

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
WEB: [www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)

October 21, 2015, immediately following the Annual Meeting

MISSION STATEMENT: "The mission of the School District of Oostburg is to prepare students to be positive contributors to our society and the world."

REGULAR BOARD MEETING AGENDA

- I. Call meeting to order
  - A. Pledge
  - B. Roll Call
  - C. Certify posting
  - D. Approve Agenda
- II. Public letters / comments: Members of the public wishing to address the board on any topic are requested to complete a public input form prior to the beginning of the meeting.
- III. School Board President / Admin Team Reports
  - A. Board President
  - B. Superintendent – Facilities Survey Results presented by School Perceptions
  - C. High School Principal
  - D. Middle School Principal
  - E. Elementary School Principal
  - F. Director of Special Education
  - G. Director of Finance/Personnel
  - H. Buildings and Grounds Coordinator
  - I. Technology Coordinator
- IV. Approval of Consent Agenda Items – Recommend approval of consent items below:
  - A. Minutes of the following school board meetings:
    - 1. Monthly board meeting of September 16, 2015
  - B. Personnel
    - 1. Approval of the hiring of Patricia Lutze as 50% Junior Class Advisor
    - 2. Approval of the hiring of Kelsey Prinsen as 50% Junior Class Advisor
    - 3. Approval of the hiring of Craig Keller as 8<sup>th</sup> grade girls basketball coach
    - 4. Approval of the hiring of Justin Van Ess as 50% 8<sup>th</sup> grade boys basketball coach
    - 5. Approval of the hiring of Justin Wilterdink as 50% 8<sup>th</sup> grade boys basketball coach
    - 6. Approval of the hiring of Joan Swart as part time elementary school administrative assistant
    - 7. Approval of the hiring of Justin Wilterdink as Fitness Center Coordinator
    - 8. Approval of the hiring of Zach Rogers as JV wrestling coach
    - 9. Approval of the hiring of Jeremy Jochman as Assistant Play Production (Fall)
    - 10. Approval of the hiring of Jeremy Jochman as Assistant Play Production (Spring)
  - C. Finance
    - 1. Approval of September Expenditures of \$804,010.15
    - 2. Approval of September Receipts of \$861,153.24
    - 3. Approval of September computer check numbers 10010118 - 10010251, wire numbers 201500026 - 201500041, ACH numbers 151600004 - 151600007, and manual check numbers 501653
- V. Action Items
  - A. Consider approval of 2015-16 budget
  - B. Certify the tax levy
  - C. Consider approval of Alternative Open Enrollment into the district for 2015-16
  - D. Consider approval of Alternative Open Enrollment out of the district for 2015-16
  - E. Consider approval of Youth Options request of Cheyenne Thein
- VI. Topics for Discussion
  - A. Legislative Report
  - B. Finance Committee Report
  - C. Buildings & Grounds Report

- D. Transportation Committee Report
- E. Negotiations Committee Report
- F. Policy Committee Report
  - a. 1<sup>st</sup> read on the following board bylaws and policies: 0100, 0142.5, 0142.7, 0145, 0174.3, 1213, 1241, 1260, 1630.01, 2221, 2260.01, 2261, 2421, 2440, 3120.08, 3120.09 (delete), 3121, 3230, 3281, 3430.01, 3431, 4120.09 (delete), 4121, 4124, 4230, 4281, 4430.01, 4431, 5111, 5113, 5114, 5200, 5514.01, 5540, 5605, 5630.01, 5730, 5751, 6108, 6424, 8120, 8330, 8390, 8410, 8431, 8600
- G. OCEF Report
- H. Long Range Planning Committee

VII. Future Board Meeting Dates: Regular Board Meeting – November 18, 2015, in the HS Conference Room

VIII. Adjourn

Wendy DenBoer, Clerk

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OOSTBURG TO COMPLY WITH REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT. IF YOU HAVE A DISABILITY COVERED UNDER THE ACT, AND REQUIRE AN ACCOMODATION TO ATTEND OR PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT 920-564-2346.

THIS MEETING IS A MEETING OF THE BOARD OF EDUCATION IN PUBLIC FOR THE PURPOSE OF CONDUCTING THE SCHOOL DISTRICT'S BUSINESS AND IS NOT TO BE CONSIDERED A PUBLIC COMMUNITY MEETING. THERE IS A TIME FOR PUBLIC PARTICIPATION DURING THE MEETING AS INDICATED IN THE AGENDA.

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 and Administration

From: Kevin Bruggink

Date: October 16, 2015

Re: District Update

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- This month's meeting includes our budget hearing beginning at 5:45pm followed by our annual meeting. Our regular monthly meeting will include Bill Foster's presentation of the Facilities Survey results. Bill, representatives from Bray Architects, Kris and I held a conference call yesterday to prepare for that portion of our meeting. Bray will have representatives who along with Bill are prepared to answer questions as the results are presented. Any potential action on those results would not occur until our November board meeting.
  - This month's regular meeting will include a first read of a very large number of policies. Mari and Deb have been thoroughly reviewing those policies and sending questions to me for clarification. We will be prepared to answer any questions you may have during this request for a first read.
  - The primary discussion topic during our County Superintendent's meeting was teacher retention, and expectations / ethical responsibilities around communication when teachers under contract apply in other districts. Although we have had a few circumstances where staff members have left for other opportunities it does appear this is having a more significant impact at other schools in our region.
  - I am look forward to hosting Senator LeMahieu and Representative Katsma in Oostburg after next week's monthly legislative meeting. We will be discussing our District goals and the impact of our State's decision to change required assessments three times in the last three years. Our ability to monitor growth year to year is compromised when we are forced to use different assessments from one year to the next. As a District, we are disappointed that the ACT suite of assessments was not adopted by DPI. The ACT will continue to serve as the high school assessment but the adoption of the Forward Exam as the state assessment was announced recently instead of the ACT suite for lower grade levels. In addition to a desire for more local control around assessments, I will also be repeating our significant concerns around the lack of local control on our school start date. In the next two years September 1<sup>st</sup> (the first day we are allowed to begin school per statute) falls on a Thursday and then Friday. I will be asking that our representatives support our ability to begin school during the week of September 1<sup>st</sup>. There has been little support for our push for local control here as any proposed legislation is either stalled or directed to the tourism committee of the legislature. It is unfortunate that the tourism lobby has such a powerful impact in this area. As I shared in recent updates, the priorities in our calendar continue to be adequate time for vertical teams to meet at least every other week. These vertical meetings allow us to continue work on our 100 day strategic plans where we are focusing on appropriate scaffolding of rigor across grade levels. We see this as a continued major area of need.
  - Related to our school calendar, I have developed several drafts which we will discuss with the Lead Team during our November inservice. Although the calendar presents several challenges with beginning after September 1<sup>st</sup>, trying to end in the second week in June, while also meeting the priority time needed for vertical team meetings, it looks like we will be able to have spring

break during the more traditional last week in March. This should help our families by aligning break with the Sheboygan area schools.

- Our Title I application was recently approved by DPI. Title funds require relatively extensive documentation but this year provide almost \$80,000 in support for students that require extra support and for staff professional development. I appreciate Kris's help in this process.
- Our Lead Team meeting during our October inservice day included continued discussion around our plans for increased Lead Team participation. This summer's Lead Team work included a decision by the team to reduce the size slightly and begin considering rotation of members on this team. The tentative plan for participation includes opening Lead Team positions to all certified staff with three people rotating off each year. Replacements would come from a pool of staff members who have expressed interest in being involved in this committee. At this point we are planning to pull names from a hat for those positions. The team is excited with how our work is evolving. It really is impressive to consider how this team has grown in its effectiveness and impact. We believe a more inclusive involvement will only enhance our work.

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Ann Steenwyk, Bryce DeRoos  
**Date:** 10/16/15  
**Re:** Oostburg Middle School Principal Report

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1. As we get into the swing of holding our department level data team meetings for the 15-16 school year, we had discussion as an OMS staff related to the goals of having such meetings. OMS has traditionally held as true as possible to the data team process we learned about through a training a few summers ago with a national presenter, Steve Ventura. Although this was an invaluable process to learn, implementing data teams at OMS under those parameters proved difficult, especially since our teams involve teachers from different grade levels. "Common assessments" were common based on measuring the same standards, but were not the same exact test. To coordinate common assessments measuring the same standards at the same time throughout the year became cumbersome and somewhat unnatural in terms of teachers teaching their scope and sequence.

Since the outcomes related to data teams are crucial for teacher professional development and student learning, making the process more meaningful to teachers was important for us. For this reason, staff are having data teams that may not follow the exact same process as we learned from Steve Ventura, but rather that meet the outcomes we desire as a result of having such meetings. These goals are:

- a. Collaboration with professional peers which leads to professional learning from one another
  - b. Unwrapping different standards to better understanding the learning that should be happening within them.
  - c. Discussion around level of vertical rigor. Are learning expectations in line with the depth of knowledge that the standard calls for? Are learning expectations increased with each grade level?
  - d. Assessments: Are the assessments that we are using measuring what we want them to measure to the level of rigor that we want them to?
  - e. Instructional strategies-are we using tried and true instructional strategies (research and evidenced based) to maximize student learning? What are your peers doing to yield positive results?
- Visible Learning is a great resource to use for this piece of the process.

With these goals in mind, we are hoping that staff view their bimonthly meetings with one another as critical to their development and growth as professionals to improve student learning in their subject area. This approach will be monitored to ensure that it is yielded the returns we are expecting.

2. Now that students and staff are getting familiar with the Chrome books at OMS, Erika Wray and I are asking staff to push their comfort level in using them to enhance instruction in the classroom. We met as a staff to talk about the vision related to Erika coaching staff in the area of technology use. She will be working with different teams of teachers each month. During this month she will be meeting with them at least weekly to get an idea of the learning targets teachers will be focusing on in their classrooms so she can find tools to help them. Our goal for teachers throughout this process is to push the envelope in terms of the tools that they are using related to technology; making its use more interactive, rather than simply substituting traditional paper/pencil activities. As we shift toward more student centered learning, using her as a resource, model, and support will increase technology use in a meaningful way.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Ann Steenwyk

Date: October 15, 2015

Re: Board Update

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- Within the last two weeks, we have enrolled 5 more new students. This brings our student population to 474. Our biggest class sizes continue to be in grades 4 and 5 where each class has 25-26 students and in third grade, where there are 4 sections of 19-20. I did a tour with another family yesterday, and they are considering enrolling in January. We are also expecting 3 more students at the beginning of November. Most of these families have purposefully chosen to move into the Oostburg community.
- The past 2 days, I've attended the AWSA Elementary Principals Convention in Appleton. I spent the majority of my time listening to Jon Saphier, Founder and President of Research for Better Teaching. He provided us with some excellent strategies to maximize teacher impact on student learning, and I'm looking forward to utilizing some of these resources in upcoming faculty meetings. Although it is always difficult to be out of the building for a few days, I am grateful for the opportunity to extend my own learning.
- During the in-service last Friday, we started to review our report cards as a building and decided to form a committee to study how we currently communicate student progress with parents and to consider how we can improve this. One teacher from every grade level has volunteered to serve on this committee, and we hope to have improved report cards for implementation next year.
- We also spent some time last Friday reviewing our Aspire results and figuring out how to set some goals for our students. Because this assessment is new, we don't have national or local norms that will help us determine goals. The science team started this work last year and is guiding us through what they've learned along the way. Despite the messiness of having to figure this out, our conversations have been very good and student focused.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** October 16, 2015  
**Re:** Monthly Update

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- A couple of weeks ago, I was a part of the regrouping meetings at the elementary school (this is where teachers meet to talk about the progress of students and identify the students that need to be a part of specific interventions). When our new special education teacher – Trevor – was invited to the 5<sup>th</sup> grade regrouping meeting, he started asking some really good questions about how and why we were doing what we were doing. The questions prompted Ann and I to take a step back and reevaluate our process as well as the staff involved in the interventions. In our discussion, it was clear that Trevor has a great understanding of the specific, articulated steps that should be identified in processes regarding interventions and the roles that each person plays. Both Ann and I look forward to taking steps towards making our What I Need (WIN) time even more intentional and purposeful.
- Last week, we held our first attendance meeting at each building to talk about how the first month has progressed. While we will always hope for less missed days, we are pleased with the attendance rates so far. The policy committee has received a proposed change to the attendance policy that allows for a little less freedom for parents to excuse their child. Currently, there is no limit to the number of days a parent can excuse their child due to illness. My recommendation is for this reason is included under the provision that allows for up to 10 days excused by parent. This would allow the district to respond quicker when students are missing for significant amounts of time. Currently, we have a student in the high school that has already missed parts or all of 12 days (out of a possible 30.5 days). Of those 12 days, 10 of them have been the result of the student not feeling well (the other 2 were doctor appointments as a result of not feeling well). If we follow the current attendance policy, this would be allowable. I encourage any questions about this as the research continues to show that attendance is directly to a number of academic outcomes as well as a desired trait among employers.
- This past week, we had our second 3-year-old qualify for early childhood services and next week we will likely be qualifying our third 3-year-old. As you'll recall, Angela Ring went down to 60% FTE as the number of early childhood students was practically zero and all indications pointed towards only 1 referral from Birth-to-Three. While we haven't had any additional Birth-to-Three referrals, we did have a family that refused to allow Birth-to-Three to share the needs of two particular children. With the need to provide special education services for these three children, we have had to make some creative scheduling changes for Angela. Currently, we are able to make it work within the hours that she is working and we will continue to look at options that allow for opportunities for 3 and 4 year olds to receive services.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 10/8/2015

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### Cash Position:

	Current Year 9-30-15		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$1,367,850.31	0.35%	\$895,690.82	0.35%
OSB Dental Acct	\$35,167.40	.1001%	\$30,074.85	0.00%
OSB Money Market	\$1,192,940.37	0.50%	\$1,778,485.33	0.54090%
OSB Bond Acct	\$163,205.38	0.40%	\$174,697.15	0.35%
LGIP Savings	\$22.82	0.00%	\$22.82	0.00%
OSB – VANCO acct	\$8,265.80	0.00%	\$1,182.10	0.00%
OSB – On-Line Store	\$2,902.45	0.00%	\$2,875.00	0.00%
OBS – Capital Imp	\$305,292.55	0.50%	\$0.00	0.00%
Paypal Cash	\$1,136.45	0.00%	\$1,552.76	0.00%
TOTAL CASH	\$3,076,783.53		\$2,884,580.83	
Fund Balance (10/27)	\$2,435,646.38		\$2,529,220.11	

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

### 15-16 Budget:

- The Annual Meeting booklets, which contain the 15-16 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 15<sup>th</sup> aid certification, so a few of the numbers will need to be changed in the final budget that gets approved by the board.

### 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 down again, from 1,032 in 2013 to 981 in 2014 and 978 in 2015. This puts us in a “Declining Enrollment” status in our Revenue Cap calculations, like we were last year. What that means is we have a one year exemption of about \$110,400 on our maximum revenue cap. Because we are still taxing at a level under that maximum amount, this shouldn’t be a big hurdle in our budget for next year. It is significant though and I will continue to monitor that by updating the Baird model going forward with the new pupil count information.



- The annual report and the Special Education Annual report were also submitted to DPI this past month.
- An updated Revenue Cap worksheet has been completed. elated info on that calculation is below:

	14-15 FY	15-16 FY
Equalization Value of the District	\$521,675,255	\$519,384,743
Equalization Aid	\$5,351,728	\$5,132,735
Total Tax Levy	\$5,121,174	\$5,121,174
Mil Rate	9.86	9.86
September Pupil Count (FTE basis)	981	978
Summer Pupil Count	14	11
Amount under the Revenue Cap	\$152,493	\$230,409
Declining Enrollment Exemption/Hold Harmless	\$60,825	\$110,400

**Other:**

- The semi-annual bond payments (interest only) were paid on September 30<sup>th</sup>.
- On October 6, Kevin and I (along with Cedar Grove's Superintendent) met with an Associated Financial consultant and one of their on-staff attorneys to discuss other compensation programs that could potentially be offered in the district. I will continue to investigate these options in relation to our budget for next year.

Board Update

**Oostburg School District:  
Technology**

# Board Update

## Oostburg School District: Buildings and Grounds

Buildings and Grounds  
Board Update: October, 2015  
To: Board of Education  
From Peter Scheppmann  
Date: 10-16-2015

### Custodial:

- Presently the custodial staff is working on parts of cross training in each position and areas of buildings to assist in covering when another staff member is either out due to illness or scheduled vacation time.

### Maintenance:

- In process of installing the new boiler for the middle school building.
- Had to replace one of the basketball hoop long cables and two pulleys in the high school gym, the South East hoop would not come all the way down to the open position.

### District:

- Preparing facilities for both the volleyball and soccer tournaments starting next week.