

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD
Shorewood, Wisconsin
September 27, 2022 AGENDA

SCHOOL BOARD MEETING
7:00 PM
Shorewood High School Library Media Center (LMC)
1701 East Capitol Drive
Shorewood, WI 53211

Community members may attend the School Board meeting in person; masks are recommended, but optional.

Parking is available in the Shorewood High School lot; please enter through the new Administration Building doors and take the west stairs up to the second floor. *The building elevator can be accessed near the east stairs.*

Due to active health and safety concerns associated with the ongoing COVID-19 pandemic, attendees can use the alternative method of access that the District is providing on Zoom:

Join Zoom:

<https://us02web.zoom.us/j/81599627722>

Meeting ID: 815 9962 7722

One tap mobile

+16468769923,,81599627722# US (New York)

+13017158592,,81599627722# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 815 9962 7722

Find your local number: <https://us02web.zoom.us/j/81599627722>

This meeting notice was posted on September 22, 2022.

I. 7 pm CALL TO ORDER

A. Adopt the Agenda (GC2)

B. Overarching Result for Shorewood School District (R1)

Our students are leaders who challenge themselves to grow and achieve academically, pursue their passions, navigate change, learn continuously and contribute to the common good.

C. Awards and Recognitions

II. 7:05 pm STUDENT ACHIEVEMENT AND RESULTS (R1) Shorewood High School Student Council

III. 7:25 pm PUBLIC COMMENTS #1 (GC3)

Initiate and maintain effective communication with the citizens and other important stakeholder groups as a means to engage them in the work of the Board and the District.

IV. 7:40 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Approval of OE-10 (Facilities) Operational Expectations Monitoring Report Heather Heaviland and Tony Seidita 3

B. Community Engagement Updates: Linkages and Key Communicators Schedule, Board Liaison Assignments and Work Groups

V. 8:40 pm BOARD CONSENT AGENDA (GC2)

A. Approval of Board Meeting Minutes September 13 Closed Session and Regular Board Meeting 19

B. Approval of Revised Board Bylaws 22

VI. 8:45 pm PUBLIC COMMENT #2 (GC3)

Initiate and maintain effective communication with the citizens and other important stakeholder groups as a means to engage them in the work of the Board and the District.

VII. 9:00 pm BOARD MEMBER REPORTS

A. Village Bi-Board Meeting 24

VIII. 9:10 pm SUPERINTENDENT'S REPORT 29

IX. 9:20 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of Monthly Financials 32

B. Approval of Line of Credit 40

X. 9:25 pm PUBLIC COMMENT #3 (GC3)

Initiate and maintain effective communication with the citizens and other important stakeholder groups as a means to engage them in the work of the Board and the District.

XI. 9:40 pm REVIEW OF 'TO DO' ITEMS

XII. 9:45pm FUTURE AGENDA ITEMS

XIII. 9:50 pm RECESS AND DEBRIEF



Shorewood
SCHOOL DISTRICT

**Operational Expectations Monitoring Document
OE-10 Facilities**

Certification of the Superintendent: *With respect to Operational Expectation 10 (Facilities), taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and is:*

- In Compliance
- In Compliance with Noted Exceptions
- Not in Compliance

Signed: JoAnn Sternke, Interim Superintendent **Date:** September 27, 2022

Executive Summary

The 2021-2022 school year saw the continuation, and for some buildings, completion of major improvements to Shorewood School District (SSD) facilities. In alignment with the 2019 referendum approved by Shorewood voters, SSD continued work to modernize while maintaining Shorewood’s historic school facilities. The \$65M referendum focuses on critical projects that impact safety, security, accessibility, building systems and infrastructure, as well as learning spaces for students and staff. Renovations were substantially completed at both Atwater and Lake Bluff Elementaries in addition to the Shorewood High School Administration, Auditorium, PE Building, and Power House buildings. Work on the Arts and Sciences building as well as Shorewood Intermediate School continued through the summer of 2022 and are expected to be completed in the fall of 2022.

These improvements address some of the most pressing facility issues and have significantly improved learning environments through the District. Our historic buildings will need additional investment over time in order to ensure that we are continuing to support learning with high-quality and well-preserved spaces. To that end, SSD completed two major activities during the 21-22 school year. First, the District completed an extensive review of four different Computerized Maintenance Management Systems (CMMS), culminating in the execution of an agreement with [Facility Manager Professional](#) (“FM Pro”). The FM Pro system is a comprehensive facilities and grounds management system that will provide the District with a significantly enhanced system for documenting and tracking facility maintenance needs and fulfillment. Implementation of the system began in late spring 2022 and is expected to be completed in the spring of 2023.

Once launched, FM Pro will also support District planning for needed facility investments. As a step in this process, the District completed an update to the 10-year projections during the 21-22 school year. The updated plan reflects anticipated status of improvement needs, following completion of all referendum-funded projects. Using industry standards for replacement timelines and available information regarding existing conditions of major building systems, the total cost for facility maintenance only (excluding grounds) exceeds the expected funds to be available through the annual investment of \$275,000. As we look to the future, the District will need to either allocate additional operating funds to facilities maintenance or prioritize only the most essential items on an annual basis.

Disposition of the Board: With respect to Operational Expectation 10 (Facilities), the Board:

- Accepts the report as fully compliant
- Accepts the report as compliant with noted exceptions
- Finds the report to be noncompliant

Summary statement/motion of the Board:

Signed: _____, Board President Date: _____

OE-10: Facilities

The Superintendent shall assure that physical facilities support the accomplishment of the Board's **Results** policy.

Superintendent Interpretation

- **Physical facilities** shall mean all buildings, grounds and infrastructure (excluding technology) throughout the District.
- **Support the accomplishment** shall mean provide the opportunity to succeed by minimizing lost academic time and provide a physically safe and clean learning environment while providing space adequate for authentic learning opportunities.
- The Board's **Results** policy is defined in R-2, R-3, and R-4.

<p>OE - 10.1 The Superintendent will develop and execute a plan that establishes priorities for construction, renovation and maintenance projects that :</p> <ol style="list-style-type: none"> a. Assigns the highest priority to the correction of unsafe conditions; b. Honors the historical significance and aesthetic value placed by the community in the District’s facilities; c. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles; d. Plans for and schedules preventive maintenance; e. Plans for and schedules system replacement when new facilities open, facilities are renovated or systems replaced; f. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the District. 	<p style="text-align: center;"><u>Superintendent</u></p> <p style="text-align: center;">Compliant</p> <p style="text-align: center;">Compliant with Exceptions</p> <p style="text-align: center;">Not Compliant</p>	<p style="text-align: center;"><u>Board</u></p> <p style="text-align: center;">Compliant</p> <p style="text-align: center;">Compliant with Exceptions</p> <p style="text-align: center;">Not Compliant</p>
--	---	--

Superintendent Interpretation:

- **Plan** shall mean a Facility Master Plan, coordinated with an annual capital maintenance budget and the District computerized maintenance management system (CMMS).
- **Projects** shall mean major work identified in the capital maintenance budget, funded by bond issues or borrowing specific to capital maintenance, or facilities replacement/renovation.
- **Correction** shall mean bringing a condition into compliance with the applicable code or generally accepted industry standard for safety.
- **Unsafe condition** shall mean a condition that does not meet an applicable code or generally accepted industry standard or a condition that can reasonably be expected to cause physical harm.
- **Intended life cycle** shall mean the expected time that a system will operate based on manufacturer’s data until renovation or replacement is required.
- **New facilities open** shall mean the date of receipt of the Certificate of Occupancy.
- **Facilities are renovated** shall mean the date of receipt of the Certificate of Occupancy.
- **Systems replaced** shall mean the date of Certificate of Occupancy or closing of the applicable permit.
- **Growth patterns** shall mean trends in student population size.
- **The financial and human impact individual projects will have on other parts of the District** shall mean taking into consideration the budget implications, effects resulting from human activity, and other costs to other departments of the District due to the scheduling and completion of projects

<p>Board Indicator 1: The District Facility Master and Capital Maintenance Plan, including a 5 year prioritized capital maintenance plan, and long range facilities plans which addresses functional support of district educational initiatives and architectural recognition of historic and aesthetic qualities, is presented to the Board annually.</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
--	--	---

Evidence: The Shorewood School District Facilities Master Plan is used to guide both our referendum projects and annual maintenance schedule. At the April 26, 2022 meeting, the plan was discussed and used to inform decisions regarding the addition of projects to the referendum scope of work; a total of \$1,436,000 was allocated for additional projects as a result of this discussion. As part of the Master Plan, capital maintenance projects were also marked for ongoing annual capital maintenance. Passage of the referendum in 2019 has allowed the District to put aside \$275,000 for ongoing capital maintenance. A 10-year prioritized list has been developed as part of this process, as well as using Fund 41 for the financial support of this plan. See attached 10-year Forecast.

<p>Board Indicator 2: The District reports annually to the Board as to the completion of items from the previous year’s facilities and maintenance plan</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
--	--	---

Evidence: The focus of the 2021-2022 school year was on completion of referendum projects. Facilities updates have been a staple of School Board meetings for the past year, with detailed updates on construction and related facilities maintenance issues provided to the Board at the first meeting of each month.

Attached to this report is the 10-year forecast for facilities and maintenance.

Board Comments:

OE- 10.2 The Superintendent will project life-cycle costs as capital decisions are made.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Project** shall mean calculate using cost analysis methodology.
- **Life cycle costs** shall mean the total acquisition and operational costs of a system, piece of equipment, or facility based on the manufacturer’s design life expectancy.
- **Capital decisions** shall mean projects and expenditures with the following characteristics: 1) System or component has a life cycle greater than 15 years, 2) Comparison of systems may generate a difference in life-cycle costs greater than \$100,000, and 3) Project costs are greater than \$100,000.

Board Indicator 1: 80% or more of equipment identified for replacement on an annual age and obsolescence plan is replaced each year.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: HVAC equipment was replaced throughout the District. No additional equipment was identified for replacement this year.		

Board Indicator 2: Life-cycle/cost analysis is used to determine capital decisions for facility improvements.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The Building and Grounds Manager and the Director of Business Services have a process to consider life-cycle/cost analysis in decisions for facility improvements. The following factors are considered with all capital purchases: <ul style="list-style-type: none"> - Current life expectancy - Extension of life expectancy with improvement - Cost of improvement - Cost of replacement - Life expectancy of replacement 		

Board Comments:

OE- 10.3 The Superintendent will assure that facilities are safe, clean and properly maintained.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Safe** shall mean free from physical hazards or dangers to students, staff, and stakeholders.
- **Clean** shall mean relatively free of trash (except in approved receptacles) and dirt, and conforming to applicable health department standards.
- **Properly maintained** shall mean ensuring that the facilities are code compliant, are able to pass required inspections, and are reasonably preserved from failure or decline.

Board Indicator 1: The District passes all required annual inspections and construction inspections in accordance with applicable federal, state and local codes.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: All annual inspections have been completed, passed and are filed with the District Building and Grounds office. In 2021-2022 the following were inspected: kitchen fire suppression, sprinklers, fire extinguishers, emergency/exit lights, pools, whirlpool, bleachers, state boiler inspections, backflow and cross connection, asbestos inspection and notifications. Elevators are currently in compliance with state standards; however, the state is currently backlogged and has not provided an updated license.		

Board Indicator 2: The District completes 50% of scheduled maintenance in the CMMS within 7 days, and 90% of scheduled maintenance in the CMMS within 60 days.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The District is in the process of replacing the current CMMS (computerized maintenance management system), which does not allow for tracking of maintenance completion, with a new system that will allow for this functionality. Scheduled maintenance is currently being entered as work orders and is completed on a timely basis.		

Board Indicator 3: 95% of critical building systems receive preventative maintenance at prescribed levels.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: All scheduled preventative maintenance was completed with the exception of items that could not be completed due to construction occurring in the area of work.		

Board Indicator 4: Safety inspections are conducted annually in every District facility. 100% of recommendations from safety inspections are reviewed and prioritized for action based on safety, security and funding, and included on the 5 year capital maintenance plan.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The District has complied with all required Federal, State and Local code inspections. Fire safety inspections have been a routine part of the referendum project and, as a result of recommendations provided, the District has made a significant investment in additional fire prevention infrastructure.		

Board Comments:

OE- 10.4 The Superintendent will develop and consistently administer facilities use guidelines delineating: a. Permitted uses; b. The applicable fee structure; c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair; d. Consequences and enforcement procedures for public users who fail to follow the established rules.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Develop and consistently administer** shall mean write, adopt, and enforce.
- **Facilities use guidelines** shall mean a District policy governing the usage of any field, building, or portion of a building.
- **Applicable fee structure** shall mean the District approved charge for use of facilities.
- **Clear user expectations** shall mean written rules and requirements.
- **Cleanup** shall mean removing trash and restoring the facility to the condition prior to renting.
- **Security** shall mean safety measures to protect the facility and the materials and property within the facility.
- **Insurance** shall mean property insurance and general liability insurance.
- **Damage repair** shall mean restoration of any harm or loss to the building or restoration of any harm to materials or property within the facility.

Board Indicator 1: The District maintains community facility use policy.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant

	Not Compliant	Not Compliant
Evidence: District Policy 7510		

<p>Board Indicator 2: The District Recreation Department reports annually that all community usage of District facilities for the previous school year were in accordance with the policy guidelines, specifically:</p> <ul style="list-style-type: none"> • 100% of community groups that used District facilities paid the appropriate fee for usage. • 100% of District facilities were returned to pre-rental condition upon conclusion of every event. • 100% of District facilities used by community groups were monitored by the District staff and 100% events were conducted safely and appropriately in accordance with District policy. 	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
	Evidence: In the last 12 months, there has been one reported incident of unpaid facilities rental and no reports of unrepaired damage caused by facilities rental, or unsafe use of District facilities by the community. With respect to the one incident of non-payment, multiple attempts to secure payment were made culminating in revocation of the renter's future ability to use District facilities.	

Board Comments:

OE- 10.5 The Superintendent may not build, name, or renovate buildings.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Build** shall mean the initial construction of a facility or addition to an existing facility.
- **Renovate** shall mean the restoration of a facility, a portion of a facility, or system within a facility at a cost exceeding \$25,000.

Board Indicator 1: All construction and renovation projects greater than \$25,000 receive prior approval from the BOE.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: One project, other than previously approved referendum projects, repairs to the VHE pool, exceeded the \$25,000 threshold. This project was approved in advance by the BOE.		

Board Comments:

OE- 10.6 The Superintendent may not recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Land acquisition** shall mean obtaining property through purchase or developer dedication.
- **Growth patterns** shall mean student enrollment increase (or decline) trend data.
- **Comparative costs** shall mean a total development cost analysis of potential sites.
- **Construction and transportation factors** shall mean potential issues regarding site selection pertaining to ability to build and to safely transport students.
- **Extraordinary contingency costs** shall mean unplanned and non-budgeted changes.
- **Potential natural and man-made risks** shall mean unforeseen issues that are naturally present on the site or that were previously introduced to the site by a previous owner.

Board Indicator 1: The Board is briefed through executive summaries on all recommended land acquisition projects, to include growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks prior to the District entering into any agreement for the purchase or dedication of land.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant

Evidence: There were no land acquisitions during Fiscal Year 2022.

Board Comments:

OE- 10.7 The Superintendent may not authorize construction schedules and change orders that significantly increase the cost or reduce quality.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions	Compliant with Exceptions
	Not Compliant	Not Compliant

Superintendent Interpretation:

- **Change orders** shall mean a change in the scope of a project that produces a corresponding change in the cost, schedule, or quality of the project.
- **Significantly increase the cost** shall mean a change greater than 15% or more than \$100,000 above the original contract amount (whichever is smaller).
- **Reduce quality** shall mean changing approved design specifications to a lower standard or accepting work that does not meet the approved design specifications.

Board Indicator 1: All contracts and projects are administered so that construction change orders are rarely needed and, if so, do not increase costs by 15% or more than \$100,000 above the original contract amount (whichever is smaller), or reduce the quality of the intended project.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant

Evidence: All construction change orders executed in Fiscal Year 2022 are detailed on the attached "Change Orders - FY22." All items that were in excess of \$100,000 were Board-approved and all change orders were reported to the Board in monthly reports provided by Mike Huffman/Huffman Development. None of these changes increased the overall \$65M project budget and were instead managed through re-allocation of project funds and/or use of dedicated owner's contingency.

Board Indicator 2: The BOE is briefed on any schedule changes or change orders that significantly increase the cost or reduce quality prior to approval of the schedule change or change order.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant

Evidence: The project owner's representative, Mike Huffman of Huffman Development, provided monthly reports to the Board outlining project status and highlighting any project changes in addition to a semi-annual detailed project and budget report.

Board Comments:

Shorewood School District - Capital Maintenance Scheduled

9/20/22

Item	Frequency	Type	Location	Funding Source	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FUTURE	Grand Total
Electral panel replacement (Auditorium)	One Time	Capital Project	SHS	F49	30,000												30,000
Exterior handrail replacement	One Time	Capital Project	SHS	TBD				50,000									50,000
Lighting - VHE	One Time	Capital Project	SHS	F80			75,000										75,000
VHE pool - misc tuckpointing, etc	One Time	Maintenance	SHS	F80			93,000										93,000
Boiler - VHE	One Time	Capital Project	SHS	F80	100,000												100,000
Exterior Facade Cleaning	One Time	Capital Project	ATW	F49	115,000												115,000
Exterior Facade Cleaning	One Time	Capital Project	LB	F49	120,000												120,000
Exterior Facade Cleaning	One Time	Capital Project	SHS	F49	200,000												200,000
Auditorium safety improvements	One Time	Capital Project	SHS	F49	200,000												200,000
Landscaping	One Time	Capital Project	Districtwide	F49	150,000												150,000
Landscaping/Field Maintenance	Recurring	Maintenance	Districtwide	TBD		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		500,000
Clock system	One Time	Capital Project	SHS	TBD												50,000	50,000
CCTV	Recurring	Maintenance	Districtwide	F10		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		100,000
Tuckpointing - 5%	Recurring	Maintenance	Districtwide	TBD				75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000		600,000
Interior painting - Allowance	Recurring	Maintenance	Districtwide	TBD		25,000	50,000	50,000	75,000	100,000	100,000	100,000	100,000	100,000	100,000		800,000
Carpet replacement - 10%	Recurring	Maintenance	Districtwide	TBD						50,000	75,000	125,000	125,000	175,000	175,000		725,000
Ceiling tile replacement - 10%	Recurring	Maintenance	Districtwide	TBD		5,000	5,000	5,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000		180,000
HVAC/Air handler replacement	One Time	Capital Project	ATW	TBD									250,000				250,000
Plumbing replacement	One Time	Capital Project	ATW	TBD									75,000	75,000	75,000		225,000
Roof Replacement	One Time	Capital Project	SIS	F41			86,000				381,080					318,260	785,340
Interior door replacement	Phased	Capital Project	ATW	TBD						25,000	25,000	25,000	25,000	25,000	25,000		150,000
Casework replacement	Phased	Capital Project	ATW	TBD					25,000	25,000	25,000	25,000	25,000	25,000	25,000		175,000
HVAC Replacement - EEC	One Time	Capital Project	ATW	F41						175,000							175,000
Casework replacement	Phased	Capital Project	LB	TBD					25,000	25,000	25,000	25,000	25,000	25,000	25,000		175,000
Storm water management	One Time	Capital Project	LB	TBD					75,000								75,000
Interior door replacement	Phased	Capital Project	LB	TBD						25,000	25,000	25,000	25,000	25,000	25,000		150,000
Air handler (cafeteria) replacement	One Time	Capital Project	LB	F41							100,000						100,000
Plumbing replacement	One Time	Capital Project	LB	TBD									75,000				75,000
HVAC Replacement - EEC	One Time	Capital Project	LB	F41						175,000							175,000
Plumbing replacement	One Time	Capital Project	SIS	TBD									75,000	75,000	75,000		225,000
Casework replacement	Phased	Capital Project	SIS	TBD					25,000	25,000	25,000	25,000	25,000	25,000	25,000		175,000
Air handler Replacement	One Time	Capital Project	SIS	F41											425,000		425,000
Boiler replacement	One Time	Capital Project	SIS	F41									350,000				350,000
Chiller replacement (cooling tower)	One Time	Capital Project	SIS	TBD				100,000									100,000
Chiller replacement (RTU)	One Time	Capital Project	SIS	TBD					250,000								250,000
HVAC Controls --> DDC	One Time	Capital Project	SIS	TBD						50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000
Emergency lighting -fitness and pool	One Time	Capital Project	SHS	F80						25,000							25,000
Casework replacement	One Time	Capital Project	SHS	TBD						25,000	25,000	25,000	25,000	25,000	25,000		150,000
Roof Replacement	Phased	Capital Project	SHS	TBD			127,160	310,580		267,500		342,980	241,780	62,300	244,000		1,596,300
Window Repair	Recurring	Capital Project	SHS	TBD			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000		90,000
Roof Replacement	One Time	Capital Project	ATW	TBD		364,480				393,640							220,320
Roof Replacement	One Time	Capital Project	LB	F41						954,820							220,320
Furniture	Recurring	Equipment	Districtwide	TBD										125,000	125,000		250,000
VHE Pool - new filtration system	One Time	Capital Project	SHS	F80			100,000										100,000
VHE Pool - plumbing	One Time	Capital Project	SHS	F80				50,000									50,000
HVAC Controls --> DDC	One Time	Capital Project	ATW	TBD						50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000

Change Order 32: \$138,907.78 for additional fire protection and additional asphalt paving at Atwater as approved by the BOE.

Change Order 33: \$20,973.84 for changes to site design as Lake Bluff and EEC (additional landscaping, concrete and asphalt).

Change Order 34 & 35: Shifted project dollars (\$27,870) from Arts & Sciences to HS Admin for replacement of existing failed windows. The problem is more prevalent at the HS Admin building.

Change Order 36 & 37: Shifted unused project dollars related to the copper dome repair (\$189,964.59) from HS Admin to the Arena/Pool.

Change Order 38: \$100,000 This merely deducts an unused portion of Miron's contract dollars from the Administration Building project (winter conditions allowance). See the next C.O. reallocation of these funds.

Change Order 39: \$1,350,000 for work in and around the Powerhouse building as approved by the B.O.E. in July 2021. These funds came from:

- \$100,000 savings on winter conditions allowance within Miron contract
- \$500,000 previously budgeted for the Powerhouse (now transferred into Miron's contract)
- \$750,000 transfer of owner contingency funds into Miron's contract

Change Order 40: \$102,991 for replacement of stairwell fire doors in the HS Administration building. This added work was approved by the BOE in April at \$70k and then in September for the balance.

Change Order 41: \$33,579 for additional fire sprinkler work at Lake Bluff. This is within the BOE approved funding for fire suppression at Lake Bluff and Atwater.

Change Order 42: \$167,020 for undercut of unsuitable soils and imported material to form an appropriate sub-base for the asphalt playground/drive at Lake Bluff. This contingency spending was approved by the BOE in September.

Change Order 43: \$10,776 for repair of a broken water main line in front of the Fitness Center.

Change Order 44: \$5,713.76 for added fire alarm devices required by the Fire Marshall during inspection of Lake Bluff Elementary

Change Order 46: \$104,279.71 for additional repairs and upgrades to the Arena and Pool at the High School. Included are items approved by the BOE

- Catwalk repair above Arena ceiling as approved in April
- Repair stormwater drainage system (broken pipe, trench drain) at lower level of Pool/Arena as discussed in October meeting
- Additional work related to HS Campus fire alarm upgrades as approved in November 2020

Change Order 45: In October Miron presented us with change order #45 which captured the cost of eliminating a large air intake grill at the exterior wall of the Powerhouse (\$7,880). This work is necessary as part of our mission to eliminate water infiltration. However, we rejected the change order and instructed Miron to utilize in-contract contingency funds rather than increase their contract amount for this work. This caused grief with their accounting department. Consequently, they scraped change order #46, which we had already signed (reported to you in November) and reissued it as a new CO #45.

Change Order 46R: \$24,398 for added cameras, access point, speakers and power outlets in the HS Administration Building. Also added parking lot signs and steel bollards to protect gas meter.

Change Order 47: \$3,591 for adding 6 speakers at the Fitness Center per IT staff instruction.

Change Order 48: \$6,059 – final costs for repairing the broken plumbing line below ground within the Arena/Pool lower level.

Change Order 49: \$85,187 – IT cabling upgrades at HS Administration Building. This is not a new cost, but rather a shift of budgeted dollars (\$300,000 budget line) into our contract with Miron.

Change Order 50: \$15,705 – IT cabling upgrades at Arena/Pool (portion of building). This is not a new cost, but rather a shift of budgeted dollars (\$300,000 IT budget line) into our contract with Miron.

Change Order 51: \$43,352 – IT cabling and systems upgrades at Atwater. This is not a new cost, but rather a shift of budgeted dollars (\$300,000 budget line) into our contract with Miron.

Change Order 52: \$95,803 – IT cabling and systems upgrades at Lake Bluff. This is not a new cost, but rather a shift of budgeted dollars (\$300,000 budget line) into our contract with Miron.

Change Order 53: \$4,454.38 – Fire alarm corrections at the Pool/Arena per North Shore Fire Department.

Change Order 54: \$3,512.04 – Install antenna at Atwater EEC for fire alarm redundant communication per North Shore Fire Department.

Change Order 55: \$5,318.76 – Miscellaneous utility modifications at close-out of Lake Bluff project (kitchen plumbing revisions, power for new water heater, power for new sump pump, etc.)

Change Order 56: \$50,529.88 – IT cabling and systems upgrades at SIS. This is not a new cost, but rather a shift of budget dollars (\$300,000 budget line) into our contract with Miron.

Change Order 57: \$1,266.07 – Added control valve in fire protection line at Fitness Center per North Shore Fire Department.

Change Order 58: \$12,648.29 – Added sprinkler heads above ceilings at HS Admin per NSFD

Change Order 59: \$76,035.38 – In-contract contingency funds have been increased for the Arena/Pool building accounting

Change Order 60: (\$76,035.38) – In-contract contingency funds have been decreased for the Arts & Sciences building accounting

Change Orders 61 & 70: \$66,183.76 – Upgrade fire alarm system at Arena/Pool. This is the final component of the HS Campus fire alarm upgrade that the SSD BOE approved in November 2020.

Change Order 62: \$3,018.53 –Add security cameras and modify PA speakers at HS Admin.

Change Orders 63&64: These change orders shift in-contract contingency between HS Auditorium and HS Admin.

Change Order 65: \$72,357.42 –Added work scope at SIS as approved by BOE for Owner Contingency use

Change Order 66: \$209,679.45 –Replacement of HS Admin elevator cab and mechanical components as approved by SSD BOE in April 2021.

Change Order 67: \$33,440.97 – Replacement of windowsills on the 3rd floor of SIS. Required for replacement of windows but not included in bid documents as was shown on other floors.

Change Order 68: \$31,959.86 – Addition of fire lane for access to Atwater per NSFD.

Change Order 69: \$52,509.73 – Boiler loop modifications at HS Campus as discussed with BOE.

Change Order 71: \$2,480.78 – Final reconciliation with Miron of the contract value at Lake Bluff.

Change Order 72: \$61,038.57 – Boiler loop modifications at Lake Bluff as discussed with BOE.

Change Order 73: (\$387.37) - Final reconciliation with Miron of the contract value at Atwater.

Change Order 74- 77 - These change orders shift in-contract contingency from HS Powerhouse to Arts & Sciences, Admin, Arena/Pool.

Change Order 78: \$12,861.44 – Added work scope (fire lane gate, additional white boards) at HS Admin as approved by SSD BOE in April.



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
September 13, 2022

Board Member Participation: Paru Shah, President
Emily Berry, Vice President
Becky Freer, Clerk
Ellen Eckman, Treasurer
Abby Fowler, Board Member
Emmett Joslyn, Student Representative
Bella Busby, Student Representative

District Staff Participation: JoAnn Sternke, Interim Superintendent
Heather Heaviland, Director of Business Services
Janice Carter, Principal, Atwater Elementary

I. 7:03 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Emily Berry and SECONDED by Becky Freer

AYE: 5 NAY: 0

II. 7:06 pm STUDENT ACHIEVEMENT

Atwater Elementary School 6th Grade PERKS

III. 7:30 pm PUBLIC COMMENT #1 - no comments

IV. 7:34 pm BOARD BUSINESS AND BOARD ACTION

A. Board Candidate Appointment and Update of Board Officers

Motion to Appoint Abigail Fowler to the Board to complete Pablo Muirhead's term

MOVED by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

Motion to Appoint Becky Freer Board Clerk

MOVED By Emily Berry and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

B. 25-Year Service Award Presentation to Roxanne Tibbits

C. Facilities Projects Updates, Mike Huffman

Motion to Approve Owner Change Order and reallocation of up to \$220,000 from Owner's Contingency to Current Project Budget

MOVED by Ellen Eckman and SECONDED by Emily Berry

AYE: 5 NAY: 0

D. Resolution Authorizing Temporary Borrowing in the an Amount Not to Exceed \$4,750,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program

MOVED by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

E. Approval of OE -3 (Treatment of District Constituents) Operational Expectations Monitoring Report

MOVED by Emily Berry and SECONDED by Ellen Eckman AYE: 5 NAY: 0
F. Approval of OE-7 (Communicating with Village Residents and Public Audiences) Operational Expectations Monitoring Report
MOVED by Emily Berry and SECONDED by Becky Freer AYE: 5 NAY: 0
G. Fall 2022 Board Linkage and Key Communicators Group Meetings Schedule
H. Superintendent Search Process
I. Board Bylaws Revisions

V. 9:52 pm BOARD CONSENT AGENDA

Approval of August 10 Board Meeting Minutes - Closed Session and August 10 Regular Board Meeting

Approval of August 31 Board Meeting (Candidate Interviews and Appointment)

Approval of April 14 Board Meeting Closed Session

MOVED by Ellen Eckman and SECONDED by Becky Freer AYE: 5 NAY: 0

VI. 9:53 pm BOARD MEMBER REPORTS

SEED Foundation Board Meeting and Wisconsin Public Education Network

VII. 9:56 pm PUBLIC COMMENT #2

Dawn Blackmore 4240 North Ardmore

Julie Wernke 4452 North Ardmore

VIII. 10:10 pm SUPERINTENDENT'S REPORT

IX. 10:18 pm SUPERINTENDENT'S CONSENT AGENDA

Approval of 2022-2023 SEA Agreement; Approval of SHS Student Trip to Morocco (March 2023); and Approval of SHS Student Trip to Boston/Model UN Conference (January 2023)

MOVED by Emily Berry and SECONDED by Ellen Eckman AYE: 5 NAY: 0

X. 10:20 pm PUBLIC COMMENT #3 - no comments

XI. 10:21 pm REVIEW OF 'TO DO' ITEMS

Fall Linkage Meetings, Key Communicators Group Meeting, School Perceptions Community Survey changes for 2023; marketing strategies, reassignment of Pablo Muirhead's Board assignments, 2022 Village tax insert

XII. 10:22 pm FUTURE AGENDA ITEMS

Approval of Bylaws revisions

XIII. 10:23 pm RECESS AND DEBRIEF



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes - Closed Session
Shorewood High School Library Media Center
September 13, 2022 at 6:15 pm

Board Member Participation: Paru Shah, President
Emily Berry, Vice President
Ellen Eckman, Treasurer
Becky Freer, Clerk
Abby Fowler, Member at Large

District Staff Participation: JoAnn Sternke, Interim Superintendent
Kate Harder, Director of Special Education and Student Services

President Paru Shah called the meeting to order at 6:15 pm.

Motion by Paru Shah to meet in Closed Session to discuss the District's Annual Report of Seclusion and Restraint data for the 2021-2022 school year, pursuant to Section 118.305 of the Wisconsin Statutes addressing the use of seclusion and physical restraint in schools.

Motion to leave Closed Session by Paru Shah.

Meeting adjourned by Paru Shah without objection at 6:45 pm.

Shorewood School District
Bylaw 111
District Vision

Our district's vision is: *Equity, Growth and Excellence for All.*

Approved: Sept. 27, 2022

Shorewood School District
Bylaw 142
School Board Legislative Program

One of the School Board's important functions is to serve as an advocate for the District and all of its students, and, more generally, as an advocate for public education and educational excellence and equity.

The Board authorizes and encourages the District Administrator and Board President to structure portions of Board meetings as advocacy opportunities, including by showcasing particular student accomplishments, District programs, and District partnerships and by using meeting time to identify and address legislative and other advocacy opportunities.

The Board will also consider the extent to which standing or ad hoc committees might be utilized to further the Board's advocacy and engagement goals. For example, the Board may build such goals into a specific charge that is given to one or more committees.

Specifically related to legislative and public policy issues, the Board seeks to both proactively and reactively engage and advocate on behalf of the District and its students with lawmakers, agency personnel, and other government officials.

On matters of common concern, the Board will leverage the resources and activities of interest-based collaborations and of regional and statewide associations that are pursuing shared interests and objectives.

In the performance of their duties and regardless of their personal views, those individuals who are authorized to act as spokespersons for the express purpose of advocating District interests and Board positions to lawmakers, agency personnel, and other government officials shall convey such interests and positions in a manner that is consistent with any specific or general direction that has been given by the Board.

The authorized spokespersons shall likewise adhere to any limitations on their authority as may be specified by the Board.

In pursuing the Board's legislative and public policy advocacy goals, neither the Board nor any District employee or authorized agent of the Board, while acting in his/her official District capacity, may (1) campaign for or against any particular candidate(s) in an election; (2) use District funds to make contributions to any candidate or political committee; or (3) use any public resources for any other political purpose that is prohibited by law.

LEGAL REF.: Wisconsin Statutes 120.13

Approved: October 25, 2016

Revised: September 27, 2022

Shorewood Bi-Board Committee Meeting
September 1, 2022 4-5:30 pm
Shorewood Village Hall, 2nd floor Committee Room
3930 N. Murray Ave, Shorewood, WI 53211

Meeting Summary

1. Call to Order and Statement of Purpose. 4:15pm

Welcome - Introductions took place .

Statement of Purpose: Reviewed. No questions.

2. Roll call- Tr. Arndorffer (JA), Pres. McKaig (AM), Pres. Shah (PS), SBDir Eckman (EE) present. In attendance: SBDir Berry (EB), Tr. Lynn (JL), Tr. Couto (EC), Kristin Vogel (KV) (Mke Cty Office of Equity), Dori Frankl- Steigman (DFS) resident, Dr. Deborah Blanks (DB) Village consultant and resident.

3. Review and approve 8/15/22 Meeting Summary and President McKaig Report to Village Board. Attachments. Consensus to approve.

4. Review and adopt resources to foster social cohesion to dismantle racism. Attachment. Consensus. 1) Agreement: these terms, definitions, guiding documents. 2) Sharing them in the context of a shared statement of values could be meaningful. 3) AM will take lead on drafting a statement based on input from discussion before next meeting.

Discussion points:

-terms are not meaningful unless they are included in policy

-where would this statement "live" on a website/page?

-what would be different if a statement were supported, what impact is this intended to have?

-while focus on white people/people with privilege taking a more active role in removing barriers to EDI is important, statements must be clear that voices and experiences of directly impacted people and people of color will not be left behind, that is a familiar pattern

-how is this supposed to engage the community to actively support the work?

-this is an important step, the need to dismantle racism and advance work that supports EDI needs to be clearly stated and communicated and linked to action (even if it is very small and not enough)

-it's important to commit to the long term policy and practice change work AND the real-time impact of systemic racism and internalized white supremacy/culture of whiteness that are present in our daily interactions and decisions, otherwise it is a message that people's experiences aren't important or valid until policy is changed, we can do both

- different interests and opportunities- recent discussion of school district climate as experienced by Black administrators generated awareness and concern: why are leaders and community members allowing this? What can we as Bi-board reps do to change that climate experience? What can the Bi-board reps do to encourage more leadership from our colleagues and the community-at-large to actively support work that changes this climate, knowing that this is a complex function of historical and systemic racism - if there wasn't resistance to dismantling systemic racism, it would be done. There are social and structural barriers - legislation works on

the structural, leadership works on the social. Leadership vs. Legislation. Bi-Board can coalesce around leadership more immediately than legislation. But we have to do both.

- AM reported asking Former Director Coleman and Director Tucker about ways to support them and the equity work. Both emphasized the need for more members from the community who are willing to express public support for work that advances EDI, and to directly engage community members and stakeholders who oppose the work and want it to stop. AM stated that responding to this request is the reason she suggested convening the Bi-Board and has been talking to community members about this need.
- what is the role of the Human Relations Commission (HRC) in this issue? AM reported status of HRC in terms of vacancies, staff support, and quorum. PS will look into student member vacancies. AM refocused group on identifying steps Bi-Board can take towards engaging colleagues and community. Meeting with HRC chair might be one of those steps, for example.

5. Discuss and consider next steps. Attachment forthcoming. (no attachment at meeting, discussion only)

Consensus:

- 1) Interest in continuing to use Bi-Board as a place of discussion, reflection, collaboration and action to respond to the request for increased public support of work that removes barriers to and advances EDI objectives. Until there is another group to foster this specific objective, Bi-Bd is assigning the work to themselves and will seek support from both boards to do so.
- 2) Interest in engaging HRC to determine interest in convening community members with an interest in actively supporting School and Village initiatives as well as engaging residents who oppose the work due to misinformation.
- 3) Interest in partnering for community screening of Who We Are, discussed Mke Film as a potential resource and partner.
- 4) Interest in developing a shared statement that colleagues can support in 2 ways: board action or sign-on as individuals. This is a response to a current need, not a replacement for long term commitment to policy work.
- 5) **Next meeting scheduled: 9/14/22 - 4:30 - 6pm (if 90 minutes is needed). AM is deferring this date needing more time to complete follow-up tasks.**

Points of Discussion:

- outline statement of support, support for those definitions, bb willing to do the volunteer to support this community engagement, separating policy work will occur over time.
- ideas for promoting the Social Justice webpage
- these meetings are important, caution: asking people to take on a role without structure and support can backfire- especially with racial equity because it makes people so uncomfortable
- concerns stated around failure and entropy: inviting People (with privilege) to publicly support Village and School EDI work won't be effective, unless there is some structure/ support/ someone in charge, history supports that pattern
- hear ideas in this discussion but don't hear how these things will actually happen
- hear synergy of support for leadership distinct from legislation,
- hear different ideas of what leadership in the community could look like- and thinking some group should take that on - what are we willing to do to lead differently to get a

different outcome? This doesn't mean we are going to leave groups and individuals out, it means we are stepping up together as the elected leaders.

6. Adjourn 5:45pm



VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO VILLAGE BOARD

Agenda Item: Consider advertisement of Bi-Board partnership event.

Date: September 19, 2022

Presenter: Rebecca Ewald, Village Manager

Department: Village Manager's Office

History – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

1. October 18, 2021 – The Village Board passes [Resolution 2021-24](#) Village of Shorewood's Framework to Achieve Racial Equity.
2. [September 1, 2022](#) – the Bi-Board met and discussed opportunities to educate community members about ways to support work that advances equity and inclusion. At the meeting some possibilities for collaborating were discussed. Partnering in a community film screening was one of those ideas discussed.

Agenda Item Discussion – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

President McKaig has been in conversation with community members about showing the film, [Who We Are](#), in Shorewood for the purposes of increasing awareness about the role of racism in US history and ways to support work that advances equity and inclusion. This type of event aligns with the [Village of Shorewood's Framework to Achieve Racial Equity](#). The majority of members in attendance of the September Bi-board meeting expressed interest in partnering to co-host a film screening.

The opportunities for community film screening could include: partnering with Shorewood Moving Forward Book Group, Milwaukee Film Communities and Culture program, Milwaukee County Office of Equity. The event could also include a leadership panel discussion or facilitated talk back session. The possibility of showing the film once in the fall and again in honor of Martin Luther King, Jr Day. This would provide the opportunity for deeper understanding and more reflection on the tie-ins to work in the Village and School District.

As outlined above, final details are still being confirmed, including location (Village Center or Shorewood High School Auditorium). The Village and School District would advertise the event using their regular communication channels (not including a mailing) along with other partners such as the Shorewood Public Library and social media groups.

At this time, the Village Board is being asked to become a partner in promoting and co-hosting community screening and discussion of the film, Who We Are, to be scheduled between mid-October 2022 and March 2023. There is no cost to the Village or request for additional staff time. Participation from the Village Board is voluntary.

Community and Business Outreach – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached*

communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes No

If Yes, identify how and what community groups and businesses were notified.

Shorewood Moving Forward, Shorewood School Board, Shorewood Library, Human Relations Commission (Education Committee members). Human Relations Commission will be invited to participate once they resume meeting.

Action Required / Recommended – *Please include the recommended motion or possible actions for this agenda item.*

Recommended motion: *“I move to approve that the Village Board become a partner in promoting and co-hosting community screening and discussion of the film, Who We Are, to be scheduled between mid-October 2022 and March 2023..”*

Attachments – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*



SHOREWOOD SCHOOL BOARD

Topic: Superintendent's Report

Date: September 27, 2022

Prepared by: JoAnn Sternke

Board Action:

X Information only

Presentation/discussion

Discussion/action by board of education

Presentation/action next meeting

Purpose:

To summarize current District education, administrative and operations priorities and provide follow up on items from prior Board meetings.

District and School Updates

Monday, September 19-Friday, September 23 was Homecoming Week at Shorewood High School. Faculty, staff and students took part in school spirit activities throughout the week, and the school-wide student assembly in the SHS Auditorium that kicked off Homecoming Week was the first in- person gathering of all students in the Auditorium in three years. This is just one of many milestones we have noted as we continue to adapt to the realities of COVID-19 and to restore experiences that are critical to student wellness and social and academic growth. Thanks to all of our students, staff and parents/caregivers for their compliance with our COVID protocols and their support of Homecoming activities. Their volunteerism and creativity made it a very special week.

Last week was also District Safety Week, when students and staff in all schools participate in required annual fire, tornado/severe weather, evacuation and soft lockdown drills. Information about Safety Week was provided to parents/caregivers through school newsletters and other communications, emphasizing the purpose and importance of these practices. I want to take this opportunity to clarify for Board and community members that in a soft lockdown, teachers keep students in the classroom with the door locked, and they continue with their activities. A soft lockdown may be called for in a number of circumstances and faculty and staff emphasize to students that this is different from other emergency/safety strategies, including hard lockdown, evacuation, and weather and hazardous materials threats. District Safety Director,

Tim Kenney, has ensured our compliance and preparedness annually, and I appreciate all that he and other building leaders do to help school staff and students feel safe, and confident that they know what to do should an emergency arise.

Concurrently all District faculty and staff have been working to complete annual online Safe Schools training mandated by the State of Wisconsin. This training includes compulsory reporting of child abuse and neglect and threats of school violence, and training on confidentiality of student records. As a District, we require additional training around discrimination, sexual harassment, Title IX compliance and specific training for those who address health and safety issues (medication administration, physical restraint, bloodborne pathogens). Together with state-mandated training modules, our Safe Schools training plan requires roughly four hours of online coursework and knowledge assessment exercises from each employee, supplementing the in-person training that each school conducts during our Back to School Week.

Our Teaching and Learning and Special Education and Student Services teams have also provided school principals with the Educator Effectiveness timeline we will use this year, and this was shared in school faculty meetings this week. A DPI evaluation system, Educator Effectiveness processes have been streamlined for the 2022-2023 school year and the link provides an overview of changes that have been made. We welcome this new flexibility in monitoring professional development and improvements that directly impact our students. Faculty members' professional practice and student learning goals are due at the end of October, and principals hope to complete classroom observations in November. Concurrently, administrative leaders are planning to provide performance evaluations to all other District employees this year; I will once again provide an annual evaluation to each member of the Administrative Council as part of our transition to a new Superintendent.

Student Results

Building on Back to School week training and school and department meetings, the early weeks of the school year have also been focused on implementing and expanding key teaching and learning strategies that address our long-term goals and annual priorities for student growth. This curriculum and professional development work is a year-round process, and we will share information about this at each Board meeting. Following Mike Joynt's and Cate Sebastian's overview of summer work on our early literacy curriculum initiatives at the September 13 Board meeting, this week's presentation covers SHS Advanced Placement course data - both student participation and performance - and presentations at upcoming Board meetings will continue to highlight both processes and data related to student results.

On a related note, I want to share an organizational change implemented for this school year that will further support this critical work. Both Shana Lucas (Instructional Coach) and Emma Zuehlke (Equitable Multi-Level Systems of Support Coordinator (EMLSS)) will be working more closely with both Mike Joynt and Kate Harder to support our tiered approach to instruction. Shana will focus on Tier One (core curriculum aligned with state standards), with Emma focusing on supporting the implementation of Tier Two and Tier Three instructional strategies for

students who are falling below expected competency levels. FastBridge Report training for K-6 faculty members continued last week and Emma deployed a survey to identify further training needs as student assessments continue and we approach conferences in October.

These changes devote more key District staff resources to supporting teachers who are working with students struggling with curriculum, and maximize the collaboration needed to implement EMLSS with fidelity. Broader and more consistent involvement in classroom and student work will fully leverage the knowledge and skills that Emma and Shana bring to our district, and I look forward to sharing more about the priorities they are addressing as the year progresses.

Community Updates

Following the September 13 discussion about Board member dialogs with community groups, the first Key Communicators Group session of this year has been scheduled for Wednesday, October 19. We are working to schedule Board linkage meetings with parent groups at each school - in coordination with PTOs and other parent organizations - and with our four building leadership teams.

Several community members expressed interest in participating in a workgroup that will discuss and evaluate a possible Operating Referendum, and Heather Heaviland will be scheduling and organizing these meetings over the next several weeks. A separate workgroup will also be formed to study the feasibility of an all-day 4K program. This group will have a similar timeline, so that we are in a position to make a decision about this for the 2023-2024 school year by mid-January.

The District distributed its Request for Proposal to seven executive search firms that specialize in school leadership to manage the search for the District's next Superintendent. Proposals are due on Wednesday, October 5 and we hope to be under contract with a search firm by the end of October. We will provide an update on this to District families, staff and community members, and outline opportunities for community input as soon as they are scheduled. Engaging a marketing consultant was also mentioned at the last Board meeting; I will be meeting with a number of marketing and communications firms in early October to explore how their services can help the District amplify our mission and messaging in the Village and beyond.

The Multilingual Learners Gathering on the Green will be held on Thursday, September 29 at Atwater Elementary School. This annual picnic is an opportunity for multilingual families from across the District to gather, and I am grateful to our ML teachers and Roxanne Tibbits, our ML Coordinator, for making this event a success.

Finally, October 2-8 is Wisconsin School Board Week, and I want to take this opportunity to acknowledge each Board member's dedication to our students, to our mission and to our community. Thank you for your work on behalf of the Shorewood School District.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Monthly Financial Reports

Date: September 27, 2022

Prepared by: Heather Heaviland

Recommended action:

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

Purpose: Financial reports are provided to the Board monthly to assist with monitoring of financial condition and compliance with the adopted budget.

Notes and Comments:

August 2022 Statements

August 2022 financial statements reflect activities and financial changes for the first two months of the fiscal year.

- Revenue and Expenses
 - General fund revenues are to date in line with projections. Revenue received during the first two months of the year is primarily from fee collection and fee collection during August was comparable to the prior year.
 - Expenses are to date in line with projections. Given budget reductions made for the current year, expenses are expected to fall below prior year spending in most categories and the District's year-to-date financials reflect this trend. Supply purchases trended high due to the large purchase of student chromebooks.
- Balance Sheet
 - Current trends project a year-end fund balance at or near the budgeted amount.

Attachments:

- Budget Performance Update

- Revenue Dashboard
- Expense Dashboard
- Cash Receipts 2022-08
- Budget Status 2022-08
- Check Register 2022-08
- Balance Sheet 2022-08

Additional Information

Understanding Account Numbers: Account numbers are shown on several of the monthly reports. A complete description of account codes and how they are used can be obtained from the Business Office or Department of Public Instruction / School Financial Services website. The following is provided to assist with reading the provided monthly reports.

Fund - the 1st two digits are a designation of an accounting entity. The accounting entity is assigned by the DPI to ensure compliance with various statutory requirements related to the type of financial transactions reported. The common funds are:

- 10 General Fund is for recording any transaction not required to be recorded in another fund. This fund accounts for about 75% of total financial transactions.
- 21 Special Revenue Trust Fund is used to record transactions financed with non-governmental donations or other receipts designated for a specific educational purpose. Examples include support from PTO's, booster clubs, SEED and so forth.
- 27 The Special Education Fund is considered a sub-fund to the General Fund and is used to segregate financial transactions related to extraordinary costs for meeting the needs of students identified as requiring an Individualized Education Plan.
- 38 & 39 These funds are used to record property taxes levied for the purpose of repayment of long-term debt and the corresponding transactions for the principal and interest payments.
- 41 & 49 Capital Projects funds track revenue specifically raised to pay the costs of a capital project and the expenses thereof. Revenues are typically a segregated property tax levy or borrowed amounts.
- 50 The fund is used to segregate financial transactions related to operating the school food service program. A deficit, if any, in this fund is covered with a transfer from the General Fund.

80 Financial transactions related to operating the Fitness Center , Recreation Programs or other community oriented activities are recorded in the Community Services Fund.

Type - accounts codes have the following account types:

A	Asset
L	Liability
Q	Equity
E	Expense
R	Revenue

Shorewood Sch Dist - Budget Performance Update - General Fund



Fund summary basis: General and Special Education

Month of August (fiscal year 2023):

↑ Total MTD Revenues: \$188,046; over plan* (favorable) by +\$16,458
 ↑ Total MTD Expenditures: \$922,025; over plan (unfavorable) by +\$73,656

Fiscal year to date (July-August):

↓ Total YTD Revenues: \$188,046 (0.6% of annual budget compared to 0.8% prior YTD); under plan (unfavorable) year-to-date (YTD) by -\$138

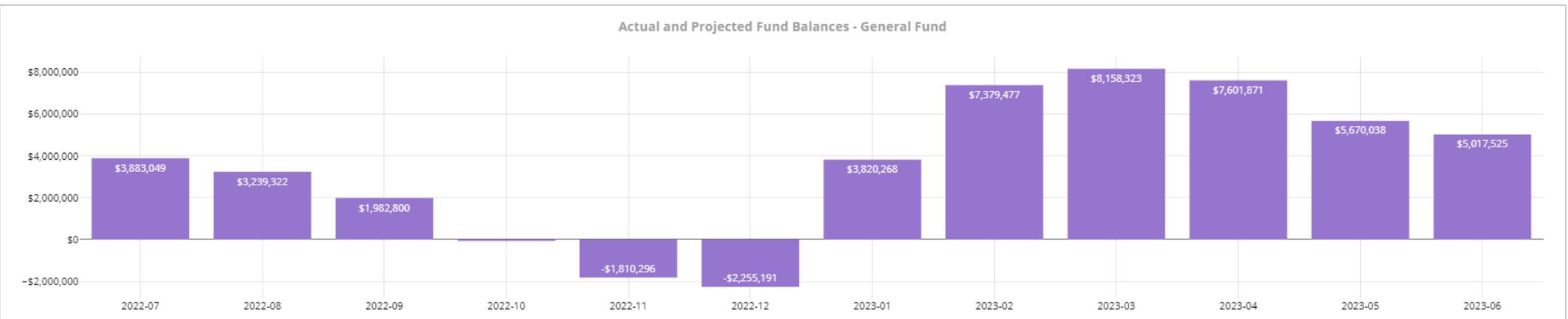
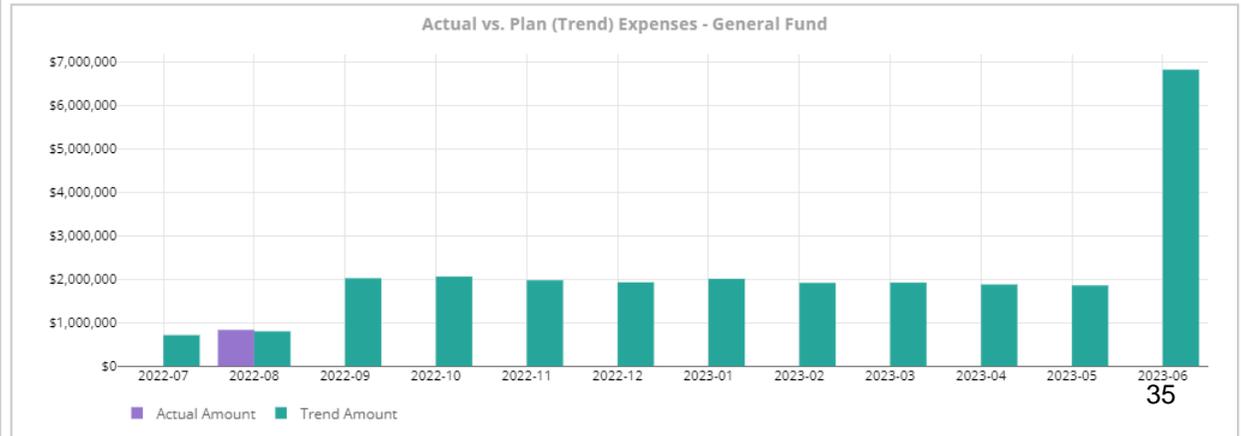
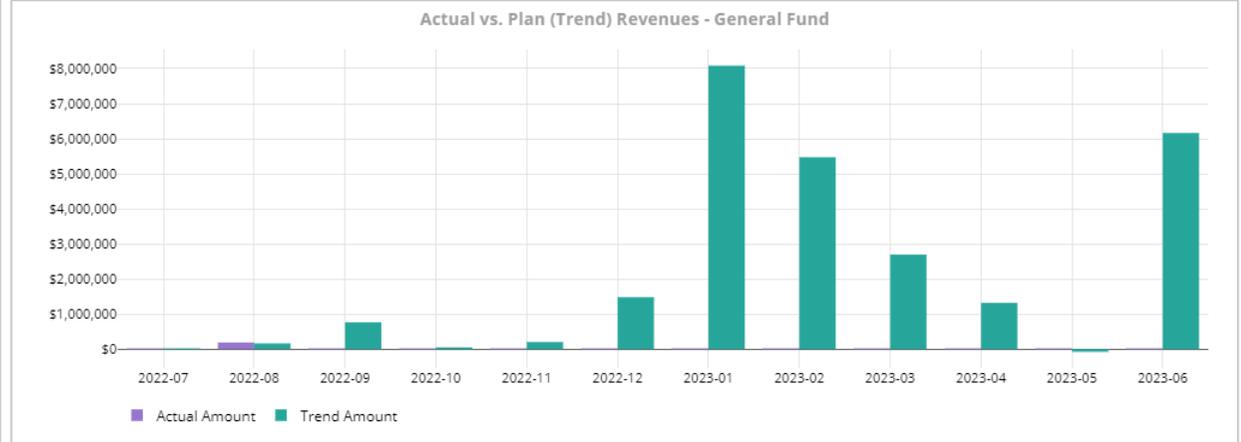
- 100 TRANSFERS - IN FROM ANOTHER FUND: +\$0
- ↑ 200 REVENUE FROM LOCAL SOURCES: +\$9,627
- ↓ 300 INTERDISTRICT PAYMENTS WITHIN WISCONSIN: -\$1,371
- 500 REVENUE FROM INTERMEDIATE SOURCES: +\$0
- ↓ 600 REVENUE FROM STATE SOURCES: -\$2
- ↓ 700 REVENUE FROM FEDERAL SOURCES: -\$9,392
- ↑ 900 OTHER REVENUES: +\$1,000

↓ Total YTD Expenditures: \$922,025 (3.1% of annual budget compared to 4.2% prior YTD); under plan (favorable) year-to-date (YTD) by -\$675,074

- ↓ 100 SALARIES: -\$380,692
- ↓ 200 EMPLOYEE BENEFITS: -\$114,023
- ↓ 300 PURCHASED SERVICES: -\$97,950
- ↑ 400 NON-CAPITAL OBJECTS: +\$133,612
- 500 CAPITAL OBJECTS: +\$0
- ↓ 600 DEBT RETIREMENT: -\$9,934
- ↓ 700 INSURANCE AND JUDGMENTS: -\$169,620
- 800 TRANSFERS: +\$0
- ↓ 900 OTHER OBJECTS: -\$36,467

End of Fiscal Year Projection

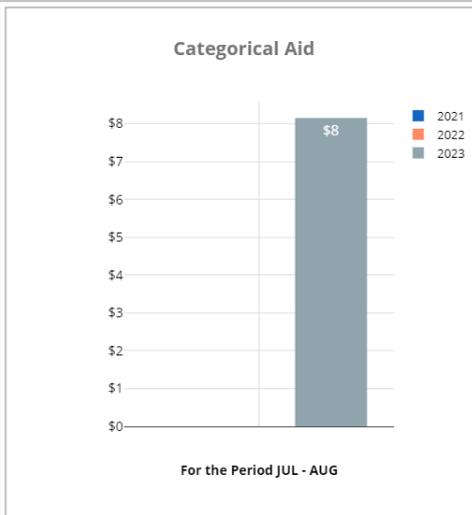
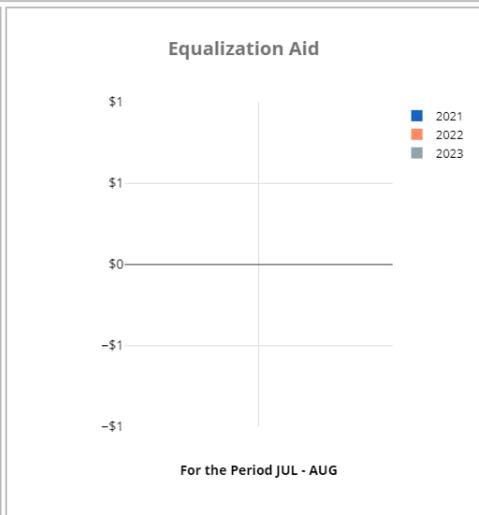
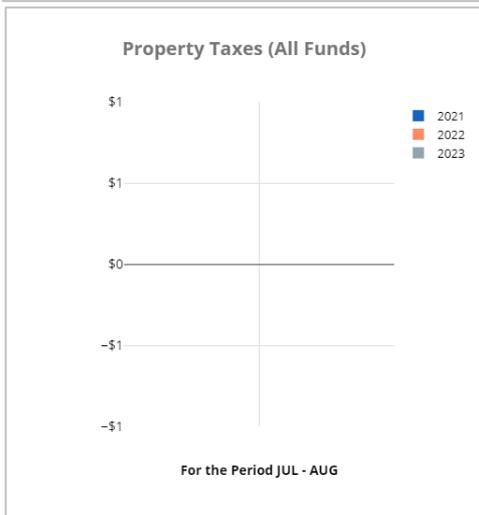
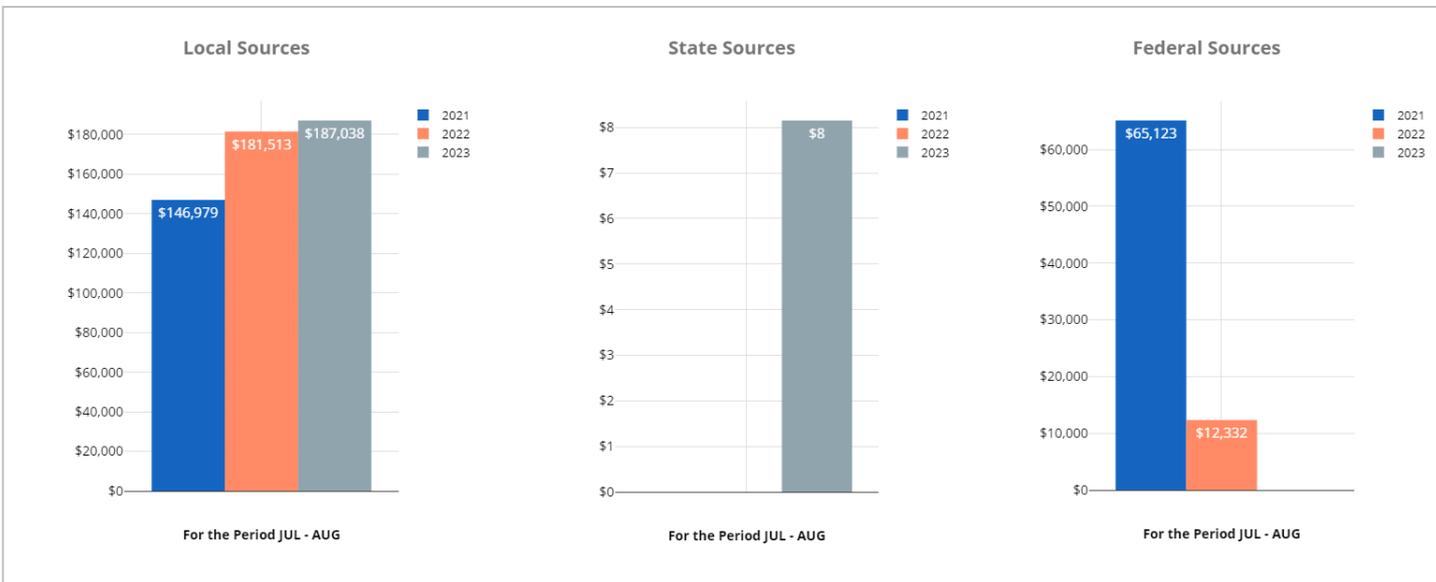
	Projected	Annual Budget	Variance
Total Revenues	\$30,565,869	\$30,566,007	-\$138
Total Expenditures	\$29,369,907	\$30,044,981	-\$675,074



Shorewood Sch Dist
 FY23 YTD Overview - Revenue - Funds 10 & 27 Unless Otherwise Noted
 August 2022



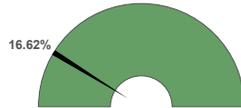
<p>YTD Local Sources</p> <p>1.13% of Budget</p> <p>Prior Year YTD: 1.25% of Actuals</p>	<p>YTD State Sources</p> <p>0.00% of Budget</p> <p>Prior Year YTD: 0.00% of Actuals</p>	<p>YTD Federal Sources</p> <p>0.00% of Budget</p> <p>Prior Year YTD: 1.20% of Actuals</p>
--	--	--



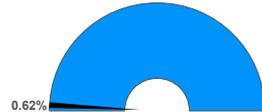
General and Special Education Funds | Revenue Dashboard

For the Period Ending August 31, 2022

Projected Year End Fund Balance as % of Budgeted Revenues



Actual YTD Total Revenues



Projected YTD Total Revenues
0.62%

Actual YTD Local Sources



Projected YTD Local Sources
1.07%

Actual YTD State Sources

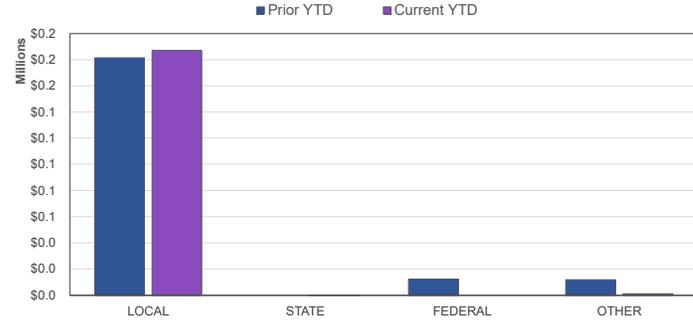


Projected YTD State Sources
0.00%

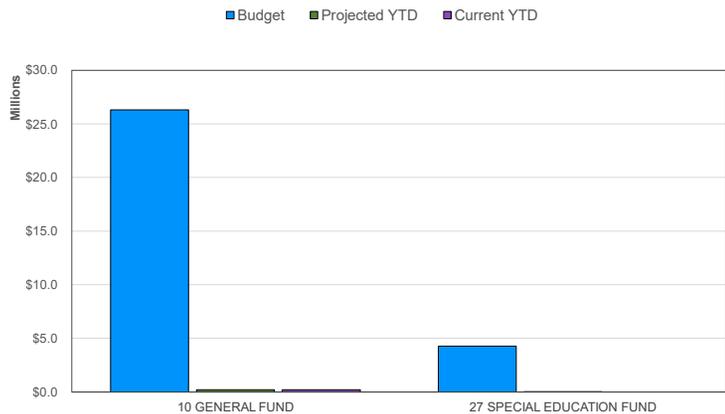
Top 10 Sources of Revenue (Year-to-Date)

Student Fees	\$157,146.75
Earnings On Investments	\$13,791.29
Other School Activity Income	\$6,398.40
Gifts, Fundraising, Contributions And Development	\$6,000.00
Supply Resales	\$3,344.01
Other Adjustments	\$1,000.00
Rentals	\$215.00
Non-Capital Surplus Property Sale	\$100.00
Student Fines	\$42.46
Other State Categorical Aid	\$8.15
Percent of Total Revenues Year-to-Date	100.00%

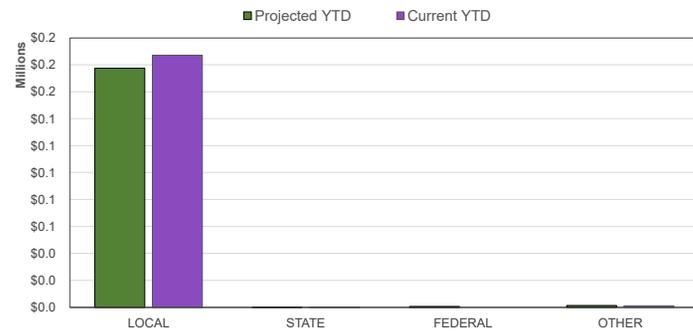
Revenues by Source



Total Revenues



Revenues by Source



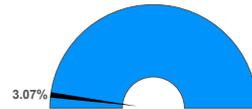
General and Special Education Funds | Expenditure Dashboard

For the Period Ending August 31, 2022

Projected Year End Fund Balance as % of Budgeted Expenditures



Actual YTD Total Expenditures



Projected YTD Total Expenditures
5.32%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
4.23%

Actual YTD Other Objects

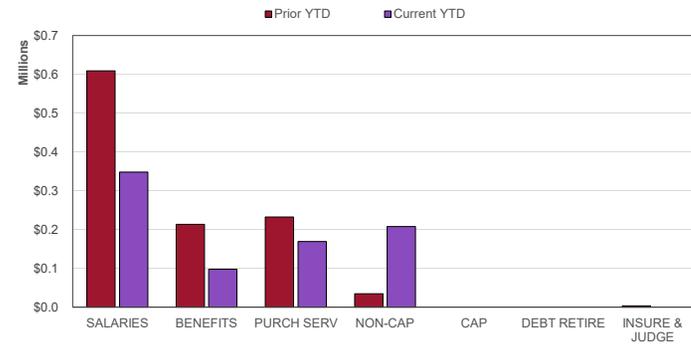


Projected YTD Other Objects
8.71%

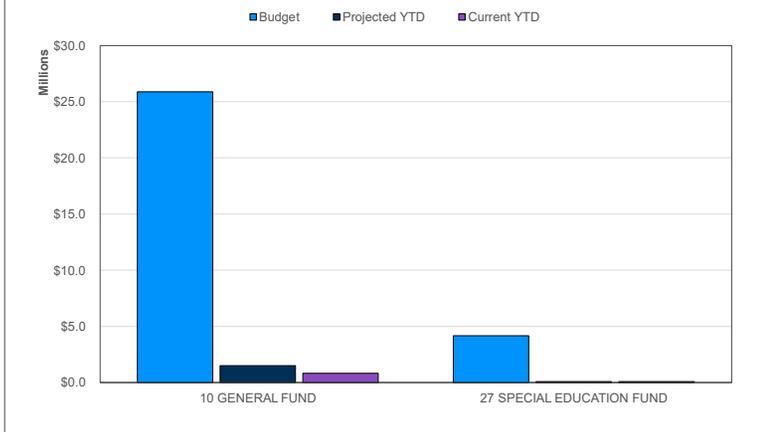
Top 10 Expenditures by Function (Year-to-Date)

Business Administration	\$279,430.31
Undifferentiated Curriculum	\$126,292.81
Central Services	\$114,703.39
Instructional Staff Services	\$90,846.86
School Building Administration	\$81,331.02
Regular Curriculum	\$60,911.35
Pupil Services	\$52,789.06
General Administration	\$44,722.02
Purchased Instructional Services	\$40,118.89
Co-Curricular Activities	\$17,048.47
Percent of Total Expenditures Year-to-Date	98.50%

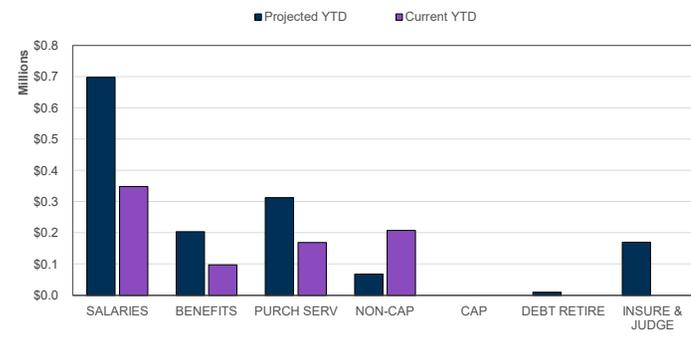
Expenditures by Object



Total Expenditures



Expenditures By Object



Shorewood Sch Dist
 FY23 YTD Overview - Expense - Funds 10 & 27 Unless Otherwise Noted
 August 2022



YTD Salary and Benefits

2.06% of Budget

Prior Year YTD: 3.71% of Actuals

YTD Purchased Services

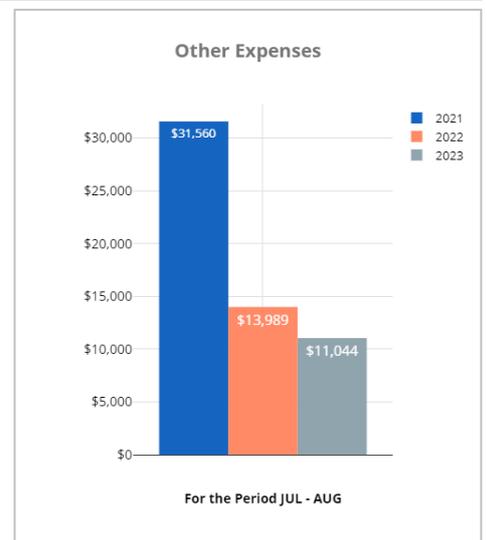
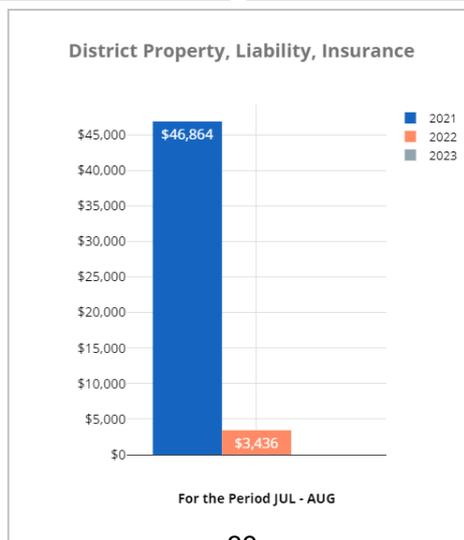
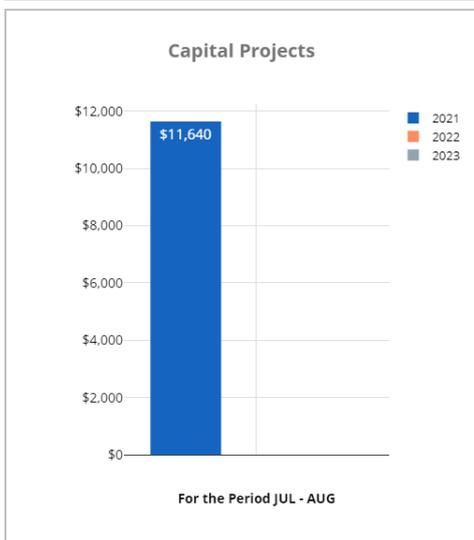
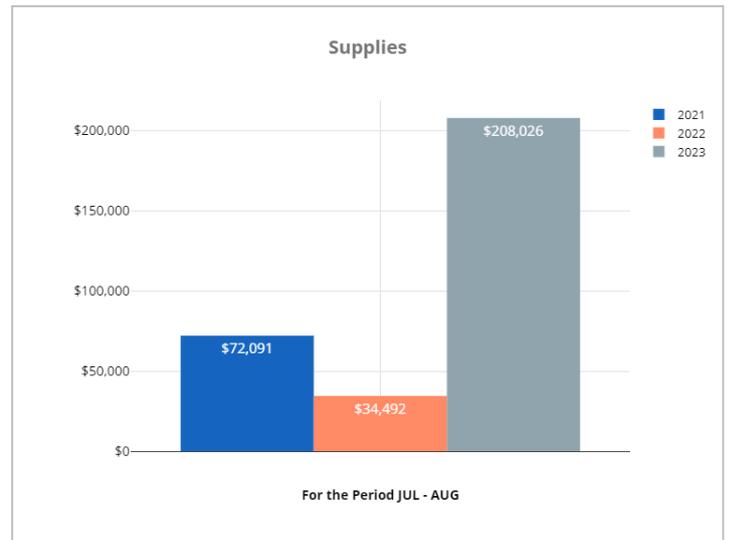
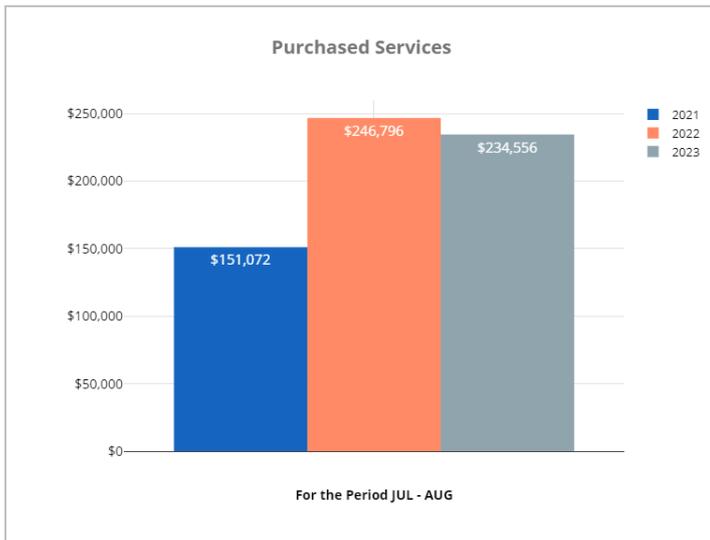
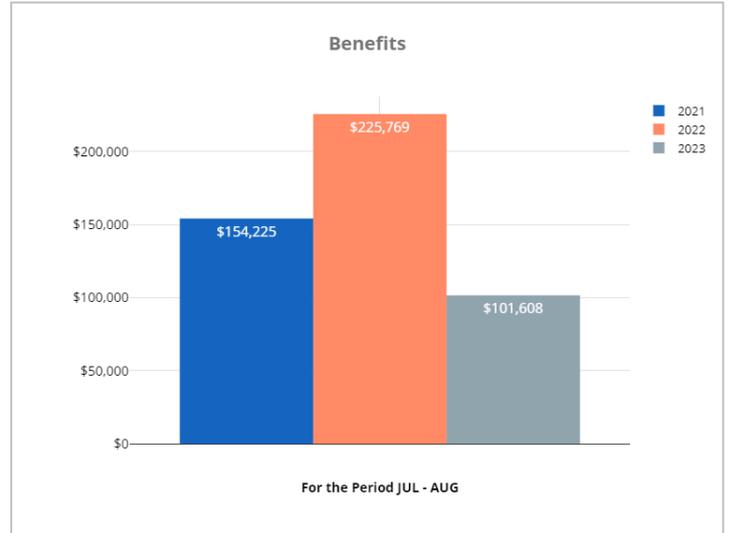
7.49% of Budget

Prior Year YTD: 7.69% of Actuals

YTD Other Expenses

5.28% of Budget

Prior Year YTD: 3.84% of Actuals





**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Line of Credit with North Shore Bank
Date: September 27, 2022
Prepared by: Heather Heaviland

- Information only
- Presentation/discussion
- Discussion/action by board of education
- Presentation/action next meeting

Purpose: The District is seeking approval to execute a commitment letter with North Shore Bank for a \$1.5M line of credit to supplement the funds borrowed through the PMA PLANN program.

Fiscal impact: A non-refundable deposit of \$1,000 is required to finalize the line of credit. No additional expense will be incurred unless the District draws down funds. If funds are drawn down, the District will incur interest at a rate of prime - .5% with a floor of 4.25% as is further specified in the commitment letter.

Attachment(s):

Commitment Letter 2022