

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
April 19, 2017

- I. Meeting called to order at 6:00 p.m. by President Jim Swart.
- A. Pledge of Allegiance.
 - B. Roll Call. Board members present: Jim Swart, Eric Hartman, Wendy Den Boer, Mari Kretz, Terry Lemkuil, Deb Harmeling and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Bryce DeRoos, Kris De Bruine, Scott Greupink, Sherri Stengel, and Aaron White. Administrators absent: None. Others: Peter Scheppmann, Lucas Allen and a few community members for the public letters portion of the agenda.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Lemkuil made a motion, supported by DenBoer, to approve the agenda with the exception of eliminating Section IV, Item B12. Motion carried; unanimous.
 - E. Kris De Bruine administered the Official Oath to Jim Swart, Terry Lemkuil and Jack Stokdyk.
- II. Public Letters / Comments – Forensics student presentation.
Miss Autumn Frier and Miss Kiara Verduzco performed their State Forensics entry for the audience. They are part of this year’s Forensics team led by Ms. Tamala Szyman and Ms. Avery Kohrell.
- III. School Board President / Administrators Reports
- A. Board President – Jim Swart read a retirement letter he received from Mrs. Joan Swart.
 - B. Superintendent – Kevin Bruggink commented on his experience as a speaker at Career Connections in the Sheb Cty event for Juniors. He also commented on the District goals and the ACT performance measure results in relation to our vision that ALL students will learn at high levels. He informed the board of the contract approval later in the agenda and recommended the action item for a 403(b) contribution for all employees in the district. Written report was provided.
 - C. High School Principal – Scott Greupink provided an ACT overview, especially noting the large point increase in the reading section of the test for many of our students. Written report was provided.
 - D. Middle School Principal – Sherri Stengel told the board about the state testing that they are working on this week. In addition, she commented on the interviews they did for the Math teacher and the excitement the committee has in recommending the candidate. Written report was provided.
 - E. Elementary School Principal – Aaron White made a special note to thank board member Terry Lemkuil for stepping in to help clean the elementary school while a current staff member is out of the district. He also thanked the interview committee for the 3rd grade position. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos discussed the Early Childhood meeting that his staff had earlier in the month to review with other districts the protocol and procedures with our youngest students. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine commented on the Pupil Count audit currently being done by Schenck for the September, January and Summer pupil counts. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann also thanked Board Member Lemkuil for stepping in to help in the elementary school. He also provided a building project update. Written report was provided.
 - I. Technology Coordinator – Lucas Allen commented on the security project, e-rate purchases and insurance/policy work he is currently involved in. Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Harmeling, to approve all consent agenda items. Motion carried; unanimous. (Swart recused himself from the vote)
- A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of March 15, 2017
 - 2. Special board meeting of March 27, 2017
 - B. Personnel
 - 1. Approved the resignation of Rachel Harder as high/middle school art teacher
 - 2. Approved the resignation of Patricia Roberts as high school English teacher
 - 3. Approved the resignation of Lyza Woelfel as high/middle school math teacher
 - 4. Approved the resignation of Rachel Navis as high school student council advisor
 - 5. Approved the resignation of Joan Swart as part time elementary school administrative assistant
 - 6. Approved the hiring of Aimee Thrune as high school softball coach
 - 7. Approved the hiring of Isaiah Ketterhagen as high school girls varsity basketball coach
 - 8. Approved the hiring of Beatriz Anderson as high school Spanish teacher
 - 9. Approved the hiring of Brad Doro as high school/middle school math teacher
 - 10. Approved the hiring of Emily Madson as high school English teacher
 - 11. Approved the hiring of Todd Fischer as high school business education teacher
 - 12. Approval of the hiring of a high school/middle school art teacher tabled to the May meeting
 - 13. Approved the hiring of Jordan Van Ess as elementary school third grade teacher
 - 14. Approved the hiring of Zach Rogers as elementary school third grade teacher

- C. Finance
 - 1. Approved March Expenditures of \$1,675,708.88
 - 2. Approved March Receipts of \$2,549,868.07
 - 3. Approved March computer check numbers 10011607 - 10011650, wire numbers 201600121 – 201600122 and 201600124 - 201600143, ACH numbers 161700393 - 161700419, and no manual checks

- V. Action Items
 - A. Motion by Hartman, supported by Kretz, to approve 2017-18 Teacher Contracts. Motion carried; unanimous.
 - B. Motion by Den Boer, supported by Lemkuil, to approve a nonrecurring 403(b) contribution for staff members prorated on an FTE basis and including a six year vesting period or board approval for early withdrawal. Motion carried; unanimous. (Hartman and Swart recused themselves from the vote)
 - C. Motion to approve the 66.030 agreement with Cedar Grove for shared Director of Finance/Personnel. Motion was tabled to the May meeting.

- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Bruggink reported on the recent Legislative meeting. Governor Walker’s budget was the topic addressed, as well as some referendum bills being introduced by Assemblyman Stroebel.
 - B. Finance Committee Report – No report.
 - C. Buildings and Grounds Committee Report – No report.
 - D. Transportation Committee Report – No report.
 - E. Negotiations Committee Report – No report.
 - F. Policy Committee –
 - a. 2nd read on the following board policies: 0100, 0151.2, 1461, 1619, 1619.01, 1619.02, 1619.03, 2370, 2413, 2460.03, 3120, 3120.01, 3124, 3140, 3160, 3161, 3310, 3419, 3419.01, 3419.02, 3419.03, 3420, 3430, 3431, 3432, 4120, 4120.01, 4160, 4310, 4419, 4419.01, 4419.02, 4419.03, 4420, 4430, 4431, 4432, 5111.01, 5111.03, 5341, 5530, 5780, 6145, 6150, 6350, 6700, 7540, 7540.01, 7540.02, 8330, 8500, 8510, 8531 and 9160. Harmeling made a motion, supported by Kretz, to approve the adoption of these policies. Motion carried; unanimous.
 - G. OCEF Report – Mr. Bruggink thanked Mr. Lemkuil and Mr. Greupink for their help in getting the Destination Imagination globals trip supported financially by OCEF. Mr. Lemkuil made note that the \$2,500 contribution for this was provided by Breunig Farms donation for an award they received. Thanks to Mark and Teresa Breunig for their support of the school. The board and administration also want to thank Curt Bretall for all his work with Destination Imagination. Mr. Lemkuil also mentioned that they are working with the family of Ed Grosshuesch, former Superintendent of our district, on a scholarship award in memoriam of him.
 - H. Long Range Planning Committee Report – No report.

- VII. Den Boer made a motion, supported by Kretz, to adjourn to closed session to discuss specific personnel issues pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 6:54pm.

- VIII. Lemkuil made a motion, supported by Harmeling, to reconvene into open session at 9:00 pm. Motion carried; unanimous (individual voice vote).

- IX. Future Board Meeting Dates: Regular Board Meeting – May 17, 2017, in the HS Conference Room

- X. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 9:01 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: April 14, 2017
Re: District Update

- Kim Ramaker and I were asked to present during the Sheboygan Chamber of Commerce annual Career Connections event at LTC. This event is hosted on back to back days with all Sheboygan County schools sending their sophomores on one day or the other. Kim and I shared with close to 100 students who chose to attend the education career cluster. We were joined by a high school teacher from Random Lake, a library specialist from Lakeland University, an LTC administrator, Dr. Joe Sheehan from Sheboygan Schools, and a trainer from Johnsonville Sausage. It was very enjoyable to be in front of students for the morning listening to their career aspirations while also sharing our experiences in the field of education. Our Oostburg students did an outstanding job of representing our school and community. My thanks go out to Josh Cole for organizing this event with our sophomore teachers.
- We have some very exciting news related to our district goals! We just received the final ACT scores and our ACT composite for this year's junior class is 22.91. This is the best composite score we have had in at least the past 10 years and arguably the best composite score in school history when we consider that we now have almost 100% of our students taking this assessment. Prior to 2016 our district ACT participation rate was in the 70% range. Last year our ACT composite placed us 32nd of almost 450 schools in Wisconsin. This year's composite could reasonably place us in the top 20 schools in the state (data from other schools is not available at this early date). This composite score also exceeds our district goal by over a half point. It is important to emphasize that the ACT is the measure we use to externally assess our goal of ensuring all students are career and college ready. Although there are other factors which contribute to our goal, we are definitely excited about the continued progress we are making.
- Governor Walker's budget proposal includes encouraging news for public schools with categorical contributions at approximately \$200 in each year of the biennium. The categorical structure allows these funds to be removed easily in future years but does provide much-needed relief to districts. Our discussions with local legislators have focused on the potential of distributing funding based on a district's position in relation to the state average per-pupil spending or revenue limit. Oostburg has one of the lowest revenue limits in the state and has operated under that limit for some time. We also continue to have a per-pupil spend below the state average. Our suggestions have gained some traction with Representative Katsma and Senator LeMahieu, and it will be interesting to see how the budget development process unfolds in the coming months. It appears the Joint Finance Committee will be starting with a base budget in transportation, and that certainly could impact decisions around education funding.
- As we consider the implications of Governor Walker's biennial budget and recent changes to school funding, such as Fund 46 for capital improvements, I would like to convene an advisory meeting of the board finance committee. Current finance committee members are Terry Lemkuil (chair), Eric Hartman, and Mari Kretz. Our purpose would be to review school finance at the state level and how that impacts OSD. Shaping our vision for Fund 46 and discussing our revenue limit position and local tax levy would also be part of our discussion. I will communicate with Terry Lemkuil regarding scheduling of this committee meeting and offer the following dates for consideration: 6:00-7:30 on 4/24, 4/26, 5/3, 5/15.

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 4/13/17
Re: Oostburg Middle School Principal Report

1. At the last board meeting I had updated the board on parent opt out provisions for state testing and the negative impact it had on our School Report Card for the 15-16 school year. We have traditionally allowed parent opt out requests at any grade level, despite law indicating we only have to allow opt out in grades 4, 8, and 9-11. News came on 3/17/17 from DPI that “To ensure school and district report card ratings are as transparent as possible, the test participation deduction will be removed from the 2016-17 School Report Cards”. For OMS, as discussed at the last meeting, it will mean that we will not receive the five point overall deduction for test participation being below 95% as we did during the 2015-16 school year. While this is good news from a school report card standpoint, “non-tested students will still count against schools in the federal calculation of participation and proficiency.” Although it is unclear at this point what that exactly means, we do know that our school report card will not be negatively impacted due to the number of parent opt out requests that we’ve had at OMS.

2. Speaking of testing, Spring is prime-time for district and state-wide testing. Being the district assessment coordinator, much time has been spent over the past several weeks doing all of the behind the scenes work to ensure that testing goes as smoothly as possible. More specifically, preparations have taken place for PALS testing in grades 4K-2, Forward Testing in grades 3-8 (Reading and Math and at 4 and 8 Science and Social Studies) and 10 (Social Studies), the Dynamic Learning Maps (grades 3-11) for students requiring alternate assessment in any state mandated testing, and the Aspire Summative and Interim Assessments (grades 9 and 10 in Reading, Language, Math, and Science).

3. This week was an exciting week at OMS. Along with Career Day that Bryce DeRoos wrote about in his update, we had Bob Lenz speak at OMS on Tuesday afternoon. He is the author of *Dignity Revolution: Standing Up for the Value of Every Person*. He spoke to an audience of OMS students, 5th graders from OES, and 5-8 graders from OCS. The gym was full and Mr. Lenz’s message was great. He spoke about living life to the fullest through valuing yourself and others, having the courage to do the right thing, and to have respect for all life and differences. He’s spoken around the world with this message and it was evident through the way he blended humor with serious talk and engage a middle school audience (not an easy thing to do) for an hour. When we spoke afterward, he reminded me that he does this all over the place and that our student body was unique. He complimented them on their behavior and how much fun he had with them.

4. As Scott Greupink indicated, we had math interviews for the shared MS and HS math position this week. The committee was faced with a great problem; We had a couple of fantastic applicants who wowed us during the interview process making our decision on whom to hire extremely difficult. We would like to recommend that the board approve the hire of Mr. Brad Doro for the shared MS/HS math position.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: April 14, 2017

Re: Board Update

- I want to provide an update on our construction project and moving timeline. As mentioned at the last board meeting, we will have a 'no student' day at the elementary level on Friday, May 5th. The new wing will be turned over to OES at 4 pm on Wednesday, May 3rd, so teachers will be able to see their new spaces, plan out their move, and start to transition personal effects. The move itself into the new wing will occur on Friday, May 5th. I will continue to provide communication to parents about the 'no student day' via Infinite Campus and classroom newsletters. The teachers that are not moving will be teaming up to help those teachers who are transitioning to new spaces. I would like to highlight the effort that Pete has put into the moving process. He has been instrumental in finding movers to help out, helping with timelines, and working with Lucas and Joel as we move SMARTboards and technology. To help the public, parents, staff, and students get an idea of the progress of phase one, Ryan Hafeman helped to put together a video with photos, drawings, and short clips of the progress. Ryan did an excellent job producing a high quality video, which can be found on the district website.

- As Sherri mentioned in her update, this time of year is very busy as we strive to strike a balance between instruction, assessment, and planning for the future. Having spring break during the last part of March really helped our calendar, as we returned from break to a new quarter. Classroom teachers have been very flexible around working assessments into their schedules and balancing this with core instruction, interventions, field trips, and other events. Our Kindergarten, 1st, and 2nd grade teachers completed their PALS assessing last week. Junior Kindergarten will follow suit in early May. With Sherri's assistance, we are poised to administer the Forward test during the week of April 17th for our 3rd, 4th, and 5th graders, with additional testing for 4th grade on April 25th and 26th. This is a true team effort as students are placed into small groups and adjustments are made to our specials schedule as a result of the assessment.

- At the elementary level, we have also gone through the hiring process for our two openings. I would like to highlight Curt Bretall, Jackie Puerzer, Deb Styles, and Kristin Stapel for their time, effort, and integrity to our process. This team worked with me navigate through almost 70 applicants and interview nine. Through the process, each team member brought a unique perspective and made sure to keep students at the heart of any discussions and decisions.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: April 13, 2017
Re: Monthly Update

- Last week Wednesday, Angela Ring, Beth Rauwerdink, Jill Ladwig, and I were able to attend a Sheboygan County Early Childhood teacher meeting to listen to the CESA #7 Early Childhood representative share statewide updates as well as discuss programming for our youngest of students. It was an excellent opportunity for our staff to listen to other districts in how they service their students, the program options available, and their perspective on SLOs for four and five-year-olds. The other districts present were interested in how our staff were able to create SLOs that were aligned to social emotional goals and not pre-academic or academic goals such as letter identification and/or letter sound matching (these are still skills that the staff work on with students, but it isn't tied directly to their SLOs). This was a topic of significant interest to many of the other staff due to their required focus on academic skills as opposed to social-emotional development. It was a great reminder to me to make sure that goals are developed with a strong knowledge of developmental skills/abilities in order to make them the most impactful and appropriate.
- Also last week Wednesday morning, I was able to observe, along with Erica Wray, a telepresence chemistry demonstration in Colette Veldhorst and Rachel Navis's first hour Chemistry class. Earlier this winter, the class participated in a telepresence demonstration through a different company, and while it went well, it wasn't as interactive as the teachers were hoping for. This was a much different environment as the speaker was a former employee of what he called, "the biggest, baddest chemical company in the world - BASF." He currently works for a consulting firm out of Michigan, but in his experiences at BASF, he was able to bring a number of real world experiences in his presentation to the class. It was extremely beneficial for the students because they could see how things such as laundry detergent, gasoline, and mattress foam all required expertise in the field of chemistry and how students can easily see the connections to their current classwork. A key component of success in school is student engagement and this was a great way for students to be engaged in the learning process. We hope to continue offering these types of experiences to more classrooms.
- On Tuesday, the middle school had its annual career day and according to several staff, this was easily one of the best career days in memory. A huge thanks is due to Keri Kimble for her organization and skill in putting together a tremendous morning in which over 25 individuals came to speak to our middle school students about careers ranging from law enforcement to systems management to mortgage officers to project managers and nursing. In watching the students move throughout the middle school and high school hallways (she had to move several speakers to high school classrooms due to the high number of participants - she actually had to turn people down because we ran out of space!) it was great to see the students talk about speakers they saw and which ones they were interested in. In our district goal of having students become college and career ready, I believe having these types of experiences at the elementary and middle school level are essential to help keep students engaged throughout the learning process. In tying this experience in with the high school telepresence, we can see a natural progression of introducing general career areas (middle school) to combining the academic skills with specific careers (high school telepresence opportunity).

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators
From: Kris De Bruine
Date: 4/14/2017

Cash Position:

	Current Year 3-31-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$1,670,417.54	0.35%	\$1,340,354.46	0.35%
OSB Dental Acct	\$39,361.18	0.15%	\$29,704.68	0.10%
OSB Money Market	\$1,639,507.02	0.60%	\$1,852,055.87	0.50%
OSB Bond Acct	\$281,171.80	0.60%	\$1,083,347.23	0.50%
LGIP Savings	\$22.97	0.61%	\$22.85	0.33%
OSB – VANCO acct	\$55,455.89	0.00%	\$13,144.72	0.00%
OSB – On-Line Store	\$0.00	0.00%	\$4,263.15	0.00%
OBS – Capital Imp	\$504,796.44	0.60%	\$306,058.66	0.50%
Paypal Cash	\$856.83	0.00%	\$945.54	0.00%
TOTAL CASH	\$4,191,589.67		\$4,629,897.14	
Fund Balance (10/27)	\$3,031,628.98		\$3,816,061.54	

- An updated (through March) 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:

- No DPI reports this month.
- Our auditors are still in the process of auditing our membership counts. I will update you with the results when they have completed their work.

Finance Update:

- The closing of our bonds occurred on March 31, 2017. It happened without a hiccup, so I'm thankful for Jon at the bank and our bond counsel, Quarles and Brady.

Human Resources Update:

- I'm planning for our Open Enrollment meetings that will occur the first week of May. Because there are no changes to the offerings, the meetings will be optional for employees. They can either sign a form to keep everything the same as their elections from this year, or they can choose new options/plans. I started working with Prevea on our biometric screens for August and September as well. That information will be provided to employees at the Open Enrollment time.
- In March, Kami and I attended the Accounting conference that my Business Management Official's association puts on in Madison. That is always an extremely valuable conference for both of us. We attended lots of break-out sessions; she attended sessions on human resources and personnel topics, and I caught as many of them as I could, but also attended the more finance driven topics. We appreciate the district allowing us to attend!
- Certified staff contracts are on the agenda for approval and will require board signatures. 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.

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: 4/13/2017
Re: School District of Oostburg - Monthly Technology Report

WTI

- The Spring Conference was April 7 and 8. We also were able to get to know John and Tashia a bit last week over dinner, in our school and at the conference last weekend.
- We were able to again listen to a field rep from the FBI speak about cybersecurity and I have a few more takeaways. The last presentation prompted us to move forward in a proactive direction starting with a network analysis. We have a new firewall arriving next week and we will be continuing the ongoing progress of securing our infrastructure.

Building Project

- Camera and security system will be in next week. The low voltage installer is ready to put them in as well as door access controls.
- We are going to be conservative in terms of ports and switches (see below). Each room has 4-9 network ports but not all of those will be used or connected so we are aiming for enough switches to cover what we need plus grow. I have spent quite a bit of time catching up with the most recent switching technologies to replace our 9-year-old infrastructure and am hopeful to get another 9 from new equipment as well.

Infrastructure

- I setup an offsite backup solution on Monday and have been testing it throughout this week. The purpose is to put some geography between our backups in case of a worst case scenario here.
- I have one more call this afternoon about our wired network and will coordinate the purchasing and installation and configuration of approximately 20 new network switches to distribute throughout our 6 wiring closets.

Board Update

Board Update: April, 2017
To: Board of Education
From: Peter Scheppmann
Date: 4/13/17

- Jos. Schmitt & Sons are rapidly moving forward on the new elementary school phase 1 addition. The first shipment of cabinets arrived today, the flooring crew started today and the interior doors will start being installed next week.
- I walked through the old wing scheduled for demolition with Lee Voskuil, tagging salvaged cabinets for phase 1 of the new construction, summer remodel and then the cabinets that will be used in phase 2.
- I also walked through the existing teacher's lounge and concession stand areas in the elementary school with Kevin Dekker and Jay Van Ess of DeTroye Electric. These areas will be used as the food service serving area and we reviewed additional electrical needs required for freezers, convection ovens, steamer, and the Vollrath hot well serving tray.
- Next week the 8' x 20' temporary walk in freezer arrives from Polar Leasing. This unit will be placed on the ground on the East side of the middle school. The schools hot lunch meal preparation will move to the middle school kitchen until phase 2 of the construction project is completed.
- On Thursday I will be in Oshkosh at CESA 6 all day for my annual asbestos refresher training. This is a requirement of the State Of Wisconsin and the DPI.