

SCHOOL DISTRICT OF HOWARDS GROVE

*Subject to  
Approval*

Budget Hearing  
September 21, 2020

The budget hearing began with an overview of the district's budget for the 2020-2021 school year as presented by Superintendent Chris Peterson and Dawn Laboy, Business Manager for the district. Motion by Kari Bramstedt, second by Ed Pahl to advance the proposed estimated budget and proposed estimated levy to the Annual Meeting as presented. Motion carried, 5-0.

Annual Meeting  
September 21, 2020

President David Loomis called the Annual Meeting to order at 8:00 p.m. Mr. Loomis explained that the Annual Meeting is a state requirement for all school districts. The district's annual budget is set at the Annual Meeting, the board and community can discuss accomplishments and achievements completed throughout the district, and it provides district residents an opportunity to address the board. Present at the meeting were: Tracy Bandt, Kari Bramstedt, Jason Cole, Sara Demmon, Scott Fritz, Dawn Laboy, Dave Loomis, Ed Pahl, Chris Peterson, Lisa Schultz, Janina Siemers, Mike Stoeckigt, and Heather Zizis.

President Loomis called for nominations of a chairperson to conduct the Annual Meeting. Motion by Ed Pahl, second by Janina Siemers to nominate Dave Loomis to be chairperson. Mr. Loomis asked if there were any other nominations. Motion by Janina Siemers, second by Ed Pahl to close nominations and cast a unanimous ballot. A vote was taken. The motion carried by voice vote. Mr. Loomis then designated Kari Bramstedt to keep the official minutes of the Annual Meeting.

Motion by Kari Bramstedt, second by Janina Siemers, to approve the minutes of the September 16, 2019, Annual Meeting. Motion carried by voice vote.

Janina Siemers was called on to give the Treasurer's Report. Motion by Jason Cole, second by Scott Fritz, to approve the Treasurer's Report as read. Motion carried by voice vote.

Mr. Loomis asked if there was any old business for discussion. Questions and discussion followed regarding the house on Hwy 42 that the school purchased last year that is adjacent to school property. Superintendent Peterson indicated the house is abandoned. Estimated costs to take down the house are approximately \$10,000. Demolition of the house is anticipated to take place in the near future.

New business, including consideration of the following resolutions, were addressed:

Motion by Sara Demmon, second by Scott Fritz to adopt Resolution No. 1 to set the 2021-2022 yearly salaries of all school board members at \$1,800. Motion carried by voice vote.

Motion by Chris Peterson, second by Scott Fritz, to set the per diem payment for board members at \$200 per day when traveling outside the district for authorized school board business. Motion carried by voice vote.

Scott Fritz moved to adopt Resolution No. 2 giving permission to the School Board to operate a hot lunch program. Heather Zizis second the motion and it carried by voice vote.

Lisa Schultz moved to adopt Resolution No. 3 authorizing the required audit of the books and related financial affairs of the district by private auditor. Jason Cole second the motion and it carried by voice vote.

Scott Fritz moved to adopt Resolution No. 4 authorizing the Board of Education to provide transportation service to the pupils of the district and those students attending private schools in accordance with the statutes of the State of Wisconsin. Lisa Schultz second the motion and it carried by voice vote.

Sara Demmon moved to adopt Resolution No. 5 authorizing the Board of Education to borrow money in the form of short-term loans, not to exceed \$500,000. Jason Cole second the motion and it carried by voice vote.

Jason Cole moved to adopt Resolution No. 6 designating a Public Depository and authorizing withdrawal of school moneys. The National Exchange Bank and Trust was the designated Public Depository. Heather Zizis second the motion and it carried by voice vote.

Chris Peterson moved to adopt Resolution No. 7, which states that the length of the school term shall consist of at least 190 days, including at least 180 school days. Kari Bramstedt second the motion and it carried by voice vote.

Jason Cole moved to adopt Resolution No. 8 authorizing the Board of Education to sell personal property no longer needed by the District. It should be determined by the Board that it is no longer needed for school purposes, provided however, that the maximum aggregate value of such tangible personal property shall not exceed \$50,000 in value as evidenced by an independent appraiser and competitive bids. Scott Fritz second the motion and it carried by voice vote.

Chris Peterson moved to adopt Resolution No. 9, which authorizes the Board of Education to establish future annual meeting dates as per Wisconsin Statutes. Jason Cole second the motion and it carried by voice vote. A comparable date for next year is September 20, 2021.

Motion by Jason Cole, second by Heather Zizis, to approve a proposed estimated budget of \$14,230,989.80 for the 2020-2021 school year as presented. Motion carried by voice vote.

Jason Cole made a motion to approve a proposed estimated tax levy (subject to State Certification) of \$4,556,534 for the 2019-2020 school year. Heather Zizis second the motion and it carried by voice vote.

The following items are just a sampling of those identified as accomplishments completed during 2019-2020 and key initiatives planned for the 2020-2021 school year:

### **Special Education and Pupil Services 2019-2020 Accomplishments and 2020-2019 Key Initiatives**

- We worked very hard to improve our safety procedures district-wide through monthly drills, regular meetings with the district safety committee, and table-talk exercises/scenarios. Trainings were provided to staff and coordinated with the Sheboygan County Sheriff's Department. Pupil service and administrative team members attended adolescent mental health training with the Wisconsin Department of Justice and learned about the new program, Speak Up, Speak Out which we will be rolling out during the 2020-21 school year. Administrative team members were also certified in threat assessment.  
  
→Safety will continue to be a focus as we take a proactive approach to addressing mental health and wellness, while implementing our current curriculum, rolling out Speak Up, Speak Out district-wide, and investigate ways to enhance our curriculum and offerings at all grade levels.
- We have been trying over the past few years to create more consistent district-wide supports and responses. We now have Student Support Teams in all three buildings and follow a similar procedure for team problem-solving around student needs, either academic or social/emotional. With that, practices for processing Section 504 referrals have been standardized and re-taught. As a district, we began the roll-out of EduClimber. This program has greatly enhanced our ability to monitor student progress and assess effectiveness of individual academic and behavioral interventions.

→All pupil service staff has received a refresher training of Section 504 procedures. Problem-solving teams at each building will continue, with documentation of effectiveness of interventions.

- In the special education department, we have a strong concentration on student and parent engagement. This was tested during the school shut-down in the spring. We quickly learned how to use different virtual applications such as Zoom and Google Meet to engage our families and students. Teachers and therapists greatly expanded their virtual learning toolboxes, and I had the opportunity to witness some incredible instruction and student engagement. That being said, for those students who became less engaged during the virtual learning experience, quickly made great strides once they were able to meet with our special education team members in person.
- The high school special education team applied for and was awarded a grant to improve transition services for our students aged 14 and over. In addition, staff conducted interviews with each of our 2019 graduates and will be eligible for additional grant money that will be put toward a strong functional math curriculum.

→We are currently applying for bids to buy a mini-van with the grant money and will be meeting with our partners at DPI to review transition data from this past summer to determine focus areas for improving our transition services for all special education students.

- Due to expanding enrollments in our junior kindergarten program, we enhanced our Early Childhood programming through setting up a new Early Childhood classroom and hiring a half-time Early Childhood teacher. This allowed us the opportunity to improve our engagement and services for our Early Childhood students.

→I have been working closely with our new Early Childhood teacher and her mentor. We will continue to work on programming and addressing individual student and class-wide needs. We will plan later in the year to expand our reach through greater collaboration with community partners.

## **Northview Elementary 2019-2020 Accomplishments and 2020-2021 Key Initiatives**

### **Implemented UOS Phonics for Second Grade**

We continue to implement Units of Study (UOS) in Reading and Writing in Kindergarten through fourth grade classrooms. We implemented UOS Phonics for Kindergarten and First grade in 2018-2019 and Second Grade for 2019-2020. Here are some of the benefits Second Grade teachers noticed with our students.

- We found that they were able to hear more letters when writing and had a better understanding of the vowels and used them more.
- better understanding of the word parts/families.
- Student engagement during phonics lessons increased drastically
- Transfer of skills between reading, writing, and phonics increased - they were using skills taught in phonics as they were reading and writing independently
- Students were more secure in their decoding skills - they were better able to solve difficult words as they were reading and spell tricky words as they were writing
- The new phonics program put great emphasis on word families. It also provided great contrasts between varying graphemes and their applications.
- Students are aware of blends, digraphs, vowels, etc... and recognize them when reading and writing.
- Students use strategies learned in phonics to break apart tricky words when reading.

### **PBIS - Check-in Check-out (CICO) - eduCLIMBER**

As we model and teach students the positive behaviors expected for our students at school through reinforcing the Big Three: Treating Others Right, Making Smart Decisions, and Maximizing Your Potential. There are times when students struggle to meet our behavior expectations, teachers re-teach the expectation, document these major and/or minor behaviors and the principal notifies parents about major behaviors.

The Positive Behavior Interventions and Supports (PBIS) Team reviews these documented behaviors on a monthly basis. The PBIS team looks for opportunities to match a student with a mentor to build positive relationships and reinforce the positive expectations. This process is called Check-in Check-out (CICO) which is our entry level Tier 2 PBIS Intervention. The purpose of CICO is to increase positive relationships with our students so that it will lead to greater success at school and allow them to meet our behavior expectations at school.

The summary of the CICO process is as follows:

- Each morning before the school day begins, the child will meet briefly with his or her CICO Mentor
- This check-in is a chance for the student to start his/her day with a positive, encouraging interaction with a caring adult
- Each teacher will continue to provide the student positive feedback in their classes daily based on their behavior to support increased success
- The teacher will rate the student's progress daily using a daily progress report in the areas of respect, responsibility, empathy, and achievement
- Before leaving school, the student will again briefly meet with his/her mentor to help reflect on the day
- The Daily Progress Report (DPR) has a place for a parent to sign. The student returns the signed DPR to their mentor the next day.

Students who participate in CICO enjoy working with their mentor and benefit from the additional positive attention/feedback provided by teachers.

### **Red Nose Day**

It was so cool to have several of our students chosen to appear on the Kelly Clarkson Show with their hilarious jokes. Red Nose Day National fundraiser show featured footage from our 2018-2019 Northview Elementary School feature from our NBC, Red Nose Day, and Comic Relief interviews. This is so exciting!!!

Red Nose Day is something that is near and dear to my heart and the support from our students, staff, and community for Red Nose Day has been wonderful. It's an opportunity for us to show our students how they can have a huge impact on the world through small acts of kindness. Please visit [www.rednoseday.org](http://www.rednoseday.org) site for more information about Red Nose Day.

The grand total of our virtual fundraiser was \$1,207!!!! That's equivalent to almost 13,000 meals for children in poverty! AMAZING! Thank you to all who contributed to this great cause. All proceeds went to support Red Nose Day.

### **School Closure**

The school closure caused all of us to rethink how we educate our children. We grew as educators and people through the school closure. It forced us to think outside the box of 'typical' manners in which we conduct our classrooms. I'm very proud of the students and staff. It wasn't easy by any stretch but we managed to find success in a difficult situation. We were able to use what we learned to enhance our teaching for the current school year.

### **Key Initiatives for 2020-21 School Year**

- Keeping our staff and students healthy and safe during this ever-changing covid-19 health situation.
- Social and emotional well-being of students and staff. We are focusing on the care for our students well-being with a focus on building relationships with our students. Daily check-ins, cooperative activities, incorporating unique building activities to help students and staff deal with the current health situation of our country.
- Utilizing eduCLIMBER to review both behavior and academic data. We'll use the data to guide our decisions to improve behavior, relationships, and curriculum/instruction.
- Implement and enhance our virtual learning platforms to provide the best instructional practices for our virtual students.
- Implementing and enhancing the learning environment through the use of Chromebooks in our 1:1 plan for all students Kindergarten through 4th grade.
- Continuing to incorporate avenues for our students to be part of something bigger than themselves through giving to our local, regional, and global platforms to help others in need.

## **Howards Grove Middle School 2019-2020 Accomplishments and 2020-2021 Key Initiatives**

### **Adjusted Sneak Peek and Conferences**

In the beginning of the 2019 school year the staff voiced their concerns around the traditional ways Sneak Peek and

Parent Teacher Conferences had been done. The goal for both Sneak Peek and Parent Teacher Conferences was to make them more meaningful and improve communication. Grade levels had the autonomy to create a Sneak Peek experience that met their needs. Some grade levels held group meetings where they could discuss the expectations while others chose to have rotating informational sessions within the classrooms.

Traditionally, conferences had been done by homeroom teachers. The teachers struggled with this as it took an enormous amount of time to prepare for and at times they were unable to speak on behalf of other teachers' praises or concerns regarding a student. Teams took additional time to ensure they could meet as a team with students. This provided the opportunity for parents to speak with all teachers in the grade level.

#### **Implemented the use of EduClimber for behaviors**

We began to use EduClimber to input minor and major behaviors. Teachers received training on this in the spring. This technology will allow a common place to enter behaviors and data analyzing tools to help identify patterns in behaviors for team level, student focused problem solving .

#### **Health Class**

During the 2019-2020 school year, health class became a required class for all seventh and eighth grade students utilizing a new online health textbook. Providing health class is a state requirement and I am proud to now be officially meeting this standard for all of our students.

#### **All Staff trained in CRASE II**

Worked closely with the Sheboygan County Sheriff's Department to offer CRASE II training for all Howards Grove School District staff. There was much apprehension when the class was first being offered. However, after staff had the opportunity to participate in the class, they reported feeling much more confident in the event of an active threat.

#### **School Closure**

Transitioned into virtual learning for all of our students in March of 2020. Teachers provided "live" and recorded lessons for our students. They also met with students individually and in small groups during the closure to provide extra support. We continued to meet as a staff every week to discuss success and challenges.

#### **Virtual Summer School and Online Registration**

Due to the many uncertainties that COVID brought during the spring and summer, we offered our first virtual summer school session. We offered 11 classes for students. Although the number of offerings and student participation was much lower than in typical years, it was a great learning experience. The classes, both enrichment and remedial, were well liked and provided our students with a new opportunity. Summer school registration was offered online to all families for the first time ever. The transition from paper/pencil registration to online registration went smoothly.

#### **Key Initiatives for 2020-21 School Year**

- Keep our students and staff healthy by following the protocols and procedures we have created and implemented due to COVID.
- Continue to improve our current instructional practices for all students (virtual and in-person), focusing on the use of technology while utilizing best practices.
- Focus on the social and emotional health of our students and staff. Incorporate Mindful practices for all students across the building through morning announcements.
- Utilize Educlimber to review both behavior and academic data in the building. Use data to make decisions to improve curriculum and instruction in the building.
- Implement "remote testing" practices for Aimsweb and Forward.
- Analyze and reflect on the changes we have made since last spring and utilize the practices that have benefited our students and staff. Continue to think "outside the box" to make our communication and instruction more effective and efficient.

### **Howards Grove High School**

#### **2019-2020 Accomplishments and 2020-2021 Key Initiatives**

- A/B block schedule change recommended for 2020-21 school year

- The high school scheduling committee spent the course of a year reviewing various school schedules and we decided to review the A/B schedule to ensure continuity of instruction in content areas for an entire school year. The committee met several times, visited schools in the A/B block and discussed as a full staff. The A/B schedule was implemented at the start of the 2020-21 school year.
- **Review and Revised Athletic code to reflect all Extra-Curricular activities for 2020-21**
  - The Safety and Discipline committee met during the 2019-20 school year to review and revise the current athletic code. The new code was reviewed by staff, coaches and parents.
  - The major revision of the old “athletic” code was to include all Extra-curricular activities under a conduct code. Students signed the handbook/Extra-curricular code as part of registration for the 20-21 school year
- **Revised State ACT test day to include all students**
  - On the State ACT testing dates our Juniors take the ACT for the Wisconsin State Test, we wanted to be able to collect data for our underclassmen to help improve curriculum and instruction and provide a personal finance learning experience for our Seniors.
  - In the 19-20 school year we created a test date that included all 4 grades.
    - Juniors took the State ACT
    - Sophomores and Freshman took a PRE-ACT (administered by HGHS) so we can evaluate their progress towards the State test as Juniors.
    - Seniors took part in a “Reality Day” in the Auditorium that included understanding concepts from their personal finance class.

**Key Initiatives for 2020-21 School Year**

1. Implement A/B schedule in 20-21. Work to revise and improve the scheduling process for the A/B schedule. Review data for year-long courses.
2. Review Course Syllabus for each course to content map the curriculum for the High School.
3. Utilize classroom and building data to evaluate the effectiveness of the A/B schedule and compare with previous years’ data. (This may take a few years of data to be a valid comparison)
4. Teacher Subcommittee goals – Subcommittees will set yearly goals in early October.
5. Utilize Educlimber to review both behavior and academic data in the building. Use data to make decisions to improve curriculum and instruction in the building.
6. Continue to improve Virtual Learning Practices for our students and staff.
7. Continue to improve our COVID procedures to keep our staff and students safe.

**Howards Grove School District**

**2019-2020 Accomplishments and 2020-2021 Key Initiatives**

- Continue to increase open enrollment. We are currently at a net gain of 78 students. The chart below shows the consistent growth in our open enrollment.

Year	In	Out	Net Gain/Loss
2014-2015	86	108	-22
2015-2016	110	124	-14
2016-2017	124	114	10
2017-2018	152	106	46
2018-2019	173	113	60
2019-2020	167	89	78
2020-2021	198	91	107

- **Orange Frog Training**
  - Mr. Cole and I ran 6 Orange Frog Training Classes within the first half of the year.
  - The Orange Frog training is a research based training that incorporates positive psychology to transform organizations. Research shows that schools and companies that have incorporated this training have seen measurable gains in staff. Staff were more productive, engaged and creative. Positive environments create engaged performance.
- **Facilities Study**

- We successfully ran a Facilities Planning Committee which gave some great recommendations to the Board. The recommendations have moved us closer to a potential referendum for updating our facilities. While the COVID-19 closure has postponed our work, temporarily, I feel that we have great direction on moving forward.
- Additionally the following projects were completed:
  - Remove dead ash trees around east parking lot at HS. Replace with Autumn Blaze Maples.
  - Implement Asset Essentials work order system from Dude Solutions.
  - Remove old wax down to bare tile and replace with fresh wax in areas at NV.
  - Remove old wax down to bare tile and replace with fresh wax areas at the HS.
  - Replace unsafe blacktop areas with new base and fresh blacktop in areas on the frontage road at the HS.
  - Complete disinfection of all facilities
  - Implemented additional cleaning and protocols to ensure a safe reopening of district facilities. This included the purchase of the Total Clorox 360 disinfection system.
- **Strategic Planning**
  - This committee resumed its work this year and made significant progress. At our last meeting it was determined to work on our document and the presentation of the essential elements by using an exemplar template.
- **Response to Pandemic and District Reopening Plan**
  - The sudden closure of our buildings and grounds presented us with an incredible task. Our school converted to a virtual learning environment in a matter of days.
  - As soon as this began, our team immediately began working on appropriate steps and troubleshooting every scenario we could imagine. We provided daily communication as we transitioned to a virtual learning environment. We quickly communicated with staff, holding emergency meetings at every building. Maintenance and cleaning staff were mobilized and a deep cleaning of all classrooms was addressed over the first week. We also quickly acquired specialized cleaning equipment to ensure an efficient deep cleaning could continue long term.
  - A plan to keep support staff engaged and fully employed during the shutdown was also created. The Hoonuit program through CESA 7 was purchased which provided over 1200 on-line professional development classes for our support staff. Support staff also were utilized for continued classroom support with creating materials and distribution.
  - A Reopening Committee was established to safely return to school in the fall. The committee included representation from staff, community, the board, transportation, and food service.

#### **Key Initiatives for 2020-21 School Year**

- Maintain a COVID-19 safe environment for the Howards Grove School District.
  - Keeping our buildings open for the 2020-2021 school year will be a major task. To achieve this we will follow our District Reopening Plan and reassess the content of the plan on a regular basis.
- Transition to a new Business Manager
  - We have a new Business Manger starting this year and a smooth transition will be critical.
  - Included in the transition will be the regular use of Forecast 5 Analytics to show how we are financially performing compared to our local and state counterparts.
- Staff engagement survey
  - We will be implementing a staff engagement survey this month. The School District is committed to ensuring that every employee has both a voice and a shared responsibility in the success of your schools. As part of the continuous improvement process, the school district is reaching out to all staff to gain a better understanding of what the District is doing well and where improvement is needed.
- Facility Planning
  - The District will reconvene the Facilities Study Committee and begin work on future projects. The main focus of this group will be the Middle School facility.
  - Additional projects for District maintenance will include:
    - i. Replace roof over gym at the HS. With the addition of the PAC, the AC compressor units were placed over the gym. We are having issues with the roof over the gym leaking where the AC compressors were placed. This is due to the age of the rubber on the gym roof and trying to weld new rubber to it for the new AC compressor platforms.
    - ii. Remove remainder of dead ash trees along HS frontage road and replace some with another type of tree.

- iii. Repaint parking lot lines at NV.
- iv. Have all preventative maintenance needs put in the Asset Essentials work order system
- v. Remove old walk in freezer and walk in fridge at NV. We need more storage space and these units take up space.
- vi. Replace a carpeted room in the 1977 addition of NV with a new tile floor
- vii. Replace/repair window caulking on all windows at NV.

Area advisory board members for the 2020-21 school year will consist of the following:

Ada – *Vacant*

Edwards – *Vacant*

Franklin - *Vacant*

Howards Grove – *Vacant*

Howards Grove – Kim Tess

Mosel – Allison Kunze

Motion by Janina Siemers, second by Jason Cole, to approve the list of Advisory Board members as indicated. Motion carried by voice vote.

Since there were no other matters provided by law relating to the management of the school district affairs to be considered, adjournment was in order.

Motion by Jason Cole, second by Scott Fritz to adjourn at 8:53 p.m. Motion carried by voice vote.

*Subject to  
Approval*

Kari Bramstedt  
School Board Clerk