



**NORWOOD SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL BOARD MEETING
May 19, 2020 - 7:00 p.m.
Virtual 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, Ms. Gipner, Mrs. Rasmussen, Mrs. Epright, Mr. Lawrence and Guests, Miss Kolbet, Ms. Long, Ms. Dean, Ms. Metrick and Ms. Barkemeyer.

B. Request for Additional Items

Mr. Ordean would like to add Inside/Out to Old Business, and stated he would like to see it on future agendas.

II. OPPORTUNITY FOR CITIZENS TO ADDRESS THE BOARD -None

III. COMMUNITY REPORTS - None

IV. STUDENT REPORTS - None

V. STAFF REPORTS

Positive Behavior Intervention and Support (PBIS)

Ms. Dean explained to the board the process the team has used to accommodate students and parents during the COVID shutdown. This situation has been a challenge and a huge learning curve for all involved. Students and parents are overwhelmed and feeling disconnected. It is a tough situation to have. Ms. Dean and Ms. Johnson are creating PBIS Videos and posting the videos on the website and have had positive feedback on the contents. Ms. Dean stated it has been amazing what can be accomplished in a short amount of time.

Multi-Tiered Systems of Support (MTSS)

Ms. Metrick reported she has been overseeing the liaisons for the school. It is important for staff members to reach out to students everyday. Ms. Metrick stated there will be a short survey sent to all parents to fill out on how the school is doing as a whole. How the school and community work together and how we can improve this process.

Where Everybody Belongs (WEB)

Ms. Metrick reported the four leaders for the WEB program were chosen from the 7th grade class last week. They met “zoomed” as a group and planned for the fall activities.

VI. PRINCIPAL REPORT - See Attached

Mrs. Rasmussen informed the board they are in the process of checking teachers out for the year, finalizing grades and teacher evaluations. The principals are very proud of our staff, they stayed positive and finished strong during this unusual situation.

Mrs. Rasmussen also stated they met with the ELG Coach to discuss how next year will look and we will be ready regardless of the way we open our school.

VII. CELEBRATIONS

The TLLC Survey was absolutely amazing for our school. The school was above the state average in all but one area. Great job staff. Thank you to the school board for allowing the district to work towards great things and intentionality to our best at everything.

We made it to the end of the school year.

Jessica Barkemeyer is the first Norwood Student to receive an associate’s degree from Norwood Public Schools.

VIII. APPROVE CONSENT ITEMS

- A.** Approval of April 21, and April 30, 2020 Minutes
- B.** Approve May General Fund Bills
- C.** Approve Bond Interest Payment of \$7,225.00
- D.** Approval of the Third and Final Reading of Policy DAC, Federal Fiscal Compliance
- E.** Approval of the Third and Final Reading of Policy DJB, Federal Procurement
- F.** Approval of the Third and Final Reading of Policy DJB*R, Federal Procurement
- G.** Approval of Third and Final Reading of Revised Policy GBEA, Staff Ethics/Conflict of Interest
- H.** Approval of Third and Final Reading of Revised Policy , GCE/GCG-R, Professional Staff Recruiting/Hiring

Ms. Snyder made a motion to approve action items: **D.** Approval of the Third and Final Reading of Policy DAC, Federal Fiscal Compliance, **E.** Approval of the Third and Final

Reading of Policy DJB, Federal Procurement, **F.** Approval of the Third and Final Reading of Policy DJB*R, Federal Procurement, **G.** Approval of Third and Final Reading of Revised Policy GBEA, Staff Ethics/Conflict of Interest, **H.** Approval of Third and Final Reading of Revised Policy , GCE/GCG-R, Professional Staff Recruiting/Hiring. Seconded by Mr. Ordean. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried

IX. ACTION ITEMS

A. Approval of April 21, and April 30, 2020 Minutes

Ms. Bray made a motion to approve the minutes of April 21, and April 30, 2020. Seconded by Mr. Ordean. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

B. Approval of May 2020 General Fund Bills

Mr. Ordean made a motion to approve the May 2020 General Fund Bills. Seconded by Ms. Browning. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried

C. Approval of the Bond Interest Payment of \$7,255.

Mr. Ordean made a motion to pay bond interest payment of \$7,225.00. Seconded by Ms. Snyder. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried.

X. MISCELLANEOUS REPORTS

A. DAAC - Nicole Long is now president of DAAC, Sharon Perry has stepped down and they have not had a meeting.

B. UNBOCES - Mr. Morlang said they had their first virtual meeting and Tammy Johnson will remain as director for the 2020-2021 school year. They, too, are waiting to hear how schools will operating be in the fall.

C. WSCF - See attached

D. OTHER - Ms. Bray explained to the board the PTA will disband due to lack of members.

XI. NEW BUSINESS - None

XII. OLD BUSINESS

BUDGET OVERVIEW - Ms. Gipner supplied the board with the information on budget cuts and different scenarios for the district. There are no concrete numbers and we must proceed with caution and do what is best for kids and is essential. The Master Plan was discussed and it was decided to postpone until we have concrete numbers.

Mr. Ordean made a motion to postpone the Master Plan and stay in communication with Kate Sawyer of the Neenan Company. Seconded by Ms. Snyder. Roll call vote: “aye’s” 5, “no’s” 0. Motion Carried

INSIDE OUT - Inside Out was discussed and it is a brand of PBIS. The board would like to see it continue in a positive manner with student athletes and coaches.

XIII. ADMINISTRATION REPORT - See attached

CHSAA is looking at various ideas for fall sports and activities. There are no real answers yet, time will tell.

Graduation Film is amazing and the administration can not wait to show parents and students. The celebration on May 22, 2020 will be fantastic.

Ms. Gipner stated there were a lot of positive happenings in this very uncertain time, thank you staff.

XIV. EXECUTIVE SESSION - None

XV. ADDITIONAL ACTION ITEMS - None

XVI. ADJOURNMENT

Mr. Ordean made a motion to adjourn the meeting at 8:23 p.m. Seconded by Ms. Snyder. Roll call vote: "aye's" 5, "no's" 0. Motion carried.

Respectfully submitted,
Susan Epright

Superintendent Report
5-19-20
Respectfully Submitted by Perri Gipner

Closure Update

Last day for students was May 14th and the last day for staff is May 22nd. We have a schedule for staff check-out in place and will be adhering to safety guidelines.

Fall Re-Opening Discussion

CDE is creating a Toolkit for re-opening. It is not complete. As of the writing of this report, CDE is reporting the following, "Likely, significant physical distancing will continue through fall. Pending public health guidelines, instruction will need to be flexible. There may be some on/off remote learning, staggered schedules, health screenings, smaller groups at schools with some students who are more prepared to work from home at home. Also likely, 2020-21 will have disruptions where some remote learning will need to be used. CDE, with district feedback, will be developing guidance on what counts as remote learning days. Pending public health guidelines, small-group, in-person instruction may be an option."

Graduation Update

Filming was completed on May 5-6th. The movie is being edited now and will be available to students along with their diplomas on the evening May 22nd at a special celebration on the football field for graduates and parents only.

Financial Forecast

The Colorado legislature has postponed convening until May 26th. At this time budget cuts will be reviewed and determined for the state. The consistent number being discussed is approximately a 15% reduction in revenue for K-12 institutions next year. We received our portion of the CARES Act funding under the Elementary and Secondary School Emergency Relief (ESSER) Fund designated for states under the CARES Act passed by Congress in March. It is \$42,162 and can be used going forward to support our needs related to the impact of the COVID19 pandemic as we plan for next year.

Food Service Update

Our food service department served 126 meals the week of April 6th, 141 meals the week of April 13th and April 20th, 162 meals the week of April 27th, and 149 lunches the week of May 4th. 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.

Athletics

Districts are following their county guidelines for summer camps. Most have no contact orders until June 31st/July 1st but some counties have no contact until August 1st. Districts are not allowing camps or travel to camps. Most districts are placing Fall contracts on hold.

Norwood Public Schools Board of Education
Principals Report
5-19-20

Respectfully Submitted by Perri Gipner and Sara Rasmussen

Behavior

PBIS Leadership Team (Positive Behavior Interventions and Supports) Report: Our last virtual meeting centered around supporting our students and families during this time of uncertainty. Below is a celebration that has resulted from this. Thank you Shannon Dean and Jessica Johnson for all your amazing work and efforts to connect with our stakeholders.

The PBIS team met virtually on April 21 to discuss how to continue the momentum they have built over the year during the school closure. They discussed ways to continue to recognize students and to upscale stakeholder involvement and family-school-community partnering during this time.

Though the team highly values stakeholder education of PBIS, there were concerns about overwhelming parents with more information during this stressful time. From that discussion, Shannon Dean proposed the creation of a PBIS Facebook group and a lighthearted YouTube series that could educate and engage stakeholders without being daunting to the intended audience. Jessica Johnson quickly offered to help with the project and together, they have created a web series titled "Did You Know?" that airs every school day on the PBIS Facebook group. The series consists of shoutouts to staff, students, and community members, fueled by staff recommendations, conversations with students, and facebook feedback and features a prize drawing that is open to all students, and a PBIS Tip of the Day. So far, they have received excellent feedback on the project and plan to continue the project when school resumes, though possibly on a smaller scale. They have been asked to present their work to statewide MTSS Leadership Teams on May 15th. Shannon will also attend the MTSS Leadership Summit in August to give a presentation on Norwood's MTSS & PBIS journey to date.

The WEB (Where Everybody Belongs) Program Continues: WEB Coordinators

Catherine Kolbet and Ellen Metrick say goodbye and give a tremendous thank you to Sue Williams. Sue, Ellen, and Catherine were trained together in 2012 for the WEB program in a three-day intensive in Tempe, AZ, with a grant from JFK. Sue is stepping away to focus on her new position at Norwood School.

A huge thanks goes to the 2019-20 WEB Leaders: Dilyn Alexander, Joseph Casillas, Owen Dinsmore, Cassidy Joseph, Peyton Porter, Haylee Smith, and JaimieLynne Taylor. They are

bound for high school after working hard to learn leadership and practice kindness and awareness in 8th grade.

Please reach out and welcome our new 2020-2021 WEB Leaders: Cadence Shaw, Joshua Platt, Brenna Morlang, and Amber Bockrath. Their first meeting as a team is May 13, and on the 14th they will meet with the middle school staff via Zoom to say hello to the incoming sixth grade class. After brief introductions, we will move into four breakout rooms. In each group, one WEB Leader will facilitate a Q and A / discussion with the fifth grade students about how to prepare for middle school. Each group will be supervised by an adult staff member.

We don't know what sixth grade orientation will look like in August, but we are planning at this point for the usual eight-hour training of WEB Leaders prior to orientation. As news and plans solidify for the fall, we will revise our plans as needed so that the incoming sixth graders have some type of orientation run by the WEB leader

Communication

Elementary: The final drop off of work and materials will be on the 18th. Teachers are also working on a safe way to create class photos. This will require some photoshop work, but will be a great way for our students to have a picture of their class.

Secondary: Students were scheduled to come in and clean out their lockers and return school resources on May 11th and 12th.

MTSS Leadership Team (Multi-Tiered Systems of Support) Report: The MLT met on May 12. The team celebrated the TLCC survey results and discussed moving forward with the Family, School, Community Partnership (FSCP) work we started in August 2019. Our lowest score on the TLCC survey was in the area of FSCP, which was not surprising, as this has been a consistent low scoring area on a few different in-house and team surveys as well. The MLT used that data to drive our decision to focus on FSCP in 2020-2021, and spent this past school year preparing for that, based on scores in 2019.

Our next step in the FSCP journey is to distribute an assessment to staff and families regarding our current practices in Family, School, Community Partnering. Once we have that data, we will use it to drive our next steps. Watch for an email invitation to participate in that assessment some time in June. The assessment is aligned with the national standards for FSCP.

We will meet again on June 9 to review the PD (personnel development) plans for PBIS and for learning targets. We will also be briefed by those teams on their next steps and we will close out those PD plans for this school year and ask for next year's plans if there are revisions. As the team that reviews, approves, and oversees initiatives for the district, we will also be getting a look at the PD plan for Norwood School's shared leadership platform when it is ready, near the end of summer. Finally, at that June meeting, the team will begin

working on the FSCP PD for 2020-2021.

Be on the lookout for an invitation to attend the Colorado MTSS Virtual Summit on August 3, an all-day, online event for administrators, teachers, care givers, parents and community members. Later in August the whole MTSS team will attend the MTSS kickoff with MTSS teams across the state.

TLCC (Teaching and Learning Conditions in Colorado): Results are in and they are very positive. We will be sharing this with you on the 19th. We have already reported this information out to the public.

ELG (Early Literacy Grant): The elementary staff will be meeting with Amy (our literacy coach) on the 19th to discuss literacy instruction for next year. We will also be discussing the professional development teachers will need to attain their early literacy endorsement. This endorsement will be required for all k-3 teachers by the year 2021. Our teachers have already had a lot of the training required because of the last four years in the grant, but some will still be needed. The teachers are in the process of taking pre-tests, which will determine what our focus needs to be.

Personnel Development

The suspension of in-person instruction resulted in a suspension of our learning target initiative. We felt our teachers were learning a new platform and wanted them to have every available moment to focus on the task at hand. We will be re-evaluating our PD plan at the June MLT meeting to discuss next steps.

Time

SSaCC (Safe, Supportive and Collaborative Culture): We have continued to have weekly staff meetings to check in on instructional needs, to support one another and to share any new information coming down from the state and county.

Four-Day School Week

Schedule: The elementary staff is working on finalizing their special schedule which will include daily P.E., art four days a week and library.

Other Important Information & Celebrations

Staff Access to Facilities: Teachers have begun cleaning out their rooms and many are ready to check out. Teachers will be finalizing grades by the 21st. A schedule was created for the week of May 18th for teacher checkout. Teachers will schedule a time with the administration to finalize the end of their year. We will stagger teachers to create a safe space to check out.

High School Graduation: We spent two days filming graduation. This film will be aired on the 23rd at 5:00. Ken and his son are working on editing it and making this a memorable event for our seniors. We are also dedicating Friday Night Lights on the 22nd to our senior class. The seniors and their families will be allowed on the field (in a car) to receive their diploma. We have also planned other surprises for them. All safety guidelines will be followed. This event will be filmed and placed on our website and Facebook page for our community to enjoy since only the seniors and their immediate family can attend.

Kindergarten Graduation: Eileen Cahalane, Sara Rasmussen, Kate Andrews and Ashley Sutherland traveled by bus to each kindergartens house to have a makeshift graduation. It was so wonderful seeing their faces and celebrating this milestone in their lives. Pictures to come!!

New Playground Update: Ken Watt is going to help remove the old playground and help us prepare for the installation of the new equipment in July.

Staff Celebrations and other information:

Shannon Dean is working with the CDE on School Climate Transformation Design. This work began in February, but since COVID-19, the focus of the Design Collaborative has shifted slightly to support the start of the 2020-2021 school year by working in 2 areas:

- developing a process for assessing district, family, and community needs
- designing a framework to support those needs directly

38 participants in the Design Collaborative, which includes staff members from 13 Colorado districts and 12 representatives from CDE, began the work by mapping districts' current reality in 7 areas:

- Relationships
- Connectedness and Student Engagement
- Trauma and Mental Health
- Safety and Respect, Behavior
- SEL and Coping Skills
- Wrap-around Services

Next, the group split into 2 collaborative teams, each with a specific target:

Group 1: Empathy-based data collection & research to assess districts' needs

Group 2: Combining existing frameworks to evaluate their approaches to school climate and culture and use of best practices

Shannon will continue to work with the School Climate Transformation Design Collaborative throughout the summer to develop a research-based framework that districts across the

state can implement at the start of the next school year to help ensure a safe and structured transition into our new normal.

End of Year Counselor Information; Rick Williams

The mission of the Norwood Secondary School Guidance Department is to provide academic, career and personal/social counseling support to all students so that each student reaches his or her true potential and is prepared with a plan for life after public education in the twenty-first century.

Scholarships and Plans: To date, our senior class has been offered \$567,109.00 in scholarships and grants. The senior class' take on scholarships and grants this year is currently \$370,309.00. There are still outstanding local scholarships yet to be awarded.

Senior Plans Summary - Nine of our seniors are entering college or technical/trade programs in the fall. Four of our seniors are entering the workforce and one of our seniors is entering the military (US Army).

The senior Financial Aid (FAFSA) participation rate was 72% this year (10 out of 14 completed the FAFSA). The state FAFSA participation rate was 39% this year.

Saige Morlang received the Chang-Chavkin and Daniels Fund Scholarships this year. She is the second student to receive the Chang-Chavkin Scholarship in three years. Saige is also the third student in the history of the school district to receive the Daniels Fund Scholarship, and the second student in three years to do so.

Riley Porter (Junior) received the Chang-Chavkin Scholarship this year. He is the third student to receive the Chang-Chavkin Scholarship in three years

College Concurrent for Next Year: One student is enrolled in AUTOCAD with the Technical College of the Rockies for the fall and one student is enrolled in Early Childhood Education with Colorado Mesa University for the fall.

We currently have nine students in grades 9-12 enrolled in college concurrent courses with Colorado Mountain College in the fall. Two of the students are incoming 9th graders who qualified for college coursework. We have two more incoming 9th grade students taking the college entrance test (ACCUPLACER) next week to determine if they are eligible to take college classes next year.

Testing: Our juniors have one SAT completed right now, but usually juniors have two SAT tests done before their senior year starts. I have sent all of the students practice tests to

work on over the summer so that they are ready when SAT testing opens again. We are already scheduled for the ASVAB test in mid-October for all juniors and interested seniors.

Apprenticeships: I am working with Carla Reams to get students enrolled in apprenticeships in the fall. I anticipate more than ten students participating.

Mental Health: I am currently working with The Center for Mental Health and Tri-County Health to continue with on site mental health therapy for our students next year. So far, it looks as though we will have the same level of mental health services for next year. Eighteen students participated in mental health therapy services this past year in grades 4-11. I will be working with the San Miguel Resource Center and One to One Peer Mentorship Services over the summer to plan for these resources as we start school in the fall.

Ken Lawrence: Tech Report

We will be collecting Chromebooks from students the week of May 18th. Work on the network infrastructure upgrades will be completed this summer. Some equipment still needed cannot be purchased until July 1st because it is funded by E-Rate. The new equipment is needed to take full advantage of the 1Gbps fiber internet connection. A server upgrade will also be completed this summer. We will be entering the new school year in good shape technologically and are prepared for whatever instruction may look like at the start of the new year, whether that be in person or on-line learning.

End of Year District Nurse Report. Teri Williams:

Grant written for and received through the Colorado Department of Public Health and Education School nurse grant program – 2020-2025. The school nurse grant program is funded by the department of public health and environment (CDPHE). The grant program awards grants to local education providers, to hire school nurses to serve in public schools. Grants are awarded on a 5-year grant cycle, with an initial one-year grant, renewable for an additional 4 years, as long as there is a school nurse in the grant-funded position and the grant money is being used for authorized purposes. The total five-year funded grant is roughly \$230,000.00 disbursed over the five years. **Mary Blake Chandler, MPA Academic Program Specialist** Health Access Branch is the point of contact for this 5-year grant.

Skippy Dental Program/Exams and Screens: 50 students screened through the Skippy Dental program in coordination with Tri-County Health department. 7 students referred for further dental care by a dentist. I emphasized dental care by hanging posters, teaching good dental hygiene in coordination with Robbie Bunker during PE classes.

Infectious disease prevention: Handwashing curriculum taught to Pre-k through the 8th grade. Emphasis placed on preventative measures to prevent the spread of colds, flu and other infectious agents. Students learned that “clean” hands may not be so clean after all

and that washing their hands can prevent the spread of disease. The lesson engages students in a demonstration of how germs are transmitted from person to person and involves them in an inquiry-based activity and visual demonstration.

Health Education: Worked collaboratively with Robbie Bunker during PE classes teaching cardiovascular, diet and nutrition, and the importance of hand washing, and dental care. Would like to integrate approved health curriculum into the middle and high school classes next year.

Vision and Hearing Screening: K-7. All students screened using Lions Club screening diagnostic tool that provides an accurate assessment of vision health. 3 referrals given to parents based on slightly abnormal vision screening results. Free eyeglasses obtained through the Telluride Foundation and given to 2 students. Hearing screening for K-7 students. 2 referrals made to UNBOCES audiometrist for professional assessment.

Attended weekly CDE school nurse webinars presented by Sarah Blumenthal, MSN, RN. These included asthma, allergy, suicide, epilepsy, and of course COVID-19 resources. The COVID recommendations for schools are ongoing and changing and CDE is working to provide guidance for re-opening of schools in Fall of 2020. Attended monthly ECHO webinars presented by Children's Hospital in Denver covering topics of importance to school nurses statewide. Link to CDE school COVID resources:

<https://covid19.colorado.gov/safer-at-home/safer-at-home-education-p-12>

Wellness committee:

School health council wellness committee: Teri Williams, Shera Nuttall, Sara Rasmussen, Ad Hoc members: Ann Hemme, Sara Davis, Bette Nickel. Pedometer step challenge requested by employees for this year. Pedometers given to participants during a two-week period in April and winner announced by Sara R.

Diet and Nutrition: Wellness committee recommended change for nutritious breakfast and snack options that eliminated the sweet, processed food and substituted yogurt, smoothies, and fresh fruit as options.

Employee wellness survey sent out to all staff members inquiring about what they would desire for a wellness program. This year the CEBT school health insurance will offer mental health and financial health counseling. CEBT will provide updates to employees.

Future needs and collaboration:

How to create and sustain healthy and respectful relationships. *Curriculum needed.*

Pregnancy and STD prevention: *Curriculum needed.*

Ongoing updates with CDE and CDPHE regarding re-opening schools in the Fall of 2020. Preparation with staff and administration will be required following CDC/CDE and San Miguel County Public Health guidelines.

Working closely with San Miguel Public Health and the UMC to re-open school in the Fall.

Coordinate with John Bockrath for continued health education needs and CPR training for staff in the fall.

School assessment forms, immunization forms, health needs survey forms need to be updated and placed on the school IC portal for student enrollment in the Fall.