

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
December 20, 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, Terry Lemkuil, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: Eric Hartman. Administrators present: Kevin Bruggink, Kris De Bruine, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: Bryce DeRoos. Others: Peter Scheppmann, Lucas Allen, Jenna Howell and Ann DePagter.
  - C. Proper posting of agenda was certified by Kris De Bruine.
  - D. Stokdyk made a motion, supported by Kretz, to approve the agenda with the exception of tabling item IV(B)(1) to the January meeting and moving item V(B) to after closed session. Motion carried; unanimous.
- II. Public Letters / Comments –
- A. Ann DePagter requested that the board reconsider the transportation policy (8600) to pick up middle school students on the DeMaster cul de sac.
  - B. Presentation by Jenna Howell regarding Voice 28 trip to Minneapolis, MN
- III. School Board President / Administrators Reports
- A. Board President
  - B. Superintendent – Kevin Bruggink commented on the transportation request and provided an overview of his commitment to the Business Education Partnership (BEP) in the Sheboygan County Chamber as well as Inspire Sheboygan County. Written report was provided.
  - C. High School Principal – Scott Greupink gave his support of the Voice 28 trip. Confidential written report was provided.
  - D. Middle School Principal – Sherri Stengel commented on a student issue. Written report was provided.
  - E. Elementary School Principal – Aaron White commented on the excitement around the opening of the new area that is close to finished construction. He also commented on the overwhelming financial support that has been provided to district families in support of the holidays. Written report was provided.
  - F. Director of Special Education – Written report was provided.
  - G. Director of Finance/Personnel – Kris De Bruine commented on the Blue Ribbon Committee on School Finance organized by the state legislature. Written report was provided.
  - H. Building and Grounds Coordinator – Peter Scheppmann provided an update on the construction project. Written report was provided. DenBoer asked about having more chairs for school concerts.
  - I. Technology Coordinator – Lucas Allen commented on construction dust issues being seen in the elementary school and some infrastructure issues.
- IV. Consent Agenda Items – Stokdyk made a motion, supported by Kretz, to approve all consent agenda items. Motion carried; unanimous.
- A. Approved the minutes of the following school board meetings:
    - 1. Monthly board meeting of November 15, 2017
  - B. Personnel
    - 1. Approved the hiring of Kent Huibregtse as high school head JV baseball coach
  - C. Finance
    - 1. Approved November Expenditures of \$1,202,251.77
    - 2. Approved November Receipts of \$240,874.15
    - 3. Approved November computer check numbers 10012090 - 10012145, wire numbers 201700045, 201700061 and 201700063 – 201700080 with the exception of 201700079 which is a December issue, and ACH numbers 171800207 – 171800260
- V. Action Items
- A. Motion by Lemkuil, supported by Stokdyk, to approve an alternative open enrollment out of the district for 2017-18. Motion carried; unanimous.
  - B. Motion by DenBoer, supported by Harmeling, to approve the Voice 28 trip to Minneapolis, MN. Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink discussed the convention coming up in January. He updated on the group on legislative issues in terms of categorical aid. There are several education bills being discussed; the one with the most unrest is the Early College Credit program.
  - 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 reported on the OCEF meeting. Jackie Navis and Deb VandeSlunt recently joined the board. A grant was approved for the middle school music department.
- 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 7:18 pm.

VIII. Harmeling made a motion, supported by Lemkuil, to reconvene into open session at 7:36 pm. Motion carried; unanimous (individual voice vote).

Stokdyk made a motion, supported by DenBoer, to approve a 75% Oostburg, 25% Cedar Grove 66.030 agreement with Cedar Grove for shared Director of Finance/Personnel for 2018-19. Motion carried 5-1 with Mari Kretz dissenting.

IX. Future Board Meeting Dates: Regular Board Meeting – January 17, 2018, in the HS Conference Room

X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:39 pm.

Respectfully submitted by Wendy DenBoer, Clerk

*NO PERSON MAY BE DENIED ADMISSION TO ANY PUBLIC SCHOOL IN THE DISTRICT OR BE DENIED PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE DISCRIMINATED AGAINST IN ANY CURRICULAR, CO-CURRICULAR, STUDENT SERVICES, RECREATIONAL OR OTHER PROGRAM OR ACTIVITY BECAUSE OF THE PERSON'S SEX, RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, CREED, RELIGION, PREGNANCY, MARITAL OR PARENTAL STATUS, SEXUAL ORIENTATION, HANDICAP OR PHYSICAL, MENTAL, EMOTIONAL OR LEARNING DISABILITY IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES OPERATED BY THE SCHOOL DISTRICT OF OOSTBURG.*

# Board Update

## Oostburg School District

To: Board Members

From: Kevin Bruggink

Date: December 15, 2017

Re: District Update

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- This has been a busy week of professional learning for teams at OSD as a group of us headed to Northwest Technical College in Green Bay on Monday to tour their newly completed business information and computer science wings. After a tour of their facilities we were able to hear about their program offerings and participate in a large group discussion around computer programming / coding in our regional high schools. Our current OSD offerings include Ozobots, Hour of Code, LEGO Mindstorms, Dash & Dot at OES, with Code.org, Codesters, and Python at OMS, and Code.org, CodeHS, ROV programming and tech ed course offerings at OHS. We are ahead of the curve in many of these areas, and have opportunities to leverage these offerings through a more intentional vertical scaffold. This meeting was an early step toward achieving that goal. In addition to this off-site learning, Sherri will be including her update around their team's trip to Oregon School District.
- Our planning around the elementary building project dedication continues as we prepare for hosting an assembly and tours on January 22<sup>nd</sup>. The program will include our HS band, guest speakers, and a neat opportunity to celebrate the completion of the building addition which will serve our needs for years to come.
- As our building nears the finish line, we are spending quite a bit of time not only answering questions and providing input around final parts of the project but also planning the transition into the new spaces. Special thanks to Pete for his preparation for this move. Our transition into phase I went extremely well in large part due to Pete's planning and the cooperation of our entire staff. Things are falling into place in a way that has us optimistic this second transition will also be smooth.
- Our administrative team meeting this week included planning for our upcoming recertification for educator effectiveness evaluations. Districts which use the CESA 6 Stronge evaluation tool are required to recertify every 4 years to ensure we are using the evaluation rubrics with fidelity. Our initial certification was completed after training sessions at CESA 6. We are able to recertify on-site using web-based training modules. In addition to the formal training certifications we also hold regular calibration discussions to ensure that we are using the effectiveness criteria and descriptions consistently across all levels and departments in our district. The support and resources from CESA 6 have been very helpful in our teacher evaluation process.
- Our board agenda for this month is relatively brief so I would like to suggest we transition to the elementary school after the conclusion of the meeting for a short tour for those who are interested.

# Board Update

CONFIDENTIAL UPDATE

**Oostburg High School**

## Board Update

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos  
**Date:** 12/15/17

1. As school report cards were recently released and another season of statewide testing is approaching, I am pleased to announce that DPI has released Wisconsin Forward Exam Item Samplers for the various grade levels and content areas assessed with this exam. This is information long overdue as up to this point, it's been somewhat of a mystery how different standards are assessed on the exam. This left us guessing as to what we needed to do instructionally to better prepare our students for success on the exam and for proficiency of the standards we are teaching them. Although not a ton of information, these item samplers give us an idea of how questions are asked, the depth of knowledge measured, and sample stimulus passages that students may encounter.

I recently had a special staff meeting where teams of content area teachers reviewed their respective item samplers together. I asked them to discuss the following as they reviewed them:

- a. What are the different item types that will be on the exam in your content area? What specifically will students have to do to have success on those item types (i.e. Two part Evidence Based Selected Response)? How can we make sure students understand what is expected of them on these different item types? Can formative assessments in the classroom mimic these item types?
- b. Review the different items within the different sessions. Anything surprise or intrigue you about the questions?
- c. Look at the Summary Data related to Standard Alignment and Depth of Knowledge? Are students learning these standards in your classroom to the depth that these sample items call for? (\*\*Note, these are only samples and not a full representation of what students will be assessed on the exam).
- d. How can we use this document to help prepare students for what they have to know and be able to do on the Forward in the Spring?

We will continue to have discussions and specific actions around this document for the sake of professional development for staff and improving instruction for students.

2. Yesterday, the OMS ELA staff, along with Kristin Stapel from OES, had the distinct privilege of spending the day with some teachers in the Oregon School District. We first visited Rome Intermediate School which is a school of 600 5th and 6th graders. There we were able to observe 5th grade teachers implementing the reading and writing workshop with their students. One class was a co-taught classroom similar to what we are starting to implement in different classrooms throughout the district. Observing them in action was good, but the follow up dialogue between our staff and theirs reaffirmed the good work we are doing and gave us opportunities to reflect on ways to improve. Likewise, we spent the afternoon in Pernille Ripp's 7th grade classroom at Oregon Middle School (another OMS!!). Mrs. Ripp is the author of several books including "Empowered Schools, Empowered Students: Creating Connected and Invested Learners", "Reimagining Literacy Through Global Collaboration", "Passionate Readers" and "Passionate Learners". She does professional development workshops and speaks across the nation. To be in her classroom and have a conversation with her over lunch was inspiring. We spent a lot of time reflecting on our time in Oregon on the drive home and will continue to discuss how to implement key takeaways from the day yesterday.

Wishing each and every one of you a Merry Christmas and a Happy New Year!

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: December 15, 2017

Re: Board Update

- The time from Thanksgiving to Christmas always seems to fly by in the elementary school. This time is busy for students, families, and teachers alike, and it makes up a good portion of our second quarter. Over the course of the last month, I have been able to get into a variety of classrooms for informal and formal observations related to our Stronge Model evaluations. I have been impressed by the way that teachers are focusing on the work of vertical teams and essential learnings. These essentials have caused grade level teams to collaborate more frequently in order to determine how essentials are being addressed and to discuss how to use formative and summative assessments to gauge proficiency. In addition, through our post-conference conversations, connections are being made beyond grade level team to help bridge learning from one grade level to the next.
- As this year moves along, I am continuing to keep an eye on class sizes, sub group populations, and needs that will be coming for the 2018-19 school year. Our class sizes remain almost exactly the same as when the school year started, but we expect that fluctuations may occur in the later winter into spring months. I have been speaking with grade level teams to gather recommendations related to our schedule for next year, especially considering our construction will be complete and traffic patterns will be more permanent. Among the needs would be minor adjustments to when specials and lunch occur for some grade levels, allowing passing time for WIN interventionists to ensure the interventions are the full 30 minutes, and considerations around how many classrooms and grade levels are in the hallway during recess/lunch/specials transitions. In addition, I have held preliminary discussions with some of the elementary special education teachers about the changing student caseloads for next year. The distribution of students with individualized education plans and instructional minutes will be shifting next year and we will begin to plan, as much as possible, for these changes. Bryce and I have also touched upon these changes and will team together to make sure we are prepared and ready.
- As the construction project winds down, it has been nice to regain our sidewalks, portions of the school's entryway, and ability to take teachers through the new construction. There is a sense of anticipation around the end of the project, especially as the new multipurpose area continues to come along. Our PBIS team met in November to discuss the new traffic patterns that will be needed to make sure kids can move easily to lunch, recess, and specials. The team identified some trouble spots and will be making adjustments for January. We will be using the January early release date (January 10) to review winter recess rules and give tours of the new cafeteria. I appreciate the proactive way that Michele Dulmes has approached this shift and look forward to working with her on these tours.
- Finally, our second grade team did a wonderful job helping students prepare for their Christmas Around the World program. This annual event has students researching the holiday traditions of different countries and putting their information into a final presentation with speeches, songs, and group performances. Many parents came to watch the performance and the students did an excellent job sharing their new knowledge with confidence.

## Oostburg School District: Special Education/Pupil Services

# Board Update

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

- Several weeks ago, I shared an update regarding a meeting between United Way, Sheboygan County Health & Human Services (DHHS), and several area school district representatives. Our focus was around how we can best service the mental health needs of students. We met again on Wednesday and the result was one of a truly game-changing type of approach. While Sheboygan County DHHS indicated that they were going to move ahead with plans that involved developing a crisis response team for schools, the districts responded by discussing an increase in their support for preventative measures such as the PATH program (basically, we are addressing both ends of the continuum). By the end, we all agreed that this collaboration was unprecedented in our area, and potentially around the state - we didn't just have school districts and the county DHHS, but we also had Healthy Sheboygan 20/20, United Way of Sheboygan County, and Mental Health America all working together to provide every resource needed for our students. Some even talked about taking this approach on the road to other counties! Too often, our response has been limited (in resources and scope) to what we could do within the school system because each organization was focused on what they thought was best. This is now changing to working collaboratively together around the needs of students.
- Last month, I shared with you about how Jodi Hilbelink, Traci Brill and I spent a day working through the program goals that we are working towards for the students in Jodi's room. Last week Wednesday, we spent another day together developing schedules, coverage, and classroom needs for each student. This was again a time to grapple with the seemingly unending questions about what is best for our students. I shared that while this is a great question (what is best), it can't be what also holds us up from making decisions and moving forward with a plan. Since then, we have had a couple of IEP meetings and based on input, we keep adjusting our plans for the remainder of this year. Looking into next year, we will need to take a long look at how we are servicing our students and what that might look like for several years to come. The reasons come down to numbers of students and the scope of services. Generally speaking, we are having higher needs students move into our middle school and high schools and that leads to a great variance of skills, strengths, and weaknesses. In addition, while we still have students with significant needs at the elementary, we are not seeing the same amount of overall needs.
- This past week, I was reminded again of the enormous support our administrative staff are on a daily basis. They simply make the school run more efficiently and have more of an impact than I may ever understand. I want to share a quick example that involves Melanie (part-time special education and elementary office support staff). A few weeks ago, Melanie submitted a report to DPI about special education students and the various codes that went with them (amount of time in special education, IEP start/end dates, etc.). Several of the student records came back with errors that were due specifically to IEP end dates. In reviewing those records, Melanie saw why the errors were occurring, but needed additional information on how to appropriately make the changes. While this was going on, I happened to be talking with a director at an area school district, and I asked her how she dealt with the error codes that we had received. The director went into a long explanation of how she had to spend several days this year simply trying to figure out how to fix the errors. She explained how difficult the process was and how frustrating it was to spend several full days on the phone and also looking things up on the DPI website. Needless to say, I didn't have the heart to tell her that the way I dealt with it was by having a short conversation (3 minutes) with Melanie and that it ended with Melanie saying, "No worries, I'll figure it out." It is that type of response, and it isn't unique to Melanie, that makes my work, my impact (no comments, Terry), and my daily responsibilities so much different than others in my

position at other districts. I can bet that Aaron, Sherri, Scott, Kevin, and Kris can all say the same thing, that we are blessed with the office support staff we have at Oostburg. We couldn't do our jobs without their willingness to do things that we would rather not do or don't always have the time to do and we can't thank them enough.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 12/16/2017

### Cash Position:

	Current Year 11-30-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$59,981.43	0.35%	\$126,918.64	0.35%
OSB Dental Acct	\$54,248.01	0.15%	\$47,146.20	0.10%
OSB Money Market	\$405,805.12	0.886%	\$50,359.03	0.46%
OSB Bond Acct	\$137,714.68	0.59%	\$6,402.09	0.40%
LGIP Savings	23.10	1.09%	\$22.93	0.43%
OSB – VANCO acct	\$24,016.13	0.00%	\$26,765.59	0.00%
OSB – Capital Imp	\$999,394.75	0.69%	\$503,840.53	0.50%
OBS – Officials	\$1,398.38	0.00%	\$0.00	0.00%
Paypal Cash	\$856.83	0.00%	\$904.50	0.00%
PMA - Construction	\$2,847,092.81	various	\$0.00	
TOTAL CASH	\$4,530,531.24		\$762,359.51	
Fund Balance (10/27)	\$311,295.18		\$464,078.24	

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

### Finance:

- Schenck has completed the annual audit report, which was due at DPI on December 1, 2017. I have put a copy of the actual audit as well as the management response in your board mailboxes at school. The audit results are positive; however, we still have the same three audit findings that we have every year due to the small size of our staff (separation of duties) as well as preparation of the final report being done by the auditors instead of an on-staff CPA.

### DPI Update:

- Kami Van Ess has again taken the lead on getting the PI-1202 Fall Staff Report submitted to DPI this month. This is a very extensive annual report with every employee reported on their position and for certified staff, their compensation and direct classroom responsibilities. It's a very complex report and I thank Kami for the detail she puts into making a very accurate report to DPI.
- The Annual Budget Report as well as the Special Education Budget report have been sent to DPI.

### Human Resources:

- We are required to get an updated post retirement study for our 2017-2018 audit, so I have that started. Kami is helping me gather information to get to Key Benefits. We should have the study completed in 12-14 weeks.

*Merry Christmas!*

# Board Update

## Oostburg School District: Buildings and Grounds

Board Update: December 2017

To: Board of Education

From Peter Scheppmann

Date: 12-15-2017

- I have been working with Lee Voskuil of Jos. Schmitt & Son's on the estimated move in dates for phase 2 of the elementary school construction project. Buildings & Grounds have roughly 14 areas to move staff into and we are trying to take advantage of a 3-day period after Christmas so that we disrupt students and staff as little as possible. We also have to schedule EBI to come in on those same dates to deliver and install some new furniture.
- I had placed an employment ad in the Lakeshore Weekly for two weeks, looking to fill a part-time custodial position needed in the elementary school and had only one applicant. I was hoping to have selected an individual and have started training by now, and to also relieve two other custodians who were asked to take some extra spaces until a new staff member was hired. I will continue looking at all avenues to fill this much needed position.
- This past Monday night the middle school band and choir students held their Christmas program in the high school gym and had a full house to perform to. It was a great evening, put together by Jill Hanes and Siera Williams. This Monday will be the high school band and choir classes performing their program. The parents and community enjoy and support these events greatly.
- We are reviewing the daily attendance numbers for any absent due to being sick, and so far counts have remained normal. The custodial staff is staying on course with cleaning and disinfecting areas. This time of the year many activities move to inside the buildings, including practices, games, plays, evening events, weekend tournaments, etc. Many additional people entering into the buildings increase the possibility of bringing in colds and germs.