

SCHOOL DISTRICT OF OOSTBURG
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
February 17, 2016

- 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, Jack Stokdyk and Mari Kretz. Board members absent: Deb Harmeling. 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. DenBoer 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 – Mr. Swart expressed thanks to all involved in the referendum process.
 - B. Superintendent – Kevin Bruggink reiterated thanks for the referendum work that was done. He also noted that work has been done regarding the new Ag Survey class, as well as the successful launch of the “Shoe Box”. He advised the board on upcoming policy updates and the next steps in the referendum project work. Written report was provided.
 - C. High School Principal – Scott Greupink discussed the high school scheduling process and provided an update on the Ag Survey class. Written report was provided.
 - D. Middle School Principal – Sherri Stengel told the board about the work being done on the middle school schedule. Written report was provided.
 - E. Elementary School Principal – Ann Steenwyk provided background on the science/social studies teacher concept being worked on in the elementary school. She also discussed the excitement at OES with the referendum passing. Teachers and kids are asking lots of great questions. Written report was provided.
 - F. Director of Special Education – Bryce DeRoos discussed staffing issues within the special education department. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine discussed financing options for the new bond issuances. Written report was provided.
 - H. Building and Grounds Coordinator – Peter Scheppmann reported on the status of necessary HVAC and roof repair needs. Written report was provided.
 - I. Technology Coordinator – Lucas Allen reported on potential options to upgrade switches in the district, as well as potential hardware needs. Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Kretz, to approve all consent agenda items. Motion carried; unanimous.
- A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of January 20, 2016
 - B. Finance
 - 1. Approved January Expenditures of \$752,455.22
 - 2. Approved January Receipts of \$2,179,523.95
 - 3. Approved January computer check numbers 10010532 - 10010610, wire numbers 201500104 – 201500105, 201500110 - 201500130, and ACH numbers 151600079 – 151600121
- V. Action Items
- A. Motion by Lemkuil, supported by Kretz, to approve alternative open enrollment into the district for 2015-16. Motion carried; unanimous.
- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink provided an update on the last meeting regarding bill 751 and the unrelated amendment 3 that was attached to it by Speaker Voss. Also discussed at the meeting was a desire by area legislators to get a list of unfunded mandates for review to see if an attempt could be made to eliminate any of them.
 - 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.
 - B. Policy Committee –
 - 1. 2nd read on the following board policies: 5113, 5113.01, 5430, 0140 and 4430.01. Kretz made a motion, supported by Lemkuil, to approve the adoption of these policies. Motion carried; unanimous.
 - G. OCEF Report – Mr. Lemkuil reported that the foundation has agreed to support the Top 10 Banquet.

H. Long Range Planning Committee Report – No report.

VII. Den Boer made a motion, supported by Lemkuil, to adjourn to closed session for consideration of a specific student discipline issue pursuant to Wis. Stats. §19.85(1)(f). Motion carried; unanimous (individual voice vote). Closed session began at 7:02 pm.

VIII. Stokdyk made a motion, supported by Lemkuil, to reconvene into open session at 7:18 pm. Motion carried; unanimous (individual voice vote).

Stokdyk made a motion, supported by Lemkuil, to agree with the determination of law enforcement and administration regarding circumstances of a discipline incident not warranting any expulsion proceedings. Motion carried; unanimous.

IX. Future Board Meeting Dates: Regular Board Meeting – March 16, 2016, in the HS Conference Room

X. Lemkuil made a motion, supported by Den Boer, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:20 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: February 12, 2016

Re: District Update

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- Our Wednesday early release included a large number of special events which you will likely hear about in other updates. In addition to our annual PTO Fun Fair held last week, OES hosted George Washington's Lunch in 3rd grade, Colonial Days in 5th grade, and a great PBIS assembly with our HS girls' basketball team as guest speakers. It is very special to have so many of our parents in our buildings on a regular basis, and these events had a great turnout. Along with these OES events, OHS had their annual Key Club induction ceremony with a very large incoming group of students. We also had representatives from our local Legion, Kiwanis, and regional Key Club leaders in attendance. Thank you to Colette Veldhorst and Amy Antes for putting together a very well organized and professional program. Key Club continues to be one of our best recent additions.
 - Our second Agriculture Advisory Committee meeting was held Thursday morning with a focus on reviewing job descriptions and potential units of study. Our primary committee is now supported by a student subcommittee with involvement from a large number of students that have a strong interest in agriculture. We are optimistic that we can provide agriculture programming within reasonable financial parameters by rolling some of the class time into our current tech ed department course load. There would remain a need for a liaison position of sorts but we believe that would be a relatively small contract (under 20%). We are continuing to use the input of the committee to shape this program, but plan to move forward with student scheduling as part of our regular scheduling process. Should our plans include the liaison position we will obviously bring that to the board for formal consideration. That will likely occur during our March board meeting. Should you have questions or concerns about this work please contact us.
 - If you have visited our HS for any recent events you may have noticed that *The Shoe Box*, our official school store, is now open for business. On opening night this Tuesday the store sold over \$800 worth of merchandise. Although the sales are encouraging, the real promise comes in the business lessons our students are learning as part of this class. Senior CEO Jacob Gross recently shared that he had no idea how much work and how many details were involved in actually running a business. This has been an outstanding new offering and many thanks to Lisa Immel with support from Molly Hengst in getting this off the ground. I would also like to thank Pete for his large role in making the room itself a reality. The store looks very nice.
 - As conveyed in my email to our Board and Long Range Committee, early estimates show that we are in a very positive bond market. The timing of this referendum question could not be better from a financial perspective. There are many components to this situation which are complex, but should we gain support next Tuesday we have some very attractive options to minimize tax impact while maximizing project scope. You are likely aware that in addition to the bond which will be paid off shortly, we have one other outstanding debt related to the remaining portion of the 2008 project. This debt was financed at 4% and was not "callable" until recently. Kris has been waiting on refinancing that debt since the fees associated with bond refinancing are considerable. Should our referendum

gain support we would have the ability to not only obtain very low rate bonds for the new work but also refinance high interest rate 4% bonds to a much lower rate – potentially well below 3%. The savings this would provide could reduce our overall bond fees by over \$300,000 while also reducing our interest rates by close to 50%. Our work with Oostburg State Bank has been very encouraging and another big thank you to Kris for all the behind the scenes preparation in this area. My work has been much more public but Kris has been responsible for all the required notices, bonding preparation, planning for various contingencies, etc. Thank you Kris!

- I was able to make it to the bottom of a very big policy update from NEOLA. Kami is now processing those recommendation and will forward them to Deb and Mari for review. There are no pressing changes which are time sensitive so we may have a first read in February but March is more likely. Each time our NEOLA representative is on site he comments on how fortunate we are to have Kami managing the processing of policy changes. I could not agree more and express my thanks to Kami as well as Deb and Mari for the time they put into this important area.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

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

Date: 2/12/16

Re: Oostburg Middle School Principal Report

1. **District Wide Assessment Preparations**-I have been working with key stakeholders district wide to ensure that we are planning and are prepared for the variety of state mandated assessments that will happen this spring. While we recently finished our annual testing of English Language Learners (ELL) students in the district to assess their progress in reading, writing, speaking, and listening, our focus now changes to other assessments.

The window for the Forward Exam (known last year as the Badger exam and before that, the WKCE) is fast approaching. Details regarding the assessment were just released. Ann and I shared the information we have thus far with impacted staff during our early release on Wednesday. These details included the breakdown of different test times in the different subjects and grade levels, sample schedules, blueprints for each of the content areas, the writing rubric used to score the writing portion of the exam, and universal tools, designated supports, and approved accommodations available for this assessment.

Unfortunately, the estimated test times on the exam are much longer than we were originally hearing they were going to be. Depending on the grade level, estimated times are 135-140 minutes in English Language Arts (ELA), 100-110 minutes in Math, 100 minutes in Science, and 80-100 minutes in Social Studies. Rumor from the conference I attended this week indicates that proficiency levels for this assessment are not set yet and the test is extra-long this year as they are piloting test items for years to come. This isn't surprising to me as it took the state multiple years to develop and prepare for the roll out of the Badger Exam. Now, they are pulling an assessment together in a year. The test will not contain any performance tasks as the Badger did and will simply be multiple choice and constructed response items.

Since blueprints were just released and sample items are not available, it makes preparing for the assessment and planning curriculum around what students are to know and be able to do around our state accountability measure frustrating to say the least.

Scott Greupink, Josh Cole, and I recently sat down to discuss preparations for the ACT plus Writing and the Workkeys that all Juniors will take on March 1st and 2nd respectively. Since it is our second year through this process with the same set of assessments, the time spent planning and preparing is much quicker and more efficient.

Special education staff that teach students that will be taking an alternate assessment because their curriculum revolves around the Essential Elements, have also been busy learning how to give the Dynamic Learning Maps (DLM) to their students by watching videos, passing quizzes, and ultimately receiving a certificate that allows them to give the assessment to their students.

Grading for Learning-I just got back from the Middle and High School Principals Conference in Wisconsin Dells. Needless to say, my brain is tired! Through talking with other principals and attending breakout sessions, I have a lot to reflect upon as I consider next steps for OMS. The most valuable time during the conference was spent talking with other principals that are in different places on their journey of standards based grading. I feel I have a clearer picture of the steps that need to happen to ensure that we are systematic in how we transition toward more fully grading for learning. That part of the conference was invaluable. I'm eager to share with the Grading Committee what I learned. Thank you for the opportunity to attend these professional development opportunities.

Board Update

Oostburg Elementary School

To: Board Members and Administration
From: Ann Steenwyk
Date: February 12, 2016
Re: Board Update

- We have had an exciting week at OES. If the principal's Mohawk, valentine's candy, and indoor recess hasn't been enough for today, I'm sure the boys' basketball game can add to the craziness. Seriously though, we have had some great opportunities to have the community in our building this week, and we had so many positive comments from parents who took the day off to spend time with their children on Wednesday during Colonial Days and the George Washington lunch program.
- I am continuing planning and discussions about the potential to have Curt Bretall lead science and social studies in 3rd and 4th grades. I have met with Curt Bretall, Jackie Puerzer, and Sally Prinsen to share our ideas and to get their input. These teachers are the ones that would be most impacted by the change. The responses have been positive overall, and we continue to brainstorm ideas to positively impact students. For example, Sally suggested that rather than having her and Curt team teach, she could support the other reading classes if we moved reading time in the schedule. I think this is an excellent idea that would address our concerns about the larger class size and would allow Sally's instructional skills in reading support the other teachers with the large numbers. This plan would allow for increased conferencing time with students, and I believe this would directly impact student learning in positive ways. We will continue reviewing the schedule as well as class size numbers and student needs as we move forward with this plan.
- I met with our leadership team regarding our Badger results to plan next steps for professional development. Our first step will be to study our results in detail to determine specific areas of strengths and needs within subject areas. We will then bring this information not only to our grade level teams but also to our 100 day teams to consider next steps.
- Sherri, Bryce, and I met with grades 3-8 on Early Release day to share the information we have thus far about the Wisconsin Forward exam. We discussed test design, dates for testing, and ways we can motivate students to do their best. We will be continuing these meetings throughout the next 2 months as we prepare to take the exam at the end of April and beginning of May.
- Our Intervention Team met this week to hear Trevor Stultz's presentation on RTI and intervention. He had been in charge of this specific area in his previous district and has really good information to share with us regarding ways we can improve our systems. We plan to continue these discussions next week, and I'm looking forward to the point when we can begin planning some action steps that would move us forward.

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: February 12, 2016
Re: Monthly Update

- While it is only the first part of February, there is already some work being put into what caseloads will look like next year. We have a student that has a full-time aide with them and they will be transitioning to the middle school next year. This will definitely require some staffing adjustments as the student's placement and needs will be changing as they move to the middle school. This is also a time where we will be looking at Angela's position and what the time requirements will look like for her this coming year. While it isn't perfect science, we will be working with Sheboygan County Birth-to-Three to identify any potential 3-year-olds that may require special education services.
- I mentioned in the last board report that our Building Consultation Team committee had reconvened from last year and we continue to move forward in developing a strong, consistent, and formal plan for teachers to utilize when a student is struggling in their class. Trevor presented to our group this week on his work in La Crosse and we will be continuing to review what worked for him and what would work for us.
- Two months ago (early December board update), I shared that we had sent out around 50 letters to families regarding attendance. Currently that number is around 135 letters (some students have had multiple letters). I continue to believe that the communication with parents is the best part of this process. I have received 10-15 phone calls from parents and most are simply looking for a little more information than what is shared in the letter. I relish those calls because it means I get to talk and I don't mind talking. Occasionally, I receive a phone call as a result of the letter, but the parent doesn't want to talk about the attendance, they want to talk about the underlying concerns that caused the absences and those are great opportunities to offer the types of services (counseling) they may need while also directing them to services outside of the district that may be beneficial.
- While the open-enrollment has just opened, I wanted to keep you informed about the open-enrollment applications. Please remember, these are just applications – it doesn't mean that they will be actually open-enroll out or open-enroll in:
 - Open-enrolled applications out = 4
 - Open-enrolled applications in = 6

I will try and keep you updated regarding these open-enrollment applications – especially as it relates to special education students. Currently, none of the new open-enrolled applications are special education students either enrolling in or out of the district.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 2/11/2016

Cash Position:

	Current Year 1-31-16		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$232,256.63	0.35%	\$196,681.85	0.35%
OSB Dental Acct	\$46,219.32	0.10%	\$33,037.95	0.00%
OSB Money Market	\$1,644,649.42	0.50%	\$2,736,782.87	0.50%
OSB Bond Acct	\$786,714.25	0.50%	\$930,915.91	0.00%
LGIP Savings	\$22.83	0.33%	\$22.82	0.00%
OSB – VANCO acct	\$29,279.03	0.00%	\$10,313.06	0.00%
OSB – On-Line Store	\$2,902.45	0.00%	\$2,901.45	0.00%
OBS – Capital Imp	\$305,798.89	0.50%	\$1,767.19	0.00%
Paypal Cash	\$1,138.67	0.00%	\$1,512.81	0.00%
TOTAL CASH	\$3,048,981.48		\$3,913,935.91	
Fund Balance (10/27)	\$1,710,846.30		\$2,822,722.11	

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

DPI Update:

- I reported last month that the 2nd Friday Pupil Count occurred on Friday, January 8th; the report is filed (thanks to Kami), and we ended up with 1 additional student from September to January count dates.

Finance Update:

- Each year, we are required to disclose our audit as well as a synopsis of our operating data to the MSRB (Municipal Securities Rules Board). That filing has been completed and posted prior to its deadline.

Other:

- I continue to work with Allison Buchanan of Quarles and Brady on the requirements for the referendum. The last required posting will be in the Sheboygan Press on February 15th (required date) and is a very large publication to explain the ballot and voting procedures.
- I also continue to work with Jon Grosshuesch of Oostburg State Bank; the initial rates that he came back with are very favorable. He also indicated that we would not need to do a bond rating review, which is time consuming and costly. I am also working with Lisa Voisen of Baird; she of course is recommending that we use their services to bid out the bonds over the market. I will continue to keep you in the loop as the situation progresses.
- I have been working on a formal “Return to Work” policy because it was strongly recommended by our workers compensation insurance provider. Part of the policy is to have current job descriptions for all positions within the district. Many of those are done, but we need to review them prior to having them as part of a policy of this type.

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: 3/21/2016
Re: School District of Oostburg - Monthly Technology Report

Agenda Bullet highlights

WTI

- Our 5th WTI grant was completed on time. We are waiting to hear the decision on about \$50,000 in funding for 10 more Smartboards and a set of 30 laptops. The new grant stipulations required a 50/50 match on any funds awarded. Therefore, should our application be successful, we will be using this grant as an impetus for developing an Innovation Room in the HS. It will be modeled after the one installed in the middle school last summer, which has been successful and has received a lot of positive publicity, particularly among the WTI community.

Infrastructure

- We had our underground fiber tested yesterday 2/10. This was done to help us plan for infrastructure upgrades to our network switches this spring and summer.
- We are working on a disaster recover partnership with Lomira School District. The thought behind this is to secure our backups at an offsite location that is some distance away. In a worst case scenario we have a contingency if we need it.

Device Planning

- In the past, we have replaced our hardware and devices on a maintenance schedule based largely on the age of the devices. This was fairly straight forward as we only had windows based laptops and desktops. Now we have much more variety in our device types. Basically these decisions have become more complicated and we must discuss the success of each device, what the trends are, and what we anticipate needing in the future. The classroom applications, survey data, and use-case is now the focus and the age and technical workings are only a part of the evaluating and buying process.

Board Update

Oostburg School District: Buildings and Grounds

Board Update: February, 2016
To: Board of Education
From: Peter Scheppmann
Date: 2-12-2016

Custodial:

- Our two test classroom floors using 3M Scotchgard Resilient Floor Protection have performed excellently for the first half of the school year. It is soil resistance, black mark resistance, great durability from scratches, and less floor scrubbing. We are planning to convert over 5 to 6 additional classrooms with this product this summer. As additional rooms have the 3M Resilient Protection applied, this will reduce our cleaning chemicals and floor finishes we normally use along with a reduction in labor cost for regular upkeep.

Maintenance:

- Mark TeGrotenhuis and I are reviewing some of the school districts older exterior light posts in regards to converting the fixture heads over to LED fixtures due to regular maintenance of metal halite bulbs, ballast, and energy efficiency, along with estimating the lighting incentive package from Focus On Energy rebate.

District:

- I am presently working with Kevin to create our summer project list, the following is a start of some possible projects on the horizon:
 - Relocate Middle school Special education / Resource room
 - Installation of one set of double doors for high school choir room