

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
May 18, 2022

- I. Meeting called to order at 6:06 p.m. by President Jim Swart.
 - A. Pledge of Allegiance waived due to prior Reorganization Meeting
 - 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, Terry Hendrikse and Ashley Hinze. Administrators absent: Sherri Stengel. Others: Peter Scheppmann, Lucas Allen and Molly Zambito.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Kretz 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 – President Swart read resignation letters from Colette Hilbelink and Derek Saugsted, as well as a retirement letter from Brenda Bakker.
 - B. Superintendent – Mr. Bruggink updated the board on the attainment of the district goal for this year. He noted that our results will likely again be in the top 10 in the state. In addition, it is likely to be the highest growth year experienced in the high school at nearly 6 points over 3 years. He also referenced some of his learnings through Initiative One. Written report was provided.
 - C. High School Principal – Mr. Greupink discussed the addition of some LTC courses that will require the changeover of our board room to a classroom. He also commented on his recommendation for the new chemistry teacher hire for next year. Written report was provided.
 - D. Middle School Principal – Written report was provided.
 - E. Elementary School Principal – Mr. Hendrikse updated the board on the OES staffing progress for next year. He also recommended that the board terminate open enrollment for a student for next year. Written report was provided.
 - F. Director of Special Education – Ms. Hinze also discussed her staffing changes for next school year. Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine reported on the insurance rate negotiation and congratulated the food service team for preparing 100,000 meals this year. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann reported on a few projects his team is working on. Written report was provided.
 - I. Technology Coordinator – Mr. Allen reported on his work regarding cybersecurity in relation to our insurance requirements. 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 April 20, 2022
 2. Special board meeting of May 3, 2022
 - B. Personnel
 1. Approved the resignation of Derek Saugstad at the conclusion of the 2021-22 school year
 2. Approved the resignation of Colette Hilbelink at the conclusion of the 2021-22 school year
 3. Approved the hiring of Rebecca Kramer as middle school teacher for 2022-23
 4. Approved the hiring of Alex Stecker as middle school teacher for 2022-23
 5. Approved the hiring of Laura Behm as Kindergarten teacher for 2022-23
 6. Approved the hiring of Kate Mentink as special education teacher for 2022-23
 7. Approved the hiring of Jade Tenpas as high school science teacher for 2022-23
 - C. Finance
 1. Approved resolution to allow Business Manager to designate fund balance at fiscal year-end to meet district needs based on GASB rules
 2. Approved April Expenditures of \$2,180,019.20
 3. Approved April Receipts of \$515,146.87
 4. Approved April computer check numbers 10014332 - 10014365, wire numbers 202110253 - 202110279, and ACH numbers 212200631 - 212200691

- V. Action Items
 - A. Motion by Harmeling, supported by Stokdyk, to approve district sponsorship guide. Motion carried; unanimous.
 - B. Motion by Stokdyk, supported by Kretz, to approve job description for athletic director/facility oversight position. Motion carried; unanimous.

- C. Motion by Stokdyk, supported by Kretz, to approve Safe Return to School Operational Plan. Motion carried; unanimous.
 - D. Motion by Lemkuil, supported by Harmeling, to approve termination of open enrollment due to habitual truancy. Motion carried; unanimous.
 - E. Motion by Lemkuil, supported by Kretz, to approve 66.030 agreement with Cedar Grove for shared Physical Therapist. Motion carried; unanimous.
 - F. Motion by Harmeling, supported by Hartman, to approve current year tuition waivers out of the district for 2021-22. Motion carried; unanimous.
 - G. Motion by Lemkuil, supported by Kretz, to approve/deny open enrollment applications into and out of the district for 2022-23. Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink reported on a meeting with county officials and other county Superintendents regarding issues with increased truancy in the county. He also discussed a meeting he attended regarding legislative work.
 - 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: 7230
 - G. OCEF Report – Hartman reported on a recent meeting as well as work with the Flying Dutch Media class in the high school.
 - 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) and (f) to consider support staff compensation for 2022-23 and discuss negotiations with administrative staff. Motion carried; unanimous (individual voice vote). Closed session began at 6:54 pm.
- VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 7:14 pm. Motion carried; unanimous (individual voice vote).
- IX. Action items – from closed session discussion
- A. Motion by Stokdyk, supported by Hartman, to approve support staff compensation for 2022-23. Motion carried; unanimous. Lemkuil recused himself from the vote.
 - B. Motion by Stokdyk, supported by Kretz, to approve administrative contracts for 2022-23. Motion carried; unanimous.
- X. Future Board Meeting Dates: Regular Board Meeting – June 15, 2022, at 6:00 pm in the High School Conference Room.
- XI. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:15 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

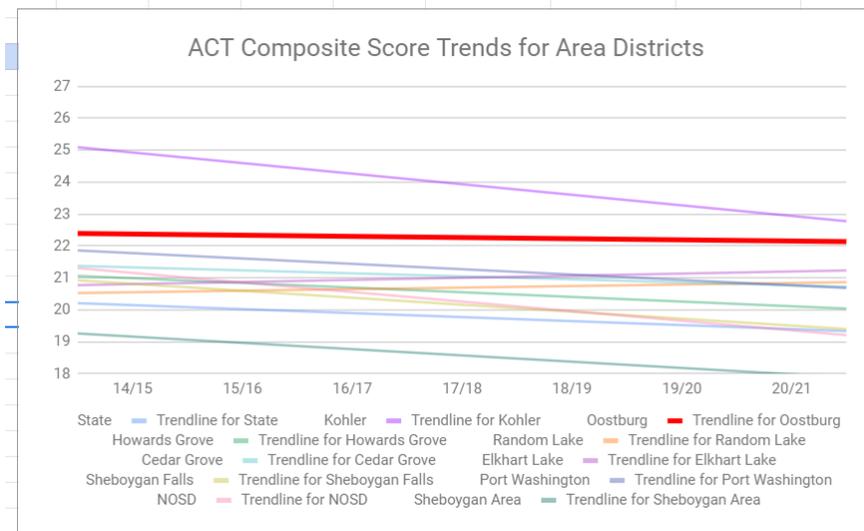


To: Board Members and Administration

From: Kevin Bruggink

Date: May 13, 2022

- We are excited to share that our complete and official ACT composite results for the Class of 2023 have been received, and we have exceeded our district goal by a significant amount. I look forward to sharing those results during our meeting next week. We anticipate that these results will again have us placed with the top districts in the state. We are confident that the pattern of consistent academic results in the top 10% of all schools in Wisconsin results from a clearly focused direction, guided by a mission of student learning, in a collaborative culture which values both internal and external accountability as we assess our impact. Considering our continued position as one of the lowest spending districts in Wisconsin, the argument can be made that the return on investment in the Oostburg School District is as high as any district in our state. The first graph below shows comparable trend lines and does NOT including this year's results. When we have comparable composite scores for area schools we will update this graph to include our current year 23.02. Outside of last year's outlier composite of 20.8 (a lower composite experienced by almost all schools during the pandemic), our scores of 21.70, 22.20, 22.90, 21.96, 23.58, 22.7 and now 23.02 show a very consistent and uncommon level of learning. We are particularly pleased that we have the second lowest number of composites under 18 we have seen since all students have been required to take the ACT. This reality is important to us as we consider the "all students" portion of our mission.



- There have been no changes to the draft Director/Site Supervisor of Athletics job description. In addition to full board review through my update last week, that description has been reviewed by Pete, Scott and Kris and will be presented for consideration on next week's agenda.
- The sponsorship document remains unchanged with the exception of additional language specifying that sponsorship amounts are subject to change. We have also sent policy language change recommendations which would require that all donations connected to naming rights would come before the board for approval.

- I am in the early stages of leading a process to revise and clarify our vision and core values in relation to our board adopted mission statement of *all students learning at high levels equipping them to be positive contributors to society and the world*. As our learning impact grows and our academic achievement consistently places us in the 90th percentile statewide, the importance of vision and core value clarity becomes more and more critical to continued improvement. The low-hanging fruit is largely picked, and the work to move closer to fulfilling our mission requires high levels of trust which equip our teams to fully realize the power of human cooperation and collaboration. In addition, as we consider leadership transitions over the next 5-10 years, the clarity of our vision and values will equip future leaders to continue the journey toward increasing our impact. Here is a sneak peek at an early draft of core value revisions which we have been discussing:
 - *Mission focused decisions*
 - *We represent the mission and lead around our vision and values*
 - *Move both agendas above the table - lean into discomfort*
 - *Be loyal to those who are absent*
 - *Deliver mail to right address*
 - *Solution focused / Own decisions*
 - *Embrace accountability*
 - *Recognize impact (Celebrate success)*
 - *Stay humble & curious*
- Our May agenda includes a closed session to discuss administrative compensation for the single administrative contract which requires action for 2022-2023. This agenda item will allow for formal consideration of the recommendation I shared last month.

Board Update

Oostburg Middle School

To: Board Members and Administration

From: Sherri Stengel

Date: May 13, 2022

1. As I updated the board during the last board meeting, we've had a lot of moving pieces at OMS in terms of staffing for the 22-23 school year. That movement continues. While we secured the science and social studies openings with the hiring of Rebecca Kramer and Alex Stecker, we now have the resignation of Derek Saugstad on this month's agenda. Derek was set to teach the half block of 7th grade math every other day next year, along with a culmination of high interest and elective courses. Jennie Wynveen expressed interest in this position as she has taught math in the past. Thus, unless we are unable to secure a viable replacement for her in English Language Arts (ELA) for 7th grade, she will be moving to this position next year. As of today, we now have a 7th grade ELA position open at OMS. It was posted to WECAN this morning.
2. With all of these staffing changes at OMS, it seemed the right time to look at our classroom placements and make changes that take into account traffic flow and efficiency, all while trying to keep grade level teachers together. Therefore, I met with all impacted teachers to let them know their new classroom placements for next year. The new plan makes a lot more sense and fixes the patches we put in place over the past decade that just put new staff, regardless of teaching course loads, in the 'open' room. Every staff member I spoke with was open to the change and accepting of doing what's best for students and the school. It was another reminder how grateful I am for the staff at OMS!
3. While OES has chosen Eureka Squared for their math curriculum for next year, after careful consideration and research into different options, OMS and OHS have decided to adopt Into Math through Houghton Mifflin Harcourt. Part of the vetting process of choosing this curriculum was looking at EdReports and how the curriculum aligns to the college and career readiness standards, assesses its rigor, and overall usability for both teachers and students. This curriculum is highly rated on all three of those factors. I'd like to thank the OMS and OHS math department for their work throughout the year to review different options and come to this agreed upon solution!

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Terry Hendrikse
Date: May 13, 2022

Kindergarten Teacher: Recommendation for Hire

I highly recommend hiring Laura Behm as a kindergarten teacher starting with the 2022-2023 school year. Laura currently serves as an interventionist at OES and is doing a fantastic job working with our students and staff in this role. She recently applied for the 1st/2nd grade position which was filled by Emma Kolste and Emily Gabrielse, respectively, and during this application and interview process her strengths and passions in the younger grade levels were highlighted. After the April school board meeting and approval of an additional section of kindergarten, I met with the kindergarten teachers and we all agreed that Laura would be a perfect fit in this role as the fourth kindergarten teacher. Laura gladly accepted an offer to transition from her interventionist position and join our kindergarten team as a classroom teacher. There was considerable feedback of support from the staff with Laura moving in this direction and we are excited about her using her skills in a full time teacher position. The 5/18/22 school board consent agenda will include a recommendation for Laura Behm to be hired into this kindergarten position.

New Staffing FYI:

We are currently meeting as a hiring committee (Terry Hendrikse, Regina Hartman, Shannon VanEss, Jodi Stubler, and Sheenah Swoverland) to review applications and start the interview process for two interventionist positions opened up because of the retirement of Vicki Swart and the transition of Laura Behm to a kindergarten teacher.

We will be posting two part time positions to replace Brenda Bakker's full time position after she retires at the end of this school year. Replacing Brenda with two part time aides allows for adequate staffing for the cafeteria and playground during the lunch hour without an increased expense to the district. Currently this is staffed primarily by Kelly Soerens, Amanda Sandrone, and Brenda Bakker. Splitting Brenda's full time position into two part time positions will allow for four supervisors during this critical time of the day, two for the playground and two for the cafeteria. During the hour and half lunch period, over 400 students eat in the cafeteria and play on the playground. This split also allows us to prioritize one of the individuals as an interventionist to meet the needs of our fourth section in grades K-2. The ideal candidate would fit well into our culture, have a passion for student learning, and enjoy building relationships with students and staff. Please let me know if you have any recommendations for individuals who fit this criteria. The posting will be open for around 3 weeks.

Board Update

Oostburg School District: Special Education

To: Board Members and Administration
From: Ashley Hinze
Date: May 13, 2022

- **Special Education Staffing Movement:**

I will be moving Jodi Hilbelink into our new elementary cross- categorical position. This position will support primarily 3rd and 4th grade students with special education needs. As stated before, Jodi is a phenomenal educator that is an asset in any role she takes on. I have the utmost confidence that she will bring her knowledge and expertise to the elementary school and bolster an already solid special education team. I look forward to watching her transition into this role.

- **Recommendation for Hire:**

With the move of Jodi Hilbelink, I am recommending Katy Mentink for hire for our open Middle School Intellectual Disabilities position. Katy is currently supporting in that classroom already as an aide. Over the 21-22 school year, I have witnessed Katy step into a leadership role in that room, planning, organizing, and implementing instruction alongside Jodi. Pending formal board approval, this transition will be seamless for our students and families, as we move into preparations for the 22-23 school year. Katy and I are working with CESA 7 to obtain her additional licensure.

- **Open Position:**

Pending board approval of Katy's hire, this leaves our special education department with a full time middle school intellectual disabilities classroom aide vacancy. We have posted for this job internally and in the Lakeshore Weekly and currently do not have any applications. If you are aware of any highly qualified individuals, please send them our way.

- **Shepard's College Visit:**

On Thursday 5/12/22, our middle school, high school, and transition students that receive their primary instruction in our intellectual disabilities classrooms took a field trip to visit Shepard's College. The college is one of the leading post-secondary schools that was designed specifically to provide learning opportunities for students with intellectual and developmental disabilities. Post-secondary opportunities for this population are limited. I am grateful to Ashley TeBeest, Linda Abazi, and Jodi Hilbelink for the planning and organization of this experience for our students. We are working alongside our local agencies to provide as many resources as possible to our families as they plan for post-secondary success, whether that be in the workforce or a learning environment like Shepard's College. We want to give them as much information as possible as they make an informed decision for what is best for their students.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 5/6/2022

Cash Position:

	Current Year 3-31-22		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$353,536.63	0.35%	\$171,381.12	0.35%
OSB – Credit Card Processing	\$18,452.91	0.00%	\$16,360.45	0.00%
Petty Cash	\$250.00	0.00%	\$150.00	0.00%
OSB Dental Acct	\$0.00		\$10,815.34	0.16%
OSB – Officials	\$0.00		\$4,387.74	0.00%
OSB Money Market	\$2,126,546.03	0.65%	\$2,688,275.44	0.65%
OSB Bond Acct	\$712,844.28	0.50%	\$214,505.03	0.39%
OSB – Capital Imp	\$591,743.59	0.50%	\$1,188,564.88	0.45%
PMA – Capital Imp	\$0.00	Various	\$1,340,676.06	Various
LGIP – Capital Imp	\$0.01	0.0%	\$1,989.85	0.06%
PMA – Referendum	\$0.00	Various	\$7,153,441.91	Various
TOTAL CASH	\$3,803,373.45		\$12,790,547.82	
Fund 10/27 Cash	\$2,419,657.18		\$2,528,495.46	
Fund Balance (10/27)	\$2,383,652.63		\$2,557,765.40	

- The above chart represents the fund balance and cash balances at the last month end.
- The updated (through April) income statement 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.

DPI Update:

- The DPI Open Enrollment Application period for school attendance for 22-23 has been completed. I will bring the list to the board meeting to review for your approval.

Human Resources Update:

- Kevin and I have a recommendation for Support Staff increases for 22-23. I reviewed the information with Terry Lemkuil prior to the meeting. Our recommendation is to revamp the schedules per position, with an overall increase in the 4.7% area. We have looked at area comparables to make sure we are in the right range.

Insurance update -

- Our open enrollment period for insurance changes closes on May 13. Our final insurance settlement came in at 1.9%, rather than Prevea 360's initial increase of 5.5%!

Finance Update:

- May is the month where we approve prices for next year's hot lunch prices. Michele and I are not recommending a change yet. The federal requirements have not yet been released. I hope to have those at the June board meeting.

Board Update

Oostburg School District: Technology

To: Members of the Oostburg School District Board

CC: Kevin Bruggink, Scott Greupink, Terry Hendrikse, Sherri Stengel, Kris DeBruine, Ashley Hinze and Peter Scheppmann

From: Lucas Allen

Date: 5/11/22

- We reconvened a district-wide technology committee. The team will serve to better inform and direct the integration of software and hardware for staff and students around our learning goals. The group of 10 will provide feedback and experiment with new technology tools.
- I'm working through some options for backup power solutions that need to be redesigned after the building project.
- Website development continues with most of the outstanding work around up-to-date content. The overall design and graphics are in a good spot. Our view for the website itself is through the lens of potential students and their families and potential staff. We believe that most "prospectives" look at websites first while current stakeholder will use our mobile apps for relevant information.
- ECF and Erate – we have committed to \$43,200 in erate spending for 2022-2023 including our internet connection. Additional upgrades also include a new firewall and wireless access points. We receive federal subsidies based on our free/reduced lunch numbers that comes off the top of these purchases or are reimbursed after the fact for maintenance and upgrades to our network infrastructure.
- Chromebooks – all students k-12 have a Chromebook assigned to them. K-8 units are stored in carts and do not go home. 9-12 go with the student. Logan is continuing to sort through 360 Chromebooks we replaced mid-year to deprovision, clean and sell.

Board Update

Oostburg School District: Buildings and Grounds

To: School Board
From: Peter Scheppmann
Date: May 13, 2022

- I am currently putting together the summer cleaning schedule for this year. With no construction we can focus on the task at hand of cleaning all the district buildings.
- It is that time of the year again to plan for the high school graduation program. We will be holding this event in the district's new gym facility. Last year due to covid we held it outside on the football/track field. Having it indoors with a controlled environment, and not having to worry about rain or wind, will make it a much more enjoyable program with air conditioning, a solid sound system and public restrooms close by.
- The past two weeks Kevin, Kris and I have been reviewing job applications for the full time, open elementary school maintenance position. We have received 11 applications for this position, and have contacted 5 individuals to come in for the first round of interviews. I have completed 4 interviews at this point and have another scheduled for Monday evening.
- With the warmer weather finally here, I was reviewing all the district's HVAC air conditioning systems. Two units in the elementary school had to go through a reset procedure, both units are up and running and I have been monitoring their function. With the warmer temperatures and recent fog in the evenings and mornings we had to make a change in the high school gym to reduce humidity to protect the hardwood floor.
- This week Bob Launer and myself have been lining the athletic fields for soccer, softball and baseball. Bob thoroughly enjoys getting outside and marking the fields. He is slowly working on me to also enjoy the time away from my computer and desk phone. Next week Tom Buehler comes back from vacation and he is welcome to take my place.
- Finally, the district received word from Jos. Schmitt & Son's that our two glass garage doors came in for the school store and high school cafeteria. Professional Overhead Door Service is scheduled to install them during our May 27th inservice.