

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
November 15, 2017

- 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 De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: None. Others: Peter Scheppmann and Lucas Allen.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Stokdyk made a motion, supported by Lemkuil, to approve the agenda removing the OES Writers Workshop presentation in item IIA. Motion carried; unanimous.

- II. Public Letters / Comments –
 - A. OES Writer’s Workshop presentation was tabled to the January meeting.

- III. School Board President / Administrators Reports
 - A. Board President – Jim Swart read thank you letters from Maria Wilhite and Gretchen Thomes and noted that he also had a retirement letter from Jill Hanes.
 - B. Superintendent – Kevin Bruggink commented on the Veterans Day activities with the breakfast, concert and elementary program which were all well attended. He also commented on the opening of the time capsule from the elementary building project; all items are on display in the elementary school. He discussed a meeting that he and Ms. De Bruine had with Representative Kitchens the prior week, in which school funding, particularly low spending districts, was the topic of discussion. Mr. Bruggink then gave a short presentation on the work vertical teams are doing in the district and how that curriculum impact is different from how standards and curriculum have been developed in the past. Written report was provided.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Sherri Stengel commented on joint vertical team meetings that were held during the last in-service and how that work is impacting her personal goal development. Written report was provided.
 - E. Elementary School Principal – Aaron White thanked those involved in the Veterans Day program at OES. He commented on program quality, and also how appreciated it was by the Veterans in attendance. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos provided an update on seclusion and restraint numbers. Written report was provided.
 - G. Director of Finance/Personnel – Kris DeBruine reported on the food service inspection by the County Health Department. Despite the constraints with the building project, our food service team received very positive feedback from the auditor. She thanked the team for their dedication during this stressful time of change. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann updated the board on the building project, as well as provided his recommendation for the additional cleaner position being acted on later in the agenda. Written report was provided.
 - I. Technology Coordinator – Written report was provided.

- IV. Consent Agenda Items – Lemkuil made a motion, supported by Harmeling, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of October 18, 2017
 - B. Personnel
 - 1. Approved the retirement of Jill Hanes as part-time middle school band teacher at conclusion of 2017-18
 - 2. Approved the hiring of Stephanie Kempf as high school JV2 girls basketball coach
 - 3. Approved the addition of a part time elementary school custodian position
 - C. Finance
 - 1. Approved October Expenditures of \$1,459,836.66
 - 2. Approved October Receipts of \$83,077.20
 - 3. Approved October computer check numbers 10012034 - 10012089, wire numbers 201700046 – 201700062 with the exception of 201700045 and 201700061 which are November issues, ACH numbers 171800137 - 171800206, and manual check numbers 501684 - 501686

- V. Action Items
 - A. Motion by Lemkuil, supported by Kretz, to approve flexibility in posting the Annual Meeting and Budget Hearing publication requirements, within parameters allowed by statute if necessary, to be decided by the Superintendent and Business Manager. Motion carried; unanimous.

- B. Motion by Lemkuil, supported by Stokdyk, to approve alternative open enrollments into and out of the district and current year tuition waiver for 2017-18. Motion carried; unanimous.
- C. Motion by Lemkuil, supported by DenBoer, to approve the 2018-19 school calendar. Motion carried; unanimous.

VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink commented on the discussion with Representative Kitchens and his remarks on the fiscal responsibility of our district.
- 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 – Mr. Lemkuil notified the board that several grants were approved at the last board meeting and outside funding for one of the requests was secured so that the benefits to students would still be provided.
- H. Long Range Planning Committee Report – No report.

VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session to consider a specific personnel issue and discuss a confidential student matter pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 6:46 pm.

VIII. DenBoer made a motion, supported by Lemkuil, to reconvene into open session at 7:46 pm. Motion carried; unanimous (individual voice vote).

IX. Future Board Meeting Dates: Regular Board Meeting – December 20, 2017, in the HS Conference Room

X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:47 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: November 10, 2017
Re: District Update

- Our work around legislative advocacy continues to focus on the funding disparity between public school districts in Wisconsin. Kris and I met with Senator LeMahieu and Representative Katsma recently and walked them through a spreadsheet showing how per pupil funding varies for districts which receive sparsity aid and/or high cost transportation aid. In some cases, districts are receiving more than \$8,800 per student above the state average revenue limit of \$10,439 (OSD's rev limit is \$9,200). There is a legislative proposal which would provide additional sparsity aid to all districts that meet the sparsity requirements (fewer than 10 students per square mile) regardless of their current revenue. Representative Katsma was able to schedule a meeting in Green Bay with Representative Kitchens, who is directly involved with school funding discussions, where we will have the opportunity to discuss this significant problem. We must continue to advocate for a more equal distribution of limited state revenue. There is nothing fiscally responsible around providing equal increases to all districts when large disparities exist in school revenue.
- We believe a large part of our top 3% in the state ranking for composite ACT scores is the result of district structures which build vertical interdependence and curricular coherence. Our November meeting will include an overview of these structures and how they are leveraged to ensure we are reaching our district goals.
- Our involvement in the Sheboygan County Business Education Partnership (BEP) committee continues to benefit students as we work to grow experiences for students exploring career options. BEP, along with Inspire Sheboygan County, are both instrumental in allowing students to experience co-ops, youth apprenticeships, and "career experiences" (formerly known as job shadow). Oostburg leads the area in percentage of students involved in these opportunities and our business partners are taking notice. Combining this work with our local STEM advisory committee, we have a strong foundation in exposing our students to authentic learnings across a wide range of professions. I will be sharing more about this during our December board meeting and look forward to discussing STEM opportunities related to facilities with our long range planning committee in the future.
- With OES building project completion anticipated for early January we have discussed reconvening our Long Range Planning Committee. Our early goals would include a review of our last community survey and accomplishments in response to that feedback. As was shared during our recent annual meeting, we have acted on each of the top priorities communicated by survey respondents, and those actions have been instrumental in fulfilling our mission to ensure all students are college and career ready.

- Wednesday, November 8th was a highlight as we “revealed” the contents of our 1956 time capsule to our OES student body and our community at large via Facebook live. Special thanks to Erica, Lucas, Aaron, and Janna for their help in organizing a neat assembly program. OES students were asked to guess what was in the time capsule and the top responses were “money” and “jewels.” Unfortunately, the only money in the time capsule was quite a few 1957 pennies. You can view the assembly on our district Facebook page.
- Each year November brings a district highlight as we have the opportunity to honor our local veterans during the annual breakfast at the high school, the evening program at OHS and the morning program at OES. Turn out for all events was once again strong and we appreciate everyone on staff who chips in to express our appreciation to those who have served in the various branches of our military.
- As mentioned in earlier updates, we have included an action item to consider approval of the 2018-19 school calendar. Please contact me should you require additional information regarding calendar structure.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: November 7, 2017
Re: Monthly Updates—November

One of our teachers sent a google forms survey to as many of last year's graduates that went to colleges or tech schools as he could based on his ability to get their current email addresses. He sent out about 30-35 surveys, and 19 students took the time to answer his questions. Several of the questions were specifically related to the skills taught in his classes, but two of the questions addressed school wide issues. Those two questions were: How well has the rigor at OHS prepared you for life after high school? And, what advice would you give to a high school junior about academics and career preparation? The strongest themes in the responses definitely support our efforts with mentoring, student led conferences, and the scheduling process, as well as the plans we have to bring back first semester exams. Below is a sampling of some of the feedback these college and tech school freshmen offered in relation to these two questions.

Advice to juniors:

“Don’t just take easy electives. Start thinking about college and beyond now. Even though you are two years away, it comes sooner than you think and you can never be too prepared.”

“Don’t take a slacker senior year just because it’s your last year...get the most college credits you can in high school because it will really pay off in college! You will be able to save lots of money, time, and stress!! Also, explore your job options and go to a job shadow to see what you might like or dislike. You have to explore your job options before you go to college.”

“Take advanced classes and if a class offers college credits, take them.”

“Taking classes that benefit you in college is HUGE! I only took calculus my senior year and it tested me out of 10 credits and being able to learn in a small class at OHS is a lot easier to get help from a teacher. And it is much cheaper!”

“I think the obvious answer is, if you are unaware of what you want your major to be, it is in your best interest that you do all you can for future career preparation. Also, if you are one of those people who say, “I’ll just do it later,” and somewhat put it to the side, you need to change that attitude. The future comes up on you faster than you expect, and you need to be prepared.”

“My advice is take challenging classes instead of slacking because high school may be over but your education is far from it.”

“Take college classes in high school to get them done. I didn’t, and I should have because it would have saved me cost and stress! High school teachers work with you and will take time if you need help learning something. In college it’s kind of you get it or you don’t.”

Was your preparation rigorous/demanding enough?

“I think OHS should focus more on college writing, managing stress, and taking finals. (I’ve never had a real final at OHS.) I was not prepared for the demands of a finals week.”

“The area I was least prepared for were finals because I never had that experience in high school.”

(We have heard the concern about not having finals for a couple of years now, and we plan to have a fall semester exam schedule that will be focused on our essential learning standards with a cumulative exam, that will hopefully simulate many of the pressures of the college exam experience.)

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 11/10/17
Re: Oostburg Middle School Principal Report

1. I wanted to thank the board for approving a school calendar with opportunities for staff to get together in vertical teams on a regular basis. I realize that some community members may question why we need so much time without kids in classrooms, but I want to reassure the board that these are some of the busiest and most productive days of the school year. Our last Friday inservice was a prime example of the reason why those days are so incredibly valuable in moving our district forward toward college and career readiness for all students. Teacher collective efficacy is high on these days and the learning and progress that happen as a result can leave one overwhelmed, but excited about the direction we are headed.

One example of this from that Friday was the Social Studies and Reading vertical teams meeting and sharing their identified essential standards and how they instruct students to achieve those standards. Both teams learned a great deal from each other's goals, the similarities of those goals across content areas, and learned how they both can help reinforce each other's essential learnings in their own classrooms. Staff walked away from that meeting having greater clarification of what is happening in classrooms across the district and what we can all be doing to pull in the same direction. There have been several follow up discussions at OMS as a result of this meeting to determine how we can do an even better job of aligning ourselves and bridging that gap between the elementary school and high school.

2. As part of my educator effectiveness work this year with Kevin and the administrative team, I am focusing my own professional development on getting into classrooms more and providing teachers with more immediate and frequent feedback regarding my observations. I also recently sent out a survey to parents of all students in grades 6-8 to get feedback from them regarding my performance. I have received over 50 completed surveys to date and will use results to generate conclusions around areas of strength, opportunities for improvement, and gauge overall parental perception and satisfaction with how I am doing as a principal. Being on the other end of the process helps me gain an appreciation for the staff that I evaluate and how they may feel about different aspects of the process. I have also used it as an opportunity to model to staff how I am continually striving to improve and grow professionally. When they know that I have goals, have to give a survey, and am working with Kevin to discuss my performance and how to improve, it brings a higher level of credibility to our process.

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Aaron White
Date: November 6, 2017
Re: Board Update

- I would like to provide a more specific update related to staff SLOs. As I mentioned in my October board update, I held meetings with each grade level team to review their Student Learning Objectives. Last year, each grade level focused on their students' running record level, which determines if they are at grade level proficiency and helps to plan instruction and small group learning based on skills. This year, one grade level has decided to shift from running records to Aspire for their goal. Here are the grade level goals:
 - Junior Kindergarten - will continue to focus on the social emotional dimensions of student development using a rubric from our Second Step program. They will use both formative and summative assessments to check in with students on their social and emotional growth over the year, as it corresponds to their birth age. The team will also start to look at the expectations and demands of Kindergarten and meet with Coach Holzer to see how their work and strategies carry over to the upper grades.
 - Kindergarten - their team goal will continue to be based around running record levels. At the onset of the school year, however, the team uses other assessment measures related to letter identification and letter sounds to help students gain access to the ability to read. As a team, their knowledge of the foundations of reading is key to working with small groups during WIN and helping students learn to read. At the same time, they have set tiered goals for students that are already readers.
 - 1st grade - the first grade team will also continue to use running records to measure student progress. This team is exceptional at using this data, along with other formative assessments, to place students into small, strategy groups based upon need. They will also sharpen their focus around comprehension, which involves crafting a retelling around story elements (characters, setting, events), as this was a skill that needed attention based on last year's Kindergarten data.
 - 2nd and 3rd grade - both of these grade levels will also use running records to measure student growth, with individual student goals being set based upon their entry level. During our conversations, each team noticed specific areas that required more focus for the first quarter to semester of the year. The 3rd grade team will focus on decoding and accuracy, as theirs is a subgroup of students that need work on this foundational skill to move forward. The 2nd grade team will utilize LLI groups and guided reading to help meet the needs of their lower readers.
 - 4th grade - this team will use running records to measure their SLO, with an emphasis on incorporating student goals for students that are now being included or pushed into their classrooms for reading. In the past, some students who received specialized instruction has separate SLO goals, but this year they will be included with their grade level peers while continuing to receive specialized instruction.
 - 5th grade - the fifth grade team decided to shift their focus from running records to Aspire scores. Although they will still use running records to help with instructional planning, the team realized that including Aspire scores and progress will help shift their focus to help students as they transition to middle school. The team will be getting access to the Aspire test, which will help to determine why students that are proficient on running records may struggle on Aspire, and vice versa. Personally, I am excited to see the impact of shifting focus from running records to Aspire.

- Carol Steindl has started with us at OES this week, covering the maternity leave of Ashley Holzer. Finding a way to cover the leave of a school counselor proved to be challenging, as it is a position based on relationships with students and a fluid schedule. Bryce, Ashley, and I considered our options for covering this 12 week leave and ended up with the following schedule. I am happy with the creative way that we found to cover this position, and value the experience that Carol brings to the position.
 - Carol will be at OES on Mondays and Fridays to meet with specific students and deliver life skills lessons.
 - Ray Wolf will spend more of his time on Tuesdays and Thursday at OES to help meet with students.
 - Bryce and I will be available on Wednesdays to meet with students that need support.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: November 10, 2017
Re: Monthly Update

- This year, more than any other year that I can remember, we have had more significant changes to student enrollments (students either enrolling or leaving midway through the 1st quarter) and student services/needs (students entering either half day or full day mental health treatment program around this area or in the greater Milwaukee area). The uncommon frequency of day treatment programs leads to a lot of questions as teachers scramble to figure out changes to schedules that allow for more core instructional time when the student is present in school. In addition, upper level teachers work together to figure out what is essential between the different classes and determine how to assess the student's level of academic competency. Finally, our counselors and support staff (admin assistants) work to coordinate communication between everyone and the logistics of getting homework sent home, transportation, and any support services needed. While this is more prevalent than in past years, it isn't something that will go away. We are always going to have students that need more services than we can provide - it will just be whether we can efficiently and appropriately accommodate for their various needs. I am thankful for the work of Aaron and Ashley at OES for their advocacy on the part of the student in these situations.
- This past week, I attended a meeting that was designed to allow networking and feedback opportunities for school districts and community counseling agencies. This meeting was set up by Sheboygan County Health and Human Services and it allowed direct face-to-face communication between the two agencies and the main focus was around whether there were any issues, concerns, or highlights to address regarding the transition of students receiving school-based services to community-based services. For example, in our training for SBIRT (brief intervention focused counseling), if a student needs more intensive interventions, then a referral would be made to community agencies. Again, this meeting was to check in on how that was progressing. Unfortunately, our district was the only school to show up for this meeting, but the upside was that I was able to make quite a few connections to various community counseling agencies. Hopefully, we can continue this open communication between schools and counseling agencies.
- Each year during the August board meeting, I have shared with you seclusion and restraint data from the previous school year. This is data that needs to be presented to the board before the start of the next school year. In past years, we have averaged around 4-6 incidents of seclusion and/or restraint. In some of the years, we have had only one documented incident. I wanted to bring this to your attention because we already have 12 separate incidents of seclusion (there have been no restraints used so far). All 12 incidents are associated with just two lower elementary students. This comes as little surprise to the staff involved as the students are both kindergarten students, they both struggle with scheduling changes, and have a low tolerance to environmental changes. This was partly expected due to kindergarten being a full day vs a ½ day in JK, as well as the higher expectations placed on academic skills. It should also be noted that while we have 12 incidents to report, all of them occurred within the first several weeks of school and we are seeing nearly a complete absence of further incidents.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 11/8/2017

Cash Position:

	Current Year 10-31-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$58,400.43	0.35%	\$156,675.91	0.35%
OSB Dental Acct	\$40,132.22	0.15%	\$42,097.44	0.10%
OSB Money Market	\$1,005,283.04	0.85%	\$835,239.13	0.50%
OSB Bond Acct	\$137,647.93	0.55%	\$6,402.09	0.40%
LGIP Savings	\$23.08	1.03%	\$22.92	0.43%
OSB – VANCO acct	\$13,601.16	0.00%	\$19,227.85	0.00%
OBS – Capital Imp	\$998,828.29	0.65%	\$503,633.56	0.50%
Officials Account	\$3,609.68	0.05%	\$0.00	
Paypal Cash	\$856.83	0.00%	\$904.50	0.00%
PMA – Construction	\$3,232,581.20	Various	\$0.00	
TOTAL CASH	\$5,490,963.86		\$1,564,230.40	
Fund Balance (10/27)	\$1,032,352.32		\$1,135,917.92	

- An updated (through October) report is attached as a separate document. Please let me know of any questions or concerns.

DPI Update:

- The Annual Budget Report as well as the Special Education Budget report will be sent in to DPI soon.
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- The tax levy certification was completed for DPI and the notifications were mailed or delivered to each of the municipalities. Thanks to Kami for her help with this.

Human Resources:

- We hosted our annual flu shot clinic on October 25. We had over 60 shots given.
-
- Our annual Workers Compensation audit was done on Tuesday, October 31st. Everything was in good order and no issues were found.

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: 11/10/2017
Re: School District of Oostburg - Monthly Technology Report

- We ran into a snag with our infrastructure upgrades. It took about one week working at the issues with our fiber optic backbone that was installed in 2008 with the previous project. We have multiple closets containing the switches we need for our network to function and there are redundant fiber links to each one. The upgrade will give us a 10x increase in speed increase across those links once we have them fully functional.
- I have purchased and began installing the battery backups UPS units in the switch rooms as well. The new units have a built in management card that will perform a self-test on the system and notify me via email if there ever is an issue with the power. The only other time I knew about power issues was if I walked by the room and heard beeping coming from behind the door. The benefit to having high quality power systems like this is that it provides “clean” power to our sensitive network equipment. If there is, black out, or brown out or if the generator kicks on and throws a big surge down the line, the UPS will buffer all of that out. It also provides enough time for critical systems to go from utility power over to generator power. This ensures that our phone, internet, wireless (most areas), and servers stay running.
- WTI conference was good last month. My big takeaways were in the areas of cyber security and video. There are always a dozen more items on my to-do list when I come back from this conference and we always meet new people with fresh ideas.
- Erica and I attended a SMART technologies executive briefing in Madison last week. SMART was recently purchase by Foxconn and they have committed to investing about 6 million dollars into SMART tech as an Education company. The focus of the meeting was a lot less of a sales pitch than expected and much more an education vision tech focus. Again more to the list as we make decisions that put the right tech tools in the classroom for learners.
- We have repurposed a majority of iPads that were previously installed in a 1:1 model and in carts. Surprisingly, we had a great number of requests from teachers who wanted to use them in small groups or in the classroom with specific apps.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education

From: Peter Scheppmann

Date: 11-10-2017

- In Phase 2 of the elementary school construction project, Jos. Schmitt & Son's is planning to make the last interior concrete pour on Monday, which is the multi-purpose floor. Jos. Schmitt & Son's has enclosed the building and has turned on temporary heat. Presently their plans are to have the State Building Inspector make the final building inspection December 29th and grant the occupancy permit then.
- The heating season is definitely upon us. All the units had filters changed and belts inspected. We are grateful for the foresight of the school board approving the American Auto Matrix BAS network system, used to quickly monitor the HVAC systems in all the district buildings. This system enables us to check the operations of the heating systems, temperatures, and history of the unit or classroom. In conjunction with assistance in energy savings, using the automatic setback feature allows for the temperatures to be controlled during the scheduled unoccupied times.
- With the additional square footage coming on line at the elementary school, I will be interviewing individuals for the planned part time custodial cleaning position, which was included in the budget. We are planning to fill this position in November.
- The football field sprinkler system, concession stand and restrooms have been blown out and winterized. Prior to shutting off the water, the custodial department used the Kaivac to clean the restrooms. Everything is set for another winter season.
- We are officially in the cold and flu season and every year I review the daily attendance report for each school, monitoring how many students are sick. The custodial department will adjust cleaning schedules and cleaning products to combat any increase in the sick counts. I have been analyzing a new technology from Clorox Commercial Solutions, The Clorox Total 360 system. It combines electrostatic spray with Clorox Total 360 Disinfectant (charged particles) cleaner. It enables the contact of disinfectant spray on hard to reach places like the underside of student desks, sides of furniture, lockers, tables, etc. It kills cold and flu viruses, MRSA and Norovirus in 2 minutes or less.