

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
October 21, 2015

- I. Meeting called to order at 6:43 p.m. by President Jim Swart.
 - A. Pledge of Allegiance.
 - B. Roll Call. Board members present: Jim Swart, Eric Hartman, Wendy DenBoer, Terry Lemkuil, Deb Harmeling, Jack Stokdyk and Mari Kretz (via teleconference). Board members absent: None. Administrators present: Kevin Bruggink, Kris De Bruine, Scott Greupink, Sherri Stengel, Ann Steenwyk and Bryce DeRoos. Administrators absent: None. Others: Peter Scheppmann and Lucas Allen and several community members.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Harmeling made a motion, supported by Lemkuil, 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 – Kevin Bruggink and Mr. Bill Foster provided an update on the District Survey in regard to a referendum for building needs. Written report was provided.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine explained budget changes for approval. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann advised of potential middle school boiler work. Written report was provided.
 - I. Technology Coordinator – Lucas Allen spoke about telepresence. Written report was provided.

- IV. Consent Agenda Items – Lemkuil made a motion, supported by Den Boer, 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 16, 2015
 - B. Personnel
 - 1. Approved the hiring of Patricia Lutze as 50% Junior Class Advisor
 - 2. Approved the hiring of Kelsey Prinsen as 50% Junior Class Advisor
 - 3. Approved the hiring of Craig Keller as 8th grade girls basketball coach
 - 4. Approved the hiring of Justin Van Ess as 50% 8th grade boys basketball coach
 - 5. Approved the hiring of Justin Wilterdink as 50% 8th grade boys basketball coach
 - 6. Approved the hiring of Joan Swart as part time elementary school administrative assistant
 - 7. Approved the hiring of Justin Wilterdink as Fitness Center Coordinator
 - 8. Approved the hiring of Zach Rogers as JV wrestling coach
 - 9. Approved the hiring of Jeremy Jochman as Assistant Play Production (Fall)
 - 10. Approval the hiring of Jeremy Jochman as Assistant Play Production (Spring)
 - C. Finance
 - 1. Approved September Expenditures of \$804,010.15
 - 2. Approved September Receipts of \$861,153.24
 - 3. Approved September computer check numbers 10010118 - 10010251, wire numbers 201500026 - 201500041, ACH numbers 151600004 – 151600007, and manual check number 501653

- V. Action Items
 - A. Motion by Lemkuil, supported by Hartman, to approve the budget for 2015-16 with the recommended changes as attached. Motion carried; unanimous.
 - B. Motion by Lemkuil, supported by Stokdyk, to certify the tax levy for 2015-2016 at \$5,196.221, which includes \$75,047 for voucher assessment. Motion carried; unanimous.
 - C. Motion by Lemkuil, supported by DenBoer, to approve the Alternative Open Enrollment into the District for 2015-2016. Motion carried; unanimous.
 - D. Motion by Lemkuil, supported by Harmeling, to approve the Alternative Open Enrollment out of the District for 2015-2016. Motion carried; unanimous.
 - E. Motion by Lemkuil, supported by DenBoer, to deny the Youth Options request of Cheyenne Thein for 2015-2016. Motion carried; unanimous.

- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink provided an update on their meeting of 10/19/15.
 - 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 – 1st 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 – Melissa Leaman joined the OCEF board.
 - H. Long Range Planning Committee Report – Next meeting scheduled for November 2 at 6:00 pm.
- VII. Future Board Meeting Dates: Regular Board Meeting – November 18, 2015, in the HS Conference Room
- VIII. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:40 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 and Administration
From: Kevin Bruggink
Date: September 11, 2015
Re: District Update

- My District Administrator board report this month will include a detailed review of our progress toward District goals in 2014-15 and an overview of our 2015-16 goals. I look forward to sharing what I believe to be strong evidence of continued improvement.
- My monthly CESA 7 PAC meeting was held this week in Green Bay and included several key informational items. DPI's director of licensing was present and provided a very thorough update on current licensing options for certified staff. I believe almost everyone in the room was surprised to learn that there are now 11 options to gain certification to teach various courses. Three of those options are new after being adopted in the most recent state budget.
- The PAC meeting also included an update from DPI's Director of Finance. He shared background on the specifics of funding changes to the state voucher program. I believe most stakeholders are aware of the general reality of voucher expansion in the most recent budget. Many of those stakeholders are likely not aware of the details which directly impact our public school district and the local tax levy. The primary changes have resulted in voucher students being treated in a manner which is very similar to traditional open enrollment. There is currently a 1% cap per District (for Oostburg that means we could not lose more than 10 students to the voucher program) and that cap will be increased and eventually completely phased out. Please consider the following example of how the voucher program could play out for us. If our District boundaries included 10 students receiving vouchers, all of those students would be counted in our enrollment figures (voucher students were not included in public school enrollments counts in the past). The result would directly increase our revenue limit by the associated per pupil amount. However, we would be responsible for paying the voucher amount for that student. If the 10 students were all current OSD students who now have vouchers and will attend a private school, we would receive no increased revenue limit space but would have to pay the voucher cost. If 5 of those students were current students and 5 were not, we would have an increased revenue limit equal to the additional 5 students. As you know, there is no increase in state aid for public schools in the first year of the biennial budget and a limited increase in year two. There is also no change in the revenue limit in either year. This means the year two increase in state aid is in essence property tax relief. The current voucher payment program directly shifts payment for vouchers onto the local tax levy – not state equalization aid. As a district which continues to operate well under our revenue limit we are put at a competitive disadvantage financially as other schools will see an increased revenue limit should they have voucher students in their districts. Since the majority of school districts in the state operate at their revenue limit this structure benefits them more than it will Oostburg where we are operating more conservatively. We do have the ability to raise our local levy considerably but have not recommended that in past budgets. The changing landscape may force our hand in this area in upcoming years. This is a complex topic to address in an update and I welcome your questions as we work to understand the implications of expanding vouchers on our public school district. The

summary that is important for our local community to understand is the reality of vouchers increasing the local levy, not state equalization aid.

- Although the previous bullet offers some challenges for us to consider, there are definitely positives to be inferred from our climbing student enrollment numbers. We have what I believe to be a record-setting increase in enrollment with 68 students who are new to the District. We will have firm numbers as part of our third Friday count, but it is encouraging that so many families view Oostburg as a great place to send their children. The 68 new students include a mix of students from private, charter, home and other public school settings. I do believe that our very intentional work and progress on specific district goals is contributing to the strong interest by families looking to join us in Oostburg. The increased numbers do present challenges with space and resources, and I continue to be thankful for the efforts of our staff to find ways to continue getting impressive outcomes even with our larger numbers.
- Yesterday Jenn Swart notified Ann and Kris that she has accepted a full time position and will be resigning her part time roles as OES administrative assistant and District fitness coordinator. We certainly appreciate Jenn's service to the district, particularly in the development and building of our successful fitness center. We are recommending that we post the fitness coordinator responsibilities as two separate positions in the following manner:
 - Coordination of community fitness classes
 - Coordination of community fitness center

Our recommendation and restructuring will allow us to realize an almost 50% reduction in costs for this position while still maintaining what we believe will be a similar level of services. Kris DeBruine has been actively involved in supporting much of our fitness class work. Kris has offered and I am recommending that she serve in the role of fitness class coordinator. We will post the Fitness Center coordinator position internally and should no candidates be interested, we will post that externally.

- I am requesting an ordinance change related to parking on New York Avenue between 6th and 7th street. We continue to have problems with parents who ignore our requests to not park in this area during bus times. That is a concern because it results in students walking between buses as they attempt to get to our school grounds. I have contacted Jill Ludens and she will include a request from the school to limit parking on New York Ave between 6th and 7th street from 8:00am-9:00am and 3:00pm-4:00pm on all school days.
- Our work related to adjustments in HSA payment dates and contract break fees is continuing. Kris and I have been working on this as part of our weekly meetings and will be presenting recommendations during a future board meeting. The need for change has been prompted by the very different landscape related to teacher contracts and late summer contract breaks. We are confident we will have several reasonable recommendations. I am currently in the process of getting feedback from legal counsel related to our contract break fee amounts. We also plan to address both of these areas during our meet and confer discussions with staff representatives. We certainly have time to work through this carefully as no changes will be made until next year's contracts are distributed in spring. Our current contract break fee structures are as follows:
 - \$500 through 6/30
 - \$750 through 7/31
 - \$1000 after 8/1
- You have likely received an email from School Perception with a link which will allow you to take our Facilities survey. The hard copies are expected to arrive at the post office and our District office Monday afternoon. They should be in local mailboxes near midweek which will allow for ample time prior to the Oct. 2 survey close.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Ann Steenwyk, Bryce DeRoos

Date: 9/11/15

Re: Oostburg Middle School Principal Report

1. **Start of the Year**-OMS if off to a great start to the school year. Schedules have fallen into place and teachers and students are hard at work. We are making small adjustments to the lunch schedule, but the teachers have been extremely flexible in working out the kinks related to that. All sixth grade students had some direct instruction on Positive Behavior Intervention Supports (PBIS) or basic rules and procedures, as well as basic training in digital citizenship. Likewise, students were reminded of rules related to safe and responsible use of the Chromebooks.

This school year, OMS welcomed a record number of new transfer students into the school! We had 14 new transfer in's and one student transfer out. That is about a 7% increase in enrollment of new students alone. Two of these students are part time attendance students.

2. **Assessments**-A good amount of my time was spent getting rosters prepared and uploaded into the different testing portals so we can have another positive testing experience this fall. This process always takes me much, much longer than I think it should and there is a ton of details that have to occur to get us ready for students to take the assessment.

We found out yesterday that the state test that will replace the Badger assessment in English/Language Arts and Math in grades 3-8 and the WKCE assessment in 4, 8, and 10 in Science will be the Wisconsin Forward assessment. This assessment will take place this spring. We have yet to hear what the Social Studies replacement of the WKCE will be in grades 4, 8, and 10.

3. Aimee Thrune, our math teacher in grades 6 and 7, received a teaching scholarship from the Armed Forces Communications and Electronics Association. As part of this scholarship, since she is now teaching in a STEM field, she was awarded \$1,000 to use toward anything STEM related in her classroom or the school. This award will be reoccurring over the course of the next three years. Congratulations Aimee!

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Ann Steenwyk
Date: September 11, 2015
Re: Board Update

- Although we are actually only on day 8 of school, it feels like we've been here much longer, from a positive perspective. We are already heavily engaged in the routines and procedures, and I'm amazed at the stamina our students have during the instructional blocks. Deep levels of learning and assessing are already happening this early in the school year. I've heard several positive comments about this from subs and new staff members.
- I want to comment on the tremendous support we have received from the community regarding school supplies. With the help of several community members, we were able to provide supplies to all of our students who came unprepared. This could have been an issue this year with so many new students. Normally, we are making a Walmart run around this time of year, but we haven't had to do that. We are truly blessed to be a part of such a loving and caring community.
- We enrolled 2 more students this week Tuesday, bringing our new student total to 36. Last year we had 16 new students. Of this year's new families, 6 have open enrolled into our district. One of these families had applied for a voucher to attend Sheboygan Christian but then decided to open enroll to our school instead of attending SASD.
- This coming week we will be meeting with teams and/or individuals to review both student learning objectives (SLOs) and our school literacy goals. By the end of the week we should have specific action plans developed to reach goals in literacy and math. Part of the action plan involves teachers' own professional learning. Plans are currently in place to start another study group (after or before school) as well as to send team representatives to literacy and math workshops (Oct-Nov.). Now that teachers have a better understanding of the workshop model, they are expressing a desire to get deeper levels of training in specific intervention strategies and questioning techniques.
- Today there is a tremendous amount of excitement in the air, as 126 OES girls are preparing to perform their dance camp routines at tonight's football game. In addition, Mr. Weber was here over lunch today to meet with our boys about cub scouts. These community and multi-generational opportunities are so important for the development of our students. Many thanks to Jess Prinsen, Mr. Weber, and Josh Cole for setting up these opportunities for our students to work with older students and others in our community.
- We just got word that the new state test will be Forward. I'm sure Sherri will have more details about this test in addition to the new ACCESS test, which we will begin to administer in December.
- We just got a resignation notice from Jenn Swart yesterday, and I will be working on finding a replacement for her within the next two weeks. Because her hiring is so new, I will likely go back to our original candidate pool before looking further.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: September 11, 2015
Re: Monthly Update

- Our transition to using IEP software through Infinite Campus hasn't necessarily been as smooth as the other transitions we have experienced. We have come across quite a few glitches regarding the forms, but we were able to solve most of those problems at our last conference call with our support person at CESA #7. I have volunteered to help support, provide input and suggestions at the state level for Infinite Campus. Hopefully we can get most of the other issues solved quickly. I have been very pleased with the staff responses as it hasn't overwhelmed them - even though it is a big change from the previous software.
- This past week I was able to meet with the secretaries and the counselors regarding the building attendance policies. I would continue to encourage the change in the attendance policy in which student illnesses are identified as parent-excused absences. This would allow some additional flexibility in our responses to students who consistently are absent from school due to headaches, stomachaches, or other minor illnesses. We are currently dealing with a student who has already used 5 parent-excused absences due to the student not wanting to come to school. Without changes to the attendance policy, we would have very little flexibility in working with the sheriff's department or county services as these absences could have previously been listed as excused (with no limit on how many days he could be gone). If anyone has any questions regarding this policy, please feel free to contact me about these changes.
- I continue to receive a lot of positive feedback from staff regarding our new special education teachers/therapist. I am very pleased with their ability to fit right in, put in the necessary work, come up with new ideas and approaches to old problems and have the respect of the current staff.
- Earlier today, Melanie, Angela, and I started planning for our first Child Development Day screening which will be scheduled for October 21. We have 60+ students who have birthdays between June 1st, 2012, and June 1st, 2013. At this stage in the year, I think those are strong numbers for future classes at Oostburg Elementary!

Board Update



To: School Board Members, Administrators
From: Kris De Bruine
Date: 9/10/2015

Cash Position:

	Current Year 8-31-15		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$135,520.26	0.35%	\$269,346.70	0.35%
OSB Dental Acct	\$37,613.66	.1001%	\$41,148.11	0.00%
OSB Money Market	\$2,342,176.46	0.50%	\$2,277,617.06	0.50%
OSB Bond Acct	\$163,151.74	0.40%	\$174,635.91	0.35%
LGIP Savings	\$22.82	0.00%	\$22.82	0.00%
OSB – VANCO acct	\$32,049.47	0.00%	\$1,117.10	0.00%
OSB – On-Line Store	\$2,902.45	0.00%	\$2,864.40	0.00%
OBS – Capital Imp	\$305,167.14	0.50%	\$0.00	0.00%
Paypal Cash	\$1,136.45	0.00%	\$1,373.22	0.00%
TOTAL CASH	\$3,019,740.45		2,768,125.32	
Fund Balance (10/27)	\$2,422,111.96		\$2,597,158.40	

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

15-16 Budget:

- A copy of the 15-16 budget is attached. I plan to review the details with you at the meeting on Wednesday evening.

DPI Update:

- 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 districts equalization aid payments for the current fiscal year.
- The Summer School Pupil Count is currently being worked on and the September Third Friday Pupil Count will be right around the corner.
- The Annual Report (PI 1505) and the Special Education Annual Report are both due next week Friday; I have both of them started, but they are pretty tedious reports, so it takes a while to complete them.

Other:

- This past month we had our annual Worker's Comp audit. EMC sends an auditor to go through our payroll records and match them up against our premium payments for workers comp insurance. The audit went extremely well, thanks to the help of Kami Van Ess!

Final Budget Changes:

	Budget	New	Difference
Equalization Aid	5,139,576	5,132,735	(6,841)
OE In	316,230	471,735	155,505
OE Out	455,000	458,090	(3,090)
Per Pupil Aid	153,150	150,300	(2,850)
Vouchers	-	75,047	(75,047)
			67,677
Fund 10 Levy	4,254,333	4,394,731	140,398
Fund 80 Levy	20,000	20,000	-
Fund 39 Levy	846,841	781,490	(65,351)
	5,121,174	5,196,221	75,047
Computer Exempt Aid	3,993	4,443	450
Expenses will be netted out to make a \$0 budget.			

Board Update

Oostburg School District: Buildings and Grounds

Buildings and Grounds

Board Update: September, 2015

To: Board of Education

From Peter Scheppmann

Date: 9-11-2015

Custodial:

- In two classrooms at the high school we are presently testing a new 3M Resilient Floor Protection product, formulated for VCT tile. Our expectation with this product would mean no more stripping wax from floors and re-waxing. The product is designed for once a year application, with no stripping. Also a side benefit of this product is no black shoe scuffs. This product would reduce material and labor costs. It won ISSA (International Sanitary Supply Association) innovation award in 2014. This is a fast drying product, 20 to 30 minutes, and would mean we no longer would have to block off classrooms and hallways for 2 to 3 days due to applying several coats of conventional floor wax.

Maintenance:

- Presently performing preventative maintenance on HVAC systems for preparation of fall temperatures. Belts, filters, oiling, etc.
- Scheduling asbestos abatement services for two high school water valves that are broken and will not shut off for service. After abatement, the valves will be removed and new ones installed. A number of valves have been previously replaced the past several years. This is a gradual process of working through the building checking water shut off valves.

District:

- Our State requirement concerning annual training for Bloodborne Pathogen exposure prevention, Hazard Communication: Right to Understand (GHS) and First Aid is underway.
- The School District Outdoor Daktronics LED matrix display is scheduled for repair and upgrading for October 5th by Kieffer & Co. M3 insurance is covering the cost of repairs, less the school's deductible.
- Lastly we have put all the finishing touches on our Athletic field complex for Friday night's game and the special half time show with 120 youth dance team members. Expecting a larger than normal crowd, we added additional garbage barrels and restocked the restrooms to help make this a special night for all the families.