

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
August 16, 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, Terry Lemkuil, Deb Harmeling and Jack Stokdyk. Board members absent: Wendy Den Boer and Mari Kretz. Administrators present: Kevin Bruggink, Kris De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: None. Others: Lucas Allen.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Lemkuil made a motion, supported by Harmeling, to approve the agenda. Motion carried; unanimous.
- II. Public Letters / Comments – None
- III. School Board President / Administrators Reports
- A. Board President – No report.
 - B. Superintendent – Kevin Bruggink addressed the football parking project, candidates for the school nurse position, introduction of the addition of stretch district goals, renewal of the CESA contract, annual standards approval, support staff comparables, handbook changes, and the addition of a JV baseball coach position to the extra-curricular volunteer schedule. Written report was provided.
 - C. High School Principal – Scott Greupink referenced his recommendation for the business education teacher hiring and updates to the class rank policy.
 - D. Middle School Principal – Sherri Stengel provided additional information regarding the revised choral mentor Extra Curricular Volunteer Assignment and reviewed middle school goal completion for 2016-17. Written report was provided.
 - E. Elementary School Principal – Aaron White shared the importance of finding the right people and the best timing for new positions. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos recommended the hiring of Katie Clemens and SBIRT training. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine provided an update on the completed audit. Written report was provided.
 - H. Building and Grounds Coordinator – Kevin Bruggink advised of burnished block issues and provided a construction update. Written report was provided.
 - I. Technology Coordinator – Lucas Allen provided information regarding projects being completed. Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Stokdyk, to approve all consent agenda items. Motion carried; unanimous.
- A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of July 19, 2017
 - B. Personnel
 - 1. Approved the resignation of Todd Fischer as high school business education teacher
 - 2. Approved the resignation of Todd Fischer as high school yearbook advisor
 - 3. Approved the hiring of Michele Otte as high school business education teacher
 - 4. Approved the hiring of Michele Otte as high school yearbook advisor
 - 5. Approved the hiring of Michele Otte as high school store advisor
 - 6. Approved the hiring of Katie Clemens as EC/JK special education aide
 - 7. Approved the hiring of Laura Behm as elementary school aide
 - 8. Approved adjustment to split middle school choral mentor Extra Curricular Volunteer Assignment
 - 9. Approved addition of JV1 high school baseball coach to the Extra Curricular schedule
 - 10. Approved the resignation of Nathaniel Muckerheide as high school assistant varsity football coach
 - 11. Approved the resignation of Mike Lauritsen as high school assistant JV football coach
 - 12. Approved the hiring of Mike Lauritsen as high school assistant varsity football coach
 - 13. Approved the hiring of Amanda Meyer as food service server/scanner
 - 14. Approved the hiring of Tammy Roerdink as food service cook
 - C. Finance
 - 1. Approved July Expenditures of \$712,041.77
 - 2. Approved July Receipts of \$205,852.68
 - 3. Approved July computer check numbers 10011870 - 10011912, wire numbers 201700001 - 201700013, and ACH numbers 171800001 - 171800030

- V. Action Items
- A. Motion by Lemkuil, supported by Stokdyk, to approve alternative open enrollments into and out of the district for 2017-18. Motion carried; unanimous.
 - B. Motion by Hartman, supported by Lemkuil, to approve 2017-18 compensation for fitness center coordinator and fitness class coordinator. Motion carried; unanimous.
 - C. Motion by Harmeling, supported by Hartman, to approve specific 2017-18 support staff wage adjustments. Motion carried; unanimous.
 - D. Motion by Stokdyk, supported by Hartman, to approve 2017-18 Professional Staff Handbook. Motion carried; unanimous.
 - E. Motion by Hartman, supported by Stokdyk, to approve updated Teacher Job Description. Motion carried; unanimous.
 - F. Motion by Lemkuil, supported by Harmeling, to approve updated School Nurse Job Description. Motion carried; unanimous.
 - G. Motion by Lemkuil, supported by Harmeling, to approve annual contract with CESA 7. Motion carried; unanimous.
 - H. Motion by Harmeling, supported by Lemkuil, to approve academic standards per statute 118.30(1g)(a). Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink reported on the WASB update regarding school finance.
 - 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. 1st read on the following board policy: 5430
 - G. OCEF Report – Mr. Lemkuil reported that the committee is continuing to work on the upcoming raffle.
 - H. Long Range Planning Committee Report – No report.
- VII. Future Board Meeting Dates: Regular Board Meeting – September 20, 2017, in the HS Conference Room
- VIII. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:17 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: August 11, 2017
Re: District Update

- Our agenda includes approval of the professional staff handbook per the recommendations included in the attachment you received earlier. The majority of changes are simply editorial and include updates to dates and clerical corrects. We are also requesting approval of the attached teacher job description which has been adjusted to align with our performance compensation model. The job description now includes indicators from each of the six educator effectiveness standards.
- Our work with CESA 7 has focused primarily on their training around co-teaching between regular education and special education. Beth VandeHey will be on site in Oostburg during our early inservice, and these services are included in the six training days in our contract. The remaining contract provisions include required CESA services, audiology, and special education support. CESA 7 director, Jeff Dickert, hosted a meeting with the Sheboygan County Superintendents earlier this week where we had the opportunity to provide feedback and learn about CESA services.
- Our building project continues to move forward on phase II work with accompanying site work taking a high priority as we prepare for the beginning of school. Pete and I have each spent considerable time with Lee Voskuil and Jake Schurr to ensure details are meeting requirements. The next two weeks will be critical for outside hardscape and landscape needs.
- Kris DeBruine and I have been working together to refine our 2017-18 budget. We continue to manage the variables that come with not having a completed state budget. This makes planning difficult as we work with our best estimates of what the state will approve. At this point our budget is built assuming the \$200 per student increase will hold. The additional support for low-spending districts like Oostburg would certainly be welcome in helping us achieve our mission. Our research several years ago showed that Oostburg was in the bottom 20 out of 428 school districts in revenue limit per student. The assembly had been advocating for targeted increases only for low-spending districts like Oostburg. We firmly believe their approach has merit as opposed to a general revenue limit increase for all schools. Within a 50 mile radius we have some schools which are able to set their per pupil revenue at double our limit. Early projections show an anticipated significant reduction in the local levy while operating at our revenue limit.
- Planning for inservice included a meeting with our small group lead teachers on Tuesday. Their input and ownership around district goals continues to help in shaping our approach. We believe our distributive approach to leadership has contributed to a culture that benefits students in multiple ways. We are excited to share data around our goals which will show that Oostburg ranked in the top 5% of Wisconsin school districts in composite ACT score.

- The most recent NEOLA policy update is being reviewed and prepared for Deb and Mari. I will be meeting with our NEOLA representative on 8/21 to finalize our recommendations. We will plan to have first read during our September board meeting.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos

Date: 8/11/17

Re: Oostburg Middle School Principal Report

1. I've spent a great deal of time looking at data the past two weeks. Although details related to our Forward data is embargoed, results have been released for district/private use. Trying to wrap my head around the Forward data, relating it to results from 15-16, and comparing it to Aspire results has been complex at best and frustrating at the least. I've worked with Aaron in sorting out the data so it can be shared with staff in a meaningful way so information can be gleaned to help us improve instructionally so student learning increases as a result. The process has been frustrating because so little is known about the assessment. Sample questions, specifics around what standards were measured, and the overall rigor of the assessment is a mystery at this point. This makes gleaned meaningful next steps difficult at this time as no item analysis is available to us.

As indicated, specific results from the Forward can't be shared at this time, but I will be sharing information at the upcoming board meeting on results pertaining to OMS' School-wide Learning Objective for the year which was measured by the Aspire assessment.

2. The master schedule for OMS is mostly complete. Student schedules are ready. I am now in the process of figuring out the logistics related to staffing of our intervention and Dutchman Daily part of our day. Students that aren't needed for intervention will participate in a Dutchman Daily. This part of the day will focus on the culture of OMS by facilitating social, emotional, and behavioral growth in students.
3. I was fortunate enough to be a last minute replacement on the team from Oostburg that went to Lincolnshire for the Professional Learning Communities (PLC) at Work Institute last week. I attended the institute several years ago while I was serving as the Director of Special Education. Thus, my lens at the institute this time around was different as I viewed the learning through the lens of principal. I am so incredibly grateful that I was able to attend. While much of the information was not necessarily new, it served as a crucial reminder of what we need to be grounded in as a district and as a middle school. I have some very tangible ways that I plan on using these core principals to be learning focused with students and adults in the upcoming school year. Thank you for this opportunity to learn from leaders and experts in the field of education that are extremely passionate about teaching others about how to reach high levels of learning for ALL students.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: August 11, 2017

Re: Board Update

- Over the course of the last two weeks, Beth Rauwerdink, Angela Ring, Sheenah Swoverland, Bryce, and I completed the interview process for the two Junior Kindergarten aide positions. I appreciate the time and effort that Bryce put into setting up interviews and the question set and the dedication of the entire team to carrying out an effective process, as we interviewed candidates and discussed their prospects for the position. As a team, we have a recommendation for both the SPED JK aide position (which Bryce will focus on in his update) and the JK aide position. We are recommending that Laura Behm be hired at the JK aide for the upcoming school year. Laura has students in the district and a background in teaching pre-school and kindergarten.
- As Sherri mentioned in her update, we have been looking through the Forward data that is available to try to help make some decisions for the upcoming year. We have come to the conclusion that while the Forward may not offer evidence to drive instructional decisions, it can be a piece of the puzzle with running records, Aspire, and classroom assessments for teachers to consider and analyze. We will continue to find productive ways to make data available, so that teachers can look for patterns within the subject area clusters and eventually get down to the student level. During our work, Sherri went so far as to call DPI to try to get some clarity over whether or not specific questions will be available and what different areas of the test meant and how they were scored.
- With the start of the school year, and Sneak Peak, right around the corner it has been exciting to see the playground structures going up and paint and ceilings being installed in the SPED classrooms and office. Jake, Lee, and Pete have been excellent about keeping communication open and trying to tackle issues proactively, so that the school will be ready for kids and parents for Sneak Peak. Three of our Special Education teachers and the office staff will be moving in on August 25th, which gives them about three days to get settled before Sneak Peak. Those staff affected by the construction have been very patient about this timeline and will do whatever it takes to be ready for the kids and families.
- Over the past two weeks, I have had a chance to sit down with and meet most of the new teaching and support staff that will be joining OES. I am very excited by the quality of our new additions and look forward to supporting their work and helping them become part of the school community and culture. I would like to highlight the meetings that I held with Rachel Wensink and Kim Ramaker, who will be co-teaching our large Kindergarten section. We discussed the size of the class, student dynamics, and proactive ways to communicate with parents. Both Rachel and Kim will be working with Beth VandeHey during in-service on co-teaching strategies (thanks to Bryce for organizing this training).

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: August 8, 2017
Re: Monthly Update

- With the recent hiring of Sheenah Swoverland for our part-time JK teacher, we were going to need someone to fill her role as our early childhood special education aide. Aaron, Beth Rauwerdink, Angela Ring, Sheenah, and I met to interview five candidates over three days and we are pleased to recommend the hiring of Katie Clemens. Katie had applied a year ago for the same position and when we interviewed her last year, she did an outstanding job and we wished at the time that we had two openings. We encouraged her to again apply this year and after meeting with her, we all knew that we wanted her to be a part of the junior kindergarten team. Because the JK teachers and aides work so closely together, this had to be someone who could not only complement the rest of the group, but also provide strong ideas and direction and have leadership type qualities. We feel that Katie embodies that type of candidate and we look forward to having her a part of the team.
- For the past two days, Ashley, Keri, Josh, and I spent time with 40 other counselors and student services personnel from Random Lake, Elkhart Lake, Cedar Grove, Plymouth, and Sheboygan Falls learning about SBIRT and how to utilize that specific counseling approach and strategy. I have mentioned in the past that the focus of SBIRT is motivational interviewing and it is designed to allow the student to guide the process in making the changes in their behavior and attitudes. Despite the seemingly easy-sounding approach of trying to use statements instead of questions to guide discussion, it was anything but. As a trained counselor, we often ask lots of questions and provide a number of suggestions, and this goes directly against that approach. In fact, when thinking about teenagers, the last thing they want to do is answer questions and be told what to do. That is why this approach has been so effective in changing the behavior and attitudes of individuals. The trainers from DPI commented on the fact that we were at the leading edge of implementation and that the number of counselors being trained at this workshop is exemplary. They also said that we would not only have the largest number of trained school counselors in any county in Wisconsin, but that we would likely have the largest number of any county in the United States. Our next steps are to develop guidelines in how best to communicate this process with teachers, students, and parents. Our goal is to have 2-4 students engage in the SBIRT process every month between the middle school and high school.
- Last week, I was fortunate to be a part of the 17 staff that went to Lincolnshire and I can't emphasize enough how much I enjoy that conference, the breakout sessions, and the time spent getting to know my colleagues in an environment outside of the school walls. It is a way to build shared knowledge and shared experiences, and do this without the pressure or stress of going back to students the next day. It is an opportunity to learn while also taking the time to process and think about next steps - especially when it comes to how we are servicing our students. I was blessed to have many of our special education teachers on the trip with us to process what that might look like this coming year.
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- Attached is the seclusion and restraint report for the 2016-17 school year.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators
From: Kris De Bruine
Date: 8/11/2017

Cash Position:

	Current Year 7-31-17		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$253,477.67	0.35%	\$88,014.92	0.35%
OSB Dental Acct	\$51,712.33	0.15%	\$28,117.86	0.10%
OSB Money Market	\$1,427,747.74	0.64%	\$1,508,530.86	0.50%
OSB Bond Acct	\$137,437.99	0.54%	\$150,394.94	0.50%
LGIP Savings	\$23.02	0.88%	\$22.89	0.33%
OSB – VANCO acct	\$36,687.20	0.00%	\$25,233.16	0.00%
OBS – Capital Imp	\$997,193.64	0.64%	\$502,985.60	0.50%
Paypal Cash	\$856.83	0.00%	\$954.50	0.00%
TOTAL CASH	\$2,905,136.42		\$2,304,254.73	
Fund Balance (10/27)	\$2,934,052.68		\$2,929,273.43	

- An updated (through July) report is attached as a separate document in addition to the monthly cash flow reports. Please let me know of any questions or concerns.

DPI Update:

- The 1505 – AC, the Aid Certification, report has been filed.
- The School Calendar report and the School Census reports were filed. Kami does these reports.

Finance Update:

- I continue to tweak the budget for 17-18 as things continue to change, especially with new hires. The big unknown is what will happen with the state budget; I'm guessing we won't know for a while yet, as they plan to work on the Fox Conn package before they get to the budget. I am continuing to plan on the \$204 increase per pupil that was recommended by the Governor; that seems pretty safe at this point.
- Overall the audit was very positive from my perspective. The lead auditor meets with Kevin when they are done to review, and I understand that was a positive discussion as well. We have a few procedural changes we need to make, bringing a few more monthly tasks to my plate as oversight; especially because we are adding another staff person (Jodi Daane) that will be writing checks for officials and for our Booster Club accounts.
- The auditor made one adjustment to our numbers by disallowing the interest paid on the construction note through the referendum proceeds. This was moved from the Construction Fund to the Bond Repayment Fund (and therefore a transfer from the General Fund to cover the expense). As a result, the district's underspent funds totaled \$158,771.28, which represents 1.32% of the Fund 10/27 budget and only 0.4% of the total budget. While I understand you would like that number earlier, I am still amazed that it's that close. I don't believe we can get that close any earlier with the limited staffing that we have in the Business office. A synopsis of the final audit numbers is also attached.

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 De Bruine, Bryce DeRoos
From: Lucas Allen
Date: 8/10/2017
Re: School District of Oostburg - Monthly Technology Report

- We have negotiated and ordered an additional 130 Chromebooks, pushing our Chromebook count to just shy of 900 devices. We will now be 1 to 1 with Chromebooks in grades 3-12 with a few supplemental carts in the ES and teacher devices.
- We have negotiated and ordered 60 computers to replace the workstations in the High School business and drafting labs. I made this decision because of the nature of the software that these spaces run on a regular basis. I wanted to ensure that not only do the units meet the minimum system requirements for the current platform but also continue to meet or exceed those requirements for the next 5-6 years
- We are negotiating and will be replacing a laptop cart of 30 in the ES library. This was requested by our Library Media Specialist who works with the laptops daily with Elementary students. The cart they use currently has refurbished laptops that have presented battery issues since we bought them and having devices that will stay running the entire day will be good.
- We have negotiated and ordered 10 teacher and classrooms desktops that are due for a refresh
- I have invested time upgrading our deployment system to make onboarding of all of these new devices as smooth and efficient as possible. Once the computers are plugged in, we want to do everything in our power to automate this process. We only need to boot the device, type a name and where the device is located and it will install the pertinent software, enroll in our domain, and be ready for use some time later. Further software and changes are handled through this same platform. In the past we had “ghosted” or “imaged” devices based on a master image for each type (drafting, business, teacher). This meant building a reference computer for each type, capturing that image then deploying that to each. As soon as any one of a dozen programs were updated, that base image and its clones were out of date as well. Being proficient in the new deployment system has definitely saved a lot of time for my school year tech crew, my summer helper and I.
- We will be upgrading our network infrastructure on Monday the 21st. We will install 20 48-port switches in 6 closets.
- Our low voltage installer has installed keyless entry panels now on the Elementary school project. We

will be working through the enrollment process for staff soon as a part of our physical security upgrade.

- I was pulled away to work with our low voltage installer for a few days through many issues they had installing the new paging and intercom system in the Elementary school. I touched last month on a new method for asset tracking and we have spent a lot of time organizing the spreadsheets and hundreds of devices in order to make sure we have good data when it comes to importing into this platform. Devices that will be checked out regularly will be done so through the library system.
- We have commitments for all of our federal funding disbursements from the School and Library's division of the FCC (ERATE) for 17/18. We are watching for the money to be transferred in the upcoming days.

Board Update

Oostburg School District: Buildings and Grounds

Buildings and Grounds
Board Update: August, 2017
To: Board of Education
From Peter Scheppmann
Date: 8-11-2017

- The elementary school main office and the three special education classrooms have been painted and ceilings installed. The reception main counter and back counter and uppers cabinets in the main office will be installed next week. The carpeting and flooring is scheduled to begin next week in those areas. Once all the construction work is completed, Jos. Schmitt & Son's will clean all the areas and we can begin moving and setting up the three classrooms with all their furniture, which has been stored in the library all summer, and then clean the library. EBI will also deliver the new furniture for the main office area. Once this is completed Aaron, Faith and Melanie could start moving in their items from Ann Hand's classroom from which they were temporarily working out of this summer. Lucas will install their phones and computers and decide where to place the office main copier.
- When the special education classrooms and main offices are completed, the last part will be to strip the old wax from the hallway and quad from the heavy construction abuse and then apply 4 coats of new floor finish for the start of the year.
- With roughly three weeks left before school officially starts, we are double checking our list of rooms and hallways left to be cleaned and waxed. As usual we will run the cleaning and waxing down to the last day of summer. We are on schedule for both the high school and middle school buildings. All of the restrooms will also be gone over again and restocked with soap, toilet tissue and hand towels before the start of the new school year.
- Another area that at times goes unseen, but does great work for the children and parents of our school district, is Dutch Bunch, under the direction of Regina Hartman. At the beginning of the summer due to the construction in the elementary school, Dutch Bunch moved into the middle school youth center. After we have the elementary school quad floors refinished, Dutch Bunch has to transition back to the elementary school with all their items. This takes a great deal of planning and work on their part, so that they too are ready for the start of another school year.
- Mark TeGrotenhuis has started on selectively cleaning the school districts storage building where we normally park all of the districts vehicles. The vehicles have been parked outside since the demolition of the old elementary school 1957 wing. We have stored all the items we were salvaging from that wing, many new plumbing fixtures that were donated from the Kohler company for the entire project, along with many HVAC pallets of equipment for the second phase of the construction project. This is a major task that will take us well into the late Fall season. We will slowly get the district vehicles back into this space.
- Most of the school district's vehicles have had their required annual DOT safety inspections completed and are good for another year. Kevin and I have discussed for the last two years the need to trade in the 1998 red Chevrolet S10 pickup truck, move the 2006 GMC pickup truck into the athletic field work area and then purchase a used low mileage basic ½ ton pickup truck to be used for over the road traveling. We will slowly start searching the local used auto dealers in Oostburg for a replacement truck as we are not in an immediate replacement time frame. We have time to search for a vehicle and also to work with Kris to have funding budgeted for such an expense.
- The manufacturer's quality inspector from Duro-Last Roofing Inc. was on site this past week performing many inspections on our middle school roofing project from earlier this summer. This is a standard practice from Duro-Last Roofing. Every roofing job from one of their authorized contractors is independently checked by a factory inspector for numerous areas of work. The job is graded and the contractor that installed the Duro-Last membrane

is graded and they have to reach a certain grade each year to keep the franchise. Duro-Last is the World's Best Roof and this is part of the way they keep the best warranty in the industry for the end user.

- The school district will be running an ad in the Lakeshore Weekly for a part time evening custodial position. Ernie Fuentes contacted me this week that he would be stepping down from his position of five days a week cleaning in the elementary school. He did offer that he would be more than happy to sub for anyone needing to take vacation time or if someone called in sick. He thanked us for the opportunity to be part of the school district for the past few years, he enjoyed sharing in the goal and efforts to make the Oostburg School District the best school for students, family and staff.