

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
Middle School Cafeteria
December 15, 2021

- 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 DeBruine, Scott Greupink, Sherri Stengel, Terry Hendrikse and Ashley Hinze. Administrators absent: None. Others: Peter Scheppmann, Lucas Allen, Steven Zambito and Molly Zambito.
 - 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 – No report.
 - B. Superintendent – Mr. Bruggink updated the board on the construction project, noting that March 19 is tentatively scheduled for OCEF’s fundraiser which will be partnered with a grand opening in the afternoon. Written report was provided.
 - C. High School Principal – Mr. Greupink noted that the high school’s safety drill will be reviewed in closed session. Written report was provided.
 - D. Middle School Principal – Ms. Stengel noted that the middle school’s safety drill will be reviewed in closed session. Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Ms. Hinze advised the board that she is still in need of a part time aide at the high school. Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine reported that the audit is complete. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann updated the board on the construction project. 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 November 17, 2021
 - B. Personnel
 1. Approved the hiring of Brad Riddiough as Community Resource Officer
 2. Approved the retirement of Kristine Rogers at the conclusion of the 2021-22 school year
 - C. Finance
 1. Approved November Expenditures of \$2,044,400.34
 2. Approved November Revenue of \$134,633.28
 3. Approved November computer check numbers 10014164 - 10014207, wire numbers 202110107-202110108 and 202110112 - 202110137, and ACH numbers 212200262 – 212200323
 - D. Other
 1. Approved the adoption of the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board’s official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.

- V. Action Items
 - A. Motion by Hartman, supported by Stokdyk, to approve revisions to COVID operational plan. Motion carried; unanimous.
 - B. Motion by DenBoer, supported by Harmeling, to approve revisions to staff COVID plan. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Bruggink updated the board on a few of the bills being circulated in the Legislature.
 - 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 – No report.
- G. OCEF Report – Mr. Hartman noted that March 19 will be the OCEF fundraiser in the new performing arts center.
- 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)(d) and (f) to accept for purposes of board review at this meeting the written drill evaluation(s) submitted by building principals under section 118.07(4)(cp), Wis. Stats., and consider certified staff negotiations. Motion carried; unanimous (individual voice vote). Closed session began at 6:37 pm.
- VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 6:50 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Regular Board Meeting – January 19, 2022, at 6:00 pm in the Middle School Cafeteria.
- X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 6:51 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



To: Board Members and Administration

From: Kevin Bruggink

Date: December 10, 2021

- During our community [Facebook Live on Nov. 16](#) and during our staff inservice on 12/3 we shared information around OSD’s uncommon academic outcomes. Here are a few of the images we have used during these share sessions:



“Districts serving at least 1,000 students and scoring more than 85 points were led by Whitefish Bay, Cedarburg, Elmbrook, Oostburg, Mequon-Thiensville and Arrowhead.”

Score Summary

Due to the COVID-19 pandemic, please use caution when interpreting scores and ratings. Careful review of the detailed data on all pages is encouraged. Also, see <https://dpi.wi.gov/accountability/resources>.



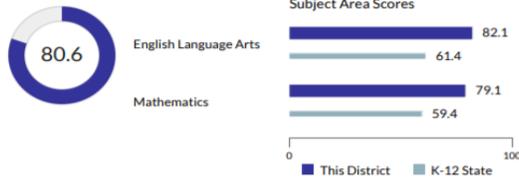
Significantly Exceeds Expectations
★★★★★

PRIORITY AREA WEIGHTS

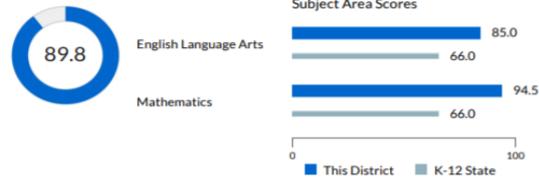


Priority Area Scores

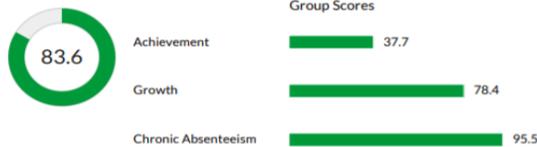
ACHIEVEMENT



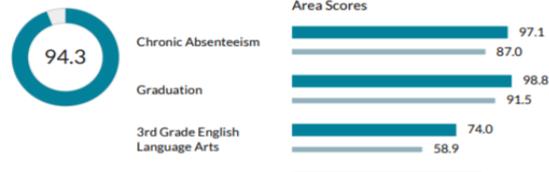
GROWTH



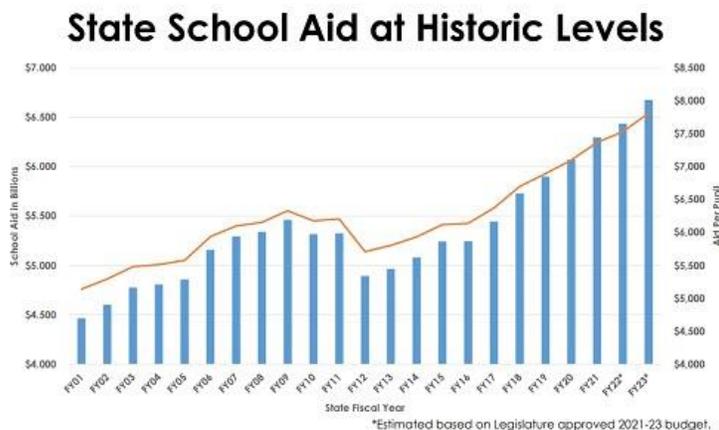
TARGET GROUP OUTCOMES



ON-TRACK TO GRADUATION



- Recent updates from our legislators have been disappointing with regard to the manner in which they portray school funding at the state level. We are considering additional Facebook Live sessions around school finance so we can more accurately communicate the realities of the most recent state budget, federal COVID funding and the impact of vouchers on our local tax levy. We believe this is necessary in clarifying legislative communications which leave out critical information which is important to fully understand school funding. The graph below was shared as part of the legislative communication:



This graph misleads stakeholders as the aid referenced is not available to school districts as revenue. The aid is positive in that it reduces local tax levies, yet it is important to clarify that the two year state budget included no increase to per pupil aid or the OSD revenue limit. Discussion around the appropriateness of this state budget or the related decisions are secondary to clarifying a portrayal which simply does not align with reality. We invite any community stakeholders to reach out if they have an interest in a more in-depth discussion. We do not believe it is helpful when information is misrepresented in this manner and want to build a clear understanding around school finance. We believe OSD's position as one of the lowest spending districts in the state, along with our uncommon academic results, bring credibility to how we manage finances efficiently in achieving our learning mission.

- Our December inservice included a large focus on best practice around sharing assessments within and across grade level teams and departments. One of our core commitments around collaboration states:

- *We are committed to working together to achieve our collective purpose. We cultivate a **collaborative culture** through the development of high-performing teams.*

Sharing assessments allows teams to scaffold academic rigor across levels and grow our clarity around learning which has been identified as essential for students.

- We are in the early planning stages around a March 19th date for our building project dedication. OCEF is planning an evening fundraising event in our new theater on that evening, and we envision an afternoon dedication program followed by building tours. The OCEF event would close our day for those who choose to attend in support of OCEF. We wanted to get this date out early so we could have full board attendance. We have shared this date with our Long Range Planning Committee as we hope they are all able to attend as well.
- Our agenda this month includes action around revisions to our overall COVID operational plan. The updates were developed through stakeholder input which included sending draft changes to all OSD families. The feedback from that process contributed to additional recommended changes including the following significant change which we believe prioritizes our learning mission while also staying in line with health guidance:
 - Allowing a reduction in the current 10 day quarantine requirement for household close contact when a negative test result is provided after day 3-5.
- In addition to the overall COVID plan revisions, we are also recommending revisions to our staff COVID plan which will allow a return prior to 10 days with a negative COVID test. The changes also clarify when leave provisions apply and don't apply in relation to testing and masking within a ten day quarantine period.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: December 21, 2021
Re: Monthly Updates—December

- ✚ I think I mentioned in a verbal update to the Board a month or two ago that we are working with OCEF on a fundraising event for OCEF that will showcase our students in the arts. We plan to include our Band, Voice group, a couple of the best Solo/Ensemble small groups, a similar number of top level Forensics groups, and potentially a music selection from the Musical cast that will be performing later this spring. We will also display some of our student's artwork at the event. Because this will be an OCEF fundraiser, it is likely that we will charge about \$10 per ticket, and the plan at this point is for OCEF to introduce themselves to this audience with a video that our Flying Dutch Media class will produce with the support and mentoring of the Kohler Company advertising department. (This tremendous learning opportunity for our students about developing advertising messages is the result of Peg Lemkuil helping our teacher/class connect with the Kohler Advertising Department for support on this project. Our Flying Dutch Media class will be going to Kohler to meet with their staff and learn, and then when the video project is nearly complete, their staff plans to come to Oostburg to provide feedback on the production. This is a tremendous learning opportunity for our students to be able to work with professionals in the field to build skills, and develop an authentic product for OCEF as a result. OCEF has budgeted \$1000 to support our class in this video production process.) The OCEF Board may also do something to recognize the TenPas's for their substantial donation that allowed us to update our School Store so nicely, and they are planning other parts of the event such as refreshments to make it as special as possible. The OCEF Celebration of the Arts concert will be held on Saturday, March 19th in our new Performing Arts Center, Library and Cafeteria.
- ✚ We are preparing for our Fall Semester Exam process on January 14-18. The primary purpose for having first semester exams is to expose students to an exam experience that is demanding because students will have to prepare for exams in most of their classes happening all in a few days. Graduates have often mentioned that learning to deal with the demands/pressures of cumulative exams, and how to prepare well in advance are experiences that would have served them well as college or technical school bound students. The other driving purpose behind exams is to allow for an additional assessment opportunity focused on all of the essential standards that were addressed in the first semester. In other words, the cumulative final exam provides students with another opportunity to demonstrate their understanding in the areas of their learning that are the most critical for each class. Not only the exam itself, but the review process as well, provide valuable focused time on the most important learning outcomes for each class. We will have open campus during the exam days.

Board Update

Oostburg Middle School

To: Board Members and Administration

From: Sherri Stengel

Date: December 10, 2021

- Regular ELA and Math Team Meetings:** Prior to COVID, the OMS ELA team met weekly to discuss standards in relation to student learning. These meetings were a way for this team to frequently look at student work in relation to the standards. Discussion often occurred related to what proficiency looked like at each grade level. It was a way to calibrate 6-8 what students have to know and be able to do in relation to the team's essential standards. When COVID hit, these meetings stopped for mitigation and capacity reasons. This year, the team is having these regular meetings again. The absence of these meetings made the team and myself realize how much we valued this time together to connect, collaborate, learn and work toward a common goal of student achievement. We are so grateful to have these meetings back! The new math team at OMS has started this same concept and are planning on meeting regularly after school and during inservice and early release days for the same purpose. I am so grateful for the adult learning culture at OMS and the willingness of staff to put in the extra time to learn and grow together for the sake of maximizing student achievement!
- Girls on the Run Heart and Sole:** This Fall, under the leadership of Keri Lauritsen, and coaches Cathy Vandoske-Buzaitis and Shyanne Koski, OMS had its first Girls on the Run Heart and Sole after school extracurricular. This program utilizes a research and evidenced based curriculum meant specifically for middle school young ladies in grades 6-8. This program inspires students to value their uniqueness, and to uncover confidence and understand the importance of both physical and emotional health and wellness. Heart and Sole focuses on five key parts: body, brain, heart, spirit, and how girls connect with others. Goal setting is a key component through exercises and discussions. The end goal is successfully completing a non-competitive 5K at the end of the season where girls celebrate who they are, how far they have come and where they want to go. Watching these young ladies connect and grow together during the season was so fun to see. One parent reflected that her daughter made more progress and growth through this experience than she had done through therapy the past couple years. Keri is in the process of planning for a second season of Girls on the Run Heart and Sole for this spring. Good stuff!
- All for Books Week and Bookfair:** OMS had a very busy week celebrating books and raising money for books last month. Again, under the leadership of Keri Lauritsen, OMS sold a total of \$3,283.42 at the book fair. This allowed us to "hand out" \$1115 worth of books to go directly into our classrooms (ELA, Read 180, Special Education, and the Library)! In addition, we had a coin challenge throughout the week that raised an additional \$1,169.66 by OMS students and staff. All of this money was returned back to OMS students in the form of free books from the Book Fair. This is a lot of money raised for a wonderful cause!

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Terry Hendrikse

Date: December 10th, 2021

MTSS - Tiered Intervention for Academic and Behavior -

- My November 27, 2021, update highlighted our new tiered system of support for behavioral interventions at the elementary school. Three students have already progressed through the system and have provided us chances to make adjustments and do some fine tuning. I have since reorganized this process into the following table, which has been shared with our staff and hopefully is easier to understand for our visual learners. Please let me know if you have any questions about the process.

Academic	Behavioral
Tier 1: General Instruction with <u>all</u> students	Tier 1: General procedures with <u>all</u> students
Tier 2: <u>Some</u> students struggling with specific skills meet in focused intervention groups. <ul style="list-style-type: none">● Documented in Educlimber	Tier 2: <u>Some</u> students still struggling with specific behaviors <ul style="list-style-type: none">● Ashley, Gloria, David, etc. = resource● Documented in Educlimber Notes
BCT: A meeting is setup if students are not responding to Tier 2 intervention. <ul style="list-style-type: none">● Kristin Stapel organizes the meeting and the case manager for these students.	BCT: A meeting is set up if students are not responding to Tier 2 behavior interventions. <ul style="list-style-type: none">● David Hickmann organizes the meeting and the case manager for these students.
Tier 3: A <u>few</u> students going through the BCT process will get very focused and customized intervention <ul style="list-style-type: none">● Documented by Kristin	Tier 3: A <u>few</u> students going through the BCT process will get very focused and customized behavior plan <ul style="list-style-type: none">● Documented by David
Possible referral to Special Education	Possible Referral to Special Education / Alternate Education, ect.

14 Days of Christmas

- The OES Staff is celebrating the 14 school days preceding Christmas break by participating in theme dress days, sharing snacks in the staff lounge, and having a secret santa gift exchange. Primarily organized by Faith Mentink with help from Sherrey Jaeger, I feel morale builders like these are an important way to build school climate and make OES even more enjoyable for our students and staff. As we continue throughout the remainder of the school year, Faith and Sherrey will continue to help me explore more ways to build staff morale as we make sure OES is a place where high levels of learning take place AND students and staff can have fun!

Classroom teachers Visits

- I have been asked by several classroom teachers if they would be able to observe their colleagues in either the same grade level or adjacent grade levels. As a classroom teacher, I have found great value in observing other teachers and am currently encouraging all of our staff to try and set up a visit of another teacher sometime before Christmas break. I have written about this in my announcements, shared my thoughts in last Friday's staff meeting and am now talking personally with all staff to encourage them to visit another classroom and follow up with a casual conversation. Even though I am letting staff know this is optional, the vast majority seem very interested and are starting to coordinate their visitations. I was especially excited to hear that our 5th grade teachers want to go to the middle school for their visits and that our Kindergarten team is focusing some of their visits around their current focus of phonics instruction. Assuming all goes well with this trial, I would consider promoting at least one observation each semester. At this time, teachers are setting up their visits during their prep time or other off times and classroom subs are not needed or being used. I would, however, consider getting classroom subs if staff wanted to spend part of their day visiting staff at other schools, especially if the visit related to a project or area they were focusing on.

Board Update

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

To: Board Members and Administration
From: Ashley Hinze
Date: December 9, 2021

- **Vacant Aide Position**

We still have no applications for our part time one on one aide position. I have reached out to numerous individuals, all who did not apply for the position itself. We had one potential applicant that showed interest in the position, came into school to discuss the job and meet staff, but ultimately decided the rigidity of the time commitment was not right for her at this moment.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 12/10/2021

Cash Position:

	Current Year 11-30-21		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$22,505.53	0.35%	\$33,266.46	0.35%
OSB-Credit Card Processing	\$4,151.50	0.00%	\$5,795.37	0.00%
Petty Cash	\$250.00	0.00%	\$100.00	0.00%
OSB Dental Acct	CLOSED		\$8,704.12	0.182%
OSB - Officials Acct	CLOSED		\$4,841.39	0.00%
OSB - Money Market	\$494,647.94	0.65%	\$511,414.62	0.65%
OSB - Bond Acct	\$20,370.32	0.01%	\$307,813.03	0.45%
OSB - Capital Improve	\$2,067,067.98	0.50%	\$1,121,934.76	0.45%
PMA - Capital Improve	\$889,794.35	various	\$1,340,485.92	Various
LGIP - Capital Improve	\$0.01	0.00%	\$1,989.21	0.12%
PMA - Referendum Account	\$496,004.20	various	\$7,500,855.17	Various
TOTAL CASH	\$3,994,791.83		\$10,837,200.05	
Fund 10/27 Cash	\$187,950.20		\$318,539.92	
Fund Balance (10/27)	\$151,878.22		\$252,554.88	

- An updated (through November) Income Statement and Cash Flow report are attached as separate documents. Please let me know of any questions or concerns.

Finance:

- CLA has completed the annual audit report, which is due at DPI on December 15, 2021. An electronic copy of the actual audit as well as the management response is attached to the email with the financial reports. The audit results are positive; however, as always, we still have the same audit findings that we have every year due to the small size of our staff (separation of duties) as well as preparation of the final report being done by the auditors instead of an on-staff CPA. I discussed with our lead auditor some ideas to eliminate the segregation of duties finding. I would need assistance monthly from Terry Lemkuil in order to get those eliminated. Terry, let's talk! ☺

DPI Update:

- Kami Van Ess has again taken the lead on getting the PI-1202 Fall Staff Report submitted to DPI this month. This is a very extensive annual report with every employee reported on their position and for certified staff, their compensation and direct classroom responsibilities. It's a very complex report and I thank Kami for the detail she puts into making a very accurate report to DPI.
- Typically at this time of year, the Annual Budget report, the Special Education Budget report and the School Level Budget report are due to DPI. Those are all being replaced by the new Wise Finance reporting platform, which will report our financial status monthly to DPI. My first attempt was successful; however, there are still a few bugs to work out.

Merry Christmas!

Board Update

Oostburg School District: Technology

To: Members of the Oostburg School District Board
CC: Kevin Bruggink, Scott Greupink, Terry Hendrikse, Sherri Stengel, Peter Scheppmann, Kris DeBruine, Ashley Hinze
From: Lucas Allen
Date: 12/10/21

- We have not yet purchased the equipment granted through the emergency connectivity fund. I needed to fill out a change of service form as products we had been quoted before summer are outdated, out of stock, priced differently, etc. Everything must match or we risk losing our funding commitment. The fund also only reimburses the district through a government-based platform which we last used in 2016. It took some time to get that reestablished.
- Chromebook insurance purchase is also contingent on how many Chromebooks we buy so I've dragged my feet with this.
- Microsoft licensing is purchased. We are in compliance and I have started redistributing those keys.
- I have made a bit of headway on the website and mobile app. The website is not live yet but you can download the app, although it doesn't have all of our current data yet. The biggest challenge to overcome is the organization of the website and layout.
- Same story with the internal communications platform. I have been testing a desktop notification tool and investigating options to alert on weather events and have the platform triggered by a code dialed from a desk phone. Also looking at digital signage platforms and how all of this ties in with our new building.
- I have a few projects to tackle (new server, updates) over Christmas break and look forward to the time to catch up on a few things.

Board Update

Oostburg School District: Buildings and Grounds

To: School Board
From: Peter Scheppmann
Date: December 10, 2021

- I am presently working with Mark Haese of Jos. Schmitt & Son's and Tony Bongiorno of IL Fitness Pros, along with Scott Greupink and Kevin Bruggink, to schedule the layout and installation of fitness equipment, television placement and stereo sound system for the new fitness center space. We are working toward planning to move all the equipment in once Mark gives us the date that the space is completed. The floor started going in today. Once all the equipment is reinstalled, IL Fitness Pros will send service techs to perform much needed maintenance and adjustments to all the equipment.
- The construction project is moving along well. Sheboygan Glass has installed a large portion of the storefront glass for the new addition. On Friday, the HVAC contractor, Schaus Mechanical, was completing their start up procedures for the boilers and air handling units. Presently, Schaus is testing the system with water in it. After everything tests out okay, they will then drain the water out of the system and install a premixed Thermal Star inhibited propylene glycol heat transfer fluid. This week Neuman Plumbing started to install the bathroom fixtures and shower controls. Another MAJOR milestone in the project is the moisture readings for the concrete gym floor space. There are 4 probes inserted into the concrete floor and all 4 probes were reading acceptable moisture percentage needed to install the wood gym floor. With the low readings of moisture we can avoid any mitigation requirements, thus saving the district construction scheduling time and additional cost.
- With our first measurable snow fall this week, it was a good test run of snow removal for both our contracted service company, Nyhof, and the school district, along with our custodial staff for adding additional floor mats and additional auto scrubbing of hallway floors. Everything worked out well. This time I was just happy it was a light fluffy snow which was easy to move.