

BOARD MEETING AGENDA
REGULAR BOARD MEETING
HIGH SCHOOL CONFERENCE ROOM
WEB: www.oostburg.k12.wi.us
November 16, 2016, 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 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 October 19, 2016
 - B. Personnel
 1. Approval of the resignation of Debra Schnabl as elementary school custodian
 2. Approval of the hiring of Angelica Ochoa as elementary school custodian
 3. Approval of the resignation of Allison Sindberg as high school dance coach
 4. Approval of the hiring of Tricia Roberts as 50% high school dance coach
 5. Approval of the hiring of Lyza Reichelt as 50% high school dance coach
 6. Approval of the hiring of Larry Ehrhorn as high school assistant track coach
 7. Approval of the hiring of Michael TenDolle as assistant/JV high school wrestling coach
 - C. Finance
 1. Approval of October Expenditures of \$1,181,332.96
 2. Approval of October Receipts of \$68,964.44
 3. Approval of October computer check numbers 10011279 - 10011363 wire numbers 201600046 - 201600060, ACH numbers 161700111 - 161700180, and manual check numbers 501668 - 501669.

- V. Action Items
 - A. Consider approval of the elimination of the GED stipend on the extracurricular schedule and the corresponding hourly rate adjustment for the high school librarian position beginning in 2017-18
 - B. Consider approval of 2017-18 school calendar
 - C. Consider approval of alternative open enrollments into and 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. 1st read on the following board policy: 8600

- b. 2nd read and approval of 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 confidential student matter

VIII. Action items – any action from closed session discussion.

IX. Future Board Meeting Dates: Regular Board Meeting – December 21, 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: November 11, 2016

Re: District Update

-
- Our week of honoring Veteran's will be highlighted by today's program at OES. As you know our 5th grade team, with the help and donations from the entire staff at OES, leads an annual program honoring our Veterans. The week of Veteran's Day included our student council led Veteran's breakfast, an excellent concert / program and concludes with the OES program. I encourage board members to join us if your schedule ever allows you to do so. The OES program is always powerful in reinforcing a message of respect for our military and the veterans from our community. Each year I leave this program convinced it is one of the most important and emotional events of our school year. Special thanks to our 5th grade team and Joy Dulmes for all their work in making this a very special day.
 - Building project planning continued this week with discussions around furnishings and storage in the new facilities. We are using a shared Google document to gain input from staff around furnishing needs. We are in a solid position with the ability to use almost all of our existing furnishings while purchasing some standard furnishings for new spaces. Planning also continues as we look at the best way to make use of fixed items from the old wing. Pete and I are looking at moving some cabinetry from the old wing into the new storage areas. We feel this is doable and will not only save money but provide solid storage through good stewardship of items that are technically slated for demolition. Pete has also been working with his crew to plan for removal and storage of items such as door handles and plumbing fixtures. The timeline for demolition will make salvage a challenge, but we feel confident we can save in quite a few areas which will help us with replacement and reuse down the road. The overall construction schedule remains behind projections by several weeks; however the good weather has certainly helped as the masons work to get us back on track. J Schmitt will be setting structural steel and precast concrete for the HVAC mezzanine early next week and wall construction will continue primarily on exterior portions of the building. Communication between Bray, Schmitt and OSD continues to be a strong positive as the project moves forward.
 - Lucas and I have been working on ways to ensure his position remains aligned with the goals of his job description – particularly as it relates to visionary leadership in technology. This is an area of strength for Lucas but the realities of increasing break-fix needs with a growing technology infrastructure can make finding time for the forward thinking / vision work a challenge. Our discussions have led to some opportunities to further leverage his role as our instructional technology leader.
 - Our agenda this month includes the '17-'18 calendar for your consideration and approval. The calendar is structured in the same manner as the '16-'17 calendar with regard to inservice, early release, Christmas and Spring breaks.
 - Our agenda will also include 2nd read on the policies considered and given 1st read last month. Please contact me if you have any questions regarding the policies requiring your action.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: November 10, 2016
Re: Monthly Updates—November

I don't know if you will find this important or even interesting, but I thought I would share a little bit about what I have learned in the process of developing a survey that I need to do as part of the Educator Effectiveness process. (I do not seem to have anything else that is pressing to report to the Board currently.)

Since I have to do a survey of some sort, I wanted to do something as meaningful as possible so I could gather some information that I could learn from going forward. I have been curious about our “workplace culture” because while it seems to be quite positive, I wanted to try to sort of tap into it in way that may produce a little more clear or solid view.

I did a little research on workplace culture surveys and learned that many traditional employee engagement survey questions are designed to assess employees' happiness and contentment. These surveys often ask questions such as; Do you receive enough recognition? Does your manager care about you as a person? Do you have a best friend at work? Is your workplace fun? Do you enjoy your job? One article, however, that grabbed my attention, suggested these may not be the most important questions.

This article suggested that while happiness, contentment, and a positive attitude about the workplace do help, the real drivers of employee performance are far more powerful than these mere sentiments. The real drivers of employee performance are:

- An understanding and connection to company goals.
- A commitment to co-workers.
- And, having the right capabilities and knowing how to find support when necessary.

This article, which was focused on surveying about the workplace culture to assess those priorities, suggested questions such as questions 1-3 to assess people's understanding and connection to company goals, and questions 4 & 5 to assess the levels of commitment to co-workers, job fit, and support:

1. What do we do better than anybody else?
2. What should we do better than anybody else?
3. Do you see evidence that we are “winning” (producing intentional and uncommon results) and do you feel you are contributing to those results?
4. Do you believe you will be able to reach your full potential here? (Please explain)
5. What three words would you use to describe our workplace culture? What word do you wish we could add to that list going forward?

Of course, surveys can also be a tool to inform and teach, and the focus of this survey is to try to convey that our culture has to be built on our priorities—our goals, and our work together to get better and learn from each other. It is also critical that we recognize that it is indeed “our” culture. We all play a significant role in building and maintaining a strong culture.

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 11/11/16
Re: Oostburg Middle School Principal Report

1. It's been a busy week at OMS as teachers prepare end of the quarter report cards, plan for parent teacher conferences, and continue to work hard to ensure we are doing everything in our power to ensure high levels of learning for all students. Through conversations with various staff members, whether it be one-one conversations related to a post-observation conference, sitting in on a content area team meeting, or having casual conversations in passing, I am convinced that students and staff at OMS are working on the right work. More than ever, we are focused on learning and how to maximize our time with students. Our social studies team is thrilled to be trying out the Document Based Question (DBQ) process with their students to tie in, to a strong degree, reading and writing within their classrooms. Similarly, the ELA team has spent countless hours looking at student writing, scoring papers together, and having discussions around learning targets, their rubrics, and how we are ensuring students are growing, and expectations are being raised, at each grade level.

2. In my last board report I explained how the district is moving toward release of report cards on-line through Infinite Campus and how OMS was using Sign-Up Genius for scheduling parent teacher conferences. To date, this information has been well received by parents. We had a handful of parents choose to call in, rather than go online to schedule conferences. Likewise, only a couple of parents have requested paper copies of report cards. The real test of success will come next week after report cards are released and parent teacher conferences are held. Stay tuned!

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: November 11, 2016

Re: Board Update

- As I mentioned in my last board report, our fifth grade team and students put together a presentation for Veteran's Day. This celebration was held on Friday, November 11th and was a wonderful event for the veterans, students, and staff. Through the guidance of Deanna Rychtik, Erin Hoffman, and Ann Hand, the students wrote speeches, performed songs, wrote essays, and put together a multi-media presentation for the Veterans. Third grade students made cards and handed them out during the assembly, with the entire school and some community members watching. The veterans also had a chance to visit some classrooms and have a luncheon in the OES quad, which was put together through staff donations. Joy Dulmes deserves much of the credit for organizing the luncheon and arranging for volunteers. Kevin and I had the pleasure of meeting and speaking with many of the veterans during the course of the morning. There will be a posting on the OSD website next Friday.
- To echo Sherri and Bryce, we are also working with parents at the elementary school on the process of using paperless report cards. The parents received letters outlining the process, there was a post on the OES portion of the district website with a follow up, and they will receive a phone message through Infinite Campus on Monday to let them know when the report cards are available. I was able to discuss the paperless process with some members of the PTO and they seemed very receptive to the idea. We will also be providing a station in the computer lab during parent/teacher conferences where parents can learn how to access and print their report cards.
- I am excited for parent/teacher conferences next week. These meetings provide a chance for parents to visit the school, discuss progress with the teachers, and look for ways to help their son/daughter move forward. Through being a part of discussions around students during our re-grouping meetings, it is clear that the classroom teachers know their students well. These conversations have focused around specific strategies that are being used to reach all learners and display the teachers' commitment to the use of readers' and writers' workshop and best practices. At the board meeting on Wednesday, I will be bringing some reading data to provide an update on our school SLO.
- This past Thursday, I was able to attend a session with the New Administrators Academy in Oshkosh. Thanks to Kevin for helping me to find this valuable resource with his connections at CESA 7. The event was hosted by some high quality presenters who have vast experience in education and administration. There were sessions around being an instructional leader, the design and purpose of handbooks, handling crucial conversations, and time management/networking. Although it is never easy to be away from the building, the learning and conversations will help me continue to grow into my role.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: November 11, 2016
Re: Monthly Update

- When you read this we will be finishing up our last minute adjustments regarding the posting of report cards on individual parent/student portals as opposed to mailing them home. Our desire is to have them posted by the end of the day on Monday, November 14. We have sent out repeated reminders to students and parents through emails, letters home, and also a voicemail was sent to all parent contacts on Friday. Using Infinite Campus to help with efficiency and saving time and money in the process is definitely the direction we are going. In addition to report cards, we are also looking into the option of parents registering their children online instead of having to fill out paper copies every year. This option would save parents and our school staff an enormous amount of time and effort and that is a central theme in our change to Infinite Campus - making the parent and student interaction with the school as seamless and efficient as possible.
- On Wednesday, we had our fall Child Development Day and had 17 families bring their 2½-3½ year-old in for a brief screener. I say this every year, but this is a wonderful opportunity for our community to share important information with parents regarding their child's developmental progress. I want to thank Angela Ring, Beth Rauwerdink, Jill Ladwig, Kayla Knueppel, and Kari Rothe for all the work they do in meeting with parents, screening the children, and sharing their knowledge and expertise with the families. A special thanks to Melanie Wisse for all of the work she does in organizing the day, sending out invites, scheduling the screeners and greeting the families when they arrive. It really is a great example of everyone coming together to put on a great opportunity for our community.
- I have always appreciated the central tenant that "these are all of our students" and that often comes into play when talking about special education staff and regular education staff. In some schools/districts there is a large invisible wall that separates regular education students and students identified with special education needs. Regular education staff in these schools only work with regular education students and special education staff only work with special education students. That's not the case here and it is becoming even less and less noticeable as observed over the past year. In just the past two weeks, I have observed Morgan Hellmer co-teaching 6th grade math with Aimee Thrune; Trevor Stultz co-teaching 4th grade writing with Karri Krier; and Kayla Knueppel and Kari Rothe introducing new expressive language strategies and tools to all JK students. These approaches not only instill the idea that these are all of our students, but it allows for students to interact and learn from different teachers and it creates an atmosphere of helping and supporting each other in the teaching profession. I am excited to see the fruits of these approaches as we continue to learn from each other and Aaron and I have started to have some conversations about how we can move forward with co-teaching and collaboration with other staff at OES.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 11/10/2016

Cash Position:

	Current Year 10-31-16		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$156,675.91	0.35%	\$275,806.80	0.35%
OSB Dental Acct	\$42,097.44	.1001%	\$40,353.92	0.1001%
OSB Money Market	\$835,239.13	0.50%	\$1,193,430.62	0.50%
OSB Bond Acct	\$6,402.09	0.40%	\$5,055.38	0.40%
LGIP Savings	\$22.92	0.43%	\$22.82	0.00%
OSB – VANCO acct	\$19,227.85	0.00%	\$13,265.25	0.00%
OSB – On-Line Store	\$0.00	0.00%	\$2,902,.45	0.00%
OBS – Capital Imp	\$503,633.56	0.50%	\$305,418.01	0.50%
Paypal Cash	\$904.50	0.00%	\$1,136.45	0.00%
TOTAL CASH	\$1,564,230.40		\$1,837,391.70	
Fund Balance (10/27)	\$1,135,917.92		\$1,295,827.49	

- An updated (through October) 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:

- I've filed claims on several different grants in the last couple of weeks, so that will help to replenish our cash reserves.
- I'm working with Jon Grosschuesch on the refinance of our construction loan into our permanent financing bond package. Because we are going direct with the bank and not using Baird, the prepayment on our existing bonds is new challenge for me to learn about how that works and who needs to be notified. Our bond counsel, Quarles & Brady's Allison Buchanen, will be working with me on that to make sure we meet all of our obligations for notifications of prepayment.
- On 10/25, Bryce, Kami and I attended a training session on our Medicaid reimbursement program that we use Kompas Care as our consultant. Kami continues to prepare the quarterly information necessary for us to receive those funds to support our program.

DPI Update:

- The Annual Budget Report as well as the Special Education Budget report were sent in to DPI this week.
- The tax levy certification was completed for DPI and the notifications were mailed or delivered to each of the municipalities.

Human Resources:

- Thursday, Nov 17th, we will be hosting our annual flu shot clinic. We have 37 people signed up to get their shot.

Board Update

Oostburg School District: Technology

To: Members of the Oostburg School District Board
CC: Kevin Bruggink, Scott Greupink, Aaron White, Sherri Stengel, Peter Scheppmann, Kris DeBruine, Bryce DeRoos
From: Lucas Allen
Date: 11/17/2016
Re: School District of Oostburg - Monthly Technology Report

WTI

- All schools that have received money for video technology/telepresence were strongly encouraged to send a representative to the Cisco office in Madison on the 4th. I attended the meeting and we discussed strategic opportunities to increase the use of telepresence across our statewide consortium. We learned that our district, by far, has used the telepresence in the most diverse ways. We discussed technology that makes it even easier for us to make connections with anyone anywhere. Kevin and I both believe strongly in adding value to community in any way we can. Business partnerships will be our specific focus as the equipment we've been granted is technology that most medium sized businesses usually don't own but could definitely use. Interviews or conferences that are typically done in person or require travel can be accomplished through a secure channel right in the school at no charge. Please encourage community and especially any local businesses that may have a need for "skype on steroids" to contact me directly as I would like to have them in for a demonstration.

Other

- I have three main pieces to the building project that I am coordinating.
 - The first is the infrastructure piece that is our wired network switches. The infrastructure we purchased in 2007 was top of the line at the time and has been quite reliable for us. Unfortunately, the products have reached end of life and are no longer supported at this time so the timing is right for a replacement. If you think of your home router that a PC would be connected to, imagine that having 1000 ports on it. That is the size of our infrastructure currently and although we have trended away from computer LABS, the general trend towards wired devices is actually increasing as manufactures look to actually power and connect devices with a single cable called power over Ethernet. Cameras and phones are already of this type but we are expecting to see LCD TV's, lighting, computers, building controls, and automation devices that will likely tie in to Pete's world all be powered and controlled by this infrastructure within the not-so-distant future. The cost of this infrastructure is available to us for about \$.50 on the dollar because of the erate program. There are also security benefits of updated switching hardware.

- The second piece surrounds physical and IP video surveillance. We believe improvements here will help keep our students safer. This is another item that in 2007 we purchased a very solid solution that has been good to us, however the camera quality and quantity has improved dramatically. We have also been discussing our move into door access control and lockdown to physically secure our schools for some time now and the ES building project will be our first step into that world. Being able to track and control doors and access on a much more automated and granular level will be a huge help to Pete and his staff. Both of these pieces fit into a single, easy-to-use software platform that will control and monitor both the cameras and door access together making it easy to see what is happening in real-time.
- Lastly is the in-room audiovisual devices. We have invested in and have been granted much training and hardware from SMART technologies. The Dutchman in me has been tempted to move forward with a less expensive up-front solution but after discussion with other AV specialists, our own real-world evaluation of the different technologies and work in looking at the return on investment, we are going to move toward the SMART interactive flat panels. The panels are High Definition or 4k TV's with integrated touch and sound and both the display and functionality are guaranteed for 50,000 hours of use.

Integration

- Erica returned from leave on Monday and has been digging through email. She will be working with about 1/3 of staff this year (3-year rotation) around specific professional goals and integrating technology. This is a non-evaluative piece of the ed-effectiveness model, however it is a tangible way she is able to connect with teachers to make their jobs a bit easier/efficient and help them leverage and integrate technology to impact and engage their students.

Board Update

Oostburg School District: Buildings and Grounds

Board Update: November, 2016

To: Board of Education

From Peter Scheppmann

Date: 11-11-2016

- I am in the process of reviewing the Cardinal Environmental Summary of Asbestos Containing Materials (ACM) and Lead Based Paint (LBP) report from the 1957 elementary school wing to be torn down. Presently we have a meeting set up in December with Cardinal Environmental and Environet (abatement specialist) to review the 109 samples that were taken from the old wing.
- In the past two weeks I have been working with Steve Mulligan from WE-Energies concerning the new natural gas service scheduled into the elementary school in January. There will be applications for new service, an application for natural gas service demolition, an application for change transportation/telemetry services along with having to calculating the total BTU requirements for the entire building (boilers, water heaters, kitchen equipment, standby generator, etc.).
- We have filled the open position of day porter in the elementary school with the hiring of Angelica Ochoa. She has received training from an individual that held the position for 3 years, Courtney Navis, which was a GREAT help and much APPRECIATED. Angelica has three children attending the Oostburg School District.
- Kevin and I have been working together on a first draft layout to incorporate as many storage cabinets from the old classrooms into the new construction project as possible in storage rooms. He has expressed his deep desire to continue to be good stewards of what the public has entrusted to us with all the assets of the school district.
- On the daily custodial front we are moving into a deeper disinfecting plan, which encompasses hard surfaces and common surfaces such as door knobs, computer keyboards, etc., to assist in heading off/reducing the spread of cold and flu germs.
- We have reviewed the elementary school property with Dan Nyhof for changes in snow removal due to the construction project.
- The above normal temperature for the month of October and into November has been keeping the school district lawn mowers running later into the season than normal. It also has been GOOD news on lower natural gas consumption so far. The next week forecast show temps in the low and mid 50's, which will continue to be good news for our utility budget.