

SCHOOL DISTRICT OF OOSTBURG  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Theater  
August 19, 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, Mari Kretz and Jack Stokdyk. Board members absent: None. Administrators present: Kevin Bruggink, Kris DeBruine, Scott Greupink, Sherri Stengel, Aaron White and Ashley Hinze. Administrators absent: None. Others: Peter Scheppmann, Lucas Allen, Adam and Megan Brill and Chris and Marla Wolfert.
  - B. Proper posting of agenda was certified by Kris De Bruine.
  - C. Lemkuil made a motion, supported by Kretz, to approve the agenda. Motion carried; unanimous.
  
- II. Public Letters / Comments – Adam and Megan Brill and Marla Wolfert each described their medical background and provided comment on the importance of 5 day onsite instruction to include social distancing and facial coverings for the school year.
  
- III. School Board President / Administrators Reports
  - A. Board President – President Swart thanked the Brills and Wolferts for their attendance as well as their comments on the reentry plans.
  - B. Superintendent – Mr. Bruggink described the plan for presentation of district goals once baseline testing can be done when the students return to school. He also provided a detailed look at the district’s reentry plan. Written report was provided.
  - C. High School Principal – Mr. Greupink’s written report was provided.
  - D. Middle School Principal – Ms. Stengel commented on the 6<sup>th</sup> grade transition day and pictures at OMS on Wednesday. She also reviewed the Middle School’s reentry plan. Written report was provided.
  - E. Elementary School Principal – Mr. White reviewed the Elementary School’s reentry plan. Written report was provided.
  - F. Director of Special Education – Ms. Hinze thanked Mr. Scheppman and his team for getting the Special Education areas ready for “back to school,” with special emphasis on the extra attention to workstations where plexiglass was needed. Written report was provided.
  - G. Director of Finance/Personnel – Ms. De Bruine provided an overview of the annual audit, which is now complete. Written report was provided.
  - H. Building and Grounds Coordinator – Mr. Scheppmann reviewed the HVAC changes which will allow more outside air into circulation inside the buildings; this will have an effect on the costs to heat/cool the buildings, but is necessary to keep the air cleaner for students and staff. He also reviewed his team’s efforts to get social distancing signage and spacing throughout the buildings. Written report was provided.
  - I. Technology Coordinator – Mr. Allen reviewed the new technology his team is installing for virtual education as well as his work with the new learning management system, Canvas. Written report was provided.
  
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Harmeling, to approve all consent agenda items. Motion carried; unanimous.
  - A. Approved the minutes of the following school board meetings:
    1. Monthly board meeting of July 15, 2020
  - B. Finance
    1. Approved July Expenditures of \$1,203,600.91
    2. Approved July Receipts of \$138,781.98
    3. Approved July computer check numbers 10013596 - 10013620, wire numbers 202000001 - 202000026, and ACH numbers 202100001 - 202100028
  
- V. Action Items
  - A. Motion by Lemkuil, supported by Kretz, to approve fall reentry/reopening plan. Motion carried; unanimous.
  - B. Motion by Lemkuil, supported by Stokdyk, to approve school safety plan. Motion carried; unanimous.
  - C. Motion by Kretz, supported by Lemkuil, to approve Education for Employment Plan PI-26. Motion carried; unanimous.
  - D. Motion by Kretz, supported by Lemkuil, to approve Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. Motion carried; unanimous.
  - E. Motion by Harmeling, supported by Kretz, to approve additional JK aide position. Motion carried; unanimous.
  - F. Motion by Stokdyk, supported by Kretz, to approve additional playground aide position. Motion carried; unanimous.
  - G. Motion by DenBoer, supported by Stokdyk, to approve additional 50% Kindergarten teaching position. Motion carried; unanimous.
  - H. Motion by Lemkuil, supported by DenBoer, to approve part time and alternative open enrollment applications into and out of the district for 2020-21. Motion carried; unanimous.

- VI. Topics for Discussion
- A. Legislative Committee Report – Mr. Bruggink reported on the virtual meeting that was held on August 10. The Legislators are not in session, but instead are working on campaigning.
  - B. Finance Committee Report – Mr. Lemkuil reported that he met with Mr. Bruggink and Ms. DeBruine regarding the 20-21 budget. With all of the uncertainty of enrollment as well as state aid numbers, it has been harder to budget, but the early assumption is that the tax levy will be increased by approximately 1.9%.
  - C. Buildings and Grounds Committee Report – No report.
  - D. Transportation Committee Report – No report.
  - E. Negotiations Committee Report – No report.
  - F. Policy Committee – Kretz and Harmeling reviewed highlights from the following 1<sup>st</sup> read of policies:
    - 1. 1<sup>st</sup> read on the following board policies: 0100, 0121, 0123, 0142.5, 0143, 0144.3, 0164.2, 0167.6, 0167.7, 0174.2, 1130, 1213, 1241, 1461, 1619.01, 1619.02, 1630.01, 1662, 2105, 2210, 2260, 2260.01, 2261, 2261.01, 2261.03, 2271.01, 2464, 2700.01, 3122.01, 3125, 3161, 3213, 3230, 3340, 3362, 3419.01, 3419.02, 3430, 3431, 4120, 4122.01, 4161, 4213, 4230, 4340, 4362, 4419.01, 4419.02, 4430, 4430.01, 4431, 4432, 5113, 5200, 5200.01, 5330, 5517, 5630, 6220, 6325, 6520, 6605, 6800, 7440.01, 7455, 7540, 7540.02, 7540.03, 7540.04, 7544, 8310, 8315, 8320, 8320.01, 8330, 8390, 8800, 9130
  - G. OCEF Report – No report.
  - H. Long Range Planning – Mr. Stokdyk reported on the most recent meeting where Bray Architect representatives showed a virtual tour of the new project.
- VII. Lemkuil made a motion, supported by Stokdyk, to adjourn to closed session per state statutes 19.85(1)(f) to review annual bullying report per policy 5517.01. Motion carried; unanimous (individual voice vote). Closed session began at 7:51pm.
- VIII. Lemkuil made a motion, supported by Kretz, to reconvene into open session at 7:54 pm. Motion carried; unanimous (individual voice vote).
- IX. Action items – from closed session discussion
- A. Motion by Lemkuil, supported by Stokdyk, to approve annual bullying report per policy 5517-01. Motion carried; unanimous.
- X. Future Board Meeting Dates: Regular Board Meeting – September 16, 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 7:56 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: August 14, 2020

Re: District Update

- The Board's formal approval of our reentry plan during the July meeting included a commitment to bring the plan back for consideration of any changes and final approval. The plan remains largely unchanged in the overall learning plan of five day, on-site instruction at all grade levels with a virtual option for families who are not comfortable at this point with in person learning. Additional information has been included to provide detail at the building level along with specifics related to:
  - Transportation
  - Facial coverings (specific language is being reviewed by district legal counsel)
  - Symptom screening
  - Lunch

We are recommending formal approval of this [final reentry plan](#). Please note that a primary focus of our planning discussions has focused on safety as well as the cumulative learning impact of mitigation efforts. We have also discussed multiple scenario situations related to how we will interact with students in supporting their transition back to school. There will certainly be differences in this school year, yet the importance of relationships, kindness, patience and clarity around expectations will not change. We believe those areas will have a much greater impact on our students' ability to learn than most other factors.

- Our follow-up family survey closed Friday and includes 436 family responses. This represents a strong rate of return which is now being used to make final classroom space adjustments and to develop bus seating charts. The survey provided the following information:
  - 92.1% plan to attend in person learning
  - 7.9% plan to attend virtually.
  - 48.5% of bus eligible families plan to regularly use bus transportation
  - 51.5% of bus eligible families plan to provide their own transportation
- The annual Education for Employment review per policy 2420 is included in this month's action agenda. Details related to our OSD plan can be found by visiting: <http://oostburghighschoolcounseling.weebly.com/academic-and-career-planning.html>. Our plan continues to have strong connections with our overall district goals. Academic and Career Planning (ACP) mentor groups remain the primary focus in the ongoing implementation of this plan.
- Our school safety plan is reviewed annually per policy and is included in this month's board action agenda. That plan contains confidential, safety related information and will be shared with board members as a separate attachment.
- Facility planning continues with the architect and contractor. Discussions during this week's meeting included a focus on kitchen and theater design specifics. We also reviewed preliminary interior design finish suggestions. Engineering teams are fully engaged and preparing so our bid documents can be released in November.

- Kris and I met with Terry Lemkuil for our quarterly budget and finance review. Terry will update the board during his Finance committee report.
- We are moving this month's board meeting back into the theater. Although we have only had a few guests in recent months, we want to make sure we can accommodate more guests with appropriate distancing. Thanks to Pete and his team for improving our set up in that location. The administrative team will be on site this month.
- Administrators provided an overview related to policy 5517.01 during their reports last month. This month final approval has been placed in closed session in preparation for any specific confidential questions related to that approval.
- There are numerous policy updates for first read which have been forwarded to the policy committee. Several of the policies have changes which will be necessary as we implement virtual instruction and video technology in our classrooms. We also are recommending immediate vote and implementation (per policy 0131.1 Bylaws and Policies) of the revisions to policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. This recommendation is based on the active date of related legal changes which went into effect on August 14. Our coordinators, Scott Greupink and Sherri Stengel, are completing the required training referenced in the policy.
- Although a majority of our administrative planning has been focused on operational issues for a unique fall start, we have remained grounded in our district academic goals as we plan. We will be making some adjustments to the district goals we bring before the board for approval during our annual meeting. We are building the final details around our overall College and Career Readiness, ACT composite goal and will be adding 3 tiered subgoals at the following levels:
  - Junior Kindergarten-3rd grade target goal
  - 4th - 7th grade target goal
  - 8th - 11th grade target goal

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: August 17, 2020  
Re: Monthly Updates--August

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- ✚ On August 13<sup>th</sup>, I completed the first of the mandatory Title IX Coordinator training sessions offered by WASB's Boardman and Clark legal team. This morning, August 17<sup>th</sup>, I completed the second session. These two sessions represent Module 1: A comprehensive overview of the 2020 Title IX Regulations for School District Title IX Coordinators. There will be a third session on Specialized Training for Investigators and Decision-Makers in the Title IX Grievance Process and that training is expected to be available by August 31, 2020. And it appears there will be a session later on Facilitating an Informal Resolution to a Formal Complaint of Sexual Harassment Under Title IX. I will complete the subsequent trainings as they become available.
- ✚ It is not a big surprise, but still disappointing, that our AP test results were not nearly as good as they have been in previous years. This last spring, we had 54/96 students pass one or more of seven AP course tests we offered by scoring a 3, 4 or 5 on the AP test. That represents a pass rate of 56%. By comparison, the previous year we had a very impressive pass rate of 89%. Of course there were unique challenges with the beginning of the COVID 19 pandemic. Certainly one of the challenges was not being able to meet directly with and support our students face to face for the two months immediately before the tests. It was also challenging because the AP tests changed significantly so they could be taken in student homes electronically, and these realities meant the tests were much more narrow in scope than what the teachers and students were preparing for under normal circumstances and teachers found it difficult to know what the focus of the tests would be currently. Regardless of the challenges, however, our AP teachers were still quite disappointed in the results. Upon closer examination of the results, there were surprises with low scores even with strong and seemingly well prepared students and that in particular was confounding. We will continue to look for the best ways to set our students up for success even under these potentially ongoing challenges.

# Board Update

## Oostburg Middle School

**To:** Board of Education

**From:** Sherri Stengel

**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Ashley Hinze

**Date:** 8/14/20

1. Final plans are underway to have students back in the building on a limited basis starting next week. OES and OMS have picture days on Tuesday, August 18, and Wednesday, August 19. Families have signed up for scheduled times via a sign up genius. We also have a transition night planned for our incoming 6th graders on Tuesday, August 18. Again, families have signed up for scheduled times to be in the building for this night. I'm anxious to see how our plans for social distancing and safety pan out on this small scale so we can learn more about what works and what doesn't as we continue to refine plans for our large scale first day of school on September 1.
2. As we are getting down to the detail level of rolling out the first day of school with students shortly, I have been meeting individually with several staff members whose content or classroom environment are unique such as band, choir, art, physical education, and technology education. We've been brainstorming and problem solving around how to socially distance students within their classrooms, having alphabetized seating charts to aid in contact tracing should it become necessary, and thinking about traffic patterns and use of supplies within their classrooms. Many of these same unique spaces will not have the technology of a camera and monitor to allow them to synchronously have students attend their classes. They have been tasked with creating a vision and plan for how to support virtual learning in their classes. I have been so impressed with my conversations with these staff members as it was obvious through our discussion that they have thought through much of this already and have ideas and plans in place.
3. At this point, according to the latest survey that Kevin sent out, 5% of students at OMS are choosing to start the year virtually. Therefore, we continue to plan for most students choosing face to face instruction. Classrooms are being cleared of unnecessary furniture and supplies and student seating is being stretched with the goal of students being seated 6 feet away from each other. Cohorting at OMS will be done at the grade level.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration  
From: Aaron White  
Date: August 14, 2020  
Re: Board Update

- Last week, the newly formed Building Re-Opening Team met for the first time and reviewed how we will make adjustments to the elementary school in order to safely re-open and return to instruction. I appreciate the staff that volunteered to take time over the summer and contribute to these discussions and decisions. We have representation from each grade level and discipline (SPED, specials, intervention, office, health). The process that we are using takes the school day and breaks it into smaller segments of time. We are reviewing our current practice in this segment and using guiding questions and action steps to make any necessary adjustments. For example, we reviewed how students transition from the bus to school, recognizing that we cannot have our large scale beginning of the day recess. Our solution is to have buses arrive 5 minutes later, shift supervision to the bus drop-off area, and have kids transition directly from the bus to their classroom. These segments will create new protocols and practices for our staff to employ as we open our doors to students. At the same time, we realize that any changes that are made have to be manageable and actionable by our staff. The Building Re-Opening Team is working under the mission of ‘providing the best education experience for students in a safe, caring environment’. With this guiding mission and team input, I feel confident we will have solid protocols to help us provide in-person learning to our students. We will be meeting again next week to add to our current discussions and take in any new information that has become available.
- This has been a summer unlike any of my years in Oostburg, or in my career for that matter. Aside from the current health crisis, we have experienced unprecedented growth, specifically in our Junior Kindergarten and Kindergarten groups. As I mentioned in my last board report, I recommended hiring another part time Junior Kindergarten aide. We posted for this position and will be interviewing next week. Our numbers in Junior Kindergarten continue to be higher than normal, with 66 students currently registered, and two more possible additions.
- At the same time, our Kindergarten numbers have increased significantly over a short period of time. From July 23rd to August 7th, we received registration paperwork or requests for registration from 11 Kindergarten students.

When the school year ended, we were averaging 20-21 students per Kindergarten class, with four special education students. These numbers were in an acceptable range for our teachers to use best practices and give us conditions to meet student needs. With the addition of 11 students, our class averages jumped up to 24 students. This increase, along with guidelines calling for students to be distanced to a degree, caused me to look at different options for better serving the Kindergarten population. Therefore, I am bringing forth a recommendation to increase Shannon Van Ess to 100% from 50% and be a full time Kindergarten teacher. Adding a section of Kindergarten towards the end of summer is not ideal from a hiring perspective, as the pool of candidates will be weak. So, I began brainstorming and looking at ways to add a section for Kindergarten, while maintaining appropriate staffing in all areas. The solution that was reached and communicated to teachers was as follows. Shannon Van Ess will move from her 2nd grade job share (50%) to teaching full time in Kindergarten. Sheenah Swoverland was slated to teacher JK in the morning (50%) and Kindergarten in the afternoon (50%). She will now teacher JK in the morning (50%) and 2nd grade in the afternoon (50%), taking over for Shannon’s jobshare. Kristin Stapel will be a reading specialist in the morning and then teacher Kindergarten in the afternoon, taking over for Sheenah and essentially sharing the day with Rachel Wensink. Kristin will still be able to deliver reading interventions during the morning and brings excellent experience teaching Kindergarten.

Adding staff is not a decision that I take lightly, but in order to best serve our students, across all grades, this option provides our staff with the best conditions to reach students and keep everyone safe.

# Board Update

## Oostburg School District: Director of Special Education

To: Board Members and Administration  
From: Ashley Hinze  
Date: August 14, 2020  
Re: Special Education Update

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- Canvas:

As a district our teachers have been eager to dig into Canvas and get their feet wet so we are ready to go on day one. This has come with summer hours that they have spent modifying their “classrooms” and assignments to ensure there is a smooth transition from previous platforms used to this universal tool. Canvas allows for further growth of our inclusive special education practices, focusing on the push for students to receive services in the general education classroom, when appropriate, alongside their grade level peers. Research shows that inclusionary practices are highly effective and Canvas helps bolster this. Having one universal tool allows for our special education teachers to have access to each classroom the students they provide services for are in. This access allows for seamless instruction to transcend from the classroom to pre-teaching, review, and support during study hall and intervention. A platform, such as Canvas, opens the door for deeper collaboration and planning to assure all students needs are met in every classroom. As a special education department, this platform is a huge asset.

- Special Education Safety:

Continuing discussion is occurring around how to maintain social distancing in our special education classrooms, as many of these spaces are smaller than the general education classrooms. Staff have been busy setting up spaces to be both conducive to learning, while still focusing on safety and physical distancing.

- OCS – Special Education Services:

Per our affirmation with Oostburg Christian School, we provide an allocated amount of speech therapy for students that attend their school. These funds are dictated by the state for OCS as they fall within our district. This practice is well ironed out and seamless during a traditional year, however, due to the Covid 19 virus, we are working with OCS to assure consistency across both environments for our therapist and students that receive services.



# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 8/14/2020

### Cash Position:

|                       | Current Year 7-31-20 |               | Prior Year     |         |
|-----------------------|----------------------|---------------|----------------|---------|
|                       | Balance              | Interest Rate | Balance        |         |
| OSB Checking          | \$265,150.96         | 0.35%         | \$347,759.93   | 0.34%   |
| OSB Dental Acct       | \$11,758.90          | 0.4833%       | \$5,755.54     | 0.4833% |
| OSB Money Market      | \$1,317,552.97       | 0.223%        | \$1,364,364.57 | 1.40%   |
| OSB Bond Acct         | \$436,650.58         | 0.51%         | \$1,226,814.23 | 1.20%   |
| OSB – VANCO acct      | \$12,799.81          | 0.00%         | 19,012.20      | 0.00%   |
| OSB – Fund 46         | \$795,373.91         | 0.50%         | \$0.00         | 0.00%   |
| PMA – Fund 46         | \$1,368,525.03       | Various       | 1,339,586.75   | Various |
| LGIP - Fund 46        | \$486,821.94         | 0.14%         | \$480,780.43   | 2.38%   |
| PMA - Referendum      | \$7,500,563.99       | various       | \$0.00         | 1.0876% |
| OSB – Officials Check | \$3,250.94           | 0.00%         | \$1,170.94     | 0.0%    |
| Petty Cash Boxes      | \$0.00               | 0.00          | \$150.00       | 0.0%    |
| Paypal Cash           | \$0.00               | 0.00%         | \$0.00         | 0.00%   |
| Non 46/49 CASH        | \$2,047,164.16       |               | \$2,965,027.41 |         |
| Fund Balance (10/27)  | \$                   |               | \$2,874,113.10 |         |

- There are LOTS of reports attached as separate documents. The 19-20 final cash flow report, the July 20-21 cash flow report, the June financials, the July financials as well as the audit synopsis are all attached. I plan to review the last one at the board meeting. Please let me know of any questions or concerns.

### DPI Update:

- The School Calendar report and the School Census reports were filed. Kami does these reports.
- I filed the Aid Certification report. That is a critical one from a timing standpoint, as it determines the district's ability to collect equalization aid on time.

### Finance Update:

- I continue to tweak the budget for 20-21 as things continue to change and things get added. All three of the positions that are on the agenda for approval have been included in the budget.
- Overall the audit was very positive again this year. We had no adjustment to any of the numbers.
- I will give you a verbal budget report at the meeting.

# 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:** 8/13/2020

- My priorities continue from previous month focusing almost exclusively on our LMS, Canvas, it's integration and support of staff and best practice and the classroom technology to support as many flexible learning scenarios as possible.
  - Canvas - A formal, paid and formally adopted learning management system district-wide
    - Canvas and our Student Information system are now synchronized and sending data between each other (enrollments, courses, sections, and grades)
    - Largest piece will be on the PD side of staff getting in to create what they need to for the first day or two so support their student learning
  - Room Telepresence - District wide adoption of technology which includes hardware and software pieces
    - We have a full picture of how the rooms will operate and are working to have all the installations complete before school start

# Board Update

## Oostburg School District: Buildings and Grounds

From: Peter Scheppmann  
To: School Board  
Date: August 14, 2020

We are coming down to the last 2 weeks before the start of school once again. Listed below are just a few items to be completed before the start.

- Touch up and restock all restrooms.
- Disinfect all student desks tops, dust mop classrooms and empty wastepaper baskets from the classrooms.
- Pull extra furniture not essential from classrooms and place in storage.
- Auto scrub all hallways.
- Place social distancing and other decals on hallway floors.
- Install seating location dots on high school and middle school cafeteria tables.
- Set up the high school conference room as a health room for the high school and middle school students.
- Bring into the high school from the storage shed 32 student desks to create a classroom in the choir room, with a 6' social distancing between desks. Clean and disinfect all the desks.
- Bring 32 student desks into the middle school band room for social distancing. Clean and disinfect all of the desks.
- Remove all temporarily stored items from the high school metals shop and place in the storage building.
- Continue making plexiglass privacy screens for the office, cafeteria, and selected classroom spaces.