

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
November 18, 2015

- 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, Wendy DenBoer, Terry Lemkuil, Deb Harmeling, Jack Stokdyk and Mari Kretz. 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.
  - C. Proper posting of agenda was certified by Kris De Bruine.
  - D. Den Boer 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 discussed his recent visit with the Village of Oostburg board. He also discussed potential school store ideas, Agriculture education potential additions and the 16-17 school calendar. Written report was provided.
  - C. High School Principal – Scott Greupink described the changes with weighted grading at the high school. Written report was provided.
  - D. Middle School Principal – Sherri Stengel has been meeting with her team discussing feedback on parent teacher conferences and grading practices. Written report was provided.
  - E. Elementary School Principal – Ann Steenwyk thanked the board for supporting the professional development opportunities that teachers have been able to take advantage of. Written report was provided.
  - F. Director of Special Education – Bryce DeRoos discussed the Open Enrollment changes for next year within the Special Education department. Written report was provided.
  - G. Director of Finance/Personnel – Kris De Bruine highlighted the resolutions that will be acted on later in the agenda. Written report was provided.
  - H. Building and Grounds Coordinator – Peter Scheppmann discussed potential repair issues with the middle school roof and the HVAC units at the high school. Written report was provided.
  - I. Technology Coordinator – Lucas Allen talked about the magazine article that is being published regarding our innovative homebound education student. 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 October 21, 2015
  - B. Personnel
    - 1. Approved the resignation of Chris Holzer as high school head baseball coach
  - C. Finance
    - 1. Approval of October Expenditures of \$1,379,517.15
    - 2. Approval of October Receipts of \$140,125.32
    - 3. Approval of October computer check numbers 10010252 -10010390, wire numbers 201500042 - 201500062, ACH numbers 151600008 - 151600025, and manual check numbers 501654 - 501659.
- V. Action Items
- A. Motion by Hartman, supported by Lemkuil, to approve the following resolution:
    - 1. INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$9,590,000.

Motion carried; unanimous.
- Motion by Kretz, supported by Hartman, to approve the following resolution:
- 2. RESOLUTION PROVIDING FOR A REFERENDUM ELECTION ON THE QUESTION OF THE APPROVAL OF AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$9,590,000.
- Motion carried; unanimous.

- B. Motion by Harmeling, supported by Kretz, to approve the 2016-17 school calendar. Motion carried, unanimous.

VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink remarked on the discussion points from the meeting on Monday. There has been lots of discussions around the referendum timing bill that was authored by Legislator Duey Stroebel. He was interested in listening to the Superintendents discuss their perspectives.
- 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.
- C. Policy Committee – 2nd 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. Harmeling made a motion, supported by Kretz, to approve the adoption/deletion of these policies. Motion carried; unanimous.
- G. OCEF Report – No report.
- H. Long Range Planning Committee Report – Mr. Lemkuil remarked on the committees work to recommend to move forward with the elementary school building project.

VII. Future Board Meeting Dates: Regular Board Meeting – December 16, 2015, in the HS Conference Room

- VIII. Lemkuil made a motion, supported by Den Boer, to adjourn meeting. Motion carried; unanimous. Meeting ended at 6:35 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: November 13, 2015

Re: District Update

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- Powerful is the very best way to describe the series of school sponsored events which recognized our Veteran's during the past week. Beginning with the student council breakfast at OMS on Monday morning, moving to the program in our high school gym Monday evening, and ending with the elementary school program on Wednesday, we had a tremendous turn out from both Veterans and our community. The song selections for Monday evening were thoughtful and performed with a high level of respect. The program at OES may be one of our most important and emotional events of the year. Once again approximately 70 local veterans joined our JK-5 students and staff for an hour long program, followed by classroom sharing and finally a soup lunch. Joy Dulmes coordinated quite a bit of the meal and requested donations from staff members which resulted in more food than we needed. Our 5<sup>th</sup> grade team again made sure this year's program was fresh, organized, and extremely respectful. I had many of our new staff members, Veterans, and community members, who had not attended these events in past years, comment on how much they appreciated the focus our schools place on recognizing our Veterans. It is our continued hope that the important messages of this week become engrained in our students as they grow into young adults. We certainly have much to be thankful for in The United States of America, and we have so many Veterans to thank for their sacrifices.
  - I appreciated the opportunity to meet with the Oostburg Village Board on November 9<sup>th</sup> to present an overview of the process related to the work of our Long Range Planning Committee. The board provided time during the beginning of their meeting where I was able to review much of what was shared in my Superintendent's report during our recent annual meeting. In my role as District Administrator I have worked to become actively involved in the Oostburg Chamber of Commerce and more specifically the Oostburg Economic Development Committee. A strong partnership with our Village Board is important as we seek to be solid partners with our community as a whole.
  - CESA 6 held an Educator Effectiveness Project Implementation Coach (EPIC) training session this Thursday at Two Rivers High School. Scott and I were able to attend as part of our ongoing training from CESA 6. We continue to be pleased with the proactive opportunities they provide as we move forward with our teacher evaluation process. We are also pleased that we selected the CESA 6 model and did not go in the direction of the DPI Teacher Evaluation model as it continues to be plagued by significant problems.
  - For many years Oostburg has hosted an online school store. In more recent years we have discussed the structure and purpose of the store in relation to our school educational goals. Recently Lisa Immel, Scott Greupink, Pete Schepmann and myself started a discussion around the educational opportunities that could be provided by having a student-led physical school store. Ideally, a store of this nature would partner Lisa's advanced business students with Matt Poppe and Robert Boenish's *Dutchmen Enterprises* students to allow authentic experiences in everything from marketing to staffing and inventory work. In the past month this project has gained momentum as Lisa toured North Fond du Lac's successful school store and talked with their staff about the benefits for students in their district. Pete has also been extremely helpful as we settled on a space that had been a messy storage closet off the HS library. Things are moving along quickly with the room being cleaned and prepared along with initial planning for the academic use of the space. Asbestos removal is scheduled over Thanksgiving break with other "fix-ups"

following shortly thereafter. We are excited about the real-life opportunities this will provide for our students, particularly those interested in a business career.

- Scott, Josh and I met with LTC leaders in the area of Agriculture Education today. We are taking some intentional steps to offer agriculture course programming, possibly in partnership with LTC's successful program. Although we are in the early stages, we are excited about the potential to meet what has become an increasing area of need at OHS. Agriculture programs across our State have become less common for what are likely a variety of reasons. Fewer family farms and availability of agriculture teachers are two primary reasons that are often cited for the decline in FFA and school-based agriculture programs. We are seeing a rebound of student interest in this area and want to meet that need. We look forward to keeping you informed as we move forward in preparing recommendations for your consideration.
- After considering several drafts and incorporating the input of our administrative and Lead Teams, I would like to recommend approval of the calendar included with this month's update. My Superintendent's report will include background and rationale around the strong consensus for this calendar. As you are likely aware, DPI and our legislature continue to deny local control around calendar start dates. The tourism lobby has a very strong influence in this area and over the years several pieces of proposed school start legislation have failed to either make it to committee or have been directed to the tourism committee where they have died. The reality of the legal requirement to not start school before September 1 becomes a greater factor in the next two calendar years where the 1<sup>st</sup> falls on a Thursday and Friday in '16-'17 and '17-'18 respectively. Our priorities in forming the calendar revolved around two primary areas. First, was maintaining an every other week opportunity for our vertical teams to meet as we continue our 100 day strategic improvement work. Second, included having our last school day in the second week of June. The attached calendar accomplishes both of those priorities but does so with a change in what had been full day inservices on one Friday per month. The proposed '16-'17 calendar converts 5 of what had been full inservice days into early release days. This structure allows us to exceed our DPI required school year minutes while also starting after Labor Day and ending on June 8<sup>th</sup>. You will also notice that we moved our early inservice back one week to the second week of August and include "Flex days" where staff will be able to complete curriculum work as part of their contract.
- The calendar development process included collaboration internally and also with Oostburg Christian School and Sheboygan County Christian High School. I was able to meet with administrators from both schools, and they hope to align with this calendar draft. Both schools appreciated our willingness to move spring break back to the last week in March as this will align with what they have had in place. In past years our breaks have not aligned with SCCHS. Both schools also have a desire to follow our inservice model and we are discussing partnerships around professional development scheduling should our calendars align.
- We are continuing discussions around the best way to manage the large number of new students and the impact that has had on schedules and class size. We will keep the Board informed as we build recommendations for consideration.

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: November 13, 2015  
Re: Monthly Updates—November

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- ✚ As we were preparing to complete our first quarter report cards, it was necessary to make sure we had clear communication between Bryce DeRoos (who guides the Infinite Campus set up and administration), Josh Cole and Jessica Dekker (who as a guidance department take care of student records, schedules and report cards) and me, as we begin the implementation of weighted grades for the first time. While this only applies to sophomores, it is reflected in their quarter GPA's (which are not official at the quarter but still used for honor roll) that are printed on the report cards. We updated the Administrative Guidelines with the most current listing of "dual credit and college prep classes" to include our recently added AP US History class, as well as the two Project Lead the Way classes. I also made a slight update to the Class Rank policy to include a short reference to the weighted grades beginning with the sophomore class, and while the policy does not have the details it refers to the Administrative Guidelines regarding the topic.
- ✚ On a similar topic, it looks like CAPP classes are again in jeopardy after this year. This time it appears the reason they may be eliminated is connected with the private college certification board's plans to implement a standard that requires these classes be taught by a teacher with a master's degree in the content area. That is a similar standard to what the UW system requires, and the fact is we have very few high school teachers that have master's degrees in physics for example. The vast majority of high school teachers who have been able to teach CAPP classes have master's degrees in education, not their content area. I will keep you posted as this plays out.
- ✚ The Big East Conference held its first series of academic meetings on November 4<sup>th</sup> at Lakeland College when our Math and Science teachers met with Lakeland College professors in their areas. The meetings went very well and as principal's we are planning a second round of meetings for Math and Science and a first round with English and Social Studies. We feel these meetings are especially valuable for teachers in small schools like ours because it helps them build relationships with teachers who teach the exact same classes as they do. One really valuable outcome of the first meetings with Math and Science was that a couple of the Lakeland professors took the time to describe the skills they felt were critical for college freshmen to possess in order to set them up for success, and our teachers really felt their comments strongly confirmed our goals around college and career readiness. The things college professors want in new students is exactly what we are focused on with the college and career readiness standards. Of course, years of research have supported this reality, but it still is confirming to hear real college professors share the same ideas.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

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

**Date:** 11/13/15

**Re:** Oostburg Middle School Principal Report

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1. Grading has been a hot topic at OMS over the course of the last year. Most recently, with the end of first quarter and our first grading period for the school year, it became evident that some changes need to occur in how we grade and report student learning to parents. For this reason, I am forming a committee of teachers and parents to look at this topic in more detail. In my latest blog post, I requested that any parent interested in being on such a committee should contact me. At the time of this report, I have had three parents contact me with interest in serving on the committee. With this committee, we will be discussing best practice related to report cards and grading, how the law impacts what we do, what the true purpose of report cards is, and the pros and cons of grading. I would like this committee to form a recommendation on how we move forward as a school in this area. As we become better at assessing and monitoring student progress on specific standards that students are learning in the class room, traditional grading practices fall short. It is our goal at OMS to have report cards that serve as a tool for communicating student learning to parents. When you combine student progress on a variety of standards and have to report out one letter grade, it makes it difficult as parents to know exactly what our children are excelling in and what areas they need to continue to focus on and work on.
2. OMS had their first parent teacher conference night on 11/10 and have the second one coming up on 11/17. While it is always nice to have parents in the building in an effort to work alongside them in the best interest of their child, I feel there are ways that we can improve “how we do conferences”. For this reason, I will be meeting with grade level teams to discuss what is working and what isn’t when it comes to conferences. We will be considering how we determine who needs a conference request, the process related to figuring out who is coming in when for conferences, what is actually discussed during the conferences, and the format or structure of the actual conference.
3. As I mentioned in a previous report, the intervention time at OMS, with the implementation of a revised schedule, has changed this year. I am working with grade level teams and Kristin Stapel to problem solve ways that we can maximize this time during our school day and ensure that this time is having a positive impact on student learning. Staffing availability is one of the obstacles to our successful work in this area. However, despite this reality, I feel we can use the resources we have to improve during this part of the day.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration  
From: Ann Steenwyk  
Date: November 13, 2015  
Re: Board Update

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- We have been taking advantage of some targeted reading professional development to continue our work in making sure we are doing our reading instruction with good fidelity. This is part of our action plan to achieve our school goal. Yesterday, one teacher from each grade level had the rare opportunity to attend training out of Columbia University in Milwaukee. In addition, we are sending 3 teachers along with one teacher from MS to Columbia University to get trained in writing instruction. We are particularly interested in this opportunity to increase our vertical work between OES and OMS. In addition, two math teachers attended a workshop with math expert Greg Tang today. We are to the point where our teachers are seeking out very focused and specific training. Although I present various opportunities to them, I'm glad that they've been picky about what they've chosen to make sure it is worthwhile.
- Our report card committee met last week to discuss how to improve this form of communication with parents. This committee will be meeting monthly to revise the report cards to be consistently standards based across grade levels. When we are finished with our work, I will be inviting some parents to give us input from their perspective.
- We had 61 Veterans attend our annual Veterans program on Wednesday. The event was meaningful, not only for the Veterans, but for our whole school community. Many thanks to the 5<sup>th</sup> grade team, Deanna Rychtik, Erin Hoffman, and Ann Hand, as well as Joy Dulmes and Curt Bretall for all of their work to prepare for such a nice event.
- I had the opportunity to speak to Kiwanis last Thursday to share the work we are doing at OES. When you are in the schools each day, it is easy to forget how much education has changed since the time we were in elementary school. The Kiwanis members had some very good questions, and I believe opportunities such as these help our community to identify with what education is today.

# Board Update

## Oostburg School District: Special Education/Pupil Services

**To:** Board Members and Administration  
**From:** Bryce DeRoos  
**Date:** November 13, 2015  
**Re:** Monthly Update

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- I mentioned in the last update that Kevin, Ann, and I were going to a Personalized Learning Conference for two days last week. A lot of the information presented highlighted the unique approaches that many school districts are taking when it comes to identifying specific learning styles of each individual student. What strikes me about this is the similarities this has with special education and what we have been doing for several years in the special education department. While not as specific as personalized learning theory, there is still a lot in common. I look forward to sharing this information with my staff and exploring different ways to use the information to allow our students to get the most out of their learning.
- In my last update, I briefly touched on the idea of classroom or student caps on open-enrolled special education students. The state of Wisconsin is changing how districts are reimbursed for open-enrolled special education students. In the past, districts were reimbursed a flat amount (around \$6300) for open-enrolled students regardless of whether they had special education services. New laws would increase the transfer from resident to non-resident districts to \$12,000 for each student identified with a special education need. In addition, non-resident districts could not charge the resident district for additional costs. The law specifically states that districts cannot deny open-enrollment applications unless the district has implemented caps on class size. Currently, we have 7 students with special education needs open-enrolled out and 6 students with special education needs open-enrolled in. In projecting the differences in the years ahead, it would likely remain relatively even (out vs. in). Kevin, Kris and I met to talk about the possibility of instituting caps, however, after much discussion, we determined that since this is on a year to year basis, we will plan on revisiting every year and this year we were proposing moving forward with no caps for next year.
- On Tuesday night at the parent-teacher conferences for middle school and high school, Erica and I set aside the evening for parents to drop in to the innovation room and ask any questions they might have had about technology (Infinite Campus, Google Classroom, Google Drive, lunch payments, website information, blogs, etc.). To our surprise, we didn't have anyone save for one family that only made an appearance because they wanted to see what the innovation room looked like. We are going to be having a slightly different approach for next Tuesday when we are down at the elementary school (we will be positioned right at the entrance). I hope that the lack of questions around technology is a good sign – similar to what Bill Foster from School Perceptions said about surveys: if they like what you're doing, then they usually don't have questions or concerns.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators  
 From: Kris De Bruine  
 Date: 11/13/2015

### Cash Position:

	Current Year 10-31-15		Prior Year	
	Balance	Interest Rate	Balance	
WB Checking	75,806.80	5%	43,126.92	5%
WB Dental Acct	0,353.92	01%	9,281.01	00%
WB Money Market	193,430.62	0%	102,192.63	4090%
WB Bond Acct	1,055.38	0%	1,759.65	5%
WIP Savings	2.82	00%	2.82	00%
WB – VANCO acct	3,265.25	00%	1,765.63	00%
WB – On-Line Store	1,902.45	00%	1,885.00	00%
WS – Capital Imp	105,418.01	00%	100	00%
Typal Cash	1,136.45	00%	1,552.76	00%
<b>TOTAL CASH</b>	<b>837,391.70</b>		<b>511,586.42</b>	
End Balance (10/27)	295,827.49		303,224.51	

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

### DPI Update:

- The 15-16 budget has been updated per the decisions at the Annual Meeting. The report is ready to be submitted to DPI, but we need a software upgrade prior to that working. Thanks to Lucas for helping me with that update. The DPI budget reports should be finished next week.
- The tax levy report has been filed with DPI and the municipality reporting has been sent out. Thanks to Kami for helping me to get those mailed.

### Other:

- On 10/28, I had the opportunity to meet with Eric Meinen, Kevin Miller (our EMC contact) and Diane Potts, who works for EMC reviewing Workers Compensation claims. She and I spent a bit of time reviewing our current cases and she explained to me how the process works from her side and how important it is to get employees back to work. It was very enlightening for me to go into detail about particular cases.
- On 10/27 we offered our employees (and dependents) on our health plan an on-site flu clinic. The clinic went very well; we provided over 50 flu shots in about 2.5 hours.
- I met with Julie Meyer about our health insurance program and the education that HUB offers for complying with the Affordable Care Act. Because HUB is a national company, with lots of clients outside of the educational market, they don't offer a lot of detailed education that a local provider might for a Wisconsin school district. I am working with her for a solution so that we can keep up to date and in regulation for the reporting for ACA that starts at the end of this calendar year.

- Next week, we have scheduled our first Support Staff Compensation team meeting. The team has recently been put together to review the Support Staff handbook and compensation package to discuss any necessary changes as we did with the Certified Staff team. That team consists of a representative from each different category of support staff: Michelle Dulmes and Kathy Hilbelink (kitchen), Pete Scheppman and Gail Aguirre (custodial/maintenance), Deb Oonk (SPED), Melissa Leaman (Instructional Aide) and Terri Hengst (Administrative Assistants). Kevin and I will co-lead that team. We appreciate their willingness to be part of the team to work toward a more performance based compensation package.

# Board Update

## Oostburg School District: Technology

**To:** Members of the Oostburg School District Board  
**CC:** Kevin Bruggink, Scott Greupink, Ann Steenwyk, Sherri Stengel, Peter Scheppmann, Kris De Bruine, Bryce DeRoos  
**From:** Lucas Allen  
**Date:** 11/24/2015  
**Re:** School District of Oostburg - Monthly Technology Report

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### **WTI Course Connect Wisconsin**

- In a previous update I had mentioned about a state-wide directory from Nebraska called NVIS. I have been part of a lead team and WTI to push forward and launch a site called Course Connect Wisconsin. This is simply a web based database displaying which courses are being hosted and run via telepresence. By having a directory such as this, schools will be able to more easily see what is available and fit it in to their own student's schedules. This could have major implications for course options.

### **EdTech Magazine**

- I was contacted by a vendor who has a connection to a national magazine called EdTech – focus on K12 about a story surrounding a student here who is staying connected to the classroom through the use of one of our telepresence carts. They interviewed the father of the student and myself. We will have a professional photographer here on Monday to try and capture this visually. The father and I have spoken about whether or not to even do this but the thought processes is that it is not common for students to stay connected in this way, so if we can raise some awareness that this is an option, we need to do that. I'm not sure when this article will run, either the December or January issue, I believe.

# Board Update

## Oostburg School District: Buildings and Grounds

Buildings and Grounds  
Board Update: November, 2015  
To: Board of Education  
From Peter Scheppmann  
Date: 11-12-2015

### Custodial:

- The custodial department was putting forth an extra effort to make sure the school buildings were clean and welcoming for all visitors attending events at the school this week. Starting with the Veterans breakfast, then the evening program for honoring our Veterans. We also had two nights of parent / teacher conferences, LTC evening classes, our Fall theater play runs Thursday thru Saturday, an archery meeting, Middle school basketball game, rounding it out with a girls basketball tournament in all three buildings and finishing with Sunday Worship service in the high school.

### Maintenance:

- This past week we completed all of our Winter checklist items for winterizing both the soccer and football fields sprinkler systems, along with the concession stand and restrooms. Dare I say let it snow!

### District:

- When you have an opportunity take notice of the High School exterior Daktronics Matrix display sign it is once again fully functional, it looks great.
- The School District completed our environmental Health and Safety Inspections in all three buildings with our CESA-10 inspector, Scott Amacher overall the inspections went well.