

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
January 17, 2018

- 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, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Kris De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: None. Others: Peter Scheppmann, Lucas Allen, Ann De Pagter, Roger Buyze and several elementary school students and their parents.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Lemkuil made a motion, supported by Den Boer, to approve the agenda. Motion carried; unanimous.
- II. Public Letters / Comments –
- A. Presentation by Aaron White and students regarding Writer’s Workshop. Several students shared their writings.
 - B. Roger Buyze spoke about bussing into cul de sacs in the district.
 - C. Ann De Pagter spoke about her request to bus her child to her father’s home instead of at a drop off point at the end of a dead-end road.
- III. School Board President / Administrators Reports
- A. Board President – No report.
 - B. Superintendent – Kevin Bruggink reported on the sewer easement request from the Village of Oostburg. Written report was provided.
 - C. High School Principal – Scott Greupink was asked about the exams that started today. Written report was provided.
 - D. Middle School Principal – Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Bryce DeRoos provided his recommendation to have no caps on our Open Enrollment, with the exception of those students who require services that are not currently offered by the District. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine commented on the potential legislative changes regarding low spending district relief which will help for next year’s budget. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann commented on the work with the fire department regarding the new OES space. He also commented on the need for additional custodial help in the OES. Written report was provided.
 - I. Technology Coordinator – Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Harmeling, to approve all consent agenda items. Motion carried; unanimous.
- A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of December 20, 2017
 - B. Personnel
 - 1. Approved the mentor Extra Curricular Volunteer Assignment (Galezio) to Jenna Howell (50%)
 - C. Finance
 - 1. Approved December Expenditures of \$1,408,741.35
 - 2. Approved December Receipts of \$1,412,868.63
 - 3. Approved December computer check numbers 10012146 - 10012185, wire numbers 201700079, 201700081 – 201700089, 201700091 – 201700093 and 201700096, (201700090 and 201700094 – 201700095 are January issues) ACH numbers 171800261 – 171800313 and officials checks 23453 - 23456
- V. Action Items
- A. Motion by Kretz, supported by Lemkuil, to approve a parent request for modification of an existing bus route. Kretz/Lemkuil rescinded the motion so that further research can be done.
 - B. Motion by Lemkuil, supported by Harmeling, to approve the policy that an open enrollment application for 2018-19 shall only be denied if the District determines that the special education program or related service described in the non-resident student's individualized education program (IEP) is not available in the District. Motion carried; unanimous.
 - C. Motion by Lemkuil, supported by Stokdyk, to approve the sewer easement requested by the Village of Oostburg with the understanding that there will be no expenses to the district including sewer installation or restoration of existing OSD property and that the first easement is eliminated. Motion carried; unanimous.

VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink commented on the legislative meeting that was held on Monday. He commented on proposed bills with changes for low revenue districts and sparsity aid, as well as the Teacher Protection Act. Additionally, the group discussed the Early College credit changes.
- 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 – No report.
- G. OCEF Report – No report.
- H. Long Range Planning Committee Report – No report. Next meeting is on January 29, 2018.

VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session for the annual evaluation of the District Administrator and to consider specific personnel issues pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 7:35 pm.

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

Swart made a motion, supported by Kretz, to approve the hiring of James Gatz as high school assistant track coach. Motion carried 6 - 1 with Harmeling dissenting.

IX. Future Board Meeting Dates: Regular Board Meeting – February 21, 2018, in the HS Conference Room

X. Harmeling made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 9:03 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: January 12, 2018
Re: District Update

- Mr. White has been coordinating a board presentation around our writing workshop curriculum, and we are excited to welcome several students from OES to our meeting Wednesday evening to talk about their progress as writers.
- Considering the background provided in previous updates, I am recommending that we approve a request from The Village of Oostburg to eliminate the existing sewer easement east of our middle school property line and grant an easement along the border of that property, cutting west toward Wisconsin Avenue, and then heading back North along our athletic field property border. The Village has assured us that there will be no cost involved for the district for the easement change or eventual sewer installation, with the only restrictions being that buildings could not be constructed over the easement. The easement will be 30' wide with no set-backs and any disturbed areas will be returned to original condition after the sewer is installed. This easement will provide cost savings to our tax payers by allowing the village to install the sewer at a lower cost. It will also alleviate problems with sewer back-ups along New York Avenue across from our high school.
- School districts are required to have board action related to open enrollment policy by the end of January. After review and discussion by our administrative team, we are recommending language identical to last year's board action. At that time we recommended, and the board approved, no caps on open enrollment except in situations where we do not offer the service that a specific student may require in their special education programming. For example, if we would need to contract out for a particular service, add aide time, etc. we would be able to deny that student request.
- During our November meeting and in earlier updates I did provide the board approved evaluation form for the superintendent. We do have a closed session time on the agenda to complete that process.
- This week included some welcome news from our state legislature as Governor Walker and the Assembly came out in strong support of provisions for low-revenue limit relief and sparsity aide similar to that which was vetoed in the budget draft sent to Governor Walker originally. Representative Nygren sponsored the legislation, and local Representatives Terry Katsma and Tyler Vorpapel have signed on as co-sponsors. I have contacted Senator LeMahieu's office as well but have not heard back from him at this point. As I have shared in my updates, the disparity in funding for public school districts is a tremendous problem, creating a situation where schools can have a variation of more than \$10,000 per student in available revenue. This reality was created in 1993 when revenue limits were put in place and schools like Oostburg, which had been fiscally conservative, were locked in at their current spending rates while those who had been

spending much more were locked at those higher rates. Sheboygan County has only one school district above the state average in per pupil revenue while Ozaukee County has a majority of districts in that position. This creates resource challenges as we work toward our district goals of college and career readiness. Those challenges do have impact on our ability to expand business partnerships, lower class sizes, and maintain benefits. We have been fortunate to work around these challenges while still providing an education which placed us 13th out of 428 schools in last year's ACT composite score. That being said, full time open enrollment and a much more competitive climate in education makes legislation to deal with this uneven playing field critical as we seek to continue providing outstanding results and partnerships with our community. I would encourage you to contact our local representatives asking for their support in this area.

- I will be attending the annual Wisconsin State Education Convention in Milwaukee next week Wednesday and Thursday. There are specific sessions related to the book Coherence, which our administrative team studied recently.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: January 12, 2018
Re: Monthly Updates—January

- ✚ We are busy preparing for our first semester exams which are coming up next week Wednesday-Friday. We think it is a really good idea to go back to a formal exam schedule for the fall semester because many of our graduates have shared that having the exam experience--having to prepare well in advance and deal with the pressures of a lot of exams in a short period of time-- would have helped them be more prepared for the realities they face in tech. school or college. On a purely learning level, we also are convinced that finishing the semester with a few lessons of review, and then an exam that focuses on all of the most important “essential learning standards,” is an ideal way to conclude the first half of the school year. It ties all that learning together and provides another opportunity for students to demonstrate what they have learned on the most important skills and areas of understanding. We will have second semester exams in the spring but not on a special exam schedule because we use exam opt outs to incentivize our students providing their best effort on the State tests. Because students really strive to take advantage of that incentive, many qualify to opt out of the spring exams by doing well on the State test. We will wrap up the second semester with a similar cumulative review of all the essential standards, but less students actually take the exams. Some students do choose to take the spring exams because they provide another opportunity to demonstrate their learning (and thus, improve their grade) even though they have earned an opt out.
- ✚ We are also beginning to prepare for our second year of Student Led Conferences which will occur for freshmen and sophomores—and their parents—on January 29 and 30. As I have shared before, we have upgraded this process by having all of our faculty members draft 5-6 students from the 9th and 10th grade classes to mentor them and guide their career exploration and planning process, of which the Student Led Conference is an important component. We will be having a week of mentor homerooms starting January 22nd to guide our small group of students in prepping for the conference with their parents. We have also met with our mentor students once, or sometimes twice a month, since the beginning of the year to ensure a more thorough and personal approach to this process.
- ✚ We had a very nice Faculty VIP celebration where we invited one student invited by each teacher to our meeting and the teachers described the qualities in the student they selected that we appreciate and admire. It is a very nice way to increase the scope of students we recognize for academic success, and this group is always very deserving.

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 1/12/18
Re: Oostburg Middle School Principal Report

1. Keaton Galezio officially started as the new 6th grade and high school band instructor in the OSD, replacing the void left behind when Rebekah Mueller accepted a new opportunity in the Manitowoc School District. A special thank you is in order for Jill Hanes who willingly increased her contract (as well as revamped an entire lesson schedule she spent hours developing for 7th and 8th grade band students) with little advance notice. Jill stepped in and covered all three middle school bands through the end of 2017, significantly lessening the negative impact of a last minute resignation. I appreciate her willingness to adjust her schedule to help OMS band students. Likewise, she has spent a great deal of time collaborating with Keaton to ease his transition to OSD and his first official teaching position.

With Jill Hanes making her retirement plans official, and recent changes to staffing in the choral and instrumental departments, it is a good time to take a close look at our offerings and who teaches what classes and grade levels. These discussions are taking place now to help us best determine how we will post Jill's position. Our goal is to have the position posted in late February; to get the posting out early to increase our chances of getting a quality candidate.

2. Al Ward and one of his employees recently came to OMS to introduce the Washington D.C. trip to students. Current 6th, 7th, and 8th graders are being invited to attend the 4-day trip on July 20-23, 2019. We decided to invite current 8th graders so they don't miss out on this opportunity. In the future, the plan is to offer the trip every other year. It will be introduced to current 6th and 7th graders so they attend the trip the summer between either their 7/8th grade or 8th/9th grade year. Students were given information to take home to their parents. A parent informational meeting will be held on Monday, January 22nd at 6:30 pm in the OMS Cafeteria. So...this ball is rolling. I'm anxious to see how many students participate in this fun, yet educational opportunity.

3. With the start of a new year, we've implemented some new ideas to our Dutchmen Daily (DD), or the intervention/enrichment, part of our school day. One of the hypothesis we've made as a staff related to some of our standardized test results is that students need more exposure on how to take such an assessment. Most of our formative assessments at OMS in reading are not multiple choice. Furthermore, we have noticed that students don't have the stamina (or choose not to have the stamina) to read the passages, don't take time to understand what the different questions are asking them, and thoroughly look at all answer options for the best choice. Thus, on day ones, students not in intervention will take the first 5-10 minutes of DD to read a short passage or two and answer a couple questions directly aligned to our reading standards at each grade level. Opportunities to learn from their mistakes will be a part of the process. Furthermore, ELA teachers will have access to these results to see if there are strengths and weaknesses among grade levels on specific informational and literature reading standards to guide instructional next steps in the classroom. These results can also be used as another data point when looking at entry and exit to interventions.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: January 12, 2018

Re: Board Update

- Writers and Readers Workshop have been a cornerstone of the instruction at OES. Many of our teachers, staff, and administrators (myself included) have been to the Teacher's College in New York to receive training. As a district we believe deeply in the instructional strategies used with the workshop and the way that this instruction aligns with our district goals. With this being said, I worked with our building Focus Team to find work samples of student writing that exemplify writers workshop's impact on our students. Each grade level selected a student or two students who will share their work at the upcoming school board meeting. I am excited to have our kids, ranging from Kindergarten to 5th grade, share different pieces and styles of writing.
- Over the last few weeks, we have transitioned into the new building as the project has been completed. I really appreciate the coordination that has gone on between Pete, Joel, and Jos. Schmitt to allow staff to move into their new spaces as soon as they were available. Our students took a tour of the new cafeteria (multipurpose space) on Wednesday, January 10th, as part of early release. The kids were really excited to see the new space firsthand, with many noting that it had the 'new school smell'. Michele and her staff served lunch to our students on Thursday and Friday, with minimal road bumps. Moving forward, we will continue to look at ways to make the food service and transition to recess smoother, but feel that we are in a good place.
- In preparation for next school year, I have been taking a deeper look at our current class sizes to examine trends and future patterns. One of the areas that I wanted to know more about involved open enrollment, a topic that has been discussed at other board meetings. I wanted to get an idea of the impact that open enrollment had on our class sizes and instructional servicing. Here is a snapshot of what I found:
 - Junior Kindergarten: 54 total students, 9 open enrollment, 17% open enrollment
 - Kindergarten: 71 total students, 7 open enrollment, 10% open enrollment
 - 1st Grade: 61 total students, 4 open enrollment, 6.5% open enrollment
 - 2nd Grade: 52 total students, 2 open enrollment, 4% open enrollment
 - 3rd Grade: 71 total students, 7 open enrollment, 10% open enrollment
 - 4th Grade: 74 total students, 4 open enrollment, 5% open enrollment
 - 5th Grade: 78 total students, 7 open enrollment, 9% open enrollment
 - Total: 461 total students, 40 open enrollment, 9% open enrollment
- Open enrollment, along with class sizes, our current structures of co-teaching and support will all be factors for finding the best way to service our students next year and into the future. My next steps included laying out possible options for the 2018-19 school year and beyond.

Our ACCESS testing has started. This is the annual assessment given to EL students related to their acquisition of English. The students take this test in a small group setting, with other kids from their grade level or grade level band. The first two segments are built around reading and listening, with follow up tests on writing and speaking. The testing will continue for the next two weeks across all three buildings.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: January 12, 2018
Re: Monthly Update

- For nearly the past several months, I have been working on what next year is going to look like for special education staffing as well as, and more importantly, how we can best provide services to our students with special education needs. This past week included two separate meetings to start those conversations with staff. I met with the elementary staff and instead of focusing on specific student needs (academic, behavioral, adaptive), we started with reviewing statements and questions around special education and we had the conversation around what those statements/questions meant to us. The purpose of this exercise was to dive deep into their perceptions of special education, their roles at Oostburg Elementary, and how they can contribute and move towards creating a bigger impact in the education of all of our students. It was probably one of my favorite meetings because it was filled with insight, vulnerability, ideas, and outside of the box thinking. We are going to meet again soon to continue the conversation as we think about next year and the programming changes that will likely need to take place due to 10 students leaving OES and moving to OMS.
- The PATH program continues to grow and not only at Oostburg Elementary, we also have two students at Oostburg High that will be starting soon. This growth is similar to what other districts are experiencing as well. Also, I was asked to join the PATH Program Advisory Committee by Mental Health America to explore additional ways to help streamline the application process as well as promote the opportunities for students to receive counseling during the school day.
- I have heard nothing but extremely positive comments from Katie Schmidt (OT) and Michelle Jensen (PT) regarding their new office/room. They have never experienced anything like it in other districts and they are very, very thankful for that space. Previously, they have had to find rooms, hallways, and unused spaces to do their therapy work with students and now they are able to do all of that without ever having to wonder if it will be available on a certain time or day.
- I recently contacted DPI about special education open-enrollment in order to get additional information regarding students with high cost special education needs as well as feedback on our current position as a district. To recap, we have previously stated that we will accept all open-enrolled students with special education needs as long as the special education program and services are available in the district. In other words, we would have the right to deny an open-enrollment request if the student required something we don't currently have. For example, this would include services such as an additional aide, an interpreter, a vision-mobility specialist, as well as OT and PT therapy as we have to contract out for those services. On the other hand, a student with a speech and language service would be accepted because we currently employ speech and language therapists. Therefore, my recommendation would be to continue with this policy and the potential wording of a motion for next school year's open-enrollment application process would be as follows:

“An open enrollment application shall only be denied if the District determines that the special education program or related service described in the non-resident student's individualized education program (IEP) is not available in the District.”

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 1/12/2018

Cash Position:

	Current Year 12-30-1		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$81,295.16	0.35%	\$94,615.06	0.35%
OSB Dental Acct	\$46,466.93	0.19%	\$45,447.65	0.1001%
OSB Money Market	\$1,006,688.64	1.00%	\$1,144,201.72	0.50%
OSB Bond Acct	\$137,791.27	0.70%	\$5,055.38	0.00%
LGIP Savings	\$23.12	1.21%	\$22.82	0.00%
OSB – VANCO acct	\$7,155.18	0.00%	\$22,951.65	0.00%
OSB – Officials	\$2,513.38	0.00%	\$2,902.45	0.00%
OBS – Capital Imp	\$1,000,029.98	0.80%	\$305,677.46	0.50%
Paypal Cash	\$856.83	0.00%	\$1,138.67	0.00%
PMA – Referendum	\$2,251,705.03	various	\$0.00	
TOTAL CASH	\$4,534,505.52		\$1,622,012.86	
Fund Balance (10/27)	\$923,502.17		\$1,083,810.05	

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

Finance Update:

- January is a busy month in a business office, with W2s, 1099s, calendar year balancing of all of the federal and state reports and the annual reconciliation and submission of the Wisconsin Retirement Report along with the new ACA reporting this year. Kami and Gretchen have all of these completed. Please look for yours in your board mailbox.
- We've had significant discussions with the Admin team regarding budget for 2018-2019. With the current laws in place, we were looking tight next year; however, the Governor and the legislature look to have come to an agreement to increase spending for low revenue districts. If approved (and it looks good right now), this will allow our revenue limit to increase by \$200/student next year in addition to the per pupil increase. We have roughly 1,000 kids, so that's \$200,000 which brings us back into a healthy position for 18-19.

DPI Update:

- The 2nd Friday Pupil Count is today, Friday, January 12. We will get all the info from the secretaries shortly after that, and then Kami and I will compile the report for DPI.

Human Resources Update:

- The required notices for Universal Availability of the 403(b) program have been distributed to employees.

Board Update

Oostburg School District: Technology

To: Members of the Oostburg School District Board
From: Lucas Allen
Date: 1/12/2018

We now believe that the fiber optic connections that interconnect our network might be damaged, cracked or bent in some locations. After replacing the transmitters on all sides of the fiber links, we still were unable to keep the links up and running which led to a whole slew of network issues. I received an initial bid from one company but the cost puts it outside what I have budgeted for this year. The positive is that expenses like this are erate eligible so we will be able to take advantage of this program to subsidize the analysis and repair of our links.

We are in the process of moving toward a database driven inventory system. I had done well keeping track of thousands of assets in spreadsheets, however it quickly becomes difficult to manage all of that data if someone changes rooms, a room number, phone extension or something similar. I'm hopeful this new process will help us stay organized.

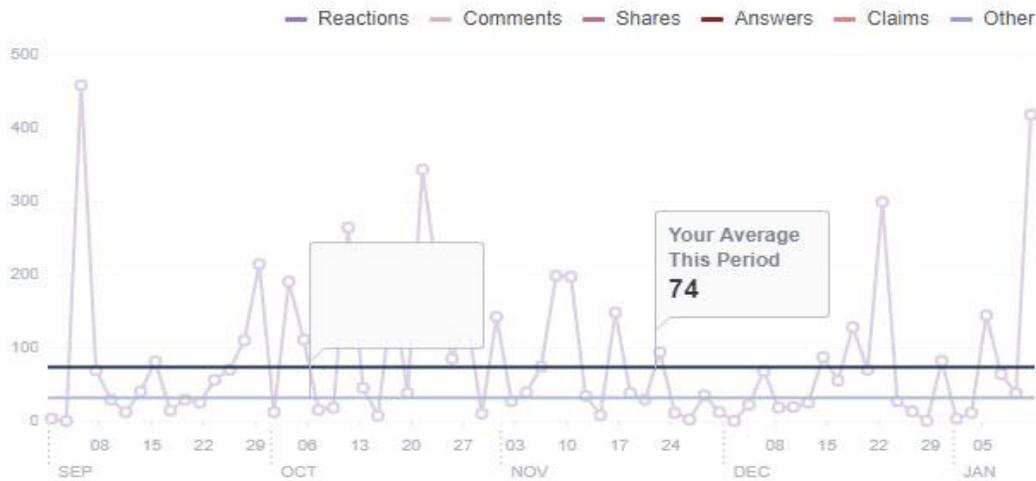
Social media continues to develop through teacher submissions from all three schools. Many posts are exceeding 100 likes and engagement is on the rise as well. We are striving to represent diverse offerings throughout the district and rely on participation from every district member including those of the school board. Anything you see around the area related to the school that seems worthwhile to share, please snap a picture with your phone, attach a short blurb of what it is and email it off to social@oostburg.k12.wi.us and we will get it out on our platforms. The intentionality of Erica in particular of organizing and working on our social media presence is easy to see. The below graph represents average engagement of our audience from the first 4 months of school year 16-17:



This graph represents the average engagement from the first 4 months of 17-18

Reactions, Comments, Shares, and More

These actions will help you reach more people.



We have a 7th grade homebound student who will be able to participate in classes remotely with a few of our technology tools and willingness of our 7th grade team to learn and try it out. It is our goal to better use the tools and the resources we have to meet the needs of our students.

Board Update

To: Board of Education
From: Peter Scheppmann
Date: 1-12-2018

- Jos. Schmitt & Son's Jake Schurr and myself are working through our projects punchlist items to make sure Jos. Schmitt & Son's and the school district have all areas of concern listed for completion, along with merging all the engineering companies into the complete punchlist.
- The Buildings & Grounds department has made a number of equipment, furniture, and dry food inventory moves over the Christmas break, to get all the place holders into their new spaces. It went very well, and a big thank you goes to Mark T., Joel D., Gail A., and Cathy F. It was a very cold three days to move but it worked out. We still have a number of moves of old kitchen equipment to the middle school and high school kitchen's to do when Michele Dulmes is ready for the equipment.