

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD  
Shorewood, Wisconsin  
February 8, 2022 AGENDA

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

**Due to active health and safety concerns associated with the ongoing COVID-19 pandemic, attendees are encouraged to 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/u/kdeePLnyIh>

**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)**

**Atwater Elementary School Food Drive**

**III. 7:15 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. 7:30 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION**

- A. Facilities Projects Updates Mike Huffman 3
- B. Approval of OE9 Instructional Calendar Sam Coleman 12
- C. ESSER Funds Update 16
- D. Board Governance 24

**V. 8:30 pm BOARD CONSENT AGENDA (GC2)**

- A. Approval of Board Meeting Minutes 35
  - January 25, 2022 Regular Meeting
  - January 25, 2022 Closed Session

**VI. 8:35 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. 8:50 pm BOARD MEMBER REPORTS 38**

**VIII. 9:00 pm SUPERINTENDENT'S REPORT 43**

**IX. 9:10 pm SUPERINTENDENT'S CONSENT AGENDA**

- A. Approval of Staffing Changes: Appointments, Resignations, Retirements and Leave of Absence Requests 47
- B. Approval of Key Benefit Concepts LLC Agreement 48

**X. 9:15 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. 9:30 pm REVIEW OF 'TO DO' ITEMS**

**XII. 9:35 pm FUTURE AGENDA ITEMS**

**XIII. 9:45 pm RECESS AND DEBRIEF**

*Project Status Report for*

Shorewood School

District

2/2022

3

Mike Huffman, HFD

Your Partner in  
Development



## Construction Progress

### High School

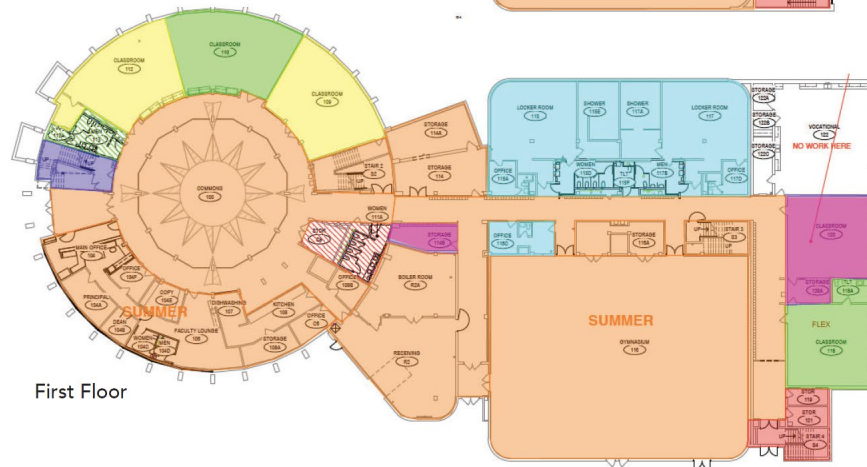
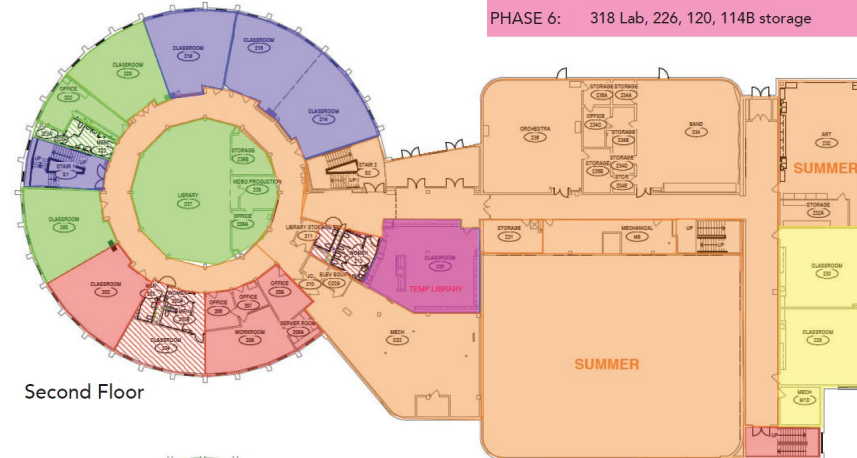
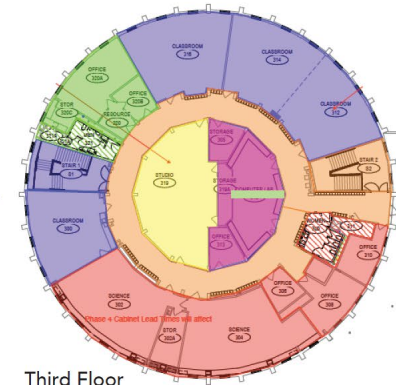
- Wall graphics at the offices for administration, district, student services and business services were rejected and are now being revised.
- Interior infrastructure improvements are ongoing in the Powerhouse.

### Intermediate School

- Phase 1 renovation work continues (see the following phase map)

**Construction Phases as of 12/15/21**

- PHASE 1: 320, 222, 220, LMC, 200, 110, 118, Boys' restrooms, temporary partition in 318 Lab
- PHASE 2: 316, 314, 312, 300, 218, 216, 214, stairway 1
- PHASE 3: 302, 304, 306, 308, 310, 202, 204, 206, 208, 210, stairway 4, Girls' & 2nd floor faculty restrooms
- PHASE 4: 319 Studio, 230, 228, 112, 109 Choir
- SUMMER: Corridors, 232 Art, 236, 234, Commons, Office, Lounge, Gym, stairways 2 & 3
- PHASE 5: Locker rooms, 116 Health office
- PHASE 6: 318 Lab, 226, 120, 114B storage



## Project Administration

### FF&E

- Furniture plans are being finalized for SIS spaces with Creative Business Interiors.

### Design/Construction

- EUA has produced drawings for additional design features at SIS. Miron is pricing these modifications now. When complete the SSD will provide direction.
- The team continues to work toward a solution to the summer boiler operation issues.

## Budget and Bid Updates

In previous reports I have described change orders 1-46 that have been executed. We have now executed the following change orders:

Change Order 45: (this gets a little confusing...so hang with me) 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.

7

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.

## Budget and Bid Updates

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.

8

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.

Project Update Photos – SIS



Rooms 110 and 118 - Phase 1

Project Update Photos – SIS



Rooms 118 & 118A - Phase 1

Huffman Facility Development, Inc.

Shorewood School District Referendum Projects  
 BUDGET SUMMARY  
 02/04/22

DESCRIPTION	BUDGET	FINAL PROJECTED COST	PAYMENTS TO DATE	% Complete
Pre-Development	44,588	39,588	39,588	100.00%
Professional Services <i>Design, Project Mgmt, Legal, Quality Testing</i>	4,381,730	4,717,040	4,387,922	93.02%
Owner Provided Equipment	2,440,000	2,090,000	796,777	38.12%
Construction	52,026,821	57,090,416	43,184,696	75.64%
Other Project Expense	505,000	1,055,000	528,792	50.12%
Additional Funding Sources	0	(1,081,000)	0	0.00%
Owner Contingency	5,601,862	1,088,956	0	0.00%
<b>TOTAL</b>	<b>65,000,000</b>	<b>65,000,000</b>	<b>48,937,774</b>	<b>75.29%</b>
<b>FINAL PROJECTED COST</b>		<u>65,000,000.00</u>		
<b>Balance - Under / (Over)</b>		<u><u>0.00</u></u>		



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Recommendation for the 2022-23 Instructional Calendar

**Date:** February 8, 2022

**Prepared by:** Dr. JoAnn Sterneke, Superintendent  
Samuel Coleman, Director of Curriculum and Instruction

---

- Recommended action:**
- Information only
  - Presentation/discussion
  - Discussion/action by committee
  - Discussion/action by Board of Education
  - Presentation/action next meeting

**Purpose:**

The purpose of this report is to provide an overview of the process and final recommendation of the workgroup/planning committee that was convened to propose an instructional calendar for the 2022-23 school year.

**Background:**

A District Calendar Committee (comprised of teachers, representatives from the SEA, the high school Principal, the Executive Assistant to the Director of Curriculum and Instruction and the Director of Curriculum and Instruction) met on January 18th and January 25th to evaluate the District's instructional calendar options for the 2022-23 school year. Two calendar options that meet instructional hour requirements for students as well as contract obligations were developed:

1. Model A: A calendar that is consistent with a traditional approach to our school year. The school year for students starts on Sept. 1, 2022 and ends on June 8, 2023. In this proposed calendar there are 8 staff in-service days in August.
2. Model B: A calendar that has a start date for students on Sept. 1, 2022 and ends on June 13, 2023. Staff in-service days are distributed throughout the school year.

Additionally, the considerations below were prioritized in the development of both calendar models:

- Scheduling student attendance days to support academic growth
- Equity and representation considerations pertaining to cultural and religious diversity represented in the District
- State requirements for instructional hours
- Teacher (191) and admin (260) contract days and implications
- Spring break dates of school districts in southeastern Wisconsin
- Professional development needs
- Summer school schedule
- Alignment of breaks with end of marking periods

\*Change to note: Dr. Martin Luther King Jr. Day is January 16, 2023 and will be a paid holiday for all staff.

**Recommendation:**

The Committee members engaged in productively critical discourse and provided feedback on both models. Based on a unanimous vote of the committee for calendar model A, the recommendation set forth to the Board is for the District to adopt the 2022-2023 Instructional Calendar Model A.

# Shorewood School District | 2022-2023 INSTRUCTIONAL CALENDAR (PROPOSED)

Wednesday Early Release: 2:25 (elementary); 2:38 (SIS)

## Important Dates

Aug. 16-18  
New Staff/Mentor Orientation  
Aug. 22-31 All Faculty PD

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## Important Dates

Feb. 21 & 23  
SHS & SIS (Conferences)  
Feb 24-No School (all grades)  
*Elementary Staff Only Report for Planning and Records Day*

Sept. 1 First Day of School  
Sept. 5 Labor Day  
Sept. 9 Records Day Elem.  
Sept. 26 Rosh Hashanah

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 9-10 No School 4K-6 (Conferences)  
March 3 End of Trimester  
March 24 End of Qtr 3, Elem & SIS  
12:00 dismissal  
March 27-31 Spring Break

Oct. 5 Yom Kippur,  
Oct. 18 & 20 SHS & SIS Conferences  
No School 4K-6, Oct. 20 & 21 (Conferences)  
Oct. 21 No School (all grades)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 7 District Closed  
April 21 No School (all grades)

Nov. 4 End of Qtr 1,  
12:00 dismissal Elem & SIS,  
Nov. 18 End of Trimester  
Nov. 23-25 Thanksgiving Break

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 26 No School (all grades)  
May 29 Memorial Day

Dec. 23-Jan. 2 Winter Break

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 2 No School 4K-6 (Planning and Records)  
June 4 SHS Graduation  
June 8 Last Day of School  
June 9 In Service  
June 19 Juneteenth Day  
June 20 Summer School Begins

July 27-Last Day of Summer School

Jan. 16 No School (all grades)  
Jan. 19 End of Qtr 2, Elem & SIS dismissal at 12:00  
Jan. 20 In Service

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

District Closed	Conferences	First and Last Days of School
No School	In Service-No School	End of Quarter
Elem. Planning & Records-No School	New Staff/Mentor Days	End of Trimester



**Shorewood**  
SCHOOL DISTRICT

# **ESSER Funds Update and Discussion of Future Funding Priorities**

16

February 8, 2022

# ESSER Overview

School districts throughout Wisconsin were awarded funds through a series of 3 'ESSER' grants. Schools may use these funds to address health and safety needs related to safe operation of school, as well as to address the negative impacts COVID-19 has had on the learning and well-being of students.

For ESSER III, schools must solicit community input. In addition, 20% of ESSER III funds must be used to fund [evidence-based interventions](#) to address the academic impact of lost instructional time. Special attention should also be paid to addressing needs of students disproportionately impacted by the pandemic.



# What ESSER Is and Is Not

## IS:

- A resource that prevents the costs of safely operating schools from reducing funds available for instruction.
- A resource to fund activities that address learning and well-being needs of students generated by COVID-19.

## IS NOT:

- A piggy bank for funding anything that isn't otherwise in the budget.
- A resource for any costs that increased due to COVID-19 (i.e. we cannot expense costs like utilities that increased due to inflation)
- A good resource for funding salary costs that will continue past June 2024

18



# ESSER Award Summary

ESSER I: \$138,878

ESSER II: \$711,576

ESSER III: \$1,321,204



# ESSER Balances

	Total Expended as of 6/30/21	Budgeted 2021-2022 Expenditures	2022 through 2024 Remaining Available
ESSER I	\$135,764	\$0	\$3,114
ESSER II	\$274,090	\$330,862	\$106,623
ESSER III	\$0	\$0	\$1,321,204
			\$1,430,941

20

\*At least \$264,240 must be spent on [research-based interventions](#).



# Funding Priorities

As of Spring 2021, Community  
Input Pending

Priority	Sum of Total Cost
Air purification	\$153,917
Child care	\$96,400
Comm Svc	\$575
Continue Instruction	\$442,502
Health aides	\$200,000
Mental health	\$221,827
Private school	\$75,050
Safety & Sanitation	\$347,516
Tech Infrastructure	\$347,360
<b>Grand Total</b>	<b>\$1,885,148</b>



# Potential Annual Costs (to maintain status quo)

- Mental health therapists (continuing current Children's programming): \$120K
  - Air filtration/purification: \$25K
  - Substitutes: \$100K+
  - Sanitation: \$125K
  - Health aides: \$50K
  - Virtual option: \$50K
  - Summer School: \$90K
- \$460K

22

Over two years = \$920K, leaving \$511K for other initiatives



# Next Steps

- Review community feedback from surveys and input sessions
- Assess cost implications of proposed options
- Review 22-23 budget and priorities and determine what ESSER can help off-set
- Propose ESSER III budget for 22-23 (part of the budget process)





## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** KC Jan 2022 Meeting Summary and Notes

**Prepared by:** Paru Shah

**Recommended action:**

- Information only
- Presentation/discussion**
- Discussion/action by School Board
- Presentation/action next meeting

Attached to this executive summary are the full notes from the 35 participants over two nights (Jan 28 and Jan 31, 2022).

**Reflections on the Meetings:**

1. What is the role of the KC? Can we clarify at the next meeting?
2. How do we encourage a more diverse set of voices to join us?

**Issues/Questions in the Community**

1. Better understanding of the relationship between teacher compensation (of which we are in the top 33%) and questions about salary structures for all employee groups.
2. Misunderstanding about a “financial crisis.”
3. Impact of budget choices on staff AND programs.
4. Enrollment questions - Topic for next KC?
5. Referendum funding and updates.

## **Conveying Importance of Community Input**

1. How does community input line up with District priorities?
2. Inform community of tough budget decisions.
3. Improve surveys.

## **Follow-up**

1. Share all notes.
2. Draw clear lines between input and what is funded.
3. Acknowledge what was heard in community input in explanations about how decisions are made.

**[1] What issues/questions are you hearing about in the community related to our budget & finances?**

Being somewhat new to SW, after attending school board meetings I became aware of the challenges and concerns around budgeting. As a parent of a child w/ a disability, how the budget impacts SPED is what is mostly discussed in my realm.

Struggling with consistency in feedback from district leadership and the messaging.

Better understanding how compensation models work for teachers and administrators and staff.

Follow up with concerns personally - sometimes feels that addressing of concerns is not fully closed particularly with the ones who raise the issues

Is the budget expenditures actual matching up with the initial budgets each year and how can we make sure the expenditures match up with our district's priorities?

How many administrative roles are needed? Have the number of administrative roles increased over time?

Are we budgeting for more covid expenditures in the next few years? Decrease in enrollment?

Enrollment is projected to go down, we would like to know why enrollment is down and how might we reverse this?

Shorewood has not prioritised working families to some degree, so some have left for other schools.

Improve confidence in the shorewood schools from the beginning.

How is Shorewood bringing in younger families? All day K4? Expanded K3 options?

Why is the budget in trouble?

We have heard that there is some turnover in special education. What has changed? Have students using special education services left the district? Are we supporting ALL students well in Shorewood, especially the special education students? We would like more info on number of students that have left from Special Education, and how this has affected budget.

Atwater has had significant turnover in principals, and getting to know each new principal each year slows down our communication process and quality.

"I have heard nothing."

"People wondering where the money is going to come from"

"I've seen some social media posts about teacher salaries"

"some members of the community feel pandered to when asked to do surveys because they feel like they are just going to be dismissed."

Concern about the inability to fully fund the steps and lanes (WRT teacher salaries), and advocating for it.

What is the resident enrollment? How has that changed during the pandemic? What are the actual numbers?

Open enrollment - offsetting the revenue differential?

How was the federal funding allocated? (increase due to the pandemic - where did this go?

Reserves vs. going to the schoolchildren)

How is the \$65 million referendum being used? What is the progress on the projects being funded?

People concerned about how budget pressures are impacting teacher retention.

Discontent about the number of administrative positions that have been created and how those salaries impact our ability to fund teachers salaries and other initiatives that directly serve students.

People view teacher pay as a huge priority for this community. If cannot afford to pay our teachers what they feel they should be paid, then can we really afford these other salaries and initiatives.

Pay aides more competitively.

Concern over platforms for online learning....is the district willing to invest money in a more user friendly, and k-12 appropriate online learning platform?

Safety online - can the district invest in higher quality safeguards for teachers to monitor what students are accessing during class time in real time? As well as general parental control type safeguards?

Lack of communication to raise awareness of the extent of the financial issues in the district.

Taxes, teacher compensation, not enough deliberation at school board meetings, engaging Shorewood residents (including those who don't have children in the district to share what our district is contributing to the community); concerns about question wording in the budget survey (not sure it will provide much clarity on community priorities).

Teachers not getting input on budget process  
Concerns about advanced learning, special ed  
Need an effective Finance Committee

Door-to-door teacher pay issues  
"I don't hear anything" - not a topic of conversation  
No explanation for not filling Sam Nadolsky position - impress(ion?) that it is a budget thing

If you don't prioritize, you won't get it  
Teachers will leave if you don't keep up on pay and benefits  
Teacher pay comparable to other districts

**[2] How can we message the importance of community input in the budget process?  
What do people need to hear from us about this?**

Creating a safe and open community message so people understand the ...

Improve the surveys and wording.

What do people need to hear from us about this? Once the budget process comes out the board should note DATA. Say that x percent of people talked about this so we addressed it. Better SURVEYS could help with this.

Publicize ahead of time what is being considered; with the need to prioritize among scarce resources, what programs are in danger of being cut/reduced? If it's something that affects a particular family, they'll want to know/engage

The community needs to be informed about the extent of the financial struggles we are facing, and made aware that the choices that will be made will undoubtedly be among desirable initiatives...that some important things will not be funded.

Be explicit about what is on the chopping block. Some families will be surprised after the fact that initiatives or programs that were important to them were not funded. Avoid this.

Ask to rank priorities

District has been pretty open about the opportunities to provide input to the budget (e.g., survey, listening sessions). Two-way communication is key. Will the community hear back on what was shared and how community input informed district's and board's decisions?

Working finance committee. OE that Super works with community experts

It's going to be hard because it's complicated  
Can not compromise district credit rating because down stream consequences  
We don't have a lot in the "checking account"  
It takes a lot to put a budget together; there are lots of constraints

Bullet points about budget process to show the process  
Communicate constraints  
Convey a sense of urgency on timing

**[3] What kind of follow up about how we used your input would be meaningful to you?**

Share all of the notes - we feel like we may have missed some important conversations by being in a very small group

Survey results. Drawing clear lines between survey results and community input from meetings and what was funded.

Dr. Sternke is a pro at this. She can teach us all.

Bullet points about budget process to show the process  
Communicate constraints

Acknowledge what you heard in the community input sessions so the rest of the community knows (think of the mailer on the facilities referendum)

Note: members of this chat room noted that they were confused by the “need” for a Key Communicators Group. Other chat members answered that perhaps this group is being established to allow more voices to be “at the table.” One group member noted in particular how there are no outlets or opportunities for parents and board members to interact. Questions during open comments of board meetings cannot be directly answered or addressed. How do parents ask questions? One person responded that the district website is a good place to submit questions. However, are these public? We think not and that is important. Take away: a public message board that would be available for parents and board members to interact would be helpful.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Bylaw 163 Public Participation Revisions

**Prepared by:** Paru Shah

**Recommended action:**

Information only

**Presentation/discussion**

Discussion/action by School Board

Presentation/action next meeting

**Current**

We currently have two bylaws: 163 and 163.1 for Public Participation in Board Meetings

**Proposed**

I have combined these into one that should cover most scenarios, more accurately captures what we are doing now, and provided a draft for how we might consider public comment formats for discussion.

## **SCHOOL DISTRICT OF SHOREWOOD**

### **Bylaw 163**

#### **PUBLIC PARTICIPATION AT REGULAR BOARD MEETINGS - DRAFT**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

In addition to other avenues for public dialogue (linkages, Key Communicators, community meetings, direct correspondence) the Board of Education encourages community members to attend meetings so they may become better acquainted with the operations and programs of the District, and that the Board may have an opportunity to hear public comments regarding District matters.

In the absence of technical difficulties or technical limitations specific to a particular meeting, the Board will make a recording of the open session portion(s) of all public meetings held under this policy. Any such recording will be made available to the public at no cost.

#### **Board of Education Meeting Agenda**

Any person or group wishing to place an item on the agenda shall make a request in writing to the Superintendent or the Board President no later than seven days prior to the meeting and include:

1. Name and address of participant;
2. Group Affiliation, if and when appropriate; and
3. Topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

#### **Public Comment**

Public comments may be presented at the time period(s) designated by the Board. The Board shall listen to district community member's comments but shall not discuss, deliberate or take action on any item raised in any matter not included in the public notice of the meeting.

#### **General Public Comment Guidelines**

Participants shall direct all comments to the Board and not to staff or other participants.

No person may speak more than once to an issue or for a period longer than three minutes, except upon the consent of a majority of the Board. Discussion of any single item may be limited at the discretion of the Board President.

During the public comment period, the Board shall not consider or discuss complaints or grievances regarding District employees. Such concerns should be initially brought to the employee, the employee's immediate supervisor or submitted as a complaint in accordance with District complaint procedures.

The Board President may terminate remarks of any individual who does not adhere to established guidelines for public participation at Board meetings, who speaks in a threatening or profane manner, or who is otherwise unable to conduct him/herself in a civilized manner.

The presiding officer may:

- Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- Request any individual to leave the meeting when that person does not observe reasonable decorum;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; or
- Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

### **Public Comment Alignment with Learning Modes**

Community members who are unable to attend meetings have the opportunity to submit written public comments. Written comments will not be read aloud during Board meetings, but all timely-submitted public comments will be shared with Board members and become part of the permanent record of meeting minutes. Comments must be submitted by noon the day of the meeting.

The format for public comments during the meeting will align with the District’s current learning mode.

*Face-to-face learning mode:*

There will be designated areas for the public to sit (following current guidelines on social distancing and masking), and a sign-up sheet for those interested in making a public comment.

*Hybrid learning mode:*

In addition to the designated area in person, community members who wish to speak may sign up with the host of the Zoom meeting. See details below.

*Virtual learning mode:*

At the onset of the meeting, community members who wish to speak on any topic must use the “Chat” feature in Zoom to sign up with the host. Notice should include community member's name, address, the name of the group represented (if any), the subject to be covered or the issue to be addressed, and the public comment time to talk.

At the time provided on the agenda for public comment, registered community members will be asked to start their personal video and the host of the meeting will enable audio to allow for full participation.

LEGAL REF.: Sections 19.81 Wisconsin Statutes

19.83(2)

19.84(2)

19.85

CROSS REF.: 150.2, Agenda Preparation and Dissemination APPROVED: December 11, 2001

REVISED: June 26, 2012

REVISED: October 25, 2016

**Linkage Notes**  
**February 1, 2022**

**Present:**

Tammy Rasco  
Janice Carter  
Mike Joynt  
Tim Kenney  
JoAnn Sternke  
Pablo Muirhead  
Paru Shah

**Glows/Glitters**

COVID safety in our buildings - keeping out students and staff safe, continuing to require masking, working together to keep students in school.

Hiring of Kim Salem!

Creating a "building sub" position this year.

Working together as a team to solve personnel issues.

**Grows**

Concerns about budgeting process for next year.

Conversation about Passages: After 6 years, time to revisit the purpose, alignment with ICS and equity, and best avenues to measure student growth, reflections and celebrations.



SCHOOL DISTRICT OF SHOREWOOD  
Board Meeting Minutes  
Shorewood High School Library Media Center  
January 25, 2022

Board Member Participation: Paru Shah, President  
Hilary DeBlois, Vice President  
Pablo Muirhead, Clerk  
Emily Berry, Treasurer  
Ellen Eckman, Board Member  
Bobby Gronert, Student Representative  
Alexis Hu, Student Representative

District Staff Participation: JoAnn Sternke, Interim Superintendent  
Julie Harris, Director of Special Education and Pupil Services  
Heather Heaviland, Director of Business Services

I. 7:02 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Ellen Eckman and SECONDED by Emily Berry

Motion by Hilary DeBlois to move IX.B. Budget Modification to Address VHE Pool Repairs to Board Business

MOVED by Hilary DeBlois and SECONDED by Emily Berry AYE: 5 NAY: 0

II. 7:05 pm STUDENT ACHIEVEMENT

Collaborative Animation Project (Amelia Hernandez, SHS and Kevin Karman, LB)

III. 7:23 pm PUBLIC COMMENT #1 - No comments

IV. 7:24 pm BOARD BUSINESS AND BOARD ACTION

A1. Approval of the District's 2022-2023 Open Enrollment Recommendation of 66 regular education seats based on criteria outlined in the District's Open Enrollment Policy

MOVED by Hilary DeBlois and SECONDED by Emily Berry AYE: 5 NAY: 0

A2. Approval of the District's 2022-2023 Open Enrollment Recommendation of 0 special education seats based on the criteria outlined in the District's open enrollment policy and special education open enrollment projections and guidelines.

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

A3. Approval to accept full-time open enrollment applications of students in the upcoming application period who are currently included in the count of occupied spaces and attending Shorewood School District, and approval to accept full time open enrollment applications of siblings of students who are currently enrolled and included in the count of occupied spaces and are attending the Shorewood School District and at a grade level where available space has been determined.

MOVED by Ellen Eckman and SECONDED by Pablo Muirhead AYE: 5 NAY: 0

A4. Approval to utilize a waiting list provision to offer unaccepted seats to others who have applied.

MOVED by Pablo Muirhead and SECONDED by Ellen Eckman AYE: 5 NAY: 0

B. Children’s Hospital of Wisconsin School-Based Mental Health Partnership Update

C. Board Governance

D. Approval of Budget Modification to Address VHE Pool Repairs (moved from Superintendent’s Consent Agenda)

MOVED by Pablo Muirhead and SECONDED by Ellen Eckman AYE: 5 NAY: 0

V. 8:35 pm BOARD CONSENT AGENDA

Approval of Board Meeting Minutes, January 11, 2022 Regular Board Meeting

MOVED by Pablo Muirhead and SECONDED by Ellen Eckman AYE: 5 NAY: 0

VI. 8:49 pm PUBLIC COMMENT #2

Becky Freer 3821 North Murray

VII. 8:51 pm BOARD REPORTS

WASB 2022 Education Convention Reports

VIII. 9:31 pm SUPERINTENDENT’S REPORT

IX. 9:44 pm SUPERINTENDENT’S CONSENT AGENDA

Approval of Monthly Financials (December 2021) and District Staffing Changes

MOVED by Pablo Muirhead and SECONDED by Ellen Eckman AYE: 5 NAY: 0

X. 9:46 pm PUBLIC COMMENT #3 - no comments

XI. 9:47 pm REVIEW OF ‘TO DO’ ITEMS

Enrollment Projections, Board Meeting format, Board candidate orientation, Board linkages

XII. 9:48 pm FUTURE AGENDA ITEMS

OE 9 Instructional Calendar, Student Representative Recruitment Process, advocacy letter, budget meetings, Recreation Department Advisory Board report

XIII. 9:49 pm RECESS AND DEBRIEF



SCHOOL BOARD MEETING  
CLOSED SESSION

Tuesday, January 25, 2022  
6:15 pm

Board Member Participation: Paru Shah, President  
Hilary DeBlois, Vice President  
Pablo Muirhead, Clerk  
Emily Berry, Treasurer  
Ellen Eckman, Board Member

District Staff Participation: JoAnn Sternke, Interim Superintendent  
Tim Kenney, District Safety Officer

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

Motion by Paru Shah to go to Closed Session, per posting, to review and approve the District's Emergency Management Plan, pursuant to Safety Plan requirements from Act 143 and Wis. Stat. 118.07(4).

Motion to leave Closed Session by Paru Shah.

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

[1] RECREATION AND COMMUNITY SERVICES ADVISORY COMMITTEE MEETING  
Wednesday, January 12, 2022

**MISSION STATEMENT**

The mission of the School District of Shorewood Recreation and Community Services Department is to provide community services and life-long learning opportunities through recreation, education, and fitness programs to enhance the quality of life for residents of the Shorewood community.

- Introductions
- Review and follow up on the minutes from November 15, 2021.
  
- A Recreation and Community Services Department Communications
  - Fall Programs Recap
  - Winter Spring Programs
  
- B Newsletters
- C Website/Facebook
- D Facility Updates
  - Acoustifence Taken Down
  - Hot Tub Repairs Needed
  
- Old Business
  - Office Update
  - Pool Closure in March
  
- New Business
  - Summer program relocation
  
- Feedback on department/programs/customer service. How can we improve?
  
- Adjourn. Thank you for attending and for your participation!

[How to deal with positive cases - notifying the teams](#)  
[Not contact tracing for close contacts](#)  
[Ski trips start on the Jan 17](#)

[Pool closure - maybe a few weeks? Not going to replace window, but block with concrete.](#)  
[Whirlpool also closed.](#)

**2021-22 Meeting Schedule: Mondays (6:00 – 7:30 pm):** Mondays, September 20, November 15, January 12, March 7, May 2

**Shorewood Recreation and Community Services Advisory Committee**

Policy for all Recreation and Community Services Department programs and operations is vested in the school board. Serving the board and the department in an advisory capacity is the Shorewood Recreation and Community Services Advisory Committee comprised of the following members:

<b>School Board Appointees</b>	<b>Village Appointees</b>	<b>School Board Member</b>
Jeff Sherman	Sarah Kidd	Paru Shah
Molly Pahl Skwierawski	Maggie Reeve	
Rita Higgins	Monica Liberatore	
Tim Vander Mel	Sarah Wahlstrom Helgren	

**[2] Candidate Orientation**  
**Thursday, Feb 3, 6-7pm**

Present:

Emily Berry

Becky Freer

Andrew Frey

Ellen Eckman

Paru Shah

JoAnn Sterneke

Welcome

Introductions (Board members, Superintendent, Candidates)

Overview of Board Bylaws and Policies

Relationship between Board and Superintendent

Shorewood Definition of Board Work according to policy

- GC-1 Board Purpose
- GC-2 Governance Commitments
- GC-3 Job Description
- GC-7 Code of Conduct

Our Results for Student Achievement

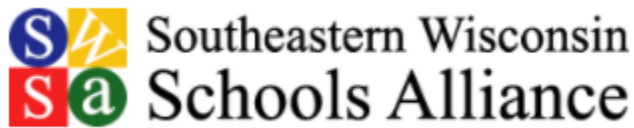
Current Priorities

- Integrated Comprehensive Systems (ICS) Work
- Hiring of Superintendent (Fall)
- Strategic Plan
- Budget Planning

Questions and Answers

February 8<sup>th</sup>, 2022

---



Meeting Notes, February 8, 2022 (Link to [SLIDES](#))

<https://schoolsalliance.com/>

### Agenda & Highlights

- **COVID related topics- from Dr. Gutzeit and Dr. Khare (reference slides 10-16)**
  - *Dr. Gutzeit now provides a weekly update which can be found on their Facebook page and also [HERE](#).*
  - Hoping that Feb temps warm up, Covid will “cool down”!
  - Current state
    - All counties are in critically high activity of disease
    - 14% case positivity rate; indicates prevalence. (2-3 weeks ago it was 28%)
    - Overall spread across counties; case burden is almost 2,000 (3 weeks ago 4,500)
    - All counties in the state are shrinking... no counties increasing. Rate of rise is down 43%
    - 59.5% eligible for vaccination have been fully vaccinated
    - Over 82% 65+ / 21% 5-11 age range (quite a range)
    - We are living with this “other pandemic” that is happening simultaneously; we are seeing an impact on our kids Mental Health. Our data is showing us that anxiety /depression in kids is really prevalent. The fact that we live in a pandemic is a factor; other things impact their mental health.
  
- **SWSA Administrative Items (reference slides 17-21)**
  - Shifts in Executive Board
  - Terri will be stepping down as Executive Director in June of 2022. 😞
  
- **Legislative Discussion (reference slides 22-)**
  - Governor Evers vetoed AB411 (CRT) [Here is his veto message.](#)
  - Public hearing was held on Feb. 1, 2022 on the following bills. SWSA positions and comments can be found [HERE](#).
    - [AB222/SB238](#): Relating to: posting the child abuse and neglect reporting hotline in school buildings. **SWSA did not take a position on this bill.**
    - [AB854/SB808](#) Relating to: the authority of school boards to approve or deny owner-initiated petitions to detach and attach small territories of school districts and modifying a waiting period that applies to filing multiple petitions. **SWSA Opposes**

- [AB893](#)/ SB833 Relating to: grants to support the teaching of college courses in high schools. **SWSA Supports**
  - [AB899](#) /SB841 Relating to: requiring one credit of personal financial literacy for high school graduation. **SWSA Opposes**
  - [AB903](#) Relating to: programs for gifted and talented pupils. **SWSA Opposes**
  - [Senator Darling will be releasing a package of bills on K-12 education along with Sen. Roth, Rep. Thiesfeldt, Rep. Wittke, and Rep. Gundrum.](#)
- The “ask”- addressing the 2022-2023 fiscal cliff by asking for a per pupil increase by \$343 per student. *(the ‘cost’ varies by how this is done)*
    - Resources
      - [Legislative Fiscal Bureau \(LFB\) Memo dated 12-7-2021](#) provides historical context on the revenue limit per pupil adjustment and shows per pupil adjustment under “prior indexing” would have been \$342.82.
      - As we continue to advocate for additional resources, [this Legislative Fiscal Bureau memo dated 12/1/2021 may become useful](#). This memo outlines the per pupil revenue limit adjustment and per pupil aid increases from 1993-24 to 2022-23. The zeroes for this biennial budget standout.
  - Mimic talking points that the majority has been embracing
    - The fiscal cliff is an issue (after federal stimulus dollars are used) AND inflation is going to be an issue
  - **SWSA request (Terri drafting)**
    - Chris Thiel- engaging business leaders to ask for inflationary increase AND special education reimbursement rate increase to 50% - Sign on LETTER?
- **Relevant Reports from the Wisconsin Policy Forum**
    - Wisconsin Policy Forum, [State Tax Burden Up, but Overall Burden Still Falling](#) (Feb. 8, 2022)- This report focuses on the tax burden and implications of the constant pressure to reduce taxes and how that might impact public services in the future.
    - Wisconsin Policy Forum, [Follow the Leaders](#), (Feb. 2022)- this report examines data about principal and superintendent turnover in Wisconsin and acknowledges that the turnover is most prevalent for those serving the state's most vulnerable students.

## School Integration in Metropolitan Milwaukee

April 8<sup>th</sup> Conference

Send team?

<http://languagepolicy.org>

## FEATURED KEYNOTE SPEAKERS



**MIGUEL CARDONA**  
U.S. SECRETARY OF EDUCATION



**JULIANA URTUBEY, NBCT**  
2021 NATIONAL TEACHER OF THE YEAR








**ROXANA NOROUZI**  
EXECUTIVE DIRECTOR OF ONEAMERICA



**CARLOS JOSÉ PÉREZ SÁMANO**  
FIRST ARTIST IN RESIDENCE AT THE PENN MUSEUM

📅 FEBRUARY 2-4, 2022
🌐 WWW.LANGUAGEPOLICY.ORG
🐦 @JNCLINFO
📘 @JNCLNCLIS

### Language Advocacy Days – Talking Points

Thursday, February 03, 2022		
	<p><b>Rep. Mike Gallagher (R) [WI-08]</b> Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. Daniel Butler, Legislative Assistant ; Rep. Mike Gallagher</p>	<p>9:00 AM CST (10:00 AM EST)</p>
	<p><b>Rep. Scott Fitzgerald (R) [WI-05]</b> Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. Kevin Petroccione, Legislative Assistant</p>	<p>9:30 AM CST (10:30 AM EST)</p>
	<p><b>Rep. Gwen Moore (D) [WI-04]</b> Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. Talia Rosen, Legislative Assistant</p>	<p>10:00 AM CST (11:00 AM EST)</p>
	<p><b>Sen. Tammy Baldwin (D) [WI]</b> Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. Brian Moulton, Senior Counsel</p>	<p>10:30 AM CST (11:30 AM EST)</p>
	<p><b>Sen. Ron Johnson (R) [WI]</b> Virtual Meeting: Click for details on how to join. You'll be able to join online or by conference phone number. Peter Spectre, Systems Administrator</p>	<p>12:00 PM CST (1:00 PM EST)</p>

1. Request: Support providing at least \$15 million for the World Language Advancement and Readiness Program (WLARA) in FY22 Appropriations.
2. Request: Support forthcoming World Language Education Assistance Program (World LEAP) legislation which would establish a new world language program in the Department of Education.
3. Request: Support passage of the Senate version of the Advancing International and Foreign Language Education Act (HR 2940/S.1453), to reauthorize International Education Programs under Title VI of the Higher Education Act, which is included in the United States Innovation and Competition Act – USICA (S.1260)
4. **Request: Support passage of the Biliteracy Educational Seal and Teaching (BEST) Act (S.680/HR 1731) that will provide federal funding for equitable implementation of programs to allow every student in America the opportunity to achieve a Seal of Biliteracy.**
5. Request: Support authorization and funding for the Native American Language Resource Center Act (S.989/HR 2271).



## SHOREWOOD SCHOOL BOARD

**Topic:** Superintendent's Report

**Date:** February 8, 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.

### **Black History Month**

A variety of school activities recognizing Black History Month kicked off on Tuesday, February 1; [Black Lives Matter at School Week of Action](#) programming was highlighted January 31 through February 4. Thanks to Shari Tucker, Director of Equity, and Sam Coleman, Director of Curriculum & Instruction, for providing our classroom teachers and other staff with resources and guidance to help shape their work teaching black history in February, and throughout the year. Principals supported this with school-level communication.

### **Key Communicators Initiative and Budget Input Sessions**

More than 30 community members participated in our first Key Communicators Group meetings - one in-person and one virtual - held with school board members at the end of January. Additional in-person meeting dates have been scheduled for March 31 and May 19, and the [introductory presentation](#) shared at our first meetings is attached for future reference.

With development of the District's budget in mind, a discussion topic at these first Key Communicators Group meetings was how the District and School Board obtain community input and how we provide related feedback and information about our budget and finances in response. I will be reviewing comments provided by participants and look forward to

incorporating suggestions into our community budget information sessions and other work in the months ahead.

The February 10 and February 17 community budget input sessions will be held virtually; each of these sessions begins at 5 pm and Zoom links are posted in the School Board meeting section of the website. Sessions will also be held in early March, and we will make a decision about whether to hold these in person or virtually soon. In addition to four sessions for community members, each school's staff will have a budget input meeting, and our [Budget Priorities Survey](#) is open until February 25. To date, we have received more than 200 survey responses.

### **Administration and Campus Updates**

Following Board approval of the District's Open Enrollment recommendations for the 2022-2023 school year, [information](#) about this process and links to application resources have been posted on the District website. The Open Enrollment application period began on February 7 and closes at the end of April.

I am grateful to Sam Coleman and the Calendar Committee for working collaboratively to bring the 2022-23 Instructional Calendar to the Board for consideration on Feb. 10. I am pleased we met this deadline as it is helpful for families and us to plan ahead for the upcoming school year. Mr. Coleman will present the calendar at the upcoming meeting. Thanks to Iris Bohan and Carrie Wettstein in the District Office for supporting the Committee's work.

Two univents froze in the cold weather at Lake Bluff on January 26, causing water damage in the principal's office and school office, and flooding the school library. Facilities & Operations Manager Tony Seidita and Director of Business Services Director Heather Heaviland quickly assessed the situation and remediation crews were on site the same day. I have to commend our custodial team who came together quickly to respond. No school was canceled or delayed due to this incident. Principal Rasco has been doing a superb job keeping staff and families notified with updates. We are processing the remediation costs through insurance and investigating the cause. We do not believe there is any connection to referendum work. After a long construction process, though, it was disheartening for many at Lake Bluff, our facilities team and others to see our new facilities water damaged. Rest assured, we will have everything back to its original status.

During the next three weeks, schools, departments and staff members will be updating websites, publications and other communications - including their email signatures - to include the District's non-discrimination notice, as required by the Wisconsin Department of Public Instruction. We hope to address the bulk of these needs by the end of February, to report completion of this work to the DPI at the end of March. In addition to this work, a concurrent effort is ongoing to align annual notices to employees, recruitment materials, and student support and counseling information with Civil Rights Compliance requirements. A related analysis and process update will ensure that course and program selection and enrollment procedures, and work-based learning opportunities are compliant, which may include changing

course prerequisites to address disproportionate enrollments. This work will be concluded at the end of May 2022.

The District has elected to keep its legal work with von Briesen & Roper following the announcement that our long-time attorney has left the firm. Though our primary attorney has established a new practice, others at von Briesen & Roper have represented the District over time; additionally, our Special Education legal work is handled by another firm, so there is no impact on a significant number of issues we refer to legal counsel.

Tim Kenney and I attended a large group meeting about potential redevelopment of the office building on the corner of Oakland and Capitol as a youth center and/or inclusive housing. The meeting included representatives of Shorewood Moving Forward, Village Trustees, the property developer and a representative of [AbleLight](#), which has expertise in developing facilities of this kind. There will be a follow up meeting with our Special Education team about our transition program space and support services, and we will provide updates to school board members.

District administrators and school leadership teams are moving through their reviews of the District's School Perceptions Surveys, in preparation for launching our 2022 Student, Staff and Parent/Community Member surveys after Spring Break. Survey results will be available at the end of April, and we are concurrently working on plans to share survey results in our schools and in the community. Revisions to Operational Expectations and Results reports that have been presented to the Board over time will be aligned with survey changes.

### **COVID-19 Updates**

The protocol update for isolation, quarantine and testing policies has gone smoothly using CDC and Health Department guidelines, with no negative impact on student or staff attendance. Expanded testing, both at the Library site and in schools (staff only) has been welcome and is being used regularly. The Library site will maintain its expanded hours through February 28.

A small percentage of families utilized the excused absence the District offered to those concerned about the Omicron surge following Winter Break (January 4-21). All District families were notified that enrollment in the Kiel program was available for those in need of a virtual option for the remainder of the school year, beginning with the start of the second semester on January 24. Currently, there are fewer than ten District students enrolled in the Kiel program, and there were no new, second semester enrollments. We will notify the Kiel Area School District of our intent to renew or discontinue our Agreement to enroll students in their Virtual Charter School programs by March 31.

News that the FDA may soon approve vaccinations for the youngest children is welcome news, and the District will again explore opportunities to hold a vaccination clinic in conjunction with the North Shore Health Department, if possible. Many District families have submitted COVID vaccination records or proof of a positive case, which helps us manage isolation, quarantine and contact tracing needs, and we appreciate this partnership and support. Finally, I want to clarify that the District always has full access to the Wisconsin Immunization Registry through our

District Nurse's Office; only school principals were required to repeat the registration process this year. I apologize for mis-speaking at the January board meeting regarding this.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Retirements

**Date:** February 8, 2021

**Prepared by:** JoAnn Sternke

---

**Recommended action:**

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

**Recommendation(s):** Approval

**Purpose:** Retirements

**Background:**

Ann Boyd will retire from her position as School Psychologist at Atwater and Lake Bluff Elementary Schools. Colleen Shea will retire from her position of 4 year old Kindergarten Teacher at Lake Bluff Elementary.



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Key Benefits Contract  
**Date:** February 8, 2022  
**Prepared by:** Heather Heaviland

**Recommended action:**

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

**Purpose:** To approve a six-year contract with Key Benefits Concepts to complete annual required valuations in compliance with GASB. Because the contract creates a financial obligation for multiple years beyond the current budget year, board approval is required.

**Background:**

Shorewood School District offers employees a retirement package that includes payments into an OPEB trust for purposes of supporting the cost of health care following retirement. This commitment creates a liability that is recorded on the annual financial statements as part of the financial audit. GASB75 and GASB73 specify that the total OPEB and pension liability should be determined by an actuarial valuation study on at least a biennial basis. In addition, new requirements specify that the actuary must update the OPEB and supplemental pension table in the years between the full valuation. Shorewood's valuation was last completed in 2019 and is due for an update.

Shorewood School District has engaged Key Benefits Concepts to complete these valuations since 2017. As such, Key Benefits has a depth of familiarity with the District's benefits and previous work that will enable an efficient and accurate valuation.

**Fiscal impact:** Average annual cost of \$4,264

**Attachment(s):** Key Benefits Agreement FY22-FY27

# Subsequent OPEB Valuation for the Shorewood School District

## Previous Study

Key Benefit Concepts completed an actuarial liability study for the Shorewood School District in October 2020. The study had a valuation date of June 30, 2019. We provided a standard detailed valuation of Other Post-Employment Benefits (OPEB) liability and stipend (supplemental pension) benefits. The District has clarified the post-employment benefits since the last valuation. Based upon the clarified benefits as illustrated on pages 7-10 in the summary of benefits, we anticipate our fee for an update detailed valuation to be \$6,950.

If the District wishes to have an updated study at this time, please sign and return the attached acceptance form and we will begin a subsequent liability study upon acceptance.

If further changes beyond those already noted on pages 7-10 have been made to your District's post employment benefits, and the District is interested in an updated study at this time, please sign the attached acceptance as well as send us the modified benefits. We will review the changes and reply with modifications to our fees, if needed, based upon the noted benefit changes.

## New Study

Subsequent studies may be more complex than initial studies and require more work than merely updating terminated employees and new hires. The retirement, termination and addition of employees can change the demographics of a group (i.e. average age and years of service, average age of medical plan participant). These demographics are critical in the calculation of the liabilities, particularly in that of the implicit rate subsidy. In other words, when performing a subsequent study, regardless if it is the actuary that performed the prior valuation or some other actuary, calculation of the liabilities is performed as of the new valuation date, based upon the actives and retirees of the District as of this new valuation date and their associated demographics. So, in this regard, it is as if we are performing an initial study all over again.

Please note that KBC does not provide legal advice. The scope of the project is clearly defined in our proposal and does not include commentary or accountability for whether such benefits and eligibilities comply with state, federal or other required guidelines. The government entity is responsible for assuring that the benefits it provides are in compliance with all current regulations.

## District Funding

Via emails from the District on November 5, 2021, the District is funding benefits as follows:

- OPEB: via an irrevocable trust or account.
- Supplemental Pension Benefits: pay-as-you-go basis from general assets (i.e., the District is **not** funding its benefit via an irrevocable trust or account).
- Fully-insured health benefit: The District provides health benefits on a fully-insured basis

With recent changes in GASB guidelines, it is important to note that this proposal for a new valuation is based upon this District Funding approach.

**Proposed Valuation**

This proposal is for a valuation of the OPEB (GASB 74/75) and Supplemental Pension (GASB 73) benefits based upon compliance with the new GASB Statements.

The proposal assumes the following:

- Valuation Date: 6/30/2021
- Measurement Date: 6/30/2022 (**roll forward**)
- Reporting Date: 6/30/2022

KBC's Terminology:

This is terminology used by KBC to distinguish the type of valuation being provided and is not necessarily used by auditor or other actuaries in the industry.

Roll Back refers to a valuation with a measurement date 12 months prior to the reporting date  
Roll Forward refers to a valuation with a measurement date the same as the reporting date.

Fees: The fee for services is expected to be no greater than the fee shown. These fees are based upon the District's funding method noted above. Should the District be using a different funding method than as noted herein, the fees for services are not valid and a new proposal is required.

Under new GASB Statements, it is required for an actuary to update tables in the year between valuations. KBC will provide OPEB and Supplemental Pension table updates for fiscal year end reporting 6/30/2023. Since this is billed separately in the subsequent year, the fee for the table updates are itemized separately. Our fee below is for the table updates, based upon following GASB Statements 73, and 75, and assuming that the District is agreeable to a measurement date that is the same as the reporting date for such updates. Our fee is based upon this assumption.

<b>Subsequent Actuarial Valuation &amp; Required Table Update Fee</b>	
	Fee
<b>Standard OPEB &amp; Supplemental Pension Valuation</b>	
• Discounted fee if paid by cash, check or ACH Transfer	\$ 6,950
• Paid by Debit/Credit Card (including processing fee) *	\$ 7,158
In Person Visit to District to Present Updated Report ( <i>optional service</i> )	\$ 300
Virtual Meeting with District to Present Updated Report outside of regular business hours ( <i>optional service</i> )	\$ 250
<b>Required Table Update - for the 6/30/2023 financial reporting year end</b>	
OPEB Table Updates GASB 75 and Stipend Table Updates GASB 73 - Roll Forward	
• Fee if paid by check or ACH Transfer	\$ 1,710
• Paid by Debit/Credit Card (including processing fee) *	\$ 1,761

**Option: 6-Year Agreement - (Fee for Valuation 6/30/2021, Table Updates 6/30/2022, Updated Valuation 6/30/2023, Table Updates 6/30/2024, Updated Valuation 6/30/2025, and Table Updates 6/30/2026)**

Many entities request multi-year agreements; thus, we have provided this option for the District as well. Below are our fees for the 6/30/2021 (FYE 6/30/2022) valuation and 6/30/2022 (FYE 6/30/2023) table updates, the subsequent valuation as of 6/30/2023 (FYE 6/30/2024), table updates as of 6/30/2024 (FYE 6/30/2025), subsequent valuation as of 6/30/2025 (FYE 6/30/2026) and table updates as of 6/30/2026 (FYE 6/30/2027).

The fees for the valuations and the table updates assume there will be no changes or modifications to the eligibility or post employment benefits from the initial year valuation. The subsequent year following the valuation requires table updates. Each new valuation requires calculations of the inflows and outflows and preparation/update of the table of inflows and outflows. This multi-year agreement allows the District to budget for upcoming expected costs. Further, since the 6-year agreement reduces KBC’s administrative time/expense to prepare the proposal and request approval, the fees for the 6-year period reflects the reduced time/expense spread over the 6-year period.

Should the GASB guidelines, benefits, eligibility, or measurement date change, the fees below would be subject to change:

<b>Actuarial Valuation &amp; Required Table Update Fees</b>	<b>Credit Card*</b>	<b>Check or ACH</b>
<b>1. Subsequent Standard OPEB and Supplemental Pension Valuation</b> GASB 73 & 75 as of 6/30/2021 for FYE 6/30/2022	\$ 6,901	\$ 6,700
<b>2. Required OPEB and Supplemental Pension Table Update</b> GASB 73 & 75 for the fiscal year end 6/30/2023	\$ 1,761	\$ 1,710
<b>3. Subsequent Standard OPEB and Supplemental Pension Valuation</b> GASB 73 & 75 as of 6/30/2023 for FYE 6/30/2024	\$ 7,004	\$ 6,800
<b>4. Required OPEB &amp; Supplemental Pension Table Updates</b> GASB 73 & 75 for the fiscal year end 6/30/2025	\$ 1,761	\$ 1,710
<b>5. Subsequent Standard OPEB and Supplemental Pension Valuation</b> GASB 73 & 75 as of 6/30/2025 for FYE 6/30/2026	\$ 7,107	\$ 6,900
<b>6. Required OPEB &amp; Supplemental Pension Table Updates</b> GASB 73 & 75 for the fiscal year end 6/30/2027	\$ 1,818	\$ 1,765
<b>Total 6-Year Agreement Fees</b>	<b>\$ 26,353</b>	<b>\$ 25,585</b>

\*Paid by Debit/Credit Card (including processing fee). KBC offers the option of paying the fee by debit or credit card. The difference in the fee is the processing service cost. There is a discounted fee for payment by check, cash or ACH transfer as noted.

An in person visit to the District to present updated report (optional services) \$300/visit or \$250/ visit for a virtual meeting with the District to present the updated report if outside of regular business hours.

Fees noted in this proposal are valid if accepted by January 15, 2022.

The fees for the table updates assume there will be no changes or modifications to the eligibility or post employment benefits from the 6/30/2021 valuation. Note, the fee for table update services will be invoiced in 2021/ 2022 after the service is provided.

Subsequent studies and alterations are not included in the above noted fee.

Because of the importance of oral and written representations to an effective agreement, The District hereby releases KBC and its current, former or future owners, agents, employees, personnel and assignees from any and all claims, liabilities, costs and expenses attributable to a misrepresentation by the District or its management. Further, the District understands and agrees to the valuation as prepared by KBC or assignee according to the following process and outcomes:

The calculations of cost and liabilities illustrated will be determined according to generally accepted actuarial principles and standards. Specific assumptions and actuarial methodology for the study will be defined within the report. Each material assumption will be, in the actuaries' opinion, individually reasonable and falls within the best estimate range, taking into account past experience and reasonable future expectations, and is consistent with each other material assumption. Given that actual experience may vary from the actuarial assumptions projected, developing liabilities and costs may differ from those estimated in the report. Furthermore, in the event of any inaccuracies in the information or data provided, upon which these calculations were based, revisions may be needed. Fees associated with such revisions are not within the scope of this project. Additional fees will be determined and approved by the District before revisions are made.

The valuation will be prepared in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The actuaries certifying the valuation meet the qualifications of the American Academy of Actuaries required to provide the actuarial opinion detailed in this report.

The valuation and report will be prepared solely for the purposes of providing information required by The Government Accounting Standards Board (GASB) for the District's financial reporting. KBC assumes neither responsibility nor any liability for use of this report for any other purposes.

Therefore, if the above services and guidelines are met, neither KBC nor its current, former or future owners, agents, employees and personnel shall be liable to the District, whether a claim be in tort, contract or otherwise, for any amount in excess of the total professional fees paid by the District under this agreement.

Timetable: Upon receipt of **all required data**, the valuation is scheduled to be completed within a 12-week timetable. However, please note that during periods of high volume, the timetable may be longer.

Review and Report: Our fees include a telephonic review of the draft report and preparation of an electronic version of the report and up to two hard copies of the final valuation report, if requested.

District Visit: Many government entities do not require a presentation with the subsequent study. Thus, the subsequent valuation does not include a visit to the District to present the finalized report. However, this service is available at an additional cost. Please contact us if you should like a presentation.

Invoicing: Statements for work completed will be invoiced when a draft valuation is provided to the District. Payment is due upon receipt. Subsequent invoices will be sent if additional services are requested.

### **Proposal Acceptance**

If the District wishes to have an updated study at this time:

- Please sign and return the attached acceptance form and we will begin a subsequent liability study upon acceptance.

If further changes have been made to your District's post employment benefits, and the District is interested in an updated study at this time:

- Please sign the attached acceptance as noted and make the changes on the benefit summaries.
- We will review the changes and reply with modifications to our fees, if needed, based upon the noted benefit changes.

## Acceptance for a Subsequent Actuarial Liability Study

This proposal forms an agreement between the Shorewood School District and Key Benefit Concepts, LLC.

Standard Valuation including OPEB, Supplemental Pension & Required Table Updates:

**Please check the appropriate boxes:**

<b>The District's medical plan is:</b> <input checked="" type="checkbox"/> Fully Insured <input type="checkbox"/> Self-funded	<b>The District's benefits are funded through:</b> OPEB <input type="checkbox"/> General Assets <input type="checkbox"/> Irrevocable Trust Stipend <input type="checkbox"/> General Assets <input type="checkbox"/> Irrevocable Trust
-------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If response does not agree with notes on page 1 & 2, fee will change.

**Please check one box below:**

- The District accepts the proposal for a 2-year agreement (**Valuation 6/30/2021 and Table Updates 6/30/2022**)
- The District accepts the proposal for the 6-year agreement (**Valuation 6/30/2021, Table Updates 6/30/2022, Updated Valuation 6/30/2023, Table Updates 6/30/2024, Updated Valuation 6/30/2025, and Table Updates 6/30/2026**). This agreement allows for early termination if the District no longer has an OPEB or Supplemental Pension liability.

**Please check one box below:**

- The Post Employment Benefit Summaries as provided in this proposal, accurately and completely reflect the current retirement benefits offered by the District.
- Modifications were made to the District's post-employment benefits beyond those already noted in the Post-Employment Benefit Summary. These additional modifications have been noted as illustrated on pages 7-10. The Post-Employment Benefit Summary **with** the noted changes accurately and completely reflects the retirement benefits currently offered by the District.

### Disclaimer

- Upon receipt of the eligibility and post employment benefit data required for valuation, should we find that eligibility and/or benefits are significantly different than outlined in this proposal or changes in GASB requirements have occurred, KBC reserves the right to revise our proposal and the associated fees for the study.
- **To avoid additional charges, please make sure the benefit summaries provided are correct.** Upon review of the draft report should further modifications be required beyond those noted in the summary with the acceptance, wherein the calculated liabilities are affected, additional fees will be charged. These fees will be based upon the additional time required to recalculate the liabilities. With the inclusion of the additional fee, the total due may exceed the fee noted in this proposal.

### Shorewood School District



---

Heather Heaviland, Director of Business Services

February 1, 2022

Date

*Facsimiles of acceptance signatures shall be as valid as the original signatures.*

# Shorewood School District

## Post-Employment Benefit Summary

**Retired Administrators, Teachers, Secretaries and Aides- Retired prior to July 1, 2014**

- Eligible Administrators, Teachers, Secretaries and Aides receive grandfathered benefits that are no longer provided to active employees which include 87.4% of health insurance premiums until Medicare Eligibility.

**Retired Custodian and Maintenance- Retired prior to July 1, 2014**

- Eligible retirees receive grandfathered benefits that are no longer provided to active employees which include 90% of health insurance premiums until Medicare Eligibility.

**Administrators**

Retiring On or After July 1, 2014	
Eligibility	Actively-Funded Benefit
<p><b><u>Hired Prior to July 1, 2007:</u></b></p> <p>At least age 55</p> <p><b><u>Hired On or After July 1, 2007:</u></b></p> <p>At least age 57</p>	<p style="text-align: center;"><b><u>Hired On or After July 1, 2007</u></b></p> <p><u>HRA Contributions:</u> Beginning in the school year the Administrators attains age 50 and ending in the school year that the Administrator attains age 57, the District will provide \$25,000 per year into an HRA. These HRA funds must be used towards premiums to remain on the District’s medical and dental plan.</p> <p><b><i>(Implicit Rate Subsidy)</i></b> Upon retirement, retirees may self-pay the full amount (100%) of required premiums to remain on the District’s medical plan.</p> <p>Those using HRA funds or self-paying may remain on the District’s medical plan until Medicare eligibility.</p> <p style="text-align: center;"><b>Non-OPEB - Supplemental Pension</b></p> <p><u>Stipend Benefit:</u> The District shall provide a lump sum payment to a special pay plan upon retirement equal to one week of pay per year of service, not to exceed 25 years of service.</p> <p style="text-align: center;"><b>Non-OPEB - Compensated Absence</b></p> <p><u>Sick Leave Payout:</u> 10% of unused sick leave accumulated upon retirement up to a maximum of 14 days whichever is less, will be paid out in cash or contribution to WRS.</p> <p><i>Sick leave is not an OPEB benefit, but a compensated absence under GASB 16 and will not be included in the valuation.</i></p>

**Teachers**

<b>Retiring On or After July 1, 2014</b>											
<b>Eligibility</b>	<b>Actively-Funded Benefit</b>										
At least age 57	<p style="text-align: center;"><b><u>Those with 8 or more years of Service in the District as of July 30, 2013</u></b></p> <p><u>HRA Contributions</u>: The District will provide contributions for active employees of a \$500 annually into an HRA. These HRA funds may be used towards premiums to remain on the District's medical and dental plan or with an outside provider. Vesting upon meeting retirement eligibility (age 57). <b>Note</b>: if a teacher severs their employment with the District prior to retirement, the investment contributions and accrued interest will be surrendered back to the District.</p> <p style="text-align: center;"><b><u>Those with less than 8 years of Service in the District as of July 30, 2013 and New Hires</u></b></p> <p><u>HRA Contributions</u>: The District will provide contributions for active employees of a \$1,600 annually into an HRA. These HRA funds may be used towards premiums to remain on the District's medical and dental plan or with an outside provider. Vesting upon meeting retirement eligibility (age 57). <b>Note</b>: if a teacher severs their employment with the District prior to retirement, the investment contributions and accrued interest will be surrendered back to the District.</p> <p><b>(Implicit Rate Subsidy)</b> Upon retirement, retirees may self-pay the full amount (100%) of required premiums to remain on the District's medical plan.</p> <p>Those using HRA funds or self-paying may only remain on the District's medical plan until Medicare eligibility. In addition, the HRA accounts earn interest beginning July 1, 2014.</p> <p style="text-align: center;"><b>Non-OPEB: Supplemental Pension</b></p> <p><u>Stipend Benefit</u>: The District shall provide a lump sum payment to a special pay plan upon retirement equal to the sum of the following:</p> <ul style="list-style-type: none"> <li>• Daily rate of pay times years of service</li> <li>• Flat dollar amount based on the following table:</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Years of Services</th> <th style="text-align: center;">Flat Dollar</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">15-24</td> <td style="text-align: center;">\$ 1,000</td> </tr> <tr> <td style="text-align: center;">25-29</td> <td style="text-align: center;">\$ 2,000</td> </tr> <tr> <td style="text-align: center;">30-34</td> <td style="text-align: center;">\$ 3,000</td> </tr> <tr> <td style="text-align: center;">More than 35</td> <td style="text-align: center;">\$ 3,500</td> </tr> </tbody> </table> <p style="text-align: center;"><b>Non-OPEB - Compensated Absence</b></p> <p><u>Sick Leave Payout</u>: 10% of unused sick leave accumulated upon retirement up to a maximum of 12 days whichever is less, will be paid to a special pay account.</p> <p><i>Sick leave is not an OPEB benefit, but a compensated absence under GASB 16 and will not be included in the valuation.</i></p>	Years of Services	Flat Dollar	15-24	\$ 1,000	25-29	\$ 2,000	30-34	\$ 3,000	More than 35	\$ 3,500
Years of Services	Flat Dollar										
15-24	\$ 1,000										
25-29	\$ 2,000										
30-34	\$ 3,000										
More than 35	\$ 3,500										

**Secretary**

<b>Retiring On or After July 1, 2014</b>									
<b>Eligibility</b>	<b>Actively-Funded Benefit</b>								
<p><b><u>Hired Prior to July 1, 2006:</u></b></p> <p>At least age 59</p>	<p><b>HRA Contributions:</b> The District will provide contributions for active employees of a specific amount into an HRA. The amount is based on years of service as of July 1, 2014 and is increased by a specific amount per year until retirement based on hire date as noted below: These HRA funds may be used towards premiums to remain on the District's medical and dental plan.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Hire Date</th> <th style="text-align: center;">Contribution Amount Increased by</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Hired Prior to July 1, 2006</td> <td style="text-align: center;">\$ 500 each year</td> </tr> <tr> <td style="text-align: center;">Hired Between July 1, 2006 and June 30, 2007</td> <td style="text-align: center;">\$ 1,600 each year</td> </tr> <tr> <td style="text-align: center;">Hired On or After July 1, 2007</td> <td style="text-align: center;">\$ 2,000 each year</td> </tr> </tbody> </table>	Hire Date	Contribution Amount Increased by	Hired Prior to July 1, 2006	\$ 500 each year	Hired Between July 1, 2006 and June 30, 2007	\$ 1,600 each year	Hired On or After July 1, 2007	\$ 2,000 each year
Hire Date		Contribution Amount Increased by							
Hired Prior to July 1, 2006		\$ 500 each year							
Hired Between July 1, 2006 and June 30, 2007	\$ 1,600 each year								
Hired On or After July 1, 2007	\$ 2,000 each year								
<p><b><u>Hired Between July 1, 2006 and June 30, 2007</u></b></p> <p>At least age 60</p>									
<p><b><u>Hired on or After July 1, 2007:</u></b></p> <p>At least age 59</p>	<p><b>(Implicit Rate Subsidy)</b> Upon retirement, retirees may self-pay the full amount (100%) of required premiums to remain on the District's medical plan.</p> <p>Those using HRA funds or self-paying may remain on the District's medical plan until Medicare eligibility. In addition, the HRA accounts earn interest beginning July 1, 2014.</p>								

**Custodial and Maintenance**

<b>Retiring On or After July 1, 2014</b>							
<b>Eligibility</b>	<b>Actively-Funded Benefit</b>						
<p><b><u>Hired On or Prior to July 1, 2007</u></b></p> <p>At least age 55</p>	<p><b>HRA Contributions:</b> The District will provide contributions for active employees of a specific amount into an HRA. The amount is based on years of service as of July 1, 2014 and is increased by a specific amount per year until retirement based on hire date as noted below: These HRA funds may be used towards medical and dental premiums on the District's plan or with an outside provider.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Hire Date</th> <th style="text-align: center;">Contribution Amount Increased by</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Hired Prior to July 1, 2007</td> <td style="text-align: center;">\$ 500 each year</td> </tr> <tr> <td style="text-align: center;">Hired On or After July 1, 2007 and before July 1, 2020</td> <td style="text-align: center;">\$ 1,000 each year</td> </tr> </tbody> </table>	Hire Date	Contribution Amount Increased by	Hired Prior to July 1, 2007	\$ 500 each year	Hired On or After July 1, 2007 and before July 1, 2020	\$ 1,000 each year
Hire Date		Contribution Amount Increased by					
Hired Prior to July 1, 2007		\$ 500 each year					
Hired On or After July 1, 2007 and before July 1, 2020	\$ 1,000 each year						
<p><b><u>Hired After July 1, 2007 and before July 1, 2020</u></b></p> <p>At least age 57</p>							
	<p><b>(Implicit Rate Subsidy)</b> Upon retirement, retirees may self-pay the full amount (100%) of required premiums to remain on the District's medical plan.</p> <p>Those using HRA funds or self-paying may remain on the District's medical plan until Medicare eligibility. In addition, the HRA accounts earn interest beginning July 1, 2014.</p>						

**Notes:**

- *The District provides active employees on the health plan with an annual \$273 single/ \$563 family into an HRA. HRA dollars not used roll over from year to year and remains with the employees upon severance of employment. These HRA dollars may be used upon retirement for any eligibility health expenses or premium on the District's plan until exhaustion or Medicare eligibility; whichever occurs first. Former employees or retirees who remain on the District's medical plan are not eligible to receive these HRA contributions. **This benefit was eliminated January 2020.***
- **Actively Funded HRA Contributions:** *Such contributions are made monthly or annually in the year the benefit is earned. District contributions are made into an irrevocable account earmarked for the employee. Thus, the benefit is considered an actively-benefit and is not included in the post-employment valuation. However, the resulting implicit rate subsidy, when applicable, from use of such funds to remain on the District's medical plan should be accounted for as an OPEB.*