

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
WEB: www.oostburg.k12.wi.us

May 17, 2017, immediately following Annual Reorganization Meeting

MISSION STATEMENT: "The mission of the School District of Oostburg is to prepare students to be positive contributors to our society and the world."

REGULAR BOARD MEETING AGENDA

- I. Call meeting to order
  - A. Pledge
  - B. Roll Call
  - C. Certify posting
  - D. Approve Agenda
  
- II. Public letters / comments: Members of the public wishing to address the board on any topic are requested to complete a public input form prior to the beginning of the meeting.
  - A. ROV Presentation by Terry Hendrikse
  - B. Academic and Career Planning (ACP) presentation by Josh Cole
  
- III. School Board President / Admin Team Reports
  - A. Board President
  - B. Superintendent
  - C. High School Principal
  - D. Middle School Principal
  - E. Elementary School Principal
  - F. Director of Special Education
  - G. Director of Finance/Personnel
  - H. Buildings and Grounds Coordinator
  - I. Technology Coordinator
  
- IV. Approval of Consent Agenda Items – Recommend approval of consent items below:
  - A. Minutes of the following school board meetings:
    1. Monthly board meeting of April 12, 2017
  - B. Personnel
    1. Approval of the resignation of Ted Schanen as high school science teacher
    2. Approval of the resignation of Shelley Nelson as elementary school administrative assistant
    3. Approval of the resignation of Gloria TeLindert as elementary school food service cook
    4. Approval of the resignation of Paula Kobylski as high school special education teacher
    5. Approval of the resignation of Keri Kimble as JV2 volleyball coach
    6. Approval of the resignation of Tricia Roberts as Junior Class Advisor (50%)
    7. Approval of the hiring of Stephanie Kempf as high school science teacher
    8. Approval of the hiring of Clarissa Louis as high school/middle school art teacher
    9. Approval of the hiring of Josh Cole as high school Athletic Director
    10. Approval of the hiring of Katy Hansen as JV2 volleyball coach
    11. Approval of the hiring of Aimee Thrune as high school JV girls basketball coach
  - C. Finance
    1. Approval of April Expenditures of \$1,860,921.53
    2. Approval of April Receipts of \$218,563.53
    3. Approval of April computer check numbers 10011651 - 10011727, wire numbers 201600144 – 201600159 with the exception of 201600156 which is a May issue, ACH numbers 161700420 - 161700468, and manual check number 501679
    4. Approval of resolution to allow Business Manager to designate fund balance at fiscal year end to meet district needs based on GASB rules
  - D. Other
    1. Approval of WIAA membership for Oostburg High School
    2. Approval to issue school uniform and other apparel and protective equipment for use by athletes in accordance with WIAA rules
  
- V. Action Items
  - A. Consider approval of Extra Curricular Volunteer Assignments for 2017-18

- B. Consider approval of recommendation from Food Service Coordinator to increase hot lunch prices by \$0.10 for 2017-18
- C. Consider approval of open enrollments into and out of the district for 2017-18
- D. Consider approval of Extra Contract to John Rentmeester for overload
- E. Consider approval of stipend for interim athletic directors
- F. Consider approval of stipend for assistant softball coach
- G. Consider approval of updated athletic director job description
- H. Consider approval of athletic administrative assistant job description

VI. Topics for Discussion

- A. Legislative Report
- B. Finance Committee Report
- C. Buildings & Grounds Report
- D. Transportation Committee Report
- E. Negotiations Committee Report
- F. Policy Committee Report
- G. OCEF Report
- H. Long Range Planning Committee

VII. Adjourn to Closed Session per state statutes 19.85(1)(c)

- A. Discuss negotiations with administrative staff

VIII. Action items – any action from closed session discussion

IX. Future Board Meeting Dates: Regular Board Meeting – June 21, 2017, in the HS Conference Room

X. Adjourn

Wendy DenBoer, Clerk

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OOSTBURG TO COMPLY WITH REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT. IF YOU HAVE A DISABILITY COVERED UNDER THE ACT, AND REQUIRE AN ACCOMODATION TO ATTEND OR PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT 920-564-2346.

THIS MEETING IS A MEETING OF THE BOARD OF EDUCATION IN PUBLIC FOR THE PURPOSE OF CONDUCTING THE SCHOOL DISTRICT'S BUSINESS AND IS NOT TO BE CONSIDERED A PUBLIC COMMUNITY MEETING. THERE IS A TIME FOR PUBLIC PARTICIPATION DURING THE MEETING AS INDICATED IN THE AGENDA.

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: May 12, 2017  
Re: District Update

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- This month's board meeting will include presentations from Mr. Hendrikse and his ROV underwater robotics team, and Mr. Cole regarding district work in meeting Academic and Career Planning (ACP) requirements. You may be aware that Mr. Hendrikse has built an internationally competitive robotics program at both the middle and high school levels. This program supports our district goals and provides rigorous opportunities for students with diverse interests. Many of the skills required from robotics team members translate nicely into career opportunities which provide a segue into Mr. Cole's work in moving student career planning forward. I am looking forward to hearing both presentations and appreciate their willingness to come to our board meeting.
- Each year our board is required to appoint a delegate to CESA 7. Wendy DenBoer has served in that role in the past and will be listed for approval this year as well. Thank you for your willingness to serve in this position Wendy.
- I am recommending the approval of Josh Cole as our athletic director beginning June 1<sup>st</sup>. This recommendation is based on a review of a 10 candidate pool, the majority of which were seeking a full time position. Pending board approval, Josh will be mentored by Kris DeBruine and Scott Parsons in the online platforms associated with athletic scheduling and the budget process. I am also seeking approval of the associated athletic director job description.
- I would like to formally thank Kris DeBruine and Scott Parsons for serving as our interim athletic directors this spring. The spring season may be one of the busiest times for an athletic director, at least from a rescheduling of events perspective. I am recommending approval of stipends for both Kris and Scott with our appreciation for their willingness to help. I am also recommending a related stipend for Joel Hoffmann who stepped in and helped with the transition in our softball program. Joel has volunteered as an assistant coach for many years, and we certainly appreciated his willingness to step into a larger role early in this season.
- The Wisconsin Association of School District Administrators (WASDA) held their annual spring conference in Madison Wednesday-Friday of this week. WASDA holds three conferences each year, one in the fall, a joint conference with WASB and WASBO in winter and this spring conference. The program offerings for the fall and winter conferences were less aligned with our district goals than the spring conference so I did not attend those events, but will attend the spring conference. This spring's agenda includes a Federal Education Policy update and an overview of College and Career Readiness from a business and higher education perspective. I am particularly interested in breakout sessions related to Wisconsin's Every Student Succeeds Act (ESSA) as I have been in contact with Congressman Grothman's office working to reduce Federal involvement in public education. My specific discussions in this area have focused on Federal assessment requirements and Federal mandates related to our state report card. Friday morning's session focuses on staff recruitment and retention in a free-market employment system.
- Aaron will likely reference our successful move into phase I of our building project, but I would also like to highlight the impressive work of so many staff members to make this transition smooth. The planning and preparation for our May 5<sup>th</sup> move started many months ago, and Aaron and Pete certainly deserve a tremendous amount of credit for having "all their ducks in a row" in planning for a complicated move. I would also like to highlight Michele Dulmes and her team for their work in preparing for the move of our entire kitchen operation. By 1:00 on Friday, May 5<sup>th</sup>, our 1956 wing

was almost empty. The work of our staff (and their families) also stood out. Not only were our staff members spending many extra hours packing and sorting well before the week of our move, they also spent evenings and early mornings making the actual move. I was able to be down at OES on several evenings last week and it was typical to see many teachers, often with the help of their spouses and children, moving boxes and organizing classrooms. To say that the work of our staff went above and beyond would understate the efforts which took place. Throughout this entire process the attention to detail, the extra hours, and the cooperation has been remarkable. I could not be more pleased or proud of our staff, their approach to this big move, and the investment they make in our school. We are certainly blessed to have the community support for a new facility and even more blessed to have the people we have working with our students. Thank you to all involved!

- My role as a SAIL coach included a meeting with New Holstein's administrative team this week. During that meeting I discussed our Oostburg work in the SAIL process and just as importantly, learned from their team regarding their work in writing and reading workshop along with their use of a data organization platform called eduCLIMBER. The opportunity to partner closely with other administrative teams is one of the key reasons I was interested in continuing my work with SAIL after our formal involvement as an Oostburg team ended.
- Next week Tuesday I have my second and likely final *Innovative Schools Workgroup* meeting in Madison. As mentioned in earlier updates, DPI asked me to represent Oostburg in a workgroup which includes 5 other "innovative" schools from across the state as well as representatives from DPI, CESA 6 and the Governor's office. Oostburg's work in developing a distributive leadership culture to advance College and Career Readiness goals through K-12 vertical teams, was a large part of our ability to participate in this work group. The end product of our work will result in waiver application tools for districts that have a desire to work outside of specific state and federal requirements which may be limiting progress.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos

**Date:** 5/12/17

**Re:** Oostburg Middle School Principal Report

1. ACCESS results are in for the year. Although I haven't had a chance to look at the results in detail, DPI is warning that scores and growth may not look as good this year as they have in the past. To meet language demands of college and career readiness standards, WIDA is raising the bar for language proficiency. Students will need to demonstrate higher language skills this year to achieve the same proficiency level scores (1.0–6.0) that they obtained last year. This is the result of a process called standard setting. Standard setting determines the student performance required for each proficiency level through a series of decisions made for each grade level by expert panels of teachers, as well as district and state English language learner administrators.
2. Due to Jenna Howell's desire to go to a part-time status with the upcoming birth of her second child, it leaves a void in the middle school choral program as she will continue to work within the HS choral program. We posted the position several weeks ago and are disappointed at the number of applicants we've gotten thus far. We've had three applicants. Our leading candidate already accepted a job elsewhere and another one doesn't have the license necessary to teach the position. While we still considered her, we have decided that she is not a good fit for our program. Thus, we are back to the drawing board. Rebekah Mueller and Jenna Howell are making contacts with fellow musicians and colleagues to see if there is someone qualified and good willing to apply for the position. We have some leads in the works, but are not sure if they will pan out.
3. This week 5th graders from OES joined us for a couple of hours on Early Release to become familiar with the building, meet their future teachers when they are 6th graders in the Fall, and most importantly (at least to the students), they were able to practice opening a locker combination. Believe it or not, the locker combo tends to be the biggest concern expressed by students each year. Keri Kimble and Ashley Holzer have worked together to refine the transition process for students and parents who have students coming from OES to OMS. I'm thankful for their proactive nature in this regard. Along with the student transition, we have a night coming up for students and their parents too. These two programs hopefully ease the angst of both students and parents as they make the big move to middle school.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: May 12, 2017

Re: Board Update

- We have been very busy since the last board update. Our move into the new wing occurred over the week of May 1st, with May 5th being the busiest day. The teachers and staff did an outstanding job getting their rooms packed up early in the week and moving as much as they could before our no student day. When May 5th arrived, it was all hands on deck to help teachers get unpacked and settled in their new or temporary surroundings. Monday, May 8th was an interesting day at OES, as it felt like the first day of school (part 2). Students quickly acclimated to their new surroundings and have been thrilled about the new spaces. Teachers quickly fell back into their routines and instruction did not really skip a beat. We will continue to adjust to the new surroundings and hope to get more community members into the new space to see it firsthand.
- Due to phase two beginning, we had to make some adjustments to our beginning, middle, and end of day pick-up and drop off procedures. As I mentioned in my last board update, our goal was to have as little change and impact on the current procedures as possible, while keeping safety in mind. In the morning, most parents are now dropping their students off on 6th Street, with buses still dropping off on Park Ave. The midday JK pick up and drop off now takes place on New York Avenue, which is a nice, out of the way space. At the end of the day, everything stayed the same, but parents (and staff) can no longer park in the OES lot, as it is now the jobsite.
- Beginning next week, teachers will be meeting to discuss classroom placements for the 2017-18 school year. Special education staff, our literacy coach, and I will also attend these meetings to ensure kids are put in the best possible spot for academic and social-emotional reasons. These conversations have also driven a look at our current schedule to make some adjustments around WIN blocks, finding dedicated blocks of time for instruction, and transition periods. All of these decisions and adjustments should be finalized by the time Memorial Day arrives.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** May 12, 2017  
**Re:** Monthly Update

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- We currently have a posting for a new middle/high school intellectual disabilities teacher. I wrote last week that this is an extremely difficult position to fill because it requires teachers to be knowledgeable in a variety of areas including academics to life skills to transition skills. I have asked for four staff members to be a part of the interview committee and I look forward to having another opportunity to continue to shape the special education department, and this role in particular, moving forward.
- On Wednesday, Paula Kobylski and Traci Brill met with the STEM Advisory Committee meeting in Curt Bretall's classroom in the new OES wing. It was a great opportunity for the two of them to share with local business leaders the possibilities of our students spending time at their places of work. Paula and Traci talked about what they did this year (gave two students work release time every day to work at local businesses) and the different ideas that they have for the future (spending more time at one business at a time instead of several businesses each week). There are so many resources available for students with mild to moderate cognitive disabilities for them to be more a part of the community and the workforce and I am excited for our students to get these opportunities. It also didn't hurt that Paula and her students put out a tremendous baked-potato salad bar for everyone to enjoy while they presented their current work and their ideas for the future.
- For the past couple of weeks, I have met individually with several teachers regarding caseloads and what they may look like for next year. In addition, I met with a small group of teachers at the elementary school as they often share responsibilities for servicing the same students. These conversations can sometimes be difficult due to the unknown factors such as students moving in and out of the district, new teachers, and the ever-present question surrounding what next year's schedule will look like. In my meetings this year, the focus has been on how to get students to be involved in the regular education classroom as much as possible. While this isn't a new approach (we have taken this perspective for several years), the focus of it being our first choice may be relatively new. In addition to servicing students in the regular education classroom, a non-negotiable that I have shared with them is when they should have their prep time. Specifically, if Trevor Stultz is working with 4<sup>th</sup> and 5<sup>th</sup> grade students, then he needs to create prep time during the same time that 4<sup>th</sup> and 5<sup>th</sup> grade teachers are having their prep time. Trevor has been a huge part of the co-teaching initiative this year and one of the biggest take-aways was the need to have collaborative team time with Karri Krier. Their instruction together is significantly stronger when they find the time to meet and discuss the lessons for the week. This will be an emphasis this coming year as we look to expand the opportunities for co-teaching.
- This past Monday, Kim Hume and I interviewed for the physical therapist position that we have shared with Cedar Grove for the past several years. We only had two candidates and I plan on sharing with you on Wednesday night who was offered the position. While this is only a small percentage of time (2-4 hours/week), it is a role that often works with students with the most needs.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 5/12/2017

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### Cash Position:

	Current Year 4-30-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$836,041.26	0.35%	\$115,136.50	0.35%
OSB Dental Acct	\$42,616.54	0.15%	\$34,960.38	0.10%
OSB Money Market	\$1,640,261.64	0.60%	\$2,052,982.03	0.50%
OSB Bond Acct	\$281,301.22	0.60%	\$306,180.24	0.50%
LGIP Savings	\$22.98	0.65%	\$22.86	0.33%
OSB – VANCO acct	\$7,756.39	0.00%	\$18,853.57	0.00%
OSB – On-Line Store	\$0.00	0.00%	\$4,370.08	0.00%
OBS – Capital Imp	\$505,028.78	0.60%	\$306,180.24	0.50%
Paypal Cash	\$856.83	0.00%	\$783.54	0.00%
TOTAL CASH	\$3,313,885.64		\$2,839,469.44	
Fund Balance (10/27)	\$2,421,024.58		\$3,371,594.24	

- An updated (through April) report is attached as a separate document in addition to the monthly cash flow reports. Please let me know of any questions or concerns.

### DPI Update:

- The DPI Open Enrollment Application period for school attendance for 16-17 has expired and it is now time for the Board to approve those applications. Two separate documents outlining all of the applications (one for the INs and one for the OUTs) to come into and exit the district has been provided to you as a separate attachment.
- The Membership Audit is complete and they found nothing to report. We did get to add three kids that came back to OES after the January pupil count was reported.

### Finance Update:

- May is the month where we approve prices for next year's hot lunch prices. Our income statement in Fund 50 is tight with the extra purchases for the new kitchen and we most likely will need to increase labor costs next year due potentially adding a scanner or server depending on how we run two serving lines in the new cafeteria. As a result, Michele and I are recommending a 10 cent increase in lunch prices. (ES \$2.50 to \$2.60, MS/HS \$2.80 to \$2.90 and adult/visitor \$3.45 to \$3.55)
- As in prior years, I am asking for the Board to give me the discretion to assign fund balance at the end of the fiscal year. This allows me to segregate fund balances for encumbrances (17-18 Purchase orders that have been completed).

By “assigning” these amounts, it removes the amount from the more publicized “unassigned fund balance” on our fiscal year end audited financial statements.

**Human Resources Update:**

- **Insurance update** - Our open enrollment period for insurance changes is currently underway. Because there are no changes to the offerings, we are doing changes by email rather than hosting another meeting for employees. So far it has been going very well and almost all of the employees have returned their paperwork already.
- Kevin and I hosted meetings with all employees regarding the 403(b) stipend approved by the board at the last meeting. The employees were very happy to hear of the contribution and were very appreciative of the board’s continued confidence in their work.
- Extra-curricular contracts are on the agenda for approval.

# 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, Bryce DeRoos  
**From:** Lucas Allen  
**Date:** 5/12/2017  
**Re:** School District of Oostburg - Monthly Technology Report

### Building Project

- Technology-wise, we had a successful move for phase 1. I had a crew of 4 of my high school tech crews helping move computers for staff on Friday the 5<sup>th</sup>. Staff commented that it was like we hired a professional tech crew to assist because of the professionalism and hard work they exhibited on that day. My tech blocks and I continue to be very busy fine tuning things, doing phone system programming, and working out the glitches.
- Monday night, I finished removing or relocating all salvageable tech from the '56 wing. The servers that were running down in that wing are now on in the mezzanine and connected to battery power and backup generator which will minimize downtime in a power event.

### Infrastructure

- Our new firewall and content filter is up and running. I spent approximately 30 hours on the phone with a security engineer as we walked through our unique circumstances and hierarchy. Overall I am pleased with the increased performance and visibility into network traffic and security. Implementing a new solution like this takes a few months to tweak while allowing sites that we need and allowing ports and services through the firewall that our public or staff need access when remote.
- We received some replacement networking gear and that was installed just in time. We are planning on the full wired-network infrastructure replacement most likely right at the start of summer break. The benefits of new switches are better security, reliability and performance. Switches, like all electronics, have a finite lifecycle and since they are so critical to our operation, they are expected to last between 8-10 years.
- Our new camera and security system is live with a few cameras that are in the new wing and I have been exploring that. I look forward to testing this system and rolling it out to the principals and B&G as things are connected and tweaked.

# Board Update

## Oostburg School District: Buildings and Grounds

Board Update: May, 2017  
To: Board of Education  
From Peter Scheppmann  
Date: 5-12-2017

- The elementary school classroom move last Friday went very well. All the staff assisted in the move, which was a great help, along with 8 professional movers we contracted with C. Coakley Relocation Systems of Sheboygan.
- During Friday's move, Joel Debbink worked with Lucas Allen installing and testing the new smartboards.
- Mark TeGrotenhuis and myself moved all of the school district's HEAVY kitchen equipment, double stacked convection ovens, standard professional ovens, large mixer, double door refrigerator, etc. Mark hooked up all the natural gas equipment and tested them out. Mark's many years with Ferrellgas helped us out.
- Mark TeGrotenhuis, Gail Aguirre and myself came in last Saturday to clear all the garbage bags, empty boxes and extra furniture from the elementary quad so that it would be ready to serve lunch in the quad starting Monday. We also cleared the hallways of the newly constructed area of additional garbage bags and extra furniture. Gail then dust mopped the hallways and auto scrubbed the floors.
- This past week has been long hours for Mark TeGrotenhuis and myself starting at 6:00 am and running until 2:30 for Mark and 5:00 for myself, moving all the items from the old Elementary wing that we can salvage. If you would like to see the items we salvaged, take a look in the metal shed where we normally park all the school district vehicles. It is packed with furniture, cabinets for phase 2, kitchen equipment, etc. This has been a long hard week, with many miles and time on our feet.