

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
WEB: [www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)  
April 15, 2015, 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.
  
- 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 Finance/Personnel
  - G. Director of Special Education
  - 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 March 18, 2015
  - B. Personnel
    1. Approval of the retirement of Joan Swart at the end of the 2014-15 school year
    2. Approval of the retirement of Mary Brill at the end of the 2014-15 school year
    3. Approval of the resignation of Steven Rogers as high school and middle school wrestling coach
    4. Approval of the hiring of Rachel Navis (50%) and Lisa Immel (50%) as high school Student Council Advisors
    5. Approval of the resignation of Tom Guy as high school Social Studies teacher
    6. Approval of the hiring of Katarzyna (Katie) Hansen as high school Social Studies teacher
    7. Approval of the hiring of Seth Carreno as high school Social Studies teacher
  - C. Finance
    1. Approval of March Expenditures of \$1,547,478.20
    2. Approval of March Receipts of \$1,636,791.42
    3. Approval of March manual check number 501630 and 10009332, computer check numbers 10009420 - 10009512, wire numbers 201400103 - 201400115
  - D. Other
    1. Approval of revisions to Teacher Job Description
  
- V. Action Items
  - A. Consider approval of 2015-16 Teacher Contracts
  - B. Consider approval of Extracurricular Contract revisions
  - C. Consider approval of the hiring of a high school hot lunch server
  
- 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. 2<sup>nd</sup> read on the following board policies: 1630.01, 2120, 2221, 2421, 2510, 2521, 2623, 3120, 3211, 3217, 3220, 3420, 3430.01, 4211, 4217, 4340, 4420, 4430.01, 5451.02, 5516, 5830, 6111, 6146, 6230, 7217, 7230, 7440, 7540.02, 7540.03, 7540.04, 8145, 8431, 8500, 8510, 8540, 8550, 9150, 9210, 9211, 9270 and deletion of policy 2700
- G. OCEF Report
- H. Long Range Planning Committee
- I. Discussion of School Perceptions Board survey results - Vision

VII. Future Board Meeting Dates: Regular Board Meeting – May 20, 2015, in the HS Conference Room

VIII. 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 and Administration

From: Kevin Bruggink

Date: April 10, 2015

Re: District Update

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- This week provided an opportunity to revise and update our teacher job description. I will include a *track changes* version of that document for your review. The primary changes address Act 10 related language issues where the existing description referenced collective bargaining agreements along with a policy required reference to employees need to remain free of illegal substances in the workplace. The changes are technical in nature and would not require board action, but I plan to include this as a consent agenda item in case there is any interest in discussion.
- Work on the Long Range Planning Committee survey continues to progress. Bill Foster and I worked again this week to revise a draft which will be shared during our upcoming Long Range Meeting scheduled for April 20<sup>th</sup>. I have been pleased with how the survey is coming together and look forward to getting input from the committee.
- Recent updates have kept you apprised of the collaborative work occurring around our extracurricular schedule. This process included surveying all extracurricular contract holders, researching comparables from the area, and working with OEA leadership to make adjustments to the overall model. The extracurricular base wage used to calculate each category is at \$37,000 and has not been adjusted since 2009. The overall structure of the schedule has remained relatively unchanged for many years before that time. All of the adjustments we are recommending (listed below) represent a 2.05% increase over 2009 levels. The total dollar amount reflected by that 2.05% is \$3,373. That amount will be reduced by approximately \$2800 as Workbound is phased into our regular curriculum. At that point we have discussed adjusting the base to the next tier in the compensation model.
- Extracurricular contract revision recommendations:
  - Set base wage for percent calculations at \$39,500 which will allow EC categories to adjust with the compensation model base wage adjustments moving forward.
  - HS student council – moved down from level B to level D
  - HS Dance Team coach – moved up from level F to level C
  - Assistant Wrestling Coach – moved up from level D to level C
  - Workbound Advisor – incorporated into curriculum over next two years and then eliminated as EC contract
  - Oh-Say Advisor – moved down from level F to level G
  - Senior Class Advisor – moved up from level G to level F
  - Destination Imagination Coordinator – moved up from level G to level F
  - MS BB moved up from level G to level F
  - MS Math Competition Coordinator – moved down from level H to level I
  - MS Cross Country Coach – moved up from level I to level H
  - Open House Coordinator – added to level I
  - Key Club Advisor – added to level \_\_\_\_
  - Band – Sectional/State – change from per diem to per event

- I believe our agenda this month allows us a good opportunity to discuss the “Vision” tab of the school board survey you each completed earlier in the year. In an earlier update I suggested a format which included the following guiding questions:
  - *Does the survey question address an area which is a local priority in helping us reach our District goals?*
  - *Does the survey data accurately reflect our current reality?*
  - *Does the survey data reveal a need for improvement?*
  - *If the response to the first three questions is “yes,” what are the action steps which are required to address this area?*

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: April 10, 2015  
Re: Monthly Updates—April

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✚ Barry Kloeping, Jill Nyenhuis, Tamala Szyman and I continue to progress in the hiring process for the social studies positions. We currently have 133 applicants, and in the last two days—Wed. and Thurs.—we interviewed seven candidates. As you probably assume, this is a strong field of applicants in the interview phase. While it is a very good problem, it has been a challenge selecting from 4-5 candidates who appear to be as strong as I can remember seeing in all of the hiring I have done. We are going to meet one more time today to find consensus around our selections, and then I will begin the reference checking process. It is still our goal to make a couple offers, negotiate salary placement, and bring two recommendations to the board at next Wednesday’s meeting. This is an exciting process because given the quality of this pool, we certainly should be able to recommend two very high quality teachers.

✚ I just want to make the Board aware of a particular case that has been extremely challenging and frustrating as it relates to a combination Youth Options/Course Options request. The two laws both still exist, but have different rules, while basically serving the same purpose. The newer law, Course Options, limits the college classes students can take at district expense to two per semester, but does not allow any school or board discretion in terms of approving the requests. Youth Options does not limit the amount of classes that can be taken at a college at district expense, but allows us some discretion to deny the course if the student is requesting a class comparable to something we offer. Over the years, we have managed YO requests to some degree with the practical realities of having both the high school and college class schedules come together in logistical terms. However, that has become nearly impossible when a student begins using both laws at the same time, and in this particular case is really able to “play the system” well beyond the bounds of reasonableness from an educational perspective.

We have a young lady who is requesting to take 4 college courses in the first semester of her senior year through Youth Options. She has selected obscure classes intentionally so we cannot suggest that we offer comparable courses. Her requests include: Philosophy of Love, Sex, and Friendship, Introduction to the study of Religion, Sociology of Human Sexuality, and the History of Rock and Roll.

Since she wants to be a full-time student so she can play in a sport, she will also have to take four classes here at OHS. That would be challenging to schedule given our alternate day schedule and a college class schedule, but she wants to beat the system in that regard by taking on-line classes rather than classroom offerings. On-line classes will cost us additional money through Course Options.

Under normal circumstance I would be concerned with the considerable academic load this request would demand of any student. This concern was shared by the DPI consultant related to these laws when I discussed the situation with him. What makes this situation even more concerning is the fact that this student has been absent for all, or part of, just short of 30 days so far this year. She was in the Youth Apprentice program this year, but they have not allowed her to continue in that program as a senior because of her attendance. (She had intended on making that part of her schedule as well for next year.) While I have discussed her attendance with UW-Sheboygan in light of these requests, and the advisor shared our perspective that she should take a more balanced, reasonable approach, it is also clear that the Youth Options law does not allow us to consider denying the request based on the attendance issues.

The young lady is not coachable, and she simply dismisses my advice to apply the context of Course Options and take a reasonable load of two college classes per semester. She feels she has the language of the law on her side, and honestly, I think that is pretty much true. The only good thing is that under Youth Options, if she fails a course we can request reimbursement. That is not an option under Course Options as I understand it.

Since being notified that she will not be able to continue in as a Youth Apprentice yesterday, I requested that she provide a specific written request that includes all of her class requests with a schedule to illustrate that they can be scheduled without conflict. I also repeated my advice that she take a more balanced approach.

I will continue to work through this challenge, but I wanted to provide the Board some background on this situation as it continues to unfold.

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Ann Steenwyk, Bryce DeRoos  
**Date:** 4/09/15

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1. Assessment Update:
  - a. We received confirmation today that the window for the Badger will officially open on April 13. Thus, Ann, me, and the secretaries will be back at preparations for a successful test session next week. With the uncertainty around whether or not we may even take the assessment looming, we decided to not spend any more time in preparations until we knew for sure. This confirmation came and thus, we will move forward. We will likely be testing during the last week in April and first week of May.
2. Chromebooks
  - a. The order of Chromebooks arrived to OMS yesterday. Lucas, Erica, and Cole Nelson are in the process of inventorying all of them and assigning them to students and staff. Furthermore, the carts donated to us will be renovated by our tech ed department so they stow the Chromebooks safely and securely.
  - b. Erica, Lucas, and I have spent a significant amount of time thinking through the logistics related to rolling out the Chromebooks to students and staff. We will be meeting with the MS staff for two hours during our upcoming early release date to discuss/train them on their use as well as on digital citizenship.
  - c. Although not all staff members will receive their own Chromebook, most of the core academic staff will. We hope to have these in the hands of the employees tomorrow so they can experiment with them over the weekend if they choose.
  - d. Depending on how the training goes on Wednesday with staff and when we are able to get a couple of lessons on digital citizenship in with students, Chromebooks will likely be rolled out to students in a couple of weeks.
3. OMS Schedule
  - a. As you are aware, a group of staff from OMS and myself have been in the process of revamping the schedule for next school year. One of the main impetuses for this was due to the larger class size of the incoming 6<sup>th</sup> grade for the 15-16 school year. Our schedule, as it currently stands for the 14-15 school year, could not reasonably accommodate a group that size without making class sizes in certain classes well above 30. Fully realizing that no schedule will ever be perfect, this process gave us the opportunity to try and address other needs and issues related to our current schedule as well. After prioritizing those needs through a ranking process, we set forth on finding a schedule that met as many of our needs as possible.

Although still not perfect, we have a schedule almost complete for next year that, on paper, appears to meet some significant issues that we had with our current schedule. For example, we shortened Read 180 so those students could still take social studies.

We also separated intervention and high interest time so students that are needed for intervention can still attend high interest classes. These are just a couple of the improvements. Thus, I am cautiously optimistic as Scott has warned me that when you fix some things, it also turns up other problems. Time will tell!

The next step in the scheduling process is to figure out what our high interest time will look like for students and what offerings we will have for them. I would like to make high interest time more of a time that students work on critical thinking and other problem solving skills through different avenues. Furthermore, we are looking at the band and choir time, and are considering a general music option for 7<sup>th</sup> and possibly 8<sup>th</sup> grade. At the same time, we are working within infinite campus so we can eventually have the system assign students to classes.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration  
From: Ann Steenwyk  
Date: April 10, 2015  
Re: Board Update

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- We held the Math Curriculum parent meeting last night, and only 1 parent came. I did have one other parent request to meet with me yesterday morning because she couldn't attend the evening meeting. In both meetings, parents showed an interest in learning more and indicated that they wanted to be able to support their students at home. In addition to the parent, 5 of our staff members attended to show their support for the changes and to be available to answer questions if needed. Several teachers shared their personal testimony regarding how changes have helped them not only as a professional teacher but also as a math learner. Today our math team will be meeting to conduct our final reviews and to make a choice regarding a new math series.
- Kris, Bryce, and I will be meeting today to discuss filling the administrative assistant position held by Joan Swart who will be retiring at the end of this year. In the meeting we will be looking at the job description, overall needs district wide, and possible changes in structure of the position.
- We have been able to staff summer school for 2 sessions this summer, instead of 3. Information for summer school is going home with report cards today. The format of summer school will be the same, offerings for all students and with a focus on reading, writing, and math.
- We continue to work on preparing for the Badger exam, scheduled for April 27-May 8. We have been told that testing will be moving forward according to the latest schedule, and we will try practicing testing again next week.
- We have begun to plan for professional development for the summer months, and we have a strong interest for more math PD. We have several teachers who will be attending the Wisconsin Statewide Math Institute in June and July.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** April 10, 2015  
**Re:** Monthly Update

- We had our first Strengthening Families meeting this past Monday. We had 9 families participate from all over the area. One of the families from Oostburg was not able to attend, but we hope that they will make it next week. Keri Kimble and Paula Kobylski both mentioned that everything seemed to go off without a hitch.
- Yesterday, Ann and I met with a few of the elementary special education teachers regarding caseloads for next year. I approached the process by trying to identify what are our goals and how can we put our staff in the best position to meet the needs of our students. There will likely be adjustments for next year as we arrange caseloads and responsibilities. Right now, the staff are going to be working on developing schedules and identifying areas of need based on the proposed caseloads.
- As Ann mentioned in her update, the retirement of Joan Swart as one of the administrative assistant positions opens up a number of opportunities to review roles and responsibilities. It also encourages the need to review job descriptions and review the needs of every school. I think I mentioned in one of my past updates that hiring for administrative assistant positions and classroom aides are sometimes more stressful because they can either make or break the effectiveness and/or efficiency of one's position. I look forward to this process as we continue to develop or vision of the district and where the needs are.
- I continue to have weekly or bi-weekly attendance meetings with the counselors and secretaries at each school. As these meetings have progressed, several questions have arisen as to how we address repeated school absences and whether they should be considered excused or unexcused and at what point do we move to the next level of intervention, support, or referral. I am going to be reviewing a number of attendance policies from around the area and the state to see if we can have more clarity with our policy and our plan for responding to situations where students are repeatedly missing school for questionable amounts of time. I am also going to be looking from a data perspective – levels of academic success vs number of days absent. Is there a correlation? I hope to present something in the next month or two about what we would like to do as a response.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 4/9/2015

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### Cash Position:

	Current Year 3-31-15		Prior Year	
	Balance	Interest Rate	Balance	Interest Rate
General Checking	\$573,552.03	0.35%	\$1,726,431	0.35%
Dental clearing Acct	\$38,214	0.00%	\$31,633	0.00%
VANCO clearing Acct	\$13,599.41	0.00%	\$1,348	0.00%
Paypal Acct	\$1,435	0.00%	\$1,590	0.00%
On-Line Store Acct	\$2,901	0.00%	\$2,884	0.00%
General Savings	\$3,037,941	0.50%	\$2,174,165	0.65%
LGIP Bond Acct	\$23	0.00%	\$23	0.00%
OSB Bond Acct	\$333,816	0.50%	\$728,009	0.50%
TOTAL Cash	\$4,001,481		\$4,666,083	
Fund Balance (10/27)	\$3,498,212		\$3,834,497	

### Finance Update:

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

### DPI Update:

- No reports this month.

### Other:

- Certified staff contracts are on the agenda for approval and will require board signatures prior to our next board meeting. The contracts will list the base wages; however, all supplemental compensation will say TBD pending the results of the Performance Compensation ratings. When the ratings are completed, we will do an Addendum to each contract with the correct compensation package included based on their compensation ratings.
- Kevin and I met with Tamala and Curt in a “meet and confer” meeting and one of our topics included a discussion on the insurance renewal costs for both in-network only and in and out of network coverages. We discussed basing the pricing on the in network only coverage and then have employees pay the increased costs for the in and out of network option. We will be proceeding under those terms.

- I have discussed with you in recent board updates, the struggle we are having in the Food Service Department with increased workloads related to the Healthy Kids Act. Michelle Dulmes, our Food Service Coordinator, has been hit pretty hard and our attempted resolutions to get her a sub once in a while has helped, but the situation is still not manageable. I am very concerned with losing staff that are in unmanageable situations due to higher than appropriate workloads. Joan Swart's retirement opens the door to possible creative solutions where we would reorganize some support personnel responsibilities for the coming year. That being said, we would like to advertise and hire a replacement in the high school kitchen right now to replace Michelle's hours there. That will allow Michele to train the new individual and begin our transition. Once that person is trained, Michelle would learn the Free and Reduced program as well as the school lunch software in terms of sales, revenues, etc. It would be our plan to have Michelle take those responsibilities from Shelley Nelson. Shelley's duties would change as we would add some of Joan Swart's responsibilities and Shelley's hours would no longer be "charged" to the food service fund. We are hoping that this change would help the financials of the hot lunch program and better meet the needs of that staff. As a result, our recommendation is to add an additional hot lunch server right away to get the pieces in place for next year. I have really appreciated the effort from Michelle to find a way to make this work with the status quo, but that has simply not been possible. I am asking for your support on this decision as we restructure these positions.

# Board Update

## Oostburg School District: Technology

**To:** Members of the Oostburg School District Board  
**CC:** Kevin Bruggink, Scott Greupink, Ann Steenwyk, Sherri Stengel, Peter Scheppmann, Kris De Bruine, Bryce De Roos  
**From:** Lucas Allen  
**Date:** 4/16/2015  
**Re:** School District of Oostburg - Monthly Technology Report

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### **Middle School Chromebooks**

- All 212 units have arrived and we have distributed them to faculty. The student units are ¼ of the way finished.
- We received 16 power carts/chests donated from Acuity which saved us about \$22,000 over the cost of buying them new.

### **Print Management**

- We have moved to our print management solution. Things seem to be running smoothly with the transition and I have received good feedback about the time saving aspect. There are also many built-in reports that will show us our usage trends.

### **Telepresence**

- The final WTI grant session is open and we have begun discussing the approach on this application. We will be seeking one additional telepresence unit that will serve in a reworked resource room in the Middle School.
- Our 2<sup>nd</sup> cart has been ordered after much back-and-forth on getting exactly what we need.

# Board Update

## Oostburg School District: Buildings and Grounds

Buildings and Grounds  
Board Update: April, 2015  
To: Board of Education  
From Peter Scheppmann  
Date: 4-10-2015

### Custodial:

- Over the spring break period the custodial staff, using the Kaivac cleaning machines, did an extensive cleaning job on all the restrooms in the buildings to remove the maximum amount of Bio-pollution, sanitizing the restrooms for a cleaner, fresher start of the fourth quarter.

### Maintenance:

- We are presently requesting a quote from Stecker Construction for removal and replacement of sections of sidewalk in front of the high school that have large cracks in them, so that those sections of sidewalk do not become a potential safety hazards for trips and falls, along with dressing up the exterior appearance of the district's property.
- All the school district aerial lifts and the walk behind forklift have had the annual inspections completed and have passed the safety inspections for another year. One notation for the small walk behind forklift is to replace the outer load wheels, they have worn down to the point when lifting a load the load frame is dragging on the ground. This work will be completed this week or early next week.
- DME Elevators & Lifts has completed the annual maintenance inspection of the middle school vertical platform lift and everything checked out in excellent working order.
- The football / track field Musco Lighting system had failed when we went through routine spring start up maintenance check during the opening of the concession stand and restrooms to get the complex ready for the spring sports. Joel Debbink contacted Musco Lighting with the problem and Musco contracted with Pieper Power out of Milwaukee to bring the system back on line. There must have been a large power surge that blew out the surge kit and the control module which communicates with Musco Lighting to control turning on and off the field lights. The lights were repaired and tested just in time for our largest Invitational track meet on Friday with 13 schools.

### District:

- Andre Fire Equipment, Inc., performed the State's annual fire extinguisher inspection for all the buildings. A total of 48 fire extinguishers required a hydrotest and recharge. Both of the cafeteria kitchen hood's fire suppression systems were also tested. All of the district fire extinguisher equipment is in good working order for another year.
- The school district's resilient track surface is scheduled for an inspection from the company that installed it, Athletic Field Services, next week. The track was originally installed as part of the 2008 remodel project. An inspection will assist us in ensuring the safest and longest life of the running surface.