

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
January 16, 2019

- 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 DenBoer, 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 – Written report was provided.
 - C. High School Principal – Mr. Greupink referenced an upcoming closed Special Board Meeting.
 - D. Middle School Principal – Ms. Stengel advised of her work on the data portion of the assessment results. Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Mr. DeRoos provided additional information regarding a request to increase Angela Ring’s contract and his recommendation to set open enrollment space limitations for special ed students. He also referenced a recent CESA 7 meeting at Sheboygan Falls. Written report was provided.
 - G. Director of Finance/Personnel – Ms. De Bruine advised the board of recent tuition waivers filed and the status of the second Friday in January pupil count. Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann referenced a recent sewer clog in the high school. Written report was provided.
 - I. Technology Coordinator – 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 December 19, 2018
 - B. Finance
 - 1. Approved December Expenditures of \$856,087.26
 - 2. Approved December Receipts of \$1,470,102.38
 - 3. Approved December computer check numbers 10012767 - 10012799, wire numbers 201800091 – 201800118 with the exception of 201800112 and 201800113 which are January issues, and ACH numbers 181900253 - 181900327

- V. Action Items
 - A. Motion by DenBoer, supported by Lemkuil, to approve the following open enrollment caps for the 2019-20 school year:
 - a. The school board accepted the recommendation as based on the DPI Statewide Factor Caseload Formula for space/seat availability for the following programs:
 - i. Early Childhood (3-5 year olds) - 0 seats available
 - ii. Oostburg Elementary School Cross-Category (K-3rd) - 2 seats available
 - iii. Oostburg Elementary School Cross-Category (4th-5th) - 0 seats available
 - iv. Oostburg Elementary School Self-Contained (K-5th) - 0 seats available
 - v. Oostburg Middle School Cross-Category (6th-8th) - 0 seats available
 - vi. Oostburg Middle/High School Self-Contained (6th-8th) - 0 seats available
 - vii. Oostburg High School Cross-Category (9th-12th) - 10 seats available
 - b. The school board also accepted the recommendation as based on the DPI caseload recommendations for space availability for the following program:
 - i. Speech and Language (EC-12th) - 8 seats available
 - c. The school board also accepted the recommendation that all contracted services are closed (physical therapy, visual impairment, hearing impairment, orientation and mobility, audiology).Motion carried; unanimous.
 - B. Motion by Lemkuil, supported by Stokdyk, to approve current year tuition waivers into the district for 2018-19. Motion carried; unanimous.
 - C. Motion by Kretz, supported by Hartman, to approve increase in Angela Ring’s contract from 13% to 45%. Motion carried; unanimous.

- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink will update the board after the next meeting, structured around the Blue Ribbon Commission recommendations. He advised there is representation on the Joint Finance Committee from two Oostburg politicians.
 - B. Finance Committee Report – No report.
 - C. Buildings and Grounds Committee Report – No report.
 - D. Transportation Committee Report – No report.
 - E. Negotiations Committee Report – Mr. Bruggink advised of a recent meet and confer session.
 - F. Policy Committee –
 - 1. 1st read on the following board policy: 8660. Motion by Harmeling, supported by Kretz, to approve the adoption of this policy. Motion carried; unanimous.
 - G. OCEF Report – Mr. Lemkuil advised of additional STEM funding through the Bruce Krier fund.
 - H. Long Range Planning Committee Report – Next meeting scheduled for February 4.
- VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session for the annual evaluation of the District Administrator and to consider specific personnel issues pursuant to Wis. Stats. §19.85(1)(c) and (f). Motion carried; unanimous (individual voice vote). Closed session began at 7:00 pm.
- VIII. Harmeling made a motion, supported by Lemkuil, to reconvene into open session at 8:02 pm. Motion carried; unanimous (individual voice vote).
- IX. Future Board Meeting Dates: Regular Board Meeting – February 20, 2019, at 6:00 pm in the HS Conference Room.
- X. Lemkuil made a motion, supported by Swart, to adjourn meeting. Motion carried; unanimous. Meeting ended at 8:03 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: January 11, 2019

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- Discussions continue to evolve around potential options to address facility needs at our high school. As we have shared, there is some significant HVAC work to complete related to HS roof-top units, in addition to needs in our current theater and cafeteria / kitchen space. We are approaching each discussion with an understanding that we will not pursue referendum support for these areas, attempting instead to find solutions within Fund 46, our regular budget, and outside philanthropic support. We believe there are efficiencies gained by addressing the HVAC and theater upgrades simultaneously while also addressing issues in the current fitness center area. Pete and I will provide a brief update during our January board meeting.
 - Kris and I held a meet and confer with representatives from the Oostburg Education Association. During this meeting we presented some ideas relative to our current compensation model and how that model could evolve in consideration of comparable high and low salaries in our area. We will likely have updated CPI by our meeting and anticipate the final number will be somewhere in the 2.0-2.5 range. Much of our planning hinges on variables at the state level which appear to be influenced by the work of the bipartisan [Blue Ribbon Commission on School Funding](#) which was led by [Senator Luther Olsen](#) and [Representative Joel Kitchens](#). Many of the commission [final recommendations](#) would have a positive impact on our school district.
 - I continue to work on our application for the [Bruce Krier Foundation Grant](#) which is due by the end of February. The focus of our grant will be capitol technology education equipment which would be difficult for us to purchase through our regular budget. I appreciate the assistance of Robert Boenisch and Bryan Lammers in pulling together information to complete this grant. Although the large scale vision for our STEM program involves collaboration with Random Lake School District, at this time our grant will focus solely on items which will not be shared between districts. Grant applications in '19-'20 and beyond will focus on shared STEM training equipment which can be moved between our districts.
 - Our January board agenda does include the annual review of the superintendent. In preparation for that discussion I have reviewed past evaluation comments and look forward to your feedback this month.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

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

Date: 1/11/19

1. It's certainly hard to believe that we are already approaching the end of the first semester. Although most OMS classes do not change, there are some changes to student's high interest classes that happen at this time. This is also the time of year that Aspire and other mid-year assessments take place to assess student progress toward content area student learning objectives (SLO's) and school and district wide goals. This is happening this week and next week.

OMS staff and I are anxious to look at student progress on these external measures for several reasons. First of all, it allows teachers to reflect on their direct impact on our student college and career readiness goals. Additionally, since we made some changes to the OMS schedule related to math instructional minutes (90 minutes one day and 45 minutes the opposite day), we want to see if this change yields positive results. Although a half a year and one data point aren't enough to draw any major conclusions with, it is our first indicator to know if what we are doing is making a positive impact. This information will also be helpful in guiding our interventions at OMS as we look at exiting some students, while bringing in other students for a variety of interventions based on progress in intervention, generalization of those skills into the general classroom, and/or progress on standardized assessments.

Meetings are being scheduled with both grade level teams and SLO teams (vertical content area teams) to review this data. The grade level team meetings will focus more on student concerns around the data and how that relates to what teachers are seeing in the classroom. Delineating between what is a skill based deficit (they can't do the level of work being asked of them...yet) or a behavior based deficit (they have the skills, but motivation, focus, attention, and other behaviors are getting in the way of their success) helps lead us to what interventions we need to focus on to increase our odds of success with the student. These meetings will be focused primarily around intervention. We will hold these meetings monthly.

The school based vertical team meetings (SLO meetings) will be more focused on overall progress toward our school and district wide goals and what strategies and supports need to happen instructionally between now and the end of the year to meet our goals.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: January 11, 2019

- The month of January is busy at the elementary school, as we are returning to a routine and schedule, while ending the 2nd quarter. This month will see teacher's check in on student's reading levels, gather assessment data on Aspire in grades 3-5, and communicate with parents via the 2nd quarter report card. Both the running records and Aspire scores will help provide data for teachers to inform their instruction and make instructional decisions, guided by the SLO process. Here are some of the changes that have been made this year, marking our evolution with regard to student data:
 - 4th and 5th grade teams all have Aspire based goals and have utilized a combination of Aspire, running records, and prior Forward scores to identify students in need of varying levels of support
 - We have shifted the way that we use progress monitoring tools, so that our interventions during WIN are measured to examine the impact of our instruction
 - Math interventions have become a regular part of our WIN groups, with more intentional selection of students for math support and methods for monitoring progress
- Our work with Amy Bares, and movement towards EduClimber, have increased the elementary's capacity to make data-informed instructional decisions. Amy has been instrumental in locating patterns and trends in a variety of data sources, so we can get a comprehensive view of our student groups. At the same time, by moving our student data to EduClimber, teachers will have greater access to the results that can help drive their instruction. Amy will be guiding the 3rd, 4th, and 5th grade teachers at the January staff meeting around the recent Aspire assessment results, their impact on our district goals, and ways to gather and use this data through different reports.
- We have continued to be conscientious about the way that school safety is presented to our student population. At a recent Focus team meeting, grade level representatives and I discussed the safety discussions that were held in December. We cited the positives of common language, age appropriate decisions, and increased awareness to be prepared. Our next step will likely be a walk-through of some sort, where students will apply the knowledge from the last round of discussions in a controlled, low-key setting, like a walk-through.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: January 11, 2019

- I shared last month that I would be providing a recommendation for open-enrollment space availability for the 2019-20 school year. In identifying space availability, we utilized the Department of Public Instruction's (DPI) Statewide Factor Caseload Formula for our early childhood, cross- categorical, and self-contained programs. In addition, we used the DPI's caseload recommendations to determine the number of seats available for speech and language services.

In the past, we have only closed seats for contracted services (Occupational Therapy, Physical Therapy, Vision, Hearing Impairment, Orientation & Mobility, Audiology). My recommendation is that we continue with that approach for those areas. In addition, I have identified the following seat openings for students identified with special education services utilizing the factor caseload formula and the caseload recommendations:

- DPI Statewide Factor Caseload Formula
 - Early Childhood (3-5 year olds) - 0 seats available
 - Oostburg Elementary School Cross-Category (K-3rd) - 2 seats available
 - Oostburg Elementary School Cross-Category (4th-5th) - 0 seats available
 - Oostburg Elementary School Self-Contained (K-5th) - 0 seats available
 - Oostburg Middle School Cross-Category (6th-8th) - 0 seats available
 - Oostburg Middle/High School Self-Contained (6th-8th) - 0 seats available
 - Oostburg High School Cross-Category (9th-12th) - 10 seats available
- DPI Caseload Recommendation
 - Speech and Language (EC-12th) - 8 seats available (using caseload formula)

When the open-enrollment application period begins on February 4th, 2019, students with special needs would be accepted based on space availability using the above guidelines. All contracted services are closed (OT, PT, VI, HI, O&M, Audiology) regardless of number of students receiving those services.

- In October, I shared that Angela Ring's Early Childhood caseload increased from 1 student to 6 students based on referrals as well as students moving in to the district. Angela's current contract is at 13% and this was because of the low numbers of students needing services for the past couple of years. Due to the significant increase this year, and the unsustainability of servicing students at the levels needed, I am recommending that Angela's current contract be increased to 45% to account for the daily instruction that she is providing for our early childhood students. Based on projections for next year, we will likely be needing to keep her contract at this level or higher.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 1/11/2019

Cash Position:

	Current Year 12-31-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$236,230.80	0.35%	\$81,295.16	0.35%
OSB Dental Acct	\$40,507.74	0.50%	\$46,466.93	0.19%
OSB Money Market	\$757,997.61	1.38%	\$1,006,688.64	1.00%
OSB Bond Acct	\$333,282.77	1.20%	\$137,791.27	0.70%
LGIP Savings	\$267,536.69	2.37%	\$23.12	1.21%
OSB – VANCO acct	\$18,093.89	0.00%	\$7,155.18	0.00%
OSB – Officials	\$2,230.34	0.00%	\$2,513.38	0.00%
PMA – Capital Imp	\$1,318,439.50	various	\$1,000,029.98	0.80%
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
Cash Boxes / Petty Cash	\$1,100.00	0.00%		
OSB – Referendum	\$81,402.31	1.00%	\$2,251,705.03	
TOTAL CASH	\$3,057,678.48		\$4,534,505.52	
Fund Balance (10/27)	\$835,677.55		\$923,502.17	

- An updated (through December) report is attached as a separate document. Please let me know of any questions or concerns.

Finance Update:

- January is a busy month in a business office, with W2s, 1099s, calendar year balancing of all of the federal and state reports and the annual reconciliation and submission of the Wisconsin Retirement Report along with the new ACA reporting this year. Kami and Gretchen have all of these completed. Please look for yours in your board mailbox.

DPI Update:

- The 2nd Friday Pupil Count is today, Friday, January 11. We will get all the info from the secretaries shortly after that, and then Kami and I will compile the report for DPI.

Human Resources Update:

- The required notices for Universal Availability of the 403(b) program have been distributed to employees.

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: 1/11/2019

- One major project update from the last month was the finalization of bids and the acquisition of our first storage area network. This technology leverages our existing infrastructure and provides many advantages nobody will really even see, however will provide additional redundancy, uptime, speed, safety, and cost savings in our 10-year technology budget.
- The second big update was the release of our printer request for proposal due on the 21st of January. This is a formal bid process and we are soliciting our preferred partners as well as all participating vendors through Wisconsin's Vendornet platform which is evaluated by over 100 other vendors. We have been extremely pleased with our current printer company, their service and the provided hardware. They are the top Canon vendor in the country, however with a commitment of 4-5 years, we feel it best to keep every partner accountable and understand what other technologies are available and what is reasonable.
- I spent a good part of the break updating a maintenance system we use regularly that is quite temperamental, yet very important to us in the IT department. The system allows us to take a computer and get it up and running with only about 5 minutes of hands on work. After that work the setup is all automated and the device is ready to be used by the end-user in about 30-60 minutes depending on the software that was selected. I brought it to a more functional level with updated software from SMART, Adobe and Microsoft but the server database version is outdated and I will be enlisting the help of a system engineer to help update this platform so we can continue using it.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education
From: Peter Scheppmann
Date: 1-11-2019

- The school district's environmental and safety consultant from CESA 10, Scott Amacher, will be meeting with me in February to review the district's environmental plan as far as the State mandated policies for public schools. Areas to review consist of, but are not limited to, asbestos, lead in drinking water, indoor environmental quality management plan, ADA, etc.
- I recently completed the Department of Safety and Professional Services summary of work related injuries and illnesses for 2018. This is the equivalent to the OSHA 300A form all employers are required to fill out. I electronically submitted it to the State of Wisconsin and posted it in the district office as required by law. We had no lost time injuries this past year.
- It may seem early with the present cold weather we are in, but we are in the planning and organizing stages for the Spring sport schedules. New for this year is boy's baseball has moved from a summer league to a spring league, the same time frame as girls soccer and girls softball. It is all manageable from a buildings and grounds stand point, the weather just has to cooperate with us.