



## Minutes

**NORWOOD SCHOOL DISTRICT BOARD OF EDUCATION  
BOARD MEETING  
April 21, 2020 - 7:00 p.m.  
Remote Conference Call**

### **I. CALL TO ORDER**

The regular meeting was called to order at 7:00 p.m. by school board president Mr. Morlang via Electronic Conference Call. Those in attendance: Mr. Morlang, Mr. Ordean, Ms. Bray, Ms. Browning, Ms. Snyder, Mrs. Nickell, Ms. Gipner, Mrs. Rasmussen, Mrs. Epright, Mr. Lawrence, and from the Neenan Company, Ms. Sawyer, Ms. Lamkin, and Mr. Gerside and Guests, Miss Kolbet and Ms. Barkemeyer.

#### **B. Request for Additional Items**

Mr. Ordean made a motion to add as **Action Item L**. Approve the last instructional day of school for the 2019-2020 school year to be May 14, 2020. Seconded by Ms. Snyder. Ms. Gipner informed the board, the days would not have to be made and no finals will be given. Roll call Vote: "aye's"5, "no's" 0. Motion Carried

### **II. OPPORTUNITY FOR CITIZENS TO ADDRESS THE BOARD -None**

### **III. MASTER PLAN REPORT**

Mrs. Nickell informed the board the COVID-19 Pandemic has put limits on the progress of the Master Plan. The first step is for Neenan Company to do a walk through of the facilities. The Neenan Company has been given the blueprints of the buildings and the assessment information done by CDE. Neenan will be able to complete a walk through within the COVID protocols.

Ms. Lamkin, from the Neenan Company, stated they would reach out to all staff as to what is working well now within the buildings and what they feel like needs improved and enhanced. She also stated, we are still within a reasonable timeline to get the job completed.

Ms. Sawyer, from the Neenan Company, reported they are doing what they can do with the information they have received so far. The company has a word document they can send all employees to fill out. Ms. Sawyer will send various Master Plans from other schools electronically to board members to look at. She also stated Neenan has their own set of protocols as far as safety and concerns about COVID-19.

Mr. Gerside, also from the Neenan Company, the district will need to decide a primary concept, to save the existing buildings, or build new buildings. Compare options and get the best bang for our buck.

Mr. Ordean would like to see everyone on the same page and happy with the results. The board will be sent the Service Agreement with the steps outlined.

Mr. Morlang asked about student involvement in the process. Is job shadowing an option? The Neenan Representatives said absolutely this could be a possibility. They, the Neenan Company, feel students have great insight and can learn a lot about different aspects of the project.

Ms. Sawyer will keep all up to date, and communication is very important for all involved.

#### **IV. COMMUNITY REPORTS - None**

#### **V. PRINCIPAL REPORT - see attached**

#### **VI. CELEBRATIONS**

Senior Class Sponsors, Kelly Sutherlin and Kathryn Westcott, ordered the senior class of 2020 signs and delivered those signs to all the seniors at home. Two elves helped, Miss Kolbet and Ms. Gipner. The Senior Students were very happy with their gift.

Ms. Gipner stated our nurse, Teri Williams, wrote and received a grant which will pay for her salary and for a few supplies for the next five years. Congratulations Teri!

Ms. Gipner also celebrated the fact this little district has written and received grants of over a million dollars in the last four years.

#### **VII. APPROVE CONSENT ITEMS**

- A.** Approval of March 24, 2020 and April 7, 2020 Minutes
- B.** Approval of April 2020 General Fund Bills
- C.** Approval of Classified Employees for the 2020-2021 School Year, see attached list.
- D.** Approval of 2020-2021 School Calendar
- E.** Approval of the first reading of the 2020-2021 Budget
- F.** Approval of the 2020-2021 Salary Schedules
- G.** Approval of second reading of Policy DAC, Federal Fiscal Compliance
- H.** Approval of second reading of Policy DJB, Federal Procurement
- I.** Approval of second reading of Policy DJB\*R, Federal Procurement
- J.** Approval of second reading of revised Policy GBEA, Staff Ethics/Conflicts of Interest

**K. Approval of second reading of revised policy, GCE/GCG-R, Professional Staff Recruiting /Hiring**

Mr. Ordean made a motion to approve action items: **A.** Approval of March 24, 2020 and April 7, 2020 Minutes. **B.** Approval of April 2020 General Fund Bills **C.** Approval of Classified Employees for the 2020-2021 School Year, see attached list. **D.** Approval of 2020-2021 School Calendar **F.** Approval of the 2020-2021 Salary Schedules **G.** Approval of second reading of Policy DAC, Federal Fiscal Compliance **H.** Approval of second reading of Policy DJB, Federal Procurement **I.** Approval of second reading of Policy DJB\*R, Federal Procurement **J.** Approval of second reading of revised Policy GBEA, Staff Ethics/Conflicts of Interest. Seconded by Ms. Bray. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

**VIII. ACTION ITEMS**

**E. Approval of the First Reading of the 2020-2021 Budget**

Ms. Bray made a motion to approve the first reading of the 2020-2021 Budget. Seconded by Mr. Ordean. Discussion was held on the need for the DAAC to look at the budget also. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

**IX. NEW BUSINESS - none**

**X. ADMINISTRATION REPORT**

**A. Interim Superintendent Report – In Board Packet-See Attached.**

Ms. Gipner will keep the board informed on graduation plans.

Ms. Gipner presented the board with a leadership plan she, Mrs. Rasmussen and Mr. Lawrence put together for the 2020-2021 school year. The board asked questions, and will look things over and will have a special board meeting on April 30, 2020 to discuss further.

**VI. EXECUTIVE SESSION - None**

**VII. ADDITIONAL ACTION ITEMS - none**

**VIII. ADJOURNMENT**

Ms. Bray made a motion to adjourn the meeting at 9:20 p.m. Seconded by Mr. Ordean. Roll call vote: “aye’s” 5, “no’s” 0. Motion carried.

Respectfully submitted,  
Susan Epright

**Norwood Public Schools Board of Education**  
**Principals Report**  
**4-21-20**

**Respectfully Submitted by Perri Gipner and Sara Rasmussen**

**Behavior**

**PBIS Leadership Team (Positive Behavior Interventions and Supports) Report:** We had our first virtual meeting this month, our discussion revolved around how to support our kids and families during the "stay at home" orders.

**Communication**

**Distance Learning Update:** Our efforts continue in providing learning for our students. Teachers are working very hard providing lessons virtually for our students. The efforts include learning packets, ZOOM meetings, daily check-ins, and recorded lessons. We all are working through the challenges and doing our best to overcome them day by day. We are in close communication with our students and their families and continually working on trying to help them with their struggles as well. Both elementary and secondary have a weekly staff meeting to brainstorm, problem solve together and support one another through this trying time. The staff has remained positive and are taking this all in stride. Our students are so lucky to have a dedicated group of people in their corner.

**Elementary** is using the DOJO and Google platform for instruction and accountability. There is another pick-up and drop off of materials scheduled for April 20th from 9-Noon.

**Secondary** is using Google Classroom and has set up a structure that involves student liaisons. See the attached information sheet that explains their roles.

**Virtual ZOOM Meetings:** Perri and Sara are attending as many ZOOM meetings with students when they can. We both are attempting to stay as connected with students as possible.

**MTSS Leadership Team (Multi-Tiered Systems of Support) Report:**

On April 14th our team had its first virtual meeting. Colorado Department of Education's Family, School, Community Partnering (FSCP) specialist, Darcy Hutchins, joined us to share her expertise in this area. She has been in this position at CDE for 7 years and has been doing amazing and powerful research, collaboration, and teaching around engaging communities with schools. She presented on the following:

- Information around FSCP in general,
- An introduction on the national FSCP standards (aligned with the five principles in Constantino),
- Discussed grant opportunities and a program with Johns Hopkins University
- presented an assessment / survey option for parents and staff

**FSCP** is one of the five essential components of MTSS and aligns with the school's desire to have a more positive, engaging, and empowering relationship with families and the community.

**TLCC (Teaching and Learning Conditions in Colorado):** The results of this survey should be available at the end of April or beginning of May.

**Learning Target Initiative:** Teachers are continuing to use learning targets where they can with distance learning however we put the initiative and personnel development plan on hold until we resume to "normal" operations.

**ELG (Early Literacy Grant):** We will meet with our literacy coach next week to begin planning for our return to face to face instruction. This may not occur until next year, so we are creating a plan on how best to help fill in the gaps that more than likely will occur because of the lack of contact time with teachers during our COVID-19 crisis.

### **Personnel Development**

**Tointon Institute** is a leadership academy for principals. This was scheduled for June but was cancelled due to COVID-10 but all participants have been offered a slot in the 2021 session.

### **Time**

**SSaCC (Safe, Supportive and Collaborative Culture):** We will be scheduling an all staff ZOOM meeting in the next couple of weeks to share ideas, struggles, and celebrations during this crazy time of distance learning. Our goal is to continue our efforts of creating a safe, supportive and collaborative environment in our PreK-12 system even though we are unable to be together face to face. We are all in this together and want the message that everyone is supported to be loud and clear as we continue down this new way of teaching our kids.

**Colorado Measures of Academic Success (CMAS) :** All testing has been cancelled for this year.

### **Four-Day School Week**

**2020-2021 Calendar** is included for your review and approval.

**2020-2021 Master Schedule** is completed and Rick Williams is preparing to create schedules for the upcoming year.

### **Other Important Information & Celebrations**

**Staff Access to Facilities:** Staff now has access to their classrooms in order to provide learning for their students. We have created a sign up sheet in order to maintain the requirements of social distancing and to also honor the safety requirements issued by our county.

**New Playground Update:** The playground equipment has been ordered and should be ready to install the first part of July. The time table could change a bit due to the COVID19 crisis. We will keep you updated if this is to happen. One part of construction the school is responsible for is removing the old equipment and gravel. We are looking to have this be an in-kind donation. If you know of anyone who might be willing to help, please let us know so we can reach out to them. A couple of ideas we have for the gravel are putting it in the muddy parking lot near Primetime and also putting some in the PreK playground.

**Staff Celebrations and other information:**

**Ben Kirk:** High School Math will be operating on Khan Academy for the foreseeable future. He has received positive feedback on it from several students so far. All of our seniors regardless of what class they were in will be doing Financial Literacy Modules on a program called EVERFI. (A big thank you to Michelle Barkenmeyer for sharing that resource with me) So far he has heard positive feedback from the kids on that program as well.

**Counselor Information; Rick Williams**

1. Saige Morlang won the Daniels Fund Scholarship. She is one of two students in the BOCES to win this scholarship.
2. Riley Porter made it to the final round for the Chang Chavkin Scholarship. He will interview near the end of the month.
3. Saria Taylor won the Telluride Foundation and Telluride Cars and Colors Scholarships.
4. I am still working with students and scholarship committees to help students get their scholarship applications done this year.
5. I am still working with the Center for Mental Health and supporting students who need services.
6. I am still working with Colorado Mountain College for fall term registration.
7. I am working with the teaching staff as a liaison to support online learning.
8. Jacob Gordon was awarded the Skyler Kelly scholarship for \$2500.00 per year for two years (total =\$5,000.00). Way to go Jacob!!!!

**Ken Lawrence: Tech Report**

We have loaned out 43 Chromebooks to students, staff and board members.

Ken has been working with ClearNetworkx and the Telluride Foundation to provide internet service to staff and families who either do not have any service or their service is inadequate for online learning. Here is the status of the internet service installation:

7 installed and working (3 staff, 4 students)

6 are being scheduled and should be up by 4/24

8 are not serviced yet due to no service being available (5-Redvale, 2-Nucla, 1-Naturita). There is a new tower going up on Coventry Hill that should get service into Redvale soon. They are working with NNTC to see if they can provide service to the two in Nucla and 1 in Naturita.

2 they have left messages about scheduling but have not heard back.

3 failed due to trees/location, but hoping for a new tower at Ken's will help.

ClearNetworkx completed installing a tower on Ken's property that will be used to provide more service coverage for Norwood, especially East and North of town.

## The Roles of Teachers and Students and Liaisons During Online Instruction

*"I'd like to see our students view these strange circumstances as an opportunity rather than a hardship. It's an opportunity for them to practice using the technologies and developing communication skills that future employment will require of them. COVID19 is probably the best excuse we can use to encourage our kids that this is not wasted time, rather a chance to learn some really valuable lessons about how to navigate an ever changing technological world that they will soon inherit." -Mr. Ben Kirk, High School Math Teacher*

Who	Teachers with an Online Class	Teachers AND Liaisons	Student Liaisons
<b>What</b> Deliver <i>meaningful</i> and <i>engaging</i> work for students with a focus on <i>quality over quantity</i> by... -Acting as the initial point of contact for late/missing work -Helping students with content related questions and specific questions around requirement for submitting work	<b>Collaborate to identify the best avenue for student success both academically and emotionally by...</b> -Acknowledging student success -Listening -Focusing on the solution -Being flexible and adaptable	<b>Support the emotional and physical well-being of students as they navigate a different way of learning by...</b> -Helping with minor technical issues -Reinforcing district updates -Helping students prioritize their needs	<b>To maintain relationships and...</b> Moving to a digital means of instruction should not diminish personal contact. It is crucial that students <i>hear and see</i> their teachers and other school staff to maintain the rapport and relationships established over years of trust-building.
<b>Why</b> The governor of Colorado expects schools to continue to educate students during the COVID19 school closures and prepare students, to the best of their ability, for promotion to the next grade level. Teachers will update Infinite Campus with missing and incomplete assignments as well and maintain assignment updates.	<b>To maintain relationships and...</b> The combined knowledge of these two groups can lead to supports for students to reduce the likelihood of educational gaps that may be occurring due to learning difficulties, situational challenges, emotional struggles, and more. Collaborate with each other if students are falling behind or feeling overwhelmed. Develop a plan that supports the specific needs of the student. -Connecting families with resources such as food, emotional wellness, and community updates.	<b>Check the assignment list folder frequently.</b> Access the missing work documents in the Distance Learning Folder on Monday and Thursday mornings	<b>Engaging in real-time, 2-way contact with students by phone, ZOOM, text, Google Chat, or other relevant professional means of communicating.</b>
<b>How</b> Providing set office hours, ZOOM homerooms, instructional videos, webinars, and/or screencasts to provide multiple modalities for students to access the information in the lesson, instruction and feedback.			



**Superintendent Report**  
**4-21-20**  
**Respectfully Submitted by Perri Gipner**

**Closure Update**

Various school districts in the state made the decision to suspend “in-person learning for the remainder of the school year. The governor is expected to provide clarification on his “stay at home” and suspension of “in-person Instruction” orders this week however we must also adhere to county guidelines which will likely remain strict. Governor Polis is looking at data and models daily. The bottom line is that he is working to parallel the curve with available hospital capacity and basing decisions on that model, along with data that is being disaggregated daily. He is working towards a phased approach to re-opening different industries and based on regional needs. There are task forces for all areas and they are being asked to compile information within windows of literally two hours to make decisions. The board has local control and can make this decision in advance of the county or state should they choose to do so.

**Fall Re-Opening Discussions**

Returning to school in the Fall is going to look very different and everyone should be prepared for a new normal; schools will be on the frontline and will likely be taking and modeling precautions like we have never experienced. Preliminary discussions include temperature taking for everyone entering the building, social/physical distancing norms, and blended learning (online and in-school), as well as staggered schedules. The administrative team is considering these eventualities when planning for summer work projects.

**Graduation Ceremony Update**

I have a call with Grace Franklin, San Miguel County (SMC) Public Health Director on Tuesday to discuss alternatives for the graduation ceremony. She indicated in an email that SMC will likely keep tight restrictions on large group gatherings through May and are suggesting “virtual” ceremonies.

**Non-Essential Employees**

Returning to work for classified employees, primarily custodial staff, will be determined by county and state healthy safety orders; as of today that return date is May 4th but that could change. At this time all employees are being paid.

**Teacher Evaluations for 2019-20**

CDE has waived teacher evaluations for this year and is allowing flexibility at the district level. It is both my recommendation and Sara’s to not move forward with non-probationary teacher evaluations and finalize all probationary teacher evaluations using the Professional Practices Rubric only and not the Measures of Student Learning which requires year-end data. By doing this, probationary teachers will not lose a year of consecutive evaluations towards non-probationary status.

### **Financial Forecast**

Revenue forecasts are "grim." Financial models for the state are speculating a 20% reduction in state revenue (\$7 billion over the next 3 years with the federal aid package only reducing that number by \$1 billion); however, K12 education is said to be a priority.

### **Instructional Waivers and Calendar**

The state has waived required seat time but expects education to continue through the end of the year. Should a district choose to close early (as in cancel the remaining school days) they would be required to make up the time. I am working with the state to end school for students on May 14th so that we can stagger the return of materials and teacher check-out the last week of school based on the prediction SMC will still be under strict guidelines around large gatherings of people. This is still to be determined but will require a calendar approval change by the board at the May meeting.

### **Food Service Update**

Our food service department served 126 meals the week of April 6th and 141 meals the week of April 13th. These include both hot and cold menu items.

### **Open Positions**

Openings are posted on our district website, Facebook page, and Indeed: Job Search. We currently have openings for a high school volleyball coach, custodian, summer maintenance, and substitutes in all areas of the district. Please help spread the word.

### **Online Learning Challenges**

The frustration of parents, students, and teachers is palpable. I haven't spoken to a single person who feels adequate in their role right now. Teachers are meeting and continually discussing ways to reduce the workload, student liaisons are working to be an additional support for students and parents, and we are pushing out communication weekly to try keep everyone informed of the changes being made to support our families. I am working with Shelley Fourney from UMC to put together a virtual parent and a teacher support group to provide a safe place for people to lean on one another. Secondary teachers are also meeting on Tuesday to discuss how to calculate 4th quarter grades in a manner that meets the needs of all students. Finals have been cancelled at this time as well. These items were put on hold until we had a better sense of the suspension of "in-person learning."

### **2020-2021 Leadership Proposal**

I will have a proposal for your review prior to the meeting. There are some items still being finalized. Apologies for the delay we are all working to get this accomplished quickly.