

SCHOOL DISTRICT OF OOSTBURG  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
August 21, 2019

- I. Meeting called to order at 6:00p.m. by President Jim Swart.
  - A. Pledge of Allegiance.
  - A. Roll Call. Board members present: Jim Swart, Eric Hartman, Terry Lemkuil, Wendy DenBoer, Mari Kretz (via Skype) and Jack Stokdyk. Board members absent: Deb Harmeling. Administrators present: Kevin Bruggink, Kris De Bruine, Ashley Hinze, Scott Greupink, Sherri Stengel, Aaron White, Lucas Allen and Peter Scheppmann. Administrators absent: None. Others: None.
  - B. Proper posting of agenda was certified by Kris De Bruine.
  - C. Lemkuil made a motion, supported by DenBoer, to approve the agenda. Motion carried; unanimous.
  
- II. Public Letters / Comments –
  - A. Annual Athletic Director update from Josh Cole
  
- III. School Board President / Administrators Reports
  - A. Board President – No report.
  - B. Superintendent – Mr. Bruggink introduced and welcomed Ashley Hinze as the new Director of Special Education and referenced approval of the Support Staff Handbook. Written report was provided.
  - C. High School Principal – Mr. Greupink advised of lunch schedule revisions and the expanded coop program. Written report was provided.
  - D. Middle School Principal – Ms. Stengel provided an update on the middle school high interest teacher position. Written report was provided.
  - E. Elementary School Principal – Mr. White updated the board on student achievement at the elementary school. Written report was provided.
  - F. Director of Special Education – Ms. Hinze advised that she has been spending much of her time connecting with staff.
  - G. Director of Finance/Personnel – Ms. De Bruine referenced the recent audit and wage agreements for salaried support staff. Written report was provided.
  - H. Building and Grounds Coordinator – Mr. Scheppmann provided an update on the summer cleaning process, recommended the hiring of Rich Trossen as high school custodian and referenced a recent resignation at the elementary school. Written report was provided.
  - I. Technology Coordinator – Mr. Allen reported on projects to complete before the start of school. Written report was provided.
  
- IV. Consent Agenda Items – Lemkuil made a motion, supported by DenBoer, to approve all consent agenda items. Motion carried; unanimous.
  - A. Approved the minutes of the following school board meetings:
    - 1. Monthly board meeting of July 17, 2019
  - B. Personnel
    - 1. Approved the resignation of Bryce DeRoos as Director of Pupil Services
    - 2. Approved the resignation of Jeffery Montague as elementary school hot lunch server
    - 3. Approved the retirement of Cindy Hoitink as elementary school special education aide
    - 4. Approved the hiring of Ashley Hinze as Director of Special Education
    - 5. Approved the hiring of Jill Floryance as middle school/high school aide
    - 6. Approved the hiring of Kelly Soerens as elementary school aide
    - 7. Approved the hiring of Jill Van Ess as elementary school special education aide
    - 8. Approved the hiring of Richard Trossen as high school evening custodian
    - 9. Approved the hiring of Tiffany Bimmel as high school JV2 volleyball coach
  - C. Finance
    - 1. Approved June Expenditures of \$920,179.30
    - 2. Approved June Receipts of \$2,268,570.28
    - 3. Approved July Expenditures of \$911,483.08
    - 4. Approved July Receipts of \$234,844.46
    - 5. Approved July computer check numbers 10013052 - 10013101, wire numbers 201900001 - 201900017 and ACH numbers 19000002 - 19000027
  
- V. Action Items
  - A. Motion by Hartman, supported by Stokdyk, to approve Support Staff Handbook for 2019-20. Motion carried; unanimous. Lemkuil recused himself from the vote.
  - B. Motion by Hartman, supported by DenBoer, to approve alternative open enrollment into and out of the district for 2019-20. Motion carried; unanimous.

- C. Motion by Lemkuil, supported by Hartman, to approve student code of conduct for high school, middle school and elementary school. Motion carried; unanimous.
  - D. Motion by Lemkuil, supported by Stokdyk, to approve 66.030 agreement with Random Lake for shared Occupational Therapist. Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink advised that legislative meetings were starting soon and will be hosted in our district for 2019-20 and referenced the special education transfer and mental health funding.
  - B. Finance Committee Report – Mr. Lemkuil provided a budget update.
  - C. Buildings and Grounds Committee Report – No report.
  - D. Transportation Committee Report – No report.
  - E. Negotiations Committee Report – No report.
  - F. Policy Committee –
    - 1. 1<sup>st</sup> read on the following board policy: 7455
  - G. OCEF Report – Mr. Hartman referenced the August Fest raffle.
  - H. Long Range Planning Committee Report – Mr. Bruggink and Mr. Stokdyk provided an update on the August 7 meeting.
- VII. Lemkuil made a motion, supported by Hartman, to adjourn to closed session for consideration of a specific personnel issue pursuant to Wis. Stats. §19.85(1)(c). Motion carried; unanimous (individual voice vote). Closed session began at 7:10 pm.
- VIII. Stokdyk made a motion, supported by Lemkuil, to reconvene into open session at 7:34 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Regular Board Meeting – September 18, 2019, at 6:00 pm in the HS Conference Room.
- X. Lemkuil made a motion, supported by DenBoer, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:35 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: August 16, 2019  
Re: District Update

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- We are pleased to recommend Mrs. Ashley Hinze for the position of Director of Special Education. Ashley joins us from Random Lake School District where she served in a similar role. Throughout our process, Ashley's ability to center decisions based on students stood out. This focus came through clearly in her interview and each reference check. Ashley has a passion for special education and made an immediate impression on our entire committee. Ashley was able to join us this week Thursday and Sherri, Aaron, Kris and I where each able to meet with her and begin the transition. We appreciate Bryce's willingness to come in on Friday to meet with Ashley. Melanie will also join them to help ensure the many details of a new year in special education are covered. Ashley will join us for the August 19th board meeting.
- Our survey is currently on draft #9 with input from our Long Range Planning Committee playing a key role in the evolving survey. We have updated the image in the survey and continue to work on hyperlinks to the video presentations. An updated timeline is included with my update.
- Kris and Pete joined me in meeting with Bray Architects and Jos Schmitt Construction as we discussed the scope and primary needs in the high school project. The discussion focused primarily on ensuring we had all needs met while staying within financial parameters which would not result in a local levy tax increase related to the project. Having the ability to address our existing high school parking lot, which is in need of significant repair, and our remaining high school HVAC needs, were primary points of discussion. Those priorities will need to be addressed should this project move forward as we would use a majority of our Fund 46 to avoid a local tax increase. Although our original discussions included renovation of the high school office along with the theater, cafeteria and gym, we will likely place the office as an alternate consideration.
- We just received notice that our attorney, Mary S. Gerbig, has made the decision to leave the law firm of Davis & Kuelthau effective August 2, 2019. She has joined the law firm of Buelow Vetter Buikema Olson and Vliet as of August 5, 2019. Attorney Gerbig did contact me by phone to express her interest in continuing to serve as our district attorney with her new law firm. We have released a request for proposal to law firms which specialize in school law. I am including the request for proposal for your review with this board update. Our last request for proposal was completed in 2013, making this an appropriate time for us to look at our relationship with counsel once again. We mailed the RFP to Davis & Kuelthau, Buelow Vetter Buikema Olson and Vliet, Strang, Patteson, Renning, Lewis & Lacy, S.C., and von Briesen & Roper, s.c.
- My update during our August meeting will also include a change to administrative guideline 5500 and our student code of conduct. Since we are not recommending a change to the policy, no board action will be required, but I do want the board to be aware of the adjustment we are making in the guideline. Each building principal will be forwarding their student code of conduct to you for review as well. Policy requires review of each code based on the following language: *Each school's Code of Classroom Conduct shall be adopted by the School Board.*

# Board Update

Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: August 14, 2019  
Re: Monthly Updates--August

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- ✚ The HS Code of Classroom Conduct, which will be published in the updated HS Student Handbook, will use the exact language from Administrative Guideline 5500. Our past Code of Classroom Conduct had similar language but included some variations from the updated Administrative Guideline, so getting those things completely aligned makes sense. The AG seems to be written with a focus on the HS level, so it seems like a really good fit for our student handbook. Kevin has provided you a copy of the updated AG 5500, so I will not copy it into my Board Update.
- ✚ Josh Cole and I will be having a series of meetings with students who will be doing Coop's this coming school year. These coops are based on the model that was built by the Red Raider Manufacturing group which include the Sheboygan School District and a bunch of Sheboygan County Companies. We are customizing the process because the timelines they used for the coop placements just did not work for us with our block schedule. For example, they have primarily 9 week placements and semester placements, and we need to have yearlong placements because of our schedule. We will be meeting with our coop students, their parents and representatives from the company that will be employing them. The coop model is generally described as a less formal Youth Apprentice model and our coop students will be working two of their eight blocks and earning credit for their work experience. There is a formal contract that is reviewed and signed at the meetings that lays out expectations for all of the parties. In the past couple of years, we have experimented with 1 or 2 coops per year, but now we are planning on expanding to a handful of students for next year.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

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

**Date:** 8/15/19

**Re:** Oostburg Middle School Principal Report

1. As I've communicated the past couple of months, with the resignation of Erica Wray, I have a need to fill a part time high interest teaching position. Erica was scheduled to teach one section of 6th grade Spanish, 6-8 grade computer science, and some overflow of 7th and 8th grade STEM. These classes are held every other day in the afternoons. Unfortunately, we didn't receive any applicants for this position and the few people I have reached out to personally have not been interested. I did reach out to an applicant for one of the district's aide positions and she is coming in for an interview. She does have a teaching license, but it may mean changing course offerings if this person were to work out as she doesn't have experience or knowledge in computer science. In the meantime, I have been talking with Kris, Kevin, and Aaron to discuss potential out of the box solutions if all of my leads fall through.
2. Student interest in taking OMS' STEM courses has resulted in us having to offer two courses simultaneously. While it is great that students are interested in the course and the learning, particularly around the design and engineering process, it creates obstacles in terms of materials and resources. As you may recall, last year the district purchased an LJ Create curriculum and resources for our STEM courses. Random Lake MS is also using LJ Create. Next week Thursday, Steve Brill, Steve's counterpart at Random Lake MS, RLMS's principal, and myself are meeting to look at schedules, the scope and sequence of courses within the two schools, and explore the potential of sharing some resources/materials in order to meet both their needs and ours without having to individually invest in costly resources to accommodate our increasing numbers. I certainly appreciate Random Lake's willingness to collaborate with us for the benefit of students. I'm hopeful we can find solutions to accommodate the needs of both districts.
3. As Scott indicated in his update, I too adopted the Student Code of Classroom Conduct as written in Administrative Guideline 5500. This code of conduct is printed in the OMS Student Handbook which is in the front of student planners, along with other important information for parents and students.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: August 16, 2019

Re: Board Update

- Over the course of the summer, we have interviewed and have recommendations for two open positions at the elementary school. Kelly Soerens is the recommended candidate for our open aide position. This job entails oversight of the Monday Memos, playground/lunchroom supervision, and classroom aide support. The second open position is a Special Education Aide, which will be replacing Cindy Hoytink at the end of September. Cindy made the difficult decision to retire at the end of September of this school year. Jill Van Ess is our recommendation for the Special Education Aide position. Jill would start the school year in an abbreviated schedule to shadow Cindy, get to know the students, and help ease the transition.
- At the upcoming school board meeting, I will be presenting an overview of the school data from the elementary. This data is a compilation of grade level student learning objectives, as well as the learning objective that I have set for myself and the student population. I am looking forward to sharing what instructional strategies have gone well and positively impacted student learning, as well as identify the next steps for the elementary school and our teachers.
- My final update point relates to the student data presentation mentioned above. Through the use of the year's information, along with my experiences from the past three years, I feel that I can be more intentional in supporting the instructional strategies of the teachers and staff at the elementary. I look forward to partnering with Ashley Hinze to provide co-teaching training between regular education and special education staff to help our delivery models. Another group of teachers will be going through math intervention training with me next week, with an eye on streamlining our interventions. Lastly, our K-2 group of teachers will be reviewing their phonics instruction and beginning to implement the phonics units of study, which will be a nice companion to current reading and writing practices.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 8/16/2019

### Cash Position:

	Current Year 7-31-19		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$347,759.93	0.34%	\$167,656.08	0.35%
OSB Dental Acct	\$5,755.54	0.4833%	\$34,617.64	0.40%
OSB Money Market	\$1,364,364.57	1.40%	\$1,606,793.87	1.2875%
OSB Bond Acct	\$1,226,814.23	1.20%	\$502,968.78	1.0873%
LGIP Savings	\$0.00	1.95%	\$23.31	1.95%
OSB - VANCO acct	\$19,012.20	0.00%	\$37,767.93	0.00%
PMA - Fund 46	\$1,339,586.75	Various		Various
LGIP - Fund 46	\$480,780.43	2.38%	\$265,084.91	1.95%
Referendum Project	\$0.00	1.0876%	\$1,970,987.61	1.0876%
OSB - Officials Check	\$1,170.94	0.00%	\$504.89	0.0%
Petty Cash Boxes	\$150.00	0.00	\$300.00	0.0%
Paypal Cash	\$0.00	0.00%	\$856.83	0.00%
TOTAL CASH	\$4,785,394.59		\$4,587,561.85	
Fund Balance (10/27)	\$2,874,113.10		\$2,968,371.99	

- There are LOTS of reports attached as separate documents. The 18-19 final cash flow report, the July 18-19 cash flow report, the June financials, the July financials as well as the audit synopsis are all attached. I plan to review the last one at the board meeting. Please let me know of any questions or concerns.

### DPI Update:

- The School Calendar report and the School Census reports were filed. Kami does these reports.

### Finance Update:

- I continue to tweak the budget for 19-20 as things continue to change and things get added.
- Overall the audit was very positive again this year. We had no adjustment to any of the numbers.

### Human Resources Update:

- The Support Staff handbook is on the agenda for approval. Kevin and I met to recommend a few changes that I want to highlight here for you. The vacation schedule as well as the probationary schedule have change recommendations that relate to the tight labor market that we are in. For us to hire employees, we need to have attractive rates and benefits and we felt that the one week of vacation for full time employment was not meeting the needs of potential applicants. The remaining changes are clerical in nature. We look forward to discussing any questions you may have.

# 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, Ashley Hinze

**From:** Lucas Allen

**Date:** 8/16/2019

- 360 Chromebooks for grades 3-8
- Upgraded Library system and resynchronized directories
- Sold remainder of FY 2014 Chromebooks
- Adobe license conversion
- Print server update and migration project
- Art room AV upgrade

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education

From: Peter Scheppmann

Date: 8-16-2019

- 98% of the summer cleaning is completed in all buildings. The custodial staff is presently working on finishing touches. Last week Friday, Too Tall Window Cleaning was scheduled to clean all the tall windows in the elementary school, the multipurpose room, hallways and some courtyard windows. What a difference it makes, they did a great job and the sun was shining in.
- Presently we are still waiting on delivery of a few pieces of new classroom furniture, student tables and a couple of teacher desks. Most of this is due to larger special needs class sizes coming up to the middle and high school from the elementary school.
- We ran an advertisement in the Lakeshore Weekly for a full time custodial position to fill Cathy Fuentes' open position due to her retirement. We received 8 applications for the position and all the applicants lived in the district. On the School Board agenda action items, there is a recommendation for Richard Trossen. Kevin, Kris and I discussed some of the applicants and all agreed Richard was the one for the position.
- As usual, the summer is moving to fast and coming to an end. Next week new teachers, mentors and lead staff team members come in, so by the end of the week most loose ends have to be addressed.