

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**
REGULAR MONTHLY BOARD MEETING MINUTES
High School Conference Room
March 18, 2020

- I. Meeting called to order at 6:00 p.m. by President Jim Swart.
 - A. Pledge of Allegiance.
 - A. Roll Call. Board members present: Jim Swart, Eric Hartman, Terry Lemkuil, Wendy DenBoer, Deb Harmeling and Jack Stokdyk. Board members absent: Mari Kretz. Administrators present: Kevin Bruggink and Kris De Bruine. Administrators absent: Scott Greupink, Ashley Hinze, Sherri Stengel and Aaron White. Others: Pete Scheppmann.
 - B. Proper posting of agenda was certified by Kris De Bruine.
 - C. 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 – President Swart thanked the Administrative team and the staff for their extra work during these difficult times.
 - B. Superintendent – Mr. Bruggink reported on the following: exemption for COVID-19 regulations around School Board meetings, negotiations update, an overview of the school closure issues, a resignation agreement that was received, as well as the buildings and grounds recommendation and wellness committee policy review.
 - C. High School Principal – Written report was provided.
 - D. Middle School Principal – Written report was provided.
 - E. Elementary School Principal – Written report was provided.
 - F. Director of Special Education – Written report was provided.
 - G. Director of Finance/Personnel – Written report was provided.
 - H. Building and Grounds Coordinator – Mr. Scheppmann gave a report on the extra cleaning and disinfecting being done. Written report was provided.
 - I. Technology Coordinator – Written report was provided.

- IV. Consent Agenda Items – Harmeling made a motion, supported by Lemkuil, to approve all consent agenda items. Motion carried; unanimous.
 - A. Approved the minutes of the following school board meetings:
 - 1. Monthly board meeting of February 19, 2020
 - B. Finance
 - 1. Approved February Expenditures of \$849,455.14
 - 2. Approved February Receipts of \$2,017,950.56
 - 3. Approved February computer check numbers 10013337 - 10013384, wire numbers 201900174 – 201900200 with the exception of 201900192, and ACH numbers 192000515 – 192000577
 - C. Other
 - 1. Approved Start College Now and Early College Credit program requests
 - 2. Approved Otte Bus contract extension per conditions of existing contract

- V. Action Items
 - A. Motion by Harmeling, supported by Hartman, to approve \$150.00 stipend for unused personal days. Harmeling/Hartman amended their motion to include that the stipend will begin in the 2020-2021 school year and will be reviewed annually. Motion carried; unanimous.
 - B. Motion by Harmeling, supported by DenBoer, to approve policy 8510 pending the Wellness Committee’s final review. Motion carried; unanimous.
 - C. Motion by Lemkuil, supported by Hartman, to approve alternative open enrollment into the district for 2019-20. Motion carried; unanimous.

- VI. Topics for Discussion
 - A. Legislative Committee Report – No report.
 - 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 – No report.
 - G. OCEF Report – Hartman reported on the most recent meeting.
 - H. Long Range Planning – No report.

- VII. Lemkuil made a motion, supported by Stokdyk, to adjourn to closed session per state statutes 19.85(1)(c)(d) and (f) to consider a specific building and grounds staffing and personnel issue. Motion carried; unanimous (individual voice vote). Closed session began at 7:06 pm.
- VIII. Lemkuil made a motion, supported by Hartman, to reconvene into open session at 7:36 pm. Motion carried; unanimous (individual voice vote).
- IX. Action items – from closed session discussion
 - A. Motion by Stokdyk, supported by DenBoer, to approve the addition of a 2nd Maintenance Technician position. Motion carried; 5-1 with Lemkuil dissenting.
- X. Future Board Meeting Dates: Regular Board Meeting – April 15, 2020, at 6:00 pm in the HS Conference Room.
- XI. Lemkuil made a motion, supported by Harmeling, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:38 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 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 1st deadline. We also had a request come in on March 4th, 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.
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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.