

Go Green



Save Green  
VILLAGE OF HOWARD

## 2013 Green Recognition Program Application

Recognizing Village of Howard businesses for their actions and initiatives  
that helped make a positive impact on the environment.

Applicant Name: Robert Huss, Facilities Manager

Name of Business: Howard - Swamice School District

Property Address: 2700 Lineville Rd, Howard

Phone Number: 920-662-7705

Email Address: robhuss@hssd.k12.wi.us

Type of Business: [ ] Residential [  ] Commercial [ ] Industrial

Name of Green Initiative: Conservation and Education

Check all that apply:

[  ] Energy Conservation

[  ] Water Conservation

[  ] Waste Prevention/Recycling

[  ] Other: Education

Check all that are true:

- Our business has a green team or established plan on ways to go green.
- Our business provides training or documentation to employees on implementing green business practices.
- Our business encourages “green” practices to customers.
- Our business participates in webinars or organizations to stay current on green opportunities available to our field.
- Our business has calculated its carbon footprint.
- Our business is involved in the community.

Explain: \_\_\_\_\_

*Please provide a one-page summary regarding your green initiative. Discuss when the practices were initiated and share any results, if applicable. Inclusion of quantitative data is encouraged (i.e. KWH saved, annual dollar savings, etc.). Attach any pertinent photographs or other information to your application. See the sample judging criteria form for ideas of information to include.*

#### **Awards and Evaluation Timeline**

Application and summary statement are due by Friday, April 5, 2013. Please send completed applications to Go Green Save Green Staff Liaison Leigh Ann Wagner Kroening at:

Howard Village Hall  
2456 Glendale Avenue OR [lwagnerkroening@villageofhoward.com](mailto:lwagnerkroening@villageofhoward.com)  
Green Bay, WI 54313

The Go Green Save Green Task Force will review applications at its meeting on April 16, 2013.

All recognized businesses and annual award winners will be recognized at the Howard Village Board meeting on April 22, 2013.

# Green Recognition Program Evaluation Form

## 2013

<p><b>Focus of Initiative: (1 pt. each area checked on application)</b></p> <p style="text-align: center;"> <b>Energy conservation</b>  <b>Water conservation</b>  <b>Waste Prevention/Recycling</b>  <b>Sustainability</b>  <b>Other</b> </p>	
<p><b>Business has a green team or established plan on ways to go green. (5 pts)</b></p> <ul style="list-style-type: none"> <li>• Provides a copy of “green” business plan with application (5 pts)</li> </ul>	
<p><b>Business provides training or documentation to employees on implementing green business practices. (5 pts)</b></p> <ul style="list-style-type: none"> <li>• Provides a copy of documentation with application. (5pts)</li> </ul>	
<p><b>Business encourages “green” practices to customers, peer businesses, and/or vendors. (5 pts)</b></p> <ul style="list-style-type: none"> <li>• Provides evidence of this with application (ie. flyers, emails, etc.) (5pts)</li> </ul>	
<p><b>Business participates in webinars or organizations to stay current on green opportunities available to our field. (5pts)</b></p> <ul style="list-style-type: none"> <li>• Provides evidence of this (mentioning it in summary and/or including specific information on the source of gaining information.) (5pts)</li> </ul>	
<p><b>Business has calculated its carbon footprint. (10 pts)</b></p>	
<p><b>Business is involved in the community. (5 pts.)</b></p>	
<p><b>One-Page Summary:</b></p> <ul style="list-style-type: none"> <li>• States when practice was initiated. (5 pts)</li> <li>• Shares results of new practice <ul style="list-style-type: none"> <li>Qualitatively (using description, pictures, etc.) (5 pts)</li> <li>Quantitatively (i.e. kWh saved, annual \$ savings, etc.) (10 pts)</li> </ul> </li> </ul>	
<p><b>Previously recognized by the Village of Howard as a green business (5 pts)</b></p> <ul style="list-style-type: none"> <li>• If previously recognized, clear and concise explanation on how efforts are being continued and/or any new initiatives in the last year. (5 pts)</li> </ul>	
<p style="text-align: center;"><b>Total Points Earned out of 90 points possible</b></p>	

The Howard - Suamico School District realizes the impact it has on the environment with eight buildings spanning over a million square feet, a student/staff population of approximately six thousand, and being host to numerous events every year. The District continually looks for more ways in which it can be a leader in environmental conservation and a greener neighbor in our communities.

On April 21, 2009 the District Cabinet approved an Energy Policy developed by an Energy Committee comprised of Staff, Local Business Experts, Focus on Energy, and WPS. This policy set the parameters in which the District facilities needed to operate in order to minimize the energy cost increases have on the budget, maintain a reliable supply of energy to meet its functional needs, and ensure efficient use of the energy. This Committee still consists of many of its original members and meets throughout the year. Currently seven of the eight District schools are equipped with a Direct Digital Control System which lends itself to more efficient energy management and control of the buildings. All buildings, with the exception of Lineville, meet the criteria to be recognized as *Energy Star* buildings. Due to the fact that Lineville is the home of the District Pool and IS center it generates numbers that do not qualify under the program. All buildings are tracked through energy management software to insure they are performing as expected and alert staff to any possible problems.

The District has tackled the educational aspect of becoming greener in many different ways. One of the ways was educating the students about the environment by teaming up with the Village of Howard on an annual basis for Arbor Day. Last year alone over fifty-four students participated in the lesson plan that ended with the planting of five bare root trees on the Lineville campus. The trees enriched a District that spans over two hundred and seventy- six acres which contain walking trails, wooded areas, wetlands, and storm water management. The Staff utilizes all of these areas throughout the year in a myriad of ways to educate the students about the environment. In addition to that, in 2003, Bay Port was selected by WPS for the *Solarwise* program. Solar panels were installed at Bay Port and besides being a curriculum tool they generate about two thousand eight hundred kilowatts annually.

Another initiative the District embraced to become greener was to take a comprehensive look at waste management. For several years, with the last being in 2009, the District contracted with Great Lakes Consultant. They were tasked with analyzing the waste /recycling streams, reviewing invoices, making recommendations to reduce the amount of waste, and educate staff. The District also salvages what it can (metal, wire, etc.) from projects and disposes of the rest (bulbs, medical waste, etc.) in the proper, responsible fashion. In the 2011-2012 the District Print Center saved over one million five thousand five hundred and four sheets of paper by running print requests on the backside of recycled paper. That is equivalent to over two hundred and one cases of paper.

The District is committed to become greener as you will witness as you browse through the attached documentation:

- Energy Policy
- Energy Projects 2002-2012 with KWH savings
- Breakdowns of cost for gas and electric
- List of DDC buildings
- Photos of recent projects
- List of projects under way
- Data report being built to measure greenhouse gases, two calculations
- Pertinent Board policies
- Curriculum minutes
- Clean sweep hosted at our Facility-flyer

Howard-Suamico School District  
Policy

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**ENERGY CONSERVATION POLICY**

Energy conservation is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the administration is important to an effective energy conservation program. **It will be the responsibility of each District employee to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal and local rules. In turn, it will be the responsibility of the District to ensure that staff receives information regarding energy conservation.**

Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District. The Superintendent, Cabinet members, Administrative team, Building Principal, Associate Principal, Building Janitor or Custodian, and their supervisors will share the accountability for ensuring that this policy is followed. All operations of District facilities will be governed by established energy conservation guidelines, and participation is mandatory for all District staff. The Facilities Manager/designee will implement, direct, monitor, evaluate and report District energy conservation efforts to the Cabinet.

**HOWARD-SUAMICO SCHOOL DISTRICT**  
Policy

**A. Heating and Air Conditioning – all building and room doors to remain closed to optimize efficiency for heating and cooling.**

1. Classroom thermostats will be set at 68 degrees for heating and 75-78 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 55 degrees and cooling will not occur. Doors need to remain closed to optimize efficiency for heating and cooling.
2. Auditorium thermostats will be set at 68 degrees for heating and 74 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 55 degrees and cooling will not occur. Doors need to remain closed to optimize efficiency for heating and cooling.
3. Mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar spaces will be adjusted to 55 degrees during the heating season. Doors need to remain closed to optimize efficiency for heating and cooling.
  - a. Hallways, vestibules and stairwells will be adjusted to 60 degrees during the heating season where feasible.
4. Locker and shower rooms will be maintained at 70 degrees during the heating season.
5. Locker rooms, swimming pools, food service occupancies, mechanical/electrical rooms, unoccupied storage spaces, vehicle service and storage buildings, industrial/shop occupancies, utility buildings and similar areas will not be air conditioned. Exceptions are the head-end rooms for Information Technology Services.
  - a. Gymnasiums with air conditioning – doors to remain closed to optimize efficiency for cooling; temperature to be maintained at 78 degrees when using gymnasium for public assemblies (i.e. graduation, varsity competitions with non-district players/teams) – otherwise areas not to be air-conditioned.
6. Operating schedules for the heating, ventilating, and air conditioning equipment will be optimized as follows:
  - a. For the heating season, the equipment will be started approximately one hour before building occupancy to allow the building to be at the occupied set point. The scheduled shut down time will be set the same as student release time.
  - b. For the cooling season, the equipment will be started 2 to 3 hours before classes start to allow the building to pre-cool; will also utilize cool nights to pre-cool with system.
  - c. For summer maintenance, only the air handling equipment will be operated. The scheduled time to run will be during the off peak rate hours.
7. Economizer operation will be enabled for free cooling.
8. Economizer programs will be modified to allow for maximum free cooling for schools with building automation systems.
9. Fresh air minimum requirements will be reviewed and set to state code levels. (7.5 CFM / person).
10. HVAC coil cleaning, unit ventilator cleaning and individual heating coil cleaning will be scheduled annually to assure the highest operating efficiency possible.

11. Air conditioning equipment will not run from the November through April billing periods.
12. Air conditioning equipment operation will be optimized from May through October billing periods by starting the equipment before the peak demand electric rate is in effect. When possible, the air conditioning equipment will not be allowed to ramp up to 100% full load, which will help to lower the highest peak demands.
  - a. If the temperature is above 78 degrees during any three day consecutive period the air conditioning equipment may be activated
13. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
14. Windows will be kept closed if the air conditioning or heating systems are in operation.
15. Classroom doors will be kept closed.
16. Staff will not obstruct ventilation ducts or return grilles with books, charts, furniture, plants or any other objects or materials.
17. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the custodial staff to enable reduced lighting and heating during periods of non-use.
18. Outdoor air minimum requirements for the HVAC system for the gyms, auditoriums, and commons will be optimized to the actual occupancy levels of the area.
19. Summer school classes will be scheduled in an area of the building that would be scheduled to have air conditioning running or with dedicated air handlers.
20. Energy audits will be performed in the occupied and unoccupied conditions.
21. Buildings will be identified for HVAC energy improvement items.
22. New equipment purchases will be energy efficient models that are Energy Star rated.
23. All buildings have a current baseline rating (average energy performance rating) through Portfolio Manager. The District goal is to work toward being an Energy Star Leader.
24. The use of portable electric heaters or any other auxiliary heating devices will not be permitted.
  - a. Requests for exemptions and complaints must be addressed in writing to the Facilities Manager at which time he/she will investigate the complaint or request for exemption on a case by case basis. If the issue cannot be resolved while adhering to the energy policy, the Facilities Manager shall make the determination as to what action, if any, will be taken. If an exemption is granted for a portable heater or other auxiliary heating device, it will be a unit specified by the Facilities Manager. The appeal process will follow the normal chain of command.
25. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
26. The Facilities Department may adjust set points to provide the best overall performance of the HVAC system.

**B. Lighting**

1. Lighting schedules will be optimized to reduce usage.
2. Lights will be turned off when space is not in use or natural day lighting is adequate.
3. Classroom lights will be turned off when the last person exits the room.
4. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.

5. Hallway lighting will be turned off as soon as possible and pass-through lighting should be utilized.
6. Classroom lighting levels will be adjusted to state code levels (50-foot candles).
7. Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to foot candle level as needed.
8. Buildings will be identified for energy saving lighting projects.
9. Lights will be on when needed to reduce light time.

**C. Food Service**

1. Run time of ovens, stoves, and fryers will be kept at the minimum levels.
2. Exhaust fans will run only when absolutely necessary.
3. Energy saving devices and/or practices will be identified.
4. Equipment will be energy star rated efficient models and natural gas if possible.

**D. Computers/Office Machines**

1. Copiers, laminating machines, calculators, and other office machines will be turned off at the end the day.
2. Computers, monitors, printers, smart boards, LCD projectors and other peripheral equipment will be turned off at the end of the day or when not in use for long periods of time during the day – this includes all equipment used by the summer school program throughout the district.
3. Computers will be energy efficient models.

**E. Building Improvements**

1. Building air leaks will be identified and sealed with caulking, energy efficient seals and/or insulation.
2. Facilities Department will be responsible for the identification and implementation of long-range projects.

**F. Other**

1. The domestic hot water temperature set point will be no higher than 115 degrees. Food service operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, lamps, popcorn poppers and/or other cooking or refrigeration appliances from home, digital picture frames, etc. will not be allowed. Small fans and radios are allowed, but must be turned off when you are not at or near your work station. All approved items must be Energy Star Rated and UL Approved.
  - a. Special event functions requiring use of non-approved appliances mentioned in F(2) will require approval by the Building Principal and the Facilities Manager.
3. Requests for exemptions and complaints regarding set point temperatures considered to be too hot or too cold must be addressed in writing to the Facilities Manager at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Facilities Manager shall make the

determination as to what action, if any, will be taken. The appeal process will follow the normal chain of command.

4. The Facilities Department may adjust set points to provide the best overall performance of the HVAC system.
5. Only energy efficient vending machines will be allowed within the District and must have vending misers.

**G. Education**

1. Staff and students will be provided on-going education on energy saving measures through the Energy Committee.
2. District will utilize appropriate curriculum materials designed to inform students regarding the wise use of energy.
3. Every staff person will be expected to contribute to energy efficiency in the District.
4. This policy has the full support of the superintendent, cabinet members, administrative team and principals.

APPROVED: April 21, 2009 by Howard-Suamico School District Cabinet (Damian LaCroix, Dennis Krueger, James Freeman, Betty Zimdars, Bonnie LeMense, Susan Sinclair)

HOWARD-SUAMICO SCHOOL DISTRICT ENERGY COMMITTEE MEMBERS:

Ken Baran  
Jim DeBaker  
Lance VandenElzen  
Joe Wallander  
Randy Johnson  
Yolanda Maricque  
Scott Jones  
Kim Lemberger  
Bob Gonzalez  
Betty Zimdars  
Jeff Henkelmann  
Jerry Gitlewski  
Ryan Welnetz  
Gary Caelwaerts  
Nancy Reynolds

**HOWARD-SUAMICO SCHOOL DISTRICT**  
**ENERGY PROJECTS – ELECTRICAL (Fiscal 2002-2012)**

<b>YEAR</b>	<b>PROJECT</b>	<b>PAYBACK/YRS.</b>	<b>ANNUAL SAVINGS</b>	<b>LESS KWH/YR.</b>
2002-03	District-wide – Motion sensor controls on lights	7.9	\$10,271.57	54,526
2003-04	Bay View – New T5 lights installed in the east gym (replaced 25 – 400 watt metal halide fixtures)	10.21	\$1,317.76	8,354
2004-05	Lineville – New T5 lights installed in gym (replaced 30 – 400 watt mercury vapor)	11.62	\$1,012.69	6,420
2005-06	District-wide – replace all incandescent bulbs with compact fluorescent bulbs	.01	\$9,521.00	95,213
2005-06	Bay View – replace incandescent exit lights to LED exit lights	.02	\$3,607.00	45,096
2005-06	Bay Port – Hallway areas – reduced wattage and hours of daily use	.03	\$12,177.00	152,205
2005-06	Bay Port – Parking lot – reduced hours of lights on	Immediate	\$6,751.00	88,943
2005-06	Meadowbrook, Lineville, Howard – replace incandescent exit lights with LED exit lights	.4	\$5,011.00	50,107
2005-06	District-wide - Added vending misers to soda machines	10 months	\$2,830.67	35,383
2006-07	Bay View Gym – New T-8 lights	3.9	\$3,735.77	60,254
2006-07	Lineville Pool – New T-8 lights	9.4	\$699.75	11,289
2006-07	Suamico – Commons – New T-8 lights	5.49	\$557.46	8,989
2006-07	Meadowbrook – Gym – New T-8 lights	6.79	\$601.83	11,572
2006-07	Howard – Gym – New T-8 lights	16.8	\$285.24	5,002
2006-07	Meadowbrook & Forest Glen – Hallways – New 25 watt bulbs	.4	\$2,256.00	28,200
2007-08	Lineville, Bay View, Forest Glen – New outside wall lights	2.1	\$3,475.00	43,435
2007-08	Bay View – Science Lab & Computer Lab – Replace T-12 bulbs & ballast with new T-1 bulbs and electronic ballasts	2.9	\$1,033.00	12,921

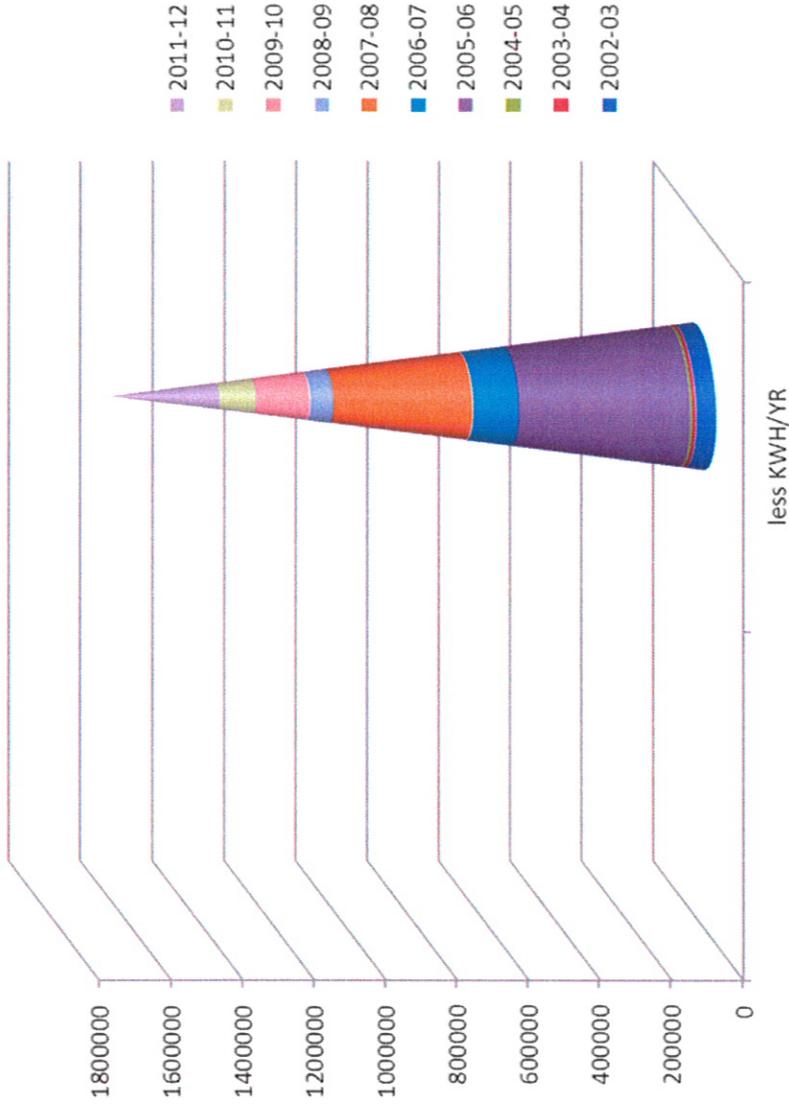
2007-08	Bay Port – Replaced classroom 25 watt bulbs with 32 watt	1.6	\$5,632.00	70,400
2007-08	Lineville – Gym – Sensors	.81	\$499.12	6,318
2007-08	Lineville – Commons – New T-8 lights	2.3	\$1,993.00	24,233
2007-08	Meadowbrook – New outside energy efficiency lights	2.9	\$452.00	7,535
2007-08	Bay Port – New T-8 lights with zones	3.85	\$17,080	213,504
2008-09	Bay View – Library – New T-8 lights	.6	\$1,256.00	15,700
2008-09	Bay View – Weight Room – New T-8 lights	2.2	\$483.00	7,440
2008-09	Forest Glen – Commons, Library, Computer Lab – New T-8 lights	1.94	\$748.00 \$1,577.00 \$937.00	9,360 19,704 11,712
2009-10	Suamico – Library – new T-8 lights	1.3	\$934.00	9,336
2009-10	Suamico – Gym – new T-8 lights	1.7	\$1,234.00	15,420
2009-10	Forest Glen – Gym – new T-8 lights	1.6	\$1,628.00	20,340
2009-10	Bay Port – Retro-fit entry lights	1.32	\$2,326.00	23,256
2009-10	Bay View – Wrestling room	8.1	\$1,150.00	11,502
2009-10	Bay Port – Commons	3.0	\$2,928.00	29,280
2009-10	Bay Port – Library	3.0	\$1,992.00	19,920
2009-10	Bay View – Room 246	3.7	\$493.00	4,932
2009-10	Bay View – Maintenance Shop	.1	\$935.00	11,694
2010-2011	Lineville hallways, replace 32 watt 4 lamp t-8 rapid ballast to 25 watt 2 lamp t-8 instant ballast (watt reduction, high efficient ballast)	3.1	\$1660.00	24,541
2010-211	Lineville - Replace T-12 H.O. fixtures in I.S. Department with energy efficient T-8 fixtures, ballasts, bulbs	.09	\$1,000.00	12,894
2010-2011	Bay View – Replace classroom shop T-12 light H.O. fixtures with new energy efficient fixtures, ballasts, bulbs	1.6	\$2,200.00	15,520
2010-2011	Lineville - Replace library 32 watt 4 lamp rapid ballast to 2 lamp 25 watt instant ballast, added motion detection for area. (Watt reduction, high	.09	\$850.00	10,655

	efficient ballast, sensor control)			
2010-2011	Bay Port - Reduce wattage load in commons area, 400 watt HID ceiling fixtures	Immediate	\$0	7,600
2010-2011	Bay View - Replace 30 year old motors with NEMA High Efficient motors	4.40	\$4,663.66	26,774
2010-2011	Bay View - Add motion sensors to East Gym to reduce hours of run time	2.6	\$114.00	1,140
2011-2012	Bay View – Hallways - replace 32 watt 4 lamp t-8 rapid ballast to 25 watt 2 lamp t-8 instant ballast (watt reduction, high efficient ballast)	3.04	\$4,023.00	65,290
2011-2012	Replace 30 year old motors with NEMA High Efficient motors. Work completed at....	4.4	\$4,663.00	26,774
2011-2012	Lineville - Install Variable Frequency Drive to pool circulating pump to reduce energy load	Immediate	\$8,047.00	80,470
2012-2013	Suamico – Hallways – replace 32 watt 4 lamp t-8 rapid ballast to 25 watt 2 lamp t-8 instant ballast (watt reduction, high efficient ballast)	2.68	\$5,039.27	71,981
2012-2013	Forest Glen – Hallways – replace 32 watt 4 lamp t-8 rapid ballast to 25 watt 2 lamp t-8 instant ballast (watt reduction, high efficient ballast)	4.53	\$3,670.65	52,441
			\$145,351.44	1,645,575

**PLEASE NOTE:**

- In 2007-08, total cost was between \$.05 and \$.07 cents per KW hour.
- Annual savings of \$145,351 using \$.07 per KW hour.
- Currently paying \$.10 per KW hour resulting in an annual savings of \$164,575
- Annual savings of 1,645,575 KW

Updated: November 2012



**1,645,575 less KWH/yr**



Annual Savings

**\$164,575**

# Cost/square foot for gas & electric

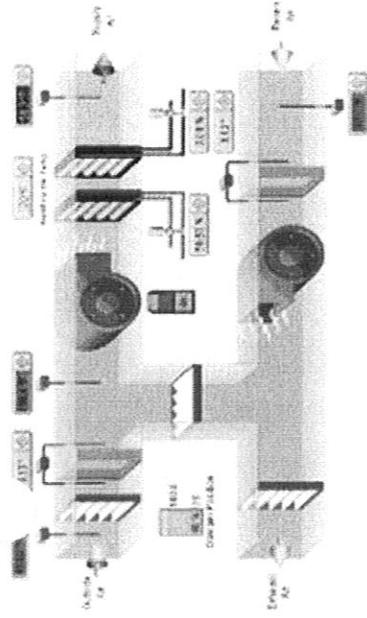
School	2006	2007	2008	2009	2010	2011
Bay Port	1.24	1.29	1.19	.94	.98	.91
Forest Glen	1.13	1.23	1.26	.97	.81	.77
Howard	.99	1.19	1.06	.71	.74	.65
Meadowbrook	.69	.83	.84	.65	.65	.55
Suamico	.85	.94	.88	.77	.79	.68
Lineville	1.22	1.26	1.28	1.20	1.05	.88
Bay View	.57	.61	.56	.49	.54	.46
Bay Harbor	na	na	.99	.76	.82	.71

# District average/square foot for gas and electric

Year	Average
2006	.96
2007	.92
2008	1.00
2009	.81
2010	.80
2011	.70



Facility	2008 rating	2012 rating
Bay Port High School	62	84
Bay View Middle School	91	79
Forest Glen Elementary	60	95
Howard Elementary	66	82
Lineville Intermediate	46	42
Meadowbrook Elementary	86	94
Suamico Elementary	79	85
Bay Harbor	na	95



## Building Equipped with DDC

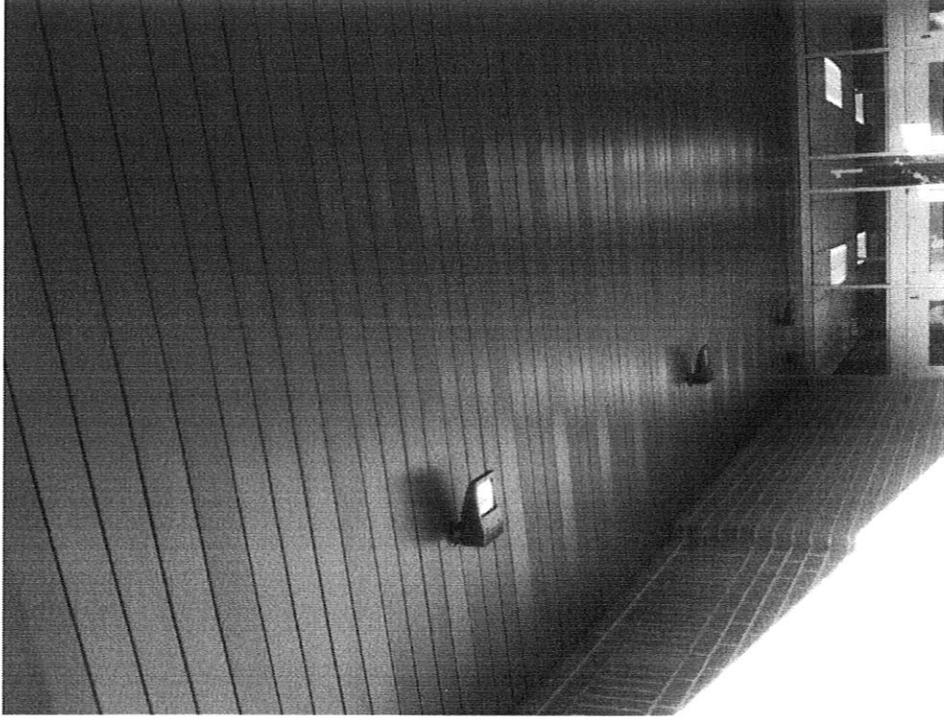
- Bay Port 2000
- Bay View 2012
- Bay Harbor 2008
- Suamico 2012
- Howard 2008
- Forest Glen 2010
- Meadowbrook 2008



## Replaced in 2012

- Greater efficiency
- More natural light

# Strategic LED Implementation





Recycled wire from various projects



Recycled ballasts and batteries

## **Projects in the works**

- **Ballast/Lamps utilizing Focus and WPS incentives**
- **Bay View**
- **Lineville**
- **Phase II of Bay View Project**
- **Urinal Flush Valves at Lineville**

# Greenhouse Gases List

Building	Metric Tons CO2 Equivalent For Current YTD	Metric Tons CO2 Equivalent For Previous YTD
Bay Harbor Elementary-UD	390.7	N/A
Bay Port-UD	N/A	N/A
Bay View Middle School-UD	N/A	N/A
Forest Glen Elementary School-UD	375.92	N/A
Howard Elementary School-UD	N/A	N/A
Lineville Intermediate-UD	N/A	N/A
Meadowbrook Elementary School-UD	N/A	N/A
Suamico Elementary School-UD	N/A	N/A

## Howard-Suamico School District Bylaws & Policies

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### **7460 - ENERGY CONSERVATION**

Energy conservation is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the administration is important to an effective energy conservation program. It will be the responsibility of each District employee to actively participate in conservation efforts in order to reduce consumption to levels prescribed by State, Federal and local rules. In turn, it will be the responsibility of the District to ensure that staff receives information regarding energy conservation.

Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District.

The Superintendent will develop and implement both immediate and long-range plans to meet these concerns. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

Revised 9/09

Howard-Suamico School District  
Bylaws & Policies

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### **7434 - USE OF TOBACCO ON SCHOOL PREMISES**

The District is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the District prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

120.12(20), Wis. Stats.

111.321, Wis. Stats.

20 U.S.C. 6081 et seq.

U.S.D.O.E. Memorandum, 1995

20 U.S.C. 7182

Revised 8/11

Revised 3/31/12

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HSSD Energy Education Pilot

Meeting #2 – Agenda & Minutes

Monday, Jan. 9, 4:00-6:30 pm Meadowbrook LMC

Submitted by: Kim Lemberger

## **I. Introductions**

People Present -Kim Lemberger, Kristi Schneeberger, Mary VanDenPlas, Valerie (Klein)Moseng, and Korryn Brooks

## **II. Building Tour and Talk**

Bob Huss, HSSD Facilities and Grounds Manager, and Lance Vandenzelen, HSSD technician, gave us a tour of Meadowbrook. We saw where the boiler is located and learned about the air-handling that occurs throughout the building.

## **III. Energy Scope and Sequence Discussion**

We talked about how the K-12 Energy Education Committee used the suggested scope and sequence provided by KEEP to determine how/what energy could be infused into the existing science curriculum. There wasn't representation from all grade levels during the planning of the curriculum, so we weren't sure if the KEEP benchmarks were an appropriate fit. Kim lead the teachers through the suggested KEEP benchmarks and we discussed what they meant and if there may be some overlap in concepts, or if they were already being taught in other content areas. The NEED materials were picked for the pilot because they focused on energy conservation concepts that are not currently being taught, but are required through the district's energy management policy.

## **IV. Assessment Discussion**

The original plan requires a brief (5 question?) assessment be given to students in 8<sup>th</sup> grade to measure their knowledge and understanding of energy conservation as they have participated in the curriculum. We talk about whether or not it would be beneficial to give the kids grades K-8 the same 5 questions and then expect them to have more developed answers as they get older. We also wondered if the kits themselves had sufficient assessment to measure their understanding of the concepts. There is some concern that if the energy concepts aren't required to be assessed and reported out on, they probably won't be taught.

## V. NEED materials

Teachers had had a chance to look through the teacher's guides from the kits that have been purchased through the Dominion grant. Grade K-1 resources are not very good for that age level. Kim has contacted NEED to see if there is anything more hands-on for that age group, and was told the current kits for that grade level are undergoing revisions to make them more hands-on and exciting. The K-1 teachers were told to not feel like they have to create new energy content for the pilot. Kim asked that they just be mindful of their current content in science and where a few purposely placed, age-level appropriate activities could be added to existing units they teach. Here are some of the main things we want to identify by doing the pilot:

- 1) Does it address the content of teaching kids energy conservation to support the district's energy management policy?
- 2) Is there any overlap between kits/content? (i.e. teaching kids how to read electricity meters in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade?)
- 3) This energy content does not have to be an additional unit for teachers to teach. Are there better places in the existing curriculum where the concept of energy conservation can be taught in a meaningful, hands-on, project-based way?

## V. Meeting #3 \*\*\*\*\*Monday, March 12, 4:00-6:00 pm, Meadowbrook LMC\*\*\*\*\*

Time will be spent:

- 1) Post-testing piloting teachers on energy content.
- 2) Give brief overview of the unit at each grade level.
- 3) Complete evaluation of the NEED kit.
- 4) Make recommendations to K-12 Energy Education Committee on how to proceed (i.e. present to TLC to make this content a priority? Look for different materials that better meet our needs?, etc.)
- 5) Receive teacher stipend checks.

**Piloting Participants:**

K- Mary VanDenPlas (Meadowbrook)

1- Kristi Schneeberger (Meadowbrook)

2- Valerie (Klein)Moseng (Meadowbrook)

3- Jesse Busse (Forest Glen)

4- Korryn Brooks (Meadowbrook)

5- Tira Naze (Lineville)

6- Kim Lemberger (Lineville)

# Howard Recycling Drive

In Partnership with Cyber Works



Go Green



Save Green  
VILLAGE OF HOWARD



Cyber Works  
Technology is Power

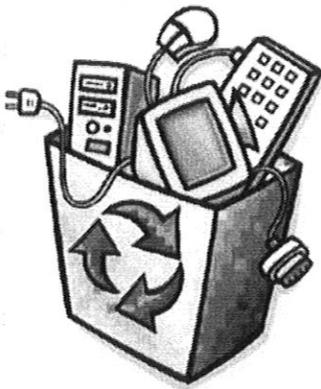
- **FREE, legal, and safe disposal of electronics**
- **Hard drive shredding**
- **Other computer and data services are available at reduced fees.**
- **Proceeds benefit local charities!**

**9 a.m. to 2 p.m.**

**Saturday, Sept. 10**

**Bay View Middle School Parking Lot**

## WHAT TO BRING:



- Computers
- Laptops
- Modems
- Stereo Systems
- Video Equipment
- Cell Phones
- Copiers (Liquids Purged)
- Microwaves!
- Kitchen Appliances!
- Mechanical Equipment!
- Monitors/TVs
- Wire & Cabling
- Telephone Systems
- Printers
- Keyboards/ Mice
- Servers
- Fax Machines