

SCHOOL DISTRICT OF OOSTBURG  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
February 19, 2020

- I. Meeting called to order at 6:00 p.m. by President Jim Swart.
  - A. Pledge of Allegiance.
  - A. Roll Call. Board members present: Jim Swart, Terry Lemkuil, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: Wendy DenBoer and Eric Hartman. Administrators present: Kevin Bruggink, Kris De Bruine, Ashley Hinze, Scott Greupink, Sherri Stengel, Aaron White, Lucas Allen and Peter Scheppmann. Administrators absent: None. Others: Julie Bieber, Jill Davies and Cathy Fuentes.
  - B. Proper posting of agenda was certified by Kris De Bruine.
  - C. Lemkuil made a motion, supported by Harmeling, to approve the agenda. Motion carried; unanimous.
  
- II. Public Letters / Comments
  - A. Math presentation by elementary school teachers Jill Davies and Julie Bieber
  
- III. School Board President / Administrators Reports
  - A. Board President – Mr. Swart read a retirement letter from Mrs. Puerzer.
  - B. Superintendent – Mr. Bruggink mentioned the Ken Williams training coming up on Friday; he also commented on the referendum communications taking place. He thanked Officer Riddiough and Mrs. Hinze for attending a threat assessment training. He also thanked Mr. White, Mrs. Bieber and Mrs. Davies for their leadership in the co-teaching presentation and the impact it is having at OES. Written report was provided.
  - C. High School Principal – Mr. Greupink highlighted the evolution of our district co-op program by sharing a student co-op success story leading to substantial career experience in the trades.
  - D. Middle School Principal – Written report was provided.
  - E. Elementary School Principal – Mr. White followed up on board questions related to co-teaching. Written report was provided.
  - F. Director of Special Education – Written report was provided.
  - G. Director of Finance/Personnel – Ms. De Bruine commented on the three payroll month in January which is affecting cash and fund balances in relation to prior year. Written report was provided.
  - H. Building and Grounds Coordinator – Mr. Scheppmann commented on natural gas consumption declines year over year. Written report was provided.
  - I. Technology Coordinator – Written report was provided.
  
- IV. Consent Agenda Items – Kretz made a motion, supported by Lemkuil, 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 15, 2020
  - B. Personnel
    1. Approved the retirement of Jacqueline Puerzer as elementary school teacher at the conclusion of 2019-20.
  - C. Finance
    1. Approved corrected December Expenditures of \$877,082.05
    2. Approved corrected December Receipts of \$1,485,181.35
    3. Approved January Expenditures of \$1,061,023.84
    4. Approved January Receipts of \$1,976,207.25
    5. Approved January computer check numbers 10013311 - 10013336, wire numbers 201900143 – 201900146, 201900150 – 201900156, and 201900159 – 201900173, ACH numbers 192000432 - 192000514, and manual check numbers 501706 - 501708
  
- V. Action Items
  - A. Motion by Lemkuil, supported by Kretz, to approve alternative open enrollment and current year tuition waivers for 2019-20. Motion carried; unanimous.
  
- VI. Topics for Discussion
  - A. Legislative Committee Report – Mr. Stokdyk reported on the meeting held on February 17. He commented on the \$800M surplus funds available from excess tax revenue and AB 670 regarding retirement age and rehiring annuitants. He also commented on pending legislation related to special education funding, requiring holocaust and genocide education into the common standards and a school accounting bill that Katsma and Stroebel have supported.
  - B. Finance Committee Report – Mr. Lemkuil reported on the quarterly meeting with the Superintendent and Business Manager.
  - 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. Greupink reported that OCEF provided several new grants to the district.
  - H. Long Range Planning – Mr. Stokdyk reported on a meeting at which the committee reviewed the referendum communication pieces.
- VII. Lemkuil made a motion, supported by Kretz, to adjourn to closed session per state statutes 19.85(1)(c) and (f) to consider a specific personnel issue. Motion carried; unanimous (individual voice vote). Closed session began at 6:55 pm.
- VIII. Lemkuil made a motion, supported by Kretz, to reconvene into open session at 7:00 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Regular Board Meeting – March 18, 2020, at 6:00 pm in the HS Conference Room.
- X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:01 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 14, 2020

Re: District Update

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- Our monthly legislative meeting will be held on Monday in the Oostburg Innovation room from 7:30-9:00. There are several pieces of legislation moving through committee which impact education. Here is a brief summary of the more prominent bills:
    - [AB-670](#) **Increasing Retirement Age** Increasing the minimum retirement age under the Wisconsin Retirement System; decreasing the minimum break in service for annuitants in the Wisconsin Retirement System who are rehired by a participating employer, and allowing rehired annuitants to elect to not participate in the Wisconsin Retirement System.
    - [AB-816](#) **Holocaust Education** Incorporating the Holocaust and other genocides into the state model social studies standards and requiring instruction on the Holocaust and other genocides.
    - [AB-810](#) **School Accounting** Creating a computerized uniform school budget and accounting system.
    - [AB-849](#) **Open Enrollment** Expanding the part-time open enrollment program.
    - [AB-779](#) **Athletic Participation** Participation in interscholastic athletics and extracurricular activities.
  - Our collaboration with Belleville School District administration included a strong focus on varying approaches to intervention, particularly at the high school level. Our team also had an opportunity for in depth discussions around continuing support for vertical teams in their work during our inservice days.
  - Kris and I participated in a “meet & confer” with staff representatives this week. Topics included FMLA leave structure, early ideas around our compensation model as we approach negotiations, and the role and responsibility increases for vertical team leaders. We will be meeting again in two weeks to follow up on several of these areas.
  - Our board meetings through the fall have a heavy focus on principal and superintendent presentations related to our district goal progress. As we move into spring we have typically brought in some student groups or staff members to focus on areas which we feel may be of interest to the board. In February, Aaron will join Julie Bieber and Jill Davies to provide the board with a brief overview of a presentation they have been asked to provide at the state math convention later this year. Our co-teaching work, particularly in math, continues to positively impact student achievement. We are looking forward to hearing about our approach from this team. During our March board meeting we have Jodi Hilbelink and Traci Brill scheduled to present on our ID department’s iBake program. Although not formally scheduled at this point, we will likely target a forensics presentation in April. Thank you to each of these groups for their willingness to give a night away from home to share with our school board.
  - Our contract with Otte Bus Company has a rolling provision with the following language being primary to our renewal considerations:
    - *(1)...contract shall be effective for a period of three years starting July 1, 2018, and shall be automatically extended each July 1 so that it will have three years to run on any anniversary date except that the district may advise the Contractor, or the Contractor may advise the District in writing on or before April 1<sup>st</sup> of any year, that the contract will not be extended beyond the then current three-year term.*
    - *(12) The District agrees to an annual price increase of 2% or an increase equal to the increase in the percentage December to December in the sub-category listed in the Consumer Price Index as All Items Less Energy, whichever is greater. It is also agreed that the increase will be capped at 5%.*

Although we have two board meetings before any specific action would be required to change our agreement, we would like to get this information before the board and inform you that our

administration recommends allowing the contract to roll forward through the April 1<sup>st</sup> date. We continue to be pleased with the partnership between Otte Bus Company and OSD. Otte representatives have been easy to communicate with, responsive to requests, and most importantly they have worked hard to keep our students safe. A copy of the full contract will be provided electronically to each board member.

- We will have a brief closed session item on our February agenda in order to discuss a specific personnel issue per statute 19.85(1)(c) and (f).

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Ashley Hinze

**Date:** 2/14/20

1. This past month has brought many opportunities to meet with staff to go over mid-year progress on Student Learning Objectives that teams and individuals created at the beginning of the year. I feel each year our discussions and goals are getting more focused around more specific needs and students. Often student learning objectives are focused on a whole grade of students. For example, this year, in an attempt to target some of our gap scores, particularly with students considered economically disadvantaged, OMS has two staff members whose goals are specifically focused on this group of students. To attempt to get at root causes for their lack of progress, we have approached goals that focus on both academic and behavioral needs pending perceived reason for their lack of growth.
2. I've also met with staff on formal rotation to go over interim or mid-year ratings. This meeting gives the teacher and me an opportunity to look at the educator effectiveness ratings in the standards of Professional Knowledge, Instructional Planning, Instructional Delivery, Assessment for/of Learning, Learning Environment, and Professionalism. We discuss where they are at on the rubric in each of these areas (Distinguished, Effective, Developing/Needs Improvement, or Unacceptable) based on evidence collected to date. This mid year discussion is valuable as it lends itself to areas of focus for the remainder of the year if more evidence is necessary to accurately rate certain standards. It also helps avoid surprises at the end of the year.
3. It is the time of year where plans are underway for upcoming Statewide Assessments. The ACT will be on March 3 this year for all Juniors. The Forward window for grades 3-8 and 10 opens at the end of March, and the Aspire Summative window for grades 9-10 opens at the beginning of April. Technology readiness and behind the scenes work happens now to ensure testing goes off without a hitch once the windows open.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: February 14th, 2019

Re: Board Update

- It is hard to believe that the month of February is halfway over already. Our students and staff have settled into the longest sustained instructional block of the calendar year. On the most recent early release, we introduced our students to the characteristic that we will be focusing on, which is Enthusiasm. To help with this message, Zach Rogers invited members of the OHS wrestling team to take part in an assembly for our 3rd, 4th, and 5th grade students. Our message was built around being enthusiastic when taking on difficult tasks or activities that might not be easy to enjoy, along with being enthusiastic for the fun, rewarding parts of school and life. The OHS wrestlers did a nice job explaining how enthusiasm has helped them through challenging moments at practice and during their season. Over the past few years, the elementary school students have had assemblies with the boys' basketball team, the dance team, choir, and band. It was nice to get a new group in front of the students and really helped to connect our message.
- At the coming board meeting, Julie Bieber and Jill Davies will be presenting an abbreviated version of their presentation for the state math conference. Julie and Jill have been co-teaching math for the past two years and have formed a very fruitful relationship that has positively impacted students across two grade levels. While Jill co-teaches with other teachers and grade levels, her work with Julie has been significant for the ways that they have employed co-teaching strategies that were provided during professional development sessions. I am excited for them to show you what co-teaching looks like and to provide some examples of different models and approaches.
- As we have discussed at prior meetings, there are a series of coverage needs at the elementary related to the growing families of our teachers. I wanted to provide a brief update on upcoming leaves and how they will be covered. Julie DuMez, who already covered for Rachel Wensink, will be taking over for Jill Davies the last week of February. Carissa Wisse will begin her student teaching in 2nd grade with JoAnn Basky on February 24th. This will help prepare Carissa to transition to taking over the long term responsibilities for Kristen Hesselink in 2nd grade. Lastly, Shannon Van Ess was recently in the elementary to shadow Stephanie Hilbelink for an overlap day, in anticipation of taking over for Stephanie in late March.

# Board Update

## Oostburg School District: Director of Special Education

To: Board Members and Administration  
From: Ashley Hinze  
Date: Feb. 14th, 2020  
Re: Special Education Update

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- Deputy Brad Riddiough and I attended the Basic Threat Assessment Team course in Waupaca on Thursday, January 30th, 2020. Per the registration: “The Basic Threat Assessment Team course is for school administrators, pupil services staff, security personnel and school resource officers (or local law enforcement). This course will explain who should be part of the threat assessment team, the investigative themes important in a school based threat assessment, how to determine the severity of the threat, and how to determine the appropriate response to threatening behavior. Attendees will complete table top exercises and evaluate their own policies. Attendees are encouraged to bring the threat assessment tool used in their school district and their school district's policy regarding threats of violence to the training. This is an 8 hour course delivered by the Wisconsin Department of Justice, Office of School Safety staff. Attendance is restricted to school employees and law enforcement officers.” I will be organizing a meeting in the upcoming weeks with Brad Riddiough and Kevin Bruggink to discuss next steps of implementation.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 2/17/2020

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### Cash Position:

	Current Year 1-31-20		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$166,392.48	0.35%	\$362,147.11	0.35%
OSB Dental Acct	\$7,004.47	0.37%	\$41,146.24	0.50%
OSB Money Market	\$546,540.62	1.26%	\$658,824.61	1.40%
OSB Bond Acct	\$1,370,314.82	1.05%	\$1,696,315.63	1.40%
LGIP Savings-Fund 46	\$485,331.99	1.61%	\$268,098.09	2.47%
OSB – VANCO acct	\$13,114.79	0.00%	\$9,561.35	0.00%
OSB – Officials	\$6,458.94	0.00%	\$1,920.34	0.00%
PMA – Fund 46	\$1,353,287.95	various	\$1,319,053.26	Various
Paypal Cash	\$0.00	0.00%	\$856.83	0.00%
OSB – Referendum	\$0.00	1.00%	\$81,471.45	1.00%
Cash Boxes	\$850.00	0.00%	\$1,100.00	
TOTAL CASH	\$3,949,296.06		\$4,440,494.91	
Fund 10/27 cash	\$399,961.90		\$775,770.55	
Fund Balance (10/27)	\$275,871.71		\$666,357.27	

- The above chart represents the fund balance and cash balances at the last month end. The three payroll month this year is January; last year it was March. That is part of the explanation of the lower cash and fund balances at 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.

### Personnel Update:

- I'm working on costing for upcoming negotiations. Kevin and I have met with Curt and Tamala to review the 1.81% CPI.

### DPI Update:

- The 2<sup>nd</sup> Friday Pupil Count has been completed and submitted to DPI. We reported 975 students in both September and January. Last year we were at 967 in September and 978 in January. 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, Ashley Hinze

**From:** Lucas Allen

**Date:** 02/07/2020

- Before the issue was mentioned last month regarding the HS Sound system, I had been developing a solution to make it easier to control the system and play audio remotely. This solution is just nearing completion and ideally, will reduce the number of users that go in to that room and change things.
- I have continued to have weekly discussions around what technologies we should be looking at based on our greatest needs and the timing of a possible passed referendum in April. I like to have all of the solutions ready and in my back pocket in case we are able to move forward with alternates or we realize that we need to spend more in certain areas to meet our needs. It also gives me a bit of a future focus, more aware of the trends and the direction that the tech is moving. I learned a great deal from the ES project and am happy with the overall success of that, however, just like building a house, I have some regrets on not doing certain things a bit differently.
  - My main focus continues to be on communication. The intercom, paging and clock systems in the HS and MS are almost 30 years old and the phone system we installed in 2012 is only supported by one local company and also needs a substantial upgrade of its main component.
  - An ideal solution would tie all of our communications and security systems together, be easy to use and improve our efficiencies.
- A considerable amount of time was spent last month patching our servers and systems in response to Microsoft's Crypto Bug. The patching was fairly straightforward, however it revealed some other issues that needed to be fixed as well to ensure all of our systems are up to date. More work needs to be done and will always need to be spent on this work.

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education  
From: Peter Scheppmann  
Date: 2-14-2020

- Mark TeGrotenhuis and myself have rescheduled his hours and he is presently starting at 5:00 am and working until 9:00 am. This gives Mark 4 hours of work and then he takes a ½ sick day. This schedule also limits his contact times with students until his immune system gets stronger to protect against disease. Also, Kevin and I met with Mark about posting/advertising for his position. The advertising will be placed in the Lakeshore Weekly, Ozaukee Press, Plymouth Review and the Random Lake Sounder, along with Kris sending an internal posting email to all district employees.
- A couple of weeks ago we experienced a major blockage in one of the middle school's main bathroom toilets. After I tried unsuccessfully to auger the obstruction free, we called in Edgewater Plumbing to remove the toilet from the wall and proceed to use two different power augers to clear the blockage, which the plumber worked on for over an hour to open the pipe back up. He then remounted the toilet to the wall. Once the plumbers work was completed I Kaivaced/disinfected the entire restroom.
- Mark is presently adding a natural gas connection to one of the high school science classroom's chemical fume hood. Colette Hilbelink requested this feature to be added so that she could conduct additional experiments in class, while engineering safety controls in the laboratory. The school's existing hood had an option for this. Mark had to pipe natural gas to the hood and Colette ordered the necessary fume hood parts needed to accomplish this function. Mark had also suggested to add an emergency stop button with a lock out keyed function when the hood is not in use. The project is 90% complete at this point. DeTroye Electric will install the keyed e-stop at each teacher's desk location.