

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD
Shorewood, Wisconsin
April 26, 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. An elevator can be accessed from the hall adjacent to the east stairs, if needed.

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

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Dial by your location

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Meeting ID: 815 9962 7722

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

The Shorewood School District does not discriminate on the basis of sex, race, color, national origin, religion, age, sexual orientation, creed, ancestry, pregnancy, marital or parental status, gender identity or expression, veteran status, physical, mental, emotional or learning disability, or any other legally protected status in its educational programs, activities, or employment with the District. The District also provides equal access to the Boy Scouts and other designated youth groups. The following designee handles inquiries regarding non-discrimination policies: Director of Human Resources, Title IX Coordinator and Compliance Officer, 1701 E. Capitol Drive, Shorewood, WI 53211, 414-961-2854, humanresources@shorewood.k12.wi.us.

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 Music and Visual Arts Curriculum

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 Children's Hospital of Wisconsin 2022-2023 Agreement 4

B. Approval of Allocation of Remaining Referendum Contingency Funds Heather Heaviland and Tony Seidita 17

C. Approval of Teacher Preliminary Notice of Non-Renewal Letters

1. Four One-Year Contract Non-Renewals

2. One Part-Time Reduction From 1.0 to .6 FTE

3. Five 1.0 FTE Reductions

D. Board Governance

1. Election of Board Officers and Liaisons 19

2. Review of Spring Linkages 20

3. Key Communicators Update 24

4. Student Board Representatives 27

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

A. Approval of Board Meeting Minutes 32

April 12, 2022 Closed Session

April 12, 2022 Regular Session

April 14, 2022 Closed Session

VI. 8:35 pm BOARD MEMBER REPORTS

VII. 8:50 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.

VIII. 9:05 pm SUPERINTENDENT'S REPORT 37

IX. 9:20 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of Staffing Changes: Resignations, Retirements and Leave of Absence Requests 41

B. Approval of Tree Planting at Atwater Elementary School 42

C. Approval of Monthly Financials 45

X. 9:30 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. 9:45 pm REVIEW OF 'TO DO' ITEMS

XII. 9:50 pm FUTURE AGENDA ITEMS
XIII. 10:00 pm RECESS AND DEBRIEF

SCHOOL-BASED MENTAL HEALTH SERVICES AGREEMENT
Between
Shorewood School District
and
Children’s Service Society of Wisconsin (“Children’s Wisconsin”)

This agreement is entered into on April 26, 2022 between the Shorewood School District, 1701 E Capitol Dr, Shorewood, WI 53211 (the “District”) and Children’s Service Society of Wisconsin (“Children’s Wisconsin”) (“CW”).

Whereas, the District recognizes that offering on-site School-Based Mental Health Services and education and support to school staff and student families provides significant benefits without substantial disruption to the educational process; and

Whereas, the District seeks an independent provider of School-Based Mental Health Services and/or Mental Health Consultation (collectively, “Mental Health Services”) for District students and staff; and

Whereas, CW is a licensed mental health provider engaged in providing outpatient mental health services for student populations to improve access; and

Whereas CW desires access to the District’s facilities in order to provide such services for students in the District;

Now, therefore, in consideration of the mutual promises in this Agreement, the parties agree as follows:

- I. **TERM.** The Term of this Agreement shall be from July 1, 2022 through June 30, 2024, unless earlier terminated by either party upon thirty (30) days prior written notice for any reason.

- II. **SERVICE LOCATIONS and HOURS OF SERVICE.** Mental Health Services shall be provided in the following schools during the specified days/hours:

Lake Bluff Elementary School, M-F during school related hours
Atwater Elementary, M-F during school related hours
Shorewood Intermediate School, M-F during school related hours
Shorewood high School, M-F during school related hours

In the event that referrals for School-Based Mental Health Services are not sufficient to support productivity requirements in the district setting, CW reserves the right to modify the schedule as needed to support additional therapy services to non-District clients in an outpatient therapy clinic.

III. **CW SERVICES.** (Check all that apply.)

A. School Based Mental Health Services.

CW shall provide School-Based Mental Health Services (“SBMHS”) to students in the District who are eligible for such services based upon a professional mental health diagnostic assessment. SBMHS will be provided after guardian (and student, if 14 years old or over) consent and agreement between CW and the student and/or family members, as appropriate. SBMHS will only be provided to a student with: 1) written permission of the adult student, 2) written permission of the minor student’s (under 14 years old) parent or legal guardian, or 3) written permission of both the minor student (14 years and older) and the minor student’s parent or legal guardian.

- a. **Scope.** SBMHS will be provided by appropriately licensed therapeutic staff employed by CW. SBMHS will be available to students throughout the calendar year, via telehealth and/or in person in school and/or at CW’s outpatient clinic. Frequency and duration of the SBMHS for each student will be based on mental health assessment and need. SBMHS will be provided in accordance with all requirements and regulations set forth by the Wisconsin Department of Safety and Professional Services, Wisconsin Department of Health Services Division of Quality Assurance, and in compliance with all other applicable Wisconsin and federal laws.
- b. **Referral.** The District shall be under no obligation to refer District students or their families to CW for the provision of any mental health services. Referral for mental health diagnostic assessment and services to CW shall originate from a student, parent/guardian, or the District after necessary informed consent is obtained from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family.
- c. **Scheduling.** Arrangements for a student to be released from school activities to receive SBMHS will be made after the adult student or parent/guardian has authorized the services. After-school therapy may occur at the discretion of the therapist and family. These sessions can occur after school hours in the school building (with District approval), outpatient therapy office, or via telehealth.
- d. **Client Relationship.** Students and/or family members receiving SBMHS pursuant to this Agreement are clients of CW. All communications to students and/or family members regarding the availability of SBMHS will clearly specify the SBMHS are provided (whether on-site or off-site) for the benefit and convenience of students

and/or family members seeking SBMHS, and that CW is in no way an agent of the District.

- e. **Coordination.** CW shall collaborate with the designated school mental health coordinator (School Coordinator) on the entry to, progress through, and exit from services based on data to the extent permitted by state and federal law. CW will provide regular progress updates with the school mental health coordinator as the point of contact unless invited to team discussion with proper releases of information.
- f. **Review.** The District and CW recognize that the Wisconsin Department of Health Services may conduct reviews of District office staffing records, policy and procedure or clinical records at CW on-site facilities. Reviews may include unannounced site visits at on-site facilities for the purpose of evaluating compliance or investigating complaints. CW shall make every reasonable effort to ensure that site visits by Wisconsin Department of Health Services will comply with District rules regarding visitors, student access, emergency drills and procedures, and entrance and egress policies and procedures.
- g. **Compensation.** CW shall provide SBMHS through private agreement with District students and/or family members. When providing SBMHS within a school or off-site clinic location, CW is responsible for identifying and billing any third-party funding source (i.e., insurance, Medicare, etc.) for all services rendered. Regardless of whether or not a funding source is secured, under no circumstances will the District be liable for SBMHS, and the District will not be billed for these services at any point by CW.

 X **B. Mental Health Consultation.**

- a. **Scope of Services.** CW shall provide Mental Health Consultation services to the District. Mental Health Consultation will include meetings with teachers and parents, education, and general and case specific consultation with District staff.
- b. **Compensation.** The District shall pay CW \$7566.67 per month for July 1, 2022 –June 30, 2023 and \$8115.67 per month for July 1, 2023-June 30, 2024for Mental Health Consultation services. CW will submit invoices to the District each month, with payment of undisputed invoices due within 30 days.

 C. District Specific Requirements.

Grant funded or district specific requirements in addition to, but not in conflict with, the terms of this Agreement, if any, are attached as Exhibit B.

IV. CW Obligations.

- A. **Representations/Warranty.** All Mental Health Services provided under this Agreement will be provided by CW. CW represents and warrants that all employees and/or agents providing Mental Health Services shall be competent mental health professionals with appropriate degrees, licenses, and qualifications for the Mental Health Services being provided.

CW represents and warrants to District that the Mental Health Services provided under this Agreement shall be performed with the degree of skill and care that is required by current, sound professional procedures and practices and in conformance with generally accepted professional standards prevailing at the time the work is performed.

- B. **District Policy.** CW therapists and clients will adhere to all District rules and policies within District facilities, including participation in emergency drills.

When a CW client is participating in therapy with CW, his or her supervision is the responsibility of the therapist. The District remains responsible for supervising students and/or family members outside of therapy sessions.

The student code of conduct for the school site will apply to the student while receiving the SBMHS. Student violations of the code of conduct shall be reported to the school site administrator as permitted by law.

Should a student exhibit violent or threatening behavior toward a CW therapist on school property, the therapist shall communicate and cooperate with District staff and law enforcement as appropriate.

- V. **Building Access.** CW employees or agents governed by this Agreement may only enter a District building with permission from a school administrator. Mutually, the District and CW shall establish the hours when CW is permitted to offer the Mental Health Services at schools within the District. Meetings with students will be scheduled to minimize disruption of the school day.

- VI. **Property.** Any property or equipment purchased or otherwise provided by the District for use by CW employees or agents shall remain the property of the District and shall be returned to the District upon termination of this Agreement, regardless of the reason for termination.

Any property or equipment purchased by CW for use by its employees or agents working in the District shall remain the property of CW and shall be returned to CW upon termination of this Agreement.

VII. DISTRICT OBLIGATIONS.

- A. The District agrees to provide, at no cost to CW, a HIPAA compliant space that is appropriate for the provision of Services and includes basic office furniture and equipment (desk, office chair, client chairs, a locking file cabinet, and telephone) and that will be available during the school day and/or during after school hours approved by the District. The District will retain responsibility for cleaning and maintaining the provided space.
- B. The District will train building staff on how referrals for SBMHS provided by CW are assessed, administered, and monitored.
- C. The District will facilitate identification of students for referral to SBMHS through the use of data including office discipline referral forms, a score of “clinical significance” on gated screening, attendance records, and brief functional assessment data as applicable.
- D. The District will identify a school mental health coordinator (“School Coordinator”) at each building to facilitate the referral of students for SBMHS based on above-described criteria. School Coordinators will:
 - Receive information appropriately authorized for release from CW and provide appropriate information back to school staff;
 - Collaborate with students and family to assist in the referral process for SBMHS;
 - Provide information appropriately authorized for release to CW.
- E. The District shall display Client Rights Information prominently at each space in which CW SBMHS are provided.
- F. The District, in consultation with CW, shall develop appropriate forms and information that shall be disseminated to District students, their families, and to the community regarding the availability of on-site mental health services provided by CW.

VIII. INDEMNIFICATION. CW and the District hereby indemnify and hold each other harmless from and against all third party claims, liabilities, damages, losses, costs or expenses arising out of their respective acts or omissions under this Agreement.

IX. **INSURANCE.** CW shall, during the term of this Agreement, maintain, at its individual expense, all necessary insurance, including but not limited to malpractice insurance and general liability insurance, to provide protection and indemnification to District against claims arising out of the provision of services under this Agreement:

- a. **Professional Liability** - \$1,000,000 Per Occurrence/\$3,000,000 Aggregate;
and
- b. **General Liability** - \$1,000,000 Per Occurrence/\$2,000,000 Aggregate.

The School District of Shorewood will be named as additional insured on the certificate of insurance. CW shall provide the School District with a certificate of insurance within ten (10) days of the Effective Date.

The District shall provide general liability insurance for the physical environment of CW's office space(s) and shall make reasonable efforts to ensure that the physical environment is free of hazards.

X. **CONFIDENTIALITY.** The location of CW in District facilities does not in any way waive the confidentiality of treatment records or pupil records as defined in state and federal law. CW and the District acknowledge that educational data created, gathered or maintained by the District is subject to the requirements of the Family Educational Rights and Privacy Act and applicable Wisconsin statutes. The data created, gathered or maintained by CW is subject to the requirements of HIPAA and applicable Wisconsin statutes. CW and the District will not provide the other with information arising out of their respective relationships with the students and their parents or legal guardians, except pursuant to written and legally sufficient authorization by an adult student or a minor student's parent or legal guardian. The Data Sharing Agreement attached as Exhibit A is incorporated into and subject to the terms of this Agreement.

XI. **STATUS AND AUTHORITY OF CW.** The parties intend to create by this Agreement an independent contractor relationship and not an employee/employer relationship. Neither party is authorized to contractually bind the other party, unless so authorized by that party in writing. The District has direction and control only as to the end result to be accomplished and CW has direction and control over the means and method of accomplishing that end result, subject to the terms and conditions of this Agreement.

XII. **CW AS EMPLOYER.** CW shall be regarded, designated, and considered to be the employer with respect to all individuals whom CW may select and assign to provide the Mental Health Services. CW shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing, and otherwise regulating the employment conditions, employment rights, compensation, and other similar matters relative to all individuals whom CW utilizes in connection with providing Mental Health Services. Neither CW nor any of its agents, servants or employees are to be considered agents, servants or employees of District at any time or under any

circumstances, nor is CW or its employees entitled to any employee benefits from District, nor any compensation from District except as specified by this Agreement.

This Agreement is not exclusive. CW shall have the right to perform services for others.

- XIII. **BACKGROUND CHECKS.** CW shall not assign any individual to perform Mental Health Services without first conducting employment reference checks and criminal background checks as required by law and as required by the District. The District reserves the right to review the results of any background check and to refuse the assignment of any individual to render Mental Health Services where the employment of any criminal record history or employment references for that individual indicate, in District's sole and absolute discretion, unfitness and ineligibility to perform the services.
- XIV. **PAYMENT OF TAXES AND FEES.** CW shall be solely responsible for the payment of any and all taxes or fees relating to remuneration to be received by CW pursuant to this Agreement, including without limitation, all federal, state, and local income taxes, Social Security taxes, Unemployment Insurance taxes, and any other such taxes, whether foreign or domestic, and any business license or other fees arising from CW's activities pursuant to this Agreement. CW further warrants that it holds a federal employer identification number with the Internal Revenue Service (IRS) and has filed business or self-employment income tax returns with the IRS based on work or service in the previous year. CW will provide proof of such to District upon request.
- XV. **EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION.** CW agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable laws, directives, and regulations of federal, state and local governing bodies or agencies.

CW acknowledges that in performance of this Agreement, no person or persons may, on the grounds of race, color, religion, age, sex, disability, marital status, familial status, sexual orientation, HIV status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any or all applicable federal and state laws, including the Civil Rights Act of 1964.

XVI. **MISCELLANEOUS PROVISIONS**

- a. **Dispute Resolution.** Disagreements between CW and District staff arising out of the performance of this Agreement shall be brought to the attention of the Director of Pupil Services and Special Education, who shall resolve the disagreements in consultation with CW Director of Mental and Behavioral Health Services when necessary.

- b. **Choice of Law and Severability.** This agreement shall be governed by the laws of the State of Wisconsin, without reference to its conflicts of law principles. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect.
- c. **Joint Drafting.** This Agreement shall be construed to have been drafted equally by the parties.
- d. **Responsibility for Costs.** Unless explicitly outlined in this Agreement, each party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
- e. **Enforcement.** Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.
- f. **District Requirements.** District-specific requirements for the provision of Mental Health Services are attached to this Agreement as Exhibit B and incorporated into this Agreement. To the extent any of the terms in Exhibit B conflict with any terms of this Agreement, this Agreement shall control.
- g. **Complete Agreement.** This Agreement constitutes the entire agreement between the parties relating to the matters addressed in this document. No party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both parties.

By signing this Agreement, each party acknowledges and agrees that it has read this Agreement, has had an opportunity to review this Agreement with legal counsel, understands this Agreement and is legally bound by all terms of this Agreement.

FOR THE SCHOOL DISTRICT:

NAME AND TITLE

DATE

CHILDREN'S SERVICE SOCIETY OF WISCONSIN ("CHILDREN'S WISCONSIN"):

Amy Herbst, VP – Mental and Behavioral Health

Date

EXHIBIT A
Data Sharing Agreement

Attached

On File

EXHIBIT B

Grant-funded or District Specific Requirements
(if applicable)



SHOREWOOD SCHOOL BOARD

Topic: School-Based Mental Health Service Agreement

Date: April 26, 2022

Prepared by: JoAnn Sternke

Board Action:

Information only

Presentation/discussion

 X Discussion/action by board of education

Presentation/action next meeting

Purpose

To recommend approval of the District's Agreement with Children's Hospital of Wisconsin to provide school-based mental health services during the 2022-2023 and 2023-2024 school years.

Background

This recommendation follows the District's January 20, 2022 update to the School Board about our partnership with Children's Hospital, and extensive community feedback identifying this student health service as a priority.

Supported over the past two years by a philanthropic commitment, approximately \$90,000 in annual funding will be required to sustain this partnership. The program meets ESSER III funding eligibility requirements, and in compliance with those guidelines, the District sought three bids for service. None of the following agencies/health care providers can provide services comparable to Children's Hospital of Wisconsin:

- Rogers Behavioral Health
- Ascension Behavioral Health
- Care Solace

Rogers and Ascension are prominent medical & behavioral health providers in the region; the District was directed to Care Solace by the former Wisconsin Council of Administrators of Special Services (WCASS) Executive Director. Care Solace does not provide therapists in schools, but does coordinate wrap-around services for students and families.

Though a final decision about the use of ESSER III relief funds or operating funds has not been made, the District is committed to continuing this partnership for the next two years. The program has had a significant

impact on students and their families; continuation after the 2023-2024 school year will be contingent on securing adequate outside funding to maintain these services.



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Owner's Contingency Fund Usage
Date: April 26, 2022
Prepared by: Heather Heaviland and Tony Seidita

Recommended action:

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

Purpose: To designate priority areas for use of remaining contingency funds.

Background: The District has worked closely with our owner's representatives from Huffman Development to project our remaining owner's contingency balance, and to identify recommended priorities for use of these funds. We are currently projecting that we will have approximately \$1,436,000 in funds available to allocate to remaining priorities.

In compiling a list of recommended items, the District considered:

- **Items identified in the Eppstein Uhen master plan that were not included in the referendum scope of work.** Many of the items included in the original Eppstien Uhen report cannot be added at this stage of the project (for example, ceiling and HVAC work cannot be redone to accommodate additional air conditioning) or were items that would require major new construction. These items were ruled out as options given feasibility and cost. Some items can be added, however, and are included in the proposed list below.

- **Additional repair or upgrade needs that were discovered during construction.** A number of minor improvements or repairs were discovered during construction that the District would like to address.
- **Potential future building needs, based on an update to the 10-year capital plan.** The majority of the largest expenses we expect to incur within the next 10-years are for items that have not yet reached the end of their useful lives, such as roofing and certain mechanical systems. While the District could replace some of these items now, best practice would generally suggest that we replace them only as they reach the end of their useful life in order to maximize the amount of value received. Significant costs are anticipated in the future, and the District will likely need to set aside funds for these on an annual basis.

Recommended Allocations and Priorities:

The table belows reflects the District’s proposed priorities for allocating remaining contingency funds. Items are organized according to two tiers of priority - Tier #1 which reflects those that are the highest priority based on urgency and/or potential impact; and Tier #2 reflects the items that we will pursue if funds are available. Dollar amounts provided are estimates meant to indicate potential magnitude of the expense and not a final amount.

Tier #1 Priorities	High-Level Cost Estimate
Auditorium Electrical Improvements	\$250,000
Exterior limestone and masonry cleaning and repair	\$550,000
SHS Cafeteria Kitchen Exhaust	\$15,000
Replacement of Powerhouse electrical feed	\$30,000
Tier #2 Priorities	
Landscaping plan	\$175,000
New monument signs for LB/ATW	\$35,000
Fire Lane Gate for SHS	\$8,000
Repairs/rebuild of the elementary maintenance buildings	\$50,000
Powerhouse windows and interior improvements	\$30,000
Infrastructure for ongoing maintenance (software system implementation and misc. equipment)	\$125,000
Allowance for additional repairs identified during summer construction	\$168,000

2021-2022 Board Liaison Assignments

Organization	Contact	Meeting Schedule	Board Member
CESA			Emily
HRC			Emily
SEED	Melissa Nelsen	Monday	Paru
SWSA	Terri Phillips	Tuesday	Pablo
SMF	Tia Reglas		Emily
Rec Board	Jodi Brooks	Monday	Paru
Finance Ad Hoc Committee		3rd Monday	Emily + Hilary
Legislative Advocacy Committee			Pablo
Shorewood Marketing Leadership Committee			Hilary
Board Policy Review			Emily
BiBoard	Paru + Ann		Ellen
District Planning Group	JoAnn Sternke		Ellen
Student Representatives Selection Committee			Hilary + Pablo
WASB Delegate of Assembly			Pablo

Date/Time: April 21 5 p.m. and 6:30 p.m.

Linkage Group: Multi-Lingual Learners' Families

Board members present: Emily Berry, Pablo Muirhead

Administrators present: Sam Coleman, Director of Curriculum and Instruction

Attendees:

Sunyoung Yoon

Asman Saparova

Elmira Karimowa

Ryan Zhao

Juan Pablo Salazar

Carolina Rojas Fernández

Jingyuan Huang

Chau Nguyen

Many thanks to Lena Lysakova, Leigh Choi and Vu Nguyen for acting as interpreters. We owe Roxanne Tibbits a huge debt of gratitude for organizing the two groups of families and their translators. Jennifer Conigliaro, Ann Marie Schultz, Pauline Lee and other MLL Teachers also took time out of their evening to attend and support families.

Information shared by the board:

Greetings and context for this linkage, background on our strategic plan, including commitment to equity.

Overview:

Without exception, the families present expressed their gratitude for the kindness and warmth that MLL teachers and classroom teachers have shown to their children. All said they were very impressed with the schools and that the support their students received exceeded their expectations.

The group gathered included both families that have lived in Shorewood for several years and relatively recent arrivals to our district.

The major takeaway for our board is how strong our current support for MLL students and their families is, and how important that support is for students. Here are some themes that arose::

- Very happy as to how quickly their children are picking up English and thriving in school.
- Rich diversity in school helps kids fit in more easily.
- Strong desire for students to maintain their home languages.

Questions and issues for administrators to follow up on:

Question	Who raised it?	Verify follow up date/notes on resolution
Is there any way to bring back Homework Assist? This service offers students support with work that their families may not be able to help with due to a language barrier. The MLL team was under the impression that it was paused during the pandemic and not reinstated for budget reasons.	Asman Saparova	Director Coleman and Superintendent Sterneke - could we investigate and then let the MLL team know of feasibility?
Religious diversity is important - do students learn about respecting others' religious practices and observances? One family's student was teased about his religion.		Director Coleman answered live - the answer is yes, we do teach about respect for each others' religion and practices.
What do students learn about career options and what kind of support do they receive at the Intermediate School?		Director Coleman answered live, outlining a range of career exploration curriculum as well as support available from our Deans of Students.

There are many Mandarin Chinese speakers in schools. Would it be possible to have a Chinese speaking teacher to also serve as a liaison to the families?		What support is there? Are there languages in which this would be most beneficial (Mandarin, Arabic, etc.)?
There is a feeling of being overwhelmed by the abundance of communication from different areas within the school.		Would it be possible to have a paired down version of the most important information? Or could there be an intentional effort to help families navigate tools to help them process the new information (e.g. Google Translate)?

Questions for the board to follow up on:

Question	Who raised it?	Verify follow up date/notes on resolution
Can we make these linkages a regular part of our schedule?	Juan Pablo Salazar	

Are there any changes to board policy, operating expectations or monitoring the board should consider or debate further based on conversation at this linkage?

Are there any district policies we would like the Superintendent to consider and follow-up on?
When looking at the World Language Results, given the rich linguistic diversity in our district, it would be in our District's best interest to adopt the Global Seal of Biliteracy (<https://dpi.wi.gov/english-learners/wi-seal-of-biliteracy>) to recognize and celebrate the rich

home languages that we want to encourage maintenance of as well as the languages learned by our monolingual students. This has been adopted by 48 states and has become the standard for demonstrating proficiency in a second language. Many districts in Wisconsin have adopted it and more are expected to do so.

For Board discussion: How did or will this conversation impact student results?

Other notes:

With thanks to Roxanne for organizing this, if she is willing to make it a regular event, we should make every effort to invite MLL families back for more conversation. In some ways it felt like our conversations were just getting started. - Emily Berry



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: KC March 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 and attendee list from the March 31, 2022 meeting.

Next steps:

[1] Marketing strategies and information: realtors; partnerships with the Village, other groups.

[2] Website updates.

[3] Landscaping.

March 31, 2022 | Key Communicators Input: Enrollment

#1 How do we best message enrollment decline information?		#2 How do we best communicate strengths of the District so we can build enrollment?		Meeting Attendees	
More Information?	Suggestions?	Qualities/Strengths?	Marketing Strategies		
what's so good about the High School	while SHS attracts students, falling birth rates impact class sizes in lower grades	Athletics	Communicate/acknowledge issues/troubles accurately; can be positive because it should help counter inaccurate issues/rumors/falsehoods	Anjum	Alden
what is the usual # that leaves (students/staff)	market to our families	Arts, Sports and Drama	K4-all day	Tracy	Barrett
what will we do when there is another pandemic	provide information on good items in SIS; promote 7th grade	Integration of curriculum & critical thinking skills	Review USM marketing	Emily	Berry
more information about retention of teachers	no consistent messaging today	Academic achievements of students	promote 7th grade - SIS is a natural merge point with 2 elementary schools	Andrea	Brandt
is there new data on birth rates?	Overarching Goals in R1	Fine arts, theater, music	partner with Village; promote time + money benefits - lower commute time, walk to school, close to lake	Margaret	Crowley
state helping private schools	Website - tout our celebrations; teacher profiles	athletics - extensive & high quality	reach out to realtors to ask what they need to attract young families	Hilary	DeBlois
has Shorewood lost population (pandemic-based?)	[be] honest - this is not unique	inclusion		Ellen	Eckman
are there certain grades that are larger - why? Home prices?	address personal decisions/unmet needs & patterns	top 10 high school ranking (everyone knows)		Kristy	Elfe
Enrollment changes seem to stem from: demographic changes and unmet needs - personal decisions	realtor packets	graduation rate - post HS options		Ian	Elfe
Important to seek information about what unmet needs led to families leaving the district	all day K4	social justice/equity work		Desiree	Ellison Olheiser
Look for patterns as well as single case data: consider asking people who don't work for the district to ask the questions of families who left the district, as is common in other settings. Trained interviewers not invested in the district will better capture information and families might feel more comfortable sharing freely	leverage other KC groups (Mens Club, etc, alumni, etc.)	research-based teaching (free play, recess) effort		Rebecca	Freer
Does the district really need to "market" the future declines in enrollment proactively?	community events			Andrew	Frey
district surveys are poorly designed and do not seem to ask questions about the concerns that we are hearing among families in the community	what are we changing			Chase	Kelm
the schools were essentially closed to parents for two years which has an impact on family and community engagement.	first impressions are important: problems w/landscaping, etc			Janet	Kreilein
what do the PLAN look like? what do we have to drop? lessen availability - look at info	address LB families and administration at elementaries			Sarah	Lehmann
	Could this information be shared on the website? If it is actively shared, it seems important to carefully detail that the district is planning for these eventualities			Michael	25 Lueder
	comparative - its a national trend			Pablo	Muirhead
	the teachers are so good, admin doesn't matter (in terms of our children's academic progress)			Kristen	Reynolds
	messaging around COVID, what are we going to do moving forward & we need to say it early - August was/is too late			Kim	Robinson
	Make sure communications are clear and concise generally			Sheila	Schindler-Ivens
	It's difficult to find information on FB...need to go searching for it.			Clarke	Warren
	One member thought Shorewood markets itself well in Shorewood Today, etc. Good job!			Julie	Wernke
	Other members were not sure as we don't know what school marketing looks like.				
	The idea was put forth that the communications issue is with the day to day connections with district families that are most in need of improvement.				
	After the session, the four of us were discussing the principal instability at Lake Bluff as impacting families' experience of sending their students to LB. Since my son started in K5, there have been four principals. This topic comes up often among those with LB students. From a marketing to current parents perspective, having stable building leadership who engages readily with families would go a long way.				
	share numbers; not unique, complex- lots of factors				
	all day K4				
	all day kK4				
	comparison of cost advantages of Shorewood - commute times, proximity to downtown, gas prices				

March 31, 2022 | Key Communicators Input: Enrollment

	all district events - homecoming - include community				
	bring kids in for performances, esp. in middle school - band/plays, etc.				
	connection to UWM - new faculty & grad students - promote Shorewood				
	all day 4K!				
	even if you don't have kids, you have a vested interest - how do we engage the community				
	homecoming/outside events - school spirit - let's build it				
	District stability - administrators				



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Student Representative to the Board

Prepared by: Paru Shah

Recommended action:

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

Attached to this is our current by-law, and a few examples of how other school districts select student representatives.

After talking to our current student representatives, I am proposing we have a two stage selection process, in which

- 1) Student representatives are nominated
 - a) Students, teachers, administrators, or organizations nominate students,
 - b) Nominated students agree to be candidates,
 - c) Candidates share with the whole student body their reasons for running,
 - d) the student body votes on the slate of candidates, and
 - e) The top four vote getters are advanced to the next stage.
- 2) Two members of the Board and the SHS Principal or Associate Principal interview and select 2 representatives. This slate is then approved by the entire Board.

School District of Shorewood Student Representatives to the School Board Board Bylaw 125

The Shorewood School Board recognizes the importance of hearing from Shorewood students directly about the district's policies and operation. Therefore, the Board welcomes Student Representatives to the School Board. Beginning with the 2020-2021 school year, student representatives shall serve staggered terms, with one new and one returning* representative.

Appointed students in their sophomore or junior year shall serve as non-voting Student Representatives to the School Board for a term of one school year with an option to reapply for a second year as a junior or senior. Student Representatives shall participate in open Board meetings, but may not make or vote on any motions. They will attend only open meetings of the board.

Expectations and responsibilities for the Student Representatives to the School Board:

1. Be available to begin serving as Student Representative with the start of the school year.
2. Consistently attend regular Board Meetings.
3. Review relevant materials, and be prepared to participate in each meeting alongside the elected, voting members of the board..
4. Communicate Board actions and relevant work to students and solicit feedback and ideas from fellow students.

Process for selection of Student Representatives to the School Board:

1. The board will distribute job description, application and recommendation forms during spring semester or summer, followed by interviews and selection of the representatives in late summer or fall. Applications will be received in adherence with a published deadline, with the option to extend the deadline due to low response.
2. All applicants will be invited to participate in the interview process with two board members and a district administrator, unless the number of applicants exceeds the ability to conduct personal interviews with each one. In that case, interviewers may screen applications based on agreed-upon criteria, and personal interviews of select candidates will follow.
3. The full board will consider recommendations from two members of the board who volunteer to screen and interview the applicants.
4. The full board will vote to approve a new Student Representative. If the current Student Representative opts out of a second year of serving, the board will also vote to fill the unexpired term with a new Representative for a single year.

5. Selected Student Representatives to the School Board will begin at the first School Board meeting in September.

* Staggered terms shall begin in the 2021-2022 school year, with one new representative and one or both Student Representatives from the 2019-2020 school year returning and sharing duties *if they wish to continue serving*.

Amended June 9, 2020

Selection Process Examples

Madison, WI

Election Process:

1. A meeting will be held two weeks after winter break for all those interested in running for either position (student representative or president). At the meeting, the packets containing information about the election procedure, information about the rights and responsibilities of both positions, a timeline, and forms necessary for candidacy will be distributed and explained. The packets will then be made available at each school through each school's Student Senate site advisor.
2. To achieve candidacy, those wishing to run for student representative must turn in the following to the Student Senate Advisor by a deadline to be specified annually by the Student Senate Advisor in consultation with the Student Senate:
 1. Forms with 30 student signatures from each of Madison's four standard high schools and 10 signatures from Shabazz and 10 signatures from Innovation High School.
 2. An essay no longer than 500 words detailing their qualifications and platform.
 3. Proof of attendance of at least three full open School Board meetings during the school year in which the student wishes to run (speaker forms, agendas, statements signed by BOARD members, etc. are all valid). Meetings may be regular BOE or Work Group meetings.

Norfolk, VA

The principal of each high school nominates two students from the school to serve as the student representative to the School Board. From these nominations, the Superintendent selects one student representative and one alternate subject to final approval by the School Board. The student representative serves a one year term.

San Diego, CA

How do I apply to run for the Student Board Member position?

Steps to Become a Candidate for Student Board Member:

The following are Candidate Filing steps for a Student Board Member candidate to complete via this [Google Form](#):

- Candidate Information Statement (Required): The candidate completes this document to provide basic information.
- Nomination Papers (Required): Nomination signatures must be obtained to become a candidate for Student Board Member. The number of signatures required for a Student Board Member candidate is 200 or 10% of the school.
- Candidate's Statement (Required): A candidate for Student Board Member may prepare a brief description of his/her/their background and qualifications to be printed in the District's Voter Information Guide.
- Declaration of Candidacy (Required): This is the final step of Candidate Filing. The Declaration of Candidacy is the document on which the candidate indicates how he/she

wants his/her name to appear on the ballot and what Ballot Designation he/she desires, if any. It also contains the Oath of Office.

Grand Rapids, MN

The Selection Process for Student Representatives All applications will be screened for completion by the Superintendent's secretary. A committee made up of a principal, counselor, school board member and superintendent will review completed applications and interview all eligible candidates. The committee will review applications looking for those that best demonstrate their leadership skills, ability to set and follow through on goals, public speaking experience, dedication to public education, and other relevant experience. Applicants will not receive evaluations on their applications, nor will their application materials be returned. The School Board will vote on up to two recommended candidates to serve as student school board representatives. The student(s) will be advised by the Superintendent, along with an appointed School Board member.



SCHOOL BOARD MEETING
CLOSED SESSION - Minutes
Tuesday, April 12, 2022
5:30 pm

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

District Participation: JoAnn Sternke, Superintendent
Sarah Hanneman, Attorney, von Briesen & Roper

President Paru Shah called the meeting to order at 5:30 pm.

Motion by Paru Shah to go to Closed Session per posting.

Board members convened in Closed Session to confer with legal counsel with respect to potential litigation (Wis. Stat. § 19.85(1)(g) and considering the investigation of charges against an employee (Wis. Stat. § 19.85(1)(b)).

Motion to leave Closed Session by Paru Shah.

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



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
April 12, 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

District Staff Participation: JoAnn Sternke, Interim Superintendent
Heather Heaviland, Director of Business Services
Renee Glembin, New Horizons/SHS Faculty

I. 7:03 pm CALL TO ORDER

Motion to Adopt the Agenda

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

II. 7:10 pm STUDENT ACHIEVEMENT

Shorewood High School Collaboration with the League of Women Voters

III. 7:27 pm PUBLIC COMMENT #1

Helen Marotta	4484 North Ardmore
Ella Saunders Vinson	4448 North Ardmore
Kelly Saunders	4448 North Ardmore
Tracy Yothsackda	1701 East Marion
Sarah Richards	4241 North Ardmore

IV. 7:41 pm BOARD BUSINESS AND BOARD ACTION

A. Facilities Projects Updates, Huffman Development

B. 2022-2023 Budget Development Discussions & Budget Balancing Strategies

C. Board Governance

Spring 2022 Election Results

Community Linkage Meetings

Final Report of the Community-Based Finance Committee, Janet Kreilein and Clarke Warren

Student Board Representative Applications

V. 9:08 pm BOARD CONSENT AGENDA

Approval of February 22 Board Meeting Minutes

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

VI. 9:09 pm BOARD MEMBER REPORTS

Integration in Milwaukee Metropolitan Schools Conference, Hilary DeBlois and Ellen Eckman

VII. 9:16 pm PUBLIC COMMENT #2

Bobby Gronert

4201 North Lake Drive

VIII. 9:22 pm SUPERINTENDENT'S REPORT

IX. 9:30 pm SUPERINTENDENT'S CONSENT AGENDA

Approval of Appointment of Nicole McDowell, Director of Special Education and Pupil Services

MOVED by Ellen Eckman and SECONDED by Hilary DeBlois

AYE: 5 NAY: 0

X. 9:34 pm PUBLIC COMMENT #3 - no comments

XI. 9:35 pm REVIEW OF 'TO DO' ITEMS

Key Communicators Update, Review of Board Workplan

XII. 9:36 pm FUTURE AGENDA ITEMS

Allocation of Referendum Contingency Funds, AdHoc Finance Review/Operating Referendum

XIII. 9:37 pm RECESS AND DEBRIEF



SCHOOL BOARD MEETING
CLOSED SESSION - Minutes
Thursday, April 14, 2022
5:00 pm

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

District Participation: JoAnn Sterneke, Superintendent
Heather Heaviland, Director of Business Services
Kim Salem, Director of Human Resources

President Paru Shah called the meeting to order at 5:00 pm.

Motion by Paru Shah to go to a Closed Session per posting.

Board members convened in Closed Session to consider employment, promotion, compensation and/or performance evaluation data, pursuant to Wis. Stat. 19.85(1)(c).

Motion to leave Closed Session by Paru Shah.

Meeting adjourned by Paru Shah without objection at 6:11 pm.

This meeting notice was posted on April 12, 2022.



SHOREWOOD SCHOOL BOARD

Topic: Superintendent's Report

Date: April 26, 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.

Budget Development

Following budget discussions at the April 12 Board meeting, school leaders and department administrators have begun to implement budget balancing strategies to address the \$1.7 million deficit for the 2022-2023 school year. In addition to adopting operational efficiencies and across-the-board budget cuts in departments, workforce reductions are needed to close the budget gap.

Because the District is required to send preliminary letters of non-renewal to certified staff by the end of April, faculty members whose contracts will not be renewed due to economic reasons have been notified; non-renewal information for required Board approval has been added to the April 26 Board agenda. Other employee groups have also been evaluated for workforce reductions and impacted staff will be notified in the coming weeks. This April 30 deadline is ahead of our goal of having the entire staffing plan in place as part of the preliminary budget in late May.

This is a difficult process for a community-centered organization like ours, and I am grateful for the professionalism, teamwork and thoughtfulness of our school and District

staff. These staffing decisions are not easy to relay, and they most certainly are more difficult for impacted staff members to receive.

The steps we are taking to balance the 2022-2023 budget will preserve academics and support programs and invest in staff compensation and benefits, reflecting community priorities, and I feel confident that this will position the District and our students for increased future success. As a reminder, the preliminary 2022-2023 budget will be presented to the Board on May 24, in preparation for approval at the June 14, 2022 Board meeting. The 2022-2023 Annual Meeting and Budget Hearing will be held on August 23, 2022.

I want to underscore for Board and community members the changes we are implementing for next year are the first in a proposed, multi-year initiative to address the District's financial position. Our April 12, 2022 presentation included plans that will need to be implemented over the next two to five years, as well as longer-term changes that will fully align staffing and other expenses with the financial realities of enrollment and state aid. Changes in the 2023-2024 school year and beyond will go further to reorganize administrative departments and District and school operations, while we concurrently explore alternative funding sources.

COVID-19 Updates

I am pleased to report that the recent COVID-19 outbreak in a classroom at Lake Bluff did not spread, and the school's mask requirement was lifted on April 22. I anticipate that we will maintain the 3% school population threshold for required masking through the end of the school year. Again, I want to thank our students, staff and families for their flexibility and cooperation in addressing this spike in COVID cases at Lake Bluff.

We continue to learn from our own experiences with COVID-19, and those of other districts, and we are looking ahead to how we will manage outbreaks and mitigation next year. Finding a thoughtful balance between the array of health and safety issues involved, the needs, concerns and risk tolerances of our school community members, and the practical, operational requirements in our schools and other facilities, remains a challenge. I know that our decisions will not please everyone, and that our policies may not mirror those in other schools and communities. Please know that we take our responsibility to student and staff safety very seriously, and appreciate the understanding of our student families as we navigate this uncharted territory.

Communications and Events

After a brief postal delay, community members have received postcard invitations to participate in our annual survey. This survey will remain open until the first week of May. Student and staff surveys have closed and we look forward to receiving data and reports from School Perceptions in a few weeks. School meetings will be scheduled to review these results, and the District will plan opportunities to share survey information with parents and others before the end of the school year.

The District's Facilities Open House on Thursday, April 28 (4-6 pm) welcomes the public to tour the High School and both elementary schools, which are nearly complete after two years of Referendum construction. Our construction and planning partners - Huffman Development, Eppstein Uhen Architects and Miron Construction - have helped prepare information we can share and will join us at the event. A media release about the event was distributed on April 25, and alumni received a letter and invitation to attend. We hope to see many community members at SHS, Lake Bluff, and Atwater to see the facilities updates. Now that we can open up our schools for visitors, it's a small way we can extend our gratitude.

District parents have received information about participating in the upcoming series of ICS Community Ally Academy sessions, which will begin at the end of May; an announcement was also listed in the Village Manager's Memo. We want to encourage all Village residents and business owners to participate, and this [registration information](#) can be shared by Board and community members with friends, neighbors and colleagues.

School and Student Updates

To date, we have received 542 applications for 66 Open Enrollment seats offered for the 2022-2023 school year. The application deadline is coming up on April 29, 2022; all of the application information and forms can be found on the District website.

Registration for students who have been referred for summer school opened on April 20, and will close on May 8, 2022. Summer school programming this year is for students who have been identified for academic support in the summer months; enrichment programs and other summer activities will be offered by the Recreation and Community Services Department.

Students in all schools have completed Forward testing; Aspire and ACT testing - and additional make-up test days - will wrap up at the end of April. And, the High School prom was held at the Italian Community Center for the first time on April 23; all attendees were required to provide a negative COVID-19 test within three days of the event and our Summit Clinical Laboratories partners provided convenient testing on-site to make this as easy as possible.

The District will renew its WISEdash consortium membership for the 2022-2023 fiscal year. WISEdash is an information system for Wisconsin public schools that provides data visualizations as well as comparative data on student assessments, student demographics and other resources that help us evaluate our work in specific areas, and across the District. WISEdash also provides state-wide, regional and national data reports. These have become increasingly important in identifying pandemic-related trends and our response to issues around increased student absenteeism, enrollment patterns and advanced placement and graduation data.

And, with the end of the school year approaching, the Business Services Office and our enrollment and IT teams will be working on collecting outstanding student fees and developing updated procedures for issuing and collecting technology devices and other resources assigned

to students during the year. These and other procedures will be incorporated into handbook revisions that will be completed over the summer, and will help us maximize equipment usage and related budget allocations.

Authentic Learning

In advance of the District's Student Results (R2) Report to the Board in May, and in response to questions and feedback we received through budget surveys, I want to provide a brief status update on our authentic learning initiatives and our partnership with EL Education (EL).

Our 6th grade Passages program will be held virtually this year, and dates for this program have been set at the end of May for students in both elementary schools; details for student families will be shared by each school.

EL has provided curriculum, professional development support, and evaluation and measurement tools in our elementary schools for several years, and this work is most visible in the "Crew" structure implemented in each building. Despite pandemic-related challenges that have significantly impacted the style of learning and instruction that EL Education fosters, we have seen positive results from this partnership.

Following EL Education's mid-year review of student and staff surveys and Fastbridge data with our schools' Instructional Leadership Teams, Sam Coleman, Director of Curriculum & Instruction, and I met with our District's EL coaches earlier this month to take stock of progress toward the EL work plan and discuss their recommended next steps. A second, follow-up meeting with EL Education is scheduled for early May. In the interim, we have been reviewing this partnership and its budget impact, as well as existing staff and other resources, to make decisions about how we will address authentic learning - a District priority - in coming years.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Leave of Absence

Date: April 26, 2022

Prepared by: JoAnn Sterneke

Recommended action:

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

Recommendation(s): Approval

Purpose: Leave of Absence

Background:

Tiffany Bares, 1st grade teacher, is requesting a leave of absence for the 2022-2023 school year for personal reasons.



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Donation from Atwater PTO
Date: April 26, 2022
Prepared by: Heather Heaviland

Recommended action:

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

Purpose: To accept donated funds that will offset the cost of landscaping improvements at Atwater Elementary.

Background: During construction, a number of trees were removed from the Atwater campus. Other trees have also been removed due to pests. In order to restore the landscaping at Atwater, the school PTO has been working closely with the District to develop a plan to add both trees and shrubs in strategic locations throughout the campus. Parent volunteer Kristy Elfe has carefully researched options and considered multiple factors, including ongoing maintenance needs, visibility for safety purposes, and visual appeal among other considerations.

Fiscal impact: The District will receive a donation in the amount of \$11,064, which will cover 100% of the cost to obtain the plants. Volunteers will be responsible for planting the trees, with oversight from the District, and current District buildings and grounds staff will handle ongoing maintenance costs.

Attachment(s):

Atwater Tree Planting Quote
Atwater Landscape Plan



W180 N6275 Marcy Road Menomonee Falls, WI 53051
www.jnplants.com

MO ACKNOWLEDGMENT

MO Number	Date Wanted
MO-8306	05/06/2022

Bill to

Shorewood School District
1701 East Capitol Drive
Shorewood, WI 53211 US

Contact: Samantha Tillman
Phone: 414-963-6918
Email: stillman@shorewood.k12.wi.us

Ship To

Shorewood School District
Atwater Elementary School
2100 E. Capitol Drive
Shorewood, WI 53211 US

Order Date	Sales Rep	PO Number	Department	Terms	Ship Method
03/18/2022	Suzanne Schiesel		Wholesale	NET-30	MF Delivery

ProductID	Description	Size	Ord	Cxl	Ship	Left	Price	Extended
0657T25G	Hybrid Swamp x Bur Oak available 7/1	#25 CONTAINER TREE	1			1	\$185.00	\$185.00
0392T10G	Royal Star Magnolia available after 6/15	#10 CONTAINER TREE	2			2	\$125.00	\$250.00
5120T25G	Dawn Redwood available now	#25 CONTAINER TREE	1			1	\$185.00	\$185.00
0190T10MU	Eastern Redbud available mid to late May	#10 CONTAINER Multi-	2			2	\$160.00	\$320.00
3111T25G	Exclamation® London Planetree available 9/1	#25 CONTAINER TREE	3			3	\$165.00	\$495.00
0660T25G	White Oak not available till August	#25 CONTAINER TREE	1			1	\$210.00	\$210.00
5477T25G	Shawnee Brave Baldcypress available 8/1	#25 CONTAINER TREE	1			1	\$185.00	\$185.00
0369T25G	Tuliptree available now	#25 CONTAINER TREE	1			1	\$210.00	\$210.00
0180T25G	Northern Catalpa available now	#25 CONTAINER TREE	1			1	\$165.00	\$165.00
1146C10G	Vernal Witchhazel available now	#10 CONTAINER	3			3	\$75.00	\$225.00
3138T25MU	Wisconsin Red™ Muscledwood available now	#25 CONTAINER Multi-	1			1	\$200.00	\$200.00
2030C3G	Strawberry Sundae® Hydrangea available mid May	#3 CONTAINER	13			13	\$36.00	\$468.00
1879C5G	Iroquois Beauty™ Black Chokeberry available early May	#5 CONTAINER	14			14	\$28.00	\$392.00
3062T25G	New Harmony Elm sub for Valley Forge-available now	#25 CONTAINER TREE	1			1	\$150.00	\$150.00
3119TH	Kindred Spirit™ Hybrid Oak MBD-Checking.	1.5" CALIPER	15			15	\$200.00	\$3,000.00
5238CL	Pyramidal White Pine mid to late May	5' 43	6			6	\$301.00	\$1,806.00

ProductID	Description	Size	Ord	Cxl	Ship	Left	Price	Extended
1973C5G	Firedance™ Dogwood available now	#5 CONTAINER	10			10	\$44.00	\$440.00
1250C2G	Staghorn Sumac available now	#2 CONTAINER	2			2	\$14.00	\$28.00
5352C15G	Emerald Arborvitae sub for Techny- late April	#15 CONTAINER	13			13	\$110.00	\$1,430.00
0676T25G	Red Oak available July	#25 CONTAINER TREE	1			1	\$165.00	\$165.00
0202THM	Thornless Cockspur Hawthorn available now	6' SHRUB FORM TREE	1			1	\$140.00	\$140.00
0844T25G	Autumn Fantasy® Maple available 9/1	#25 CONTAINER TREE	1			1	\$165.00	\$165.00
HG000	Delivery fee for each delivery	Each	1			1	\$250.00	\$250.00

95

95

Your sales rep is: Suzanne Schiesel
414-940-4379/262-252-4980
sschiesel@jnplants.com

Sub Total \$11,064.00

EXEMPT Tax \$0.00

Total Due \$11,064.00

All orders placed through Johnson's Nursery, Inc. are subject to our standard terms and conditions available at <https://www.jnplants.com/terms>, and by placing an order or receiving materials you are accepting the terms and conditions. Order cancellations are subject to a restocking fee, and orders held beyond ship dates are subject to holding fees. All past due balances are subject to interest at the rate of 1.5% per month, and all costs of collection including attorney's fees.

Please sign and return this acknowledgment _____ Date: _____



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Monthly Financial Reports

Date: April 26, 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:

March 2022 Statements

March 2022 financial statements reflect activities and financial changes for the first eight months of the fiscal year.

- Revenue and Expenses
 - General fund revenues are, for our largest sources, meeting expectations. While student fee collections continue to fall short of expectations, this has been offset by both additional funds provided by the state in December and the recently received TID closure funds. Currently, the District is expected to end the year with \$708,371 in revenue beyond the initial expectation.
 - Expenses are currently projected to fall below expected revenue, resulting in a savings for the District. The majority of anticipated savings are in salary expenditures, due to unexpected vacancies, and purchased services. Purchased services savings are primarily in anticipated maintenance expenses. We are

examining the maintenance expenses in order to determine if these funds will be spent by the end of the year and, if not, if they are expenses we will need to plan for in FY23.

- Balance Sheet
 - Currently, we are projected to exceed our budgeted year-end fund balance of \$2,697,564. The District hopes to capture these funds for future needs as we face potentially significant budgetary constraints in future years.

Attachments:

- Budget Performance Update
- Revenue Dashboard
- Expense Dashboard
- Cash Receipts 2022-02
- Budget Status 2022-02
- Check Register 2022-02
- Balance Sheet 2022-02

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 March (fiscal year 2022):

↓ Total MTD Revenues: \$3,051,405; under plan* (unfavorable) by **-\$142,899**
 ↑ Total MTD Expenditures: \$2,485,803; over plan (unfavorable) by **+\$114,296**

Fiscal year to date (July-March):

↓ Total YTD Revenues: \$19,254,308 (61.0% of annual budget compared to 57.4% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$1,105,015**

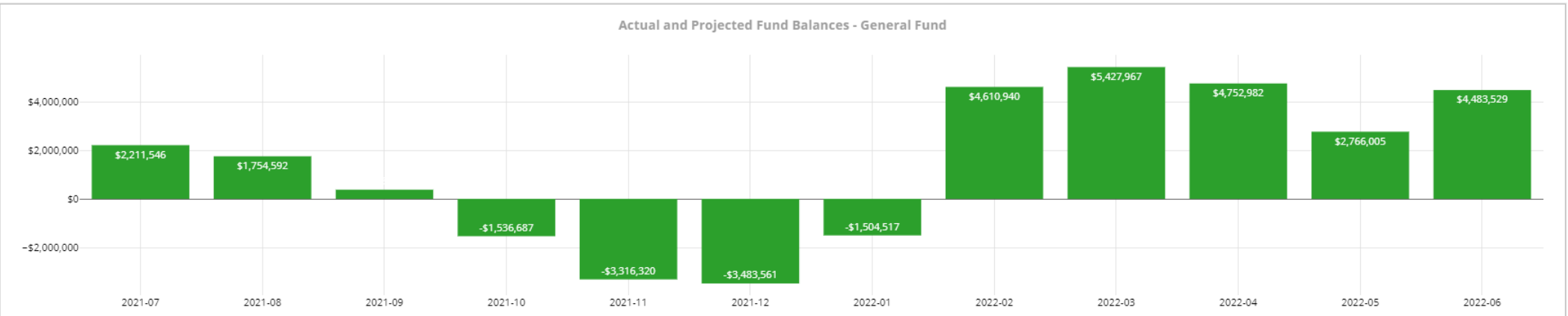
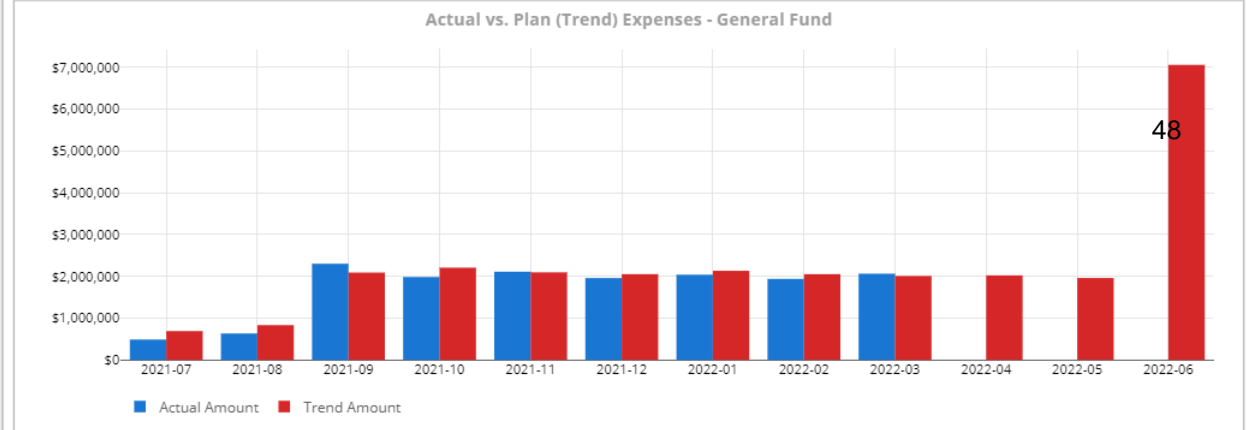
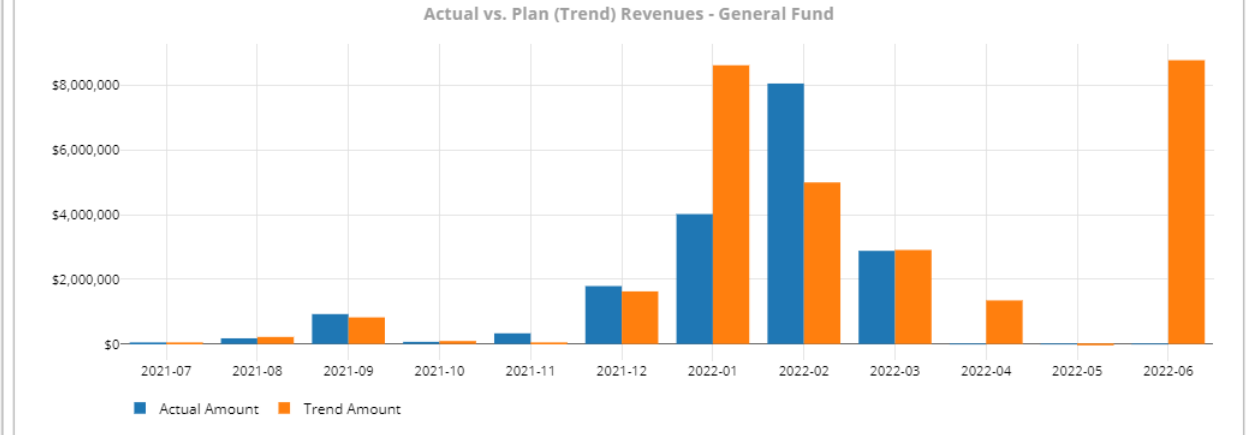
- 100 TRANSFERS - IN FROM ANOTHER FUND: +\$0
- ↓ 200 REVENUE FROM LOCAL SOURCES: **-\$2,329,012**
- ↓ 300 INTERDISTRICT PAYMENTS WITHIN WISCONSIN: **-\$1,423**
- ↓ 500 REVENUE FROM INTERMEDIATE SOURCES: **-\$1,839**
- ↑ 600 REVENUE FROM STATE SOURCES: **+\$134,071**
- ↑ 700 REVENUE FROM FEDERAL SOURCES: **+\$418,547**
- ↑ 900 OTHER REVENUES: **+\$674,641**

↓ Total YTD Expenditures: \$18,140,550 (57.5% of annual budget compared to 57.6% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$761,183**

- ↓ 100 SALARIES: **-\$366,432**
- ↓ 200 EMPLOYEE BENEFITS: **-\$148,128**
- ↓ 300 PURCHASED SERVICES: **-\$215,881**
- ↓ 400 NON-CAPITAL OBJECTS: **-\$75,180**
- ↑ 500 CAPITAL OBJECTS: **+\$39,652**
- ↓ 600 DEBT RETIREMENT: **-\$19,703**
- ↓ 700 INSURANCE AND JUDGMENTS: **-\$24,905**
- ↓ 800 TRANSFERS: **-\$19,897**
- ↑ 900 OTHER OBJECTS: **+\$69,290**

End of Fiscal Year Projection

	Projected	Annual Budget	Variance
Total Revenues	\$32,702,032	\$31,575,114	+\$1,126,918
Total Expenditures	\$30,796,418	\$31,557,601	-\$761,183



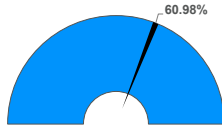
General and Special Education Funds | Revenue Dashboard

For the Period Ending March 31, 2022

Projected Year End Fund Balance as % of Budgeted Revenues

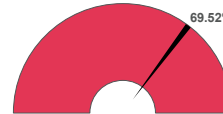


Actual YTD Total Revenues



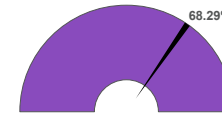
Projected YTD Total Revenues
64.48%

Actual YTD Local Sources



Projected YTD Local Sources
83.51%

Actual YTD State Sources



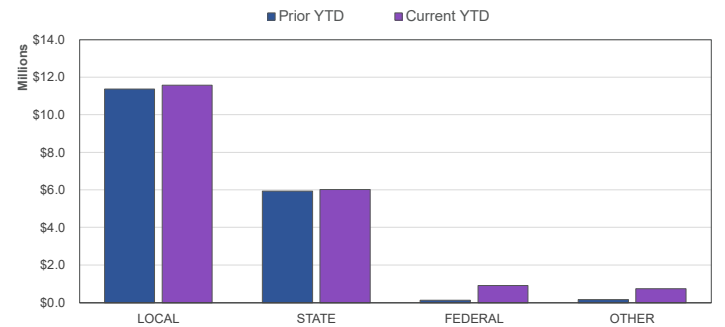
Projected YTD State Sources
66.77%

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

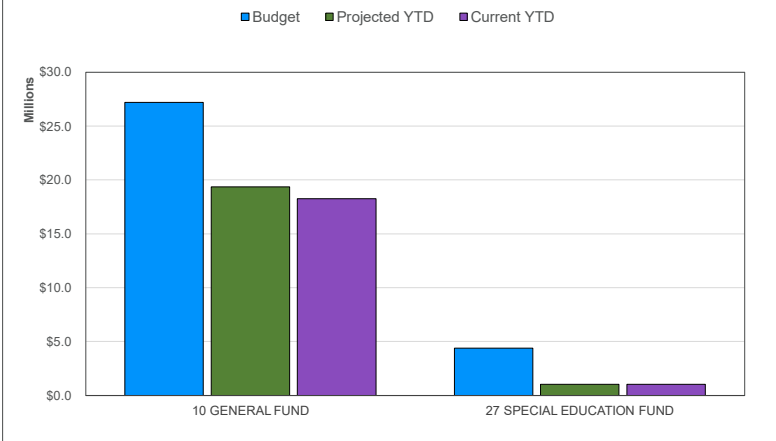
Property Tax	\$11,160,360.06
Equalization Aid	\$3,873,843.00
Per Pupil Aid	\$1,316,308.00
Special Education State Aid	\$832,026.00
Other Miscellaneous Revenues	\$699,148.57
Federal Special Projects Aid Transited Through Dpi	\$514,155.64
Federal Aid Received Through State Agencies Other Than Dpi	\$296,871.24
Student Fees	\$249,505.28
Esea Title L	\$100,778.71
Rentals	\$64,511.75

Percent of Total Revenues Year-to-Date **99.24%**

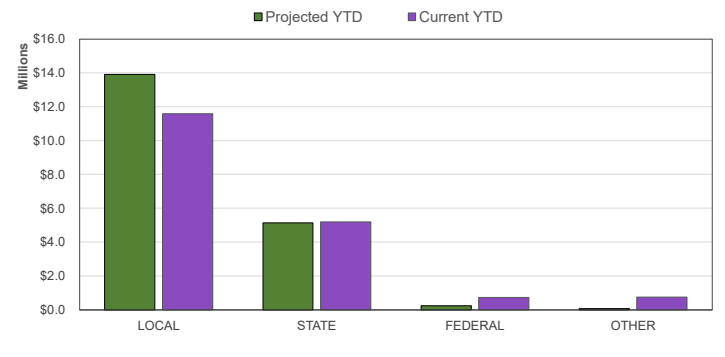
Revenues by Source



Total Revenues



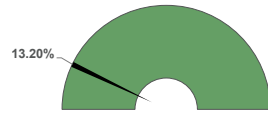
Revenues by Source



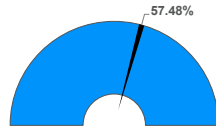
General and Special Education Funds | Expenditure Dashboard

For the Period Ending March 31, 2022

Projected Year End Fund Balance as % of Budgeted Expenditures



Actual YTD Total Expenditures



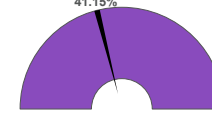
Projected YTD Total Expenditures
59.90%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
64.79%

Actual YTD Other Objects



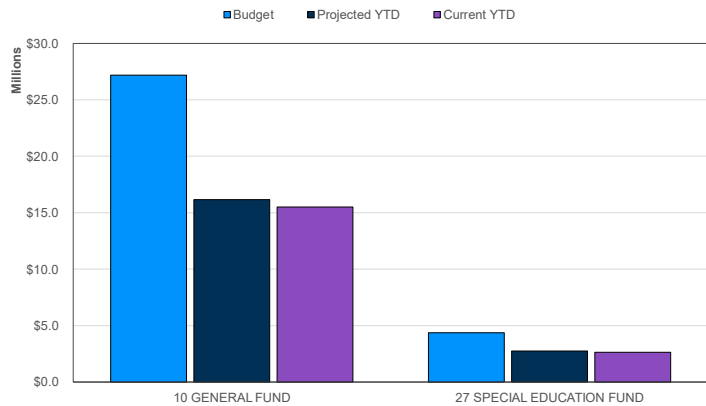
Projected YTD Other Objects
44.40%

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

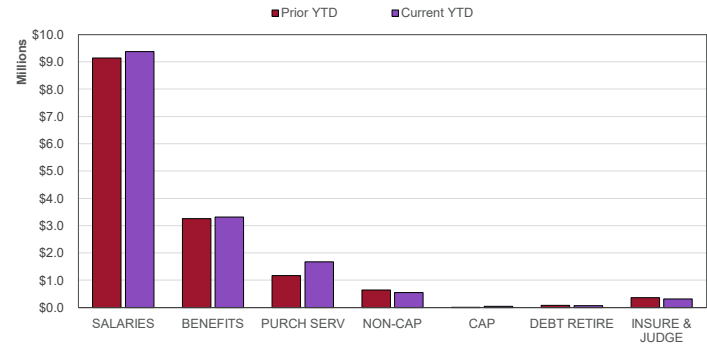
Regular Curriculum	\$4,689,423.52
Undifferentiated Curriculum	\$3,120,738.78
Business Administration	\$2,657,008.25
Special Education Curriculum	\$1,894,397.12
Instructional Staff Services	\$1,120,615.54
Pupil Services	\$1,066,469.31
School Building Administration	\$959,430.65
Physical Curriculum	\$458,143.28
Purchased Instructional Services	\$432,980.35
General Administration	\$431,621.04

Percent of Total Expenditures Year-to-Date **92.78%**

Total Expenditures



Expenditures by Object



Expenditures By Object

