

BOARD MEETING AGENDA - draft
REGULAR BOARD MEETING
HIGH SCHOOL CONFERENCE ROOM
WEB: www.oostburg.k12.wi.us
January 20, 2016, 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 December 16, 2015
 - B. Finance
 - 1. Approval of December Expenditures of \$838,686.27
 - 2. Approval of December Receipts of \$1,337,692.20
 - 3. Approval of December computer check numbers 10010458 - 10010531, wire numbers 201500081 – 201500082, 201500087 – 201500109 (with the exception of 201500104 – 201500105 which are January issues) and 201500189, ACH numbers 151600045 - 151600078, and manual check numbers 501660.
- V. Action Items
 - A. Consider approval of Open Enrollment cap for 2016-17 school year
- 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. 1st read on the following board policies: 5113, 5113.01, 5430, 0140 and 4430.01
 - G. OCEF Report
 - H. Long Range Planning Committee
- VII. Adjourn to Closed Session per state statutes 19.85(1)(c) and (f)
 - A. Annual evaluation of District Administrator
 - B. Consideration of specific personnel issues
- VIII. Action items – any action from closed session discussions
- IX. Future Board Meeting Dates: Regular Board Meeting – February 17, 2016, in the HS Conference Room

X. 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: January 15, 2016

Re: District Update

- Our Long Range Planning Committee met on Monday evening to review our latest communication efforts and to provide guidance for upcoming planned informational sessions. I continue to appreciate the investment made by the individuals on this committee as we enter our 4th year of working together. The work of our committee in constructing the community surveys and analyzing the results continues to serve as the foundation of our process. In the past weeks we have had several members of our local business community comment on the respect they have for our approach during the referendum process.
- Our District focus on partnering with the local business community was on full display as OSD hosted several recent events. The Oostburg Area Chamber of Commerce held their quarterly meeting in our Innovation Room this Wednesday. During this meeting I had the opportunity to share background around the Innovation Room development including the over \$200,000 we have received from the *Wisconsin Technology Initiative* and the impact those grant funds have had in multiple areas. I was also able to share the specific strategies we have put in place to prioritize local contractors in our referendum planning. In addition, I reiterated our desire to encourage local businesses to reserve the Innovation Room as we seek to partner with them in serving our community together. On a related note, I was recently asked to join *The Business / Education Partnership Committee (BEP)* which is a branch of The Sheboygan County Chamber of Commerce. I am excited to work with this group as we look for ways to better prepare our young people for the changing nature of our workforce.
- The first “Coffee with Kevin” was held at Judi’s Place on Tuesday morning from about 5:15 a.m. - 7:45 a.m. During that time I was able to have several good conversations with members of our community. The second of the three scheduled “Coffee with Kevin” events is scheduled for January 26th, while our first open house at OES is scheduled for Monday, January 18, from 5:30-7:00 p.m.
- This month also included a meeting of our STEM advisory committee led by Matt Poppe and Robert Boenisch. I was not able to attend this meeting since it occurred during the same time our local Chamber was meeting in our Innovation Room. Scott shared that this was a very productive and well run meeting, and part of an afternoon where our building was filled with community business leaders working together with our school.
- Rusty Muhlberg from WHBL Radio requested an interview related to our February 16th referendum, and we met on Thursday morning. He shared that he plans to have the interview and a segment on our referendum prepared before our first informational session next Monday.
- Congrats to Lucas Allen on making the cover of EdTechK-12 Magazine. EdTech is one of the top technology magazines in the country and their cover story focused on Lucas’s work with WTI and his efforts to coordinate a telepresence learning opportunity for one of our students who has not been able to attend school due to medical conditions. Lucas’s work, along with the work of this student’s classroom teacher, Ann and others has helped make a very difficult situation more positive and productive educationally. I have been in contact with our local newspapers and both The Plymouth Review and The Sheboygan Press have expressed strong interest in

featuring this story. The Review plans to run the article directly from EdTech in their next edition of their local flyers including The Current. The Press has contacted us to set up dates for phone interviews so they can do a feature story on their own. Lucas has been very quick to pass the credit to others and continues to work to keep the focus on the student involved, but we certainly want to recognize his contributions and passion for using technology to bridge a big gap.

- Erica and Lucas are also continuing work on the latest WTI grant. We have had several meetings around the structure of the grant and are moving forward with a request which would set the stage for a high school level innovation room. Should the grant be successful we would move forward with renovation of what currently serves as the HS computer lab. Writing these grants is quite time intensive, and I appreciate the effort that goes into a process which has been very positive for our district not only in terms of technology hardware, but also in terms of our learning and instructional delivery.
- Curriculum planning has been a large part of the last several weeks, and that is often the most challenging yet enjoyable work for me. Discussions and planning around how we offer science instruction, scheduling and ways to take our strong ELA work to the next level have all been part of the strategic work to meet our District goals.

Board Update

Oostburg High School

To: Board Members and Administration
From: Scott Greupink
Date: January 14, 2016
Re: Monthly Updates—January

✚ A couple of our teachers have encouraged us to look at holding student-led conferences next year because of their experiences in other schools with this process, and because they know that we have had pretty low parent turnout for our conferences at the HS for some time. (Ted Schanen was involved with this type of conferences in his school in Colorado, and Lindsay Pribek was in Menasha.) We have discussed the idea with the HS faculty, and we decided to move forward with a committee chaired by Josh Cole. Josh was a great person to play a central role in designing this process because in many ways it will support the work he is doing with students in terms of their academic and career planning. Ted Schanen, Amy Antes, Matt Poppe and I have also volunteered to work on this committee—but Josh is clearly playing the most substantial role.

The purpose of the student-led conferences is for students to take ownership in their present level of work, goals and future plans as a means of increasing their personal investment in becoming college and career ready before they graduate from OHS. Currently in our planning we are focused on the structure of the student-led conferences for freshmen and sophomores. Josh plans to build a script which students will follow in the week or so of homeroom preparation time prior to the conferences that will guide students in gathering the information necessary to lead their parents through a productive presentation about their career plans, the training necessary post high school, the requirements to enter the desired training programs—and then an explanation and assessment of their current transcripts, grades and ACT/Aspire scores in light of those goals and future plans.

Currently our plan is that we would hold student-led conferences with the freshmen, sophomores and seniors, while Josh would continue to have much more extensive meetings with each junior and their parents as their junior year progresses. The student-led conferences would be guided by each of our faculty members and they would support a small group of 10-15 students through the preparation process, and then schedule and facilitate each conference on two evenings in early February. The script would be the foundation of the process, and we would train our teachers and model how the conferences should proceed. We have also begun to discuss how to address the most common challenges that we predict—probably around students struggling with career choices—and guide our faculty in how to support students in moving forward productively even under those circumstances. Our plan at this point is to hold these student-led Parent/Teacher Conferences in early February—right after the end of the semester and right before the beginning of the scheduling process for the following school year. We still have considerable work to do with this idea, but we are excited about the potential of this change in making our conferences much more valuable, meaningful and well attended.

Board Update

Oostburg Middle School

To: Board of Education
From: Sherri Stengel
CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Ann Steenwyk, Bryce DeRoos
Date: 1/15/16
Re: Oostburg Middle School Principal Report

1. This week, on 1/13/16, the embargo of statewide assessment data from the 14-15 school year was lifted. Therefore, results are now able to be released to the public. With this being said, however, when going on both the public and private/secure WiseDash portals, we are still only able to view district and statewide data. We are not yet able to view and compare our performance as a district to other districts throughout the state. The DPI press release stated to contact local schools or area districts directly for their results. Once accessing area district results becomes available on WiseDash, I will give the board a brief synopsis of our 14-15 district wide assessment results and how those results compare to the state and area districts. This may not be available until mid-March. In the meantime, if you'd like to know how Oostburg results compared to the state results, let me know and I'd be happy to get you that information.
2. This week we had our first grading/report card committee meeting. Four parents of OMS students, as well as two OMS teachers and an OES teacher are on the committee. The bulk of the meeting was spent brainstorming and consensus building around the purpose of grades/report cards. After much discussion, we agreed that the main purpose of grades is communication. Communication (feedback) between student and teacher, teacher and parent, and student and parent. This will be the lens through which we base future decisions and recommendations for OMS when it comes to grading and report cards.
3. As the end of the semester draws closer, we are preparing to give the mid-year Aspire Interim/Periodic Assessment in grades 3-10. These results will be used by several content area groups to see if students are making progress toward the Specific Learning Objects (SLO)/goals that they developed in the beginning of the year and are striving to meet by the end of the year. Discussions around these results, progress toward the goals, and instructional strategies that they are using/plan on using based on the data will be discussed at the end of January in-service day.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Ann Steenwyk

Date: January 15, 2016

Re: Board Update

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- This month is a big assessment month, and although it takes both time and coordination, we gain such valuable information and have some really good conversations about student learning. This week I spent the majority of the week doing ACCESS testing with ELL students. Our students do surprising well taking tests online, and they seemed to enjoy the format of this computerized test much more than the paper test. We also began Running Record assessments this week to obtain reading benchmark levels. We are looking forward to analyzing the results in teams this month to get a better idea of what our impact has been so far this year. Toward the end of the month we will be having students take the Aspire test to check progress in the areas of reading, English, math, and science. We will be looking at growth with these measures.
 - We are beginning to schedule opportunities for teachers to get in other teacher's classrooms to observe good teaching. Today I covered in a classroom so that a teacher could observe a colleague in the next grade level. This turned out to be a good learning opportunity and generated some discussions and goal setting. We plan to continue these opportunities throughout this semester.
 - This week we recognize our crossing guards who keep our students safe on a daily basis, rain, snow, or shine. Please join me in thanking Mark Awe, Scott Navis, Kathleen Rose, Glenn Koeser, and Pat Koeser.
 - Next week we will welcome 2 teachers from OCS, who will be visiting our 3rd and 4th grade Readers Workshop classes. Kristin Stapel will also be helping to coordinate this visit to increase the learning opportunities.
 - This week we recognized all of our students who have had perfect attendance up until Christmas. Our attendance focus is starting to pay off, and we've had a decrease in the number of student absences compared to last year. Many thanks to Bryce and Ashley for working with this intentionally. I have seen that our students are making connections with the importance, and they are beginning to care more about their attendance. Hopefully, this will continue to carry over into the MS and HS.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: January 14, 2016
Re: Monthly Update

- Two months ago, I gave a brief update regarding open-enrollment and the changes that have been made by the state (such as a flat transfer fee from resident to non-resident district of \$12,000 regardless of special education services required). If desired, districts may set enrollment caps for regular and special education class/program sizes. In talking with both Kris and Kevin, as well as attending a presentation at CESA #7 about enrollment caps, I would like to propose that we do not institute a cap on enrollment class or program size, but we do deny applications from special education students that require contracted services - currently listed as deaf and hard of hearing, vision, orientation and mobility, and auditory services. These four services are contracted through CESA #7 as we do not have anyone on staff that can provide these services. I will work with Kevin and Kris to make sure that the wording in our policy is clear. I have attached a copy of the policy with some minor changes.
- I was able to do an observation of a teacher with Kevin last week and it was an excellent opportunity to help me get feedback on my observations as well as additional input from another administrator. I hope to do this a few more times yet this year.
- Below is a list of highlights from Ashley Holzer. I have encouraged the counselors to provide me with periodic updates regarding their work and progress with students so that I can include these in my monthly updates. When I received this from Ashley yesterday, I was pleasantly surprised at how many additional opportunities she is providing for our students outside of weekly counselor lessons that she does in the classroom. Items a-e demonstrate the need for additional supports outside of weekly lessons or occasional talks with the counselor. Items f-g highlight the emphasis on service towards others and the last item (h) spotlights the work that we have done to encourage attendance throughout the entire district.
 - a. New students met with me for lunch each week for the first 6 weeks of school to support their transition to OES. We've had follow-up meetings every 4-6 weeks thereafter.
 - b. After teaching lessons in K-2 about self-control in the first few weeks of school, small groups were held for students needing additional instruction. Eighteen students participated and parents were emailed summaries of each session so they could also use the same language and strategies at home.
 - c. "Family Change" support groups ran for grades K-5 from Thanksgiving through Christmas to help them get through the Holiday season. Twenty students participated in this group.
 - d. There are 17 1st-5th grade students paired with mentors from First Reformed Church who receive weekly visits for extra academic support.

- e. We have four lunch buddies who visit students each week to support social and emotional development.
- f. There are 13 fifth graders participating in SOS (Students of Service). So far this year, they have visited Pine Haven, created fleece blankets for children in need, helped with the hair cutting fundraiser, promoted Red Ribbon Week, spoke at an assembly, and cleaned cafeteria microwaves.
- g. We presented Olivia Heinen's family with a \$1,000 check after fundraising with a hair cutting event at OES. Fifty students received haircuts, and many more students and teachers made donations to show Olivia they care about her. Six ladies from the community came to cut hair for this event.
- h. At our last assembly, we celebrated the 88 students who had perfect attendance from the start of the year through Christmas. They had special bleacher seating and were presented with "Attendance is my Superpower" necklaces.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 1/15/2016

Cash Position:

	Current Year 11-30-15		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$94,615.06	0.35%	\$65,091.37	0.35%
OSB Dental Acct	\$45,447.65	.1001%	\$34,938.36	0.00%
OSB Money Market	\$1,144,201.72	0.50%	\$1,372,152.48	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	\$22,951.65	0.00%	\$3,817.31	0.00%
OSB - On-Line Store	\$2,902.45	0.00%	\$2,901.45	0.00%
OBS - Capital Imp	\$305,677.46	0.50%	\$1,767.19	FLEX 0.00%
Paypal Cash	\$1,138.67	0.00%	\$1,552.76	0.00%
TOTAL CASH	\$1,622,012.86		\$1,486,003.39	
Fund Balance (10/27)	\$1,083,810.05		\$1,338,504.49	

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

DPI Update:

- The 2nd Friday Pupil Count occurred last Friday, January 8th. We received all the info from the secretaries, and Kami completed the report for DPI and I will review it with her before we submit.

Other:

- January is a busy month in a business office, with W2s, 1099s, calendar year balancing of all of the federal and state reports and the annual reconciliation and submission of the Wisconsin Retirement Report. Kami and Gretchen have started all of these and some are even completed already.
- I'm continuing to work on 16-17 budgeting as it relates to the Certified Staff Performance Compensation costing. The base Baird model is complete, and I have been making revisions to that to match our expectations for next year.
- I have been working with Allison Buchanen of Quarles and Brady on the requirements for the referendum. There are very strict rules on publications that need to be made, so we have prepared those and are up to date with all the requirements. I have also been working with Jon Grosschuesch of Oostburg State Bank, as they would like the opportunity to bid on the financing of the

building project if the referendum is approved. We are working in advance of the referendum date so we are ready to go as soon as possible. Municipal bond rates have decreased since January 1st, due to the volatile stock market especially in international markets.

- I met with our WEA Trust representative, Scott Thomas, for 403(b) retirement savings products. We reviewed our plan document in light of recent IRS audits issues that have come up in other situations. We made a few minor changes to our plan document, but nothing that will affect employees. We also added the ability for employees to take advantage of a salary reduction for IRA savings in addition to the 403(b) reduction we currently have. This addition was done to help younger staff save for retirement without the tight pre 59 ½ age withdrawal penalty restrictions. I have had a few employees ask about that option, so I'm happy we were able to add that benefit. The required annual Universal Availability notice was also sent to every employee.
- I had the opportunity on Tuesday of this week to meet with the on-site clinic personnel. Our use of the clinic is nearly matching our commitment at this time, which is great. Our guaranteed hours in the clinic dropped from 7.5 per week to 6 in recent months at the request of Prevea. They were proactive in offering this to us and it was very appreciated by both Oostburg Concrete and us. Because the community hours continue to increase to meet their capacity, they were able to send the hours savings to both entities. Prevea has been great to work with and the information that they provide in these quarterly meetings is very helpful. I was also able to attend the invocation and opening ceremony of the new prescription services facility on 1/6. It was a very nice ceremony, and the Chamber provided a warm welcoming to them from the community. We are so blessed to have the clinic and the "pharmacy" (I'm not supposed to call it that) in our community.
- Kevin, Scott and I were able to meet with the students in Lisa Immel's class that are working on the school store. The kids prepared a business plan, and the meeting was held for them to make their presentation to us (as pretend lenders). The kids, as well as Molly and Lisa, are doing a great job with setting up the store and their operational plans. What a great learning experience for them at such a young age. I've done my share of lending money in my prior career, and I would have loved for many of those business entrepreneurs to have had an experience like this to learn from. Kudos to all involved!
- Annually in January, we need to make a recommendation if we want to limit the number of Open enrollment seats in the District for the next school year. Bryce has provided you the recommendation for special education, and this is the recommendation for regular education. As we have done in the past, we are not recommending putting a limit on any Open Enrollment seats for 16-17.
- From the Fitness world, we have a lot of happy Boomers & Seniors, as this class started up again this week. Jenn Swart used to teach this class, but I found an instructor who is also licensed through Silver Sneakers to offer a class like this in Oostburg. What that means is that anyone who has health insurance that has the Silver Sneakers can get reimbursed for those classes. Friday was the second class and we already had 13 women in attendance! A big thank you to Scott Greupink, Amy Antes and Ryan Ohlfs for their willingness to let this class be offered during the lunch hour in the high school gym. It is sometimes a little inconvenient, but it's such a great way to get our older population into the schools, truly being a community advocate for all citizens!

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: 1/20/2016
Re: School District of Oostburg - Monthly Technology Report

WTI

- We have started writing our 5th WTI grant which is due on the 22nd. We are looking for about \$50,000 in funding for 10 more Smartboards and a set of 30 laptops.

Infrastructure

- We purchased and deployed a site license version of the latest Adobe Creative Cloud suite of tools. This software is the standard in many design, film and production industries. Having access to the software will surely improve the quality of not only our instruction but some of the real products and promotions we are creating.
- I have had multiple discussions with vendors surrounding planning for networking upgrades to coincide with or without the potential referendum passage. The planning includes a large sum of “erate” dollars typically unavailable for our school. These priority 2 funds give us \$150 / student / building at our discount eligibility level which is about 47%. Total dollars with 1000 students then would be about \$70,000. The dollars can be used for anything having to do with infrastructure to provide internet access to students in the district (wireless, switches, routers, cabling, installation)

STEM

- I have had a really neat opportunity to work with one of the HS students surrounding a UAS (drone) project. This student came to me with an idea that we worked through together and now have tentative plans to work with local fire departments, farmers and search and rescue outfits to provide some introductory training and hands on experience with a high tech unmanned aerial system. The benefit comes with the infrared camera sensor which is able to see differences in temperature, day or night.

Dash and Dot

- Erica has also been working with 5th grade WINN groups and small, programmable robots named Dash and Dot. The curriculum gives the students an opportunity to learn logic, programming and scripting while seeing the results of their work played out with these robots. They can be programmed to dance, sing, play music and interact with each other. I had an opportunity to take a set home and work with them and my 4 year old and can definitely see what skills they would develop through their use. Very neat.

Board Update

Oostburg School District: Buildings and Grounds

To: Board of Education
From: Peter Scheppmann
Date: 1-15-2016

Custodial:

- The past two weeks have been a real challenge for our custodial staff with all of the snow and salt coming into the buildings. It has increased the time dedicated to entrances and hallways, auto scrubbing floors using an additive called concept "915" which assists with removing ice melt residue from floors, limiting streaking of the floors, and vacuuming the salt off all of the entrance way carpets. All this helps make our schools safer from slips and falls while continuing to have a bright, clean appearance for everyone using the school district facilities.

Maintenance:

- With the recent severe cold temperatures, we have been having to monitor the school district heating system very closely. We had to restart a couple of roof top units that would not command on, reset two freeze stat controls, along with temporarily lowering set points to get units started. We have also had constant monitoring of discharge temperatures on all the units, and viewing the damper controls and settings. Words cannot express the time savings help, and quick response time to review and trouble shoot our heating system, using the computer system program Auto Matrix. This was a great investment and worth every penny. The only system that does not give us a problem is the middle school Aerco boiler system. That system was very well designed to meet our needs.

District:

- In a continued effort to provide a safe and healthy school environment, I have scheduled my Lead Safe Renovator and Asbestos Operations and Maintenance refresher training in March. These courses will also meet OSHA and Wisconsin Department of Safety and Professional Services regulations for public schools.
- We are in the finishing stages of the school district's exciting new student led store, the last phase is the sales counter which is scheduled for installation the first week of February. Lisa Immel's business class is heading up this project, and it has been a pleasure working with the students each step of the way through the build out process of this space and aligning it to their business plan.