

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
May 16, 2018

- I. Meeting called to order at 6:10 p.m. by President Jim Swart.
 - A. Pledge of Allegiance waived due to prior Reorganization Meeting.
 - 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 and Sherri Stengel. Administrators absent: Aaron White. Others: Peter Scheppmann, Lucas Allen, Jenna Howell and several students.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Harmeling made a motion, supported by DenBoer, to approve the agenda. Motion carried; unanimous.

- II. Public Letters / Comments –Vocal and instrumental selections

- III. School Board President / Administrators Reports
 - A. Board President – No report.
 - B. Superintendent – Kevin Bruggink commented on all of the good things happening throughout the district and referenced the school safety grant and support staff and summer school/curriculum compensation. Written report was provided.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Sherri Stengel provided her middle school band hiring recommendation and advised of the increase to the middle school choral teacher contract to include high school choral. Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Bryce DeRoos updated on the status of hiring two positions in the special education department. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine referenced open enrollments for approval and provided background regarding a possible employee insurance buyout. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann advised that outside construction work is taking place at the elementary school. Written report was provided.
 - I. Technology Coordinator – Lucas Allen referenced Chromebook sales to seniors and a recent math visit to Sheboygan Falls High School. 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 April 18, 2018
 - B. Personnel
 1. Approved the resignation of Jenna Howell as 50% High School Choral Teacher
 2. Approved the resignation of Ashley TeBeest as Elementary School Special Education Teacher
 3. Approved the retirement of Barb Gabrielse as Elementary School Aide
 4. Approved the retirement of Joy Dulmes as Elementary School Aide
 5. Approved the resignation of Tricia Roberts as High School Dance Coach (50%)
 6. Approved the resignation of Lyza Woelfel as High School Dance Coach (50%)
 7. Approved the resignation of Tricia Roberts as Fall Play Director
 8. Approved the resignation of Tricia Roberts as Spring Play Director
 9. Approved the resignation of Jeremy Jochman as Fall Assistant Play Director
 10. Approved the resignation of Jeremy Jochman as Spring Assistant Play Director
 11. Approved the resignation of Kelsey Prinsen as Junior Class Advisor
 12. Approved the resignation of Kelsey Prinsen as Senior Class Advisor (50%)
 13. Approved the resignation of Keri Kimble as Middle School Student Council Advisor
 14. Approved the resignation of Jodi Hilbelink as High School Student Council Advisor (50%)
 15. Approved the resignation of Tamala Szyman as High School Forensics Coach
 16. Approved the resignation of Tamala Szyman as Middle School Forensics Coach
 17. Approved the hiring of Keaton Galezio as High School Band Teacher
 18. Approved the hiring of Michael Schnell as Middle School Band Teacher (75%)
 19. Approved the hiring of Siera Williams as full time High/Middle School Choral Teacher
 20. Approved the hiring of Kimberly Ramaker as High School Dance Coach (50%)
 21. Approved the hiring of Rachel Wensink as High School Dance Coach (50%)
 22. Approved the hiring of Tamala Szyman as Fall Play Director
 23. Approved the hiring of Tamala Szyman as Spring Play Director
 24. Approved the hiring of Tyler Anderson as Fall Assistant Play Director
 25. Approved the hiring of Tyler Anderson as Spring Assistant Play Director

C. Finance

1. Approved April Expenditures of \$948,393.60
2. Approved April Receipts of \$224,533.74
3. Approved April computer check numbers 10012318 - 10012369, wire numbers 201700146 and 201700148 – 201700165 (with the exception of 201700164 which is a May issue), and ACH numbers 171800506 – 171800532
4. Approved resolution to allow Business Manager to designate fund balance at fiscal year end to meet district needs based on GASB rules

V. Action Items

- A. Motion by Lemkuil, supported by DenBoer, to approve open enrollments into and out of the district for 2018-19 with the exception of one student requiring services not offered by the district per policy. Motion carried; unanimous.
- B. Motion by Lemkuil, supported by Kretz, to approve current year tuition waivers into and out of the district for 2017-18. Motion carried; unanimous.
- C. Motion by Lemkuil, supported by DenBoer, to approve school safety grant application. Motion carried; unanimous.
- D. Motion by Lemkuil, supported by Hartman, to approve buy out of employee's post-retirement health insurance coverage. Motion carried; unanimous.
- E. Motion by Lemkuil, supported by Kretz, to approve increase in summer school and curriculum hourly rate. Motion carried; unanimous.
- F. Motion by Lemkuil, supported by Kretz, to approve requirements for postings and legal notices in three public places or one public place and district website per Wis. Stats. Ch. 985 in lieu of having an official school newspaper. Motion carried; unanimous.
- G. Motion by Lemkuil, supported by Harmeling, to approve WIAA membership. Motion carried; unanimous.
- H. Motion by Lemkuil, supported by Harmeling, to approve wellness policy review. Motion carried; unanimous.
- I. Motion by Lemkuil, supported by DenBoer, to approve support staff compensation for 2018-19. Motion carried; unanimous. Swart and Hartman recused themselves from the vote.

VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink referenced an upcoming meeting.
- B. Finance Committee Report – Ms. De Bruine reported on finance committee meeting to review three year forecast.
- C. Buildings and Grounds Committee Report – Mr. Scheppmann advised that facilities were being prepared for the start of baseball season next week.
- D. Transportation Committee Report – No report.
- E. Negotiations Committee Report – No report.
- F. Policy Committee – Discussion regarding long term rental.
 1. 1st read on the following board policy: 7510
- G. OCEF Report – Mr. Lemkuil provided information regarding a foundation request and an upcoming fundraiser.
- H. Long Range Planning Committee Report – No report.

VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session to discuss negotiations with administrative staff and a student discipline issue pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 7:30 pm.

VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 8:04 pm. Motion carried; unanimous (individual voice vote).

IX. Future Board Meeting Dates: Regular Board Meeting – June 20, 2018, at 6:00pm in the HS Conference Room.

X. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 8:05 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: May 11, 2018
Re: District Update

- The State's school safety grant has a deadline of June 8th, and I have completed most of the grant sections with two different options for consideration depending on input from the sheriff's department. The grant has both primary and advanced security sections with \$35,000,000 total in primary (door locks, ballistic laminate glass) and \$65,000,000 total in advanced security for things such as security cameras, exit door alarms, and training. I have built a grant which focuses on interior door locking mechanisms in the primary area and security cameras and exit door alarms in the advanced section. Pete is working on quotes for door replacements and corridor partitions which could be substituted into the advanced section if law enforcement believes that is a higher priority. At this point I have the grant constructed for just over \$81,000 which includes \$21,000 in primary security measures and \$60,000 in advanced measures. The state has been clear that they want this money granted and impacting buildings before next September. Thank you to Pete and Lucas for the significant time they have invested in helping me pull together the information necessary to write this grant. I will be asking for approval to apply for this grant as part of our meeting agenda.
- The annual board approval of our WIAA membership is included on this month's agenda. The WIAA is continuing their policy of having no membership dues. This was changed a few years ago in response to their organizations financial ability to fund operations through tournament revenue alone. I recommend we continue as a member of the WIAA.
- As stated previously, I have completed a formal review of policy 8510 related to district Wellness initiatives. I will include that review with this board update for your consideration and will include formal approval of the review during our May board meeting.
- We are recommending an increase in summer school and curriculum rate for teachers from \$18 to \$20 per hour. This recommendation is based on our review of comparable compensation in our area.
- I will be asking for board approval of a change in posting requirements based on statutory changes in Wis. Stat Ch. 985. This change requires posting in three public places or one public place and the district website. The statute also allows specific posting in lieu of having an official school newspaper.
- As discussed during our certified staff negotiation process, Kris and I are recommending a \$0.50 per hour increase for all support staff positions. Our draft budget for 2018-19 does include this amount and will be adjusted if necessary based on final board action.
- I have included a closed session agenda item to discuss administrative negotiations.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: May 8, 2018
Re: HS Updates—May

Our school received the Wisconsin Advanced Placement (AP) Advisory Council's Pacesetter Award for 2017. This is actually an award for last year, the 16-17 school year, and we achieved the lowest level recognized. The level three standard requires 10% or more of our graduating seniors have taken an AP test with 60% or more passing with a score of 3 or above. We had 11.4% of that class take AP classes and tests, with 68% passing. We were one of 89 high schools in the state to earn this level of award.

Based on some quick calculations, we may have a chance to reach the highest level for this award for this year's graduating class. The level 1 standard is 30% or more of the class taking at least one AP test, with 70% passing. Last year, only 17 high schools achieved the standard for the level 1 Pacesetter Award.

While I am not typically a person who is real focused on awards, I do think these measures are important on several levels. We want our students to have opportunities to earn college credit while in high school so that they can save time and money if they go to college. We also think it has pretty significant value for our students who plan on going to college to be able to test themselves at the college level prior to making that commitment. If they pass an AP test, or better yet, a series of them, they can make the choice to go on to college with considerably more confidence in their academic abilities.

Maybe the most important reason I am focused on the standards represented by this Pacesetter award comes from a desire to make sure our school has the proper rigor and appropriate high expectations for learning. From the beginning, Advanced Placement classes with their college level external assessments provided an opportunity to drive forward higher expectations in all core classes. For example, if we want our students to do well on the AP Calculus exam, they not only need a demanding Calculus class, they need to also be prepared well in Pre-Calculus so they are ready for Calc. And, of course, the domino effect continues down and requires the Algebra 2 students to be held to high expectations for learning so they are ready for Pre-Calc. In this way, the AP class, and ultimately success on the AP tests, forces the whole department to embrace rigor and high standards for learning with each step of our student's preparation.

I hope this Pacesetter award at level 3 is just the beginning of our school consistently meeting this very high standard that provides tangible evidence that we are increasing our rigor. The award demonstrates that we are not just telling you we are teaching in rigorous ways because that is what we want to believe, and we want our students and public to believe, we actually have external results to prove our assertion.

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 5/11/18

1. OMS has had a lot to celebrate lately in terms of student successes in extracurriculars, co-curriculars, and involvement beyond the classroom. Here are some of those achievements:
 - a. OMS' **Destination Imagination (DI)** team made it to the state level competition.
 - b. OMS' **Remotely Operated Vehicle (ROV)** team: 18 students from OMS won first place at the recent state level ROV competition.
 - c. OMS' **Forensics** team: All 14 OMS students earned a blue ribbon at a level II meet in Little Chute.
 - d. OMS' **Track**: 7th grader Caris Jaeger broke the school record in the 800m run.
 - e. OMS students competing in **Archery** Nationals: 17 OMS Archers are competing this weekend in the NASP Eastern National Tournament in Louisville, KY. Jordyn Lewin's score of 280 at the WI NASP State Tournament ranks her at 6th in the State for all MS girls.
 - f. Three OMS students competing in **Bowling** won the BCAW Boys and Girls State Championships.
 - g. OMS 8th grader Case DeJong made it to state for the long jump in **Special Olympics**.

The inherent risk in doing an update so specific is forgetting something and I am sure I have. However, I wanted to highlight the wonderful success and involvement, along with the positive impact, OMS students are having outside of the walls of the classroom. I'm thankful for the opportunities our students have both in school and non-school sponsored activities. OMS students give us a lot to be thankful for!

2. A couple of years ago I had a committee consisting of OES and OMS staff, as well as some parents of OMS students. Our goal was to determine how to best move forward as a school to communicate learning to parents and students, especially via the means of our report cards and how we measure learning. Part of the process included looking at research and best practice in regard to this topic. At the end of the year that the committee met, we had developed a timeline to roll out a more uniform way that OMS would report out student progress. This timeline included full implementation of a standards based report card starting in the 18-19 school year. Right now the OMS report card has some standards based reporting, but it also includes letter grades, pass-fail, and other ways to report learning. It is confusing and is not meeting our goals. With content area vertical teams determining essential learnings at each grade level this school year, it is prime time to report out to students and parents how students are progressing toward these essential learnings. Based on feedback from parents and staff, we are working on having a more uniform report card and means to communicate student learning school wide starting next school year.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: May 11, 2018

Re: Board Update

- The spring of the school year is a very busy time across the district. Currently, I have been working on a draft of next year's schedule and meeting with grade level teams and our SPED teachers to see what changes need to be made in order to best meet the needs of all students. In the coming weeks, we will be holding student placement meetings to create next year's class rosters. These meetings are held with the current grade level teachers, our school counselor (Ashley Holzer), literacy coach (Kristin Stapel), and myself. With this balanced approach, I feel like we can place students where they need to be both academically and emotionally. We also have some staffing to attend to due to recent retirements. Both Barb Gabrielse and Joy Dulmes announced their retirement this past week. At the same time, I have been working with Bryce on how to fill the SPED openings and we have also reviewed our current staffing options when looking at filling these positions. Both Barb and Joy have given significant time, energy, and quality to our school and district and it will be difficult to find the right balance in replacing them.
- As we turn away from Forward testing, our 3rd through 5th grade students will be taking their spring Aspire assessments. Teachers will also be giving running records to find end of year student reading levels. These data points will provide the basis for grade level and building SLOs. At our April staff meeting, we looked at ways to use goal setting to engage students in this process by showing them their score and the benchmark. We also discussed how to strike a balance between over assessing and preparing for the future. I am excited by the instruction that I have seen and look forward to meeting with grade level teams to review student progress over this month. This information will also be captured at our re-grouping meetings and will help to set the course for students next year.
- Another hallmark of the spring season is field trips. Many grade levels have a field trip coming in the month of May or June. I appreciate the selection of field trip locations that each grade level team has done over the course of this year. Many of the trips serve as a nice way to expose students to culture and locations outside of our school, and they also provide quality experiences that echo learning in the classroom. Some of the highlights include 1st grade's trip to the Milwaukee County Zoo, 4th grade's trip to the Henschel Museum, 2nd grade going to Camp Y-Koda, 3rd grade going to Discovery World, Kindergartener's getting to spend time at the local YMCA, and 5th grade taking part in a Civil War re-enactment. The kids really enjoy these trips and teachers value the hands on learning that takes place while being away from the classroom.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: May 11, 2018
Re: Monthly Update

- A few years ago, I was talking to our speech and language therapists (Kayla and Kari) about the educator effectiveness process and I wanted their input on how they felt about whether the standards and indicators were an accurate representation of what they did and how it impacted students and the larger educational community. The reason for the question was due to their evaluation protocols falling under the category of educational specialist as opposed to the teacher. The educational specialist protocols are designed to evaluate staff such as counselors, nurses, school psychologists, and speech and language therapists. However, it felt like a stretch to evaluate their skills and abilities using this approach. Since then, we occasionally talked about whether this was something we should explore further. Two months ago, we decided to work through this by bringing together an evaluation process endorsed by their national organization (American Speech-Language-Hearing Association - ASHA), our teacher evaluation forms and their current educational specialist evaluation forms. We are going through all of them with the intent on identifying a hybrid approach that has six standards that mirrors the teacher evaluation protocols.

This process has been one of the best “learning together” activities I have been a part of. In going through these documents together, we have been able to see other perspectives, as well as clearly articulate what it means to be proficient and distinguished. My goal was for Kayla and Kari to embrace this process and they have been completely engaged throughout in wanting to know more about how this system works.

- In the past two years, I have never had as many short, informative meetings with Aaron than I have in the past two weeks. It seems like we are touching base at least twice a day and we always seem to have some new bit of information to share about how we are looking at meeting the hiring and servicing needs of our staff. We have a lot of moving parts as we have four retirements/resignations (Joy Dulmes, Barb Gabrielse, Ashley TeBeest and Deb Styles). While their roles don't overlap significantly, there seems to be an infinite number of different ways to fill our vacancies - to hiring from within (which opens up different vacancies) to hiring from the outside. Aaron and I have set up interviews for this coming Monday for our two special education teaching positions and I will be providing an update about that at the board meeting.
- Back in February, I shared an update about how the Plymouth School District conducts their Child Development Day and how we could possibly incorporate many of their approaches into our current system. Just today, Ashley Holzer, Angela Ring, Melanie Wisse, and I went to Plymouth to watch how they organize and run their CDD. We were given an in depth tour and we talked to several representatives not only from the Plymouth SD, but also from Head Start, the United Way, and Birth to Three. Our goal was four-fold:
 - Angela wanted to get an idea of what types of screenings were conducted as well as who is all involved
 - Melanie was able to meet with their coordinator and learn how they organized the set-up of screeners, data collection, and other logistical information
 - Ashley was able to find out what types of resources they provide to families and what organizations can we utilize at our CDD
 - Finally, I was able to focus on outcomes. My questions were more focused on what impact does expanding the CDD screeners (from 2½-3½ year olds to 6 months-4 years old). What does the data say? Were there more referrals? What did parents think of the expanded approach? What did they like, what didn't they like?

Overall, it was a great opportunity for our staff to see how other districts are working toward the same goals we are. Not only did we see what they were doing, but we were able to make much stronger personal connections with community organizations that will allow us to utilize those resources at a more much impactful level.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators
From: Kris De Bruine
Date: 5/12/2018

Cash Position:

	Current Year 4-30-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$274,207.62	0.35%	\$836,041.26	0.35%
OSB Dental Acct	\$39,103.53	0.39%	\$42,616.54	0.15%
OSB Money Market	\$2,226,922.29	1.14%	\$1,640,261.64	0.60%
OSB Bond Acct	\$501,712.84	0.94%	\$281,301.22	0.60%
LGIP Savings	\$23.23	1.73%	\$22.98	0.65%
OSB – VANCO acct	\$10,134.94	0.00%	\$7,756.39	0.00%
OSB – Officials	\$4,347.88	0.00%	\$	0.00%
OBS – Capital Imp	\$1,002,974.40	0.94%	\$505,028.78	0.50%
Construction Funds	\$818,946.01	VARIOUS	\$5,988,252.50	
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
TOTAL CASH	\$4,879,229.57		\$9,302,138.14	
Fund Balance (10/27)	\$2,403,961.99		\$2,421,024.58	

- 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 17-18 has expired and it is now time for the Board to approve those applications. As we've experienced in recent years, we have several more in's than out's. I will have the details of those applications for you at the meeting Wednesday night.

Finance Update:

- May is the month where we approve prices for next year's hot lunch prices. Our income statement in Fund 50 is tighter this year than prior years due to the construction project; however, it is still strong. As a result, Michele and I are recommending NO increase in lunch prices for 18-19. (ES \$2.60, MS/HS \$2.90 and adult/visitor \$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 (18-19 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 of the 13.9% increase, I did some leg work to add an additional higher option embedded deductible plan for employees to have a choice for their health coverage for next year. An embedded deductible is much different than the current aggregate deductible plan that we currently offer. Kevin ran two insurance meetings a week ago this past Thursday to explain the new plans for all employees. This past Thursday, I did the same meetings for employees that were not able to make the meetings the week earlier, as well as all the retirees that are still on the insurance plan, and for those who did attend the prior meetings but still had questions or wanted to review their specifics with me. All of the meetings went off very well. Kami is doing something new this year in that she made a Google Form for each insurance eligible employee and retiree to fill it out at home with their spouse if needed. So far it has been going very well and a good percentage of the employees have returned their paperwork already.

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: 5/11/2018
Re: School District of Oostburg - Monthly Technology Report

- Kevin alluded to the school safety grant which runs hand-in-hand with a lot of the work I have been doing on more of the advanced features of our security platform. This moves the timetable up substantially so I have spent most of the last couple of weeks soliciting and evaluating bids for the Middle and High schools.
- We finished installing all but one (defective) wireless access point.
- We hosted a Clevertouch demo which is like a SMARTboard but a bit different. It's always good to host multiple districts and businesses in our innovation rooms.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education
From: Peter Scheppmann
Date: 5-11-2018

- I have been putting together the summer cleaning crews and assigning areas of the buildings they will start with, along with lining up the necessary supplies and equipment to start the deep cleaning process.
- Last week I attended CESA-10 annual asbestos O & M refresher training. This is a requirement by the State of Wisconsin, covering the background of asbestos, health effects, personal protective equipment, and recognizing deteriorated asbestos. I am the school district's designated asbestos coordinator and will supply the State with the annually updated training information.
- Another summer project is the middle school terrazzo floor. We will be removing all of the conventional wax finish and applying 3M Stone Floor Protection product. It is long lasting and has great strength and shine qualities. After we remove the wax finish on the terrazzo floor, we polish the stone with three levels of diamond polishing pads, then apply the 3M Stone Floor Protection product which will restore, protect and maintain the terrazzo floor just as it has done on the high school terrazzo floor the last 4 years.