

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
August 15, 2018

The Board toured the new Business Education classroom prior to the meeting being called to order.

- 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. Lemkuil made a motion, supported by Stokdyk, 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 provided an update on his discussions with Parents Music Club and volunteering for their organization. He also briefly discussed the School Resource Officer position as well as noting that the Admin team is meeting with the Small Group Leads tomorrow morning to set 2018-2019 goals. Written report was provided.
 - C. High School Principal – Scott Greupink presented the 2017-2018 high school goal results. Written report was provided.
 - D. Middle School Principal – Sherri Stengel presented the 2017-2018 middle school goal results. Written report was provided.
 - E. Elementary School Principal – Aaron White presented the 2017-2018 elementary school goal results. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos addressed Seclusion and Restraint information. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine presented the 2017-2018 audit results. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann reported on summer projects and cleaning as well as future projects for 2018-19. Written report was provided.
 - I. Technology Coordinator – Lucas Allen reported on summer hardware and software upgrades. 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 July 18, 2018
 - B. Personnel
 1. Approved the hiring of Amy Bares as part-time Data Coordinator
 2. Approved the hiring of Cassandra Ongna as middle school library aide
 3. Approved the hiring of Brenda Weavers as part-time middle school high interest teacher and elementary school aide
 4. Approved the hiring of Ed Kane as part-time high school door monitor
 5. Approved the hiring of Bob Brethouwer as part-time high school door monitor
 6. Approved the hiring of Keith Chipman as high school assistant forensics coach
 7. Approved the hiring of Kevin Veldhorst as 7th grade girls basketball coach
 8. Approved the hiring of Jacalyn Hickmann as middle school soccer coach
 9. Approved 2018-19 mentor Extra Curricular Volunteer Assignments
 - C. Finance
 1. Approved June Expenditures of \$981,344.61
 2. Approval July Expenditures of \$1,066,141.35
 3. Approval June Receipts of \$2,092,558.82
 4. Approval July Receipts of \$162,392.85
 5. Approval July computer check numbers 10012517 - 10012557, wire numbers 201800001 - 201800015, and ACH numbers 181900001 - 181900019

- V. Action Items
 - A. Motion by Lemkuil, supported by Kretz, to approve alternative open enrollments into and out of the district for 2018-19. Motion carried; unanimous.
 - B. Motion by Kretz, supported by Stokdyk, to approve Title Data Specialist Job Description. Motion carried; unanimous.
 - C. Motion by Harmeling, supported by Kretz, to approve Support Staff Handbook for 2018-19. Motion carried; unanimous.

- VI. Topics for Discussion
- A. Legislative Committee Report – No report.
 - B. Finance Committee Report – Mr. Lemkuil referenced the recent meeting and the recommended tax levy for the 2018-2019 budget.
 - 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 – Mr. Lemkuil reported on the OCEF meeting that occurred earlier in the week. He noted that Jonathan Brill is working on an Eagle Scout project to provide trauma kits to all Oostburg schools and buses. He also reported on the sale of raffle tickets coming soon as well as large amounts of contributions received.
 - H. Long Range Planning Committee Report – No report.

VII. Future Board Meeting Dates: Regular Board Meeting – September 19, 2018, at 6:00pm in the HS Conference Room.

VIII. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:22pm.

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 10, 2018
Re: District Update

- We will have a finance committee meeting prior to the board meeting at 5:15 in the high school office. This meeting will focus on updates related to levy recommendations for the October annual meeting as well as an overview of the recently completed audit and 2018-19 budget. The finance committee is also scheduled to meet in November, if necessary, to review state budget status, February to review fund balance, underspend recommendations, and May for updates related to insurance estimates, CPI costs and any final underspending recommendations.
- Discussion around the School Resource Officer posting continues as we work through various options. My meeting with Al Wrubbel and Jill Ludens was helpful as we examined possibilities in partnership with the village. We are recommending Ed Kane and Bob Brethouwer for our door monitoring positions. They will share this position, and we may bring in a third person to this role as well as we review applications.
- I have completed meetings with 22 support staff members with several more scheduled over the next few weeks and then into September. I continue to collect notes that will be reviewed to reveal themes which can contribute to our improvement efforts. The meetings have also provided some good ideas that can be acted on more immediately. (If you visit our HS office you will notice one of those changes as our administrative assistant team in that area solved a problem related to health room space. Thanks to that team and Pete for their work in determining a good solution.) Each meeting to date has had a very positive tone, and I appreciate the feedback that is given as well as the opportunity to talk specifically about our district mission and goals.
- Members of our administrative team attended a leadership conference at Cardinal Stritch on 8/8. The conference included some of the most sought-after speakers in our business as we heard from Daniel Pink, Liz Murray, George Koonce, and Eric Larsen. There were multiple take-a-ways from the conference that fueled great discussion during this week's administrative team meeting and which will help us in shaping our early inservice. I encourage you to check out the following links to learn more about these speakers:
 - <https://www.danpink.com/>
 - <https://www.facebook.com/lizmurraybreakingnight/>
 - <http://www.ericlarsenexplore.com/> (Check out the scrolling photos on Eric's home page)
- The largest structured portion of our early inservice is built to include crisis response training. This week I met with Deputy Multer, who will be leading our scenario based training. We have trained our teaching staff in a large group setting in the past. This year we will be training all staff in a large group setting while also including small group scenario training. The small group training is an intensive, realistic, situational training involving blank starting pistol gun fire, air soft guns, barricading, and resistance. Deputy Multer leads this training across Sheboygan County. The training is called CRASE and you can learn more at <https://alerrt.org/page/CivilianResponse>
- During our July board meeting I shared that building level administrators would be reporting out on building level progress toward our district goals. We recently learned that the DPI embargo on some data points may not be lifted in time for our August presentation. We are continuing to prepare to present in August but may redact some information to share in September should the embargo remain in place.

- We have a scheduled planning day on August 16th where our small group lead team will collaborate with our administrative team in refining our district goals for the upcoming school year. As we have communicated, our goals remain focused on achieving our mission of ensuring *all students learn at high levels so they can be positive and productive contributors to society and the world*. We have clearly defined “high levels” as a composite ACT score of 18 or greater as a measure of our school board approved college and career readiness standards. We have a stretch goal of a school-wide composite ACT average of 24.0. This would place us in the top 5% of all schools in the state. Our most recent data placed us in the top 13% out of 428 school districts. We fell slightly below our targeted goal of 23.0 for last year but continue to trend significantly upward in ACT composite scores. Although we fell short of 23.0, last year’s data showed levels of year-over-year growth that exceeded previous years. This is a solid indication that progress is being made with all students – not simply a select group. We do believe that we are achieving uncommon results. The data shows that we are outperforming indicators which typically link student achievement to income levels. We are excited to share more around our goals during our August, September, and October school board meetings.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: August 8, 2018
Re: Monthly Updates--August

You may remember that beginning last spring, I tried to get well out ahead with our communication with parents about our plans to not allow cell phones in classrooms. Our policy has always said that cell phones need to be in lockers during class time, but we had gotten lax with the execution of that policy. Last spring, I used my blog messages to let parents know well in advance we would not allow cell phones in any classrooms beginning this fall, and we further explained that our motivation was to protect the focus, attention, and engagement of students, which are all clearly distracted by the presence of cell phones in classrooms. Simply put, cell phones in classrooms have a negative effect on learning, so we feel the need to address this reality by completely eliminating them from that setting.

Parent responses to those blogs were supportive at a rate of 20+/1. It seems pretty apparent that nearly everyone understands what a powerful distraction and addictive effect cell phones can have on our attention and focus. Of course, when we start implementing this rule, and taking phones away, that is the point where we will very likely get more push back.

I shared an article with the HS faculty this summer about Portage High School's positive experience with banning cell phones from their classrooms last year, and I thought the Board may enjoy a few quotes and ideas from this article as well.

"Portage High School's ban on cellphones in classrooms is bearing fruit and inspired more than a dozen inquiries from administrators across the US."

"Principal Robin Kvalo said, 'Quite frankly, it is one of the best policies we've ever implemented.'"

Portage HS has 830 students, and last year they confiscated 211 phones from students. 142 of those students were one time offenders who simply forgot to leave their phones in their lockers... a problem that clearly decreased as the school year progressed and students got used to the new expectations. 48 students had their phones taken twice, and 12 students had their phones taken 3 or more times.

At this point it is our plan to have teachers take phones if they see them in a student's possession in their classroom. The teacher will keep the phone until the end of the day when the student can pick it up. If a teacher observes a student using their phone during class and is clearly inattentive, the teacher will take the phone and give it to me and I will keep it overnight—just as we have done the last few years. I return the phone to the student at the end of the next day of school. A student who refuses to give the teacher or me their phone is not allowed to stay at school, and when they wish to return, they must give us their phone immediately upon their return and it is usually confiscated for two nights because of their refusal to comply as expected.

The article about Portage HS goes on to say that a recent graduate described the policy as 'very difficult' for her and her peers, at least at first, primarily because students are so attached to their phones. But as her senior year went on, she could clearly see the positive side of the rule. She also shared that it became easier to focus on things that needed to get done. It did make it easier to focus on school and become more productive in class.

Kvalo admitted that most students, if polled, would prefer to have their phones and that there would be “loud cheers” if the policy ever got scrapped. But that is okay because we know when we are on our phones, we tune out what is going on around us, and we want students tuned in.

Kvalo also shared that she also put her own phone away, and insisted that teachers do so as well. She said she found it very freeing, and I have had teachers tell me they also feel better without their phones. Not a single teacher told me this is not a good policy.

Additionally, Guilherme Ornellas Gondim, an exchange student from Brazil, will be hosted by Ryan and Melissa TenPas.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

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

Date: 8/10/18

Re: Oostburg Middle School Principal Report

1. In a previous report I discussed some unfilled needs in both the OES and OMS schedules which resulted in us posting a combined ES/MS part-time position. The position involves lunch and recess supervision at the elementary school, teaching high interest classes at the middle school, and supervising the Youth Center at OMS. Although applications for the position were limited, Aaron and I interviewed and have offered the position to Brenda Weavers. Brenda has a teaching license that has expired so we will need to apply for an emergency license for her and look into options to get licensed again. Aaron and I feel that Brenda has the skill set to successfully fill the needs of this part time position and are excited to welcome her to the Oostburg School District.
2. We had approximately six applications for the part time library aide position at OMS. Interviews were held this week and Cassandra Ongna was offered and accepted the position. Based on references, Cassie is a self-starter that will bring thoroughness, efficiency, and a hard work ethic to the position. Her technology skills and experience as a youth group leader are also qualities that make her a prime candidate for the position. We too are excited to welcome Cassie to the OMS staff.
3. At the end of July I had the opportunity to attend a one day workshop with some fellow OMS and OHS staff in Howards Grove. Maggie Roberts, a former staff developer and writer of some of the units of study we use for reading and writing workshop from the Teachers College in New York, and current national literacy consultant, led a summary literacy academy. The focus was on how to unleash the hidden literacy curriculum necessary for success in the content areas in middle and high schools (i.e. social studies, science, math, and other non-core classes). She gave practical strategies on how to help students tackle and read tough nonfiction texts and write with structure and craft in their nonfiction writing. This is an area that we have made some good improvements in over the course of the past couple of years, but Ms. Roberts definitely gave us some ideas on how we can integrate reading and writing even better in all classes. OMS' ELA team plans on working directly and intentionally with the social studies, science, and health teachers at OMS so we can improve in this area and give students exposure and practice doing these critical skills throughout their school day.

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Aaron White
Date: August 10th, 2018
Re: Board Update

- On Wednesday of this week, I had the opportunity to attend a speaker series with Kevin, Bryce, and Sherri at Cardinal Stritch. Not only was this a valuable experience to see the speakers, but it was enhanced by the ability to reflect and share out with our team after each speaker. The speakers were Daniel Pink, George Koonce, Eric Larsen, and Liz Murray. Each presenter brought a different perspective and message related to leadership and it was refreshing to listen to people from outside the world of education. The messages to try different, be different, think different, and to keep going all resonated with the planning that has been going on for the coming school year. I look forward to layering in some of the messages and ideas from these speakers as I work with staff during the school year.
- Although it is summer, the staff at OES remains busy doing behind the scenes improvements and preparations for the upcoming year. Our PBIS (positive behavior intervention systems) team met in July to review a staff survey on the current conditions of our school's behavioral culture. Based on these results, we re-grounded some of our basic, school-wide guidelines and have made adjustments. These adjustments included catering messages to different grade levels and developmental levels, while keeping a common expectation (i.e K-2 has turtle voices in the hallway, while 3-5 has zero level voices), updating out school visuals and posters, and reviewing our schoolwide assemblies and reward systems. I am the most excited about the implementation of cross grade level teams, which will incorporate all staff and place students into groups where they can foster relationships with other students and other adults. Building more relationships and avenues for students is a key in helping them feel comfortable and at their best. Ashley Holzer, Trevor Stultz, Beth Rauwerdink, Steve Herzog, Bryce DeRoos, and Jordan Van Ess were instrumental in this work. This past week, Jordan Van Ess, Jackie Wisse, and Deb Vandenslunt attended a conference with me on 'Meeting the Needs of EL Students' at CESA 7. This day was a great opportunity for Jackie and Deb to continue to foster their working relationship, as Jackie will be supporting students in Deb's room. We walked away from this conference with a toolkit of strategies to support our language learners and special education students, along with stronger understandings of the progressions that these students go through.
- As Sherri mentioned, Brenda Weavers accepted a hybrid position that covers some recess and lunch duty at OES and has instructional and supervision responsibilities at OMS. We are excited about the experience and disposition that Brenda brings to this role. Looking specifically at her role at OES, it will help as we find coverage for Joy Dulmes' retirement. In order to cover the supervision and support responsibilities that Joy had done, we have expanded Karen Leitzke's day to begin earlier, shifted some of Brenda Bakker's responsibilities, and now added Brenda Weavers presence in the lunchroom and playground. By adding Brenda W, we have better coverage of our playground, which has expanded through construction, and more supervision for students with greater needs.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: August 10, 2018
Re: Monthly Update

- Attached is the Seclusion and Restraint data from the 2017-18 school year. If you remember from previous reports, we averaged around 4-5 total incidents in the past four years. For the 2017-18 school year, we had 24 total incidents that involved four students. Two of the four students were kindergarteners and we knew ahead of time that this was going to be a difficult transition for both of them. Of the 24 total incidents, 21 were from the two kindergarteners mentioned above. In addition, we believed that as soon as those two students became comfortable with the routines and expectations that came with a full day of kindergarten, we would not have any significant concerns or issues for the rest of the year. When we look at the data, 67% of the incidents came in the first quarter and 92% of the incidents came in the first semester. Once the students felt comfortable with the transitions, we noticed a significant decrease in their behavioral responses to the daily routines and expectations. My assumption is that we will have significantly less seclusion and restraint incidents this coming school year due to the students having a stronger understanding of expectations for first grade due to their experiences last year. However, we will likely still have a learning curve for the first part of the school year.
- Every five years, the DPI requires districts to participate in what is called the Procedural Compliance Self-Assessment which helps monitor how districts are implementing state and federal special education laws. The “Procedural Compliance” part refers to how close we are following guidelines and recommendations regarding the writing and implementing of IEPs for students receiving special education supports and services. For example, one question on the IEP asks if a student’s behavior affects their learning. If we say, “Yes”, do we then document positive behavioral interventions, strategies, and supports? If we simply state that the child’s behavior is disruptive to others and we respond to that disruptive behavior by sending him to the quiet room until he can control his emotions, then we have failed procedural compliance for that area - because we didn’t provide any positive behavioral interventions, strategies, and supports. The “Self-Assessment” part refers to the fact that this is all done in-house. I will be working with Melanie and likely a couple of special education teachers to randomly select IEPs and Evaluations that we have done over the past year to determine whether we are in compliance. For areas that we are not in compliance, we then are to develop a corrective action plan (which often results in calling parents/guardians to tell them about the changes proposed to their child’s IEP in order to meet procedural compliance). While this is a worthwhile and helpful activity, it is definitely time consuming and laborious. There are four specific areas:
 - Evaluation (3 questions)
 - IEP (18 questions)
 - Implementation (5 questions)
 - Discipline (2 questions)

We will be doing the reviewing of IEPs and Evaluations in either late August or September/October once we receive more guidance from DPI regarding the random selection of IEPs and Evaluations.

- Over the past few years the population of students with special education needs has steadily increased at the middle and high school levels. This has been the result of a significant concentration of students slowly making its way up to the middle school and now the high school. With that movement of students, comes a movement of staff. As I shared with you over the past two months, we also made

staffing changes to keep services appropriate (we transferred both a teacher and a full time aide to the middle/high school special education program). When evaluating the schedule for next year, we realized that with the increase in students, there is also an increase in variability of skills/needs, and as such, this creates the need for even more adult support. Right now, there are two full time aides and a 25 hour/week aide scheduled for the middle/high school program. I have been working with Kris and Kevin over the past couple of months to see if that part time position could be increased to full time (an additional 10 hours/week). Since spring, we have periodically looked at whether this would be possibility from a budgetary position. During our last discussion we were able to identify ways to adjust our spending to allow for an additional 10 hours of aide time to be added to that program. Therefore, I would like to recommend this increase and I ask if you have any questions/concerns about this, please let me know.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 8/11/2018

Cash Position:

	Current Year 7-31-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$167,656.08	0.35%	\$253,477.67	0.35%
OSB Dental Acct	\$34,617.64	0.40%	\$51,712.33	0.15%
OSB Money Market	\$1,606,793.87	1.2875%	\$1,427,747.74	0.64%
OSB Bond Acct	\$502,968.78	1.0873%	\$137,437.99	0.54%
LGIP Savings	\$23.31	1.95%	\$23.02	0.88%
OSB - VANCO acct	\$37,767.93	0.00%	\$36,687.20	0.00%
PMA - Capital Imp	\$1,305,402.48	Various	\$997,193.64	0.64%
LGIP - Capital Imp	\$265,084.91	1.95%	\$0.00	0.0%
Referendum Project	\$665,585.13	1.0876%		
OSB - Officials Check	\$504.89	0.00%	\$0.00	0.0%
Petty Cash Boxes	\$300.00	0.00	\$0.00	0.0%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
TOTAL CASH	\$4,587,561.85		\$2,905,136.42	
Fund Balance (10/27)	\$2,968,371.99		\$2,934,052.68	

- There are LOTS of reports attached as separate documents. The 17-18 final cash flow report, the July 17-18 cash flow report, the June financials, the July financials as well as the audit synopsis are all attached. I plan to review the last one at the board meeting. Please let me know of any questions or concerns.

DPI Update:

- The School Calendar report and the School Census reports were filed. Kami does these reports.

Finance Update:

- I continue to tweak the budget for 18-19 as things continue to change and things get added. We plan to review what I have put together at the Finance meeting just before the board meeting.
- Overall the audit was very positive again this year. Bryan Grunwald met with Kevin on Thursday, and I understand that was a positive discussion as well. We had no adjustment to any of the numbers; they did recommend that we need to follow purchasing procedures closer in terms of PO approvals, and we will continue to work on that this next fiscal year.

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: 8/10/2018

- Door access control phase is now complete and we had an issue with the integration to our security panel for the monitoring piece. The previous panel required an upgrade and that work is in progress. Please feel free to contact me with any questions related to details on these systems.
- We hosted a vendor lunch and learn in our MS Innovation room last week and invited multiple school districts to participate. The topics were surrounding document digitization, workflows, large format print, the latest multifunction copy machines and print management.
- I managed a small project that required some data conversion as two of our platforms, sub tracking and professional growth is merging into a single platform and sign on that should ultimately simplify management for our teams and make it easier on our users.
- Chromebooks have been ordered for 18-19, about 100 are to be delivered soon.
- Erate 17-18 has closed and funds were received
- We lost a backup server last month which needed to be next day replaced, the restore went well
- Our financial/HR platform server was upgraded successfully

Board Update

Oostburg School District: Buildings and Grounds

Buildings and Grounds

To: Board of Education

From Peter Scheppmann

Date: 8-10-2018

- We are working on the finishing touches of cleaning buildings and hallways. We will be set to start another school year. The week before school starts we will restock all restrooms and go over touching up the fixtures.
- I spent some time with Jake Shurr of Jos. Schmitt & Son's going over a close out list of concerns from Brian Noe of the State of Wisconsin building inspection department. All items are 100% complete.
- The list of summer projects in all the buildings are 90% complete, we are working on the new hallway safety frames and doors. We did add one more new project to the list this past week, which is changing around workstations in the high school office. Most of that work is complete. Lucas and Nino has been very helpful in running new communication wires and hooking up several phone and computer terminals.
- We are in the planning stage for this fall and next spring concerning the landscaping of all the district's property, taking into consideration of all the new plantings from the construction project. This includes formalizing plans for broadleaf control, fertilizing, side walk edging and trimming of plantings.
- The school district's vehicles have had their required annual State DOT inspections completed, along with other maintenance work done, so we are ready for another school year.