

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
October 17, 2018

- I. Meeting called to order at 6:35 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, Paul Modahl, Sierra Williams and Keaton Galezio.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Stokdyk made a motion, supported by Kretz, to approve the agenda. Motion carried; unanimous.

- II. Public Letters / Comments –
 - A. Siera Williams and Keaton Galezio presented their proposal for an April 2019 OHS band/choir trip to Chicago

- III. School Board President / Administrators Reports
 - A. Board President – No report.
 - B. Superintendent – Kevin Bruggink updated the board on the proposed 2019-20 school calendar, as well as the request to increase time for the Data Coordinator position. He also referenced bids on the agricultural land lease, as well as the receipt of school report cards (still embargoed by DPI). He commented on the positive results of his support staff meetings and read a few of the positive comments provided by them about the certified staff and staff collectively. Written report was provided.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Sherri Stengel thanked Deb DenBoer for her years of service to the district and referenced the transition of Nan Gabrielse to her position. Written report was provided.
 - E. Elementary School Principal – Aaron White updated the board on the “Team Karri” t-shirt sales to help the Krier family. Written report was provided.
 - F. Director of Special Education – Written report was provided.
 - G. Director of Finance/Personnel – Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann advised of a clog in the high school plumbing system. Written report was provided.
 - I. Technology Coordinator – Written report was provided.

- IV. Consent Agenda Items – Hartman 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 September 19, 2018
 - B. Personnel
 1. Approved the resignation of Maritza Roblero as part time elementary school custodian
 2. Approved the hiring of Felix Esqueda, III, as part time elementary school custodian
 3. Approved the resignation of Shannon Van Ess as part time elementary school administrative assistant
 - C. Finance
 1. Approved September Expenditures of \$1,097,542.56
 2. Approved September Receipts of \$837,324.63
 3. Approved September computer check numbers 10012621 - 10012663, wire numbers 201800035 - 201800050, and ACH numbers 181900068 - 181900127

- V. Action Items
 - A. Motion by Hartman, supported by DenBoer, to approve alternative open enrollments and tuition waivers into and out of the district for 2018-19. Motion carried; unanimous.
 - B. Motion by Harmeling, supported by Kretz, to approve increased hours for district data coordinator. Motion carried; unanimous.
 - C. Motion by Stokdyk, supported by Hartman, to approve April 2019 OHS band/choir trip to Chicago. Motion carried; unanimous.
 - D. Motion by DenBoer, supported by Stokdyk, to approve district Agricultural Land Lease to highest bidder. Motion carried; unanimous.
 - E. Motion by Hartman, supported by Kretz, to approve 2019-20 school calendar. Motion carried; unanimous.
 - F. Motion by Harmeling, supported by Hartman, to approve 2018-19 budget with proposed changes as presented. Motion carried; unanimous.
 - G. Motion by Hartman, supported by Stokdyk, to certify the tax levy at \$5,240,322.00. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – No report.

- 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 advised of the recent successful raffle.
- H. Long Range Planning Committee Report – No report.

VII. Harmeling made a motion, supported by DenBoer, to adjourn to closed session to consider a student discipline issue and a specific personnel issue pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 7:11 pm.

VIII. Stokdyk made a motion, supported by DenBoer, to reconvene into open session at 8:15 pm. Motion carried; unanimous (individual voice vote).

IX. Future Board Meeting Dates: Regular Board Meeting – November 14, 2018, at 6:00 pm in the HS Conference Room.

X. Harmeling made a motion, supported by Kretz, to adjourn meeting. Motion carried; unanimous. Meeting ended at 8:18 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: October 12, 2018
Re: District Update

- Our October 16th meeting will include our budget hearing prior to the annual meeting, followed by our regular monthly meeting. During the past several meetings each building level principal has shared specific data related to district goal achievement. In addition, athletic director Josh Cole shared his annual update last month. During our upcoming annual meeting Kris will present a short overview of our financial status, much of which can be found in the annual meeting booklet. Compiling resources for the annual meeting is quite time intensive, and I would like to express my appreciation for her work in this area. In addition to Kris's presentation, I will share a brief superintendent update reflecting on our work in 2017-18 and reviewing our goals for 2018-19.
- Our NEOLA representative was on site today reviewing the latest policy update recommendations. I will be following up with building level leadership regarding several of those recommendations. After that is complete, our draft changes will be forwarded to Deb and Mari for review. We plan to have 1st read information for our November board meeting.
- The posting to advertise our agricultural land runs out today. At this point we have two sealed bids which will be opened at 4:00 today along with any additional bids we receive before that deadline. I plan to have a recommendation for your approval as part of our meeting.
- The 2019-2020 calendar draft is nearly ready for board consideration with the adjustments discussed in my last update. The recommended calendar is 12 hours above the DPI minute requirements for the HS and MS and 62 hours above the requirement for our ES. This calendar has moved through 4 drafts with input from the OEA, our administrative team and our teacher lead team. Aaron is working through a few possible final adjustments which could enhance the parent-teacher conference experience at OES. Those changes could result in moving an early release day back or forward one week. We will know more about those options early next week. We believe this is a solid calendar which will support our vertical team collaboration as a key focus in reaching our student achievement goals.
- Amy Bares has hit the ground running to say the least. Her ability to coordinate, organize and lead around data related to district goals has exceeded expectations to date. She currently works one day per week, and we believe that time is revealing itself as the next critical step in moving closer to our student achievement goals. Considering that belief, our admin team met this week, and I proposed that we bring a one day per week increase in Amy's position to the board for consideration. There are two factors involved in this recommendation. First, Amy is filling a void that is important in bringing vertical teams into more coherent operations. The teams that are functioning at the highest levels are deeply engaged in student work, assessment, and data toward our goals. Team obstacles are often directly connected to the value of the information they have to drive team goals and improvement. The second reality is that Kris now has more clarity around our budget, and we will be realizing increased revenue related to higher open enrollment "in" than anticipated. This has been an encouraging trend that we believe reflects the confidence families outside of Oostburg have in our district. This trend also brings revenue during a time when almost all non-urban districts are experiencing overall declining enrollment due to population demographics across our state and nation. My recommendation would be to use a portion of the open enrollment revenue to increase Amy's position by one day per week. Amy is willing and able to commit to this additional day should the board approve this recommendation. I did share with Amy that this increase would not necessarily be a

commitment beyond the current school year (which was the message we provided to her in relation to her current single day position as well). We are working to be mindful of increased recurring district costs, but the funds to act on this recommendation for this year are in place.

- I continue to review the overall comments from my support staff meetings. I am including specific, actionable feedback into my weekly administrative team meetings so appropriate building and department leaders are in the loop. I will also be communicating back to the entire support staff group with general themes that were shared. I plan to provide an overview to the board during our October meeting dependent on agenda length on that evening. Should our agenda be longer, I will update the board in November instead.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: October 10, 2018
Re: Monthly Updates—October

We now have some district to district comparison information through which we can put our success on our district goal last year in context. As you may remember, we had an average composite ACT score of 21.9. The DPI actually reports that score as 21.96.

It is probably worth mentioning a clear reality when we compare average composite ACT scores between districts. I learned this principle years ago when I heard a Statistician/Analytics speaker at a conference explain that what he called, “perfect linear equations” were somewhat rare in his field. Having said that, he said that when observed on a community level, ACT scores and socio-economic status form about as close to a perfect linear equation as possible. That simply means that the higher a community’s socio-economic status, the higher that communities schools will score on their average composite ACT scores. It is pretty easy to test the accuracy of this assertion by examining the top scoring schools on this years, or any year’s, list from our State. The current list reads: Whitefish Bay, Brookfield Central, Kohler, Cedarburg, Homestead, Brookfield East, Shorewood, Pewaukee, etc.

What we are trying to do is to produce “uncommon results” given our community demographics. Last year our goal was 23.0 but we did not meet it in scoring 21.96. There are 464 School Districts in the State of Wisconsin and over 500 high schools. Our score last year had us at #33 on the list. (Incidentally, if we make our goal this year of 23.8 we will have a very good chance of being in the top 10 in the State.) To further assess the uncommonness of our results, here are some of the scores/rankings of somewhat comparable conference schools. Some of you may know some of these communities better than I do in terms of demographics, but the idea is to put our results in some sort of context.

<u>School</u>	<u>Score</u>	<u>State Rank</u>
Oostburg School District	21.96	33
Hilbert	21.74	42
Cedar Grove	21.56	55
Random Lake	20.91	95
Plymouth	20.69	104
Howards Grove	20.44	119
Sheb. Falls	20.33	139
New Holstien	20.27	148
Ozaukee	20.26	152
Reedsville	20.25	154
Brillion	20.21	159
Chilton	19.88	194
Valders	19.77	203
Stanley-Boyd	19.63	219 (Bryce’s former district.)
Kiel	19.61	222
Mishicot	19.53	234
Elkhart Lake	19.18	below 250
Sheb. North	18.96	
Sheb. South	17.94	

Sheboygan North and South do not have demographics similar to ours but I thought you may find those scores interesting.

I think it is encouraging to see that our focus and hard work are making a difference even in a year where we did not meet our goal. From my perspective, our results are beginning to look uncommon, and I am eager to have a year where they are even more strikingly so.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

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

Date: 10/12/18

1. I am thrilled to recommend to the board for approval the hiring of Nanette Gabrielse for the OMS Administrative Assistant position. In total, we had 3 internal applicants and 25 external applicants. The committee interviewed a total of 5 candidates. Although we received many high quality candidates, Nan brings with her 20 years of administrative assistant experience, coupled with direct experience in working in the district for several years. She knows the students, many of the faculty, and knowledge of our student information system. Her personality, drive, and attention to detail and organization are added bonuses.

The obvious downfall to this decision is that it leaves another position to fill in the OHS Library. Mr. Greupink is working on filling that position and together we will work on a timeline for transitioning these staff to their new positions.

2. Although it is exciting to welcome Nan to OMS, it means we have to say goodbye to the woman who has called OMS her home for more than 25 years and the district her home for 29 years. Deb DenBoer will be retiring from the district. Her last day will be November 2, 2018. Deb's ability to connect with students, staff, and community members will surely be missed. We wish Deb everything and more in retirement, especially health, happiness, and a lot of quality time with family and friends. Thank you Deb for your many years of service to OMS!
3. Preliminary school and district report cards reflecting the 17-18 school year were securely released to us for review. I have spent time looking into the details of the OMS report card to get a better idea of our strengths and areas for improvement. I will be meeting with some key teachers in the days to come to discuss the report card and to come up with ideas on how to improve in some key areas. Likewise, Department of Public Instruction (DPI) publicly released statewide assessment data for the spring 2018 Forward Exam, ACT, and DLM for all districts across the state. Amy Bares has already crunched some of the data for us so we have an idea of how we performed compared to other area districts. We are also looking at how our Aspire results compare to Forward and ACT data to better understand how students are leaving OMS and entering the high school in relation to district goals pertaining to college and career readiness.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: October 12th, 2018

Re: Board Update

- Over the past week, I have had the opportunity to attend two different conferences. While it is difficult being away from the building, I gained valuable information and ideas from both. The first was an English Learners Networking meeting held at CESA 7. This meeting was hosted by Beth VandeHey, who has provided on-going coaching to our district for co-teaching, and included schools from our area. I was able to outline which students will need Individual Language Plans and how these can impact students. We also reviewed current policies for administering language assessments and tools for communicating with parents. The second conference was the Elementary Principal's conference hosted by AWSA in Green Bay. The keynote speaker was a behavioral psychologist with ties to the area. He provided background information about behaviors that educators are seeing in school related to trauma, including fight, flight, and freezing. His presentation also included some strategies to help support these students and issues and discussed the value of a universal screener related to social, emotional health. I will begin working with Ashley Holzer and Bryce on what this screener may look like at the elementary level. One of the break-out sessions focused on the impact and role of instructional coaches. This presentation helped to solidify the practices that we have in place with Kristin Stapel and helped to outline some steps for Jill Davies, as her role has expanded to include coaching through co-teaching.
- This week has been very busy for all students and staff alike at OES. We had our first early release of the year, which included the introduction of our Connect Teams. The Connect Teams concept started this summer at our PBIS team meeting and is an opportunity for students to partner with non-grade level peers and a different adult. Every adult in OES has a Connect Team with students ranging from Kindergarten to 5th grade. The teams spent time getting to know each other and building community through activities. They also watched the latest video clip from Inspector White, which introduced our next agent of character trait. We feel that these teams will provide students with another positive adult contact, and help them make connections beyond their grade level peers. On Friday, we had an author visit for all students at the elementary. Janna Heinen was instrumental in catering this visit to our needs. In the past, an author would come and address the entire student body. This year, the author spoke to smaller groups of students, which allowed her to adjust her delivery to match the student's age. We also had some students eat lunch with our author, Ruth Spiro, which was a treat.

Board Update

Oostburg School District: Special Education/Pupil Services

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

- A week ago, Tom Malmstadt, Executive Director of the United Way of Sheboygan County (and former superintendent at Random Lake) called and asked if I could help him present to a group of employees at the Kohler Company about the PATH program and how it has impacted our schools (principals, teachers, and counselors), our students, and the families involved. Within the Kohler Company, the associates have opportunities to be a part of Stewardship groups and the Human Resources department. Their Stewardship group had heard Tom give an update for another group and they wanted him to come specifically for Kohler. It was a great opportunity to share how the PATH program continues to grow and be utilized at Oostburg as well as share specific stories of the impact that it has had on our students. I enjoy sharing about these things because I believe that the more we talk about it, the more we believe it, and the more we will advocate for these programs. Hopefully, the time spent at these types of small events can lead to even greater support for programs such as this.
- I have mentioned a few times about the number of new early elementary special education students that have enrolled in our district in just the past six weeks. To put those transfers and new referrals into specific numbers, we have gained six new students ages kindergarten and younger with special education needs. This obviously puts a tremendous amount of new work, organization, planning, and prepping for Angela Ring as these students would all be on her caseload. Angela, Beth Rauwerdink (JK), and the support staff have all been extremely supportive in trying to find creative ways to meet the needs of the students. I am continuing to work with Kris on how to properly budget for the rest of the year as services may increase or decrease throughout the year based on student progress.
- On Monday of this week, Melanie Wisse, Trevor Stultz, Morgan Hellmer, and I spent the morning working together to review nearly 20 IEPs for the DPI required 5-year Procedural Self-Compliance Assessment. As a result, we identified a variety of different areas in which our IEPs did not meet the benchmarks set forth by DPI. We will be creating a corrective action plan within the next couple of weeks which we will submit to DPI for review and approval. I shared with our group that this process can only be beneficial for everyone involved as we continue to get better in writing, documenting, and implementing the services as listed in our IEPs.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 10/12/2018

Cash Position:

	Current Year 9-30-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$145,162.99	0.35%	\$27,481.26	0.35%
OSB Dental Acct	\$22,841.22	.3998%	\$44,570.06	0.15%
OSB Money Market	\$1,754,384.62	1.30%	\$1,804,230.78	0.85%
OSB Bond Acct	\$503,885.07	1.10%	\$137,581.59	0.55%
LGIP Fund 46	\$266,005.54	2.05%	\$23.06	1.03%
OSB – VANCO acct	\$18,105.15	0.00%	\$56,017.73	0.00%
OBS – Capital Imp	\$81,193.92	0.90%	\$998,259.42	0.65%
Officials Account	\$7,923.89	0.00%	(\$2,149.73)	0.05%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
PMA – Fund 46	\$1,306,575.41	Various	\$3,776,459.86	Various
TOTAL CASH	\$4,108,234.64		\$6,843,330.86	
Fund Balance (10/27)	\$1,760,001.07		\$1,816,228.18	

- An updated (through September) 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:

- The Annual Meeting booklets, which contain the 18-19 preliminary budget, are available for the public to pick up in the District office. Remember, this information was published prior to the Oct 1 equalized value and the October 14th aid certification, so a few of the numbers will need to be changed in the final budget that gets approved by the board. Those numbers are still not out, so I will recap them for you early next week.

DPI Update:

- The Third Friday September Pupil Count has been completed, thanks to Kami Van Ess and the Admin Assistants at each building. Our pupil count (in FTE numbers) is at 967, which is down from the prior year of 982. We still qualify for a “Declining Enrollment” status in our Revenue Cap calculations, like we were last year, but that gets offset by the minimum increase that was approved by the legislature.
- Attached is the powerpoint presentation that I will be using on Wednesday night. If you have any questions about any of the slides, it would be great if you could email them before that meeting so I have a chance to prepare the answers. Thanks in advance!

Board Update

Oostburg School District: Technology

To: Members of the Oostburg School District Board
CC: Kevin Bruggink, Scott Greupink, Aaron White, Sherri Stengel, Peter Scheppmann, Kris De Bruine, Bryce DeRoos
From: Lucas Allen
Date: 10/12/2018

- I spent some time last month on a new project that would update our handheld radios and provide end to end coverage using a centralized repeater. This was something we looked in to in 2012 but did not see the value. As we look more closely at security response scenarios, the unified radios make a lot of sense, plus they are useful for other purposes as well. As much as cell phones are accessible and prevalent, the reliability and speed of a handheld radio/walkie talkie, cannot be overstated.
- Along those same lines, we have pretty much wrapped up the door access project started in June for the exterior doors. Our alarm panel is up to date and we are able to see what was initially laid out in our security grant. I know I have mentioned this in my reports a few times before but the power of our underlying security platform is very feature rich so as I manage these projects, adding doors and cameras with the help of our vendors, I'm constantly discovering new features or additional hardware that would benefit us here in the district. I don't like to go in to a lot of specific details in my report about what we use for our security but I would be happy to sit down with any of you and explain where we are and what the end result looks like from a physical security and threat response standpoint.
- We have closed over 100 helpdesk tickets since the start of the year.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education
From Peter Scheppmann
Date: 10-12-2018

- The Buildings & Grounds department has once again hired a new part-time evening custodian for the elementary school, Felix Esqueda III, a recent graduate of Oostburg High School. Maritza Roblero has left the position to take a full time position elsewhere. Maritza first started with the school district in September, 2014. Many staff members have express that they will greatly miss seeing Maritza in the elementary building daily.
- We have spent one month using 10 large dehumidifiers in the school district gyms to monitor the moisture content in the wood floors using a digital meter. We started well above the 14% range and are now between 5% and 6%. At this point, we are also fully engaged with the heating systems in all buildings, which in turn will continue to pull moisture out of the floors. The dehumidifiers will be pulled from the gyms and returned.
- I recently released the School District's required annual training safety programs from SafeSchools, covering Hazard Communication: Right to Understand (GHS), Bloodborne Pathogen Exposure Prevention and First Aid. Kami also rolled out additional training required for all district employees from DPI, Mandatory Reporting of Child Abuse and Neglect along with Mandatory Reporting of Threats of School Violence. SafeSchools tracks the employees that have completed their training and also gives us a running percentage of staff that have completed and passed the training. This is important if the District were to be audited by the Department of Safety and Professional Services (DSPS) by providing a documented list that we met the requirements of such training.
- After tonight's last home football game against Reedsville, next week we will Kiavac, clean, and start the winterization process for the concession stand and bathrooms, along with both sprinkler systems for the football game field and the soccer game field. We will then shut down the building for the winter. This process normally takes 3 days of work.