

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD
Shorewood, Wisconsin
September 12, 2023 AGENDA

SCHOOL BOARD MEETING
7:00 PM

Shorewood High School Library Media Center (LMC)
1701 East Capitol Drive
Shorewood, WI 53211

To attend the School Board meeting, please enter through the Administration Building doors and take the west stairs up to the second floor to reach the Library Media Center. The building elevator can be accessed near the east stairs.

Community members can use the alternative method of Board meeting 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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+1 253 215 8782 US (Tacoma)

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Meeting ID: 815 9962 7722

Find your local number: <https://us02web.zoom.us/u/kdeePLnylh>

This meeting notice was posted on September 8, 2023.

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)

Student Achievement Presentation: Atwater Elementary School Student Goal Setting

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. Approval of OE 2 (Superintendent's Emergency Succession Plan) Operational Expectations Monitoring Report 3

B. Approval of OE 10 (Facilities) Operational Expectations Monitoring Report 6

C. RESOLUTION AUTHORIZING TEMPORARY BORROWING IN AN AMOUNT NOT TO EXCEED \$3,600,000; ISSUANCE OF TAX AND REVENUE ANTICIPATION PROMISSORY NOTES; AND PARTICIPATION IN THE PMA LEVY AND AID ANTICIPATION NOTES PROGRAM 40

D. Review of OE 8 (Learning Environment) Operational Expectations Monitoring Report Revisions 63

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

A. Approval of Board Meeting Minutes August 8, 2023 Regular Board Meeting September 7, 2023 Closed Session 67

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. 8:45 pm BOARD MEMBER REPORTS

VIII. 8:55 pm SUPERINTENDENT'S REPORT 70

IX. 9:10 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of District Staffing Changes: Appointments, Resignations, Retirements and Leaves of Absence 73

B. Approval of Student Trip to the 2024 Harvard Model United Nations Conference, January 25-28, 2024 76

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

XI. 9:20 pm FUTURE AGENDA ITEMS

XII. 9:30 pm RECESS AND DEBRIEF



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Approval of OE 2 (Emergency Succession Plan) Operational Expectation Monitoring Report

Date: September 12, 2023

Prepared by: Laurie Burgos

Recommended action:

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

Purpose:

Review and approval of OE 2 (Emergency Succession Plan)

Background:

The attached report identifies six District leaders to serve should the Superintendent be unable to fulfill the responsibilities of the position. While administrators and school leaders work as a unit, this succession plan ensures that a designated member will provide direction, as needed. State licensure and other qualifications were considered in naming these individuals, and I am confident that they will effectively lead the District should a need arise.



Shorewood
SCHOOL DISTRICT

**Operational Expectations Monitoring Document
OE-2 Emergency Superintendent Succession**

Certification of the Superintendent: *With respect to Operational Expectation 2 (Emergency Superintendent Succession), taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and is:*

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

Signed: Laurie Burgos, Superintendent

Date: September 12, 2023

Executive Summary

The District administrative leadership team and our school leaders are a strong, collaborative unit. The list of successors bring depth of knowledge and experience in key areas of District operations and school administration, and hold important certifications.

Disposition of the Board: *With respect to Operational Expectation 2 (Emergency Superintendent Succession), the Board:*

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

Summary statement/motion of the Board:

Signed: _____, Board President **Date:** _____

OE-2: Emergency Superintendent Succession

The Superintendent shall designate at least one other executive staff member who is familiar with the Board’s governance process and issues of current concern and is capable of assuming Superintendent responsibilities on an emergency basis.

Superintendent Interpretation:

- An **executive staff member** shall mean a member of the Administration Team.
- The term “**emergency basis**” means a period of time when the Superintendent is not available by any means and a decision that normally falls under the Superintendent’s purview must be made to ensure the safety and welfare of students and District personnel, or should such a decision not be made during this period; the District’s interests will be substantially damaged. The emergency would end upon the reestablishment of communication with the Superintendent, or, if the Superintendent is deemed by the School Board as incapable of resuming responsibilities, until the School Board appoints an interim Superintendent.

<p>Board Indicator 1: <i>We will know we are compliant when:</i></p> <ul style="list-style-type: none"> • The Superintendent, with input from the Administration Team members and Board of Education, creates a succession list with five names (in order of succession) that will fill in for the Superintendent on an emergency basis. This list will be readily available to Board members and Administration Team members. 	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
<p>Evidence: The list of successors who will fill in for the Interim Superintendent on an emergency basis are (in order of succession):</p> <ul style="list-style-type: none"> • Janice Carter, Principal, Atwater Elementary School (Superintendent License, Early Childhood/Adolescence) • Mike Joynt, Director of Teaching & Learning • Heather Heaviland, Director of Business Services • Kate Harder, Director of Special Education and Student Services • Shari Tucker, Director of Equity • Tim Kenney, Principal, Shorewood High School 		

Board Comments:



Shorewood
SCHOOL DISTRICT

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

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

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

Signed: Laurie Burgos, **Superintendent** **Date:** September 12, 2023

Executive Summary

2022-2023 saw multiple transitions in the Buildings & Grounds department. After several years with a primary focus on planning and implementing \$65 million in capital improvements, construction came to a close. All projects were completed within the expected timeframe and under budget, allowing us to cap off the project with a refresh of our exterior landscaping across all campuses. Through the project, the District was able to significantly improve the safety and security of our buildings, increase accessibility throughout buildings and play spaces, address multiple maintenance issues and replace or repair aging infrastructure, add new learning space, and update the interior environments of all of our buildings.

With the referendum work behind us, the District shifted focus to maintaining and preserving our 500,000 square feet of historic properties into the future. To that end, the District completed an update to the 10-year capital maintenance projection and presented a financial plan to help ensure that we are fiscally ready for upcoming needs. We established a new fund to provide more flexibility in funding our anticipated needs and identified key priorities for focus during the 23-24 school year. Our goal is to complete small projects annually and avoid generating a backlog of repair and maintenance needs.

The District also launched a new software, [Facility Manager Professional](#) (“FM Pro”). FM Pro is a comprehensive buildings and grounds management software that will provide the District with a significantly enhanced system for documenting and tracking facility maintenance needs and fulfillment. All technical information related to building materials, infrastructure status, and equipment is now stored electronically. Our custodial and maintenance teams are also using the software to assign and track work completion, and the vendor is in the process of creating custom reports to help the District regularly track progress and promote accountability.

Finally, the District welcomed Sean Strauss as our new Director of Buildings and Grounds. After 38 years, Tony Seidita retired from the District. Sean brings a wealth of knowledge and a vision for our buildings and grounds teams that we are excited to see him execute.

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

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

Summary statement/motion of the Board:

Signed: _____, **Board President** **Date:** _____

OE-10: Facilities

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

Superintendent Interpretation

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

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

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

<p>Board Indicator 1: The District Facility Master and Capital Maintenance Plan, including a 5 year prioritized capital maintenance plan, and long range facilities plans which addresses functional support of district educational initiatives and architectural recognition of historic and aesthetic qualities, is presented to the Board annually.</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
<p>Evidence: The District presented a 10-year plan to the board on May 9th, 2023. This plan was approved by the Board of School Directors along with a financial plan to ensure that resources are aligned with anticipated future needs. Items prioritized for the 23-24 school year were also presented to the board and approved as part of the budget process. These include replacement of the VHE pool filtration system and replacement of portions of the Atwater and SIS roof systems, along with a handful of smaller maintenance projects.</p> <p>The 10-year capital maintenance plan is attached.</p>		

<p>Board Indicator 2: The District reports annually to the Board as to the completion of items from the previous year's facilities and maintenance plan</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
<p>Evidence: At the January 24th, 2023 school board meeting, Huffman Development provided a final report summarizing the projects completed throughout the referendum. Construction updates were a staple of School Board meetings throughout the completion of the referendum projects. With this phase now behind us, the District will provide an annual update outlining projects completed during the previous year and proposed for the coming year.</p> <p>Final Report Attached</p>		

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: 80% or more of equipment identified for replacement on an annual age and obsolescence plan is replaced each year.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The power house electric panel, which feeds the majority of the high school campus, was replaced over the summer of 2023. No additional equipment was identified for replacement in 2022-2023.		

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

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: The District passes all required annual inspections and construction inspections in accordance with applicable federal, state and local codes.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: All annual inspections have been completed, passed and are filed with the District Building and Grounds office. In 2022-2023 the following were inspected: kitchen fire suppression, sprinklers, fire extinguishers, emergency/exit lights, pools, whirlpool, bleachers, state boiler inspections, backflow and cross connection, asbestos inspection and notifications. Elevators are currently in compliance with state standards; however, the state is currently backlogged and has not provided an updated license.		

Board Indicator 2: The District completes 50% of scheduled maintenance in the CMMS within 7 days, and 90% of scheduled maintenance in the CMMS within 60 days.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The District began tracking task completion, including both scheduled maintenance and work orders, in FMPro at the end of August. In each of the four most recent four-week periods, the District met the 50% completion target. While 60 days have not passed since beginning to use the software for this purpose, between 8/1/2023 and 9/6/2023 (37 days of data), 70% of all tasks were marked as complete. The District is working to differentiate scheduled maintenance from work order requests in future reports.		

Board Indicator 3: 95% of critical building systems receive preventative maintenance at prescribed levels.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: All scheduled preventative maintenance was completed.		

Board Indicator 4: Safety inspections are conducted annually in every District facility. 100% of recommendations from safety inspections are reviewed and prioritized for action based on safety, security and funding, and included on the 5 year capital maintenance plan.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The District has complied with all required Federal, State and Local code inspections. Fire safety inspections are conducted annually. Security walk-throughs with local police are required every three years, but have been completed ahead of schedule to ensure that local police are fully aware of any building changes made during referendum construction.		

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: The District maintains community facility use policy.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: District Policy 7510		

Board Indicator 2: The District Recreation Department reports annually that all community usage of District facilities for the previous school year were in accordance with the policy guidelines, specifically: <ul style="list-style-type: none"> • 100% of community groups that used District facilities paid the appropriate fee for usage. • 100% of District facilities were returned to pre-rental condition upon conclusion of every event. • 100% of District facilities used by community groups were monitored by the District staff and 100% events were conducted safely and appropriately in accordance with District policy. 	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: There were no reported incidents of nonpayment, damage caused by facilities rental, or unsafe use of District facilities in the 2022-2023 school year.		

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: All construction and renovation projects greater than \$25,000 receive prior approval from the BOE.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant

Evidence: No projects greater than \$25,000, outside of the board-approved referendum projects, were completed in 2022-2023.

Board Comments:

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

Superintendent Interpretation:

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

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

Evidence: There were no land acquisitions during Fiscal Year 2023.

Board Comments:

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

Superintendent Interpretation:

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

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

Evidence: All construction change orders executed in Fiscal Year 2023 are detailed on the attached “FY23 Change Orders.” All items that changed the scope of work in excess of \$100,000 were reviewed with the school board prior to execution and change orders were reported to the Board in monthly reports provided by Mike Huffman/Huffman Development during construction. None of these changes increased the overall \$65M project budget and were instead managed through re-allocation of project funds and/or use of dedicated owner’s contingency.

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

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

Board Comments:

ChangeOrder79: \$7,818.72 –Additional work at HS Pool & Arena authorized by BOE in April

Change Order 80: \$37,263.34 –Additional work at HS Auditorium approved by BOE in April

Change Order 81: \$105,294.35 –Arts & Sciences
Added window shades (\$23,239)
Fire alarm modifications per NSFD (\$82,054)

Change Order 82: \$1,132.25–Added new flooring at stairwells in SIS

Change Order 83: \$15,522.15–Modifications to the fire suppression system at Arts & Sciences (new standpipes in stairwells, removal/decommissioning of hose cabinets)

Change Order 84: (\$50,000) –Transfer in-contract contingency funds out of SIS

Change Order 85: \$50,000 –Transfer in-contract contingency funds into Arts & Sciences

Change Order 86: \$40,000 –Transfer Owner contingency funds into Arts & Sciences

Change Order 87: \$180,000 –Transfer Owner contingency funds into SIS

Change Order 88: (\$6,489.47) –Transfer in-contract General Requirements savings out of SIS

Change Order 89: \$6,489.47 –Transfer in-contract General Requirements funds into HS Administration

Change Order 90: (\$19,896.29) –Transfer in-contract contingency funds out of SIS

Change Order 91: (\$6,815.14) – Transfer in-contract allowances out of SIS

Change Order 92: (\$23,488.19) –Transfer in-contract contingency funds out of Arena & Pool

Change Order 93: (\$34,103.34) –Transfer in-contract contingency funds out of Arts & Sciences

Change Order 94: \$12,750.27 –Transfer in-contract contingency funds into HS Administration

Change Order 95: \$23,745.34 –Transfer in-contract contingency funds into HS Auditorium

Change Order 96: \$15,721.51 –Transfer in-contract contingency funds into Powerhouse

Change Order 97: \$28,136 –Transfer in-contract contingency funds into Miscellaneous Referendum Projects

Change Order 98: (\$625) –Transfer in-contract material testing funds out of HS Administration

Change Order 99: \$625 –Transfer in-contract funds into Miscellaneous Referendum Projects

Change Order 100: \$415,944 –Transfer Owner contingency funds into Miscellaneous Referendum Projects



Project Status Report for

Shorewood School
District

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Mike Huffman, HFD
Your Partner in
Development

Work Status: To Be Completed

High School

- Boiler plant modifications to allow system to properly function for re-heat during summer air conditioning mode. This work will be completed in the spring when the boilers can be temporarily shut down.

Atwater Elementary School

- Installation of egress windows in three rooms will occur imminently.

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Lake Bluff Elementary

- Boiler plant modifications to allow system to properly function for re-heat during summer air conditioning mode. This work will be completed in the spring when the boilers can be temporarily shut down.

Fitness Center

- The new fire alarm system failed NSFD inspection. Installation of additional tamper switches and system programming are underway.

Financial Status

Budget Wrap-up

- Finished under budget
- Accommodated additional work scope, after bid day in the amount of \$6m. Some highlights:
 - Fire suppression at Atwater and Lake Bluff
 - Additional masonry repair at Atwater and Lake Bluff
 - Structured cabling replacement (data wiring) at several buildings
 - Additional finishes (flooring, paint) at SIS
 - Various parking lot upgrades at SHS
 - Fire alarm upgrades at all buildings

Additional Work Scope to be Advanced

- Powerhouse electrical feed
- Powerhouse window replacement
- Atwater maintenance garage roof, doors, and siding replacement
- Lake Bluff maintenance garage roof, doors, and siding replacement
- CMMS software installation
- Landscaping modifications
- SHS cafeteria kitchen exhaust

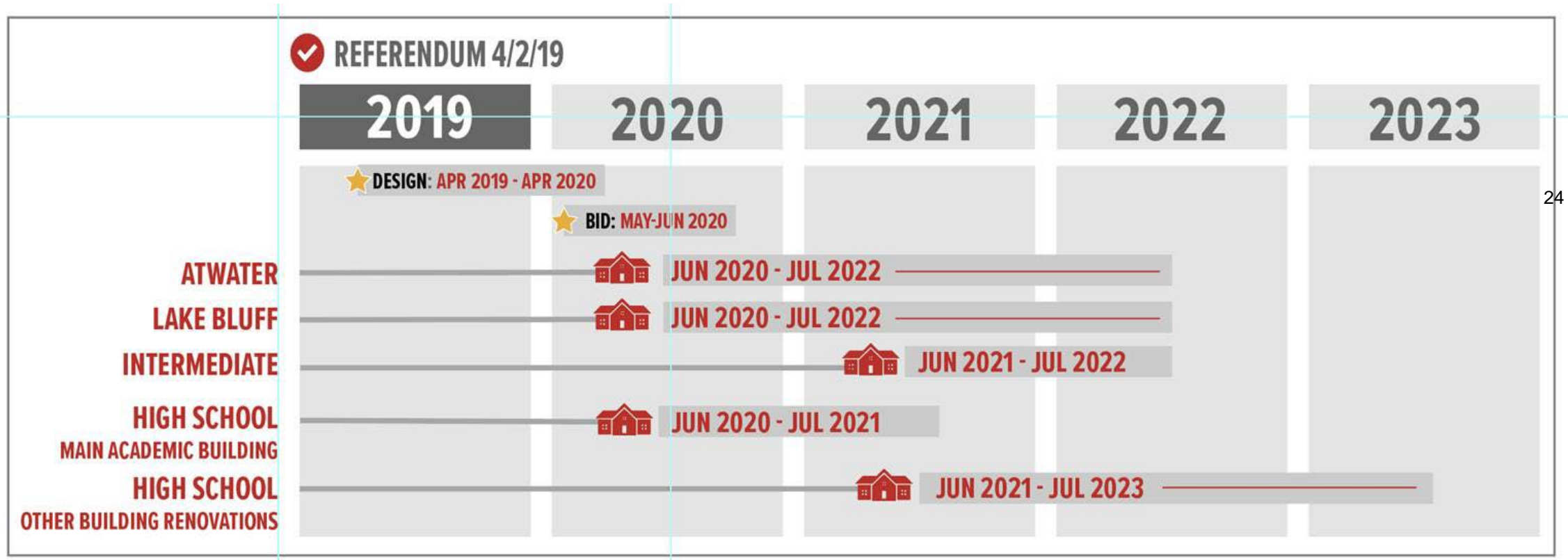
Shorewood School District Referendum Projects
BUDGET SUMMARY
 01/23/23

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	4,715,730	4,674,390	99.12%
Owner Provided Equipment	2,440,000	1,641,442	1,521,029	92.66%
Construction	52,026,821	58,039,991	56,583,676	97.49%
Other Project Expense	505,000	1,279,897	684,823	53.51%
Additional Funding Sources	0	(1,081,000)	0	0.00%
Owner Contingency	5,601,862	364,353	0	0.00%
TOTAL	65,000,000	65,000,000	63,503,506	97.70%
FINAL PROJECTED COST		<u>65,000,000.00</u>		
Balance - Under / (Over)		<u><u>0.00</u></u>		

What was Accomplished

- Initial work was bid on March 18, 2020, five days after all schools were instructed to close. Construction was declared “Essential”. Schedules were modified and safe work protocols were established.
- Due to favorable bidding, roughly \$6m became available for added work scope within the parameters of the referendum language. This added to the design, bid, management tasks.
- The end-product, delivered through a pandemic, three summer-blitz periods, and during the school year in occupied buildings (one year ahead of original schedule) is of high-quality.

Original Referendum Schedule Completion in August 2023







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ATTENDANCE



ATTENDANCE OFFICE







MARY BAKER SCHOOL

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101
MAIN OFFICE

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LAKE BRUCE SCHOOL

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SHOREWOOD PUBLIC SCHOOL









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Team Acknowledgements

Huffman Facility Development, Inc.



Environmental Management Consulting, Inc.

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Creative
BusinessInteriors



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Cash Flow Borrowing
Date: September 12, 2023
Prepared by: Heather Heaviland

Recommended action:

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

Purpose:

To provide background information in support of a request for Board approval for the Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$3,600,000; Issuance of Taxable Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program.

Background:

The timing of revenue receipts (primarily taxes and state aid) for Wisconsin school districts requires many to borrow funds for cash flow purposes. Shorewood has historically borrowed for a short period of time, from October through January, to cover cash flow shortfalls.

The District has worked with PMA to analyze historical and projected cash flow for several years. PMA's analysis is used to determine borrowing needs and support the development of cash flow borrowing documents through Quarles & Brady. For the past three years, the District has participated in the PMA Levy and Aid Anticipation Notes Program (PLAAN). The program pools school districts' borrowing together to create efficiencies of scale.

The District is requesting Board approval to participate in PLAAN again in 2023-24. We feel that PMA's expertise in cash flow analysis and debt issuance will provide the District with consistent results and a secure source of funding.

Given the fact that multiple school districts are issuing their cash flow borrowings together in PLAAN, participation requires that the Board adopt a Parameters Resolution. The reason is that it would be impossible to have every school board meet on the same night to approve the final borrowing results. Instead, the respective school boards adopt a Parameters Resolution, which sets the essential parameters to be met in the debt offering (i.e. maximum interest rate, maximum borrowing amount, maximum fees). The Resolution then gives authority to the Business Manager and/or Superintendent, to approve the final borrowing results.

The Parameters Resolution is on the agenda as an action item.

Fiscal impact:

The District is seeking approval of the attached resolution to borrow up to \$3,600,000 in order to support cash flow needs until 3/6/2024. All \$3,600,000 will be repaid following receipt of the February tax payment. The preliminary estimate of interest and fees associated with the note is \$68K.

Attachment(s):

Shorewood, SD of 23-24A PMA Pool - Resolution

3. **Notification of Media.** On the _____ day of _____, 20__ at approximately _____ o'clock ____ .m., I communicated or caused to be communicated, the time, date, place and subject matter (including specific reference to the borrowing) of said School Board meeting to those news media who have filed a written request for such notice, and to the official newspaper of the School District, or, if none exists, to a news medium likely to give notice in the area.

4. **Open Meeting Law Compliance.** Said meeting was a _____ meeting of the School Board which was called, noticed, (regular or special) held and conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and State statutes.

**SPECIAL NOTICE TO SCHOOL BOARD MEMBERS
REGARDING SPECIAL SCHOOL BOARD MEETINGS**

5. **Special Meeting.** If said meeting was a special meeting, see Section 120.11(2) of the Wisconsin Statutes and complete this section:

On the _____ day of _____, 20__ at approximately _____ o'clock ____ .m., notice of the time and place of said special School Board meeting was:



given in a manner likely to give each school board member notice of the meeting.

OR * OR * OR

Prior notification was not provided to each School Board member in the manner prescribed in Section 120.11(2) of the Wisconsin Statutes but (check the appropriate box):

all School Board members were present and consented to the holding of the meeting; or

all School Board members were not present but absent members have since consented in writing to the meeting having been held in their absence.

Name:

Title:

Attest:

Name:

Title:

(SEAL)

(Note: Questions regarding this form or open meeting law compliance generally should be directed to local counsel or Quarles & Brady LLP.)

**RESOLUTION AUTHORIZING TEMPORARY BORROWING
IN AN AMOUNT NOT TO EXCEED \$3,600,000;
ISSUANCE OF TAX AND REVENUE
ANTICIPATION PROMISSORY NOTES;
AND PARTICIPATION IN THE PMA LEVY AND
AID ANTICIPATION NOTES PROGRAM**

WHEREAS, the School District of Shorewood, Milwaukee County, Wisconsin (the "District"), is temporarily in need of funds in the amount not to exceed \$3,600,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District for the current school year;

WHEREAS, school districts are authorized by the provisions of Section 67.12(8)(a)1, Wisconsin Statutes, to borrow money and issue tax and revenue anticipation promissory notes for such public purposes;

WHEREAS, the School Board deems it necessary and in the best interest of the District that funds be borrowed and tax and revenue anticipation promissory notes be issued pursuant to the provisions of Section 67.12(8)(a)1, Wisconsin Statutes;

WHEREAS, in accordance with Section 67.12(8)(a)1, Wisconsin Statutes, the total amount borrowed shall be for the purpose of meeting the immediate expenses of operating and maintaining the public instruction in the District during the current school year, shall not exceed one-half of the estimated receipts for the operation and maintenance of the District for the current school year as heretofore certified by the District Clerk, and the loan shall not extend beyond November 1 of the next school year;

WHEREAS, prior to the issuance of its tax and revenue anticipation promissory notes, the District will have voted the tax for the operation and maintenance of the schools of the District for the current school year to be collected on the next tax roll;

WHEREAS, to the best of the knowledge, information and belief of the School Board, the District complies with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes;

WHEREAS, Section 66.0301(2), Wisconsin Statutes authorizes any municipality, including a school district, to contract with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law;

WHEREAS, the School Board hereby finds and determines that it is in the best interests of the District to participate in the PMA Levy and Aid Anticipation Notes Program (the "Program"), the terms and provisions of which are described in the Master Indenture of Trust (the "Master Indenture"), and a Supplemental Indenture of Trust (the "Supplemental Indenture") to be entered into with a trustee to be named in the Approving Certificate (defined below) (the "Trustee") (collectively, the Master Indenture and the Supplemental Indenture shall be referred to as the "Indenture"); and

WHEREAS, under the Program, participating school districts will issue one or more series of tax and revenue anticipation promissory notes. Said notes may be grouped with a related series of notes of the District and will underlie corresponding series of note participations (the "Participations", and each

series a "Series of Participations") that will be issued under the Master Indenture and a separate Supplemental Indenture relating to each Series of Participations.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

1. **Authorization.** For the purpose of meeting the immediate expenses of operating and maintaining the public instruction of the District during the current school year and in anticipation of taxes, state aids, income, revenue, cash receipts and other monies to be received by the District in its general fund for the current school year, there shall be borrowed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, an aggregate principal sum not to exceed \$3,600,000 ("Maximum Amount"). To the extent the District has a policy regarding borrowing that has requirements that are not met by participating in the Program, such policy requirements are hereby waived.

2. **Terms of the Notes.** To evidence such borrowing, the District President and District Clerk are hereby authorized, empowered and directed to make, execute, issue, sell and deliver to the Trustee, for and on behalf of the District, its Tax and Revenue Anticipation Promissory Notes (collectively, the "Notes") payable to the Trustee or its designee, in one or more series, in substantially the form attached hereto as Appendix A-1.

The Notes shall be issued in the District's name, in one or more series, pursuant to the terms stated in the Master Indenture and a related Supplemental Indenture. The aggregate sum of the District's Notes shall not exceed the Maximum Amount.

Each series of Notes may be issued in conjunction and grouped with the notes of one or more other school districts participating in the Program to underlie a Series of Participations. In all cases, the obligation of the District to make payments on or in respect to its Notes is a several and not a joint obligation of the District and is strictly limited to the District's repayment obligation for its Notes under this Resolution.

The Notes shall be dated as of their date of issuance; shall bear interest from their dated date until paid; and shall mature on or before September 25, 2024. Interest on the Notes shall be paid at maturity. The Notes shall bear interest at a rate per annum such that the net interest cost of the Notes shall not exceed 6.00%.

3. **Redemption Provisions.** The Notes are not subject to optional redemption.

4. **Sale of Note; Execution of Note Purchase Agreement and Approving Certificate.** Either the District Administrator or Director of Business Services of the District (each, a "Financial Officer") or, in the absence of the Financial Officer, the President or Clerk of the District or those authorized by law to act on their behalf (the "District Officer") are hereby authorized and directed to negotiate, on behalf of the District, with the purchaser of the Notes (the "Underwriter"), in its capacity as Underwriter and PMA Securities, LLC, in its capacity as administrative agent for the District under the Program ("Administrative Agent"), an amount, interest rate, and maturity date for each series of Notes issued under the Program and other matters related to the financing, subject to the limitations provided herein or in the Master Indenture.

The difference between the issue price of the Notes and the purchase price to be paid to the District (which amount constitutes compensation paid to the Underwriter) shall not exceed \$1 for every \$1,000 of principal amount of Notes issued.

This School Board authorizes and directs the Financial Officer or District Officer to execute and deliver, in the name and on behalf of the District, an Approving Certificate in substantially the form attached hereto as Appendix B-1 (the "Approving Certificate") and a separate note purchase agreement for each series of Notes.

The execution of the Approving Certificate and the note purchase agreement by the Financial Officer or the District Officer shall constitute and evidence full approval by the School Board of such documents.

5. **Program Approval; Execution of Supplemental Indenture.** The form of Master Indenture and a form of Supplemental Indenture presented at this meeting are hereby acknowledged.

The District Officer, or the Administrative Agent on behalf of the District, are hereby authorized and directed to execute, deliver and enter in to, in the name and on behalf of the District, the Master Indenture and any Supplemental Indenture with respect to each Series of Participations that the Notes underlie with a trustee named in the Approving Certificate. The Master Indenture and each Supplemental Indenture shall be in substantially the forms presented to this meeting, with such changes not inconsistent with this Resolution as the District Officer shall approve. The execution of the Master Indenture and any Supplemental Indenture by the District Officer or the Administrative Agent (as modified by such officers or agent prior to execution) shall constitute and evidence full approval by the School Board of such documents.

6. **Disposition of Proceeds of Notes.** The proceeds of the Notes (the "Note Proceeds") shall be applied as described in the Master Indenture and the related Supplemental Indenture for the Series of Participations that the Notes underlie.

The Note Proceeds shall be deposited into the District's Proceeds Subaccount and a subaccount of the Cost of Issuance Fund, established by the Trustee for each Series of Participations that the Notes underlie pursuant to the Master Indenture and in amounts determined by the Administrative Agent. Amounts on deposit in the Costs of Issuance Fund shall be expended as determined by the Administrative Agent and in accordance with the terms of the Master Indenture and related Supplemental Indenture. Amounts on deposit in the Proceeds Subaccount shall be used as set forth in the Master Indenture and related Supplemental Indenture. The Proceeds Subaccount and the subaccount of the Costs of Issuance Fund are deemed to be the "borrowed money fund" for the Notes for purposes of Section 67.10(3), Wisconsin Statutes.

The Note Proceeds shall be used solely for the purposes for which borrowed (or for the payment of the principal of and/or interest on the Notes).

7. **Arbitrage Covenant.** Note Proceeds may be temporarily invested in legal investments until needed, provided, however, that the District hereby covenants and agrees that so long as the Notes remain outstanding, the Note Proceeds will not be used or invested in a manner which would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable income tax regulations promulgated thereunder (the "Regulations").

The District Clerk, or other officer of the District charged with the responsibility for issuing the Notes, shall provide the appropriate certificate of the District, for inclusion in the transcript of proceedings,

setting forth the reasonable expectations of the District regarding the amount and use of the Note Proceeds and the facts and estimates on which such expectations are based, all as of the date of delivery and payment for the Notes (the "Closing").

8. **Additional Tax Covenants.** The District hereby further covenants and agrees that it will take all necessary steps and perform all obligations required by the Code and the Regulations (whether prior to or subsequent to the Closing) to assure that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes, throughout their term. The District Clerk or other officer of the District charged with the responsibility for issuing the Notes, shall provide an appropriate certificate of the District, for inclusion in the transcript of proceedings, as of the date of the Closing certifying that it can and covenanting that it will comply with the provisions of the Code and the Regulations. Such certificate shall set forth certain facts regarding the use of the Note Proceeds to establish that the Notes will not constitute "private activity bonds" as defined in Section 141 of the Code and state other facts necessary to establish that the Notes are obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

If the District does not qualify for any exemption from the rebate requirements of the Code, the District hereby covenants and agrees that there shall be paid from time to time all amounts to be rebated to the United States pursuant to Section 148(f) of the Code and any applicable Regulations.

It is the intent of the District to take all reasonable and lawful actions to comply with any new tax laws enacted so that the Notes will continue to be obligations described in Section 103(a) of the Code, the interest on which is excludable from gross income for federal income tax purposes.

9. **Irrepealable Tax; Segregated Fund; Compliance With Revenue Limits.** The Notes shall not be issued until the tax for operating and maintaining the schools operated by the District for the current school year has been voted to be collected on the next tax roll. So long as the Notes, or interest thereon, remain unpaid, the aforesaid tax for operation and maintenance of the District (including the amount budgeted to pay interest on the Notes) shall be and continues to be irrepealable. The District shall segregate in a special fund (hereinafter called the "Debt Service Fund"), tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes, at the times and in the amounts provided in the Approving Certificate. The Debt Service Fund shall be used for the sole purpose of paying the principal of and interest on the Notes. Any accrued interest received at the time of delivery of any Notes shall be paid over to the Debt Service Fund. If there shall be insufficient sums in the Debt Service Fund to meet such payments, the District shall promptly pay the same when due from other monies available in or attributable to the current school year. This covenant specifically includes monies (for example, deferred tax and state aid payments) attributable to the current school year which are not received prior to the end of the current school year. The District complies with and covenants to continue to comply with the revenue limits set forth in Sections 121.91 and 121.92, Wisconsin Statutes.

10. **Impoundment Date.** The District agrees to the establishment and maintenance of the Payment Account as a special fund of the District related to the Notes (the "Payment Account") by the Trustee under the Master Indenture as the responsible agent to maintain such fund until the payment of the principal of the Notes and the interest thereon. Prior to the maturity of each Note, on a date set forth in the Supplemental Indenture (the "Impoundment Date"), the District agrees to cause to be deposited directly in

a subaccount of the Payment Account relating to each series of Notes an amount sufficient to pay all of the principal of and interest due with respect to each Note at maturity. The Administrative Agent, on behalf of the District, is authorized to approve the determination of the Impoundment Date.

In the event that on the Impoundment Date the District has not received sufficient unrestricted revenues to permit the deposit into the Payment Account of the full amount due, then the amount of any deficiency shall be satisfied and made up from any other monies of the District lawfully available for the payment of the principal of the series of Notes and the interest thereon, as and when such other monies are received or are otherwise legally available, in the following order of priority: *first*, to satisfy any deficiency attributable to the first series of Notes issued; and *second*, to satisfy any deficiency attributable to the second series of Notes issued, if any. As used in this Resolution, the term "unrestricted revenues" shall mean all taxes, state aids, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts, and other monies, intended as receipts for the general fund of the District attributable to the current school year and which are generally available for the payment of current expenses and other obligations of the District.

11. **Execution of the Notes; Authentication; Appointment of Acting Officers.** The Notes shall be executed on behalf of the District by the District President and District Clerk, or others authorized under Section 120.05, Wisconsin Statutes and herein to sign on their behalf, sealed with its official or corporate seal, if any, and delivered to the Trustee upon payment to the District of the purchase price thereof, plus any accrued interest to the Closing. Either or both of the signatures of the officers may be imprinted on the Notes in lieu of the manual signature of such officer, so long as the Trustee authenticates the Notes. In the event that any of the officers whose signatures appear on the Notes shall cease to be such officers before the delivery of the Notes, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until such delivery. In accordance with Section 120.05(3), Wisconsin Statutes, the School Board hereby appoints any one of its members to discharge the duties of the District Clerk as Acting District Clerk in connection with the issuance of the Notes in the event the District Clerk is unable to discharge such duties due to disability or absence.

12. **Trustee.** Pursuant to the Approving Certificate, the Financial Officer or the District Officer shall appoint the Trustee that will serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

The District directs and authorizes the payment by the Trustee of the interest on and principal of any and all Notes when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth in the Master Indenture. The District hereby covenants to deposit funds in such account and fund subaccount, as applicable, at the time and in the amount specified herein to provide sufficient monies to pay the principal of and interest on any and all Notes on the day or days on which they mature. Payment of any and all Notes shall be in accordance with the terms of the applicable series of Notes and this Resolution.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees, and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Master Indenture and any Supplemental Indenture, including but not limited to, costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

13. **Representations and Covenants; Events of Default.** The District makes the representations and covenants set forth in the Master Indenture. The District acknowledges, approves, and confirms the Events of Default and the remedies therefore as described in the Master Indenture.

14. **Deposit of Notes; Registration and Transfer.** The Notes shall be issued and deposited with the Trustee and shall be registered and transferred as provided in the Master Indenture.

15. **Sale of Participations.** Each Series of Participations shall be sold to the Underwriter, in accordance with the terms of the note purchase agreement relating to the series of Notes that underlie said Series of Participations.

16. **Official Statement.** The District authorizes and approves the use of District information pertinent to the Program, as provided by the District to the Administrative Agent, the Underwriter and any disclosure counsel, in each offering document prepared by the Administrative Agent and distributed by the Underwriter in connection with the sale and issuance of each Series of Participations. The Financial Officer or District Officer are hereby authorized to approve the Preliminary Official Statement with respect to the Participations and deem the Preliminary Official Statement "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Financial Officer and/or Business Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the delivery of the Notes, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Underwriter.

17. **Undertaking to Provide Continuing Disclosure.** If required under the Rule, this Section constitutes the written undertaking required by the Rule. If required under the Rule, this undertaking is intended for the benefit of the holders of the Notes and shall be enforceable by the Trustee on behalf of such holders (provided that the holders' and Trustee's right to enforce the provisions of this undertaking shall be limited to a right to obtain specific performance of the District's obligations hereunder and any failure by the District to comply with the provisions of this undertaking shall not be an event of default with respect to the Notes). Capitalized terms used in this Section and not otherwise defined in this Resolution shall have the meanings assigned such terms in Appendix C-1.

If required under the Rule, the District undertakes to provide Material Event Notices as provided in this Section. If a Material Event occurs while any Notes are outstanding, the District shall provide or cause to be provided a Material Event Notice in a timely manner not in excess of 10 business days to the MSRB through the Electronic Municipal Market Access System available at www.emma.msrb.org in an electronic format prescribed by the MSRB. Each Material Event Notice shall be so captioned and shall prominently state the date, title and CUSIP numbers of the Participations. Unless otherwise required by law and subject to technical and economic feasibility, the District shall employ such methods of information transmission as shall be requested or recommended by the designated recipients of the District's information.

The District's continuing obligation hereunder to provide Material Event Notices shall terminate immediately once the Notes no longer are outstanding. This Section, or any provision hereof, shall be null and void in the event that the District delivers to the MSRB an opinion of nationally recognized bond

counsel to the effect that those portions of the Rule which require this Section, or any such provision, are invalid, have been repealed retroactively or otherwise do not apply to the Notes. This Section may be amended without the consent of the Noteholders, but only upon the delivery by the District to the MSRB of the proposed amendment and an opinion of nationally recognized bond counsel to the effect that such amendment, and giving effect thereto, will not adversely affect the compliance of this Section and by the District with the Rule.

18. **Approval of Actions; Administrative Agent.** All actions previously taken by the officers and agents of the District or this School Board with respect to the sale and issuance of the Notes and participation in the Program are hereby approved, confirmed, and ratified. The officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things, take any and all actions, and execute any and all certificates, agreements, and other documents which any of them may deem necessary or advisable to consummate the lawful issuance and delivery of the Notes, or the related transactions, in accordance with this Resolution.

The District hereby authorizes, approves, and directs the Administrative Agent to do any and all things, take any and all actions, and execute any and all certificates, agreements, or other Program documents on behalf of the District as may be directed under the Master Indenture, a Supplemental Indenture, or any other Program documents.

19. **Conflicting Resolutions; Severability; Effective Date.** All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted by a recorded roll call vote of ____ ayes and ____ nays on September 12, 2023.

By: _____
District President

(SEAL)

And: _____
District Clerk

APPENDIX A-1

Form of Note

R-___

\$ _____

SCHOOL DISTRICT OF SHOREWOOD
MILWAUKEE COUNTY, WISCONSIN

TAX AND REVENUE ANTICIPATION PROMISSORY NOTE

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Issue Date</u>	<u>Impoundment Date</u>
_____ %	_____	_____	_____, 20__

REGISTERED OWNER: U.S. Bank Trust Company, National Association, as trustee

PRINCIPAL AMOUNT: _____ DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the District designated above (the "District"), acknowledges itself to owe and promises to pay to the registered owner identified above, or registered assigns, on the Maturity Date set forth above, the Principal Amount specified above in lawful money of the United States of America, together with interest thereon from the Original Issue Date at the Interest Rate per annum specified above. The principal of and interest on this Note are to be paid upon surrender hereof at the principal corporate trust operations office of U.S. Bank Trust Company, National Association or its successor in trust (the "Trustee") pursuant to a Master Indenture of Trust (the "Master Indenture") and a Supplemental Indenture of Trust (the "Supplemental Indenture") (collectively, the Master Indenture and Supplemental Indenture shall be referred to as the "Indenture"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the Maturity Date specified above, and if funds are not provided for payment on the Maturity Date, funds shall be provided thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said Principal Amount. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; *provided, however*, that no interest shall be payable for any period after the Maturity Date during which the owner hereof fails to properly present this Note for payment. If the District fails to pay this Note when due, including the interest component of this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with consequences set forth in the Indenture).

The Note is not subject to optional redemption prior to maturity.

It is hereby certified, recited, and declared that this Note (the "Note") is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate and maturity date, authorized, executed, and delivered pursuant to and by authority of a resolution of the governing body of the District duly adopted heretofore, under and by authority of Section 67.12(8)(a)1, Wisconsin Statutes (the "Note Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.

The District has voted an irrevocable tax for operating and maintaining the schools. As security for the payment of the principal of and interest on the Note, the District shall segregate in a special fund such tax monies and other available revenues received for operation and maintenance of the District sufficient to pay the principal of and interest on the Notes. Said special fund shall be used for the sole purpose of paying the principal of and interest on the Note.

This Note is transferable, as provided by the Note Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee, or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things, and acts required to exist, to have happened, and to have been performed precedent to and in the issuance of this Note do exist, have happened, and have been performed in due time, form, and manner as required by the Constitution and statutes of the State of Wisconsin and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of Wisconsin.

IN WITNESS WHEREOF, the governing body of the District has caused this Note to be executed by the manual or facsimile signature of its President, countersigned by the manual or facsimile signature of its Clerk, and sealed with its corporate seal (or a facsimile thereof), if any, all as of the date of authentication set forth below.

SCHOOL DISTRICT OF SHOREWOOD,
MILWAUKEE COUNTY, WISCONSIN

(SEAL)

By _____
District President

By _____
District Clerk

COPY

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is the Note mentioned in the within-mentioned Note Resolution authenticated on the following date:

Authentication Date: _____.

_____,
as Trustee

By _____
Authorized Signatory

COPY

ASSIGNMENT

For Value Received, the undersigned, _____, hereby sells, assigns and transfers unto _____ (Tax Identification or Social Security No. _____) the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints _____ attorney to transfer the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Date: _____

NOTICE: The signature to this assignment must correspond with the name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed

NOTICE: Signatures must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Registrar, which requirements include membership or participation in the Securities Transfer Association Medallion Program ("STAMP") or such other "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

NOTE: The signature to this assignment must correspond with the name as written on the face of the within Note in every particular, without alteration or enlargement or change whatsoever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of such person's authority to act must accompany this Note.

APPENDIX B-1

**CERTIFICATE APPROVING DETAILS OF
TAX AND REVENUE ANTICIPATION PROMISSORY NOTES**

The undersigned hereby certifies that:

1. On September 12, 2023, the School District of Shorewood (the "District") adopted a resolution (the "Resolution") authorizing the issuance and sale up to \$3,600,000 Tax and Revenue Anticipation Promissory Notes of the District (the "Notes") upon certain terms and conditions, subject to my approval.

2. On the date hereof, _____ (the "Underwriter") offered to purchase the Notes in accordance with the terms set forth in the attached Note Purchase Agreement between the District and the Underwriter (the "Agreement"). The Notes shall be issued in the aggregate principal amount of \$_____ which is not more than \$3,600,000 as provided in the Resolution, and shall mature on _____ and _____ neither of which is later than September 25, 2024, as provided in the Resolution and shall bear interest at the rate per annum as set forth in the Agreement attached hereto.

The net interest cost of the Notes is _____% which does not exceed 6.00%, as required by the Resolution. The interest rate on the Notes is _____%.

3. The Notes shall be sold to the Underwriter in accordance with the terms of the Agreement at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes.

The difference between the issue price of the Notes (\$_____) and the purchase price to be paid to the District by the Underwriter (which amount constitutes the compensation paid to the Underwriter) (\$_____) is \$_____, which does not exceed \$1 for every \$1,000 of principal amount of Notes issued as provided in the Resolution.

4. I am either a Financial Officer or District Officer, as defined in the Resolution, authorized to execute and deliver this Approving Certificate, constituting our approval of the principal amount, net interest cost and purchase price for the Notes, in satisfaction of the conditions set forth in the Resolution and to execute the Agreement from the Purchaser.

5. U.S. Bank Trust Company, National Association is hereby appointed to serve as trustee under the Master Indenture and each Supplemental Indenture and as fiscal agent, paying agent, registrar, and authenticating agent for the Notes.

6. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. For the purpose of paying the principal of and interest on the Notes, the amounts set forth on the debt service schedule attached hereto shall be deposited in the Debt Service Fund as provided for in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate pursuant to the authority granted to me by the Resolution on _____, 20__.

Name: _____
Title: _____

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Note Purchase Agreement

To be provided by the Underwriter and incorporated into the Certificate.

(See Attached)

COPY

ATTACHMENT TO APPROVING CERTIFICATE

Debt Service Schedule

To be provided by the Administrative Agent and incorporated into the Certificate.

(See Attached)

COPY

APPENDIX C-1

The following are the definitions of the capitalized terms used in Section 17 of the Resolution and not otherwise defined in the Resolution:

1. "Financial Obligation" means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term Financial Obligation shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

2. "Material Event" as defined in the Rule means any of the following events with respect to the Note(s):

- a. Principal and interest payment delinquencies;
- b. Non-payment related defaults, if material;
- c. Unscheduled draws on debt service reserves reflecting financial difficulties;
- d. Unscheduled draws on credit enhancements reflecting financial difficulties;
- e. Substitution of credit or liquidity providers, or their failure to perform;
- f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- g. Modifications to rights of security holders, if material;
- h. Note calls, if material, and tender offers;
- i. Defeasances;
- j. Release, substitution, or sale of property securing repayment of the securities, if material;
- k. Rating changes;
- l. Bankruptcy, insolvency, receivership or similar event of the District;
- m. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

For the purposes of the event identified in subsection 1.i. above, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District;

- o. Incurrence of a Financial Obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of the District, any of which affect holders of the Notes, if material; and
 - p. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the District, any of which reflect financial difficulties.
3. "Material Event Notice" means written or electronic notice of a Material Event.
 4. "MSRB" means the Municipal Securities Rulemaking Board.
 5. "Timely Manner" means in a timely manner not in excess of 10 business days.

OE-8 Learning Environment

The Superintendent shall establish and maintain a learning environment that is safe, respectful, and conducive to effective learning.

Superintendent Interpretation:

The Board of Education expects the Superintendent to establish and maintain a learning environment that includes support for both the academic and social-emotional needs of all learners.

- *Learning Environment* refers to the diverse physical locations, contexts, and cultures in which students learn.
- *Effective learning* refers to students challenging themselves, learning continuously while adapting to changes and contributing to society.

OE 8.1

The Superintendent will maintain a climate that is characterized by support and encouragement for high student achievement.

Superintendent Interpretation:

The Board of Education expects the Superintendent to foster a learning environment that promotes academic success.

- ***Maintain a climate that is characterized by support*** shall mean that the spaces where students learn are designed, furnished, maintained and decorated in ways that foster dignity and celebration of the strengths each student brings to that space.
- ***Encouragement for high student achievement*** shall mean the systems in place for both people and spaces to foster and celebrate academic success alongside growth in wellness, character and citizenship as described in Results policies 1-4.

Board Indicator 1:

All staff participate in training that helps them foster equity, growth, and excellence for all students.

Board Indicator 2:

District leaders establish and focus work around annual, school-specific growth plans.

Board Indicator 3:

District systems are in place to help to identify and meet student-specific social,

emotional and academic needs.

Board Indicator 4:

Each student receives personalized advisory outreach at school transition points at 6th, 8th and 11th or 12th grade, or at entry to the district.

OE 8.2

The Superintendent will establish and maintain learning environments that are safe, welcoming and inclusive.

Superintendent Interpretation:

The Board of Education expects the Superintendent to foster a learning environment that supports all students' success.

Inclusive shall mean where diverse cultures, identities, backgrounds, and abilities are acknowledged, valued, and affirmed.

Board Indicator 1:

All staff participate in ongoing professional development that supports their participation in building culturally responsive teaching and inclusive learning environments.

Board Indicator 2:

All schools have in place inclusive learning spaces, programs, and activities

OE 8.3

The Superintendent will ensure that all policies and procedures regarding discipline are collaboratively developed, appropriately communicated to students and parents, and enforced consistently.

Superintendent Interpretation:

The Board of Education expects the Superintendent to promote active participation from all District stakeholders to ensure access to information and voice in the discussion, development, and publishing of any policy that focuses on student discipline.

- *Policies and procedures regarding discipline* shall mean the adopted Shorewood School District Code of Conduct and Wisconsin State Law.

- *Collaboratively developed* shall mean administrators, teachers, and building staff are included in developing discipline procedures.
- *Appropriately communicated* shall mean the information is communicated through a variety of means (hard copies available, accessible on website, electronic communication).
- *Enforce consistently* shall mean students shall receive similar consequences for similar unacceptable behaviors with no disparities by race, gender, ELL and socioeconomic status.

Board Indicator 1:

The Superintendent and district leadership review the Code of Conduct annually and update as needed using a collaborative process.

Board Indicator 2:

By the start of each school year, the student handbook is sent to families and caretakers electronically, available as a hard copy, and accessible via the District website.

Board Indicator 3:

Student disciplinary policies, practices and procedures districtwide are equitable, culturally competent, and effective in supporting students whose behavior interferes with their learning or the learning of others. Staff is trained in consistent and unbiased enforcement.

OE 8.4

The Superintendent will work to ensure that safe and nutritious foods are available to all students throughout the school day.

Superintendent Interpretation:

The Board of Education expects the Superintendent to support Results policies 1-4 with available nutritious food for students across the school day and various learning environments.

- **Available nutritious foods** shall mean a variety of foods that give students the nutrients needed to maintain health and have energy.

Board Indicator 1:

Students and caregivers have a voice in the options and delivery of food service.

Board Indicator 2

All students have access to nutritious food options across learning environments.

OE 8.5

The Superintendent may not permit any behaviors on district property or at school sponsored events that disrupt learning or hinder student well-being.

Superintendent Interpretation:

The Board of Education expects the Superintendent to reasonably prevent, discourage, or ban any activity that negatively impacts student learning or is unsafe.

- **May not permit** shall mean the superintendent will not allow actions from adults that negatively affect students and interferes with the learning environment to go without appropriate corrective response.
- **Disrupt learning** shall mean behaviors or actions that interfere or get in the way of learning.
- **Well-being** shall mean a safe emotional state.

Board Indicator 1:

The District has investigated and addressed all formal complaints about employees and documented the outcome.

Board Indicator 2:

The District has investigated and addressed all formal complaints about individuals who are neither students nor employees and documented the outcome.



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
August 8, 2023

Board Member Participation: Emily Berry, President
Ellen Eckman, Vice President
Becky Freer, Treasurer
Abby Fowler, Clerk
Nathan Hammons, Member

District Administrator Participation: Laurie Burgos, Superintendent
Mike Joynt, Director of Teaching and Learning

I. 7:01pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Becky Freer and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

II. 7:02pm STUDENT ACHIEVEMENT PRESENTATION

African American Youth Initiative (AAYI), Amanda Jamerson

III. 7:13 pm PUBLIC COMMENT #1 - no comments

IV. 7:14 pm BOARD BUSINESS AND BOARD ACTION

A. Revisions to OE 8 (Learning Environment) Operational Expectations Monitoring Report

B. Board Governance: Community Engagement Fall 2023, Legislative Advocacy, Board Superintendent Workshops

V. 8:29 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

July 11, 2023 Regular Board Meeting

June 27, 2023 Closed Session

MOVED by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

VI. 8:30 pm PUBLIC COMMENT #2 - no comments

VII. 8:31 pm BOARD MEMBER REPORTS - no reports

VIII. 8:32 pm SUPERINTENDENT'S REPORT

IX. 8:41 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of Monthly Financials

B. Approval of District Staffing Changes (Appointments, Resignations, Retirements and Leave of Absence Requests)

MOVED by Ellen Eckman and SECONDED by Abby Fowler

AYE: 5 NAY: 0

X. 8:42 pm REVIEW OF 'TO DO' ITEMS

OE 8 (Learning Environment) Report Revisions

XII. 8:43 pm FUTURE AGENDA ITEMS

XIII. 8:46 pm RECESS AND DEBRIEF



SCHOOL BOARD MEETING CLOSED SESSION

September 7, 2023 at 4:30 pm

Board Member Participation: Emily Berry, President
Ellen Eckman, Vice President
Becky Freer, Treasurer
Abby Fowler, Clerk
Nathan Hammons, Member

District Staff Participation: Laurie Burgos, Superintendent

On Thursday, September 7, 2023 at 4:30 pm, the Shorewood School Board met in Closed Session.

Call to Order in Open Session.

The Board voted to Adjourn to a Closed Session under Wis. Stat. 19.85(1)(e) to discuss collective bargaining negotiations strategy.

Motion to return to Open Session.

Meeting adjourned at 5:15 pm.



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Superintendent's Report

Date: September 12, 2023

Prepared by: Laurie Burgos, Superintendent

Recommended action:

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

Purpose:

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

The New School Year

We hosted tours of SIS and SHS for Assistant State Superintendent of Schools, Dr. Keona Jones, and members of her leadership team on the first day of school, and seeing our buildings full of the sights and sounds of students was wonderful.

Making the first few days of school successful and engaging for students at all levels is a team effort. In addition to "nuts & bolts" information, communication from school to home before the first day of school is key to creating a welcoming experience that helps students feel excited and ready to learn. I'm grateful to our building teams for their work on this, and to our faculty and administrators for hosting open houses, popsicle socials and meet & greet opportunities before the Labor Day weekend. I dropped in on many of these, and I also want to thank our families and caregivers for the preparation that goes into getting ready for school, and everyone's positive attitude.

I hope Board and community members have had a chance to read the fall *Shorewood Today* article about the social studies curriculum in our District, including our ongoing commitment to civics education. Civics education is a national issue, and I am so proud of the unique traditions of excellence in Shorewood that encourage students to develop skills and experience that will help them navigate living, working and learning in our global society. Our new Alumni Association co-presidents, Sarah and Peter Hammond, were also featured in the magazine and their profile highlighted this year's celebration of the High School's 100th graduating class. The Alumni Association will be partnering with the High School on some activities, and

focusing on alumni engagement and fundraising for scholarship support in partnership with the SEED Foundation.




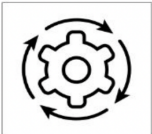
I completed my first round of stakeholder and other community meetings over the summer, and will now begin ramping up work with administrators and school leaders around both annual and long-term goals for the District, and each of our schools. A Board workshop on September 7 to review our student results policies and performance indicators was helpful to furthering my understanding of all we do to support student growth and achievement, and where we must focus to realize the goals outlined in the District's 2020-2025 strategic framework. Listening sessions are also an important component of my Entry Plan. I have offered staff listening sessions at all schools, as well as to instructional aides and other support staff across the District. There are two more listening sessions scheduled for District families/community members - September 26 (6 pm) and October 3 (7 pm, virtual) - and all are welcome to attend. All staff and District families/caregivers will also receive a short survey to provide written feedback.

Annual Meeting Follow Up

I want to take this opportunity to review the District's Annual Priorities, which were outlined at the August 22 Annual Meeting. The State of the District and Budget Hearing presentations can be viewed on the District [website](#).

In addition to outlining work that aligns with the pillars of our 2020-2025 Strategic Framework, this presentation of Annual Priorities includes budget notes in each area to illustrate how the District is allocating financial resources to fulfill our commitments to taxpayers, District staff, students, parents and caregivers.

EQUITY, GROWTH & EXCELLENCE FOR ALL
ANNUAL PRIORITIES 2023-2024

 <p>Academic Mastery & Authentic Learning</p> <ul style="list-style-type: none">• 54% of total budget spent on instruction• \$135K for new curricular materials and staff training• 467 hours of paid summer work for staff to revise and revamp curriculum	 <p>Whole Child Support</p> <ul style="list-style-type: none">• \$90K for mental health services for students• \$65K for rollout of Sources of Strength and SCERTS SEL programs• Overall increase of \$220K in spending on student services	 <p>Recruit, Develop & Support Diverse Staff</p> <ul style="list-style-type: none">• \$25K for equity leadership program;• \$21K for staff leadership and development;• Engagement of HR business partner to help identify strategies to improve retention	 <p>Sustainable Operations</p> <ul style="list-style-type: none">• Additional \$600K allocated for future facility needs, based on capital maintenance plan and financing strategy
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Along with funding to maintain student programs and infrastructure, the budget presented earlier this year reflects a 3% salary increase for all employees. The operating referendum has made a very real difference here, as District staff members would receive no increases this year without referendum support.

The [Budget Hearing](#) presentation also addresses other key revenue and expense information. I would be happy to review budget information and the financial management strategies at work to minimize the impact of inadequate state funding for education and other economic forces that are challenging public school districts across Wisconsin. Finally, the District and the SEA have conducted two negotiations sessions regarding an

Agreement for the 2023-2024 school year, and concluded the second session last week with an agreement to pursue mediation with the Wisconsin Employment Relations Commission (WERC).

School News

Revised attendance procedures (required by the DPI), the use of SAEBRS student wellness screening (grades 2-12) and this [Standard Response Protocol](#) are a few of the changes for this school year that were communicated to District families and caregivers in August. FastBridge assessments in reading and math are already underway in our elementary schools and at SIS. These are an important foundation for teaching and learning, as they quickly help educators understand how students are doing and plan lessons that benefit every learning. Our annual District Safety Week - coming up September 26-29 - will include student training on the Standard Response Protocol, as well as state-mandated fire and tornado drills and other age-appropriate safety instruction in all buildings; school offices will follow up on these topics in their newsletters. Other Back to School updates include:

- Policy that addresses acceptable uses of artificial intelligence (AI) in the District. This is a topic of discussion nationwide, and Mike Joynt and building leaders have drafted updates to the Student Code of Conduct and District policy to address this. [This statement](#) was provided as part of an extensive session on AI use for instructional staff. New, mandated suicide prevention training and updated mandatory reporting of child abuse and neglect training have also been provided along with other annual training sessions required by the DPI.
- Year Two plans for our 1:1 device program includes the introduction of GoGuardian Parent. This will allow parents/caregivers to use GoGuardian tools similar to those used in classrooms to filter online activity at home. A grant from the SEED Foundation helped support the expansion of this initiative.
- DPI updates:
 - The 2023-2024 Reading Readiness requirement will remain the same as previous years while the DPI addresses new state reading legislation. Mike Joynt has confirmed this with our elementary building leaders and reading specialists, and provided this DPI overview of [Assessment of Reading Readiness](#). We will be using FastBridge and District Literacy Assessments as screening tools, as PALS is no longer available.
 - The DPI's [strategic planning process](#) is also now underway. Community input is an important component, and I encourage staff, families, caregivers and our community members to become familiar with this effort, and to participate.
- As a reminder, the Pledge of Allegiance or the National Anthem is required each school day in grades 1-12 by [State statute](#); staff overseeing this requirement will respect individuals who elect not to participate.

As I have gotten to know Shorewood, I have been struck by the many ways our schools mirror not only the diversity of our community, but our community values and our commitment to equity in all its forms. Excellence means more here because of this culture, and I am deeply honored to be part of the District.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Resignation

Date: September 1, 2023

Prepared by: Liliana Mendoza

Recommended action: ___ Information only
 ___ Presentation/discussion
 ___ Discussion/action by committee
 X Discussion/action by board of education
 ___ Presentation/action next meeting

Recommendation(s): Approval

Purpose: Resignation

Background:

James Wright has resigned from his position as a Special Education teacher at Shorewood High School.

Nikki Sellin has resigned from her position as a Special Education Teacher at Shorewood High School and Shorewood Intermediate School.

Emma Zuehlke has resigned from her position as Program Support Teacher at Shorewood School District.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: New Hires

Date: September 1, 2023

Prepared by: Liliana Mendoza

Recommended action:

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

Recommendation(s): Approval

Purpose: New Hires

Background:

Marquita Patterson has been hired as Special Education teacher at Lake Bluff to replace Erica Phillipson, who has moved to Atwater Elementary School.

Thomas Saleh has been hired as a Special Education teacher, replacing Nikki Sellin, at Shorewood High School and Shorewood Intermediate School.

Antoine Parks, a District Special Education aide, has accepted a Special Education teaching position at the High School to replace James Wright.

Samantha Hoppe has been hired as a Social Studies teacher at Shorewood High School to replace Debra Schwinn, who retired in June 2023.

Nicole Magin has been hired as a Social Studies Teacher at Shorewood High School to replace John Jacobson, who retired in June 2023.

Brent Stefanich has been hired as a Physical Education teacher at Atwater Elementary to replace Christine Albrightson, who retired in June 2023.

Stephanie Wampole has been hired as a Reading Specialist at Atwater Elementary and Lake Bluff Elementary to replace Katie Ryczkowski.

SCHOOL DISTRICT OF SHOREWOOD

352.1 Exhibit (1)

Harvard Model United Nations Conference- January 25th - January 28th
2024

- Before submitting this form to your building principal, please review 352.1 policy, guidelines and exhibits.
- Submit this form and supporting documentation to your School Principal for approval.

Name of District Employee in charge: Evan Schmidt

Destination: 2024 Harvard Model United Nations Conference in Boston, Massachusetts

Date and time of departure: Thursday, January 25th Depart

Date and time of return: Sunday, January 28th Arrive

Name of class/co-curricular activity/student group: Model United Nations

Number of Students attending the trip: Minimum 20 Maximum 20

Are students missing any instructional days/hours of school for this trip? Yes x No _____

If yes, please explain: Students will miss Thursday January 25th and Friday January 26th and are accountable for all work and course content they may miss while representing SHS at HMUN 2024. Students must communicate with teachers to plan ahead and meet the requirements for each course prior to departure.

Description of the educational expectations/correlation to the classroom curriculum associated with this trip: The 20 SHS students who will represent Shorewood High School at the 2024 Harvard Model United Nations conference will be working with high school students from around the world to discuss, debate, and collaborate on major world issues. SHS students will utilize their research methods, interpersonal skills, and critical thinking skills necessary to embody our assigned delegation at this year's conference and work with other delegations to pass resolutions that answer some of the most pressing questions within the realm of international relations.

Describe your discipline plan: All students must abide by, the Shorewood High School Code of Conduct, Shorewood High School Overnight Field Trip Rules/Expectations 352.1 Exhibit (2), and the SHS Model United Nations Code of Conduct, while representing

Shorewood High School at HMUN 2024. All guidelines and expectations are signed by students and parents/guardians.

If your trip overlaps with a major religious holiday, how will you accommodate your student(s) desire to observe the holiday? _____
Accommodations will/can be made for students who wish to observe a major religious holiday during the trip. Students and advisors will work together to best accommodate any observance.

What is your plan for health and safety emergencies? _____ All students and parents/guardians have filled out and signed the Medical Overnight Health Information and Medical Authorization 352.1 Exhibit (4), a list of allergies/known medical conditions is provided by the SHS Nurse office, and parent/guardian emergency contact information will be on hand throughout the trip.

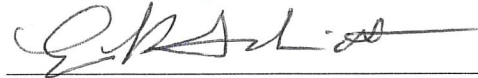
Number of Chaperones: _____ 2
Estimated Cost per Chaperone: \$ _____ 900

Estimated Cost per student (no fundraising):
\$ _____ ~1000 (subject to change based on travel quotes)


Arrangements/provisions made for students in need of financial assistance: _____ Students/Parents/Guardians are made aware of the financial assistance opportunities and arrangements are made upon inquiry/request with aid from the administration.

Is this an optional student travel experience? Yes x No _____

I have complied with all the requirements listed above.

 _____ 9/5/23
Signature of District Employee Date

The overnight trip proposal and the accompanying documentation has been reviewed and approved.

 _____ 9/8/23
Signature of Principal Date

The overnight trip proposal and the accompanying documentation has been reviewed and approved.

Signature of Superintendent Date

The overnight trip proposal and the accompanying documentation has been reviewed and approved by the School Board.

Signature of School Board President

Date

REVIEWED: August 14, 2012