

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
February 20, 2019

- 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, Eric Hartman, Terry Lemkuil, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Kris De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel, Aaron White, Lucas Allen and Peter Scheppmann. Administrators absent: None. Others: None.
  - C. Proper posting of agenda was certified by Kris De Bruine.
  - D. Den Boer made a motion, supported by Lemkuil, to approve the agenda. Motion carried; unanimous.
  
- II. Public Letters / Comments – Stokdyk commented on the Open Enrollment spaces that were approved at last month’s meeting. His concerns are on the procedures for filling the open spaces; he proposed a new method of choosing based on the timing of the applications rather than a lottery basis, which is current policy. Mr. Bruggink and Mr. DeRoos will do some research and bring a recommendation at a future meeting.
  
- III. School Board President / Administrators Reports
  - A. Board President – No report.
  - B. Superintendent – Mr. Bruggink provided information regarding the snow/cold cancellations and notifications as well as plans to make up those hours. He also noted that he is working on policy regarding snow cancellations for support staff. Written report was provided.
  - C. High School Principal – Mr. Greupink commented on the atmosphere today as our Juniors took the ACT and the excitement to see the results. Written report was provided.
  - D. Middle School Principal – Ms. Stengel commented on the testing going on at school this week. Written report was provided.
  - E. Elementary School Principal – Mr. White reported on the fire alarm issue at the Elementary school this afternoon. Written report was provided.
  - F. Director of Special Education – Written report was provided.
  - G. Director of Finance/Personnel – Written report was provided.
  - H. Building and Grounds Coordinator – Mr. Scheppmann referenced the property issues with snow/cold. Written report was provided.
  - I. Technology Coordinator – Mr. Allen reported on the RFP process for copiers. Written report was provided.
  
- IV. Consent Agenda Items – Stokdyk made a motion, supported by Kretz, to approve all consent agenda items. Motion carried; unanimous.
  - A. Approved the minutes of the following school board meetings:
    1. Monthly board meeting of January 16, 2019
  - B. Personnel
    1. Approved the resignation of Colette Hilbelink as high school JV1 volleyball coach
    2. Approved the resignation of Katy Hansen as high school JV2 volleyball coach
    3. Approved the resignation of Scott Ring as high school varsity head football coach
    4. Approved the hiring of Katy Hansen as high school JV1 volleyball coach
    5. Approved the hiring of Brad Riddiough as part time Community Resource Officer
  - C. Finance
    1. Approved January Expenditures of \$799,264.80
    2. Approved January Receipts of \$2,182,491.23
    3. Approved January computer check numbers 10012800 - 10012828, wire numbers 201800112 – 201800113 and 201800119 – 201800141 with the exception of 201800139 which is a February issue, and ACH numbers 181900328 – 181900437
  - D. Other
    1. Approved calendar adjustments necessitated through recent cancellations
  
- V. Action Items
  - A. Motion by Hartman, supported by Stokdyk, to approve alternative open enrollments into and out of the district and current year tuition waivers out of the district for 2018-19. Motion carried; unanimous.
  
- VI. Topics for Discussion
  - A. Legislative Committee Report – Mr. Bruggink discussed the meeting that occurred on Monday, February 18. Legislators do not have any budget information from the Governor as of yet.
  - B. Finance Committee Report – Mr. Lemkuil discussed his meeting with Mr. Bruggink and Ms. De Bruine on February 19.
  - C. Buildings and Grounds Committee Report – No report.
  - D. Transportation Committee Report – No report.

- E. Negotiations Committee Report – No report.
- F. Policy Committee – No report.
- G. OCEF Report – Mr. Lemkuil reported on their recent meeting regarding the fall raffle.
- H. Long Range Planning Committee Report – No report.

VII. Future Board Meeting Dates: Regular Board Meeting – March 20, 2019, at 6:00 pm in the HS Conference Room.

VIII. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 6:40 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: February 8, 2019  
Re: District Update

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- Due to the unusually high number of weather related school cancellations I am recommending several adjustments to our published school calendar for March, April, and May. In order to meet DPI instructional minute requirements and continue working toward our district goals, I am recommending the following changes:
  - **March 1st as a regular student day.** This day had been designated for teacher professional development.
  - **Early Release dates on March 13, April 3, May 1, and May 24 as full student days** - not early release.

Teacher professional development time has been instrumental in moving us toward our district goals and efforts to fulfill our mission ensuring all students are learning at high levels. Academic benchmarks provide evidence that Oostburg students are realizing unprecedented achievement placing us alongside the top schools in our state when considering ACT composite scores - the primary measure connected to our academic goals. Teacher professional development time provided through early release days and inservice continues to be a primary factor in our success. During these days teachers meet vertically across grade levels, refining our curriculum through intentional collaboration. Designing rigorous and relevant learning experiences for students is enhanced when teachers work together across grade levels to examine student work. Due to the changes, the teaching staff will continue their collaborative work outside of the scheduled professional development time. I will be including the recommended calendar adjustments on our consent agenda for next week.

- I am developing potential policy language related to support staff during school cancellations. The recent cold weather closures presented a unique situation where our building and grounds department moved into natural gas constraint mode and reduced building temperatures in an effort to save fuel. During most student cancellations at least some support staff report to work for various duties. The policy language I am developing will address circumstances where we do not allow staff members to report.
- My recent legislative work has focused on some of the proposals related to the next biennial budget. I have significant concerns that some of the early work in this area will move us backward with regard to low spending districts like Oostburg. Governor Ever's proposed Fair Funding for Education does include significant increases in spending but it does not recognize revenue limit disparity. In fact, it moves additional resources to schools which already are well above the state average in per pupil revenue.
- Special thanks to Josh Cole and Pete Scheppmann for their work as we adjusted schedules around cancellations. Although many staff members and families are impacted by these changes, Josh and Pete each have a lot of extra work when weather forces us to close. We had multiple events which needed to be rescheduled resulting in the day off for students being a day of extra work for Josh, Pete and some others.

# Board Update

# Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: February 15, 2019  
Re: Monthly Updates—February

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- ✚ With the State ACT testing right around the corner, next Wednesday and Thursday—February 20 and 21—we are in the final phases of getting organized and getting our students as prepared as possible. We are really excited about what the results could be this year. Honestly, we are really hoping to break the 24 barrier with this class. Preparing involves not only getting the students as academically ready as possible, it also requires effective efforts to get students personally invested and motivated in their own success on this measure. We continue to learn how to increase our impact on our student's success, so we are excited to see how our students perform, and, hopefully, how our impact is growing.
- ✚ Beginning next year, our school district will become the fiscal agent for the Big East Conference. Kris DeBruine has agreed to take on the purchasing and financials for the conference, and all of the Big East business will be done in a separate account. The proposal is that our district will be compensated by the conference in the amount of \$2,500 per year for the time and audit costs that will be involved. This approach is a common practice in other conferences as better accounting practices have been required of non-profit organizations such as the Big East Conference. As this idea was explored, I worked with Kris to establish the parameters of the agreement so that our district was not taking on an unfair burden of any sort.
- ✚ We are also working to prepare for the registration and the course selection process for next year. We plan to have scheduling meetings with students the first week of March. One area of emphasis that Josh Cole and I will communicate to students and parents is that if they are planning to go to college, they really should take at least one AP class as juniors and seniors. Having students test themselves in terms of college expectations through an AP class is a really critical part of preparing for college. Currently about 65% of our students plan to go to college but only 35% take AP classes. This focus will try to address that discrepancy. In discussions with the faculty, we do not seem to have a lot of plans for changes in course offerings. We feel like our schedule is in a pretty good place right now, and it is balanced in a way that meets the needs of all sorts of students. I should also mention in advance that we do plan to offer AP Stats again next year on our alternate year basis, and if student interest proves to be strong like it was last time, we may have to ask the Board to consider a teacher overload stipend again. We will keep you informed about this possibility as the scheduling process unfolds.
- ✚ As I progress in planning for the Top Ten Banquet, I thought some of you may be interested in which teachers our top seniors selected as most influential.

Students:

1. Madelyn Hendrikse
2. Jacob Brill
3. Halle Schwartz
4. Logan Gartman
5. Madeline Block
6. Hannah TenPas
7. Antonino Miosi
8. Chase Dulmes
9. Alexander Miller
10. Isaac Markham

Most Influential Teacher:

- Amy Antes  
Tamala Szyman  
Terry Hendrikse  
John Rentmeester  
Avery Leidall  
Kris DeBruine  
Lucas Allen  
Jessica Dekker  
Terry Hendrikse  
Kevin Bruggink

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

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

**Date:** 2/15/19

1. Last week was a busy week of filling my own bucket with professional development by going to the Anthony Muhammad conference with the administrative team on Monday and then attending the state Middle and High School Principals conference at the end of the week. At the least, these development opportunities reaffirm the direction of our district as we are implementing best practice in many areas when it comes to teacher collaboration, assessment, and standards based grading for example. A common theme at both conferences was the critical importance culture plays in maximizing adult and student performance. Having a culture where teachers have a high will for all students to learn at high levels, coupled with teachers equipped with the skills (instructional strategies, professional knowledge, etc) to get students to learn at high levels is the goal. I was able to reflect upon our current cultural status at OMS and set goals for how to reach the high will/high skill culture we are all striving for.

Likewise, another theme across both conferences was the importance of establishing relationships with others (adult and students) and having emotional intelligence when dealing with others to get the most out of them.

2. Having Amy Bares on staff has been a true blessing. She is helping me dig into data that I haven't had the time to do to the level that it is being done now. Having her prep for data meetings so we can share and brainstorm around trends in the data, and then follow up with individual teachers around designing interventions has helped OMS be more intentional and results focused. For this I am extremely grateful.
3. Mid-year interim meetings with staff on formal rotation have taken longer to complete this winter due to the snow/cold days that we've had. I hope to have all of these meetings completed by the end of next week. This process allows both the teacher and myself to dig into the 6 different standards of educator effectiveness, to rate performance based on the standards given the preponderance of the evidence shown thus far, and discuss any areas of focus that need to occur between now and the end of the school year. In addition to this, we also discuss their impact related to students' progress toward our school and district goals.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration  
From: Aaron White  
Date: February 15, 2019  
Re: Board Update

- Last week Monday, which seems like a month ago, I had the opportunity to attend a speaking engagement with Dr. Anthony Muhammad with the admin team. Although it is difficult to be away from the building, this day was well worth the time. Dr. Muhammad's work with Professional Learning Communities is exceptional and he provided specific steps and professional development related to healthy and toxic cultures. His work on technical and cultural changes and the need for both to be considered and delivered in an intentional way have helped me review decisions around what instructional decisions we have made and to determine which need additional support or clarification. When it can be easy to get 'stuck' in the day to day management issues of this role, being able to take a step back and center on big picture ideas (building culture, instructional decisions, team functions) is refreshing and important. An example of the review of technical and cultural change would be the following:
  - Technical - Collection of Aspire scores, correlation with Forward scores and Running Records
  - Cultural - Reinforcement of essential standards through the lens of the Reading Workshop and Units of Study, impact of vertical teams on the delivery of these essentials through the grade levels, review of ACT Aspire content to layer into this instruction and current intervention models
  - Next steps to consider - the use of EduClimber to capture data in one place and streamline the technical process (technical), use of data to help inform decisions around instructional progressions and interventions (cultural)
- Our annual PTO Fun Fair was held last week Friday, and the initial returns suggest that it was a successful event. There is a significant amount of work that goes into putting the Fun Fair on each year, and this year was no different. There was a strong volunteer spirit, especially with some difficult scheduling circumstances. The Fun Fair happened to fall on an evening with both a boys and girls basketball game, which affected the participation level of our Key Club. However, a series of middle school students, teachers, parents, and the middle school boys basketball team (chaperoned by Kris DeBruine) stepped up and made this event happen.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** February 15, 2019  
**Re:** Monthly Update

- Just yesterday, Jodi Hilbelink and I participated in a webinar for a DPI grant in the area of transition services for our oldest students with disabilities. The grant's focus is transportation for students to and from work placements and training for our staff around transition services. Our goal would be to look at purchasing a vehicle with the grant money that would allow for the replacement of one of the special education 10 passenger vans. In addition, we would be looking at sending several special education paraprofessionals and teachers to a conference in August in Green Bay. Jodi had looked into this grant last year, but there were several factors that didn't make it desirable to pursue. This year, DPI streamlined the grant writing process and we will be finding out in mid-March whether our grant request was accepted. Jodi and the rest of the staff in the middle/high school special education department have done a tremendous job over the past two years in getting students ready and prepared for life after high school and this grant would allow for more training for them as well as money to help pay for transportation to the work sites.
- We had our first attendance meeting of 2019 last week and the results were better than we expected based on the weather and the higher number of illnesses that students have experienced over the past several months. Our numbers continue to be slightly better than average over the past 5 years. Our middle school has had the largest impact in reducing absences over the past several years, but we still have a ways to go towards embedding the value of attendance. This becomes evident when we have assessment days at the high school. We drop from a range of 18-28 absences (partial or full day) between December 9-11 when there is no district-wide testing all the way to 6-11 (partial or full day) absences between January 10-15 when the high school conducts end-of-the-semester exams. This shows that when it does become important, students show up on a more consistent basis. Our goal is to make that the mindset on an everyday basis.
- On Wednesday, Josh Cole and I presented the 2nd part of a 3-part series of presentations on Trauma Informed Care and Trauma Sensitive Schools. This is mandated by the state based on receiving the Safety Grant from DPI, however, I think it is absolutely essential that this becomes more than just a presentation - it needs to become a part of our school culture. The training has shed light on the impact of trauma on children and how schools can address this trauma by providing an environment that is sensitive to these experiences as well as create an environment in which students feel safe and cared for.

# Board Update

# Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 2/07/2019

## Cash Position:

	Current Year 1-31-19		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$362,147.11	0.35%	\$234,989.58	0.35%
OSB Dental Acct	\$41,146.24	0.50%	\$43,037.84	0.29%
OSB Money Market	\$658,824.61	1.40%	\$698,853.41	1.00%
OSB Bond Acct	\$1,696,315.63	1.40%	\$1,605,324.92	0.79%
LGIP Savings-Fund 46	\$268,098.09	2.47%	\$23.15	1.35%
OSB – VANCO acct	\$9,561.35	0.00%	\$16,490.07	0.00%
OSB – Officials	\$1,920.34	0.00%	\$1,298.38	0.00%
PMA – Fund 46	\$1,319,053.26	various	\$1,000,753.29	0.80%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
OSB – Referendum	\$81,471.45	1.00%	\$1,433,033.49	various
Cash Boxes	\$1,100.00	0.00%	\$300.00	
TOTAL CASH	\$4,440,494.91		\$5,034,960.96	
Fund 10/27 cash	\$775,770.55		\$1,023,572.93	
Fund Balance (10/27)	\$666,357.27		\$690,033.71	

- The above chart represents the fund balance and cash balances at the last month end.
- An updated (through Jan) financial report is attached as a separate document. Please let me know of any questions or concerns. The updated three-year cash flow and cash balances report is attached for you as well.

## Finance Update:

- Each year, we are required to disclose our audit to the MSRB (Municipal Securities Rules Board). I have submitted a copy of our audit.
- As Scott mentions in his report, OSD will be taking over the Big East financial reporting. I will be adding a Fund 99 (Cooperative Fund) to our Skyward records. This will provide the conference with much more financial information from which to make decisions from. The cash balances will be held separately from District assets. There was much to be concerned about with the way the Big East has run their financials, so Scott and I have talked over a long period of time how to make this more acceptable from an IRS perspective. He was able to work with the Big East principals to unanimously approve the change in financial reporting with one district becoming the Fiscal Agent. Starting July 1, 2019, we will open that Fund 99 and create a budget and purchase order process that the Conference Commissioner will need to follow. Although this brings additional responsibilities, it's a necessary addition to make this reporting in line with current regulations.

## Personnel Update:

- I met with our Prevea360 sales person, as well as Julie Meyer from HUB International, on Thursday of this week. Our usage on the medical plan has improved from prior year. They are still paying more in claims than they take in for premiums though. Our prescription expenses are high, but our employees are getting the preventative care they need in addition to using the Emergency Room a lot less this year. We still have a few employees that are using out of network specialists that Prevea doesn't have similar doctors to provide the same service. As a result, we have a few claims that are still relatively high, but it's much better than it was. Our

move to only covering in-network providers (unless Prevea doesn't have that type of coverage), which is essentially what an HMO is, is working great for us. Because of these positives, I anticipate an increase of single digits, which is great news for our budget. I am looking into some additional offerings to help employees with the items of greatest concern for us from our biometric screens.

- I did send out RFPs for our health benefits consultant position. We have used Julie Meyer of HUB International since the Act 10 changes allowed us to put our health insurance out for bid. I've been contacted by several other consultants, and have worked with others in Cedar Grove, so it's time to look at that relationship again. RFPs were sent to Julie at HUB, Associated Benefits and Risk Consulting (who I use in CG), The Horton Group, National Insurance Services, The Hays Group and to Dennis Flipse of Flipse Insurance. Julie has been instrumental in the start-up of the Oostburg Clinic and for that we are grateful.

**DPI Update:**

- The 2<sup>nd</sup> Friday Pupil Count has been completed and submitted to DPI. We reported 967 students in September and up to 978 in January. Both of those numbers are down from prior year of 982. The revenue cap is built using the September number, not the January number. We were NOT chosen for a Pupil audit this 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:** 2/14/2019

- We are finalizing the contract and lease with our selected print vendor and will hopefully have new printers and software installed by the end of February. I learned a lot through the more formal process this time and was able to engage with a few new partners that ultimately saved the district some money over a 5-year lease.
- The storage network solution is about 50% installed and there are a few more late night visits I need to make to get everything cut over smoothly. Overall I am happy thus far with our direction on this.
- I have officially begun the Universal Service Administrative Co (USAC) erate process by filing our seeking bid 470 form. We are looking for internet service upgrades from 200 mbps to 1gbps along with a few small infrastructure needs that we have.
- I became certified in our security software after a 2-day training in Chicago.

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education  
From: Peter Scheppmann  
Date: 2-15-2019

- With the recent days of -25 temperatures, the elementary school boiler system worked very well. The middle school boiler system also worked very well. The high school RTU's (roof top units), of which we have roughly 42 units, had some problems. Normally we may have to reset alarms on 4 to 5 units, however, on Wednesday, January 30, we had 19 RTU units in alarm. After changing set points on the effected units we were able to command the units back on and running.

Overall, we had NO complete failures of any HVAC units. The chiller heater was working as necessary to keep the glycol from freezing on the elementary school new chiller unit. We had no frozen water pipes, as we had taken extra precautions in three areas so that pipes would not freeze.

- The 16" of snow fall and the additional 12" of snow fall with blowing winds and drifting was manageable. We start with clearing the main entrances then move to all the fire exits. Throughout the day we monitor all the doors to make sure they are clear. After clearing doors, we salt entrance areas and certain sidewalk areas. To date we have been using much more salt then previous years. We are now trying to conserve what salt we have remaining due to salt shortages.
- During Spring break we have the high school, middle school and one of the elementary school gyms scheduled to have the annual recoat finish applied. Previously we have scheduled this work for over the summer months. We are trying a new time frame to see how it works. This is normally a time when activities are outside, and families go on vacations.