

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
September 19, 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, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: Terry Lemkuil. 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 DenBoer, to approve the agenda. Motion carried; unanimous.

- II. Public Letters / Comments –
 - A. Josh Cole presented an update from the Athletic Department.
 - B. Bryce DeRoos introduced new special education teacher Jackie Wisse.

- III. School Board President / Administrators Reports
 - A. Board President – No report.
 - B. Superintendent – Kevin Bruggink provided an update on the district’s social media presence and the coherence model. Written report was provided.
 - C. High School Principal – Scott Greupink advised that the high school’s new cell phone practices have been going well. Written report was provided.
 - D. Middle School Principal – Sherri Stengel formally advised the board of the retirement of Debra DenBoer and thanked Deb for her many years of service. Written report was provided.
 - E. Elementary School Principal – Aaron White is thankful for a great start to the new school year with consistent staff and no construction. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos referenced the department’s work to identify needs for current and new students. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine provided a budget overview. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann referenced the recent power outage and humidity issues. Written report was provided.
 - I. Technology Coordinator – Lucas Allen advised of security upgrades and the student Chromebook distribution. 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 August 15, 2018
 - B. Personnel
 1. Approved the retirement of Deb DenBoer as middle school administrative assistant
 2. Approved the hiring of Garry Phipps as part time elementary school custodian
 - C. Finance
 1. Approved August Expenditures of \$1,538,572.21
 2. Approved August Receipts of \$1,316,612.93
 3. Approval August computer check numbers 10012558 - 10012620, wire numbers 201800016 - 201800034, and ACH numbers 181900020 - 181900067

- V. Action Items
 - A. Motion by Kretz, supported by Hartman, to approve alternative open enrollments into (3) and out of (4) the district for 2018-19. Motion carried; unanimous.
 - B. Motion by Harmeling, supported by DenBoer, to approve the election to post the annual budget publication pursuant to Section 985.02(2), Wis. Stats. Motion carried; unanimous.
 - C. Motion by Kretz, supported by Hartman, to approve rebidding of the agricultural land lease for district property. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Bruggink referenced a recent legislative meeting where Rep. Terry Katsma advised of his role on a new study committee looking at Common School Funds and lending by the State of Wisconsin Trust Fund.
 - 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 – The board was reminded to promote tickets sales for the upcoming raffle.
- H. Long Range Planning Committee Report – Jack Stokdyk provided an update of a recent meeting.

- VII. DenBoer made a motion, supported by Harmeling, to adjourn to closed session to discuss a specific personnel issue pursuant to Wis. Stats. §19.85(1)(f). Motion carried; unanimous (individual voice vote). Closed session began at 7:14 pm.
- VIII. Stokdyk made a motion, supported by Hartman, to reconvene into open session at 7:36 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Budget Hearing, Annual Meeting and Regular Board Meeting – October 17, 2018, at 5:45pm in the HS Conference Room.
- X. Stokdyk made a motion, supported by Hartman, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:38 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: September 14, 2018
Re: District Update

- We had a productive Long Range Planning Committee (LRPC) meeting Monday evening. The agenda focus was facilities, and Bray Architects came to the meeting to share schematic overviews of some potential long range needs. Most of the discussion focused on our high school kitchen, cafeteria, auditorium, and office / entryway spaces. Those areas will need work in the near future, and we want to make sure any improvements align with a long range plan. This was the third LRPC meeting with the first two focusing on academic goals and financials. Our final overview meeting with address communication and is scheduled for November 26. We will then be moving into developing strategic recommendations grounded in the four initial meetings.
- I will be sharing an overview of a framework we are using to drive improvement efforts across our district. Jim Swart and I will be presenting during the Fall WASDA conference and this framework will be part of what we reference. During our final inservice day we asked staff to complete a self-assessment using the four framework quadrants: Focused Direction, Collaborative Cultures, Securing Accountability, and Deeper Learning. That self-assessment revealed strengths in our focused direction and collaborative cultures and opportunities in deepening our learning. I look forward to sharing this information during our meeting.
- Our investigation into the potential for a police liaison officer has continued with multiple meetings and discussions with both the Village of Oostburg and the Sheriff's Department. There are several details related to liability and insurance which are being reviewed by the village attorney. Village President, Allen Wrubbel, is on vacation so that will delay things slightly.
- The first CESA 7 PAC meeting was held this Wednesday in Green Bay. The meeting included an overview of initial educator licensing responsibilities for districts as well as updates on state and federal policy changes which impact our CESA.
- Josh Cole will be providing his annual update to the board during our meeting this month. This should be good timing as our agenda is relatively brief at this point.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: September 11, 2018
Re: Monthly Updates—September

I don't know how interesting this sort of information/results tracking is to Board members but I think it is important to us as teachers in the context of our goals. I share it with the Board because maybe you are curious, and because tracking this sort of information from year to year helps us to be fully accountable to our goals and the results we are producing. While much of our data relies on averages for each class, these results focus on our goals from the lens of each individual student.

We define College and Career Ready (CCR) as an ACT score of 22 for a college track student, 18 for a technical school track student, and 18 for a workforce bound student. These are very high standards to which to hold ourselves but they are also logical because a student going to college will not need to take remedial coursework if they reach the benchmark score of 22, and likewise, students on a technical school track will not need to take remedial courses if they score 18. Not only are taking remedial classes that don't count toward a degree expensive and time consuming, students who have to take remedial coursework are considerably less likely to graduate according to research on that issue.

The class of 2018 had 76 students and 55 of them were CCR by these definitions. That is 72% of the graduating class were prepared for their futures leaving OHS. That means 21 students, or 28% were not ready. Of the 21 students who were not CCR, 12 were college bound, 3 tech. school bound, and 6 workforce bound. (Of the 12 not ready for college, only one did not score at least 18.)

There are two areas we will take action this year to improve these results on an individual student level. The first is that we are making our intervention much more structured and focused on our goals. Intervention time in core academic areas is now being approached as an instructional period every day. Teams at each grade level are working in a coordinated manner to use this time to support individual students in addressing their readiness directly.

We also think our mentor program has to continue to grow our ability to facilitate each student fully examining their career dreams. As students move progressively from their freshmen year to graduation they must have a deeper understanding of the careers of interest to them (shadows, research, and even co-ops/apprenticeships), as well as an assessment of the skills needed to be successful. The class of 2018 did not have a structured mentor program with a student to teacher ratio of 5/1 similar to what is now in place for freshmen and sophomores, and I think it shows in what appears to be somewhat unexamined career choices even as they graduated. Certainly as students fully understand their own readiness, skills and strengths, that should be something they factor into their post high school plans if they are completely honest with themselves in terms of their ability to reach their career dreams. While it is not our job to "rain on anyone's parade" it is our job to guide them in assessing their personal career plans honestly. (I may wish to be a rocket scientist but my math skills may not support that career dream.) There is a reason that about 50% of the students that begin college never finish, and academic readiness is a central part of that reality. The last thing we want, and the last thing parents want, is a student who goes to college for a year or so and drops out. If we can help avoid that conclusion by doing a better job of helping students and families honestly examine their plans, that is a worthy goal for the mentoring program. Of those 12 students going to college who are not CCR, some will graduate with a bachelor's degree, but the odds are stacked against some of them as well.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

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

Date: 9/14/18

Re: Oostburg Middle School Principal Report

1. OMS had 10 new students join us this year from other districts. Eight of these students were 6th graders and 2 were 7th graders. Sixth grade now is a class of 85 students making class sizes as big as 28 or 29. Not ideal, but something teachers are being strategic about so the needs of all students can still be met.
2. After nearly 30 years in the district, Deb DenBoer will be retiring from the Oostburg School District effective November 2, 2018. Deb surely will be missed as she has been a staple in the OMS office for many years. Her knack for connecting with our students that needed that connection the most will be difficult to replace. She has such a skill for de-escalating angry students, calming crying students, or simply making a sick student feel safe (and not embarrassed) when they come to the office. Posting for the position will go out next week with the goal of interviewing and making a recommendation for her replacement by early to mid-October so there is time for training and transitioning. I wish Deb nothing but health, happiness, and time to do whatever her heart desires in the months and years ahead!
3. During inservice, OMS staff worked together to develop a school wide vision that we are going to hold ourselves accountable to to not only achieve our district mission, but to also come back to when we feel we are being pulled in a multitude of directions. The vision we developed is “To learn together in a respectful, positive, student-focused learning environment where essential standards are achieved by all students.”
4. We are also going fully standards based in terms of our report cards and how we are reporting out on student progress this year. Our report card the past couple of years ranged from letter grades, to pass/fail, to proficiency categories, to a 1-4 scale. Every class will report out on the 1-4 scale with 3 being meeting grade level standard for a variety of standards being covered. Meetings were offered at sneak peak to discuss these improvements in how we report out on student learning and information was sent home with the student handbook and planner. I will continue to communicate to ensure there are no surprises to parents as report cards go home for 1st quarter.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: August 10th, 2018

Re: Board Update

- We are two weeks into the year and it feels as though staff and students have already fallen into solid routines and procedures, aside from the unusual amount of mosquitos. This is the first year of my time at OES where we did not start the year under construction, which has allowed for some thoughtful consideration of our drop-off and pick-up systems and student passing times. This year, we have an extra supervisor in the lunchroom and playground over the lunchhour (Brenda Weavers) which has helped provide an extra set of eyes on students and helped with hallway management. At the end of the day, the buses are now picking up students on New York Avenue, which allowed us to be more efficient in getting students out to the bus by using our wider hallways.
- This week, we held our first round of re-grouping for the year. Although we have not started our WIN groups, this is a very productive meeting where I meet with grade level teams and pass along notes from the prior year. During these meetings, the current teachers get to learn about their current students that received interventions and the strategies that were most helpful. This really is the beginning of our process. Over the next two weeks, teachers will be giving running records to their students, which will help determine instructional levels and how to group students for reading and WIN groups. We will meet again in mid-October to follow up on the results of these assessments and the initial weeks of WIN groups. Over the past two years, we have been able to capture important information about our students that need the most support, which ensures that no students 'fall through the cracks'.
- This week, we kicked off our school year with the 'Welcome Back' assembly. As I mentioned last month, our building has moved from the theme of Building Character to Agents of Character. At this assembly, we were able to review the big PBIS (Positive Behavior Intervention Systems) concepts with the kids to help foster common expectations. Along with the updated posters and visuals, the students were able to hear about the new programs related to POPP awards and Agents of the Month. Along with a virtual visit from my cousin, Inspector White, an agent with Interpol, the kids seemed really excited about our new theme.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: September 14, 2018
Re: Monthly Update

- At last month's board meeting I shared the Seclusion and Restraint data from the 2017-18 school year. If you remember, I stated that I thought this year would have fewer incidents where seclusion and/or restraint was needed. At this point last year, we had two incidents of seclusion and one of restraint. This year, we have had two incidents of seclusion and these two involved the same student as last year's three incidents. I still believe that it will be less than last year!
- After a lot of behind the scenes set up and uploading of data to DPI, we are set to complete the DPI required "Procedural Compliance Self-Assessment" this fall. Melanie Wisse, Trevor Stultz, and Morgan Hellmer will join me on October 8 to review 18 randomly selected annual and initial IEPs and an additional 5 IEPs to assess the implementation guidelines. Melanie will work through one of them prior to our October date to see if we will need more than ½ day to complete this process. Once it is complete, we will likely need to make some adjustments and changes to the way we write IEPs and this will be based on the assessment process.
- The start of the school year has been very smooth even with the addition of two new special education teachers. Both Jackie Wisse (OES Special Ed Teacher) and Ann Menzel (OMS/OHS Special Ed Teacher) have fit in really, really well and have made the jump into teaching quite effortlessly. We have had a few referrals already and that will keep our early childhood teacher and speech and language therapists very busy for the next several weeks as we look to provide the services for those new students. In addition, I want to thank Morgan DeBlaey for her work in setting up, maintaining, and updating health plans for several of our students with significant health care and educational needs. Each new year brings changes to students, schedules, and staffing, and she has done a tremendous job in keeping on top of it all.
- Amy Holcomb, who works for Kompas Care, the billing company that handles Medicaid reimbursement for the services we provide in the school district such as speech/language, attendant care (feeding, toileting), and school health services (catheter, medication disbursement), met with some of staff earlier this week to train them on how to submit claims for those services listed above. In addition, we talked about ways in which we can increase those reimbursement payments through changing the funding sources for some of our employees. I will be working with Kris to see what the possibility is for those changes.
- Deb Styles (retired special education teacher) has started to work with both Jackie Wisse and Ann Menzel as a mentor around IEP development, assessment, and monitoring. We typically utilize our staff mentors for this, however, since Jackie and Ann are not only new to teaching, but also new to special education, we thought this would be an excellent approach to helping them navigate this part of a special education teacher's requirements.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 9/15/2017

Cash Position:

| | Current Year 8-31-18 | | Prior Year | |
|----------------------|----------------------|---------------|----------------|---------|
| | Balance | Interest Rate | Balance | |
| OSB Checking | \$1,427,417.97 | 0.35% | \$1,572,719.86 | 0.35% |
| OSB Dental Acct | \$17,898.60 | 0.40% | \$51,224.58 | 0.15% |
| OSB Money Market | \$753,028.18 | 1.30% | \$828,226.07 | 0.65% |
| OSB Bond Acct | \$503,436.93 | 1.10% | \$137,516.05 | 0.55% |
| LGIP Savings | \$23.31 | 1.95% | \$23.04 | 1.00% |
| LGIP – Capital Imp | \$265,534.35 | 1.95% | \$0.00 | n/a |
| OSB – VANCO acct | \$8,741.08 | 0.00% | \$47,271.06 | 0.00% |
| PMA – Capital Imp | \$1,305,988.53 | various | \$997,744.15 | 0.65% |
| Referendum funds | \$81,137.90 | 1.0974% | \$4,240,347.36 | Various |
| Officials Acct | \$3,088.89 | 0.00% | \$2,650.16 | 0.00% |
| Cash Boxes | \$1,300.00 | 0.00% | \$0 | 0.00% |
| Paypal Cash | \$856.83 | 0.00% | \$856.83 | 0.00% |
| TOTAL CASH | \$4,368,452.57 | | \$7,878,579.16 | |
| Fund Balance (10/27) | \$2,001,434.69 | | \$2,363,843.76 | |

- An updated (through August) report is attached as a separate document. The budget is also included in that same report. Please let me know of any questions or concerns.

Finance Update:

- The preliminary budget is ready for your review. We need to have this in printed format soon, so I will highlight some of the changes that I have recommended in the budget. We will discuss any other changes at the meeting.
 - \$204 per pupil increase in categorical aid
 - \$100 per pupil increase for low spending districts, less the reduction for declining enrollment exemptions
 - The tax levy recommendation is at the Revenue Limit. As Kevin discussed with you, this might be a small reduction in the overall levy, but that can't be determined until the Pupil Counts are complete and the vouchers for this year are settled. I have a couple of recommendations to stabilize the tax levy so we don't drop and then add the following year. I will explain that at the meeting as well.

DPI Update:

- Kami and I will be working on both the Summer Pupil Count and third Friday Member Pupil Count which this year is September 21stth (next week). I'll have more solid information on the budget revenue at that point with the count being completed. Final changes to the budget will need to be made after the October 15th aid certification is complete, which doesn't leave much time before the Annual Meeting, scheduled for October 17th.

- The 1505AC was filed with DPI. This is the annual Aid Certification, which gives DPI the amount of expenses for the prior fiscal year. This is what they use to determine all district's equalization aid payments for the current fiscal year. The next step is to send them the final detailed financial records through the Annual Report and the Special Education Annual Report. Those reports are due soon.

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: 9/14/2018
Re: School District of Oostburg - Monthly Technology Report

- The year is off to a smooth start tech-wise. I'm working through Chromebook repairs on some of the older units that sat during the summer and need to be in for repair. I sent 15 units out the first week. I have 27 Chromebooks on my desk as I write this. We deployed over 800 during the first two days of school and although we outsource the bulk of the repairs and Google makes policy and deployment, the management of that many devices consumes a lot of time.
- I continue working with our security system with the HS and MS door and security addition. We are now starting to implement more advanced features of the platform and are ironing out access schedules and cardholders as well as some more of the automated pieces and how the platform can work with our existing platforms like Infinite Campus, phones, and intercom.

Board Update

Oostburg School District: Buildings and Grounds

Board Update: September, 2018

To: Board of Education

From Peter Scheppmann

Date: 9-14-2018

- The Buildings & Grounds department has hired a new part-time evening custodian for the elementary school, Garry Phipps (an Oostburg resident), to replace Shannon Bleisner who left to take a full time position with Masters Gallery. Pending official school board approval.
- It was busy start to the new school year. The week before school started, we had a lighting strike that damaged the high school's fire protection system, a public address system for the football game field and one roof top HVAC units would not command on. We then experienced the power outage!! Once the power was restored two days later, there were several issues dealing with power and another high school roof top HVAC unit that did not work. On top of this was the heavy rain levels that we received flooding many of our game fields, and causing the varsity football game to be played on Kohler's high school field. Moving the game to Kohler's field saved us from major damage to Oostburg's game field. We called in Precision Roofing to patch some small holes in the high school roof which were causing high dew point levels/high humidity in all the buildings. As an additional note, both of the school district's Kohler standby generators performed perfectly, this was money well invested. The generators ran the elementary school's walk in refrigerator full of food with no problems. The walk in freezer that is not hooked up to the generator, as planned, started at negative 10 degrees and rose to 15 degrees when the power came back on line 2 ½ days later. The manufacturer had informed us the unit will keep items in the freezer frozen easily up to 5 days with no power.
- Due to the past months of high humidity in all three buildings we have rented 6 large dehumidifiers from TempAir to reduce the moisture content in the wood gym floors and we will be monitoring the moisture levels.
- The new high school hallway security doors were completed the last week before school started, this was great timing and hard work by Jos. Schmitt & Son's and Steve Rogers Painting. They already are assisting in securing different areas of the building during the school lunch hour and evening events. The frames and doors blend right in and look as if they were always a part of the building.