

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
March 21, 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 and Lucas Allen.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Harmeling made a motion, supported by Lemkuil, 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 discussed negotiated changes to the bus contract with Otte Bus; including a 2% rather than 3% increase in addition to adding a 5% cap. He also commented on long term rental rates, as well as a request from Mountain Promotions to use the district logo. He finished by thanking all involved in the very successful Solo & Ensemble day held the prior weekend in Oostburg. Two of the performances were viewed by the board. Written report was provided.
 - C. High School Principal – Scott Greupink provided his recommendation to support the Early College Credit Program and Start College Now requests. Written report was provided.
 - D. Middle School Principal – Sherri Stengel discussed the 50% Instrumental Band Instructor open position in the middle school, noting that we have quality applicants already. Written report was provided.
 - E. Elementary School Principal – Aaron White updated the board on the Forward testing that started this week; he also noted that there have been a large number of students absent this week due to sickness. The health department has been notified and the parents of all OES students received information regarding what to watch for in their children in regards to communicable sicknesses and when to keep their kids home from school. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos reported that his team has been discussing programming for the 2018-19 school year in terms of personnel needed per building level. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine discussed the insurance increase presented. She and Mr. Bruggink are looking at providing options to employees to keep costs down. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann talked about Acuity's request to change the signage due to their new logo; Acuity will be paying for all of the changes. He also referenced new equipment that he purchased which will help with disinfecting in the elementary school to hopefully help with the sickness issue reported by Mr. White. Written report was provided.
 - I. Technology Coordinator – Lucas Allen discussed his work on both the ERate program (federal program for reimbursement on technology infrastructure) as well as security options within the district. Written report was provided.

- IV. Consent Agenda Items – Stokdyk made a motion, supported by Kretz, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 1. Monthly board meeting of February 21, 2018
 - B. Personnel
 1. Approved the resignation of Patricia Bossler as food service hot lunch server
 2. Approved the hiring of Jeffery Montague as food service hot lunch server
 3. Approved the resignation of Steve Harder as high school golf coach
 4. Approved the hiring of Keri Kimble as high school golf coach
 - C. Finance
 1. Approved February Expenditures of \$949,538.55
 2. Approved February Receipts of \$2,024,859.91
 3. Approved February computer check numbers 10012227 - 10012265, wire numbers 201700111 – 201700130 with the exception of 201700118 which is a March issue, and ACH numbers 171800422 – 171800460
 - D. Other
 1. Approved Early College Credit Program and Start College Now program requests
 2. Approved the WIAA Hockey Co-op Agreement

- V. Action Items
 - A. Motion by Lemkuil, supported by Stokdyk, to approve bus contract renewal. Motion carried; unanimous.
 - B. Motion by Stokdyk, supported by Kretz, to approve current year tuition waiver request out of the district for 2017-18. Motion carried; unanimous.

- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink updated the board on the 3/19 legislative meeting, which centered around student safety/security and the legislature’s proposal in the area.
 - 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. Next meeting scheduled for April 4 at 6:00pm.
 - F. Policy Committee –
 - 1. 1st read on the following board policies: 0144.1, 0151.2, 0152, 0155, 1210, 1619, 2260.02, 2271, 2411, 2510, 3160, 3217, 3419, 4160, 4217, 4419, 5113.01, 5330, 5460.01, 5772, 7430, 8605, 9130, 9140, 9211
 - G. OCEF Report – Mr. Lemkuil reported that they approved 2 of 3 requests; one for a camera for Ms. Otte’s room and a second for iPads for Mr. Boenisch’s new architecture class. They are waiting for more information on the third request before a decision can be made.
 - H. Long Range Planning Committee Report – Mr. Bruggink and Mr. Swart mentioned that the team has set up meetings to discuss different parts of the last survey in greater detail.
- VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session to discuss certified staff negotiations and compensation of building and grounds director pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 7:02 pm.
- VIII. Lemkuil made a motion, supported by Den Boer, to reconvene into open session at 7:43 pm. Motion carried; unanimous (individual voice vote).
- Stokdyk made a motion, supported by Hartman, to approve the recommended compensation for the buildings and grounds director. Motion carried; unanimous.
- IX. Future Board Meeting Dates: Regular Board Meeting – April 18, 2018, in the HS Conference Room
- X. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:51 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: March 15, 2018
Re: District Update

- Our contract with Otte Bus Company is automatically extended for an additional year each July 1. Should the district or the contractor wish to terminate the contact, notification must be given in writing by April 1st. We have reviewed the contract, and it is our recommendation that we allow the rollover to occur. Each board member was emailed a copy of the contract earlier this week to allow review of the provisions. In addition, I have included the 2018 addendum with current contract rates. Each year we receive an updated addendum which reflects the contracted CPI / 3% increase amount applied to each contract line item.
- We have narrowed our negotiations dates to April 4th or April 11th. I will send out “commencement of negotiations” notices to the OEA once they provide confirmation that those dates work for their representatives. Negotiations committee members include chair Jim Swart, Eric Hartman, and Wendy DenBoer.
- AB835 was signed into law by Governor Walker this week. This bill had almost unanimous support in both the House and Senate with only three Democratic no votes. This bill is a first step in addressing the tremendous disparity in revenue limits across Wisconsin. Since the start of revenue caps in 1993, Oostburg has been in the bottom 5% when considering all districts in the state. Nearby districts, in some cases, have more than double the revenue limit per student, and resulting inequities that are indefensible. This legislation will provide necessary revenue limit relief to our district, and Kris and I are working on potential fund 46 transfers which will allow us to increase our state aid and reduce the local levy impact of the increased revenue limit authority granted by this bill. AB835 provides an additional \$200 per student in the next school year with increases of \$100 per student in the following years until districts reach \$9800. The state average revenue limit is approximately \$10,500 per student. As a reminder, our public school districts use a portion of their revenue limit to provide special education services and transportation to all district resident private school students who attend a private school within a 5 mile radius of our district boundaries.
- Our Key Club will be following up on our offer to our “building project neighbors” to remind them of our offer to wash outside windows this spring. As we have mentioned in the past, we went through a long project which included lots of noise, traffic, and dust, with no complaints from our neighbors closest to the project. We appreciate their patience and look forward to returning the favor with some window cleaning labor as spring approaches.
- We host solo and ensemble for a large number of Big East schools this Friday and Saturday. Special thanks to Jenna Howell, Siera Ramirez, Keaton Galezio, Jill Hanes and members of our Parents Music Club for all of their planning and preparation. We also would like to thank the large number of volunteers who give their time to fill various responsibilities throughout this two day event. We are blessed with a wonderful music program and look forward to hosting talented students and their families this weekend. We hope you can join us!

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos
Date: 3/16/18

1. While ACT and Workkeys testing is now behind us and went very smoothly, we are busy preparing for the upcoming Forward assessment in ELA and Math in grades 3-8, Science in 4th and 8th, and Social Studies in 4th, 8th, and 10th. As Aaron indicated for OES, similar preparations are taking place at OMS. We have traditionally not done much extra than our day to day instruction for getting students motivated and ready to take the assessment. With our scores not being to the level that we feel OMS students are capable of, we are taking a bit of a more strategic approach to the days leading up to the assessment in an effort to get *ALL* students to put forth their best effort on the assessment. These strategies include student tutorials around the testing portal and how to navigate the different tools within the portal, actual practice using these online tools, and then practice with online test samplers that DPI has released. In addition, our Dutchmen Daily time the week before the assessment will include individual goal setting around the assessment by students, understanding the different item types that they will experience, and will end with an OMS Staff Video reminding students what it takes to do their best on the assessment with some fun to lighten the mood a little. The window for the Forward assessment is March 19-May 4. OMS will be completing testing during the second and third weeks of April.
2. A special thank you to Jill Hanes, Keaton Galezio, Jenna Howell, and Siera Williams for the endless hours they have put into hosting Solo and Ensemble at OSD this weekend. A lot of behind the scenes work goes into hosting such an event and I'm confident all will run smoothly. I'd also like to publicly thank the parents, staff, and other community members that are volunteering their time at the event. Students at OMS have been working hard practicing and preparing for their events tomorrow. I'm excited to see how they do!
3. Keri Kimble, OMS School Counselor, has been working hard to get OMS students focused on college and career readiness as part of their Academic Career Planning (ACP). On Monday, all 7th graders will be going to LTC and Lakeland University to see first-hand, differences and similarities between a technical college and a university. They have compared and contrasted these different institutions of higher education in class, but will now be able to see them as well. On Wednesday, all 8th graders will be going to Acuity to learn about its history and culture, to receive information on positions at Acuity, and to get advice moving forward to attain a job after high school/college. In addition, they will get a tour of the company. Additionally, Ms. Kimble has been meeting with 8th grade students and their parents to discuss goals, career exploration, and a four-year plan, including high school coursework and involvement in extracurriculars.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: March 16th, 2018

Re: Board Update

- This past week, our school held its' annual Celebration of the Arts. Although the overall format remained the same, there were some changes made both in schedule and locations. The student vocal performances were well attended and I would like to highlight the work of Ms. Julia Pearson in putting together some excellent student pieces. The performances, one during the day and one during the evening, were very well attended. For the evening concert, we decided to divide the show into a 1st - 3rd grade performance and a 4th-5th grade performance. This format, with a break in between, seemed to be well received by parents, staff, and students. The art that was on display, including the 5th grade chair auction, was expanded and held in our new multi-purpose room. Ms. Shayla Trader worked diligently to display student work and put together pieces that filled this beautiful new space. Having this new 'art gallery' was a great way to invite parents into the building, show off student work, and help with transitions during the evening.
- We are moving towards the Wisconsin Forward assessment at the elementary school. I have been working with grade level teams, our Special Education department, and support staff to put together an assessment schedule that allows kids to be successful, while not impeding our day to day learning. Last year, we assessed grade 3 through 5 at the same time, giving two assessments per day. This year, to avoid test fatigue, we have spread the assessing out over the month of April. Our 4th grade group, who take the full battery of assessments (Math, ELA, Science, and Social Studies), will begin taking their Science tests before Spring Break. We will be using Special Education staff and interventionists to take small groups of students based upon testing accommodations and needs.
- During our most recent Focus Team meeting, we discussed a couple pertinent topics; school safety and parent communication. Through discussions with our admin team, we have reshaped our fire drill procedures with an eye on student safety. In the past, the aim of a fire drill was to get staff and students out of the building as efficiently as possible. The adjustments are aimed at making sure hallways and passages are safe and clear before moving out of the building. I spoke with Tim Veldboom from the fire department about these adjustments, which will affect the amount of time it takes to exit the building. Our Focus Team also discussed effective ways to communicate with parents and how technology fits into this equation. Lucas Allen was able to attend the meeting and share some insights about Infinite Campus and its' capabilities and usage. I also would like to highlight the work of Faith Mentink in examining trends related to parent logins and frequency of use. We are looking at moving to a building-wide newsletter format that can be delivered via email or Infinite Campus, moving our Friday Folders to a different day in increase visibility, and continuing to review our report card procedures.

Board Update

To: Board Members and Administration
From: Bryce DeRoos
Date: March 16, 2018
Re: Monthly Update

- Several months ago, Jodi Hilbelink approached me about an opportunity one of her students might have through the work of a transition coordinator in Sheboygan County. The student would work a couple of days per week in which he would be tasked with cleaning, organizing, separating and stocking different items. We were both excited for this opportunity because this is the goal of her program, to successfully transition students to post-secondary placements. Unfortunately, just two weeks into the placement, Jodi received an email indicating several concerns about the work habits of the student. The student continually stopped working, said they were tired, wanted to take additional breaks, and at times, wouldn't talk to the supervisor. The interesting thing about that description was that is what we often see in the classroom. The difference for us is that we are easily able to work through those things and redirect the student. That's what we do because this is a school setting and we are about finding ways to get things done (it might not be the fastest way, but we do end up getting it done).

Jodi shared this experience with me and how eye-opening it was for her. The bottom line for her was that while the behavior of the student in the school setting is "acceptable" and we can handle it, the same behaviors in the workplace would be unacceptable. It would be difficult to keep that employee if they continued to act that way. The problem for Jodi is that when she gives them "work experiences" here at school (cooking, cleaning, organizing, sorting), she handles the behaviors the same way as if it was a classroom - if the student needs a break, she gives them a break, and if they complain about something, she tries to coax them into doing it. That can't happen in a work setting because the boss or supervisor can't keep prodding their employees all the time.

As a result, Jodi has been working with Ashley TeBeest at the elementary school to see how she can start preparing the students in their programs to be better prepared for work once they are done with school. It takes a different attitude and approach by the teaching staff. It takes different expectations than the classroom setting. I'm excited for what they are talking about doing with their classroom work experiences in trying to create an environment that students see the difference between learning skills and performing those skills as well as how interactions between a teacher and a supervisor might be different. This is the exact reason why we talk about preparing them for post-secondary life. It isn't about whether they can perform the tasks or responsibilities, rather, it is can they do it in an actual work environment.

- Just a quick update on the PATH program. We are at capacity for the first time since we started the program. The counselors are seeing 7 students (4 at OES, 2 at OMS, and 1 at OHS). We probably have 3 students on the waiting list and if we are able to get another day next year, we would likely fill those 7 slots up. Again, I am so thankful for this program as it allows significantly easier access to therapy supports for students that would likely not be available to them otherwise.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 3/16/2018

Cash Position:

	Current Year 2-28-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$228,000.94	0.35%	\$130,967.33	0.35%
OSB Dental Acct	\$43,698.38	0.34%	\$26,804.41	0.10%
OSB Money Market	\$2,172,490.17	1.09%	\$2,688,568.46	0.50%
OSB Bond Acct	\$1,401,887.28	0.88%	\$965,874.44	0.50%
LGIP Savings	\$23.17	1.40%	\$22.96	0.33%
OSB – VANCO acct	\$24,356.44	0.00%	\$48,135.10	0.00%
OSB – Officials	\$1,288.29	0.00%	\$0.00	0.00%
OBS – Capital Imp	\$1,001,430.51	0.88%	\$504,539.33	0.50%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
PMA – Referendum	\$1,236,204.22	Various	\$0.00	
TOTAL CASH	\$6,110,236.23		\$4,365,768.86	
Fund Balance (10/27)	\$2,139,447.51		\$2,564,109.39	

- An updated (through February) report is attached as a separate document. Please let me know of any questions or concerns.
- An updated (through February) financial report is attached as a separate document. Please let me know of any questions or concerns. The updated three-year cash flow and cash balances report is attached for you as well.

DPI Update:

- The only report this month was the Youth Challenge Academy report. We do not have any students in that program this year, so the report was not completed.

Finance Update:

- I met with Julie Meyer of HUB International as well as Anne Kreuger from Prevea 360 to go through our insurance renewal for next fiscal year. The overall increase will be 13.9%. As reported before, I projected the district to have a 10% increase in total cost for health insurance, so Kevin and I are looking at options for how to handle the difference. We should have a recommendation for you at the next board meeting. I'm not projecting any increase in the dental premiums for next year based on the current plan usage (remember, we are self-insured for dental).
- Our normal bond principal and interest payments will be made on 3/31 to meet the 4/1 deadline.

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 De Roos

From: Lucas Allen

Date: 3/15/2018

- Erate RFPs went out the last week of February and I'm in the next steps of selecting products and vendors to be done the week of the 19th.
- We had a walkthrough with a majority of our administrative team in the HS and MS with the same company who did the security system in the ES. The focus was on increasing our security level in these two buildings as we discussed doors and cameras as well as other products that may be in our best interest to invest in. We are waiting for proposals at this time.
- We have been working through installation of some older projectors in the elementary school. Thanks to Joel for his extra work in putting those up.
- I attended the elementary school's focus team meeting earlier this week and discussed different communication methods for the staff there. Friday folders, report cards and classroom communications were the main focus.
- My tech crew and I began upgrading some older desktop computers for our "power" users.
- I received a proposal for wireless internet that would reach to our remote facilities such as athletic fields. Being able to live stream broadcast events, no matter where they occur onsite is something we see value in. This has been something we've had on our wish list for years but is relatively complex. I am unsure if we will have what we are looking for by the 22nd.

Oostburg School District: Buildings and Grounds

Board Update

To: Board of Education
From: Peter Scheppmann
Date: 3-16-2018

1. As spring quickly approaches, we hope to have no more snow!! We will start our spring schedule of preparing the athletic fields for the season, including track, boys' baseball, girls' softball, and girls' soccer equipment and fields. We will also test all four public address sound systems and power up and test all the scoreboards, etc. Next year we will have to look at resurfacing the running track as the normal life of a track is 8 years and our track was installed 2008. It's time, Play Ball!!!!
2. The summer cleaning of the district buildings is being scheduled to start Monday, June 11th. We are once again putting together a crew of adults and students working side by side to accomplish this large task, while also building on a strong foundation of students and staff getting to know, communicate, build skills and respecting each other better. It is wonderful to see both the students and the adults grow closer together while getting to better understand each other. Little do the students realize this will be one of those life lessons that they will take away from a summer job for the rest of their lives.
3. I am presently working on scheduling summer projects district wide. This is a quick rundown of what is presently in the planning phase.
 - High school business classroom remodel.
 - Replacing carpeting in 5 additional elementary school classrooms.
 - Work on moving middle school kitchen equipment around.
 - Work on removing and adding high school kitchen equipment.
 - Additional Asbestos abatement work on high school water pipes as per plan.
 - Replace broken water pipe shut off valves, once asbestos is removed as per plan.
 - Remove and replace VCT tile both in a high school hall and elementary quad area
 - Replacing some broken classroom student desks with student tables.
 - Miscellaneous painting district wide.
 - Pouring a concrete slab for the softball concession stand area.
 - Installing drain tile and crushed limestone for softball field dugouts.
 - Apply reseal topcoat on 3 gym hardwood floors.
 - Working with Andy Kissel of Serenity Farm Landscaping on final phase of elementary school project.
 - Working with Jos. Schmitt & Son's final phase of the elementary school asphalt paving with Northeast Asphalt.
 - Working with Northland Playground Equipment on the poured in place rubber courtyard play surface.
 - Working with Kleeman Mechanical on the commissioning of the alternate bid on the air conditioning system for the 1998 elementary school gym, along with rebalancing of the new chiller of our construction project now that Phase 2 has come on line.