

DATE: OCTOBER 1, 2009

TO: PETER PFUNDTNER
MENASHA JOINT SCHOOL DISTRICT SCHOOL BOARD OF
DIRECTORS

FROM: BECKY BAUER AS A CITY OF MENASHA SUSTAINABILITY
BOARD MEMBER, AND ON BEHALF OF TEACHERS AT
MENASHA HIGH SCHOOL

RE: SUSTAINABILITY PROPOSAL

ACTION REQUESTED:

** (wording will depend on the level of formality with which the School Board adopts this concept)

The City of Menasha Sustainability Board and teachers at Menasha High School are requesting the Board of Directors of the Menasha Joint School District to consider a (proclamation/resolution/Board Goal/Board Policy)** regarding sustainability concerns for the Menasha Joint School District. This proclamation** would initiate the consideration of sustainability issues and alternative sustainable actions in all aspects of District oversight as well as create a district-wide "Green Team" to initiate, develop, implement, and evaluate current district policies/practices, contracts, curriculum, and day-to-day administration. In addition, the "Green Team" would consist of students, staff, administrators, Board Members, and members of the public to provide representation and review from all areas of the District's operation and administration. The Menasha Joint School District would consider the feasibility and cost/benefit analysis of implementing recommended changes which would increase the district's and community's awareness of sustainability and lead the Menasha Joint School District to attain a greater level of sustainability in its areas of control. Please see attached "Green Team" job description.

BACKGROUND/HISTORY

“In November of 2007, the Common Council of Menasha had the vision to pass a resolution supporting the Eco-Municipality Concept. As part of this resolution the city created a Sustainability Board to prepare a suitable community plan following the guidelines of *The Natural Step for Eco-Municipalities* and to advise the Mayor and Common Council on implementation of sustainable practices.”

[http://www.cityofmenasha-wi.gov/content/departments/community_development/\(5\)sustainability_board/](http://www.cityofmenasha-wi.gov/content/departments/community_development/(5)sustainability_board/)

Like many other municipalities and communities in the Fox Valley, in Wisconsin, and within the nation, Menasha has begun the process of citizen/employee awareness of this

framework by holding study circles, attending conferences/workshops, and evaluating current practices in regards to sustainability. As part of this, the City of Menasha has been reaching out to form partnerships with local business and industry to increase local sustainability. During the next step of this outreach, the City of Menasha Sustainability Board wants to promote the Natural Step Sustainability Framework within the Menasha Joint School District. MJSD is not only one of the City's largest employers, but because of its mission, will be crucial to promoting awareness and education within the community. Currently the city and school district work jointly on projects within the community.

In the spring of 2009, the Menasha Joint School District also hosted a university course "NR 734: School Building Energy Efficiency" offered by UW-Stevens Point. Several district teachers, representing most schools took the course and worked to include this information in the curriculum they teach. Teachers at Menasha High School, enthusiastically want to take this further and evaluate the practices of the high school and district to reduce our environmental impacts and create a cost-savings for the district. As part of their coursework, teachers produced a 20 min. video and shared this with staff during inservice last June. Included are my plans for implementing a district-wide plan for sustainability. These plans will coordinate and enhance work that is already going on within the City of Menasha. In order to begin work in these areas, I feel it is crucial to have the "official" support of both the School Board and district administrators. (see Becky Bauer's Energy/ Sustainability Action Plan)

The Natural Step Framework / Sustainability Resources

(HOME PAGE) <http://www.naturalstep.org/en>

(FAQ's) <http://www.naturalstep.org/en/faq>

(OVERVIEW) <http://www.naturalstep.org/our-approach#quick-overview>

(4-SYSTEM CONDITIONS) <http://www.naturalstep.org/the-system-conditions>

The Natural Steps for Communities—How Cities and Towns can Change to Sustainable Practices, Sarah James and Torbjörn Lahti, New Society Publishers, 2004.

ECOS of the Fox Valley <http://ecos-fv.blogspot.com/>

1000 Friends <http://www.1kfriends.org/Eco-Municipalities.htm>

Sustainability Program of EPA's Office of Research and Development
<http://www.epa.gov/Sustainability/>

Toward a Sustainable Community: A Toolkit for Local Government
<http://www4.uwm.edu/shwec/publications/cabinet/reductionreuse/SustainabilityToolkit.pdf>

MENASHA JOINT SCHOOL DISTRICT

“GREEN TEAM”



JOB DESCRIPTION: Team members will agree to meet with the district and/or school committee 4-6 times per year. Team members would agree to serve for at least 1 school year. Areas of involvement might include:



*serve as a building liaison for energy/environment announcements between district staff and individual building staff



*develop energy saving ideas/practices/policy recommendations for a school and/or the school district



*assist with development of student curriculum and teacher resources to teach about energy/environmental content



*assist the school district with obtaining and implementing grants to achieve improved energy efficiency.



*promote/assist with joint environmental events and projects between Menasha Joint School District and community groups.



*create, review and/or revise district landscaping plans on all properties in regards to location of gardens, upkeep, student participation, inclusion within curriculum, etc. (ie. review and improve the district's "Green Spaces")



*investigate Wisconsin's Green and Healthy Schools program for possible implementation, certification, and recognition of the Menasha Joint School District.



*help the Menasha Joint School District improve its overall sustainability in its use of all resources by becoming familiar with the Natural Step framework and identify ways to apply the framework to all practices within the district.

ENERGY/SUSTAINABILITY ACTION PLAN

for

Menasha Joint School District/City of Menasha

Becky E. Bauer

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Environmental Science/Spanish/German (Grades 9-12)

May 16, 2009

Background Information

A little over a year ago, the City of Menasha Common Council passed a Sustainability Resolution which committed the City of Menasha to investigating, supporting, and implementing sustainability practices within City of Menasha Departments and local businesses and organizations. [\[web link to City of Menasha Sustainability Resolution\]](#) As part of this commitment, the City established an "Sustainability Board." I was invited to become part of the Sustainability Board and act as a liaison between the Board and the Menasha Joint School District. During the first year, the Sustainability Board has worked mostly on educating itself, determining priorities, and providing beginning awareness and education for the City Department Managers and local citizens. We have focused on providing "Study Circles" based on "The Natural Step Framework" and Sarah James and Torbjörn Lahti's book entitled "The Natural Step for Communities: How Cities and Towns can Change to Sustainable Practices" ". [\[web link to "The Natural Step"\]](#) Recently, the Town of Menasha has also adopted the ideas of sustainability and also wants to work with the Menasha Joint School District on these issues as well.

As the Sustainability Board wraps up our second year, we are beginning to conduct baseline studies in several areas, and widen our scope to educating and integrating one of our largest employers....the Menasha Joint School District. Our goal is to include the School Board, teachers and administrators, and students on a variety of levels. This might include helping the District save money by creating a energy saving program for the physical plant, providing resources to teachers to incorporate sustainability education into the curriculum, and involving students in gathering data as part of the baseline studies or having students create sample projects that can be used as demonstrations for the community as a whole (ie using rainbarrels/rain gardens to mitigate storm water discharge from residential properties).

In order to complete the assignment for this class, I worked with the other teachers in creating a video to present to the Menasha High School staff. This video is one of the components in the broader action plan of providing an overall link to sustainability within the district and community. This action plan, is what I will help coordinate and carry out as I continue to act as a liaison between the school district and the city.

[\[web link to City of Menasha Sustainability Board\]](#)

1. Action Plan Summary

Project Purpose:

This action plan will serve as the formal, organized plan to provide the Menasha Joint School District a connection to sustainability efforts being implemented within the City and Town of Menasha. This plan will utilize the interest and momentum started by teachers taking the 734 KEEP class to address not only issues of energy efficiency and conservation, but other local issues that will help advance the City of Menasha's steps toward city-wide sustainability.

Implementation:

Implementation will begin in June 2009 with the showing of the video created by Menasha High School teachers and will continue into next fall. After the creation of a district-wide/school-based "Green Team," this project will be ongoing as staff/administrators focus on concerns identified by "Green Team" members.

Results:

The overall result is intended to be a coordinated, focused approach to energy conservation within the Menasha Joint School District (as a result of the KEEP 734 class) AND provide an systematic and organized approach to creating an awareness of sustainability efforts within the community, while involving staff and students in a variety of educational opportunities that also support community sustainability.

Total Budget Amount:

Budget needs will be addressed as necessary by the Menasha Joint School District, depending on projects selected. The money necessary could come from cost-savings as a result of changes, existing district budgets, and/or grant programs as necessary. Initially, the greatest investment will be in allocating staff time to meet and create a "Green Team." The district has a district-wide collaboration time set aside that individual teachers could choose to use to meet with each other, work on curriculum, etc. as long as outcomes are focused on improving student learning. The district also provides release time for some meetings, curriculum development and work with community partners. Menasha High School teachers completing the KEEP 734 class have agreed to pool their mini-grant monies to implement cost saving measures/needs identified by the district maintenance supervisor (Tom K.) at Menasha High School.

2. Audience

History and past accomplishments, especially as they relate to this project:

As identified in the Background Section, this project will continue to support the sustainability efforts of the City and Town of Menasha and provide a more organized approach to connecting efforts of the both the City, the Town and the School District. It will also help to identify those efforts already made by the School District to control costs and increase efficiency in regards to energy and sustainability practices within the school community.

Service area/population served:

The primary/direct audience will be the Menasha Joint School District School Board members, MJSD administrators/staff, and MJSD students. In addition, the City of Menasha Sustainability Board, Town of Menasha Sustainability Board and the citizens of Menasha, will be a secondary/indirect audience.

3. Statement of Problem or Need

Outline current resources that address this problem and identify gaps:

Currently, all requests from community members for student help with environmental projects are directed to me, "the environmental science" teacher. There is no guarantee that I will be able to include the requests in my curriculum nor find students to help. Teachers often ask me to provide help and resources to students researching environmental issues for reports. I have a limited amount of time to assist other classes find appropriate resources. The City of Menasha Sustainability Board wants to continue educating the community on principles of sustainability, yet does not necessarily have the "forum" to provide community education.

Describe how my project will fulfill these goals:

This project action plan will provide the organized, systematic framework to handle community requests for environmental projects staff/student assistance through the creation of a "Green Team." Additionally, sub-committees can work on creating curriculum/resources for students and teachers, focus on energy efficiency at a building level, and implement a hands-on program of activities that support sustainability within the community.

4. Project Goals and Objectives

Provide the specific goals you intend to achieve:

This action plan is primarily focused on creating a district-wide "Green Team" with a possibility of sub-committees that would represent different aspects of environmental interest/issue involvement. In order to do this however, there needs to be some education/awareness of sustainability developed by the Menasha Joint School District School Board, administrators/staff, and students. Additionally, my action plan will more

specifically outline connections to the community's sustainability efforts which the City of Menasha Sustainability Board has asked for MJSD staff/student help to implement.

Note the milestones I will reach while meeting those goals:

****see chart attached [\[web link to ENERGY/SUSTAINABILITY ACTION PLAN\]](#)**

5. Methods and timeline

List what actions will be taken to achieve project goals:

Establish a timeline for project activities:

Identify who will be responsible for each action item:

****see chart attached [\[web link to ENERGY/SUSTAINABILITY ACTION PLAN\]](#)**

6. Evaluation Criteria and Process

How will I measure the success of my project:

The main focus of this action plan is to begin to educate the Menasha Joint School District School Board, staff and students about the basics of sustainability for the purpose of extending education into the community. The establishment of a "Green Team" will help build on the current enthusiasm for involvement and will help set the stage for successful completions of environmental projects in the future. Beginning with the small group of teachers that took the 734 KEEP class, I feel the district can become a leader in energy efficiency/sustainability as a business entity and as a leader through the integration of community projects into the curriculum. Success will be evaluated by the City of Menasha Sustainability Board, as they reach out to business and industry within the City of Menasha. Internally, the Menasha Joint School District (Becky Bauer) will be able to measure success by having a coordinated, district-wide effort to increase energy efficiency within buildings and to provide resources to students and staff. I feel these two efforts need to go together and as a district we are close to "critical mass" in getting started. Perhaps the current economy has created a greater need and therefore interest....perhaps a new president is also a motivator....there are several key staff that have been working to involve the district, but finally, administration, staff, and students are ready to jump in. I will consider this action plan successful if we have a "Green Team" of 5-8 members that have identified at least 2 key projects to work on in the 2009-2010 school year.

List what records and information I will gather to assess project success:

1. Survey of MJSD staff as to their basic knowledge of the Natural Step Sustainability Framework
2. Survey selected students/classes before and after presentations to determine their personal knowledge of sustainability issues and their likelihood of personal involvement in community projects.
3. Produce a completed "Safe Routes to School" baseline study that results in recommendations to City of Menasha Public Works for transportation corridor improvements. Based on study recommendations, more students would/could walk safely to school.
4. Greater staff involvement in environmental/sustainability inclusion into curriculum.
5. Increased requests from staff for resources and connection to more hands on learning through projects with and for the community.

7. Budget

Funding that might be needed to implement my plan (include as much detail as possible):

Most of the focus of this plan is organizational, and therefore, specific funding is not necessary. The Menasha Joint School District has an integrated method for providing collaboration time and resources to staff. Once the "Green Team" begins to identify projects and changes within the district, then an implementation budget will be required. Probably this funding will come from the district budget as a result of a cost/benefit/pay back on investment analysis.

ENERGY/SUSTAINABILITY ACTION PLAN

Becky Bauer

GOAL	ACTIONS	TIMELINE		PERSON RESPONSIBLE	COST
A. Inform MJSD School Board/administrators/staff/students about City of Menasha/Town of Menasha Sustainability Boards and "The Natural Step" philosophy.	1. Create a powerpoint presentation for the MJSD School Board, with assistance from Catherine Neiswender, UW-Extension, that explains the history, background, general principles, and implementation process for "The Natural Step Framework."	Summer 2009--create powerpoint; September, 2009, present to School Board		BB/City of Menasha Sustainability Board	none (copies of info provided by MJSD)
	2. Present powerpoint to staff at each building during monthly faculty meeting (8 buildings) and offer a Sustainability "Study Circle" for staff	Sept-Nov 2009		BB	none (copies of info provided by MJSD)
	3. Collaborate with Char Foth, Adv. Composition teacher and Matt Becker, EEN inclusion teacher to create a presentation on sustainability for students	Summer 2009		BB	none
	4. Present powerpoint to Env. Sci. students during unit on Hazardous Waste & Advanced Composition students during unit on research paper focused on the environment	Nov 2009 & Feb 2010		BB	Covered by science department curriculum development
GOAL	ACTIONS	TIMELINE		PERSON RESPONSIBLE	COST
B. Develop a "Green Team" for MJSD	1. Obtain district/building permission for a "Green Team" from district administration	May 2009		BB/Tom Kulczewski	none
	2. Create a job description for "Green Team" members and survey to indicate staff interest/participation, with approval of Maintenance/Superintendent/ Principals.	May 2009		BB	none
	3. Promote/survey "Green Team" at monthly faculty meetings using "MHS	June 2009 at Menasha High School, Sept-Nov		BB/ Tom Kulczewski	Cost of copies (district)

	energy video"/ powerpoint as a lead-in/interest indicator **overlap with MHS action plan (video)	2009 district-wide			
	4. Recruit at least one member from each district building and hold an organizational "Green Team" meeting	Nov-Dec, 2009		BB/ Tom Kulczewski	none
	5. Create a a"Green Team" mission statement	Dec 2009		BB/ Tom Kulczewski	none
	6. Hold 2 additional quarterly meetings	Jan-June 2010		BB/ Tom Kulczewski	none
	7. Create a process for requesting staff/student involvement for community based environmental projects. Publicize to community sustainability groups	Dec 2009		BB	
	8. As needed create subcommittees of the Green Team to deal with curriculum development/staff inservice, physical plant energy efficiency/conservation, habitat/landscaping of buildings/properties, special projects, etc	June 2010		BB/ Tom Kulczewski	
GOAL	ACTIONS	TIMELINE		PERSON RESPONSIBLE	COST
C. Develop a MJSD focused resource web page for staff and students **overlap with MHS action plan (video)	1. Link a sustainability page to BB's existing Env. Sci. web page **create a book mark of web page for teacher reference to be handed out during video viewing	May 2009 [web link to sustainability resources]		BB	none
	2. Work with Env. Sci., Adv. Comp, and LMC to create resource categories	May-Aug 2009		BB/Char Foth/Matt Becker/Nancy Biese	none
	3. Link existing material to web page and create a way for staff/students to continue to add resources	Aug 2009		BB	

GOAL	ACTIONS	TIMELINE		PERSON RESPONSIBLE	COST
D. Assist the City of Menasha with baseline transportation study (Safe Routes to School)	1. Review/plan baseline study approach for “Safe Routes to School”	June 2009		BB	
	2. Publicize to High School students and elementary Parent/Teacher Organizations (PTO) for assistance	Sept 2009		BB/Sustainability Board/PTO/MHS Earth Club/Env. Sci. classes	
	3. Conduct baseline study	Sept-Dec 2009		BB/Sustainability Board/ PTO/MHS Earth Club/Env. Sci. classes	
	4. Work with City of Menasha to input data into GIS to create a community report of findings	Jan-Mar 2010		BB/Sustainability Board/ PTO/MHS Earth Club/Env. Sci. classes	
	5. Present report and recommendations to City of Menasha Common Council/Town of Menasha Board regarding necessary safety/usability recommendations	June 2010		BB/Sustainability Board/ PTO/MHS Earth Club/Env. Sci. classes	
GOAL	ACTIONS	TIMELINE		PERSON RESPONSIBLE	COST
E. Revitalize the MHS Earth Club to promote student involvement in school and community sustainability projects	1. Recruit student members during student orientation/club activity sign up	Aug 2009		BB	
	2. Engage students in creating displays on sustainability for MHS students, Town of Menasha/City of Menasha	Sept-Dec 2009		BB/Earth Club officers	
	3. Involve students with “Safe Routes to School” project	Sept 2009-June 2010		BB/Earth Club officers	Possible grant funding through municipality/state
	4. Plan a Sustainability/Energy Fair to coincide with Earth Day/Arbor Day	Sept 2009-June 2010		BB/Earth Club officers	Possible grant funding through sustainability board

	5. Begin to investigate participation in Wisconsin's Green and Healthy School program	Jan-Dec 2010		BB/Earth Club officers/"Green Team"	Needs to be determined