

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Theater
February 17, 2021

- 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, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: Eric Hartman. Administrators present: Kevin Bruggink, Kris DeBruine, Scott Greupink, Sherri Stengel, Aaron White and Ashley Hinze. Administrators absent: None. Others: Peter Scheppmann and Lucas Allen.
 - 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 – None

- III. School Board President / Administrators Reports
 - A. Board President – Mr. Swart read a thank you note from Barb Gabrielse.
 - B. Superintendent – Mr. Bruggink reviewed new project renderings and updated the group on philanthropic contributions to the project. He also reviewed the post season athletic requirements for WIAA sanctioned events. Lastly, he referenced a proposal to remove virtual learning options for 4th quarter. Written report was provided.
 - C. High School Principal – Mr. Greupink reported on the activities being worked on for the end of the year. Confidential written report was provided.
 - D. Middle School Principal – Ms. Stengel reported on middle school end of the year activities. She also thanked Aimee Thrune for her years of service to the district and reported on a new substitute who will be working at OMS this spring. Written report was provided.
 - E. Elementary School Principal – Mr. White reported on 5th grade recognition for the end of the year. Written report was provided.
 - F. Director of Special Education – Ms. Hinze referenced staffing changes for the upcoming school year. Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine reported on pupil counts and the upcoming budget process. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann reported on utility usage. Written report was provided.
 - I. Technology Coordinator – Written report was provided.

- IV. Consent Agenda Items – Lemkuil 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 20, 2021
 - B. Personnel
 1. Approved the resignation of Aimee Thrune as middle school math teacher
 - C. Finance
 1. Approved January Expenditures of \$934,153.72
 2. Approved January Revenue of \$2,041,866.78
 3. Approved January computer check numbers 10013793 - 10013813, wire numbers 202000170 - 202000174 and 202000176 - 202000195, and ACH numbers 202100353 - 202100434

- V. Action Items
 - A. Motion by DenBoer, supported by Stokdyk, to approve one-time adjustment to long term substitute rate. Motion carried; unanimous.
 - B. Motion by Harmeling, supported by Kretz, to approve alternative open enrollment applications and current year tuition waivers for 2020-21. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Stokdyk reported on the Joint Finance decision regarding discretionary ESSER II funds. Encouraging news on revenues from the Legislative Fiscal Bureau has been discussed.
 - 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. 1st read on the following board policies: 5517
 - G. OCEF Report – No report.
 - H. Long Range Planning – No report.

- VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session per state statutes 19.85(1)(c) to discuss certified staff negotiations. Motion carried; unanimous (individual voice vote). Closed session began at 6:48 pm.
- VIII. Harmeling made a motion, supported by Stokdyk, to reconvene into open session at 7:17 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Regular Board Meeting – March 17, 2021, at 6:00 pm in the HS Innovation Room.
Harmeling asked a few questions about visitors in the schools as well as electronic signatures for school email.
- X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:22 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 and Administration
From: Kevin Bruggink
Date: February 12, 2021

- Our overall case counts since September 1st include:
 - 0 additional known positive cases this week. We have now had 3 weeks in a row with no new positive cases.
 - We remain at 32 staff positives and 79 student positives since the beginning of our school year.
 - 8 individuals in official quarantine as of Friday, February 12 (up from 6 from last week). 3 of the current quarantines are due to a parent positive.
- With a clear 3-4 week trend showing minimal OSD quarantines, significantly lower case counts across the county, and much lower county hospitalization rates, we believe we are in a position where removing the remote learning option, except for those families with verified health concerns, makes sense. We know that synchronous virtual learning is substandard, and although it was necessary during the most challenging times of the pandemic, we believe requiring in-person attendance beginning with our 4th quarter is an appropriate approach for our district. There are certain variables which we will continue to monitor, including any increase in case counts due to variant strains of COVID-19. 4th quarter begins after spring break, on April 5th. This timeline allows for board discussion during our upcoming February meeting with potential action during our March 17th meeting.
- Budget and staffing discussions are continuing at all levels as we shift into planning for our 2021-22 school year. These early discussions allow Kris to build a draft budget based on preliminary enrollment projections and staffing needs. Since this is a state budget year we will be waiting on that process to ultimately determine our funding levels and tax levy projections. We are grateful to have strong relations with both Representative Katsma and Senator LeMahieu where we can advocate for a timely budget process at the state level. In years when state budget deliberations continue far into our new fiscal year, schools are left in a difficult position with regard to planning.
- We continue to invest significant time into high school building project transitions. Although our cafeteria, current library, and main entry corridor will not be available after spring break, we do have a good plan to continue serving hot lunch out of an area close to the middle school kitchen. The cooperation from the food service department, building and grounds, PE staff, music staff and others impacted by the moves happening before spring break has been appreciated. Everyone involved has been very understanding in recognizing we will have several short-term inconveniences offset by a very nice end product. From a community perspective the main impact will be closing our fitness center in mid-May to prepare for demo of that space. Unfortunately, we will be without community fitness center access until the final project is completed in early February, 2022.
- Planning continues around some of the traditional spring events including our Top Ten academic recognition banquet, our spring play, and potential concerts. Many of these events will look a little different, yet we are optimistic that they can be held safely. Play auditions were this week and that planning has students excited. At this point concerts and graduation are in the planning stages for outside events.

Board Update

Oostburg Middle School

To: Board Members and Administration
From: Sherri Stengel
Date: February 12, 2021
Re: OMS Update

- **Resignation**

On the board agenda, there is an item related to the resignation of Aimee Thrune as an OMS math teacher effective the end of this school year. Ms. Thrune has been a wonderful addition to the OMS staff and will certainly be missed by students and staff alike. Along with her teaching duties, she will leave behind multiple coaching vacancies as well.

My plan is to post for this position in the next couple of weeks. Mrs. Hickmann, Ms. Koski, and I will be meeting to discuss the current configuration of our math department and make any adjustments that we feel may be best for the school and district so we know exactly what we are looking for in a future candidate.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: February 12, 2020

- As Kevin mentioned in his update, our district level Covid numbers and statistics are trending in a good direction. I would like to echo that sentiment and share that the elementary school was almost at full capacity this week, for the first time in some time. It is clear the impact that this is having on both students and staff. Although our virtual option is strong, the role of our teachers is made easier when all of the students are in the classroom versus 'on the screen'. While we have solid systems in place to provide virtual instruction, the best way for our staff to reach students, intervene for needs, and build relationships is with students in person. I would like to highlight the work done by Faith Mentink and January Wilterdink as they navigate phone calls from parents around symptoms, illness, and next steps. The relationships between our parents and our staff, built on this communication, has helped us work through some challenging decisions and do what is best for students and families. We realize that this trend may change, and we are prepared for any shifts, but also appreciate our current reality.
- Our school is in the midst of our bi-annual fundraiser to support the Leukemia and Lymphoma Society. This program, which in the past was called Pennies for Patients, has shifted to Hero Squad. Our goal for the fundraiser was to raise \$2,500 as a school, with the incentive being a video of Mr. White doing an outdoor ice bucket challenge (brrr). With the pandemic and shift to online fundraising, we were not sure how this program would look this year. Through the guidance of Ashley Holzer, and strong efforts from our teaching staff, we have already raised almost \$6,000 as a school. While I am excited about the enthusiasm for this program, I am also slightly terrified of having to do the ice bucket challenge for the students.
- The transition from 2nd to 3rd quarter generally brings my attention to the spring testing sessions and their subsequent scheduling. This year, the ACCESS test, which is given to English Language Learning students, will be proctored between February 21st and April 30th. Traditionally, this test is given in December and January, but with so many schools being virtual or hybrid, it called for large scale adjustments. The Wisconsin Forward test, as we found out this week, will be given to students across the state using a similar timeline to years past. One detail that has emerged is the exclusion of the Text Dependent Analysis test, which combines reading with responding to text via a five paragraph essay (typed). This will shorten the amount of time needed for the test and help our staff and students stay focused on our district visions and goals.

Board Update

**Oostburg School District:
Director of Special Education**

To: Board Members and Administration
From: Ashley Hinze
Date: February 12, 2021
Re: Special Education Update

- **Child Development Days - February 10, 2021**

We held our second of two child development days on Wednesday, February 10, 2020. The intention of this event is to allow community members the opportunity to have their children assessed for basic entry level skills needed prior to entering school. Should any concerns arise, we are able to provide early intervention to these families once the child turns three years old. Prior to three, all children identified receive services from Sheboygan County Birth to Three. Overall, 12 students were screened, with one family not showing up for their scheduled time slot. No referrals were made for special education services.

At the second event each year, we also partner with Sheboygan County Birth to Three services to open the event to children under 3 years of age. The Birth to Three provider screened six children, resulting in one referral for additional speech and language services and one recommendation for re-screen in 2-4 months.

A big thank you to the staff involved in helping assure this event runs smoothly- Melanie Wisse, Kim Flanders, Kari Rothe, Kayla Knueppel, Beth Rauwerdink, Sheenah Swoverland, Aaron White, Joel Debbink, and Steve Herzog.

Overall the day went extremely well and Melanie Wisse noted that many families expressed appreciation for us holding the event for our community.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 2/17/2020

Cash Position:

	Current Year 1-31-20		Prior Year	
	Balance	Interest Rate	Balance	
OSB - Checking	\$168,455.05	0.35%	\$166,193.63	0.35%
OSB - VANCO	\$8,818.88	0.00%	13,114.79	0.00%
Cash Boxes / Petty Cash	\$100.00	0.00%	850.00	0.00%
OSB - Dental Acct	\$3,707.90	0.13%	\$7,004.47	0.37%
OSB - Officials	\$2,981.39	0.00%	\$6,458.94	0.00%
OSB - Money Market	\$612,512.12	0.65%	\$546,540.62	1.26%
OSB - Bond Acct	\$1,670,225.15	0.45%	\$1,370,314.82	1.05%
OSB - Capital Imp	\$957,494.72	0.45%	\$0.00	0.00%
PMA - Capital Imp	\$1,340,581.65	Various	\$1,353,287.95	Various
LGIP -Capital Imp	\$1,989.55	0.09%	\$485,331.99	1.61%
OSB - Referendum	\$7,500,958.11	Various	\$0.00	1.00%
TOTAL CASH	\$12,267,824.52		\$3,949,097.21	
Fund 10/27 cash	\$476,515.16		\$399,763.05	
Fund Balance (10/27)	\$393,561.10		\$275,672.86	

- 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 are 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 well as a required operating update.

Personnel Update:

- I'm working on costing for upcoming negotiations as well as the 21-22 budget. The final CPI for negotiations is 1.23%.

DPI Update:

The 2nd Friday Pupil Count has been completed and submitted to DPI. We reported 967 students in September and 963 in January. Last year we were at 975 in both September and January. We were NOT chosen for a Pupil audit this year. Yay!!!

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: 2/12/21

- The building project has been a main priority for me this past month. That work has been validated by many discussions with the various partners and integrators that we have relationships with, or that will likely be part of this project, to be sure that we are barking up the right trees. What I mean is ensuring that we do our best to be thinking as future forward as possible and trying to connect systems into not just what we are doing now but what we might do in the future. Moving away from analog clocks, coaxial cabling, or proprietary HVAC systems are just a few examples of the ways in which we can be looking forward. We may also be able to repurpose some larger ticket AV and IT items which would save some money as well.

In addition, we have filed the necessary paperwork and have been working through the process of finding an erate vendor (FCC USAC reimbursement for services and equipment for the internet) that can assist us with a portion of the project as well. I estimate those savings to be somewhere near \$70,000.

- We are moving forward with the new helpdesk and asset tracking software I mentioned last month. The upfront work is not pleasant as it is a lot of data entry. We track various assets across various platforms and spreadsheets, etc. When we are finished, the asset management system, along with the associated helpdesk software, should allow us to be more efficient in a support role along with having a better handle on device and hardware lifecycles.
- One of our vendors let me know yesterday their Chromebook order from 6 months ago finally arrived so they have inventory. Global supply chain has continued to present challenges into 2021 so we decided to purchase what we needed for this year.

Board Update

Oostburg School District: Buildings and Grounds

To: Board Members and Administrators

From: Peter Scheppmann

Date: February 12, 2021

- We have been busy keeping up with the snow removal in the last month and beyond, with the Nyhof crew performing the major plowing and OSD buildings & grounds shoveling out all the entrance doors and fire egress doors, along with salting entrance areas. We spent time on January 2, 7, 15, 16, 20, 24, 26, and 31, along with several days already in February, including today. It was just a little cold at 6:00 am. Besides the early morning shoveling we have been focusing additional time on auto scrubbing hallways and vacuuming entrance areas floor mats from snow and salt being tracked into all of the buildings.
- Also with the recent severe cold weather snap, we have been monitoring all the HVAC systems to ensure all of the district's heating systems are functioning correctly. We have also made a slight reduction of temperature to assist in the natural gas supply and energy constraint request from WE Energies on large natural gas users.
- We have put together a schedule of all areas that require OSD building contents and furniture to be removed and stored prior to starting the asbestos abatement work, then quickly followed by Jos. Schmitt & Son's demo work. I have been reviewing all aspects of the finished construction project blueprints (225 pages) along with diving into the two project specification manuals (1600 pages). There is much information to go over as we start this building project. Everyone has been helping out with time tables, moving dates, etc. Scott Greupink has taken on the fitness center, working with his contact Dan McGuire of Lifefitness, to review the temporary location and layout of the fitness center equipment. He is also working with Ryan Ohlfs and Amy Antes regarding the temporary use of both the girls and boys locker rooms for short term storage use. All of this is very helpful in making almost a year long construction project work, while still focusing on our main mission of educating students during this project.