SCHOOL DISTRICT OF OOSTBURG **– not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
December 18, 2019

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, Eric Hartman, Terry Lemkuil, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Kris De Bruine, Ashley Hinze, Scott Greupink, Sherri Stengel, Aaron White, Lucas Allen and Peter Scheppmann. Administrators absent: None. Others: Keaton Galezio and Jon Kuhlow.
   B. Proper posting of agenda was certified by Kris De Bruine.
   C. Lemkuil made a motion, supported by Hartman, to approve the agenda. Motion carried; unanimous.

II. Public Letters / Comments – Presentation by music department regarding potential band/choir trip to Orlando, FL.

III. School Board President / Administrators Reports
   A. Board President – No report.
   B. Superintendent – Mr. Bruggink reminded the board of the Administrative Contract renewal in January as well as the safety drill review. Written report was provided.
   C. High School Principal – Mr. Greupink will discuss his safety reports in closed session. Confidential written report was provided.
   D. Middle School Principal – Ms. Stengel thanked the board for their time with the extra meeting the week before. Written report was provided.
   E. Elementary School Principal – Written report was provided.
   F. Director of Special Education – Ms. Hinze also thanked the board for their time last week. Written report was provided.
   G. Director of Finance/Personnel – Written report was provided.
   H. Building and Grounds Coordinator – Mr. Scheppmann reported on some building and equipment issues that he's working on. Board member Stokdyk asked for an update on the gym floor now that the heating season has started.
   I. Technology Coordinator – Written report was provided.

IV. Consent Agenda Items – Lemkuil made a motion, supported by DenBoer, to approve all consent agenda items. Motion carried; unanimous.
   A. Approved the minutes of the following school board meetings:
      1. Monthly board meeting of November 20, 2019
   B. Finance
      1. Approved November Expenditures of $888,477.62
      2. Approved November Receipts of $105,883.07
      3. Approved November computer check numbers 10013241 - 10013284, wire numbers 201900090 – 201900091 and 201900093 – 201900121 with the exception of 201900120 which is a December issue, ACH numbers 192000273 - 192000348 and manual check number 501705

V. Action Items
   A. Motion by Lemkuil, supported by Hartman, to approve the following resolution:

      1. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed $7,500,000.

         Motion carried; unanimous.

      Motion by Lemkuil, supported by Kretz, to approve the following resolution:

      2. Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed $7,500,000.

         Motion carried; unanimous.

   B. Motion by Kretz, supported by DenBoer, to approve current year tuition waivers into the district for 2019-20. Motion carried; unanimous.

VI. Topics for Discussion
   A. Legislative Committee Report – Mr. Stokdyk reported on the meeting that was held on December 16, 2019.
   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. 2nd read on the following board policies: 0142.4, 0165.1, 0168.1, 2260, 2260.01, 2260.02, 2340, 2411, 3111, 3132, 4111, 4132, 5111, 5112, 5113, 5340, 5460, 5710, 5830, 6152, 6470, 6510, 6610, 6630, 6830, 7300, 7310, 7434, 7455, 7540.01, 8210, 8330, and 8660. Motion by Harmeling, supported by Kretz, to approve the adoption of these policies. Motion carried; unanimous.
G. OCEF Report – Mr. Greupink reported on the grants that OCEF has provided to the school recently.
H. Long Range Planning Committee Report –Mr. Stokdyk reported on the communication plans for the upcoming referendum. Mr. Bruggink thanked the committee for their time and effort in serving on this committee.

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 118.074(4)(cp), Wis. Stats., and to consider approval of minutes of the Special Board Meeting of December 11, 2019. Motion carried; unanimous (individual voice vote). Closed session began at 6:32 pm.

VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 6:43 pm. Motion carried; unanimous (individual voice vote).

IX. Action items – closed session discussion
A. Motion by Lemkuil, supported by DenBoer, to approve minutes from the Special Board Meeting of December 11, 2019. Motion carried; unanimous.

X. Future Board Meeting Dates: Regular Board Meeting – January 15, 2020, at 6:00 pm in the HS Conference Room.

XI. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 6:44 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: December 13, 2019

Re: District Update

- Our agenda this month will include closed session board approval of our safety drill review requirements. The nature of the reviews and their connection with school safety allow the board to consider them in closed session per statute as listed here:
    - *Section 19.85 (1)(d) Except as provided in s. 304.06(1) (eg) and by rule promulgated under s. 304.06(1)(em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention.*
- Our district website is now updated with the School Perceptions survey results. I have distributed summary versions in print at multiple local businesses. The Lakeshore Weekly also included an update the past two weeks so community stakeholders would be informed that the board would be considering a recommendation to move to referendum in April of 2020. We have also made copies of the survey summary available at recent home events for our guests – both concerts and athletic events. The Long Range Planning Committee did unanimously approve a recommendation to go to referendum in April. That recommendation will come before the full board next week. The question, developed by Quarles & Brady, requiring board consideration is as follows:
Shall the School District of Oostburg, Sheboygan County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed $7,500,000 for the public purpose of paying the cost of a school building and improvement program at Oostburg High School consisting of: renovations and remodeling for a theater in the current gymnasium location and expansion of the library and cafeteria/kitchen; construction of an addition for a new gymnasium, fitness/weight room and classrooms; updates to the office and entry to enhance safety and security; building infrastructure and site improvements; and acquisition of furnishings, fixtures and equipment?
- Each year at this time I provide a reminder that administrative contract language has renewal language which states, "*On January 15, and each January 15, thereafter, this contract will be extended by one (1) additional year unless either party provides written notice to the other, prior to January 15, of a decision not to extend the contract."* Please bring any concerns you may have in relation to this provision to my attention.
- Our communication via social media platforms continues to increase. Last month we had an average Facebook *reach* of 5,286 people per week. Our top individual posts reached over 4000 people. Oostburg alum Patti Voskuil shared the following quote on our Facebook site: *"I am an Oostburg alumni and just want to say the way you're going about informing the community through this platform is amazing! I wish our district utilized social media in a similar way. Always proud to be a Dutchman!"*

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Ashley Hinze
Date: 12/13/19

1. This week was a unique week in that we had one new student join OMS due to transferring into the district and I spoke with the parents of four other students (one parent with one child and another parent who would have 3 children at OMS next year) who are considering open enrolling their children into OMS for the 2020-2021 school year. I enjoy the time spent with these families, answering questions about the district and our day to day operations and offerings at OMS. This was part of an email response that I received from one of these parents after meeting her and giving her a tour this week:

"I was very impressed with the many opportunities and resources available to students at Oostburg Middle and High schools and I could sense the commitment and dedication of the teachers and staff. I was completely blown away. Thank you so much for showing me the many things Oostburg schools offer and for answering all my questions. "

Having worked in the district for almost 20 years, I think it is easy to take for granted what the district offers in terms of opportunities and resources, as well as the climate and culture of our schools. The feeling others sense or feel when in the building, coupled with our relentless pursuit of high levels of learning for all students, is an important part of why, I feel, many families ultimately are choosing OSD for their children's education.

2. If you weren't at the combined 6th through 12th grade band concert this past Monday night, you missed out on a wonderful concert. After surveying parents and brainstorming options around how concerts are delivered at the middle school and high school, Keaton, Siera, and Michael decided to try something new this year. Rather than having an OMS combined band and choir concert and a separate OHS band and choir concert, this year they had an OMS/OHS band concert for grades 6-12 and will be having a similar concert for all choir students in grades 6-12 on 12/16/19. Part of the decision for the change was based on space. I can only speak for the OMS concert, but we traditionally would run out of seating in the gym during these concerts. The other part of the decision was based on the ability to bring together a program vertically for the community to see and witness firsthand the growth and development of young musicians over the course of 7 years. Having every band member at OMS and OHS play a final number together was fun to witness and listen to! Thank you to Michael Schnell and Keaton Galezio, as well as all band students, in delivering a well executed and enjoyable concert!

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: December 13, 2019

Re: Board Update

- As we get closer to Christmas, there are a lot of events and happenings in the elementary that both put people in the holiday spirit and remind us of the importance of being appreciative. Our current Agent of Character focus is being appreciative, which has helped bring focus to this trait for teachers and classrooms. At the same time, many grade levels ask their students to do a small 'secret santa' gift exchange, where the emphasis is placed on making someone else happy and the positive feelings associated with giving. Many classrooms also take some time create student gifts for parents, including a plate decorating project in Kindergarten and wreath making in 5th grade. These projects are crafted with care and also help teach kids how to plan out a task, stay focused on an activity, and complete an activity. The focus on giving and being appreciative is beneficial for helping our students become well-rounded kids. The students also participate in a food drive and toy donation that supports foster children. Modeling how to think about others during this holiday period is important for staff and students.

- On Friday of this week, we had our monthly fire drill. However, this was the first time that we had a fire drill during a lunch hour. In the past, we staggered them throughout the day, but avoided doing a drill when kids were in the lunchroom. Prior to this fire drill, students were comfortable knowing the appropriate exits if they were in specials, with an interventionist for WIN time, or even outside at recess. For this drill, we decided to try the drill while our 4th grade was in the cafeteria. Since this was the first go at it, I spoke with the 4th grade students just before the fire drill to discuss which exit to use, what to leave in the cafeteria, and how to exit the building. When the alarm went off, the students did well leaving their lunches, trays, and coats in the cafeteria and moved quickly and quietly to the exit, which led to the parking lot. Following the drill, I spoke with some staff members about what went well and what needs to be changed or addressed. I will provide a more detailed report at the board meeting.

Board Update

Oostburg School District: Director of Special Education

To: Board Members and Administration

From: Ashley Hinze

Date: December 13, 2019

Re: Special Education Update

- Assistive Technology Use: Our district continues to do an exceptional job providing students with disabilities access to the general education curriculum and classrooms through assistive technology. Examples to provide to the board are the district-wide use of Co-Writer, a speech to text program, as well as devices that connect Chromebooks directly to hearing aids. Watching students use these programs with ease to complete tasks, such as writing, with little to no barriers has been great. Simple adaptations, such as the two listed above and countless others, can provide equality in a classroom for even our students that struggle the most.

- Team Approach: I am thankful for the team approach, especially the last few weeks, our school district values. Instead of navigating in silos, we approach situations in teams. I am grateful for our general education, special education, and administrative teams as we navigate many elements together. I feel this approach allows for teams to be comprehensive and prepared.

- Classroom Observations: I continue to be amazed at the opportunities our students, general education and special education, are presented with in our classrooms. The lessons are engaging and fun, yet still include all elements needed to show mastery of the content presented. Attesting to our special education staff specifically, they have found a nice balance of supporting students while still fostering independence. This can often be hard to accomplish, but I have witnessed many of our staff have found the sweet spot.

  In addition, watching the life skills our students are working on is a true testament to our staff's willingness to go above and beyond for our learners. Whether it be grocery shopping for iBake or mock interviews, these events incorporate many skills necessary for post-secondary success. The practicality of these lessons offer support to prepare our students for independence and success in the future.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 12/17/2019

Cash Position:

	Current Year 11-30-18		Prior Year	
	Balance	**Interest Rate**	**Balance**	
OSB Checking	$147,692.16	0.35%	$172,186.80	0.35%
OSB Dental Acct	$11,834.02	0.37%	$38,825.09	0.50%
OSB Money Market	$394,398.33	1.33%	$206,736.49	1.38%
OSB Bond Acct	$7,677.90	0.87%	$332,943.44	1.20%
LGIP – Fund 46	$483,998.97	1.71%	$266,999.03	2.27%
OSB – VANCO acct	$27,857.06	0.00%	$10,165.81	0.00%
OSB – Capital Imp	$1,352,078.46	1.33%	$81,133.23	1.00%
OBS – Officials	$5,993.94	0.00%	$5,310.34	0.00%
Cash Boxes	$850.00	0.00%	$1,000.00	0.00%
TOTAL CASH	$2,432,380.84		$2,434,304.05	
Fund Balance (10/27)	$235,801.52		$111,336.12	

- An updated (through November) report is attached as a separate document. Please let me know of any questions or concerns. The monthly cash flow reports are attached as well.

Finance:

- Schenck has completed the annual audit report, which was due at DPI on December 1, 2019. I have put a copy of the actual audit as well as the management response in your board mailboxes at school. The audit results are positive; however, 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. Brian Grunewald, our lead auditor, is willing to come to a board meeting if you would like to ask questions. I do not have him scheduled to do so at this time, but if you would like him to come, please let me know.

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.

- The Annual Budget Report as well as the Special Education Budget report have been sent to DPI. New this year is the School Level Budget report. That was due on 12/13 and has been submitted.

Merry Christmas!

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: 12/13/2019

- We had a successful security test during in-service. When I say success I mean that everything we have in place from a security and communications standpoint worked as expected. We digitally have some room to grow in this area and we are continuing to improve the processes and look in to some new software. I had a demo yesterday 12/12 with a Madison based company called Singlewire, which has a very thoroughly developed platform called Infocast. I was very impressed with the feature-set of the platform and will be investigating more in the upcoming months.

- I spent a considerable amount of time upgrading a deployment server that was severely out of date. This platform is responsible for windows deployment, updates and reporting. The new version can do considerably more than before. I will continue developing this platform to streamline our processes and stay up-to date.

- I viewed a live webinar yesterday that updated schools and libraries about updating funding availability through the "erate" program. The big update is that they extended the current funding cycle of 5 years for one additional year to allow organizations to use remaining funds. These dollars are for network infrastructure called Category 2 spending. Items like switches, routers, access points, cabling are part of what is supported. When we have needed items from that list, we are able to go to bid, select our products and services from a particular vendor, then are reimbursed at about 50 cents / 1 dollar spent for those expenses. I do not anticipate using the full amount which was initially calculated at a rate of $150 / student which equates to us needing to spend about $300,000 in infrastructure in 5 years. Our mindset has been to buy what we need and give us some room for "future proofing" based on what we know. This program has been very beneficial to us over during this funding cycle and I am grateful to get the subsidies for things that we need. I am anticipating one more project in the summer of 2020 which will involve replacement of some fiber optic cabling in the middle and high school that will use a portion of what we have remaining.