

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
April 18, 2018

- 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, Terry Lemkuil, Wendy DenBoer, Mari Kretz and Jack Stokdyk. Board members absent: Deb Harmeling. Administrators present: Kevin Bruggink, Kris De Bruine, Bryce DeRoos, Scott Greupink, Sherri Stengel and Aaron White. Administrators absent: None. Others: Peter Scheppmann, Lucas Allen, Rick TenDolle and members of the Forensics team.
 - C. Proper posting of agenda was certified by Kris De Bruine.
 - D. Lemkuil made a motion, supported by Stokdyk, to approve the agenda. Motion carried; unanimous.
 - E. Kris De Bruine administered the Official Oath to Mari Kretz and Wendy DenBoer.

- II. Public Letters / Comments – Forensics team presentations by Autumn Frier, Kiara Verduzco and Jessica Depies.

- III. School Board President / Administrators Reports
 - A. Board President – Jim Swart read a thank you note from Sharon Richardson.
 - B. Superintendent – Kevin Bruggink commented on the wide variety of opportunities we offer to kids outside of academics. He also discussed the dual enrollment legislative potential changes, his meeting with the village about sewer and easement issues, and commented on the long term relationship that the district has with Rick TenDolle for high school facility use and policies related to that. Written report was provided.
 - C. High School Principal – Scott Greupink commented on the Athletic Director position and the related information regarding the program. Confidential written report was provided.
 - D. Middle School Principal – Sherri Stengel commented on Mr. Veldhorst’s 2nd retirement, thanking him for his service to the district. Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Bryce DeRoos commented on Deb Styles’ retirement; he remarked about her service to the district. Written report was provided.
 - G. Director of Finance/Personnel – Kris De Bruine distributed election forms for the board members’ signatures. Written report was provided.
 - H. Building and Grounds Coordinator – Written report was provided. Kretz commented on the carbon monoxide alarm issue that has been in the news; Scheppman responded that we do have those alarms built into our systems.
 - I. Technology Coordinator – Written report was provided.

- IV. Consent Agenda Items – Lemkuil made a motion, supported by Den Boer, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 1. Monthly board meeting of March 21, 2018
 - B. Personnel
 1. Approved the retirement of Deborah Styles as elementary school special education teacher
 2. Approved the resignation of Kevin Veldhorst as middle school aide
 - C. Finance
 1. Approved March Expenditures of \$2,469,212.60
 2. Approved March Receipts of \$1,962,065.71
 3. Approved March computer check numbers 10012266 - 10012317, wire numbers 201700131 – 201700145 and 201700147 (201700146 is an April issue), ACH numbers 171800474 – 171800505, and manual check numbers 501688 – 501700

- V. Action Items
 - A. Motion by Lemkuil, supported by Kretz, to approve 2018-19 Teacher Contracts. Motion carried; unanimous.
 - B. Motion by Lemkuil, supported by DenBoer, to approve Extra Curricular Volunteer Assignments for 2018-19. Motion carried; unanimous.
 - C. Motion by Stokdyk, supported by Kretz, to approve the use of current year budget underspend for LED lighting and security upgrades. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – Mr. Bruggink reported that the meeting was cancelled for snowy weather.
 - B. Finance Committee Report – No report.
 - C. Buildings and Grounds Committee Report – No report.
 - D. Transportation Committee Report – No report.
 - E. Negotiations Committee Report – No report.

- F. Policy Committee –
 - 1. 2nd read on the following board policies: 0144.1, 0151.2, 0152, 0155, 1210, 1619, 2260.02, 2271, 2411, 2510, 3160, 3217, 3419, 4160, 4217, 4419, 5113.01, 5330, 5460.01, 5772, 7430, 8605, 9130, 9140, 9211. Motion by Lemkuil, supported by Kretz, to approve the adoption of these policies. Motion carried; unanimous.
- G. OCEF Report – Mr. Lemkuil commented on the homecoming raffle to be held in October. He also commented on the Kohler Company picnic opportunity.
- H. Long Range Planning Committee Report – No report.

VII. Lemkuil made a motion, supported by Den Boer, to adjourn to closed session to discuss certified staff negotiations pursuant to Wis. Stats. §19.85(1)(c). Motion carried; unanimous (individual voice vote). Closed session began at 7:20 pm.

VIII. Lemkuil made a motion, supported by Stokdyk, to reconvene into open session at 7:30 pm. Motion carried; unanimous (individual voice vote).

Lemkuil made a motion, supported by Kretz, to approve the base wage agreement with Oostburg Education Association. Motion carried; unanimous.

IX. Future Board Meeting Dates: Regular Board Meeting – May 16, 2018, in the HS Conference Room, which will begin with the Reorganization meeting.

X. Lemkuil made a motion, supported by Stokdyk, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:32 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
From: Kevin Bruggink
Date: April 13, 2018
Re: District Update

- I have asked a few of the forensics students to present their work at the beginning of our board meeting this month. Thank you to Jess Depies as well as Autumn Frier and Kiara Verduzco for their willingness to perform their pieces for the school board. Both performances are quite powerful with Jess focusing on the power of our reading instruction and Autumn and Kiara focusing on suicide. What stood out to me in hearing these students is the fact that both pieces are original works that were written from scratch based on their experiences.
- CESA 7 will hold their convention on May 9th in Green Bay. Wendy DenBoer is our CESA 7 delegate with Rick Hartman serving as the alternate. We have not typically participated in this convention, but I would be happy to coordinate details should there be interest this year.
- I have included an item on our agenda for discussion only around long-term facility use. I will provide some possible policy language to address this topic as I do believe current policy was designed primarily for nonrecurring rentals.
- Our district has continued a strong partnership with the DBQ Project www.dbqproject.com/ and were fortunate to have DBQ founder Phil Rhoden in our district this week. We hired Phil to do our initial training several years ago, and he was particularly impressed with our vertical collaboration model of curriculum. He has been partnering with several of our teachers who are actually developing content for the project. Phil spent the day meeting with teachers and discussing our implementation and was very complimentary of the work our students and teachers were doing in social studies and literature. Phil travels across the country and works with schools, and he has asked us to host a regional DBQ Project training this June. He has interest in our staff demonstrating and leading breakout sessions as he feels we are doing some of the best work he has seen in the project. Special thanks to our social studies team, Kristin Stapel and Kim Ramaker for their work in this partnership.
- Scott and I were able to meet with Tammy Weber this week regarding possible implementation of a Quick 50 program. Quick 50 is similar to “Crimestoppers” and other programs which encourage tips to law enforcement when crimes may be committed. In Quick 50, students are able to provide anonymous tips and if those tips result in an arrest they are awarded \$50 in cash. We will be discussing this with our administrative team on April 20th as we consider possible implementation beginning next fall.
- Thank you to Lucas Allen for his continued work and collaboration with a variety of technology focused school safety vendors. Lucas recently provided me with quotes and demonstration videos for a gunshot detection solution that, in the event of a gunshot in our building, would immediately pull up cameras in that area and possibly allow us to contact law enforcement remotely. This would allow us to not only isolate the area of the threat but also lower response time by having any contact to law enforcement linked to shots rather than through staff members making a call. This may be an area for us to consider in the state grant as it is quite costly at over \$100,000 and would not be something we could cover from our existing budget.
- Our Long Range Planning committee will have their next meeting on April 23rd where we will focus on our academic programming. I have provided committee members with a list of questions related to our curriculum and district goals. We will follow this meeting with meetings focused on finance, communication, and facilities.

- At this point the \$100 million school safety grant applications have not been released. It is our understanding that legislators are expecting that grant money to be fully distributed by September. There is very little clarity regarding the funding, how it will be distributed, which criteria will be used, etc. Leadership in our professional organizations remain concerned about this process.
- Josh Cole has asked to be added to our July agenda where he would like to provide a “year in review” for the athletic director position. Josh is a very strong systems and processes organizer and will be going over our athletic programs and his detailed review of staffing, budgets, and program direction.
- I have included a closed session item on our agenda to consider the acceptance of the base wage negotiation with the Oostburg Education Association (OEA). We did come to a tentative agreement around a CPI based increase that now requires full board and OEA approval.

Board Update

Oostburg Middle School

To: Board of Education

From: Sherri Stengel

CC: Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Bryce DeRoos

Date: 4/13/18

1. OMS is about halfway done with Forward testing. As a school, we did more than in previous years trying to motivate students to do their best on the test. One of the most impactful strategies that we used was individual goal setting with each student. Students looked at their results from last year and set goals for this year. Several staff commented on some of the conversations they had with students during the process and they felt it was a good use of time. Some students were very surprised/disappointed in their results from last year so that lended itself to a discussion around potential causes and ways to overcome the same road blocks this year. Testing is taking us longer to complete this year. We attribute this to students taking their time and putting forth their best effort on the test. We are optimistic that this will yield positive results.
2. Kevin Veldhorst has decided that this will be his last school year assisting us as an aide in the middle school. He's looking forward to more free time to spend with family and friends. He's also interested in subbing for us in the future so he has more flexibility in his schedule. His resignation, effective at the end of the 17-18 school year, will be on the April board agenda. I'd like to publicly thank Kevin for his years of service and sacrifice to Oostburg students over the course of the many years he was a teacher, and these last several years as an aide.
3. Speaking of openings, interviews were held for the OMS part time band position. As predicted, filling this position due to its part-time nature may be difficult. Three out of our 4 interviewees have taken them self out of the running for the position due to either having other full time possibilities in the works or due to needing health benefits. However, we do have one candidate that is coming in on Wednesday so we can see him in front of students. He was out of state for a couple of weeks so his interview was done through WebEx. We're looking forward to meeting him in person and observing him in the classroom.

Board Update

Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: April 13th, 2018

Re: Board Update

- We just concluded our second week of Forward testing at OES. This year, as opposed to last year, we made some changes in how the test is scheduled and administered to students. Last school year, we had 3rd, 4th, and 5th grade students take the test simultaneously over a one-week period. While this impacted our calendar and instruction the least, there was a feeling of test fatigue, our specials schedules were impacted, and there were many log-in issues. So, we decided this year to spread the testing out over the month of April. This has allowed our schedule to remain intact, aside from the grade level that is testing that morning. The classroom teachers have done a nice job making adjustments to their schedules to compensate for the testing windows. This year we are also only having students take one test per day, whereas last year they took two. The overwhelming sense from classroom teachers and myself is that kids are really 'locked in' to their work and taking the tests seriously. Finally, we have been able to create more small group settings with the test window being spread out. I appreciate the patience and flexibility of our small group proctors, as they are giving students the support that they need to do their best.
- During our most recent administrative team meeting, we discussed progress towards district goals. I compiled our building Aspire scores and feel that the new scaled score platform that Aspire moved to will cause these tests to be more impactful on our instruction. Last year, I shared with the board the discrepancy between running record scores and Aspire scores in reading. The move to scaled scores has not necessarily decreased the gap, but is helping teachers and students understand their scores and the question sets. Here is a snapshot of the grade level scores in both reading and math from the fall and winter test windows. I am meeting with staff later in April to share these results and engage in discussions around student goal setting and ways to use this data effectively. (Highlighted boxes mark grade level proficiency)

Grade Level	Subject Area	Fall grade level average	Winter grade level average	Change
3rd	Reading	157.27	158.52	+1.25
4th	Reading	158.27	159.97	+1.7
5th	Reading	159.09	160.28	+1.19
3rd	Math	157.74	160.23	+2.49
4th	Math	158.75	160.43	+1.68
5th	Math	157.30	157.78	+0.48

Board Update

Oostburg School District: Special Education/Pupil Services

To: Board Members and Administration
From: Bryce DeRoos
Date: April 13, 2018
Re: Monthly Update

- We had our 3rd follow-up meeting for SBIRT training the week before spring break. It was another great opportunity to share how things are going with our counselors (Josh, Keri, and Ashley are all involved) as well as hear how other districts are utilizing the skills we have been taught. We continue to see a benefit of the specific motivational interviewing skills and I was actually able to utilize it with a student in an emergency situation not too long ago.
- Aaron and I had a parent visit OES last week and when we were talking about how she came to see Oostburg as a possible option, it was shared with us that a current high school teacher recommended that she utilize the open-enrollment process. It was simply another great reminder that our best advertising comes directly from those that work here and it is evident that so many of the teachers and other staff are highly committed to our district. Without that personal connection, we probably would never have been considered an option.
- On Tuesday, Deb Styles turned in her letter of retirement. She stated that after many years in education, she is going to focus on enjoying retirement. This is tremendously bittersweet for us. There are few people who work as hard at their job and who bring so much knowledge, compassion, and passion for her work than Deb. Therefore, she deserves all of the joys that retirement can bring. However, that leaves huge shoes for us to fill. We have been talking over the past couple of months what we need to do next year to best serve our students and this adds to the complexity of how to move forward. We will have a meeting next week in which we will have a couple of options to consider before posting for the opening.
- On Tuesday, I'm going to be meeting with area Special Education Directors and one thing that I have noticed more this year than in past years is the focus on collaboration. Not necessarily with each other, but rather, with the county and other countywide agencies. For example, our meeting will have a focus on SBIRT (initiated by Sheboygan County Health & Human Services) and PATH (initiated by United Way of Sheboygan County). This is evident in the leadership of those two agencies that working in conjunction with schools is clearly one of the most effective and efficient ways to address mental and behavioral health. We are at the forefront of both of these and I hope to continue the strong relationships we have with them.

Board Update

Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 4/10/2018

Cash Position:

	Current Year 3-31-18		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$28,623.56	0.35%	\$1,670,417.54	0.35%
OSB Dental Acct	\$44,356.97	0.35%	\$39,361.18	0.15%
OSB Money Market	\$3,174,330.78	1.10%	\$1,639,507.02	0.60%
OSB Bond Acct	\$501,311.10	0.90%	\$281,171.80	0.60%
LGIP Savings	\$23.20	0.0%	\$22.97	0.61%
OSB – VANCO acct	\$32,102.03	0.00%	\$55,455.89	0.00%
OSB – Officials acct	\$1,882.79	0.00%	\$0.00	0.00%
OBS – Capital Imp	\$1,002,171.29	0.90%	\$504,796.44	0.60%
PMA - Construction	\$817,430.79	various	\$6,747,205.00	various
Paypal Cash	\$856.83	0.00%	\$856.83	0.00%
TOTAL CASH	\$5,603,089.34		\$10,938,794.67	
CASH (without PMA)	\$4,785,658.55		\$4,191,589.67	
CASH (without PMA & 46)	\$3,783,487.26		\$3,686,793.23	
Fund Balance (10/27)	\$3,045,391.28		\$3,031,628.98	

- An updated (through March) report is attached as a separate document in addition to the monthly cash flow reports. Please let me know of any questions or concerns.

DPI Update:

- No DPI reports this month.

Finance Update:

- Next year, due to federal requirements, our financials are required to be on a per building basis. As a result, we need to split utilities, paper costs, outside facility services (basically ALL current district wide costs) on a per building basis. This will require MANY new accounts in our Skyward system and new ways of allocating expenses. The federal government is trying to get at what each district spends on a per building basis and then comparing that to performance. This is an extremely cumbersome task to get organized, but once we set up the new “way of accounting” we should be okay.

Human Resources Update:

- I’m planning for our Open Enrollment meetings that will occur the first full week of May. I am investigating adding a higher deductible plan as an additional option for employees, but there are no other changes to the offerings, so the Open Enrollment meetings will be optional for employees. They can either sign a form to keep everything the same as their elections from this year, or they can choose new options/plans. I will start working with Prevea on our biometric screens for August and September as well. That information will be provided to employees at the Open Enrollment time.

- In March, Kami and I attended the Accounting conference that my Business Management Official's association puts on in Madison. That is always an extremely valuable conference for both of us. We attended lots of break-out sessions; she attended sessions on human resources and personnel topics, and I caught as many of them as I could, but also attended the more finance driven topics. We appreciate the district allowing us to attend!
- Certified staff contracts are on the agenda for approval and will require board signatures. The contracts will list the base wages; however, all supplemental compensation will say "TBD" pending the results of the Performance Compensation ratings. When the ratings are completed, we will do an Addendum to each contract with the correct compensation package included based on their compensation ratings.

Board Update

To: Members of the Oostburg School District Board
CC: Kevin Bruggink, Scott Greupink, Aaron White, Sherri Stengel, Peter Scheppmann, Kris DeBruine, Bryce DeRoos
From: Lucas Allen
Date: 4/13/2018
Re: School District of Oostburg - Monthly Technology Report

- We received new wireless radios to upgrade our current system. We are looking to begin installing those devices once forward testing is completed.
- Erica and I are in the process of evaluating different Chromebook models for purchasing this summer. Many districts are going toward touch-style devices, particularly in their math departments, and we are looking at the rationale around that as well.
- We are also evaluating the future of interactive displays in the district, which goes hand-in-hand with the possibility of touch style devices. SMART boards are utilized heavily but are expensive to replace, are breaking more often and have software that is also expensive to license. This has led us to explore as many options as we can around room AV and tools.
- I am bidding out additions to the security system in the middle and high school. I'm happy to discuss some of the details with the board if you are interested. Please feel free to contact me about this.
- I have also been looking at adding some features to our datacenter. We still run applications and services locally that are critical to day-to-day operations. It is my goal to keep our most important applications running. The addition that I'm looking at aims to do that, as well as give us additional benefits in terms of regular server maintenance and storage savings. I don't believe it will be a direct cost savings to the district but moving forward would improve some of that "stuff" happening behind the scenes.

Board Update

Board Update: April, 2018

To: Board of Education

From Peter Scheppmann

Date: 4-13-2018

- Over the recent spring break week, DeTroye Electric removed the fluorescent light fixtures in both the high school metals and wood shops. They installed new high bay LED light fixtures. Prior to this installation, it was very labor intensive to replace burned out fluorescent light bulbs or defective ballasts due to the ceiling height. It required bringing in a scissor lift, moving shop equipment etc., along with disposal cost of old fluorescent bulbs. Moving to LED light fixtures will cut maintenance labor cost, replacement parts cost, lower our energy cost and give us better lighting. DeTroye Electric took a light meter to measure foot candle before, which was 38 cf. After the installation the reading was almost double at 70 cf. to 80 cf. This is a great return on investment.
- Also over spring break we replaced the old failing scoreboard in the 1998 elementary school gym with new Nevco 2700 LED units with wireless controls, which will use less energy to operate and no maintenance of regularly pulling out a scissor lift to change burned out light bulbs. Another labor and parts saving measure.
- After completing a large portion of the 1998 elementary school classrooms conversion from fluorescent light fixtures to LED light fixtures, we have also submitted the school district's incentive application to Focus on Energy for offered rebates. The district's calculated incentives comes to \$6,471.62. This is another positive point for converting fixtures while this program is in place with Focus on Energy.
- Kevin and I have been in discussion on converting the hallways' fluorescent lights over to LED flat panel light fixtures in the middle school. The school district is currently using this type of light fixture in two locations in the middle school, the restrooms and in the special education classroom, where we also installed a dimmer switch so that the teachers could better control the learning environment. We are scheduling the hallway fixtures and three middle school classrooms to be changed over before the end of this fiscal school year.
- In a move to better secure areas of the high school, in June we will be enhancing an existing double door unit to become lockable. We will also be changing out the high school cafeteria exterior door to have the ability to see who is requesting entrance into the kitchen from the outside. Presently we have no way to verify who wants entry into the building. In both of these upgrades the district will take another step to add additional safety for our staff and students.
- After making major upgrades in the elementary school's HVAC system through the referendum construction project, one of the last pieces to improve our energy efficiency is to convert three of the existing air handling units from the 1998 portion of the building from constant speed supply fan motors with inlet guide vanes to variable frequency drives (VFD) to control the supply fan speed. Besides reducing our annual energy consumption, this work has associated Focus on Energy rebates/incentives the school district will apply for in an estimated amount of \$1,400.00.