting for a Focus on Energy rebate for this project.
- NEA (North East Asphalt) is scheduled to start the finish coat of asphalt on the elementary school new parking lot on Friday, June 15<sup>th</sup>.
- Cleaning in the middle school building is also going well. This year we are taking on the large project of stripping the terrazzo floor, removing layers of wax, polishing the floor and then sealing the terrazzo floor with a 3M product, similar to what was used on the high school terrazzo floor.
- The middle school gym floor has also been sealed with two coats of Advantage Defense finish and is set for another school year.
- The high school building has several projects going on this summer, including asphalt patching in front of the buildings where the buses drop off and pick up students and some VCT tile replacement by Dulmes Decor. In addition, the makeover of the business classroom is moving along, the softball field dugout area will have drain tile and limestone installed, and Serenity Farms will be performing some work on the football game field.
- Mark TeGrotenhuis has been working on moving kitchen equipment around in both the middle school and high school kitchens per Michele Dulmes' request to improve the work space and add a couple pieces of additional equipment.
- It will be another busy, quick summer. Everything is moving along as planned and scheduled thus far.