

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
Middle School Cafeteria
September 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, Molly Zambito and Travis Krell.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Kretz made a motion, supported by Lemkuil, 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 reported on the land lease as well as the project timeline. Written report was provided.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Written report was provided.
 - E. Elementary School Principal – Mr. Hendrikse updated the board on MAP testing. Written report was provided.
 - F. Director of Special Education – Ms. Hinze reported that she is working on interviews for the open aide position in Special Education. Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine provided an updated fiscal YTD report. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann reported on the construction project timelines. Written report was provided.
 - I. Technology Coordinator – Mr. Allen reported on the sound system installation in the middle school. He also discussed the Emergency Connectivity Grant request. Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Hartman, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of August 18, 2021
 - B. Personnel
 - 1. Approved the resignation of Brad Riddiough as Community Resource Officer
 - 2. Approved the retirement of JoAnn Kargl-Basky as elementary school teacher at the conclusion of the 2021-22 school year
 - 3. Approved the retirement of Beatriz Anderson as high school Spanish teacher at the conclusion of the 2021-22 school year
 - C. Finance
 - 1. Approved August Expenditures of \$1,691,713.07
 - 2. Approved August Receipts of \$1,315,040.08
 - 3. Approved August computer check numbers 10014048 - 10014068, wire numbers 202110028 - 202110050, and ACH numbers 212200031 – 212200053
 - D. Other
 - 1. Approval of agricultural land lease agreement of district property
- V. Action Items
 - A. Motion by Kretz, supported by Lemkuil, to approve preliminary budget for publication including the tax levy at the same level as prior year plus voucher amount. Motion carried; unanimous.
 - B. Motion by Lemkuil, supported by Hartman, to approve election to post annual budget publication pursuant to Section 985.02(2). Motion carried; unanimous.
 - C. Motion by Lemkuil, supported by DenBoer, to approve combining two part-time elementary school custodial positions to one full-time position. Motion carried; unanimous.
 - D. Motion by Harmeling, supported by Lemkuil, to approve alternative open enrollment applications into and out of the district for 2021-22. Motion carried; unanimous.
- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Bruggink reported on education related bills currently being worked in the state 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 – 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)(f) to consider personnel issue and student discipline issue. Motion carried; unanimous (individual voice vote). Closed session began at 6:38 pm.
- VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 7:44 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Budget Hearing, Annual Meeting and Regular Board Meeting – October 20, 2021, in the Middle School Cafeteria.
- X. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:46 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

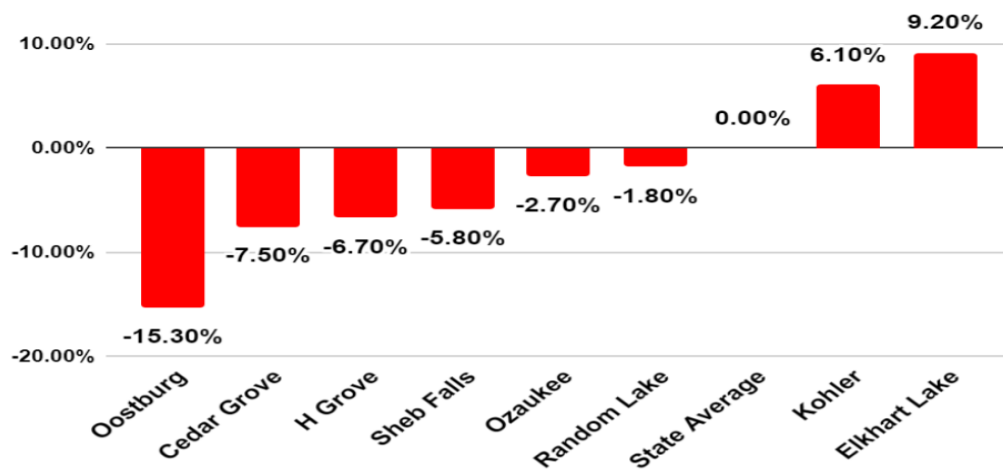
From: Kevin Bruggink

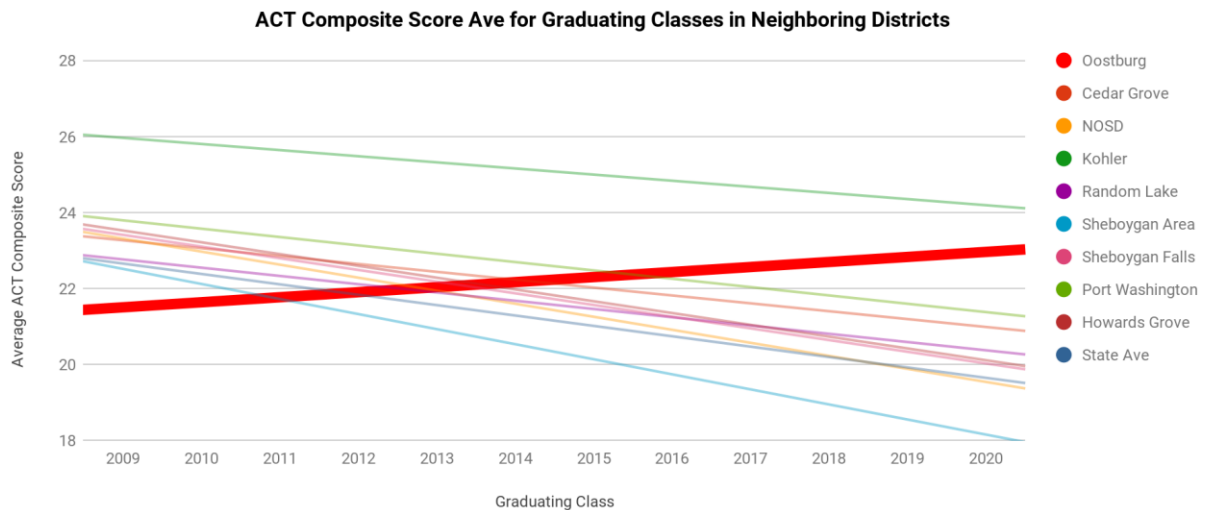
Date: September 10, 2021

- The Department of Public Instruction recently revised their state school report cards allowing for a 400 character narrative introduction which can be district specific. We took this opportunity to celebrate not only our position in the top 10% of all districts in the state academically, but to also highlight our strong cocurricular and extracurricular offerings. Additional characters beyond 400 would have been appreciated so we could also highlight the following areas:
 - Student community service hours
 - College credit and scholarships earned by our graduates
 - Uncommon co-op and apprenticeship opportunities for students across our high school
 - Top notch experiences in the arts
 - Excellent facilities

When comparing Oostburg to all districts across the state we believe there is a strong argument to be made that no schools have a greater return on investment. The two graphs below provide a small glimpse into the data which validates that claim (*graphs do not contain most recent years data and will be updated as that information becomes available).

Total Cost Per Pupil Compared to State Average





- Federal ESSER III funds include stakeholder input requirements that we would like to meet through a public hearing from 5:40-6:00 prior to the board meeting on 9/15. The hearing would not require board attendance for those not able to arrive at this earlier time. This forum would allow for stakeholder input around priorities for ESSER III federal funding. Our current thinking has prioritized smaller class sizes, additional support through social work and continued emphasis on cleaning and outside air intake through our HVAC system.
- We are excited to share that our new library space, along with the school store and concessions area will be completed by the end of the month. The kitchen and cafeteria spaces are near completion and fully functional. The spaces look great, and we are excited to see how these upgrades complement one another when all locations are completed. We do expect an update on the timeline for the addition which includes the fitness center, gymnasium and locker rooms. That is the area where delays will have some impact on completion.
- Our agenda includes the annual review of our agricultural land lease agreement. The agreement runs through 2024 with opt out provisions for both the district and the leasee. We recommend approval of the ongoing agreement.
- The district COVID update provided to families on 9/9 included a positive staff and positive student case along with 9 students currently quarantined.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: September 10, 2021
Re: Monthly Updates—September

- ✚ Our school year at the high school is off to a good start. Our students are settling into their classes and they are getting used to the new routines. Most of these “new” routines are really just the old routines that had to be changed during the pandemic. The construction on-site has not presented any problems. We will be starting our intervention time next week and we boosted it up from 4 days a week to all 5 days per week because it is a big priority to provide extra time and support for learning to the students who need it the most. We will have homerooms this year only when necessary for meetings, homecoming week, and that sort of thing. That will allow us to maximize our intervention efforts.
- ✚ Rockline Industries has donated a pallet of disinfectant wipes to our district. This is a considerable donation since a pallet contains about 800 canisters, and Pete estimates the value at around \$3,500. Pete and his crew will pick up the donation early next week and we will be well supplied with a product that is pretty valuable right now.
- ✚ The primary theme I am trying to build on with high school staff is that we are a learning organization, and while our mission is student learning, adult and professional learning are critical in consistently producing high levels of student learning. Research has shown that there is a strong correlation between the adult learning in a school and the achievement/growth of students. Schools where the adults are learning the most tend to be the same schools that produce the most student learning. I learned what I think are some really important things this summer about adult learning when Kevin introduced us to the work of Brene Brown. She has studied vulnerability, which is the willingness and courage to be open, to reveal we are imperfect, and the humility to admit we don’t have it all figured out, and she has concluded that vulnerability is the birth place of learning, growth, innovation and improvement. We cannot learn from, and with, our peers if we are not willing to be vulnerable and open about what we don’t know or have not learned to do. Incidentally, Brene Brown also found that people who are vulnerable are also seen by others as the most authentic and that plays a really important role in building high quality relationships in every area of our lives. I hope to model vulnerability and encourage it as much as possible because I am convinced that vulnerability is the birthplace of learning.

Board Update

Oostburg Middle School

To: Board Members and Administration

From: Sherri Stengel

Date: September 10, 2021

- 1. Read 180 Paraprofessional Update:** As indicated at the board meeting, Sandy Gartman resigned from her position as the paraprofessional in our Read 180 program. While we were able to secure a replacement by the start of the school year, it ended up being an internal staff transfer. Thus, the Read 180 program has started the year short staffed to allow for the best transition for both programs impacted in the district. Katie Schneider has been an aide in the special education program for several years now. Due to the nature of the students that she supports in our intellectual disabilities program, Ashley Hinze and I decided it was more important for us to leave Katie in that role until a replacement was found. With that being said, the special education staff have been very flexible in allowing Katie to join our 6th graders in Read 180 so she can learn the ins and outs of the program along with the students that are new to the program. Our goal is to make the transition next week at some point so Katie will be a permanent fixture in the Read 180 program, playing an integral role in our goal of accelerating reading growth for students.
- 2. First Week in the Books:** The start to the 21-22 school year has gone extremely well. Students and staff alike are settling into routines and procedures. In total, OMS had 5 new students join us this year from other area school districts. We also had 5 students leave OMS. I'm excited to have the first week under our belts so we can dig into our essential learnings.
- 3. MAP Testing:** As Terry Hendrikse mentioned in his update, we are transitioning from Aspire to MAP testing this year at both OES and OMS. This decision was in large part due to Aspire no longer being available as an interim or benchmark assessment. We used MAP years ago before we transitioned to Aspire because of its direct link to the ACT. Since that time, MAP has come a long way in its predictive ability to gauge students' college and career readiness. In fact, MAP even has "on track to 24" norms down to 5th grade. This is wild as Aspire didn't have this. This is something that Amy Bares had to create for us so we had longitudinal data showing progress toward our district goal. I'm excited about the resources that MAP has available to teachers to link data to instructional next steps for students. We are testing next week and the following week at OMS. The staff have been super flexible and eager to try this new assessment to see how it can help us help students on their learning journey.

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Terry Hendrikse
Date: September 10, 2021

- **Up and Running**

The staff is back, students are back, and we are up and running at OES. Both inservice and the start of the school year have been a smooth transition for the vast majority of our students and staff. The feeling in our building is energizing as the routines are being established and relationships are being built. These past seven student days have provided many opportunities to get into classrooms and get to know the students and take in the classroom culture.

- **MAP testing for grades K – 5**

Probably one of the most significant changes this year will be our transition from Aspire testing in grades 3 - 5 to MAP testing in grades K - 5. Both MAP and Aspire are external assessments which benchmark our students to nationally normalized data and provide correlation to our district goals of being on track to 24. The Aspire testing suite has been retired and is no longer available, leaving MAP as our new external assessment.

The 4th grade staff has started testing students on Thursday and the process will continue through all grade levels throughout the next three weeks. Students take the assessment on Chromebooks and it is adaptive to their abilities, meaning that it will customize the level of questioning based on the quality of student responses.

I recently helped with the administration of the 4th grade test and considering it was the first time our teachers or students were exposed to this new test, it went considerably well. Our K - 2 staff will start testing next week and they remain a bit nervous about the ability of their students to successfully complete the test. The test is designed for these grade levels and we are providing them with support during testing.

- **Educational Support Aide**

The supervision aide position supported by the board in the July meeting has been much more critical than I would have ever expected. Although this position was added to fill a need in recess, lunch and kindergarten/1st grade instructional support, it has been shifted to work with a new, very high need student needing constant attention and supervision. This change is temporary and despite shuffling extra people in to help, has left us with several holes in coverage we are scrambling to fill. It is our hope that within the next several months the support required by this student will be reduced or shifted to Special Education servicing and we can then transfer the duties of this position back to supervision and instructional support. In the interim, we also had to increase the hours of this position from 4 hours per day to 7 hours per day to ensure this student has necessary support for the full school day. An additional aide position may need to be hired as a long term solution, but we will first exhaust all resources and ideas before moving in that direction. Amanda Sandrone was recently hired for this position and has been extremely adaptive and flexible at meeting the needs of our district and students. She deserves a huge THANK YOU for going above and beyond.

- **Overtaken**

This may not BEE worthy of a board update, but the OES playground is under attack by yellow jackets. Students at recess SWARMED from the wood chips to the blacktop on Thursday because

the structure was overtaken by several dozen of these hyperactive pests. It really is BUGGING the 3rd grade boys as they have temporarily given up kickball to organize a full reconnaissance mission to find the nests. Joel Debbink is also in full ATTACK mode and has already eradicated thirteen nests and needed to go to Daane Hardware to reload his supply of wasp spray. He also has wasp traps hanging around the outskirts of the playground. We are hopeful that our combined effort will not only help us win this battle against our yellowjacket enemy, but also bring us closer together as our OES HIVE starts the 21-22 school year with a new QUEEN.



Board Update

Oostburg School District: Director of Special Education

To: Board Members and Administration
From: Ashley Hinze
Date: September 10, 2021

- **Open Aide Position:**

We have a vacancy for a full time aide at the MS/ HS Intellectual Disabilities program. This position is open as we have a staff member transitioning into another role in the district. This job is unique, as in addition to academic support, it involves behavior management, feeding, and toileting. The opening has been posted in the Lakeshore Weekly, School Website, and social media.

- **Updating of Paperwork:**

With the acquisition of the MAPS assessment, we are working on updating each Individual Education Plan (IEP) for students Kindergarten through grade eight, in order to maintain compliance in our paperwork. We are required by law to list the assessments that each student that meets special education criteria will be taking, and if any accommodations are needed. With the change in test, every K-8 IEP required updating prior to any students participating in the new MAP assessment.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 9/10/2020

Cash Position:

	Current Year 8/31/21		Prior Year	
	Balance	Interest Rate	Balance	
OSB - Checking	\$83,967.10	0.35%	\$158,869.60	0.35%
OSB - Credit Card clearing	\$41,874.41	0.00%	\$22,019.04	0.00%
Cash Boxes / Petty Cash	\$150.00	0.00%	\$100.00	0.00%
OSB - Dental Acct	\$12,299.36	0.18%	\$10,126.64	0.23%
OSB - Officials	CLOSED		\$3,250.94	0.00%
OSB - Money Market	\$2,491,991.39	0.65%	\$2,318,411.08	0.70%
OSB - Bond Acct	\$214,758.14	0.35%	\$412,297.96	0.50%
OSB - Capital Imp	\$2,142,235.39	0.45%	\$795,711.67	0.50%
PMA - Capital Imp	\$1,348,924.98	Various	\$1,368,619.25	Various
LGIP - Capital Imp	\$0.01	0.05%	\$486,876.64	0.13%
PMA - Referendum	\$1,348,924.98	Various	\$7,500,622.88	Various
TOTAL CASH	\$9,407,739.71		\$13,076,945.70	
Fund 10/27 cash	\$2,296,154.73		\$2,219,760.08	
Fund Balance (10/27)	\$2,253,899.38		\$2,160,498.25	

An updated (through August) report is attached as a separate document. The budget is also included in that same report. Please let me know of any questions or concerns.

Finance Update:

- The preliminary budget is ready; however, board direction is necessary as we build recommendations regarding the tax levy. We need to have the budget in printed format by September 30th in order to meet required timelines. The options are as follows: 1. Tax at the same rate as the prior year, adding only additional voucher amounts once those are available. Any excess over the Revenue Cap limit would be used to prepay debt. This is the option that Kevin and I recommend. 2. Tax at the revenue cap and only include the required debt payments, no additional prepayment or 3. Some value in between no prepayment and prepayment which maintains the current tax levy. I will send those scenarios as a separate attachment.

DPI Update:

- Kami and I will be working on the third Friday Member Pupil Count which is September 17th. I'll have more solid information on the budget revenue when that count is complete. Final changes to the budget will need to be made after the October 15th aid certification is complete, which leaves a very small window before the Annual Meeting, scheduled for October 20th.
- The 1505AC was filed with DPI. This is the annual Aid Certification, which gives DPI the amount of expenses for the prior fiscal year. This is what they use to determine all district's equalization aid payments for the current fiscal year.

Personnel Update:

- We have had the two open part time custodial positions as well as the full time custodial position at the high school advertised and posted for several weeks. We only had one applicant for the part time position. We had a handful of applicants for full time; however, several of them bowed out when they found out it was second shift. Pete interviewed a couple of the candidates, and offered the position, but it was turned down. Kevin and I are recommending that we combine the two part-time positions to make it one full time position. We are also recommending that it change from a school year position to a year round position. When those positions were added many years ago, we were able to fill them on a part time basis based on market conditions; today, however, is a much different scenario, and we need the position to be full time to have a candidate to fill that position. If approved, our recommendation is to hire Cole Scheppmann, who would report to Terry Hendrikse. The position change to full-time is an action item on the agenda.

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: 9/13/21

- Helpdesk software has been a great change. Being able to track and reroute tickets and be on the same page with my crew and with the B+G department has been beneficial. It also gives my tech crew a more well-rounded understanding how a helpdesk looks and functions. Unsettling news that this company, Hayes Software, was just purchased by Frontline Education so we're uncertain what changes those will bring to the brand-new system and process so early after our transition.
- No word on our Emergency Connectivity Fund funding commitment decision. As a reminder, we are seeking 467 devices equating to \$154,523.00. If we receive approval, we will be able to purchase those devices to bridge our connectivity gaps as well as obtain some technology we need. The ECF also will be opening a second round of applications in a couple weeks for devices or connections we failed to obtain or need in addition.
- We are chipping away at the Website and Mobile app items with Apptegy. The notification piece is up and running and we are able to create call lists from the website very similarly to how we did in the past. The next steps on this project are more on the creative side, then into specifics of how users can get in and make changes or add new content to the site and mobile app.
- Our bells were working for the first day. A lot of tweaking still needed here and much work on specific internal notifications, how they are triggered and who receives them on which devices.
- The old sound system from the HS gym was installed last week Thursday and Friday. I'm happy with the results.

Board Update

Oostburg School District: Buildings and Grounds

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

- It has been a very quick summer. The last 90 days flew by, but much has been accomplished. The construction project is moving along very well and will be totally enclosed and weather tight before the harsh winter snow comes blowing in. This is a major benefit for our project as they will not need building masonry enclosures for laying block or brick which had to be done for the elementary school project. The contractors can then focus the interior space build out.
A side note to winter, I have spoken to Joel Nyhof of United Building Supply, the vendor which handles the district snow removal. We will walk and review all the additional space that will require snow plowing and where it can be pushed. I wanted to give Joel a heads up not only of additional property to plow but also scheduling additional time and equipment for our account, as the scope of their work for the district has grown.
- The following are a few upcoming areas of normal annual attention.
 1. Wisconsin Department of Safety and Professional Services – inspection and filing of the permit to operate interior cross connection control assemblies.
 2. Wisconsin Department of Safety and Professional Services – updated maintenance/service required for districts ADA lift in the middle school.
 3. Wisconsin Department of Health Services – annual filing of the school district's Designated Asbestos coordinator, to ensure compliance with AHERA program, and my certification as the district's asbestos operation & maintenance contact.
 4. Scheduling the district's required annual inspection of our scissor lifts and forklifts through Lift-XLift Services.
- We have been actively recruiting new hires for open positions in the elementary and high school buildings. Temporarily Cathy Fuentes, Terry Lemkuil and Stephanie Lemkuil have graciously offered to help out until we can hire replacements. Also in this time of staff shortages, Gail Aguirre has been taking on additional square footage spaces to assist in keeping classroom spaces clean and disinfected.
- Keeping in the theme of custodial work, we are proactively placing cleaning supply orders of products, trying to stay ahead of possible shortages. In one area I placed an order for both large trash can plastic bags or liners along with the small classroom garbage liners. Just since early July the price has jumped 14% on liners and may become a shortage product in the future.
- Scott Greupink connected me with a contact he had at Rockline Industries, Lisa Robson, which is donating to the district 800 canisters of disinfecting wipes. We have a scheduled dock date and time of September 14 at 11:00 am to pick this product up. This is roughly a \$3,500 value which will greatly assist our goal for a safe and healthy learning environment for the students and staff. Many thanks to Rockline Industries.
- As we did last year, we have changed the settings on all three school buildings of the HVAC systems to draw in and vent out greater volumes of outside air. It has been switched into our global max vent mode.