

**BOARD MEETING AGENDA - draft**  
**REGULAR BOARD MEETING**  
**HIGH SCHOOL CONFERENCE ROOM**  
WEB: [www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)  
December 16, 2015, at 6:00 pm

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
  - 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 November 18, 2015
  - B. Finance
    - 1. Approval of November Expenditures of \$801,347.72
    - 2. Approval of November Receipts of \$86,962.90
    - 3. Approval of November computer check numbers 10010391 - 10010457, wire numbers 201500063 – 21500086 (with the exception of 201500081 – 201500082 which are December issues), and ACH numbers 151600026 - 151600044.
- V. Action Items
  - A. Consider approval of the course 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. FMLA policy discussion
    - b. 1<sup>st</sup> read on the following board policies: 5113, 5113.01 and 5430
  - G. OCEF Report
  - H. Long Range Planning Committee
- VII. Future Board Meeting Dates: Regular Board Meeting – January 20, 2016, 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: December 11, 2015

Re: District Update

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- Our Long Range Planning Committee met on Monday evening, Dec 7, with the primary purpose focused around a review of the communication plan being developed in partnership with Bray Architects. Topics discussed included the following:
    - Planning around an all-district mailing to arrive on or around January 15<sup>th</sup>
    - Public open house opportunities tentatively scheduled for January 18<sup>th</sup> and February 1 from 5:30-7:00pm
    - Discussion of website informational section related to referendum
    - Powerpoint development and finalization for community presentations
    - “Coffee with Kevin” dates
      - 1/12, 1/26, 2/9 from 5:30am-7:30am at Judi’s Place
    - Review of FAQ documents

The committee provided several suggestions related to communication including another reminder to avoid efforts which “oversell” the project. The committee feels as though our process to date has been deliberate, not rushed, and heavily influenced by community-wide survey results. With that process in mind, the consensus was that we must continue providing transparency and opportunities for information, while avoiding dramatization of our current situation. The committee offered suggestions related to availability of *Frequently Asked Questions* (FAQ documents) and highlighted the need to have those available at both the Piggly Wiggly and Oostburg State Bank. Our committee will be meeting again on January 11<sup>th</sup> to review the status of our communication efforts.

- Related to providing information and transparency around our facilities planning, I have been working with our Dutch Media students to develop a series of short video clips for the referendum tab to be located on our website. Ideally these clips will provide important information to individuals who may not be able to attend our onsite informational sessions. I appreciate the input of the Dutch Media students, as well as Erica and Lucas, as we develop these short clips. We tried to construct clips which were conversational and “real” rather than scripted. Hopefully our stakeholders will view these videos and feel that they are informed as they consider the February 16<sup>th</sup> referendum question.
- I have included an attachment with information related to campaign practices related to public school referenda. In general, school employees are prohibited from expressly supporting or opposing a referendum during working hours. School board members are not specifically addressed in statute but generally are not viewed as District employees in this context. That means, unlike administration for example, board members may speak in favor or against a referendum. Hopefully this attachment provides the information you require when considering referendum discussions.

- Our FMLA policy as it relates to leave substitution has been an area of review during the last several weeks. I will have summary information related to policy in this area for discussion during our December meeting.
- Annual review and evaluation of the District Administrator is scheduled to take place during our January regular Board meeting. Each board member should have received the evaluation form that has been used for this process. If you require any additional information from me, please don't hesitate to ask. Administrative contracts run through June 30<sup>th</sup>. Per statute, policy and contract, administrator nonrenewal requires 5 month notification. I have included the relevant policy language below for your review.

#### **1240 - EVALUATION OF THE DISTRICT ADMINISTRATOR**

The Board of Education believes it is essential that it evaluate the District Administrator's performance periodically in order to assist both the Board and the District Administrator in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, no later than January 31st, evaluate the performance of the District Administrator. Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board and the District Administrator;
- C. the Board's own effectiveness in providing direction to the District Administrator.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The Board and the District Administrator, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method may include:

- A. the District Administrator's own self-analysis of the current status of the District;
- B. the active participation of each Board member;
- C. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and District Administrator;
- D. evaluation interviews between the Board and District Administrator during which no other business is discussed.

As an outcome of the evaluation of the District Administrator's performance, the Board should be prepared to judge the advisability of retention of the District Administrator and be prepared better to:

- A. determine the District Administrator's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals;
- D. improve its own performance as the public body ultimately charged with the educational responsibility of this

District.

## **1241 - NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR**

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only a highly-qualified person as District Administrator for this District.

If the services of the District Administrator are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the District Administrator shall be notified in writing by the President, as approved by the Board.

If the Board intends to non-renew a contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of an administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full Board.

Non-renewal of administrative contracts shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator.

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated.

118.24(6) and (7), Wis. Stats.

- A special thank you to Cathy Vandoske and Erica Wray for representing our School District at the 2015 Fall Wisconsin Technology Initiative (WTI) Conference in Stevens Point. Their willingness to leave very early Friday morning and be away from home for the Friday and Saturday conference is certainly appreciated. Erica was able to “pinch hit” for Lucas who was originally scheduled to present at the conference. The presentation was focused on our WTI supported Innovation Room. WTI’s support has totaled close to \$200,000, and Erica and Lucas have been the reason we have secured most of that grant funding. They are looking into the next grant round which is due at the end of this month to determine whether we can possibly gain support for a second innovation space in our high school. Projects of this nature are challenging within our regular budget so the commitment and time investment from Lucas and Erica, along with Cathy’s willingness to be at the conference, is critical. WTI expects the districts which they support to attend these training and networking opportunities.

Our administrative team meeting this week was focused primarily on calibration of our Educator Effectiveness work. Sharing best practice, exemplars, and discussing the teacher standards is an ongoing part of our discussions and critical to fidelity in our implementation.

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Ann Steenwyk, Bryce DeRoos  
**Date:** 12/11/15  
**Re:** Oostburg Middle School Principal Report

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1. The English Language Arts/Literature department at OMS has been hard at work figuring out scope and sequence and assessment strategies that will maximize student results, particularly in the area of reading. Last year was our first year implementing Writers Workshop and the Units of Study that are designed to work within the workshop model. Most of our time and energy as a team last school year was focused around collaboratively scoring student writing against given rubrics so there was a deep understanding of what the rubrics were calling for in relation to student output, and that there was consistency in understanding and scoring using the rubrics.

In the area of reading in the middle school grades, no Units of Study, assessment ideas, and corresponding rubrics yet exist as they do in the elementary grades. Thus, teachers have been accountable to teaching and developing all of these components on their own. Not having the Units of Study and related materials is a huge disadvantage at our level as it leaves us without a set structure and rigor that has been tried and tested by Lucy Calkins and the Teachers College. We have work to do in this area. I have appreciated the team's willingness to "get their hands dirty" as we research, discuss, and plan the best approach to increase reading achievement during the middle school years. We are meeting every other week to do this work together.

2. This week we had the Scholastic Book Fair at OMS. A special thanks to Michele Block, Jack Rauwerdink, and all of the Student Council students that worked during the fair. We were able to meet the minimal sale requirement set forth by Scholastic so teachers were able to select books from the fair to add to their classroom libraries.
3. We have a couple of high interest courses at OMS this year that focus directly on teaching students coding skills. We currently have classes in 6<sup>th</sup> and 8<sup>th</sup> that use programming tools such as Scratch and Star Logo Nova put out by the Massachusetts Institute of Technology. Students are learning basic programming skills to help them create basic animations and games. Several classes also took advantage of Hour of Code that is being promoted this week in conjunction with Computer Science Education Week. Computer science helps nurture problem-solving skills, logic and creativity. For more information related to Hour of Code or to learn more about coding, visit [code.org](http://code.org).

# Board Update

## Oostburg Elementary School

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

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- The professional development opportunities I mentioned last month have had considerable impact on our work in a short amount of time. I've been getting texts and email from our ELA team, who have been in a writing training since Wednesday. They are planning to do a demonstration on what they've learned on Monday, Wednesday, and Friday morning. This same team will then be visiting a school in Mequon on Thursday, where we will observe more ELA workshop in action to identify areas we can improve. I have appreciated Kristin Stapel's expertise and involvement in all of this, as she continues to develop resources and contacts that will set us up to learn. This past week we did have our ELA study group without her and survived, but she certainly has a passion and high level of commitment to coaching us to get better.
- ACCESS testing is in full swing, and I am currently working on getting the kindergarteners tested before the break. This year, the test will be online for most students, and it will be adaptive. Students will be tested in the areas of reading, writing, speaking, and listening. I will be working with Lucas and Sherri to make sure we have all of the technology in place. This year we will be testing 24 students.
- We had K-5 students involved in the Hour of Code (Code.org) this week. The students love it, and they seemed to catch on quite quickly. We will be extending the coding at the 5<sup>th</sup> grade level with some small group projects for students who are interested in coding at the next level. Many thanks to Erica and Janna for their support in providing these opportunities for students.
- Our PBIS theme of the month is courage. In addition to our celebration assembly on Wednesday, we will be going over "Winter Basics" with students, including reminders of how to play safely with snow and ice. The third graders are working on developing a locker hanger for wet snow clothes as part of their science work with experimentation, and they are developing various prototypes using the 3D printer. We are looking forward to seeing if they can come up with a useful product to keep our hallways dry and orderly during the winter months.

# Board Update

## Oostburg School District: Special Education/Pupil Services

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

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- Over the past few years, Josh, Nan and I have worked hard at making different options available for students who are struggling to meet the demands and expectations of the typical high school schedule. Whether that is due to behavioral difficulties, attitudes toward school, academic struggles or a combination of the three, students sometimes struggle with the traditional high school experience. One of those options is for students to enroll in our GED Option #2 program (this is where students take content area tests that will count towards graduation requirements). Currently, we have 4 students enrolled in the program and they are all progressing well – all of them have passed several of the tests and all of them are on track to graduate in the spring. A lot of this success is due to the structure that was put in place at the beginning of this year when Josh and Nan developed a process where pre-tests are taken, areas of weakness are identified, and students are provided worksheets that are focused on those specific areas of weakness. We continue to look at this program as a positive for the district and we will be next looking at the referral process and making sure that the right students are a part of the program.
- In my last update I indicated that we would likely be recommending that no cap should be put into place in regards to open-enrolled special education students. We will be bringing the formal recommendation in January.
- At our last administration meeting, we spent some time talking about observations and evaluations and we were providing feedback to each other around how to communicate with staff what we saw and what we are expecting. Right after that meeting, I went to observe a teacher and a few of the things that I observed (some were really good and some were more obvious to me) stuck out to me due to the discussions we had as an admin team just 30 minutes earlier. As a result, I asked if Kevin could observe a teacher with me and I look forward to having that opportunity in the coming week. This will be a great way for us to continue to grow in our evaluation processes.
- This past month, we sent out nearly 50 letters to parents regarding their child's attendance. The letters were focused on giving parents information around attendance policies, how many days their child was absent, and how important it is for their child to be in school as much as possible. I encouraged parents to call me if they have any questions about the letter or the attached attendance report. I have had a few parents call and I always find it a great way to communicate my role, the counselor's role, and that we are here to help support them. This usually is well received and I continue to look forward to promoting our district as one that is truly succeeding at getting all students to be college and career ready.



# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 11/13/2015

### Cash Position:

|                      | Current Year 11-30-15 |               | Prior Year   |       |
|----------------------|-----------------------|---------------|--------------|-------|
|                      | Balance               | Interest Rate | Balance      |       |
| OSB Checking         | \$202,244.86          | 0.35%         | \$6,814.92   | 0.35% |
| OSB Dental Acct      | \$43,323.48           | .1001%        | \$33,309.31  | 0.00% |
| OSB Money Market     | \$543,830.57          | 0.50%         | \$771,573.25 | 0.50% |
| OSB Bond Acct        | \$5,055.38            | 0.00%         | \$3,759.65   | 0.00% |
| LGIP Savings         | \$22.82               | 0.00%         | \$22.82      | 0.00% |
| OSB - VANCO acct     | \$18,943.16           | 0.00%         | \$3,664.21   | 0.00% |
| OSB - On-Line Store  | \$2,902.45            | 0.00%         | \$2,877.35   | 0.00% |
| OBS - Capital Imp    | \$305,547.71          | 0.50%         | \$0.00       | 0.00% |
| Paypal Cash          | \$1,136.45            | 0.00%         | \$1,552.76   | 0.00% |
| TOTAL CASH           | \$1,123,006.88        |               | \$823,574.27 |       |
| Fund Balance (10/27) | \$604,536.85          |               | \$650,943.11 |       |

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

### DPI Update:

- The annual budget report and the Special Education budget report were submitted to DPI this past month. These are the final reports of the year. Soon we will begin work for 2016-2017 and the filing of reports for 2015-2016.

### Other:

- The audit reports arrived in my office yesterday, so I will be handing them out at the board meeting. I will spend a little time with you reviewing the findings at the meeting. Overall, the report is very good and there are no concerns from the auditors at this time. Below is a report of the findings that Bryan Grunewald and the Schenck team have noted:
  - As in other years, the auditors did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses. They did note three findings under the less severe classification of significant. Two of those three are the same ones that have always been in our audits, as we are a small district, and most districts our size have the same findings. The third one is new this year because of the federal government's change in the way federal grants are handled. I will make some short notes and comments on each of the three findings below.

- Preparation of the Financial Statements: this finding is extremely common, as very few districts have an internal CPA to prepare the statements. Most districts operate like we do; I prepare the internal statements in fund accounting, but I let the auditors prepare the conversion to GAAP accounting statements. I would guess that only the largest 2-5 districts in the state (including Racine, Kenosha, MPS and Madison) are the very few that have internal CPAs to prepare their statements. DPI is very comfortable with the present situation. We have no plans to change this, so the audit finding will remain as is.
- Segregation of Duties: this finding is also extremely common among districts our size (and even bigger than ours). We simply don't have the resources to have two payroll clerks, two A/P clerks, etc. I am currently approving all payroll documents prior to processing them, and I also approve the issuance of checks and ACH's prior to their release. This is pretty standard procedure and is acceptable to the auditors, so this process won't change. Our current cash receipt process is that people turn in their money (both cash and checks) to Kami Van Ess in the District Office with detailed documentation to support the deposit. The auditors are confident that the procedures we have in place mitigate the risk in this situation, but the finding must still be noted in the audit. Reviewing these procedures is good practice periodically, as there is always room for growth and changes in best practices that we should be reviewing. There is simply no way to rid ourselves of that finding without adding staff. Again, the DPI and our auditors are comfortable with this finding, as most districts are in the same situation.
- The new finding this year is the Segregation of Duties - Federal and State Grant Management. My intention is to review the recently published WASBO guide for establishing procedures and policies regarding grant management. As I review that, we will most likely need the board to act on approving that as our policy, so we meet the benchmark in the future. In addition, the auditors would like me to work closer with Gretchen Thomes in filing grant claims, so there is dual control on those as well. This process is brand new, so it will take some time to work through it before I can bring it to the board for action.

# 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:** 12/15/2015  
**Re:** School District of Oostburg - Monthly Technology Report

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### Agenda Bullet highlights

#### WTI

- I was unable to attend the WTI fall conference this year but feedback was positive from the Course Connect Wisconsin website. This, if promoted properly, will be a great tool for many schools.
- Erica was lead presenter about creative learning spaces and our Innovation Room was a huge hit. She discussed the history of the space, how it came to be and how it has improved our learning practice both from students and staff PD. Erica ran out of business cards and had about a dozen districts come to her after the presentation wanting to know more about the room and/or to setup a tour. Exciting stuff. We are considering writing (due end of December) to renovate a high school lab.

#### Website

- Erica and I have spent considerable time adding information surrounding the referendum to the website. We will also be including informational videos as well.
- According to the most recent district survey it was clear a majority of our respondents prefer to receive their district communication via email. I have been working on a formatted email subscription that pulls information from the website and emails it to those who are subscribed. The options will be weekly emails from the High School, Middle School, Elementary school and/or District plus a daily digest that will include any post from the website emailed every morning. Users will be able to adjust their communication preferences (change or unsubscribe) easily using a link inside each email.

# Board Update

## Oostburg School District: Buildings and Grounds

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

### Custodial:

- The custodial departments in all three buildings are strongly focusing on disinfecting as many hard surfaces in classrooms as possible, along with disinfecting door pulls, all in an effort to reduce cross spreading of cold germs.

### Maintenance:

- Working on high school HVAC heating issues in the band room and the gym.
- Scheduled our annual State Cross Connection control test for the municipal water system. There are a total of four locations which need to be tested.

### District:

- We are continuing to move forward with the high school store, with the students in Lisa Immel's business class taking a lead roll. The rough construction is on schedule presently, looking to finish the build out of space by the end of January.
- Monday, December 14<sup>th</sup>, we will once again make space for the parents of high school band members to conduct their fruit sale fund raiser pick up in the district storage shed, pulling all district vehicles out and placing pallets on the floor to stage the fruit boxes.