

SCHOOL DISTRICT OF OOSTBURG – **not yet approved**  
REGULAR MONTHLY BOARD MEETING MINUTES  
High School Conference Room  
April 15, 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 De Bruine, and Scott Greupink, and via webcam Sherri Stengel, Aaron White and Ashley Hinze. Administrators absent: None. Others: Lucas Allen via webcam.
  - B. Proper posting of agenda was certified by Kris De Bruine.
  - C. Lemkuil made a motion, supported by DenBoer, to approve the agenda with the removal of item VI letter G. Motion carried; unanimous.
  - D. Kris DeBruine administered the Official Oath to Jim Swart, Jack Stokdyk and Terry Lemkuil
- II. Public Letters / Comments - None
- III. School Board President / Administrators Reports
  - A. Board President – No report.
  - B. Superintendent – Mr. Bruggink thanked the board members, especially those recently reelected, for their commitment to the district. He also thanked the board and community for the referendum approval, referenced the recommendation for the Negotiations Committee for approval, and updated the board on the written agreement with Otte Bus. Written report was provided.
  - C. High School Principal – Mr. Greupink expressed his recommendation for graduation ceremonies. Written report was provided.
  - D. Middle School Principal – Ms. Stengel referenced the recommendation to hire a full time Middle School Math and Computer Science teacher. Written report was provided.
  - E. Elementary School Principal – Mr. White highlighted the grade level team meetings he is having with his staff. Written report was provided.
  - F. Director of Special Education – Ms. Hinze thanked the staff at all buildings for their extra work to make the virtual learning environment work well. Written report was provided.
  - G. Director of Finance/Personnel – Ms. De Bruine provided an overview of the financing plan and timeline for the referendum project. Written report was provided.
  - H. Building and Grounds Coordinator – Written report was provided.
  - I. Technology Coordinator – Mr. Allen thanked the staff for their work in the virtual education world. Written report was provided.
- IV. Consent Agenda Items – Lemkuil made a motion, supported by Hartman, 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 18, 2020
  - B. Personnel
    - 1. Approved the resignation of Keaton Galezio as high school band teacher at the conclusion of the 2019-2020 school year.
    - 2. Approved the resignation of Brenda Weavers as part time middle school high interest teacher and elementary school aide at the conclusion of the 2019-202 school year.
    - 3. Approved the resignation of Terri Barrie as high school/middle school art teacher at the conclusion of the 2019-2020 school year.
    - 4. Approved the hiring of Daniel Quiroga as high school band teacher starting in the 2020-2021 school year.
  - C. Finance
    - 1. Approved March Expenditures of \$842,643.04
    - 2. Approved March Receipts of \$2,252,609.80
    - 3. Approved March computer check numbers 10013385 - 10013411, wire numbers 201900201 – 201900228 with the exception of 201900224 which is an April issue, and ACH numbers 192000580 - 192000633
- V. Action Items
  - A. Motion by Hartman, supported by Kretz, to approve Teacher Contracts for 2020-21. Motion carried; unanimous.
  - B. Motion by DenBoer, supported by Hartman, to approve Extra-Curricular Assignments for 2020-21. Motion carried; unanimous.
  - C. Motion by Kretz, supported by Hartman, to approve a middle school math/high interest teacher position. Motion carried; unanimous.
  - D. Motion by Stokdyk, supported by Harmeling, to approve spring extra and co-curricular stipends. Motion carried; unanimous.

- E. Motion by Stokdyk, supported by Hartman, to approve Otte Bus Company contracted payments. Motion carried; unanimous.
- F. Motion by Hartman, supported by Lemkuil, to approve 66.030 agreement with Cedar Grove-Belgium Area School District for shared Director of Finance/Personnel for 2020-21. Motion carried; unanimous.
- G. Motion by DenBoer, supported by Kretz, to approve change to middle school athletic fees. Motion carried; unanimous.
- H. Motion by Stokdyk, supported by Kretz, to approve a waiver of instructional hours requirements for students during the 2019-2020 school year in light of the ongoing COVID-19 public health emergency and pursuant to Governor Evers' Emergency Order #10. The request through the Department of Public Instruction will be to waive the instructional hours requirements set forth in Wisconsin Administrative Code Chapter PI 8.01(2)(f). The waiver will be requested through the Department of Public Instruction's expedited waiver process. The School Board authorizes the District's superintendent to take any other actions necessary to complete the waiver request process with the Department of Public Instruction. Motion carried; unanimous.

VI. Topics for Discussion

- A. Legislative Committee Report – Mr. Bruggink reported on his conversation with Senator LeMahieu regarding the bussing contracts. Monthly legislative meeting will be held next week Monday morning.
- 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. 1st read on the following board policies: 8420.01 and 8450
- G. OCEF Report – Mr. Hartman reported on a recent meeting.
- H. Long Range Planning – Stokdyk reported on the passed referendum.

- VII. Lemkuil made a motion, supported by Harmeling, to adjourn to closed session per state statutes 19.85(1)(c) to discuss certified staff negotiations. Motion carried; unanimous (individual voice vote). Closed session began at 7:11 pm.

- VIII. Lemkuil made a motion, supported by Hartman, to reconvene into open session at 7:17 pm. Motion carried; unanimous (individual voice vote).

IX. Action items – from closed session discussion

- A. Motion by Hartman, supported by Kretz, to approve base wage agreement with Oostburg Education Association. Motion carried; unanimous.

- X. Future Board Meeting Dates: Reorganization Meeting and Regular Board Meeting – May 20, 2020, at 6:00 pm in the HS Conference Room.

- XI. Lemkuil made a motion, supported by Kretz, to adjourn meeting. Motion carried; unanimous. Meeting ended at 7:20 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: April 10, 2020

Re: District Update

- Discussions continue on a regular basis with Otte Bus Company as all parties learn more about the changing realities around school district contracted services. The most significant change to the agreement we are recommending for board approval involves extending the agreement into April and May. The rationale for this change relates directly to provisions in the CARES act small business forgivable loans. The act requires a commitment to pay employees for a full 8 weeks. The loan does not cover unemployment and some other federal taxes. This leaves Otte Bus Company with an estimated \$5000 cost per month. Without a commitment for May as well as April, Otte's legal counsel and accountant both advised against continuing payroll for their drivers. Kris and I are both comfortable with extending the agreement to both April and May for the following reasons:
  - We now have greater clarity around financial support to small business through the CARES act
  - Our agreement clearly indicates that any reimbursement available to Otte would be returned to the school district.
  - We do believe short of an agreement there is some risk that Otte Bus Company would not be able to sustain service for us into the next school year.

I am asking Kris and Jon Otte to give the revised agreement a final review and will forward that for board review prior to our April board meeting.

- We are planning to resume Dutch Bunch child care for Tier 1 and 2 essential workers beginning next week. Thank you to Regina Hartman for her work in reviewing safeguards necessary for child care during the pandemic. I have also appreciated her work to communicate with families as we seek to provide this service to our community.
- Please review last week's update for an overview of the action item coming before the board related to spring extra and co-curricular assignments. This recommendation was developed with input from Kris, Scott, Edgar and the OEA.
- Please review Sherri's update related to the MS math / High Interest position. This recommendation comes after extensive discussion and prioritization by our administrative team.
- The 66.030 agreement with Cedar Grove for the 20-21 school year is built on the same percentages as the current year. Since we completed administrative contracts for two years during our last negotiations, our district's cost for in this agreement will be equal to this year plus the compensation increase approved last spring. Cedar Grove was interested an increased percentage of time in the agreement. After consultation with Kris and a review of our positions, I communicated to Cedar Grove that I was not willing to support that recommendation.
- I will have a brief legislative update based on discussions I have had with Senator LeMahieu in the last week. Our county superintendents are working to coordinate a virtual legislative meeting for next week. Final details are not in place at this point.

# Board Update

## Oostburg High School

To: Board Members and Administration  
From: Scott Greupink  
Date: April 7, 2020  
Re: Monthly Updates—April

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✚ As Sherri mentioned in her last update, I will try to provide the rationale behind our recommendation to increase our HS math department from 2.5 teachers to 3 teachers. Specifically, this would mean that Brad Doro would move from 50% MS and 50% HS to 100% at the HS. In some ways, this is a reality that we have created ourselves. About three years ago, we started taking a number of steps to increase the number of our seniors taking math classes because we felt strongly those actions were necessary in reaching our goals to better prepare students for their futures. We had heard from college students regularly that they wished they have taken math as a senior, and technical schools like LTC commonly shared that the area their students were least prepared was in math skills. We have been pleased that we have been able to consistently increase our seniors in math classes to ~80% or more each of the last couple of years and we are convinced this contributes to their preparation for their futures in important ways.

As you know, we have addressed the growing math department the last two years with an overload where John Rentmeester taught the extra class of AP Stats. This has worked well for two years but is not sustainable over the long haul. We also have increasing class sizes at the HS, so our demand for math classes has increased in more general ways as well. Specifically, the biggest increase for next year over this year is in Algebra 2 where we will go from 3 sections to 5. All of our other math class offerings have required the same number of sections as last year. With two extra sections of Algebra 2, and AP Stats no longer on an overload, those three changes equate to the additional 50% math teacher at the HS.

Looking ahead is also important in recommending this change. Currently we have 328 students at the HS. Next year we will have 334 but that number generally goes up 8-12 students with OCS students joining our school and other enrollments into OHS. The following year we are projected to have 348 students at the high school and that number could grow by more than 20 with the typical added students. We believe this move will prepare us for these high numbers coming into the HS in the next couple of years because while the section sizes will increase, we should be able to meet these needs with three math teachers.

✚ **Michael Schnell and I are recommending Daniel Quiroga for our Instrumental Music position.** We had 21 applicants, and we scheduled interviews with five candidates. While the candidate field was considerably stronger than expected, Daniel was very impressive and separated himself from all of the other candidates. Daniel spent a little over seven years playing professionally and conducting in the United States Marine Corps Band, and after he left the Marines he went to Lawrence University and got his degree in Music Education. Daniel had a very good interview. He has great energy, he loves kids, and he seems smart, genuine, and passionate about music and teaching students. While I have seen many really good and great interviews over the years, I don't think I ever experienced letters of reference and reference check call responses that were as consistently "over the top strong" as we did with Daniel. One of his Lawrence University professors described him as, "One of the finest human beings and music educators I have had in 30 years." That professor also told me that Daniel set a record at Lawrence

University as student teacher for having the highest EdTPA score in university history. (The EdTPA is the National performance-based test for new teachers to assess their teaching skills.) The principals he has worked for have described him as “having a heart for students” and they said he turned their programs around. One reference said, “I cannot overexpress the value that Daniel brings to an instrumental music position.”

# Board Update

## Oostburg Middle School

**To:** Board of Education  
**From:** Sherri Stengel  
**CC:** Kris DeBruine, Scott Greupink, Kevin Bruggink, Aaron White, Ashley Hinze  
**Date:** 4/9/20

1. Today marks the end of our second week of online learning. The learning curve for students and staff has flattened a bit in comparison to last week and it seems like we are starting to fall into some sense of structure and routine. Staff have been pleased with the overall level of engagement and learning that has been taking place with the vast majority of students. There are a handful of students at each grade level that have required a significant amount of staff intervention to get them to understand this new way of learning and to hold them accountable for work completion, but that is a relatively small number. We also have an even smaller number of students who we are having a hard time reaching in any sort of meaningful capacity. We continue to figure out ways to connect with these students as well and remove barriers to their learning.

In talking with teachers and students from other districts, it is crystal clear to me that OMS staff have made themselves extremely accessible to students. The level of interaction and engagement through Google Meets and other online platforms has been amazing. That “face to face” interaction seems to be what is helping our students the most. A special shout out to our special education staff and intervention staff who have been relentless in working with our most struggling students throughout each day.

Our biggest hurdle this week has been trying to figure out Google Classroom to make sure that students are going to the right place when in Classroom to make sure they are doing everything that they should be. Our students that struggle with organization have found this the most difficult. Given feedback received, we decided to go back to our daily assignment sheet that we shared with students and on our website every day when we were in school so students (and parents) struggling with pulling everything from the different Classrooms will now have a one page “this is what I need to do today” checklist and launching point to get them started. While the majority will not need this, it is bringing back something familiar to students that are struggling in this area.

I have been impressed by the collaboration among staff and in the responsiveness of families when we reach out to them. These past two weeks have been a wonderful reminder to me how lucky I am to be working with such a dedicated staff and in such an amazing community that values education.

2. This bullet is a repeat from last week's update. The approval of a full time Math and Computer Science teacher at OMS is on the agenda. “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. Given this opening and the potential need for more staffing in the HS math department (which should be discussed in more detail in Scott's report), we have been exploring the idea of combining these two needs into one full time position. If this were the case, Brad Doro would go from being 50% at OMS and 50% at OHS to being 100% at OHS. OMS would then look to hire a full time staff member to replace Brad Doro's 8th grade math and Brenda's high interest classes.

The reasons for this potential approach are multifaceted. The most important one being increasing the odds of finding a quality, highly qualified candidate. As the board is aware, finding part time certified teachers to teach electives or high interest classes (exploratory in nature) has been extremely challenging. Brenda Weavers and Edgar Torres are the last two examples of such challenges and are like finding a diamond in the rough or a friend at a waterpark! While extremely fortunate to have both of these fine individuals, they both were not fully certified when hired and both happened after months

of “searching”. Thus, the thought of being able to hire a 50% math teacher and a 50% high interest teacher (teaching courses that may be of interest to a math teacher such as computer science and financial literacy) is likely our best option than trying to hire two separate part time positions. Ultimately, the high school math course numbers will be a driving factor in this decision. Once Scott has an understanding of his needs in this area, we will regroup and brainstorm. However, it is something we wanted you to be aware of, especially as it relates to our budget and the most recent talk in relation to our health crisis and what that may mean for school funding, even as soon as next school year. There would likely be a budget increase in going this route as Brenda was on a support staff contract as she was doing OES supervision and running the Youth Center part of her day, and teaching the other part of her day. If we were to go the route of a full time staff member, there would be some budget implications. For obvious reasons, Scott and I, in consultation with Kevin and Kris, hope to come to the April board meeting with a recommendation so whatever route we decide to go, we can move forward with hiring. Please feel free to reach out to me if you have further questions about this.” We are coming to the board with a recommendation to give approval to fill this position. If you have any questions related to this decision, please don’t hesitate to reach out to me.

# Board Update

## Oostburg Elementary School

To: Board Members and Administration

From: Aaron White

Date: April 10th, 2020

Re: Board Update

- Last week Friday, April 3rd, report cards would have gone home with students. We have been sending physical copies with kids, as parents utilize Infinite Campus less at the elementary level. Teachers had completed report cards and we were in a good place to conclude the 3rd quarter prior to the school closure on March 16th. With the given circumstances, we did make the shift to providing the report card electronically to parents. I made an Infinite Campus message, including directions to get to the report card, and we offered contact information to parents who had issues. Faith Mentink and Sherrey Jaeger have been monitoring which families need a physical copy or login help with Infinite Campus. At this point, it appears that the distribution of report cards, an important correspondence about progress, has gone over well.
- With two weeks of distance learning done, grade level teams are adjusting and making alterations to their approach in order to best serve students and be responsive to parents and families. I have taken the approach of meeting with each grade level team on a bi-weekly basis. This week, I had the chance to 'meet' virtually with 5th, 4th, and 3rd grades. We discussed ways to engage and reach out to all students, especially those with limited access or who have not been invested in the process. Overall, the use of Google Classroom, Google chat and meets, and email have been successful. Teachers have felt comfortable releasing materials to students, they are able to confer and meet with kids around work, and kids are connecting with each other as well. Our conversations also centered around the workload for students and teachers. Finding a balance between planning new content, making videos and recordings, conferring with students and reviewing work has been a challenge. Our recommendation for teachers has been to set boundaries and timelines, which will help students know when they can get feedback, and allow teachers to unplug from their classroom. Next week, I will be checking in with JK, Kindergarten, 1st, and 2nd grades.



# Board Update

## Oostburg School District: Director of Special Education

To: Board Members and Administration  
From: Ashley Hinze  
Date: April 9, 2020  
Re: Special Education Update


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COVID- 19: Included below is further explanation and information on the current processes and procedures as we shift into the digital platform to provide instruction. We are continuing to support our students that meet criteria for special education. Although unique in nature, this has been an opportunity where our teachers, both special education and general education, have continued to shine. The support has never ceased, but rather shifted.

- Supporting Students: Opportunities to support students looks the same in many areas, but different in others. Teachers have continued to collaborate to find ways to assure student growth and success. Direct interventions and therapy are continuing digitally and all services and support are being documented to continue to meet compliance.
  - Collaboration- Special Education staff is meeting weekly at the department level and throughout each day among each other. In addition to collaborating as a department, teachers are working with the general education teachers to continue to provide optimal support. Our teachers at OSD are extremely knowledgeable and I have been impressed with the support I have witnessed teachers providing each other as we navigate this new shift.
  - Direct Interventions- Technology has allowed for all special education services to continue. A variety of platforms are being used to provide these interventions and support. This list includes, but is not limited to, Google Meet, Zoom, Email, GoGuardian, Google Documents, SeeSaw, and physical resources.
  - Documentation of Services- All services and supports are being documented via a running document to stay within compliance of all IEP requirements.
  - Support Staff- Each aide is directly supporting the student(s) in the courses they attended during in-class sessions. This allows for students to continue to have access to the general education curriculum.
- Digital IEPs/ Evaluations: All IEP and Evaluation meetings will continue to be held using Google Meets. We held three more meetings digitally this week. OSD Special education continues to follow all state and federal requirements to stay in compliance, including all updates from DPI regarding changes occurring during this extended school closure.
  - Paperwork: All IEP and Evaluation paperwork have continued. Specifics relayed from the state and federal level is to continue to write IEPs as if we were still in the school buildings providing instruction. Staff members have explained to each of their students, and families, how this shift will look in order to stay in compliance of meeting IEP minute and support requirements using a digital platform.
- Working Together: Throughout the weeks leading up to our first digital week and through it, collaboration has been key to the students' success. This collaboration is not just among staff members, but also students and families. Special education staff members have been working in partnerships to


continue to provide support, as well as find a manageable balance. They continue to mention how grateful they are for the partnerships with students and their families as they navigated this new platform together.

- Specific Special Education Parent Feedback from Facebook Live:

 38:34 This was a crazy day for me with three kids starting this! However I feel it did go well and teachers were very responsive with assistance and I'm sure they were overwhelmed with questions today. Thank you all!!

[Like](#) · [Reply](#) · 1w



 43:30 Mrs. Navi's and her team did a tremendous job today!

[Like](#) · [Reply](#) · 1w



 44:00 We were very nervous to move to this platform. Our son went from extreme frustration today and Ms. Prinsen swooped in and did a video conference with him & really helped calm the situation and walked us through our Algebra frustration. Thank you teachers!!

[Like](#) · [Reply](#) · 1w



# Board Update

## Oostburg School District: Finance

To: School Board Members, Administrators

From: Kris De Bruine

Date: 4/9/2020

### Cash Position:

|                       | Current Year 3-31-20 |               | Prior Year     |         |
|-----------------------|----------------------|---------------|----------------|---------|
|                       | Balance              | Interest Rate | Balance        |         |
| OSB Checking          | \$273,948.91         | 0.35%         | \$306,009.15   | 0.35%   |
| OSB Dental Acct       | \$10,689.42          | 0.00%         | \$43,010.06    | 0.50%   |
| OSB Money Market      | \$3,111,881.36       | 1.00%         | \$2,368,953.81 | 1.40%   |
| OSB Bond Acct         | \$1,372,359.79       | 0.82%         | \$969,479.98   | 1.20%   |
| LGIP – Fund 46        | \$486,422.92         | 1.14%         | \$476,721.27   | 2.47%   |
| OSB – VANCO acct      | \$3,989.77           | 0.00%         | \$19,907.43    | 0.00%   |
| OSB – Officials acct  | \$3,292.94           | 0.00%         | \$566.74       | 0.00%   |
| PMA – Fund 46         | \$1,354,465.09       | various       | \$1,320,224.04 | various |
| Cash Boxes/Petty Cash | \$850.00             | 0.00%         | \$1,100.00     | 0.00%   |
| Paypal Cash           | \$0.00               | 0.00%         | \$856.83       | 0.00%   |
| TOTAL CASH            | \$6,617,900.20       |               | \$5,557,947.15 |         |
| Fund 10/27 Cash       | \$3,078,424.71       |               | \$2,467,903.31 |         |
| Fund Balance (10/27)  | \$2,988,521.23       |               | \$2,330,872.23 |         |

- 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.

### Human Resources Update:

- Our health insurance renewal has been finalized at 4.9%, which I am thrilled with. Open Enrollment will occur the first two full weeks of May virtually, which is right around the corner.
- Certified staff contracts and Extra Curricular Assignments are on the agenda for approval and will require board signatures. The contracts will list the base wages depending on the approval of the negotiations recommendation; 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.
- As discussed last month, the middle school would like to change from a \$20 per sport fee to a \$25 per athlete fee. We don’t project a large decline in overall fees, but are hoping this change will encourage more kids to be involved. It’s also much easier administratively for Nan to oversee. That item is on the agenda for approval this month.

# 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:** 4/8/2020

- We landed in a good place in terms of our capabilities to make virtual instruction a reality. I have been the most impressed with the work of our teachers and staff as they have come together to support one another in this transition. I have been especially impressed with the ability of the 1<sup>st</sup> grade team to roll out a brand-new learning management solution for the younger grades in 1 week when it would typically take over a year to do this. I have been supported a great deal by Laura in the MS office managing pickups, drop-offs, inventory. The hesitation about adopting new tools and methods has, not by choice, gone right out the window for everyone and I am pleased with how our team is getting it done.
- My role during this time has been to 1. Assist in organizing and narrowing the focus on communication and which tools we hang our hats on. What tends to happen is everyone jumps in a boat, not necessarily the same one, and takes off with it. Our worry has been about too many tools and too much communication coming to staff, parents, and students when this is a major adjustment. I advocated doubling down on tools that we are already familiar with and leveraging them while funneling and limiting communication through the transition. 2. Provide broadband access to families and staff limited by finances or offerings in their area or situation. This has meant determining need and purchasing wireless hotpots to provide to those households. 3. Provide direct support to staff and indirect support to students through tiered approach.

# Board Update

## Oostburg School District: Buildings and Grounds

To: Board of Education  
From: Peter Scheppmann  
Date: 4-10-2020

- PHASE 1

On March 17<sup>th</sup> the custodial staff started disinfecting all classrooms, hallways, cafeterias, office spaces, locker rooms and restrooms, along with all other spaces in the buildings. My last board update shared with you the disinfecting solutions and equipment we were using in this massive task. I am happy to report at the end of the day on March 24<sup>th</sup> we had completed our phase of disinfecting all Oostburg school district buildings.

- PHASE 2

We have now moved into the districts summer cleaning process. To take advantage of minimal numbers of staff in the buildings we have changed up some of the process, and to start on normally high traffic areas, such as main hallways and after completion of those areas we will then move into other areas such as classrooms.

- Kevin and I have been discussing how to best handle the contents left behind in student lockers, gym lockers and athletic lockers. At this point I am recommending to let the content remain in the lockers until the Safer at Home guidelines loosen and more movement is granted. It is not a problem at this point in our cleaning process to have these items remain in lockers till mid-June. Kevin has been communicating with each building principal concerning this issue.
- With the closing of the school buildings to everyone other than essential staff, the buildings and grounds department had an opportunity to get an early start on lighting fixture conversion to LED. The plan is to start in the middle school and move into the high school. In just two days we have exchanged over 60 fixtures.
- Each day seems to bring new challenges and opportunities. For example, this past Wednesday, due to the construction project on main street, there was a main water valve that ruptured causing all the water to the middle school and high school to be shut off. We changed some of our tasks and processes and continued cleaning to the end of the day. Thursday morning at the beginning of the shift our water was restored and we continued on.