

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
December 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, Terry Lemkuil, Wendy DenBoer, Deb Harmeling, Mari Kretz and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Kris De Bruine, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: Bryce DeRoos. Others: Peter Scheppmann and Lucas Allen.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Lemkuil made a motion, supported by Kretz, to approve the agenda. Motion carried; unanimous.

- II. Public Letters / Comments – None

- III. School Board President / Administrators Reports
 - A. Board President – Mr. Swart read a thank you letter from Deb DenBoer regarding her retirement.
 - B. Superintendent – Mr. Bruggink commented on the Community Resource Officer documents that he worked through with district counsel. Written report was provided.
 - C. High School Principal – Mr. Greupink commented on the sportsmanship letter that was received by board members from another conference team. Written report was provided.
 - D. Middle School Principal – Ms. Stengel talked about the recent safety drills that the OMS performed, highlighting the great discussions kids had with adult leaders about specific concerns. Written report was provided.
 - E. Elementary School Principal – Mr. White also commented on the results of the safety drills and the discussion that happened at different developmental stages for kids. Written report was provided.
 - F. Director of Special Education – Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine reported that the audit is complete; copies have been put into the board mailboxes. Ms. DeBruine also addressed a question from Ms. Kretz about the new federal requirement regarding School Level Reporting. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann discussed the new keyless entry system. Written report was provided.
 - I. Technology Coordinator – Mr. Allen asked the board to contact him if they had questions on new security procedures. Written report was provided.

- IV. Consent Agenda Items – Lemkuil made a motion, supported by Hartman, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 1. Monthly board meeting of November 14, 2018
 - B. Personnel
 1. Approved the hiring of Richard Trossen as part time elementary school evening custodian
 2. Approved the hiring of Jamie Behm as part time middle school library aide
 - C. Finance
 1. Approved November Expenditures of \$833,848.28
 2. Approved November Receipts of \$104,811.00
 3. Approved November computer check numbers 10012728 - 10012766, wire numbers 201800071, 201700073 – 201700074, 201800076 – 20180090, and ACH numbers 181900193 - 181900252

- V. Action Items
 - A. Motion by Lemkuil, supported by DenBoer, to approve alternative open enrollment into the district for 2018-19. Motion carried; unanimous.
 - B. Motion by Stokdyk, supported by Kretz, to approve Spanish class trip to Costa Rica. Motion carried; unanimous.
 - C. Motion by Lemkuil, supported by Stokdyk, to accept for purposes of board review at this meeting the written drill evaluation(s) submitted by building principals under section 118.07(4)(cp). Motion carried; unanimous.
 - D. Motion by Lemkuil, supported by Kretz, to approve expenditures of up to \$90,000 on reconstruction of the high school track using either underspending throughout the budget or reducing the transfer to fund 46 at the discretion of the Business Manager. Motion carried; unanimous.
 - E. Motion by DenBoer, supported by Lemkuil, to approve the memorandum of understanding with Village of Oostburg & Sheboygan County Sheriff for Community Resource Officer pending revisions to be made by district counsel. Motion carried; unanimous.
 - F. Motion by Lemkuil, supported by Hartman, to approve individual contract for Community Resource Officer. Motion carried; 6-1 (Kretz dissenting).
 - G. Motion by Kretz, supported by Hartman, to approve District Crisis Response Manual. Motion carried; unanimous.

- VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink commented on the meeting that was held on Monday, December 17.
- 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 –
 - 1. 1st read on the following board policy: 8660
 - 2. 2nd read on the following board policies: 0144.1, 0161, 0164.2, 0165.3, 1213, 1422, 1460, 1461, 1623, 1630.01, 2131, 2270, 2271, 2271.01, 2461, 3120, 3120.04, 3120.10, 3122, 3139, 3160, 3230, 3430.01, 4122, 4139, 4160, 4230, 4430.01, 4440, 5111, 5200, 5510, 5512, 5515, 5516, 5530, 5540, 5630, 5772, 5870, 6330, 6520, 6700, 6830, 7217, 7440, 7530.02, 8146, 8310, 8405, 8407, 8462, 8500, 8760, 9130, 9160. Motion by Kretz, supported by Harmeling, to approve the adoption of these policies. Motion carried; unanimous.
- G. OCEF Report – No report.
- H. Long Range Planning Committee Report – Next meeting will be in January. Mr. Bruggink and Mr. Scheppman discussed potential remodeling projects which would include the HVAC upgrades that will be needed in the future.

VII. Future Board Meeting Dates: Regular Board Meeting – January 18, 2019, at 6:00 pm in the HS Conference Room.

VIII. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:27pm.

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: December 14, 2018
Re: District Update

- As required by policy 1240: *the Board shall annually, no later than January 31st, evaluate the performance of the District Administrator. The evaluation shall include assessment of progress toward district educational goals; the working relationship between the Board and the District Administrator; the Board's own effectiveness in providing direction of the District Administrator.* Included with this update are policy 1240 and 1110 – Assessment of District Goals. Also included is form 225.3 which has been the standard template for review of the District Administrator position. In past years the Board has completed this process during their January board meeting.
- Update on progress toward district goals
 - 2018-19 District Goal: District ACT composite goal of 23.8 and increase percent of students reaching benchmark in each area.

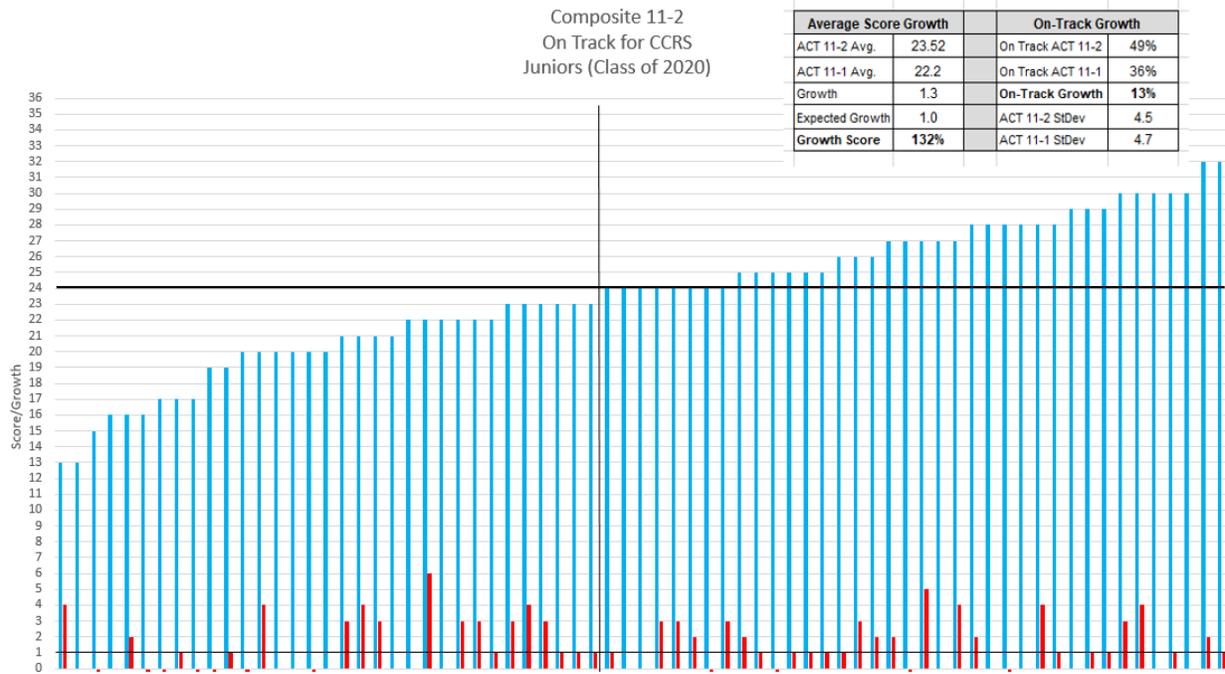
As of the end of November, 70% of our juniors have already met the ACT College Readiness Benchmarks at the Composite level on practice ACT tests which we have scored externally. Individual subjects tested on the ACT (English, Reading, Math, and Science) range from 59-87% of students meeting benchmark goals as we approach the midpoint of our year.

However, OSD goals are set in a manner which strives to give our students an advantage and to make sure all students are well prepared for college, technical college, or their future careers. Our more advanced "On-Track" goals, we feel, will help our students obtain this level of preparation.

Based on our "On Track" goals, data shows 49% of students on track to achieve our district goal composite score of 23.8 (individual subjects range from 43-59%). Interventions are in place to assist all students in obtaining levels of achievement consistent with their academic and career planning (ACP), fulfilling our mission. Average ACT score at this time, at the Composite level, is 23.5. Our district goal is 23.8. For comparison, the state composite average last year on the ACT was 19.8. Tracking of these goals will again be completed in February. State ACT testing date is February 20.

Aspire data grades 3-8 will be reassessed January 7-18th. Aspire Benchmark data has been used in the past to assess readiness. This year we have determined "On Track" goals as well for these grade levels. Updated Aspire data will be available at the end of January. Interventions are in place at the elementary and middle school levels as well to assist identified students reach the on track goals.

Sample graph used to track growth and implement interventions:



- This month’s agenda includes several action items related to school safety which are required by statute. Board members have received written summary and evaluation of safety drills conducted at each building as part of submitted board reports. I appreciate the preparation and communication by our building principals as drills were implemented. Drills of this nature can cause some anxiety for students, staff, and parents. Scott, Sherri, and Aaron were all intentional in providing information to parents and reassuring students as we met this requirement. As described in the individual reports, each drill provided opportunities to refine our practice in relation to school threats. I would also like to thank Lucas Allen for the significant time he has invested in developing unique solutions to our communication and reunification needs during these drills. His proactive approach is bringing efficiencies which improve response time and allow school staff to act consistently in an emergency.
- Act 143 requires school districts to annually review their district crisis plan. That plan has been provided for your review prior to our December meeting.
- Our district legal counsel has worked with Village of Oostburg counsel in developing an agreement related to establishing a community resource officer in the village and school district. A draft copy of that agreement is included with this update with additional revisions still in process by our counsel. I have included consideration of draft approval as an action item on our agenda. Our legal counsel has recommended that we also have an action item empowering the district administrator to work with counsel to finalize the officer contract consistent with the terms of the MOU between the Village, Sheriff, and School District.

Board Update

Oostburg School District: Special Education/Pupil Services

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

- As I shared earlier, I would like to provide the district with a more thorough update as well as reasoning regarding our special education open-enrollment policy prior to the January board meeting. A few days ago, Melanie Wisse and I started to review all special education caseloads through a process by identifying and determining where each of our special education teachers are at. The purpose was to give a clear picture of whether or not we are appropriately staffed in a variety of program areas and also whether we can accept open-enrolled students into our district. This process, while not fully complete, has been very helpful in assessing our current situation and we have already seen some areas where there might be room for open-enrolled students, and we have seen some areas where our space is severely limited. I will be providing you with a full report either at the end of December or beginning of January.
- I also shared at the last board meeting the transition of roles and responsibilities of Infinite Campus to the school level secretaries (OES = Faith Mentink, OMS = Nan Gabrielse, and OHS = Jess Dekker). A huge thank you to Jess as she has gone out of her way to support Nan in getting familiar with the system as well as taking time to walk her through setting up classes, grading systems, report cards, and the uploading of standards into every class. In addition, Jess has found a way to make the MS Trimester report card a possibility much to the joy of everyone involved. Her willingness to do this as well as her determination in finding a solution this year is another great example of staff not only being willing, but able to go the extra step in getting things done. It is reminiscent of Terri Hengst stepping in for Nan in the library during her transition to the MS office.
- Melanie recently created a report that revealed a lot of what we had been experiencing internally - mainly that while caseload numbers aren't significantly higher than in the past, the work has been more this year. The reason is due to the following data:

- 2017-18 (**entire year**) = 21 referrals
- 2018-19 (**through December**) = 19 referrals

We have had 19 referrals so far this year (and we aren't even half-way through the year), when last year, we had 21 referrals for the entire year. Referrals take a considerable amount of paperwork and time as we have to do assessments, write reports, schedule meetings, write follow-up reports, and determine how to include new students into schedules. In addition, we had the following information:

- 2017-18 (through December) = 8 dismissals
- 2018-19 (through December) = 0 dismissals

This is another indicator of how we not only have had a significant increase in referrals, we have had a significant decrease in students being dismissed from special education too. On the flip side, we had a smaller net gain of new students this year based on transfers into our district compared to transfers out of our district.

- 2017-18 = 13 special education students transfer IN
- 2017-18 = 3 special education students transfer OUT
- Net gain = 10

- 2018-19 = 9 special education students transfer IN
- 2018-19 = 7 special education students transfer OUT
 - Net gain = 2

It should be noted that while there is a big difference between the transfers IN and transfers OUT, this information is often known before school starts and we are able to adjust schedules ahead of time to make everything work efficiently. New referrals add a lot of difficulty in scheduling and managing caseloads and that is ultimately why the staff feel like they have had more work this year than in the past.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 12/11/2018

Cash Position:

	Current Year 11-30-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$172,186.80	0.35%	\$59,981.43	0.35%
OSB Dental Acct	\$38,825.09	0.50%	\$54,248.01	0.15%
OSB Money Market	\$206,736.49	1.38%	\$405,805.12	0.886%
OSB Bond Acct	\$332,943.44	1.20%	\$137,714.68	0.59%
LGIP - Fund 46	266,999.03	2.27%	\$23.10	1.09%
OSB - VANCO acct	\$10,165.81	0.00%	\$24,016.13	0.00%
OSB - Capital Imp	\$81,133.23	1.00%	\$999,394.75	0.69%
OBS - Officials	\$5,310.34	0.00%	\$1,398.38	0.00%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
PMA - Fund 46	\$1,317,846.99	various	\$2,847,092.81	Various
Cash Boxes	\$1,000.00	0.00%	\$300.00	0.00%
TOTAL CASH	\$2,434,304.05		\$4,530,831.24	
Fund Balance (10/27)	\$111,336.12		\$311,295.18	

- An updated (through November) report is attached as a separate document. Please let me know of any questions or concerns. The monthly cash flow reports are attached as well.

Finance:

- Schenck has completed the annual audit report, which was due at DPI on December 1, 2018. I have put a copy of the actual audit as well as the management response in your board mailboxes at school. The audit results are positive; however, we still have the same audit findings that we have every year due to the small size of our staff (separation of duties) as well as preparation of the final report being done by the auditors instead of an on-staff CPA. Brian Grunewald, our lead auditor, is willing to come to a board meeting if you would like to ask questions. I do not have him scheduled to do so at this time, but if you like him to come, please let me know.

DPI Update:

- Kami Van Ess has again taken the lead on getting the PI-1202 Fall Staff Report submitted to DPI this month. This is a very extensive annual report with every employee reported on their position and for certified staff, their compensation and direct classroom responsibilities. It's a very complex report and I thank Kami for the detail she puts into making a very accurate report to DPI.
- The Annual Budget Report as well as the Special Education Budget report have been sent to DPI.
- New this year is the School Level Reporting requirement. There has been quite a bit of additional work to get it set up; the report has been filed.

Merry Christmas!

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: 12/14/2018
Re: School District of Oostburg - Monthly Technology Report

- Our repair rate on the first 1:1 chromebooks in our Middle school has verified our assumption of a 4-year refresh. We are sending 8-10 devices out per week for repair which is about 5% of the MS fleet. These units don't even go home with students. The HS units are typically 1-2 / week and they are going home (typically more breakage in a take home model). About 270 devices will be replaced.
- I continue to chip away at ongoing projects and a couple new ones as well including working Amy with the integration of our new data management system, Educlimber. I will also be attending a two-day training in Chicago in January to become certified on our security platform. The top priorities are server storage and a RFP for new multifunction copiers and printers.
- A majority of my work in the last month again was surrounding security related projects, efficiencies and communication. A handheld radio system project, daily reporting, alarming, and triggering of certain events during certain times. This is something I'm willing to brief any of you on in depth. Please let me know if you'd like more information.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education

From: Peter Scheppmann

Date: 12-14-2018

- With the holiday break coming up, this is a prime time for the custodial staff to focus on a large scale disinfecting process in all buildings using our Protexus electrostatic spraying system on many surfaces in the school. The attendance counts for students being out sick has been low for the last month, but this is a number we monitor daily and focus on any building where we see the smallest increase in counts.
- Also over the holiday break Mark TeGrotenhuis will be inspecting each of the 48 ceiling light fixtures in the high school gym. This past week a gym ball hit a fixture and broke one of the two chains that attach it to the ceiling, causing the Romex wire to be pulled out of the fixture. The light fixture did not fall to the floor. But to be on the safe side every fixture needs to be inspected for their anchoring points.
- In early January we have a subcontractor (LaForce, Inc.) scheduled to change out all of the exterior door lock cylinders for the high school and middle school to either a new key core or insert a blank core. The school district has installed several card readers on the exterior doors for access. Moving to a keyless entry system adds to the district's security and supplies the district with extensive information. After the work is completed any old key's will no longer work for the high school or middle school to gain access into the building. These are the same steps that the district put into place a year ago for the elementary school building and the process has worked smoothly.