

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
[www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)  
January 15, 2020, 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 18, 2019
  - B. Finance
    1. Approval of December Expenditures of \$1,485,181.35
    2. Approval of December Receipts of \$877,082.05
    3. Approval of December computer check numbers 10013285 - 10013310, wire numbers 201900121 – 201900158 with the exception of 201900143 – 201900146 and 201900150 – 201900156 which are January issues, and ACH numbers 192000349 - 192000431
  
- V. Action Items
  - A. Consider approval of open enrollment cap for 2020-21 school year
  - B. Consider approval of adjustment to long term substitute rate
  - C. Consider approval of band/choir trip to Orlando, FL
  
- 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
  - G. OCEF Report
  - H. Long Range Planning Committee
  
- VII. Adjourn to Closed Session per state statutes 19.85(1)(c)(d) and (f)
  - A. Annual evaluation of District Administrator
  - B. Accept for purposes of board review at this meeting the written drill evaluation(s) submitted by building principals under section 118.07(4)(cp), Wisconsin Statutes.
  - C. Consideration of specific personnel issues
  
- VIII. Future Board Meeting Dates: Regular Board Meeting – February 19, 2020, in the HS Conference Room

IX. 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  
From: Kevin Bruggink  
Date: January 20, 2020  
Re: District Update

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- The communication plan for our April referendum is moving forward. We have weekly meetings scheduled with our team as we develop various public engagement opportunities and prepare materials for mailing. I have included a communication plan overview with your board packet for this month and would highlight community outreach in January including morning opportunities at Judi's and Subway. Thanks to Lucas for his assistance in additions to our website facilities tab. Please check that out at <https://oostburg.k12.wi.us/hs-facility-rec/>
- As referenced above, our district website continues to be updated and now includes the School Perceptions survey results as well as additional referendum information. I have distributed summary versions of the survey in print at multiple local businesses. The Lakeshore Weekly also included updates over two weeks in early December so community stakeholders can continue to be informed about the question coming before them in April of 2020. Copies of the survey summary have also been available at recent home events for our guests – both concerts and athletic events. The Long Range Planning Committee and School Board's unanimous approval for a referendum in April means the following language, developed by legal counsel Quarles & Brady, will appear on district resident ballots on April 7, 2020:

*Shall the School District of Oostburg, Sheboygan County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$7,500,000 for the public purpose of paying the cost of a school building and improvement program at Oostburg High School consisting of: renovations and remodeling for a theater in the current gymnasium location and expansion of the library and cafeteria/kitchen; construction of an addition for a new gymnasium, fitness/weight room and classrooms; updates to the office and entry to enhance safety and security; building infrastructure and site improvements; and acquisition of furnishings, fixtures and equipment?*

- School safety continues as a recurring agenda item on our local administrative team and all district meetings along with ongoing discussions with our county superintendents. Recent internal discussions have focused on potential communication improvements which would decrease response time and improve communication across the district in an emergency. Several solutions could be linked to our high school facilities work should our referendum gain support and move forward.
- Oostburg School District was recently nominated for The Sheboygan County Chamber of Commerce "2019 Working Together Award" for our collaboration with an Industry 4.0 group including Masters Gallery, Sargento, Krier Foods, and several other area business partners. Oostburg, Random Lake, Kiel, and Elkhart Lake schools came together in this collaboration to develop a consortium focused on growing manufacturing opportunities for

students. [Lab Midwest](#) has been assisting our teams by providing resources and training. We look forward to the next steps in this partnership which has the potential to provide industry standard manufacturing technology for students in our four school co-op.

- Open enrollment interest into our district continues an upward trend. School tours and family visits have become more frequent as awareness of our district's uncommon results increases. Academic success has been the most consistent theme drawing others to check us out. Website and social media channels are seeing a continued increase in traffic as well. When we consider the incredible competition for a shrinking workforce, we see additional benefits for our community as a whole, as families want to move into our district due to the excellent educational opportunities.
- During a recent meet & confer we discussed staff personal days. The potential for offering a personal day "buy back" was brought forward. Certainly, any time we can have our regular classroom teacher leading instruction our students benefit. Some staff would likely take advantage of a buy back option that could be structured in a way that resulted in very little cost increase to the district. I will discuss this more during my board update.

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: January 13, 2020  
Re: Monthly Updates—January

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- ✚ About a month ago, Al Holzheimer talked to me about a change he would like to make in terms of how our Driver Education classroom portion is delivered. I think the change makes a lot of sense, and it will certainly be a lot more flexible for students, but it will also have a slight negative impact on our revenue because the classroom portion will no longer be offered as part of our summer school program so it will no longer receive any reimbursement from the State. Specifically, Al would like to replace our summer sessions of classroom driver education with an on-line program that the students can take any time during the school year. The on-line class will cost students an extra \$30, but the flexibility will be much better. It is not a surprise that many driver education programs are going in this direction as the content of the classroom portion of driver education is as well suited to on-line learning as any class I think of personally. Al will continue to offer the behind-the-wheel portion of the class through his business, so the only change will be that our students will be taking the on-line classroom portion on their own time—probably with timing much more connected to their 16<sup>th</sup> birthdays and when then can get their temporary permits instead of for three weeks in the summer. The cost will go up \$30 for families, but Al's price is still below his competitors. I have talked with Kris and she is planning for the minor budgetary impact of this change. We will continue to send a driver education letter home to families to guide them through this new process, and we are glad that our students will still be able to work with Al Holzheimer because he has served our students very well for a long time.
- ✚ Last week with Amy's support, we had a faculty meeting where we reviewed our student growth results mid-way through the year and put some strategies in place to address the areas that are holding us back most significantly. We also are trying to build systems where our mentors are supporting students and teachers more directly in areas where progress is not sufficient. We are trying to create two fronts of support in these critical areas. We also discussed the importance of mentors reviewing progress with each of their students and in many cases reinforcing the hard work and growth of so many of our students. It can be worth a lot to students when their mentor takes the time to notice and talk with a student about their growth and success.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: January 13th, 2019

Re: Board Update

- The return from Winter Break has been smooth at the elementary school. The second quarter is drawing to a close, and this is also one of our longest, sustained periods of instruction during the school year. January is also a period of assessment, which provides an opportunity for teachers to check in more formally on student progress. At the elementary school, teachers are giving kids their running records reading assessments. This provides classroom teachers with each student's current reading level, which helps to design instruction, make decisions about intervention needs and strategy groups. Our 3rd, 4th, and 5th grade students are also taking the midyear Aspire test. The Aspire aligns to ACT and measures student progress as compared to their end of year standards. At the beginning of the year, we had the following results from Aspire:
  - 3rd grade reading - 18 out of 62 students proficient (29%)  
3rd grade math - 2 out of 63 students proficient (3%)
  - 4th grade reading - 11 out of 54 students proficient (20%)  
4th grade math - 7 out of 53 students proficient (13%)
  - 5th grade reading - 18 out of 71 students proficient (25%)  
5th grade math - 21 out of 71 students proficient (30%)

With these tests measuring students on their end of year proficiency, we are excited to see the progress being made across all levels. Student performance will provide patterns for our grade level and vertical teams to review in the coming weeks, and design instruction and intervention to address deficits. Amy Bares will be leading a staff meeting with our 3rd, 4th, and 5th grade teachers around how to access these results in EduClimber. Our teachers do their best to spread the running records and Aspire tests out over the assessment window. At the same time, we have tried to be mindful about the number of assessments that kids are taking during this window, especially when looking at assessment schedules for next school year. Catherine Pinchott is proctoring the ACCESS test to our English Learners across the district. I appreciate the flexibility of the classroom teachers at all levels to allow these students to take this assessment in a reasonable timeframe. For students that take the ACCESS test, they are also taking Aspire and finals (at the high school level). With this in mind, we will look to proctor the ACCESS test in December.

# Board Update

**Oostburg School District:  
Director of Special Education**

To: Board Members and Administration

From: Ashley Hinze

Date: January 10, 2020

- OCEF Grants: As noted at the December school board meeting, the OCEF grants were approved. A number of the grants were received by OSD Special Education teachers. Gloria Capetillo received \$2,000 to “Level the Playing Field,” Kayla Knueppel received \$399 to purchase “BoardMaker Software,” and Kim Hume received \$409.34 to purchase classroom supplies to “Learn Through Exploration and Play.” This adds up to a total of \$2,808.34. As a department, we would like to thank OCEF and the OSD School Board for their continued support of our Special Education programs. Each of these grants will directly impact students in our district and their growth.
- Open Enrollment Recommendation: The numbers reflect the projected special education population and the available open enrollment space for the 2020-2021 school year. Recommendations are on **page 2** of this document.

<b>Open Enrollment: 2020-2021 School Year</b>	
<b>Program/ Service</b>	<b>Space Available</b>
<b>Early Childhood (Age 3- 6)</b>	
Early Childhood	0
<b>Elementary School (K-5)</b>	
Cross-Categorical	2
Self Contained	0
<b>Middle School (6-8)</b>	
Cross-Categorical	0
Self Contained	0
<b>High School ( 9-12+)</b>	
FAPE for SPED Students must be provided until 21, if needed.	
Cross-Categorical	3
Self Contained	0
<b>Speech and Language (EC- 12)</b>	
EC through 12+	4
<b>Occupational Therapy (EC- 12)</b>	
EC through 12+	0
<b>Physical Therapy (EC- 12)</b>	
EC through 12+	0

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 1/10/2020

### Cash Position:

	Current Year 12-31-19		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$31,906.69	0.35%	\$236,230.80	0.35%
OSB Dental Acct	\$5,138.45	0.35%	\$40,507.74	0.50%
OSB Money Market	\$1,145,693.73	1.30%	\$757,997.61	1.38%
OSB Bond Acct	\$7,677.90	0.00%	\$333,282.77	1.20%
LGIP – Cap Imp	\$484,669.92	1.63%	\$267,536.69	2.37%
OSB – VANCO acct	\$10,235.85	0.00%	\$18,093.89	0.00%
OSB – Officials	\$1,653.94	0.00%	\$2,230.34	0.00%
PMA – Capital Imp	\$1,352,673.66	various	\$1,318,439.50	Various
Paypal Cash	\$0.00	0.00%	\$856.83	0.00%
Cash Boxes / Petty Cash	\$850.00	0.00%	\$1,100.00	0.00%
OSB – Referendum	\$0.00	1.00%	\$81,402.31	1.00%
TOTAL CASH	\$3,040,500.14		\$3,057,678.48	
Fund Balance (10/27)	\$836,133.50		\$835,677.55	

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

### Finance Update:

- January is a busy month in a business office, with W2s, 1099s, calendar year balancing of all of Wisconsin Retirement Reports, along with ACA reporting. Kami and Gretchen have all the federal and state reports and the annual reconciliation and submission of these completed.
- My weekly market update from Ehler's reported the following, "Pent up demand for municipal bonds and declines in yields are a favorable combination for issuers entering 2020, coming off a year where municipal bond volume exceeded \$400 billion for the fourth time in ten years. Moody's Investors Service's outlook remains stable for cities, counties, and school districts over the next 12 to 18 months." I'm excited to see how the referendum voting turns out in what's looking to be a great environment for debt issuance.

### DPI Update:

- The 2<sup>nd</sup> Friday Pupil Count is today, Friday, January 10. We will get all the info from the secretaries shortly after that, and then Kami and I will compile the report for DPI.

### Human Resources Update:

- The required notices for Universal Availability of the 403(b) program have been distributed to employees.

# Board Update

## Oostburg School District: Technology

**To:** Members of the Oostburg School District Board  
**CC:** Kevin Bruggink, Scott Greupink, Aaron White, Sherri Stengel, Peter Scheppmann, Kris DeBruine, Ashley Hinze  
**From:** Lucas Allen  
**Date:** 01/10/2020

- I continue to meet with Brad weekly to drive forward school safety through what we can do technologically through communications, physical safety, access and cyber security. The company I mentioned last week continues to be on the forefront of my mind in terms of effectiveness and ease of use. I don't, however, wish to bring in a technology without understanding all of the connecting pieces and creating a full solution that fits our needs vs. a laundry list of what's possible. It also needs to be reasonable. I'm most attracted to this solution because of the comprehensiveness and the open nature of the technologies that seem to work with others. Again, this is something that is somewhat sensitive in the nature of the details, however I'm willing to speak with any of you individually for as long as you can tolerate.
- We had a major upgrade success over the Christmas break. Our infrastructure continues to be a blessing to me in its redundancy, uptime, and speed. We had some file issues to deal with the first week back but no data was lost in the transition
- I also developed a solution to put audio in to the academic display case with a "push for audio" button. I'm looking forward to installing that and displaying some additional and new content in that Kiosk.

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education  
From: Peter Scheppmann  
Date: 1-10-2020

- The school district has electronically filed our 2019 SBD10710 form (injury and illness form) with the Department of Safety and Professional Services. This is required by the State of Wisconsin no later than March 1, along with posting it in all three school district offices. We had 2 recordable cases.
- The elementary school had one of the 1998 air handling units (#3) have a bearing failure, which is tied to the supply fan, resulting in the need to have J & H Controls remove and replace the cage shaft and bearings. The unit is back on-line and working fine.
- We are continuing to have some issues with the high school kitchen dishwasher. Mark and I have been able each time to get the dishwasher back up and running, but at some point we may have to change out a water pressure relief valve and another auto control switch if we would have a complete failure.
- The high school kitchen's main 4" drain line had an obstruction in it once again, and Edgewater Plumbing came in to rooter the line clear. This was the second time this year. When this happens the food service staff has to switch to styrofoam serving trays and bring any dirty dishes to the middle school for washing.
- The middle school had one of its air handlers (#1) have a failure of its freeze stat control. Mark was able to get the unit back on-line within an hour and ordered another control, which will replace the weak one later. At this point there has been no other problems with the unit.