

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
WEB: www.oostburg.k12.wi.us

October 19, 2016, immediately following the Annual Meeting

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 Special Education
  - G. Director of Finance/Personnel
  - H. Buildings and Grounds Coordinator
  - I. Technology Coordinator
  
- IV. Approval of Consent Agenda Items – Recommend approval of consent items below:
  - A. Minutes of the following school board meetings:
    1. Monthly board meeting of September 21, 2016
  - B. Finance
    1. Approval of September Expenditures of \$1,512,534.52
    2. Approval of September Receipts of \$844,476.74
    3. Approval of September computer check numbers 10011164 - 10011278, wire numbers 201600026 and 201600028 - 201600045, ACH numbers 161700052 - 161700110, and manual check numbers 501665 - 501667.
  
- V. Action Items
  - A. Consider approval of 2016-17 budget
  - B. Certify the tax levy
  - C. Consider approval of a youth options request
  - D. Consider approval of alternative open enrollments out of the district
  
- VI. Topics for Discussion
  - A. Legislative Report
  - B. Finance Committee Report
  - C. Buildings & Grounds Report
  - D. Transportation Committee Report
  - E. Negotiations Committee Report
  - F. Policy Committee Report
    - a. 1<sup>st</sup> read on the following board bylaws and policies: 2370, 2605, 3213, 5460, 9270, 3440, 4440, 6110, 6111, 6112, 6114, 6116, 6325, 7300, 7310, 7450, 0143.1, 0152, 0164.2, 0166, 0167.1, 0167.2, 0167.5, 0167.6, 1110, 1210, 1260, 2411, 2416.01, 2421, 2440, 2460, 2700.01, 3120, 3122.01, 3210, 4122.01, 4310, 5113.01, 5200, 5230, 5320, 5350, 5463, 5830, 8120, 8330 and deletion of policy 2460.02
  - G. OCEF Report
  - H. Long Range Planning Committee
  
- VII. Adjourn to Closed Session per state statutes 19.85(1)(f)
  - A. Discuss student/parent concern

VIII. Action items – any action from closed session discussions

IX. Future Board Meeting Dates: Regular Board Meeting – November 16, 2016, in the HS Conference Room

X. 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: October 14, 2016

Re: District Update

- 
- Preparation for our annual meeting is well underway. Special thanks to Kris and Kami as the annual meeting adds to their typical routine with several requirements related to not only preparation but also proper posting and communication with our community. I am looking forward to providing an overview of our progress toward district goals as well as a short presentation highlighting our growth and improvement as an organization as we seek to fulfill our mission of graduating positive and productive contributors to society and the world. My presentation will include three segments highlighting our academic goals and accomplishments along with a section focused on action steps specifically related to our most recent community-wide survey, and finally a section on the return on investment and our financial stewardship of district resources.
  - I have submitted a request for donation of product from Kohler Company. Specifically, I have asked for plumbing fixtures (toilets, urinals, and sinks), along with a generator request. Kohler has an extensive online application process to make requests of this nature, and their site does specifically state that they do not grant requests for generators and focus primarily on Sheboygan County for other donations. After talking with the generator supplier and Steve Schmitt from JS Schmitt, I decided to request the generator anyway. The plumbing fixtures total approximately \$10,000 so that would definitely be a positive to our project.
  - Monday several Lead Team members joined our administrative team at CESA 7 for the second W.O.W. (*Working on the Work*) series presentation. We joined districts from all 12 CESA's as we remotely interacted with Chris Jakicic around the topic of formative assessment. This opportunity was not as productive as the first W.O.W. presentation in August as we are further along the "assessment learning curve" than many districts. Although the new learning was not prominent, the day did provide affirmation for the good work being accomplished in each of our buildings around assessment, feedback, and a focus on learning vs. activities.
  - Our early release days continue to provide time for important collaborative discussions around curriculum and instruction. Allowing vertical teams to work interdependently as they examine learning goals continues to help us work toward a scaffolded curriculum which builds grade by grade and helps us in reaching rigorous college and career ready benchmarks by graduation. This year's calendar has several of what had been full Friday inservice days now structured as early release days. This change was made to allow for a calendar which had classes ending earlier in June. We are recognizing that the more limited professional development time is a challenge. The research continues to be very clear that time for collaborative professional development is a primary indicator influencing student achievement. The highest performing countries across the globe almost all have much higher amounts of teacher professional development time than the norm in The United States. We are thankful that we have at least a solid foundation in this regard and work to make that time as productive as possible.
  - The WTI conference in Stevens Point provided Lucas and I with lots to think about as we refine the vision for leveraging technology in our district. Special thanks to Lucas, Julie Bieber and Colette Veldhorst for giving up their entire Saturday for this learning opportunity. It always seems like these conferences fall on sunny, nice days. Our commitment to participating in WTI

events like this has been a definite positive in securing the over \$250,000 in WTI grants for Oostburg Schools.

- Kami has sent our latest NEOLA policy update to Deb and Mari for review. As I mentioned in my last update, a large number of the policy change recommendations are EDGAR (Electronic Data Gathering, Analysis and Retrieval) based and relate to reporting and filing requirements when using federal funds. We will have a 1<sup>st</sup> read on the recommendations this month.
- We are working on calendar development and have a completed draft which mirrors this year's calendar for your consideration. I will bring this forward during our November meeting. I am also working on a draft for the '18-'19 school year so we are prepared to act on that a year from now.
- The Milwaukee Journal Sentinel has continued their series of articles related to education and the impact of Act 10. I encourage you to read through these articles as they provide a very extensive review including local input from Kiel and Elkhart Lake. The latest article was in the Wednesday edition of their paper and can be found at:  
<http://projects.jsonline.com/news/2016/10/9/in-wake-of-act-10-fears-rise.html>. This specific article focused primarily on teacher "free agency" and the challenges of retaining quality teachers in various settings. The online links to this series include several resources which are not found in the print version, including tables which describe district-by-district dynamics related to the issues described in the series.

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: October 17, 2016  
Re: Monthly Updates—October

---

- ✚ We had a very good Homecoming week at the high school. I think the students really enjoyed all of the activities, but we also had four and a half days of rather productive classrooms as well. On the heels of a busy Homecoming week, this week will also be filled with student activities. Tonight (Monday night) we will have a team competing in the Lakeland Math Meet. All week, our athletes will be involved in post season practices and competitions, and on Thursday, Friday and Saturday, our drama department will be busy performing in the musical.
- ✚ I will not be at this month's School Board meeting because I will be supporting Matt Poppe as he is being recognized as the Career Pathmaker—Technical Education award winner at the NEW Manufacturing Alliance's annual Excellence in Manufacturing/Partnerships Awards dinner. The event is held at the KI Convention Center in Green Bay. We are proud of the fact that Matt is being recognized for his work with Youth Apprenticeships because we know firsthand that his efforts have had a very positive impact on many of our students.
- ✚ Because I will not be at the Board meeting on Wednesday, we are delaying our recommendation regarding GED compensation until the November meeting. Since this decision will not take effect until the next school year, delaying putting it on the agenda for a month will be of no consequence. The recommendation will be consistent with what was in my last Board Update, but at the November meeting I will be available to answer questions if they arise.
- ✚ We did keep Preston Burn's youth options request to take the CNA (Certified Nursing Assistant) course through LTC on the October agenda because it is more time sensitive. We have typically approved these requests because we do not offer comparable courses. Josh Cole and I are especially supportive of this request because Preston has been very proactive in preparing for his desired career. He wants to be a nurse, and he is taking the OHS courses that support that goal—Medical Terminology and Anatomy and Physiology. As he states in his attached request letter to the Board, he also hopes to be a part of the Youth Apprentice program next year and the CNA completion is critical to make that possible. The CNA course is also much less expensive-- \$140—than most YO requests that are often 3 credit college classes. **Mr. Cole and I recommend the approval of Preston Burn's YO request for the CNA course.** (His request letter was attached to the last update.)

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos  
**Date:** 10/14/16  
**Re:** Oostburg Middle School Principal Report

1. Thank you to Bryce DeRoos, Colette Veldhorst, Rachel Navis, and Beth Vandehey from CESA 7 for facilitating professional development around co-teaching district wide. Aimee Thrune and Morgan Hellmer are working together in this capacity at OMS and are excited about the possibility of meeting the needs of all students in the math classes where they are together. Maximizing the support of another adult in the classroom for the good of all students is not a new concept, but something that takes intentional effort and planning on the part of both teachers to make it effective. Although their teamwork is in its infancy, I'm looking forward to watching them learn and grow in this capacity together.
2. Thank you also to Keri Kimble, guidance counselor and student council advisor, and the OMS student council for planning for a fun week of homecoming festivities. A lot of students and staff took part in dressing up each day to show their Dutchmen pride.
3. School and district report cards were released to schools a couple weeks ago. Their secure release was supposed to happen in late October. However, due to the number of inquiries from districts around them, the public release date of the report cards has been pushed back to November 17. This will allow the state time to resolve inquiries accurately, update the report cards appropriately, and give schools/districts enough time to prepare for the public release.
4. Students at OMS have been taking the Aspire interim assessment in Reading, English, Math, and Science. Results from the Fall assessment are being used to create Student Learning Objectives (SLO's) for the year. This assessment will be given again mid-year and at the end of the year to measure student progress in these areas. Very similar to last year, as the principal, I have a school wide goal that is focused on Reading achievement. I'm looking forward to working with the staff this year to beat our achievement in this area from the previous two school years.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: October 14, 2016

Re: Board Update

- During the week of October 10<sup>th</sup>, we transitioned our end of day bus pick up from New York Avenue to 6<sup>th</sup> Street. This was done in preparation for the sewer and storm drain work that will be done on New York Avenue for the construction project. Otte Bus has been very flexible about making changes like this, and the teaching staff has been very proactive in providing supervision for their students. The transition to 6<sup>th</sup> Street has gone over very well, which bodes well for the future, as this will be our drop off and pick up location next school year.
- We have had two very busy weeks to start off October in classrooms. The fifth grade put on an Explorer's Expo in the gymnasium, with students getting into character and telling audience members about a famous explorer. Our fourth grade students had the chance to travel, both physically and in time, to Heritage School and learn about what school and life were like in the past. The kindergarten students have been taking turns going to Pizza Ranch for a delicious field trip that shows them how a business works and provides them with lunch in the process. In addition to these activities, our 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders are in the process of taking Aspire tests in reading, language arts, math, and science. The data from these assessments will be used by our vertical teams and help provide baseline data for our school reading goal.
- I would like to send a 'Thank You' to Bryce for his role in organizing a co-teaching observation and coaching session with a group of teachers from the elementary school. Through Bryce's coordination, elementary and middle school teachers were able to observe a co-taught high school lesson and planning session. The teachers also had the chance to meet with Beth Vande Hey, from CESA 7, to discuss their current state and next steps. I am personally excited to see the impact in two areas; our fourth grade writing and special education support in the classroom. The co-teaching model has high potential to make our teachers more effective and able to reach more students across a variety of levels.  
Lastly, I was able to attend the Elementary Principal's convention at the Osthoff in Elkhart Lake. This one and a half day conference was a great way for me to meet and network with other elementary administrators and get some great professional development. The breakout sessions that I attended provided me with some big ideas and tangible steps to take right away. The sessions focused on how to help Professional Learning Communities function at higher levels, time management for administrators, and ways to make observations more effective. I feel that these sessions aligned very well with the work that our district does with Professional Learning Communities and Educator Effectiveness.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** October 14, 2016  
**Re:** Monthly Update

---

- As both Sherri and Aaron mentioned, Beth Vande Hey came from CESA #7 this past Wednesday and joined us for nearly the entire day observing classroom instruction and planning time, and leading discussions with several groups of teachers. A group of teachers from all three schools first observed Rachel Navis and Colette Veldhorst co-teach a high school chemistry class. We then met to discuss what we saw during the instruction (groupings, strategies, etc.). We then had Beth meet with individual teams (Karri Krier and Sally Prinsen co-teach writing, Karri Krier and Trevor Stultz co-teach writing also, Colette and Rachel, as well as Aimee Thrune and Morgan Hellmer who work together in both Math 7 and Math 8) to talk about what they are doing in the classrooms and how familiar they are with co-teaching strategies, groupings, and models. The next day, Beth and I talked over the phone and she had nothing but extremely positive things to say about our district (“I really, really love your school”), our staff (“Everyone seems open and willing to try new things” as well as “You have so much potential and possibility with your staff”), and our students (“Wow, they are really well behaved and that only adds to the different possibilities you can do with your staff”). In general, it really reaffirmed our belief that collaboration around student learning (whether it is special education and regular education or simply two regular education teachers), is an essential component to having high student achievement. Beth will be coming back for additional work with our staff in late November or early December.
- This past Friday, Josh Cole and I went to the First Friday Forum (put on by the Sheboygan Chamber of Commerce). This particular gathering was about the opioid problems facing Sheboygan County, Wisconsin, and the United States. It was truly amazing to see the increase in opioid overdoses (heroin, prescription pain killers, and some of the newer drugs entering our area). While both Josh and I are not aware of specific opioid abuses by our students or their family members, we are not naive to believe it doesn’t exist in our community. The forum didn’t necessarily provide great information as to how to address it from a school perspective, but we do have a greater understanding of its devastating effects on individuals, families and communities.
- A couple of weeks ago, I attended a meeting in Sheboygan about SBIRT (Screening, Brief Intervention, and Referral to Treatment). SBIRT is used to help individuals through a guided process of preventing problematic abuse of drugs and alcohol. This is not a long term therapy approach, but rather a very quick assessment, discussion, and support in working towards appropriate solutions. Tom Malmstadt from Random Lake has taken the lead in gathering school leaders together to review what would a coordinated effort by school districts in Sheboygan County might look like. Our first meeting is scheduled for this Tuesday at 1pm.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators  
 From: Kris De Bruine  
 Date: 10/15/2016

**Cash Position:**

	Current Year 9-30-16		Prior Year	
	Balance	Interest	Balance	
OSB Checking	\$193,873.05	0.35%	\$1,367,850.13	0.35%
OSB Dental Acct	\$35,625.73	.1001%	\$35,167.40	0.1001%
OSB Money Market	\$1,634,705.21	0.50%	\$1,192,940.37	0.50%
OSB Bond Acct	\$150,498.79	0.40%	\$163,205.38	0.40%
LGIP Savings	\$22.91	0.43%	\$22.82	0.00%
OSB - VANCO acct	\$11,344.87	0.00%	\$8,265.80	0.00%
OSB - On-Line Store	\$0.00	0.00%	\$2,902.45	0.00%
OBS - Capital Imp	\$503,419.78	0.50%	\$305,292.55	0.50%
Paypal Cash	\$904.50	0.00%	\$1,136.45	0.00%
TOTAL CASH	\$2,530,727.84		\$3,076,783.53	
Fund Balance (10/27)	\$1,860,919.46		\$2,435,646.38	

- An updated (through September) report is attached as a separate document. Please let me know of any questions or concerns. **The comparison from year to year is skewed due to the referendum project which is being paid for with cash balances until we need to advance on the construction loan. It's financially better to use the district cash until it runs out before we draw on the loan.**

**Finance:**

- The Annual Meeting booklets, which contain the 16-17 preliminary budget, are available for the public to pick up in the District office. Remember, this information was published prior to the Oct 1 equalized value and the October 14<sup>th</sup> aid certification, so a few of the numbers will need to be changed in the final budget that gets approved by the board. Those numbers are updated below.
- An updated Revenue Cap worksheet has been completed. Related info on that calculation is below:

	15-16	16-17
Equalization Value of the District	\$519,384,743	\$523,301,297
Equalization Aid	\$5,132,735	\$5,400,381
Total Tax Levy	\$5,196,221	\$5,129,507
Mil Rate	\$10.01	\$9.81
September Pupil Count (FTE basis)	979	954
Summer Pupil Count	11	9
Amount under the Revenue Cap	\$230,409	\$114,810
Declining Enrollment Exemption/Hold	\$110,400	\$248,400

- The following table below represents the changes from the preliminary budget to be approved at the Annual Meeting and posted in the booklet, to the changes that resulted in the receipt of the final 3<sup>rd</sup> Friday count (including Open Enrollments to date) as well as the Oct 14<sup>th</sup> aid certification.

**DPI Update:**

- The Third Friday September Pupil Count has been completed, thanks to Kami Van Ess and the Admin Assistants at each building. Our pupil count (in FTE numbers) is down again, from 1,032 in 2013 to 981 in 2014 and 978 in 2015. This puts us in a “Declining Enrollment” status in our Revenue Cap calculations, like we were last year. What that means is we have a one year exemption of about \$110,400 on our maximum revenue cap. Because we are still taxing at a level under that maximum amount, this shouldn’t be a big hurdle in our budget for next year. It is significant though and I will continue to monitor that by updating the Baird model going forward with the new pupil count information.

**Other:**

- Our annual Worker’s Comp audit was done earlier this month. EMC sends an auditor to go through our payroll records and match them up against our premium payments for workers comp insurance. The results of the audit were great again. Kami continues to do such an accurate job on all of her work in such an important area!
- The semi-annual bond payments (interest only) was paid on October 1st.

# 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:** 10/20/2016  
**Re:** School District of Oostburg - Monthly Technology Report

---

### WTI

- Last weekend's conference (move the needle) was the best yet. I was able to bring quite a few tangible action steps from spending time with other admins and technicians. The best part for me was sitting down with CIOs or CTOs from other schools for 4 hours on Saturday morning and comparing notes. Janesville, Kenosha, Appleton, Oshkosh, Green Bay and Lacrosse were some of the districts represented. Kevin and I finished the challenging weekend with 2 and ½ hours of further discussion in the car ride home. I am grateful for the district and boards support to continue to pursue relationships and partnerships through WTI and their conferences.

### Other

- My 7 high school boys have taken on the steep learning curve and have been working hard in the help desk at OSD. We continue to hover around 60 open tickets of varying priorities but we have had some really big wins lately and are moving forward with our solutions. Some of the load will be removed with the service we have through the Chromebook warranty program. I will be able to close 10 of those tickets on Tuesday when those devices are returned. We also took some time to relax during Waffle day over the tech crew's homeroom and lunch period one-day last month. I want these guys know how much I appreciate them and their hard work.
- I am evaluating purchasing surrounding wired and wireless infrastructure, SMARTBoard replacements, and 1:1 sustainability. I have not done a wired replacement as our equipment is from the 2008 referendum but the timing is lining up quite well to do so in the Spring. The recent conduit for intra-building fiber connections will allow us to take the speed of the link between buildings from 1Gbps to 120Gpbs and intra-closet speed from 1Gbps to 10-20Gbps. As bandwidth needs grow with recent trends in virtual reality and fully immersive video, those infrastructure upgrades will not only allow for a better end-user experience but give us room to grow into future technologies as well.

# Board Update

## Oostburg School District: Buildings and Grounds

Buildings and Grounds  
Board Update: October, 2016  
To: Board of Education  
From Peter Scheppmann  
Date: 10-14-2016

- Debra Schnabl, our elementary school day porter, gave her two week notice this past Thursday. She is taking a position at Pine Haven full time. A notice will be placed in the Lakeshore Weekly next week advertising an opening for 3.5 hours a day for this position using the 180 day school calendar.
- On Wednesday this week we had a lighting strike either close to or hitting the high school building, causing a circuit board on our fire protection panel to short out. Also one of our roof top HVAC units had the main circuit board short out. In a couple of classrooms the students stated the ceiling tiles moved. We also had a power unit for our high school gym sound system fail. All these problems hit at the same time, roughly 9:30 a.m. Two of the issues have been repaired at the time of this update. I have spoken with Kris DeBruine that when the repair invoices come in that we confer with our insurance provider to review our coverage for such an event.
- Construction is moving on schedule for phase 1 of the elementary school. Jos. Schmitt & Sons is presently working on interior footings and foundation walls, they did however come across another area of bad soil. Spielvogel excavation is back filling all the all the exterior foundation walls. Monday, Edgewater plumbing will be on site starting their work on New York Ave., closing it off for the week to bring utilities into the site. The masonry subcontractor will also start on Monday with the burnished block work.
- I am presently reviewing the District's Long Term Capital Improvement plan with Kevin, restructuring the priority listing of projects and reviewing which can be accomplished with any year end underspent funds.