

BOARD MEETING AGENDA  
REGULAR BOARD MEETING  
HIGH SCHOOL CONFERENCE ROOM  
[www.oostburg.k12.wi.us](http://www.oostburg.k12.wi.us)  
March 18, 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 February 19, 2020
  - B. Finance
    1. Approval of February Expenditures of \$849,455.14
    2. Approval of February Receipts of \$2,017,950.56
    3. Approval of February computer check numbers 10013337 - 10013384, wire numbers 201900174 – 201900200 with the exception of 201900192, and ACH numbers 192000515 - 192000577
  - C. Other
    1. Approval of Start College Now and Early College Credit program requests
    2. Approval of Otte Bus contract extension per conditions of existing contract
  
- V. Action Items
  - A. Consider approval of \$150.00 stipend for unused personal days
  - B. Consider approval of Wellness Committee review of policy 8510
  - C. Consider approval of alternative open enrollment applications into the district for 2019-20
  
- 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. Consideration of specific building and grounds staffing and personnel issues
  
- VIII. Reconvene to open session
  - A. Consider approval of any recommendations from Closed Session

IX. Future Board Meeting Dates: Regular Board Meeting – April 15, 2020, 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 High School

**To:** Board Members and Administration  
**From:** Scott Greupink  
**Date:** March 10, 2020  
**Re:** Monthly Updates—March

---

✚ I was wrong, we have one more Start College Now request that came in before the March 1<sup>st</sup> deadline. We also had a request come in on March 4<sup>th</sup>, but I told that student that we are firm on the deadlines and she will have to re-apply for the second semester of next year if she still wants to be considered.

Start College Now requests:

Logan Davies      *Intro to IT, Networking 1 and PC Support @ LTC. (2 or those classes only)*

(After graduation, Logan plans to go to LTC for their IT program. Currently he does not know which of these classes will fit in his schedule but he and his family have agreed to pay for one of the classes if the district covers the other two. I recommend approval of this request.)

✚ The State ACT test day went well. We tested all of our juniors (the State test) and our sophomores and freshmen as well so that we can track their growth each year. The seniors came in and spent some time in the morning completing tasks related to their transition from high school to the workforce, tech. school, or college. Josh Cole, Kevin and I met with each senior in much the same way we do Student Led Conferences. This year we took a bit more of an audit approach and we asked students to show us five “audit items” that illustrated completed tasks for their transition. Seniors showed us things like college acceptance letters, scholarship applications, FAFSA submission emails, job application submission confirmations, resumes, prepared responses to common interview questions, housing documents, etc. All three of us felt the audit approach was really effective and we were impressed with the progress of our students in general.

After the senior conferences/audits, we asked each senior three questions that I shared with them a week in advance so they could collect their thoughts. 1) What was the most valuable class you took at OHS and why was it so valuable? 2) Who was your most influential teacher and why? 3) What suggestion would you make that you feel would make our school better? Josh, Kevin and I typed each student’s response into a google document and it is our intent to review the responses to learn from what the seniors shared from their perspective. We plan to communicate positive messages to the teachers about being influential and why, and in relation to valuable classes. This will be especially valuable where we see themes in comments from multiple students. For example, at least a handful of students commented that Mr. Ohlfs was their most influential teacher because he never has a bad day and is always energizing and encouraging. They said he is never in a bad mood (or he does not allow it to show), and because of that, they are far less likely to have a bad day as well. We will also review their comments about how to improve our school and look for good ideas and themes.

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Ashley Hinze  
**Date:** 3/13/20  
**Re:** Oostburg Middle School Principal Report

1. Unprecedented times call for unprecedented measures. This week has certainly been a week of thinking outside the realm of “normal” when it comes to education and switching to thinking about the “what ifs” and “how tos” with the uncertainty related to the Coronavirus pandemic. With the rapidly changing landscape regarding cancellations, staff and administration have worked quickly to try and prepare us should an extended cancellation occur. I certainly appreciate the leadership that Kevin has provided, along with the planning and thinking by Lucas regarding thoughts of moving to a virtual platform if the need arises. We have sent students home as prepared as possible should an extended absence become a reality. A special shout out to students and staff who remained calm and businesslike in our operations.
2. Brenda Weavers will be resigning at the end of the 19-20 school year. Brenda has filled a critical role in our high interest offerings at OMS as well as supervision related duties at OES; both hard to fill part-time positions. While we certainly are sad to see Brenda leaving us, we wish her the best! We are currently discussing needs as a district to determine the best plan moving forward to fill this position and other district wide needs.
3. As we are figuring out schedules and course offerings for the 20-21 school year, Nan Gabrielse and I have training with Infinite Campus. This training is focused around utilizing the platform and schedule wizard to try and find efficiencies in our schedule, as well as in the time it takes to build the schedule. Middle school schedules are, in many ways, a rare breed and have a mind of their own, especially when working with shared staff. I have learned as I go with Infinite Campus and am looking forward to learning more from this training as we move forward in figuring out the OMS schedule for next school year.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: March 13th, 2020

Re: Board Update

- This week has taken quite a dramatic turn with the recent health related concerns going on in the state, nation, and world. On Thursday, Kevin addressed our staff in the morning and I followed up in the afternoon to share current information around possible closings, distance learning, and communication. The stance that we took on Friday was to prepare students for an uncertain Monday by sending them home with Chromebooks (grades 3-5) and some academic resources (grade JK - 5). To help kids understand that this was proactive, we relied on the mantra that they have heard from Coach Holzer about being ‘prepared, not scared’. Teachers spoke with their students about the reason for sending these materials home, discussed the fear and uncertainty that can come with this situation, and made Friday feel as normal as possible. In addition, I met with each 3rd, 4th, and 5th grade class to talk about the nature of the current situation and review the purpose of sending Chromebooks and appropriate use. On Friday morning, Lucas Allen was instrumental in walking 3-5 teachers through some online learning options and helping take Chromebooks out of the carts, so that they were able to be taken home with a charger available. Janna Heinen had already ‘checked out’ each Chromebook to their student owner, which allows us to track the devices. Deanna Karrels put together a visual manual which outlined for parents how to login to Google on a home computer and how to connect a Chromebook to a home WIFI network.
- Over the past few months, Trevor Stultz has taken a leadership role in putting together the foundation for an Equity based team at the elementary school level. He has collaborated with Ashley Hinze and myself to map out the initial steps of building understanding around equity and beginning staff-wide conversations about where we could use support. Throughout staff meetings in January and February, Trevor and I presented on the concept, which involves providing the resources needed for all students to access materials and content, not just SPED students and Trevor followed up with staff by giving a survey on comfort levels working with a variety of student needs and instructional models. The next steps will include putting a team together and calibrating around a mission and vision for the team to impact instruction across the building.

# Board Update

## Oostburg School District: Director of Special Education

To: Board Members and Administration  
From: Ashley Hinze  
Date: Mar 13, 2020  
Re: Special Education Update

---

- Child Development Days: We hold two events each year, one in the fall and one in spring, where we invite parents in to have their child screened. The spring event includes additional resources for our community members, including Sheboygan County Birth to Three program, Family Resource Center of Wisconsin, and the Cedar Grove Lions Club. As a school district, we screened 13 children. Birth to Three and Family Resource Center of Wisconsin screened six children. The Cedar Grove Lions Club conducted vision screening and screened 35 children. A big thank you to Beth Rauwerdink, Kari Rothe, Kayla Knueppel, Kim Hume, Melanie Wisse, and Sheenah Swoverland for their hard work getting ready for this day. Many hours go into scheduling and preparing for this event.
- COVID- 19: Special education adds an extra layer to navigating the situation of planning for the possibility of extended virtual learning. Legal updates have included: If schools are closed to slow or stop the spread of COVID-19, and we do not provide any educational services to the general student population, then we would not be required to provide services to students with disabilities during that same period of time. However, if we continue to provide educational opportunities (virtual learning) to the general student population during a school closure, the school must ensure that students with disabilities also have equal access to the same opportunities, including the provision of FAPE. Schools must ensure that, to the greatest extent possible, each student with a disability can be provided the special education and related services identified in the student's IEP developed under IDEA, or a plan developed under Section 504.

All special education staff have connected with each family on their caseload.

# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 3/16/2019

### Cash Position:

	Current Year 2-29-20		Prior Year	
	Balance	Interest Rate	Balance	
OSB Checking	\$114,917.67	0.35%	\$403,966.65	0.35%
OSB Dental Acct	\$8,960.18	0.35%	\$42,422.08	0.50%
OSB Money Market	\$1,860,098.78	1.205%	\$1,267,524.73	1.40%
OSB Bond Acct	\$1,371,375.41	1.009%	\$1,872,882.92	1.20%
LGIP - Fund 46	\$485,954.83	1.620%	\$475,889.95	2.47%
OSB - VANCO acct	\$6,952.72	0.00%	\$8,800.30	0.00%
OSB - Officials	\$4,813.94	0.00%	\$1,640.34	0.00%
OBS - Capital Imp	\$0.00	0.00%	\$81,533.95	1.00%
Paypal Cash	\$0.00	0.00%	\$856.83	0.00%
PMA - Referendum	\$1,353,899.10	Various	\$1,319,664.71	Various
Cash Boxes	\$850.00	0.00%	\$1,100.00	0.00%
TOTAL CASH	\$5,207,822.63		\$5,476,282.46	
Fund 10/27 Cash	\$1,652,700.		\$1,423,118.73	
Fund Balance (10/27)	\$1,556,118.56		\$1,313,401.77	

- An updated (through February) financial report, the updated three-year cash flow, and the cash balances report are attached as separate documents. Please let me know of any questions or concerns.

### DPI Update:

- No reports were due this month.

### Finance Update:

- Our normal bond principal and interest payments will be made on the 4/1 deadline.
- In the past several years, we have charged a per sport fee of \$20.00 at the Middle School Level. Students have to pay for the first two sports, then the third is free. In order to encourage more attendance, we would like to change this to a \$25.00 flat fee for any sport. In other words, parents pay for the first sport, then the rest are free. This will help with our student information tracking system as well and will only be a slight decline in revenue year over year. The savings to try a second and third sport more than outweigh the slight dip in revenue. If you have questions about this, please let me know.
- My accounting conference, which always is VERY valuable to me, has been cancelled for next week, so I will be in attendance for my first March board meeting in many years. See y'all on Wednesday.

---

## 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:** 03/13/2020

- A large portion of the last week and half has been around options and planning for possible extended remote/virtual instruction. Communication has been a large portion of this along with coordinating some crash course PD for staff on some new tools they may use.
- We had a retest of our fiber optic cabling free of charge due to some equipment malfunction. This turned out to be a blessing in disguise because we learned our fiber optic cabling does not need to be replaced and that instead, we only need the termination hardware which I can purchase and install myself. This will save considerable dollars.

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education  
From: Peter Scheppmann  
Date: 03-13-2020

- I wanted to share with you an overview of some of the cleaning supplies we use in the district in an effort to keep all the buildings clean and disinfected.

### Main disinfecting cleaners

3M – 15L

3M – 25H

Clorox disinfecting spray

Clorox disinfecting wipes

PurTabs disinfecting tablets

- The following are a few of the viruses and bacteria these cleaning solutions kill. (99.9%)

Avian influenza A

Hepatitis A

Hepatitis B

Hepatitis C

Human immune-deficiency virus type 1, 2

Influenza type A2

Acinetobacter calcoaceticus var. anitratus

Enterococcus faecalis – VRE

Escherichia coli strain

Influenza A / Brazil

Influenza A virus (H1N1)

Influenza A1 Victoria (H3N2)

Klebsiella pneumoniae

Norovirus

Staphylococcus aureus MRSA

Vancomycin (VRSA)

Influenza B

Rhinovirus 39

Respiratory syncytial virus

Rotavirus

SARS

Plus many more

- Another tool in our effort to clean and disinfect the district is our Protexus PX200ES electrostatic disinfecting sprayer, which has charged particles that wrap around and cling to all surfaces to disinfect areas. This tool is used in hospitals, clinics, nursing facilities, universities, K-12 schools and more.
- We have also changed some areas of our daily cleaning routine to make additional time to focus on disinfecting areas. We are also starting to test different areas with our ATP meter.
- Every year I monitor the district's daily attendance record for the elementary, middle and high schools for students out for sickness or flu. This year so far we have been tracking similar to past years. This has been one of the ways to gauge adding either more disinfecting areas or more time spent on disinfecting.