

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
[www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)  
September 20, 2017, at 6:00 pm

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. Archery update by Jenn and CJ Swart
  
- 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 August 16, 2017
  - B. Personnel
    1. Approval of the resignation of Rebekah Mueller as high school band teacher
    2. Approval of mentor Extra Curricular Volunteer Assignment (Louis) to Robert Boenisch
    3. Approval of the hiring of Mary Christie as elementary school custodian
    4. Approval of the hiring of Keaton Galezio as high school instrumental music intern
  - C. Finance
    1. Approval of August Expenditures of \$1,218,248.52
    2. Approval of August Receipts of \$1,452,465.34
    3. Approval of August computer check numbers 10011913 - 10011969, wire numbers 201700014 - 201700029, ACH numbers 171800031 - 171800069, and manual check numbers 501682 - 501683
  
- V. Action Items
  - A. Consider approval of recommendation from Food Service Coordinator to increase adult hot lunch price by \$0.05
  - B. Consider approval of alternative open enrollments into and out of the district for 2017-18
  - C. Consider approval of substitute teacher rate increase
  - D. Consider approval of district Academic Career Plan (ACP)
  
- 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
    - a. 1<sup>st</sup> read on the following board policies: 0100, 0131.1, 0144.1, 0164.2, 0166, 1630.01, 2260, 2261.01, 2370, 2411, 2430, 2431, 3120.01, 3122.01, 3430.01, 4122.01, 4430.01, 5111, 5130, 5136, 5136.01, 5310.01, 5330, 5421, 5517, 5540, 5610, 5771, 5830, 6605, 6800, 7530.02,

7540.03, 7540.04, 7540.06, 7540.07, 8146, 8300, 8305, 8310, 8320, 8320.01, 8330, 8350, 8452, 8510, 8605, 8640, 8770, 8800, 9700

- b. 2<sup>nd</sup> read on the following board policy: 5430
- G. OCEF Report
- H. Long Range Planning Committee

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

- A. Consideration of specific personnel issue

VIII. Future Board Meeting Dates: Budget Hearing, Annual Meeting and Regular Board Meeting – October 18, 2017, in the HS Conference Room

IX. 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: September 15, 2017  
Re: District Update

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- Our agenda includes required annual approval of our district Academic and Career Plan (ACP). Bryce, Josh and their team have done an excellent job in building a model plan that not only meets the ACP requirements, but more importantly sets our students up for success in their steps after OSD. Please view <http://oostburghighschoolcounseling.weebly.com/acp-implementation.html> to review our plan which includes an overview of the are job market, Individualized planning support structures, community partnerships, family engagement, and a clear description of our focus on access for all students.
- Policy revisions have been a recent area of focus including two local updates related to transportation, in addition to our regular NEOLA updates. The transportation changes simply update NEOLA policy to reflect the fact that we do not provide transportation for middle school athletics. The NEOLA update changes varied from technical changes related to board meetings, FMLA, nondiscrimination, and Title funding, to changes warranted in response to law changes at the state and federal level. As with all updates, we review each suggested NEOLA update with appropriate staff members, make recommended adjustments, and then forward our recommendations to school board policy committee members Deb Harmeling and Mari Kretz. Deb and Mari will bring recommendations for first read adjustments to the whole board when they have completed their review.
- District goals for 2017-18 have been finalized in preparation for our October annual meeting. Goals are developed by reviewing progress data from our ACT College and Career Readiness benchmarks, Aspire assessments, and Running Records data. This year's goals are arguably our most rigorous based on interim assessment data which is predictive of ACT success. Draft goals were presented to staff during our early inservice.
  - **2017-18 District Goal:** *"ACT composite average of 23.0 and an increase in percent of students reaching benchmark in each area."*
- Our agenda includes a recommendation to increase our substitute teacher daily rate to \$120. It is becoming increasingly difficult to find quality substitute teachers, and we are currently near the bottom in area district comparable rates. Although we share substitutes with several nearby districts, Cedar Grove and Oostburg compete most frequently for available substitutes. This fall Cedar Grove's board increased their substitute daily rate to \$120. Our recommendation is based on the need to match that rate in order to allow us to fill openings.
- After considerable discussion and continued investigation, I am recommending that beginning with next year's registration the district assumes the cost of device insurance for district provided chromebooks. We require district devices for specific safety and engagement reasons. That requirement allows us to ensure all students have a functional device which aligns with our district platforms. Although many schools charge a technology fee, we believe covering that cost within our budget makes sense when we require all students to have a device. This recommendation is part of a more in depth examination of our fees in general and efforts to keep those costs in a reasonable range. We will be looking at other fee areas in the months ahead as we plan for next year's registration.

- Weekly building project meetings continue each Monday and progress on block and brick work has been considerable. This is allowing for the installation of roof steel and building enclosure. This construction benchmark eliminates many of the weather-related variables which can delay a project.
- Kris and I finalized our Title funding grants earlier this week. Those grants bring us over \$100,000 that is used to offset our reading specialists and staff professional development. This is certainly important funding but comes with quite a bit of application red tape. We share some of this funding with OCS and coordinating that portion of the application requires collaboration with their administration. I appreciate Kris's help in completing this work.
- Bryce and I had several meetings this week with an organization called The Commons. Please check out their website at <http://www.thecommonswi.com/>. Terry Hendrikse and Curt Bretall joined us with Commons co-founders in our innovation room. They left extremely impressed with our focus on developing innovative thinking in our students. Bryce and I just returned from a county-wide informational session on The Commons at Jake's Café in Sheboygan. We feel strongly that a partnership with The Commons aligns with and moves us toward fulfilling our mission. We look forward to sharing more with you in the months ahead.
- Special thanks to all staff for what has been an excellent start. The planning and organization by leadership at multiple levels has us feeling somewhat like we picked up where we left off in late May. Routines are coming into place quickly, and I am particularly thankful for the flexibility from staff as we work around the challenges of a building project.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

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

**Date:** 9/15/17

**Re:** Oostburg Middle School Principal Report

1. The first two weeks of the 17-18 school year is officially in the books and I believe that OMS is off to a great start. Teachers and students are eager and ready to learn! Our new schedule appears to be working out quite well. Teachers have regained some much needed team time, we have a uniform bell schedule throughout the day for all 3 grade levels, and our day mimics the high school schedule. This allows for easier transitions and use of shared staff.
2. Sneak peak was also a success. We had nearly all students with their parents or other family join us for the evening to get and walk through their schedules, open their lockers, drop off their supplies, and smile pretty for school pictures.
3. New staff at OMS seem to be fitting in nicely and are working hard with their peers to figure out best approaches with students and their learning. I'm excited for how Brad Doro, Jaci Hickmann, Clarissa Louis, and Siera Ramirez have the potential to impact our staff and students in positive ways.
4. Speaking of new staff, I know Kevin already informed the board about Rebekah Mueller. While it is certainly a loss for the students, staff, and community of Oostburg to lose Rebekah, I'm excited for her and her ability to do what is best for her family at this time. Rebekah has done so much for the music department both at OMS and OHS and will be missed dearly. She certainly embraced our philosophy of ALL students learning at high levels and welcomed any student, regardless of ability, into her bands.
5. Scott, Jenna Howell, and I had interviews for the band instructor opening on Tuesday, September 12, 2017, and will have another interview on September 18. We currently have 6 applicants and are interviewing 4 of those applicants. Our goal is to have a recommendation to the board by the board meeting.
6. Student enrollment at OES is at 245. This puts class sizes in sixth and seventh grades at an average of 27 and in 8th grade at 28. We got some last minute registrations that added to already bigger than ideal class sizes. We will continue to collaborate as a staff on how best to meet the needs of all students.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: September 15, 2017

Re: Board Update

- The school year has gotten off to a great start at OES! Over the course of the first few days, kids and teachers are getting into their routines and taking time to build community in classrooms. From a construction standpoint, the kids and teachers are all huge fans of the new playground and return of playground equipment. We have worked to find the best traffic flows in and out of the building for students, with an emphasis on safety and supervision. All bus drop off and pick up has shifted over to 6th Street and seems to be running smoothly. Parents are adjusting to the new drop off point in the parking lot to the west of the gymnasium. Our new SPED classrooms and office space have been an excellent addition to the building. The SPED teachers are centrally located and can better service students. Parents and kids alike have been very impressed with the new office, and everyone is adjusting to the new locks and entry points.
- We have some really excited news regarding the new playground. Through a connection with Dutchland Plastics, we will be able to get some more playground equipment that will help to 'fill out' our larger footprint. Dutchland will be making a significant donation towards the cost of five new playground items. This will give kids more pieces of equipment to play on and includes some inclusive pieces designed for kids with special needs.
- As Sherri mentioned, Sneak Peek was very successful. I noticed that many of the new students to OES took advantage of being able to walk the halls, meet teachers, drop off supplies, and get acquainted with their new home. We have a significant amount of new students and they have adapted nicely to life at OES. I appreciate the work that Ashley Holzer has done to reach out to new families and students, including checking in with them on a regular basis to ease their transition. Our classroom teachers have also taken the time to get to know their new kids, help to build a classroom community, and make everyone feel welcome and ready to learn.
- Along with our new students, the new staff members to OES have started to become part of our learning community. From the front office, to the classroom teachers, to educational aides, each new team member has worked to communicate openly with their team and build relationships for future work. At the same time, our veteran staff members have done well opening their classrooms and doors to welcome the new staff aboard.
- I also wanted to take this opportunity to give an update on class sizes and our co-teaching model in Kindergarten. Our current kindergarten class did level off just above 70 students. Rachel Wensink and Kim Ramaker have a larger section of students and have really taken ownership of the co-teaching model. Rachel has been able to spend most of her days in Kindergarten, while balancing ELL responsibilities that will grow over time. I have been meeting with Rachel to check on what she needs to be successful in her ELL role, and we have made strides towards creating a schedule, locating training, and equipping families with tools that may help with independence. In another Kindergarten classroom, there have been strides made towards implementing a co-teaching model between Kristen Hesselink and Ashley TeBeest, one of our Special Education teachers. They are currently working to assimilate some students to a full day program and how to best meet the needs of all students, both behavioral and socially.

- Our fifth grade classes were impacted over the summer by some move-in families and open enrollments. While the class sizes are a little larger than we would like (about 26 per class) we have been able to utilize support staff to help continue to meet student needs. I would like to highlight the work of Trevor Stultz in helping determine the best placements for students and gather baseline data on new students. I will continue to keep a close eye on class sizes over the course of the year to ensure we can continue to meet each student's needs.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** September 15, 2017  
**Re:** Monthly Update

- State law requires school staff, who potentially could use physical restraints on students, be trained in its safe use. Non-Violent Crisis Intervention training is designed to protect students from harmful and life-threatening restraint practices and procedures. Four years ago, I went through the training that allowed me to train and certify staff at Oostburg for the next four years. I was initially not planning on getting recertified to teach our staff, however, it became clear that having teachers get trained individually was extremely cost-prohibitive (\$1000/person). It would be significantly cheaper for the district to have me trained than to have individual teachers attend a full day training. With a couple of new students at Oostburg, including one that came with a pretty significant behavior plan, it was important to get recertified as soon as possible. As a result, I'll be attending a training in Milwaukee next week and the plan would be to train teachers and aides the following week. The immediate need for this type of training is mainly at the elementary school level where behaviors are often much more unpredictable due to a variety of reasons.
- Over the past two years, our special education department has continued to move towards ensuring that students are serviced in the least restrictive environment - the regular education classroom. This obviously can change based on the level of needs, but we always want to start with the regular education classroom. The research continues to show that students make the most gains when they are with their peers as opposed to a more self-contained or special education classroom. As a result, this often can create challenges for scheduling and coverage of services and it also requires a significant focus on communication between all staff. These challenges are often present at the elementary level and our staff continues to work through these issues. While this approach isn't a new concept in education, it does require a very collaborative approach with all stakeholders (students, parents, regular education and special education). Everyone needs to be on the same page in regards to expectations, goals, and the process to get there. I am hopeful that we can continue working toward this model of inclusion.
- During inservice, I had a meeting for staff interested in using standards-based grading at the high school or middle school level and I was pleased to see the number of teachers interested in this approach. At the high school level, all science, social studies, and math teachers are using standards-based grading in nearly every one of their classes. In addition, our tech ed department is using it for one class. We are working with Infinite Campus to make sure we have efficient ways for teachers to enter and calculate grades for assignments, tests, and quarter and semester grades.
- I have had a few meetings over the past couple of days with staff regarding educator effectiveness and what their goal is going to be for the coming year. Two of the teachers that I met with requested that they adjust their goal to more represent regular education teachers and the district's goal of increasing college and career readiness by aligning their goal with the ACT (our measure of whether students are college and career ready). This has been exciting as it has the potential to demonstrate the gains made by focusing on specific learning targets. In the past, teachers were concerned about covering as much as possible, but now, I can see a change to focusing only on the essentials and making sure that this is mastered.



# Board Update

# Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 9/15/2017

### Cash Position:

	Current Year 8-31-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$1,572,719.86	0.35%	\$1,513,015.28	0.35%
OSB Dental Acct	\$51,224.58	0.15%	\$12,242.30	0.10%
OSB Money Market	\$828,226.07	0.65%	\$984,033.69	0.50%
OSB Bond Acct	\$137,516.05	0.55%	\$150,449.33	0.40%
LGIP Savings	\$23.04	1.0%	\$22.90	0.43%
OSB – VANCO acct	\$47,271.06	0.00%	\$34,678.64	0.00%
OBS – Capital Imp	\$997,744.15	0.65%	\$503,212.98	0.50%
Paypal Cash	\$856.83	0.00%	\$904.50	0.00%
TOTAL CASH	\$7,878,579.16		\$3,198,559.62	
Fund Balance (10/27)	\$2,363,843.76		\$2,384,300.03	

- 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 for your review. We need to have this in printed format soon, so I wanted to highlight some of the changes that I have recommended in the budget.
  - \$200 per pupil increase in categorical aid which has not been finalized at the state level, but looks likely
  - \$100 per pupil increase for low spending districts which has also not been finalized, but looks likely
  - Increased sub budget per the increase recommended at the last board meeting. Last year we spent \$73,813 on subs, which represents about 776 days. The budget increases that to \$95,000.
  - The tax levy recommendation is at the Revenue Limit. As Kevin discussed with you, this might be a small reduction in the overall levy, but that can't be determined until the Pupil Counts are complete and the vouchers for this year are settled.

### DPI Update:

- Kami and I will be working on both the Summer Pupil Count and third Friday Member Pupil Count which this year is September 15<sup>th</sup> (today). We'll have more solid information on the budget revenue at that point with the count being completed.
- 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. The next step is to send them the final detailed financial records through the Annual Report and the Special Education Annual Report. Those reports are due next week Friday.

# 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:** 9/15/2017

**Re:** School District of Oostburg - Monthly Technology Report

- We have 90% of Chromebooks at the High School level and 100% of devices deployed at the MS and ES levels.
- The 60 units we ordered for the labs were backordered for over 1 month. We have only received 7 of the 60 and are expecting the remainder on Tuesday or Wednesday of next week. This has been extremely frustrating but fortunately students still can do some work with their Chromebooks. They are unable to do the software based CAD/drafting with them however.
- We are waiting for the laptops for the Elementary library cart
- We have received and have started installing 15 additional classroom/teacher desktop computers
- The network replacement went relatively smooth although it took 2 and ½ days instead of one and there are some additional things to work out.
- Staff at the elementary school have, for the most part, been enrolled and have been using the new security system and access control. We will continue to work through these upgrades and training.
- We have commitments for all of our federal funding disbursements from the School and Library's division of the FCC (ERATE) for 17/18. We have received the money to be in our accounts.

# Board Update

## Oostburg School District: Buildings and Grounds

Board Update: September, 2017

To: Board of Education

From Peter Scheppmann

Date: 9-18-2017

- The construction project is moving along and additional gutters have been installed by Oostburg Seamless Gutters on three sections of the 1998 section of the elementary school. This will assist with rain run off washing away freshly seeded areas and, in the colder months, less water coming across sidewalks creating potential icing issues.
- The much awaited hard surface and wood chipped playground/structure area is completed, with much use from the students. Serenity Farm Landscaping has seeded the retention pond area, North section of the elementary school and the girl's softball outfield, where drain tile was installed. The school district has been watering some areas to assist in the growth of the new grass so that the field could be played on in early Spring for softball.
- Jos. Schmitt & Sons is working on clearing the property South/East of the first phase of construction, so that if time permits Serenity Farm Landscaping may possibly plant grass this year, along with Martell construction pouring a concrete sidewalk going to New York Ave. from phase one for the Junior Kindergarten classrooms.
- Steve's Painting is in the process of painting the football concession stand to match the grey steel storage building that the district built 4 years ago. The painting is 80 percent completed at this time.
- I spoke last month about the need to replace one of the school district's pickup trucks. We have also requested pricing from two auto dealerships on a new vehicle, so we could compare pricing and also have a bumper to bumper new vehicle warranty.
- We have made a change to the garbage dumpsters at the elementary school building to match the type that both the middle school and high school presently have. They are larger units, but the important piece is that on the back of the dumpster there is a sliding door to open up and throw garbage bags into the dumpster, instead of trying to flip open the top lid and lifting the heavy bags into the dumpster. This change will also assist in possibly cutting off any future workman's comp claims for lower back pain.
- Presently I am working with DeTroye Electric on a cost to convert over the high bay lighting fixtures in both the high schools metal and wood tech ed shops to LED lighting fixtures. The school district's cost to service the present light fixtures are costly, due to clearing the spaces and bringing in the scissor lift to change light bulbs and any bad ballast units. Also the cost savings on our energy bill by moving to LED would give the school district a payback on changing the fixtures to one year.

- The custodial department has hired a new elementary school evening cleaner. Her name is Mary Christie and she has been in training the last week. You will see a consent agenda item request for hiring Mary for this part time cleaning position. Thanks again Terry Lemkuil for all your help last year, until Ernie could decide what to do after his heart attack.
- With the relocation of the elementary school playground to the North side of the property and demolition of the old soccer field white garage/ticket booth, we were able to take advantage of upgrading the electrical service to the lower portion of the soccer press box. We installed 100 amp service, ground fault outlets for concession sales and also used some left over base and upper cabinets that came from the old wing of the elementary school.