

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD  
Shorewood, Wisconsin  
April 23, 2024 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 School 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

+16468769923,,81599627722# US (New York)

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Dial by your location

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+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 815 9962 7722

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

*This meeting notice was posted on April 19, 2024.*



**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)**  
**SHS Dual Credit Course Participation and District Education for Employment Plan**

**III. 7:20 pm PUBLIC COMMENT #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 SUPERINTENDENT'S REPORT** **3**

- V. 7:40 pm SUPERINTENDENT'S CONSENT AGENDA**
- A. Approval of Monthly Financials 7  
February 2024 and March 2024
  - B. Approval of District Staffing Changes: Appointments, Retirements, Resignations and Leave of Absence Requests 13

**VI. 7:45 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION**

- A. Election of Board Officers
- B. Discussion of 2024-2025 Budget Balancing Strategies 15
- C. 2024 Student Board Representatives Election

**VII. 8:45 pm BOARD CONSENT AGENDA (GC2)**

- A. Approval of Board Meeting Minutes 19  
April 9 2024 Regular Board Meeting
- B. Approval of the Long-Term Capital Maintenance Plan 21
- C. Approval of the Purchase of a District-wide Access Control System 26

**VIII. 8:50 pm PUBLIC COMMENT #2 (GC3)**

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

**IX. 9:00 pm BOARD MEMBER REPORTS**

**X. 9:05 pm REVIEW OF 'TO DO' ITEMS**

**XI. 9:10 pm FUTURE AGENDA ITEMS**

**XII. 9:15 pm RECESS AND DEBRIEF**



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Superintendent's Report

**Date:** April 23, 2024

**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.

**Year-End Celebrations and Milestones**

I want to begin with recognition of some of the important milestones coming up for students, their families, and the District. Our 6th grade students are preparing for their Passages presentations, and they attended an SIS orientation on April 18. There are also culminating events and celebrations scheduled for 8th grade students. The SHS Prom is just a few days away and the annual SHS Awards & Scholarship Celebration is May 14.

We also enjoyed the District-wide Art Show on Thursday, April 18, which was held at the Shorewood Public Library. I would like to extend thanks to all of our art teachers for bringing the joy of creativity and expression to our students. Hundreds of pieces from students from grades K to 12 were showcased, and enjoyed by our artists and their proud family members as well as library patrons.

The Class of 2024 - our 100th graduating class - will receive their diplomas on June 9. Our new graduates will be welcomed to the Alumni Association at the All-Class Reunion on July 6, and I want to remind community members that we'll be kicking off the 100th anniversary celebrations for Lake Bluff Elementary School and Shorewood High School at the Reunion, as well. All are welcome.

I am looking forward to being part of these historic events, and to celebrating the vision and values that shaped the District over the past 100 years.

### **Budget Development and Next Steps**

As the Board begins discussion of budget balancing strategies and we move into the final stages of this year's budget cycle, I want to review the District's approach to budget development, summarize the staff work that informed our proposals, and confirm key dates for Board discussion and action.

The 2024-25 budget development process started in January. Director of Business Services, Heather Heaviland, led a series of budget information sessions, inviting community members to learn about key revenue sources, expenditures, forecasting models, and budget communication. These sessions were followed by a budget workshop on March 18 during which participants had the opportunity to provide input about budget priorities. All of the information from these sessions is available on the [SSD website](#).

Shorewood's [Collaborative Commitments to Equity](#) and a disciplined prioritization and decision-making process have been key tools for District and building leaders in evaluating resources (funding, staff time, functions, and services) to ensure we are prioritizing the needs of our students and addressing our strategic priorities at every level. We also examined course enrollment trends, class sizes, co-curricular and extracurricular programs, student services and building-level functions to understand where and how we are using specific teaching and learning resources and valuable staff time. The District leadership team's work yielded these budget priorities for 2024-2025:

- Purchasing a new K-8 English/Language Arts curriculum and a District-wide data management platform;
- Funding professional development and other staff training that educators need to make new and continuing curriculum adoptions successful; and
- Renewing key partnerships that support our students, staff and schools, including school-based mental health services provided by Children's Hospital of Wisconsin.

The budget also reflects the District's continued commitment to providing competitive compensation and benefits to employees.

These are the remaining key dates on the budget development timeline:

- Following Board discussion of budget balancing strategies, the District will provide a draft Preliminary Budget reflecting feedback for review on May 28;
- Board action on the Preliminary Budget is scheduled for the June 11 meeting;
- The approved Preliminary Budget will be updated over the summer to reflect any changes in state aid and revenue and expense projections, and the District will provide a budget development update in July, in preparation for the August Annual Meeting and Budget Hearing; and

- Approval of the final budget - called the Original Budget - is required at the end of October.

### **Community Visioning and Strategic Planning**

As we've discussed in recent Board meetings, one of the primary goals of community visioning is to deeply explore and question how the District might evolve over the next several years to meet the changing needs of students and families. At the same time, we must consider how the District will function, given the financial challenges, enrollment trends and other dynamics facing public school districts around the state and nation. This is a time for bold ideas and creativity, and I know that Shorewood will approach the issues before us with passion and commitment.

With frank conversation about the potential for further referendum activity underway, we need to reflect on our vision for students and the character of our schools and community as we begin discussions about what our District and schools could look like in the future. We'll discuss restructuring concepts that Board members and others have shared, and the District leadership team has begun a deeper examination of these and other potential multi-year strategies to inform our dialogue.

I will share more details and some initial community engagement opportunities at the May 28 meeting, and I want to encourage all community members to be active participants. The Donovan Group will help the District document the results of our community visioning work and create a roadmap for strategic planning, which should commence in early 2025.

### **District and School Updates**

Earlier this week, District directors and principals took part in some professional learning that will shape the District's continuous improvement processes next year. The AWSA (Association of Wisconsin School Administrators) [SAIL Academy](#) helps school districts create coherent systems and set clear goals to bolster student growth and achievement. District and school leaders will continue this learning in June, and I look forward to sharing more about how continuous improvement cycles can help operationalize our Collaborative Commitments to Equity and build upon our foundational ICS work.

As we continue planning for the 2024-25 school year, we are actively recruiting for open teaching positions. The District is fortunate to have strong pools of applicants for current teaching vacancies, and we completed the hiring process for a number of positions over the past few weeks. We were also pleased to work with some current staff members who expressed an interest in taking a new teaching assignment, so there will be some familiar faces in new positions next year.

The Student School Perceptions survey window will be open later this month through the first few days of May, and students in grades 4-12 will take the survey during the school day. This is the final survey cycle for 2024, and we expect our survey results in early June. I will share survey participation statistics at the next Board meeting.

Finally, I want to take this opportunity to thank Jody Brooks for his service to the District. As a member of the District leadership team, I have had the opportunity to work closely with Jody over the past year, and he will be missed. Jody has built a great team and we will be working on a transition plan for Recreation and Community Services to ensure the department has the support it needs it prepares for summer programming.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Monthly Financial Reports

**Date:** April 23, 2024

**Prepared by:** Heather Heaviland

**Recommended action:**

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

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

**Notes and Comments:**

Due to the spring holiday and altered board meeting schedule, the District is providing both February and March statements this month.

**February/March 2024 Statements**

February and March 2024 financial statements reflect activities and financial changes for the first eight months of the fiscal year.

- Revenue and Expenses
  - General fund revenues are to date in line with expectations. While trending below historical figures for state and federal revenue, state revenue was expected to decrease this year. Both state and federal revenue are expected to end the year on budget. Revenue from interest earnings is trending higher than budgeted.
  - Expenses in the general fund are to date generally in line with expectations with potential to fall slightly below budget. While expenses related to purchased services, particularly maintenance, utilities, and transportation are currently projected to exceed budgeted amounts, the impact is expected to be mitigated by other expenses that are trending low. Technology expenses are also higher

than budgeted; however, this is largely due to regulations governing the recording of leased equipment which require the full amount to be expensed in the year the lease is executed, even if the payments are spread over multiple years. The District is currently monitoring expenses in Fund 80, community recreation, which has been trending high.

- Capital objects are also showing up as over budget. This is due to the purchase of the snow truck which was not part of the original budget.
- Aggregate expenses in Fund 27, which are required to meet a certain minimum or “Maintenance of Effort” are currently lower than expected due primarily to staffing challenges. An allowance is made for hiring shortages that are outside of the District’s control. The District will be pursuing these exemptions and monitoring to ensure this reduces our threshold requirements to the amount we expect to meet.
- Balance Sheet
  - Current trends project a year-end fund balance at or near the budgeted amount.

**Attachments:**

- Budget Performance Update
- Revenue Dashboard
- Expense Dashboard
- Cash Receipts 2024-2 and 2024-3
- Budget Status 2024-2 and 2024-3
- Check Register 2024-2 and 2024-3
- Balance Sheet 2024-2 and 2024-3

**Additional Information**

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

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

- 10            General Fund is for recording any transaction not required to be recorded in another fund. This fund accounts for about 75% of total financial transactions.
  
- 21            Special Revenue Trust Fund is used to record transactions financed with non-governmental donations or other receipts designated for a specific educational purpose. Examples include support from PTO’s, booster clubs, SEED and so forth.

- 27 The Special Education Fund is considered a sub-fund to the General Fund and is used to segregate financial transactions related to extraordinary costs for meeting the needs of students identified as requiring an Individualized Education Plan.
- 38 & 39 These funds are used to record property taxes levied for the purpose of repayment of long-term debt and the corresponding transactions for the principal and interest payments.
- 41 & 49 Capital Projects funds track revenue specifically raised to pay the costs of a capital project and the expenses thereof. Revenues are typically a segregated property tax levy or borrowed amounts.
- 50 The fund is used to segregate financial transactions related to operating the school food service program. A deficit, if any, in this fund is covered with a transfer from the General Fund.
- 80 Financial transactions related to operating the Fitness Center , Recreation Programs or other community oriented activities are recorded in the Community Services Fund.

Type - accounts codes have the following account types:

- A Asset
- L Liability
- Q Equity
- E Expense
- R Revenue

# Shorewood Sch Dist - Budget Performance Update - General Fund

**Fund summary basis: General and Special Education**

**Month of March (fiscal year 2024):**

- ↑ Total MTD Revenues: \$3,044,274; over plan\* (favorable) by +\$133,719
- ↓ Total MTD Expenditures: \$2,329,785; under plan (favorable) by -\$54,001

**Fiscal year to date (July-March):**

↓ Total YTD Revenues: \$21,518,003 (60.7% of annual budget compared to 56.4% prior YTD); under plan (unfavorable) year-to-date (YTD) by **-\$892,663**

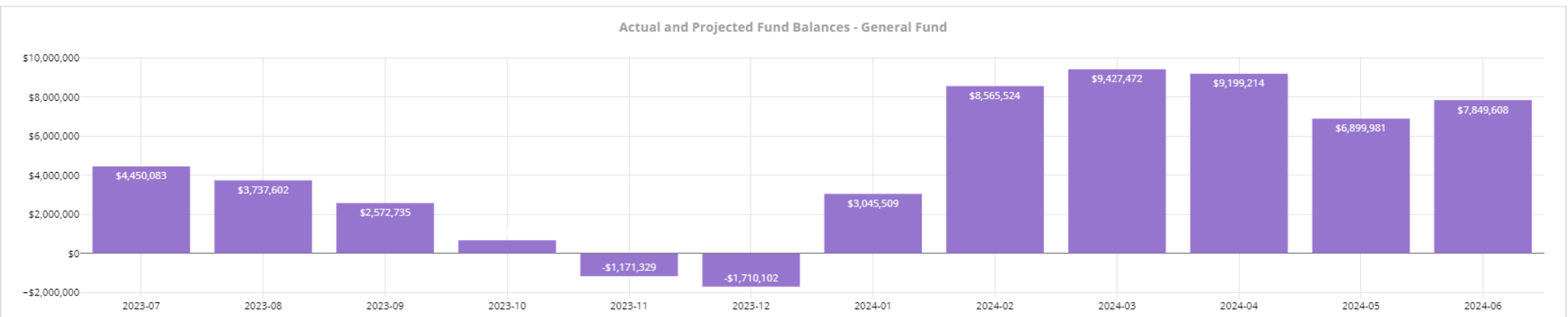
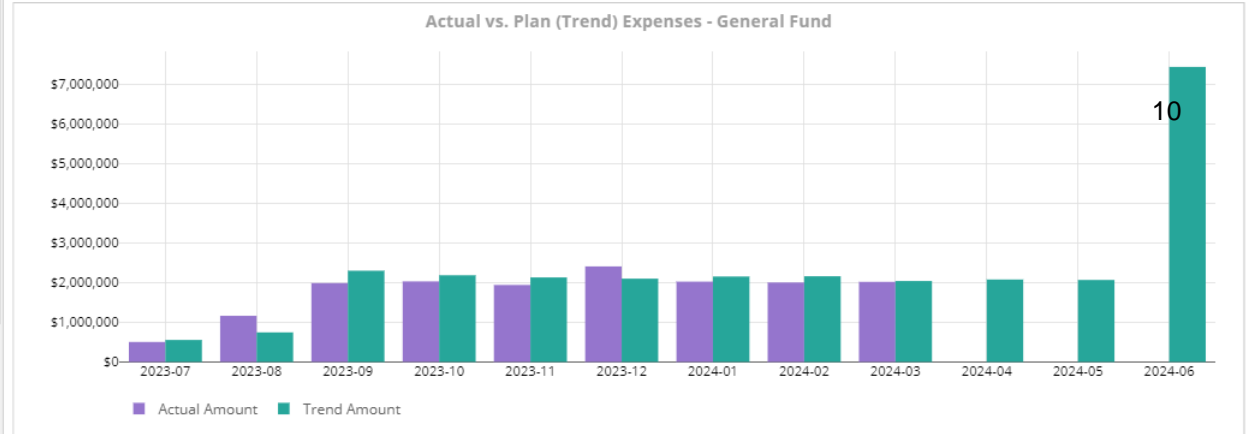
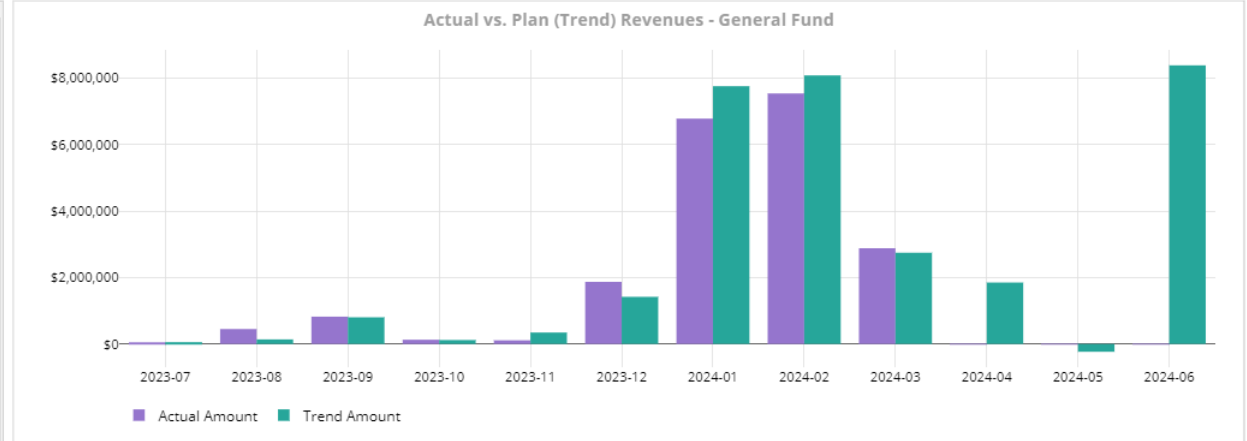
- 100 TRANSFERS - IN FROM ANOTHER FUND: +\$0
- ↓ 200 REVENUE FROM LOCAL SOURCES: **-\$1,131,502**
- ↑ 300 INTERDISTRICT PAYMENTS WITHIN WISCONSIN: +\$66
- ↑ 500 REVENUE FROM INTERMEDIATE SOURCES: +\$20,631
- ↑ 600 REVENUE FROM STATE SOURCES: +\$81,276
- ↓ 700 REVENUE FROM FEDERAL SOURCES: **-\$23,079**
- ↑ 800 OTHER FINANCING SOURCES: +\$69,615
- ↑ 900 OTHER REVENUES: +\$90,331

↓ Total YTD Expenditures: \$18,373,160 (57.6% of annual budget compared to 58.9% prior YTD); under plan (favorable) year-to-date (YTD) by -\$521,748

- ↓ 100 SALARIES: -\$226,180
- ↓ 200 EMPLOYEE BENEFITS: -\$364,828
- ↑ 300 PURCHASED SERVICES: **+\$37,396**
- ↓ 400 NON-CAPITAL OBJECTS: -\$11,735
- ↑ 500 CAPITAL OBJECTS: **+\$32,464**
- ↑ 600 DEBT RETIREMENT: **+\$25,516**
- ↑ 700 INSURANCE AND JUDGMENTS: **+\$15,053**
- 800 TRANSFERS: +\$0
- ↓ 900 OTHER OBJECTS: -\$29,433

**End of Fiscal Year Projection**

|                       | Projected    | Annual Budget | Variance   |
|-----------------------|--------------|---------------|------------|
| <b>Total Revenues</b> | \$34,529,970 | \$35,422,633  | -\$892,663 |



Shorewood Sch Dist  
 FY24 YTD Overview - Expense - Funds 10 & 27 Unless Otherwise Noted  
 March 2024



YTD Salary and Benefits

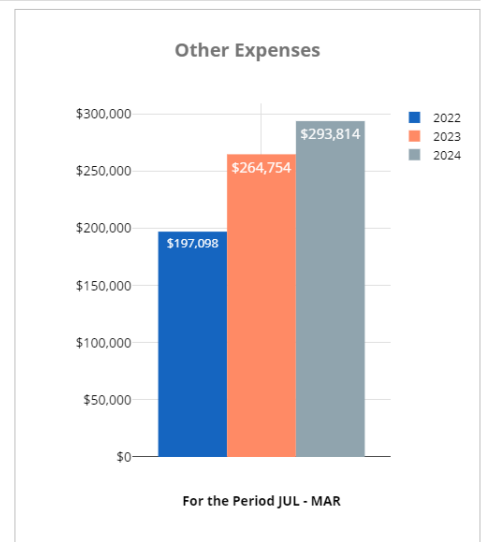
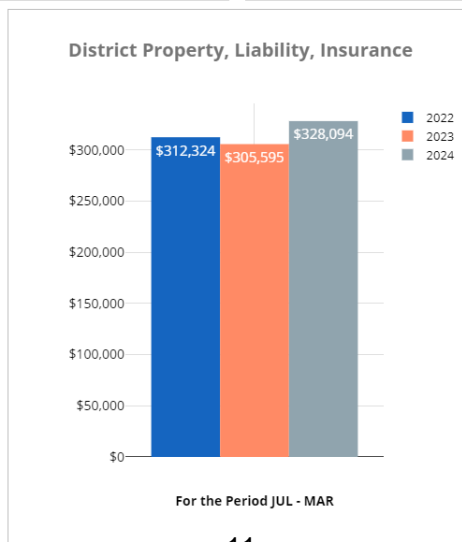
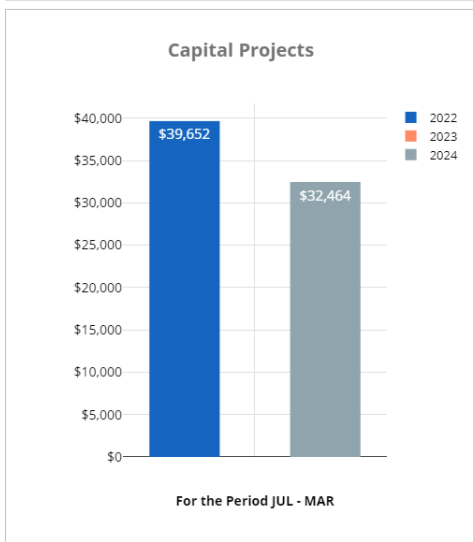
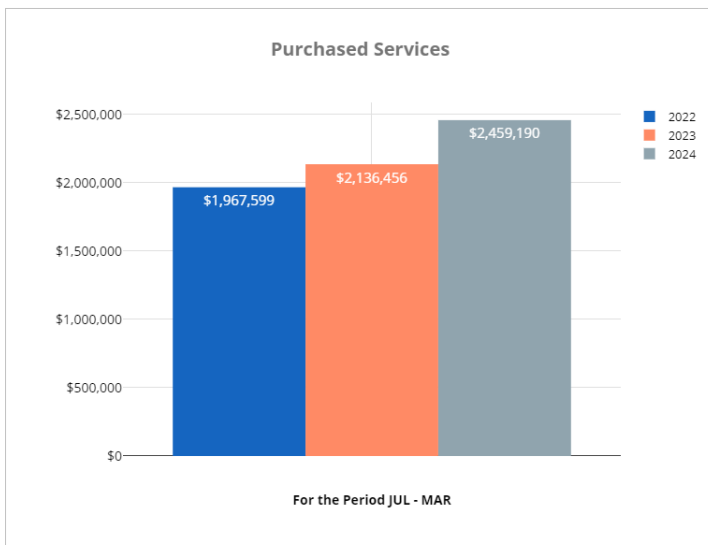
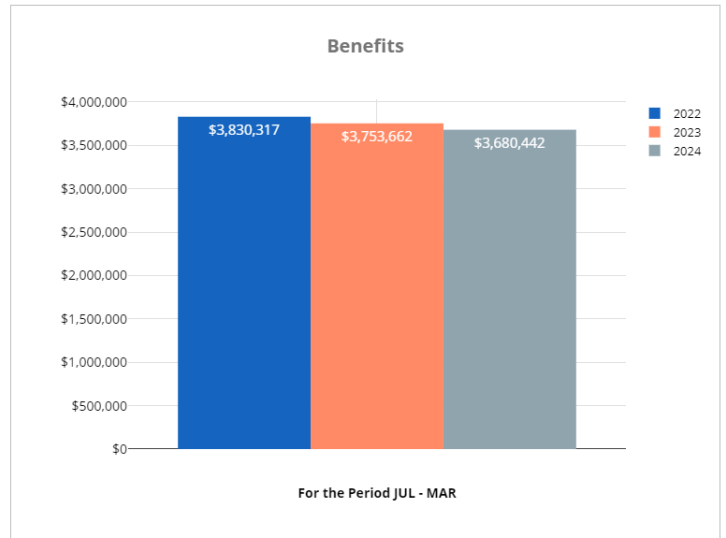
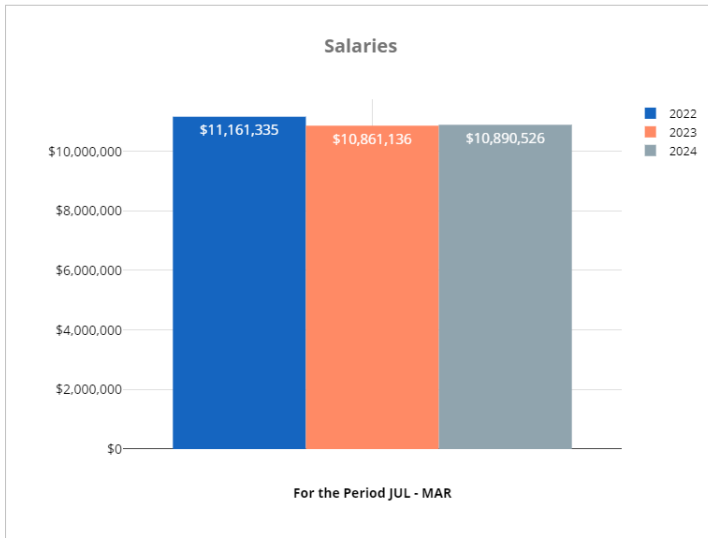
**61.75%** of Budget  
 Prior Year YTD: 63.89% of Actuals

YTD Purchased Services

**61.65%** of Budget  
 Prior Year YTD: 58.58% of Actuals

YTD Other Expenses

**31.15%** of Budget  
 Prior Year YTD: 32.30% of Actuals



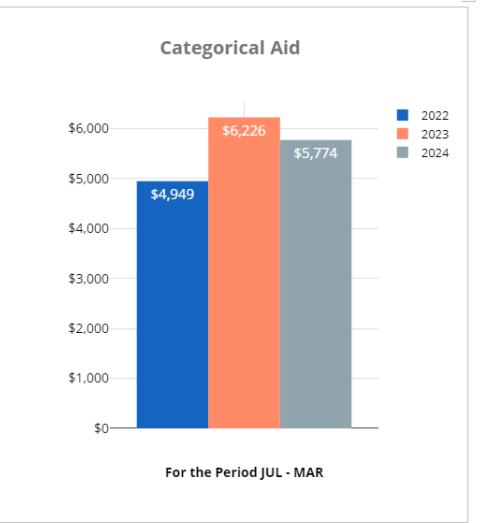
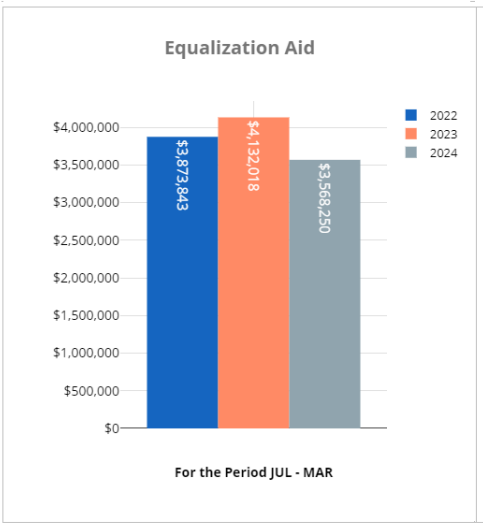
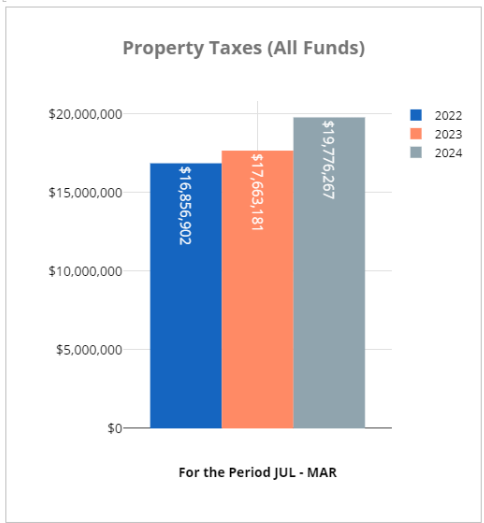
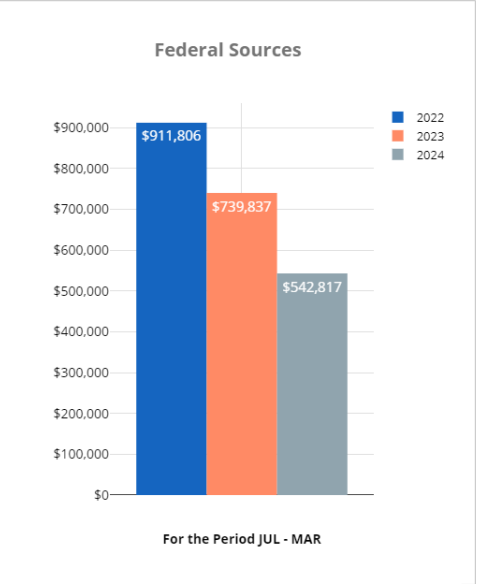
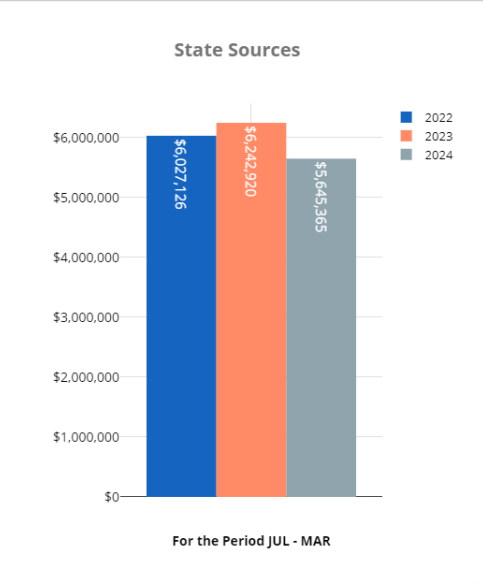
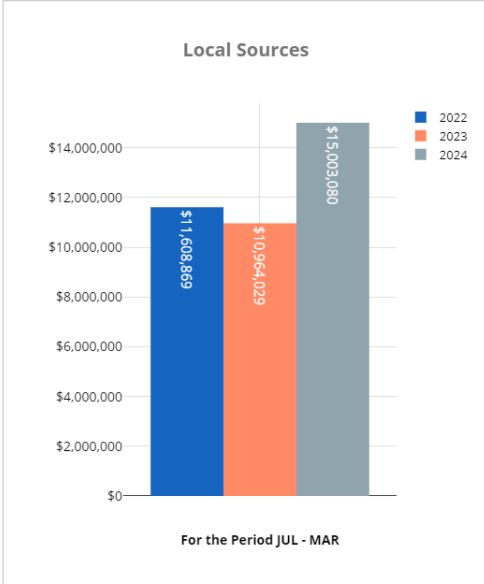
Shorewood Sch Dist  
 FY24 YTD Overview - Revenue - Funds 10 & 27 Unless Otherwise Noted  
 March 2024



**YTD Local Sources**  
**71.41%** of Budget  
 Prior Year YTD: 66.10% of Actuals

**YTD State Sources**  
**69.23%** of Budget  
 Prior Year YTD: 68.03% of Actuals

**YTD Federal Sources**  
**36.08%** of Budget  
 Prior Year YTD: 37.97% of Actuals





Shorewood School Board  
Executive Summary

**Topic:** Resignation

**Date:** April 23, 2024

**Prepared by:** Carrie Wettstein

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**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:**

Stefaney Maloney, Spanish Teacher at SIS and SHS, has resigned her position, effective June 7, 2024.



Shorewood School Board  
Executive Summary

**Topic:** Resignation

**Date:** April 23, 2024

**Prepared by:** Carrie Wettstein

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

**Recommendation(s):** Approval

**Purpose:** Resignation

**Background:**

Jody Brooks, Director of Recreation & Community Services, has resigned from his position after six years in the District. His last day of employment will be May 10, 2024.



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Budget Balancing Strategies  
**Date:** April 23, 2024  
**Prepared by:** Heather Heaviland

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

### **Purpose:**

To share and obtain feedback on proposed strategies to maintain a balanced and sustainable budget for the Shorewood School District in both the 2024-2025 and future school years.

### **Background:**

On an annual basis, the District evaluates projected and planned spending for the next year to ensure that investments are aligned with needs. In addition, the District is continually looking ahead to ensure long-term sustainability of a high-quality education for all students. Intentional solicitation of feedback and planning with internal and external stakeholders surfaced the following top tier priorities for 24-25

- Academic Rigor
- Support for the Whole Child
- Competitive Compensation

Budget balancing strategies seek to ensure that resources are dedicated to these needs.

### **Investment Needs and Funding Strategies in 24-25:**

The District identified four key areas for focused investment in 24-25, in order to address our core priorities. For each of these, the District identified a funding strategy that seeks to eliminate or significantly reduce the financial impact of the new investment.

1. Reading and Literacy Achievement: New K-8 english and language arts (ELA) curriculum aligned to 'science of reading' research and state standards for K-8 and additional staffing for literacy intervention and support at SIS
  - a. Funding Strategy:
    - i. Transfer funds currently allocated to pay interest on our short term borrowing to the teaching and learning budget in FY26
    - ii. Reconfigure secondary (7-12) reading intervention responsibilities, leveraging skills of English staff with reading support licenses
    - iii. Reduce overloads and a .4 FTE with very low enrollment
  - b. Projected Net Financial Impact:
    - i. FY25: \$65K
    - ii. FY26: \$0
  
2. Additional Professional Development: Increased professional development to support new ELA curriculum and committee work to identify and plan for additional curricular needs
  - a. Funding Strategy:
    - i. Seek support from the Seed Foundation/allocate a portion of the annual contribution
  - b. Projected Net Financial Impact:
    - i. \$0
  
3. Additional Student Supports: Increased cross categorical teaching needs at Atwater and SIS; provision of mental health therapy services (continuation of the children's contract)
  - a. Funding Strategy:
    - i. Re-distribute current cross categorical teaching staffing
    - ii. Leverage state mental health grants
  - b. Projected Net Financial Impact:
    - i. \$0
  
4. Maintain class sizes with an additional classroom teacher at Atwater, an additional section of advanced math at Lake Bluff, and additional sections of enrichment at both elementary schools
  - a. Funding Strategy:

- i. Reduce K4 sections to two per school, based on projected enrollment
  - ii. Rebalance math assignments based on enrollment shifts
  - iii. Leverage SHS staff without full caseloads and K-12 licenses to support elementary PE
- b. Projected Net Financial Impact:
- i. \$0

In addition to these key investments, the District is working with individual departments to manage needs within their current budget allocations and ensure that grant funds are leverage for our highest priorities. While additional positions were requested, the District is seeking to redistribute responsibilities rather than add additional staff.

**Emerging and Ongoing Challenges**

Multiple expenses are increasing outside of the District’s direct control and contributing to expense growth that is projected to significantly outpace revenue increases. These include:

- Skyrocketing health care costs
- Maintaining top tier compensation
- Addressing changes to student interests and needs
- Maintaining course diversity
- Acute inflation-driven pressure on certain programs

While the District is working to mitigate the impacts of each of these, expense growth is anticipated to be a significant and ongoing challenge. High-impact, bold moves will be needed to change this trajectory. The District will be completing the following activities in order to assess the feasibility, implications, and pros/cons of either scaling back our operations, or increasing enrollment in order to offset the rising costs of running a high-performing K-12 school:

|              |  |
|--------------|--|
| Summer 2024: | Visioning and Strategic Planning                                       |
| Fall 2024:   | District provides initial assessment and implications of each scenario |
| 2025:        | Deep dive into preferred scenario                                      |

**Financial Impact:**

The net 24-25 impact of new investments in the four key areas identified is estimated to be approximately \$100,000. While the overall investment is estimated to be \$680,000, by redistributing existing resources the District is able to absorb the majority of these costs. This does not include the financial impact of our anticipated increase in health care costs. We are

continuing to work with our insurance partners to mitigate this expense and will provide additional updates to the board as they become available. We are also continuing to work with our internal team to mitigate the impact of other emerging challenges.



SCHOOL DISTRICT OF SHOREWOOD  
Board Meeting Minutes  
Shorewood High School Library Media Center  
April 9, 2024

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

District Administrator Participation: Laurie Burgos, Superintendent  
Janice Carter, Principal, Atwater Elementary School  
Heather Heaviland, Director of Business Services  
Mike Joynt, Director of Teaching and Learning  
Sean Strauss, Director of Buildings & Grounds

I. 7:00 pm CALL TO ORDER

Motion to Adopt the Agenda

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

II. 7:02 pm STUDENT ACHIEVEMENT PRESENTATION

Atwater Elementary School, Jigsaw Learning

III. 7:08 pm PUBLIC COMMENT #1 - No Comments

IV. 7:09 pm SUPERINTENDENT'S REPORT

V. 7:20 pm SUPERINTENDENT'S CONSENT AGENDA

Approval of District Staffing Changes: Resignations, Retirements, Appointments and Leave of  
Absence Requests: Kevin Karman Retirement; Kelsey Burke Resignation

MOVED by Abby Fowler and SECONDED by Becky Freer AYE: 5 NAY: 0

VI. 7:22 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Discussion and Approval of the Long-Term Capital Improvement Plan

MOVED by Becky Freer and SECONDED by Nathan Hammons

Amended Motion to Table Approval of the Long-Term Capital Improvement Plan

MOVED by Nathan Hammons and SECONDED by Abby Fowler AYE: 5 NAY: 0

B. Approval of a Revised FY 2024 Budget

MOVED by Nathan Hammons and SECONDED by Becky Freer AYE: 5 NAY: 0

VII. 8:45 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

April 9, 2024 Regular Board Meeting

B. Approval of Instructional Calendar Change (November 5, 2024 Staff In-Service Day)

C. Approval of Parameters for Public Comment at School Board Meetings

MOVED by Becky Freer and SECONDED by Nathan Hammons AYE: 5 NAY: 0

VIII. 8:47 pm PUBLIC COMMENT #2 - No Comments

IX. 8:48 pm BOARD MEMBER REPORTS

Board Linkages: BIPOC Affinity Group (recruitment, hiring) and Families of Students with Disabilities (community resources, affinity group for families, FAQ, adaptive extracurricular programs)

X. 9:01pm REVIEW OF 'TO DO' ITEMS

Revisions to the Long-term Capital Improvement Plan; District calendar information about religious observances; Governance Conference participation; legislative advocacy; Student Advisory visits

XI. 9:05 pm FUTURE AGENDA ITEMS

Math education pathways; Budget Balancing Strategies; Long-term Capital Improvement Plan; District-wide Access System Purchase; Student Board Representative Election

XI. 9:08 pm RECESS AND DEBRIEF



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Capital and Vehicle Maintenance Plan for 2024-2025 and 10-Year Projection  
(Revised)

**Date:** April 23rd, 2024

**Prepared by:** Heather Heaviland and Sean Strauss

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

**Purpose:** To review projects completed in 2023-2024, outline the District’s 2024-2025 capital maintenance and updated 10-year plans, and introduce and discuss the need for vehicle replacements.

**Background:**

The Shorewood School District comprises over 500,000 square feet of historic properties situated on over 38 acres of land. Our buildings sit prominently in the Village and are utilized broadly by community members of all ages and demographics for not only educational purposes, but also a wide array of recreational activities. Maintenance and upkeep of these properties is therefore essential to providing not only our students, but the entirety of the Village, with a positive experience.

Last year, the District completed \$65 million in renovations that included safety, functional, and infrastructure improvements. Our buildings are now in better condition than they have been for many years and visually showcase the District’s longstanding commitment to quality. Given the number, size, and age of our properties, however, ongoing investment is needed to maintain

our infrastructure and repair and replace systems, equipment and finishes as they reach the end of their useful lives.

### **23-24 Project Completion:**

By the end of the current fiscal year, the District will have completed the following capital projects:

- Installation of a new filtration system for the VHE pool
- Replacement of portions of the Atwater and SIS roofs
- Resurfacing of the SHS softball field
- Replacement of the air handler for SIS
- Refurbishment of landscaping throughout the District (final stage of the capital referendum)

Together these projects were completed with \$151K in savings compared to the original projection. Modifications to other project timelines and plans helped save an additional \$215K; however, some of those funds will be spent in future years.

### **Updated Long-Term Capital Improvement Plan and 24-25 Proposed Projects:**

The District updated the long-term capital improvement plan in order to reflect current knowledge of District needs (see attached revised plan). The plan includes both *quality maintenance expenses* and *essential infrastructure expenses*.

*Quality Maintenance Expenses:* Expenses incurred to replace or update equipment and other building components that, if not completed, would reduce the quality and functionality of our buildings and grounds, but would not render them completely unusable. This includes periodic replacement of items such as phone systems, wireless access and other technology infrastructure, finishes (flooring, paint, ceilings, etc), athletic fields, casework, and miscellaneous other improvements.

*Essential Infrastructure Expenses:* Expenses incurred to maintain infrastructure that, if not completed, would comprise the integrity of our buildings and their ability to perform basic functions. This includes roof maintenance, heating and cooling, plumbing and electrical systems.

For next year, the District proposes to complete the following projects:

- Essential Infrastructure:
  - Tuckpointing (various areas throughout District)
  - VHE plumbing repairs
  - Concrete repair/replacement (primarily at SHS)

- Phased replacement of the SIS elevator
- Tentative: VHE Boiler Replacement (subject to availability of funds)
- Quality Maintenance:
  - Softball field resurfacing
  - Districtwide access control system replacement
  - Fiber optic cable for Atwater and Lake Bluff (50% paid by E-Rate)
  - LB Warming house door replacement

The District is asking for approval to include these expenses in the 2024-2025 budget for a total of \$887,740. In addition, the District is asking for \$150,000 for a new VHE pool boiler that will only be expended if adequate funds remain in Fund 80 at the end of this fiscal year to cover both the expense and retain three months of operating expenses.

The long-term capital improvement plan is attached and reflects the District’s best estimate of anticipated future needs based on currently available information and known needs.

**Capital Funding Strategies:**

In the spring of 2023, the District proposed a long-term capital improvement plan and financial strategy that leverages multiple funding sources to maintain our properties over time. The Board approved this plan and the District established a new long-term capital improvement fund (Fund 46) to augment our existing capital expansion fund (fund 41). Fund 46 provides a means for the District to set aside funds at the end of each year for future improvements. The District intends to leverage this fund primarily for *quality maintenance expenses*.

Fund 46 funds can be accessed beginning in the 2028-2029 school year. Until then, the District will rely on other funds for quality maintenance expenses that cannot be delayed. Fund 41 was established as part of the 2018 capital referendum and provides funding primarily for *essential infrastructure*.

The District increased the contribution level for this fund beginning in the current fiscal year in order to reflect the significant need for capital to fund upcoming projects. The table shows the proposed contribution levels in order to meet anticipated future expenses, with the exception of certain large quality maintenance projects for which the District will need to identify additional funding options (i.e. resurfacing of the turf soccer/football field).

|                             | FY25      | FY26      | FY27      | FY28      | FY29      | FY30      | FY31      | FY32      | FY33      | FY34      |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| F41 Referendum Allocation   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   | 275,000   |
| F41 Addtl Allocation        | 600,000   | 600,000   | 600,000   | 550,000   | 550,000   | 550,000   | 550,000   | 550,000   | 550,000   | 550,000   |
| Total Annual F41 Allocation | 875,000   | 875,000   | 875,000   | 825,000   | 825,000   | 825,000   | 825,000   | 825,000   | 825,000   | 825,000   |
| F46 Allocation              | 250,000   | 300,000   | 300,000   | 300,000   | 350,000   | 400,000   | 500,000   | 575,000   | 575,001   | 575,002   |
| Total ADDTL Both Funds      | 850,000   | 900,000   | 900,000   | 850,000   | 900,000   | 950,000   | 1,050,000 | 1,125,000 | 1,125,001 | 1,125,002 |
| Grand Total All Funds       | 1,125,000 | 1,175,000 | 1,175,000 | 1,125,000 | 1,175,000 | 1,225,000 | 1,325,000 | 1,400,000 | 1,400,001 | 1,400,002 |

In addition, the District can leverage Fund 80 in order to support expenses associated with maintenance of certain community facilities, including the VHE pool, fitness center, and certain athletic fields that are primarily used for community recreation.

**Vehicle and Fleet Management:**

The District currently owns eight vehicles. In addition, the District contracts with yellow bus drivers and rents SUVs to transport students to athletic events. Below is an outline of the vehicles the District currently owns:

| Year | Make      | Model            | Primary Use              |
|------|-----------|------------------|--------------------------|
| 2006 | Ford      | F-250            | Maintenance/Plow         |
| 2006 | Saturn    | Vue              | Maintenance              |
| 2007 | Ford      | Econoline        | Food/Mail/other Delivery |
| 2007 | Honda     | Mini-Van Odyssey | Special Education        |
| 2008 | Dodge     | Ram 1500         | Grounds Maintenance      |
| 2014 | Ram       | 2500             | Maintenance/Plow         |
| 2015 | Chevrolet | Van-Express 2500 | Student Passenger Van 2  |
| 2015 | Chevrolet | Van-Express 2500 | Student Passenger Van 1  |

75% of the District’s vehicles are 10 years or older and three have required three or more repairs in the last year. The District does not currently have funds set aside for vehicle replacement and has relied on expensive repairs to keep older vehicles operational rather than replacing vehicles. This strategy is no longer feasible, however. The District proposes to begin replacing vehicles until the most critical needs are met, then to set aside funds each year so that adequate funds are available to replace vehicles when they reach 15-20 years of age or as dictated by vehicle condition. As vehicles are replaced, the District will seek to maintain approximately 4-6 years between each vehicle's age so that all vehicles of a specific type do not need replacement at the same time.

In 2024-2025, the District is requesting approval of a total of \$120,000, \$37,500 of which will come from Fund 50 (food service) to replace the Ford Econoline and the Ford 250 in 2024-2025.

While the District has an additional need for passenger vans, in particular for transportation to athletic events, these are currently not being manufactured to the specifications that the law requires for school use. We will continue to search for options and bring these to the board as stand alone items if an opportunity arises.

**Attachment(s):**

SSD 10-Year Capital Improvement Plan, Rev 4/23/24

## Shorewood School District Long-Term Capital Improvement Plan

4/23/2024

### Description of Capital Maintenance Items

|  |  |
|--|--|
| Exterior Hardscape, Paving, and Grounds Care | Repair/replacement, maintenance, and improvements to exterior hard and softscaping, including but not limited to concrete, pavement, green spaces.   |
| Exterior Signage and Metalwork               | Repair/replacement, maintenance, and improvements to property signage, railings and other metalwork, and other infrastructure that is installed on District property                                       |
| HVAC Repairs and Replacement                 | Repair/replacement, maintenance, and improvements to heating, cooling, and ventilation systems   |
| Athletic Fields and Facilities               | Repair/replacement, maintenance, and improvements to athletic fields and athletic facilities   |
| Interior Finishes and Cosmetic Updates       | Updates to interior finishes, including walls, ceilings, and flooring  |
| Interior Carpentry and Functional Updates    | Repair/replacement and updates to interior carpentry including but not limited to door replacement, cabinetry and countertops, fixtures, and improvements that increase the functionality of school spaces |
| Building Systems (excl HVAC)                 | Repair/replacement, maintenance, and improvements to electrical, plumbing, and systems (including elevator, security, etc)   |
| Furniture                                    | Replacement of classroom and other school furniture  |
| Building Envelope (Roof, Windows, Masonry)   | Repair/replacement, maintenance, and improvements to all aspects of the building envelope, including roofs, windows, and masonry   |
| Community Facilities Repairs and Upgrades    | Repair/replacement, maintenance, and improvements to recreational facilities including the VHE pool and fitness center   |
| Technology Infrastructure                    | Replacement of technology infrastructure (including but not limited to wireless access system, servers, and related equipment) and upgrades to the system  |

### Projected Expenditures FY24-FY33

| Item   | FY25           | FY26           | FY27             | FY28             | FY29             | FY30             | FY31             | FY32             | FY33             | FY34             |
|--|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Athletic Fields and Facilities               | 20,000         | 5,000          | 5,000            | 5,000            | 335,000          | 1,605,000        | 287,500          | 5,000            | 15,000           | 15,000           |
| Building Envelope (Roof, Windows, Masonry)   | 467,740        | 468,640        | 1,079,820        | 723,580          | 417,980          | 316,780          | 137,300          | 369,000          | 475,000          | 475,000          |
| Building Systems and Infrastructure          | 230,000        | 45,000         | 45,000           |                  |                  | 225,000          | 150,000          | 150,000          | 125,000          | 125,000          |
| Community Facilities Repairs and Upgrades    | 40,000         | 10,000         | 265,000          | 20,000           | 95,000           | 20,000           | 20,000           |                  | 50,000           | 50,000           |
| Exterior Hardscape, Paving, and Grounds Care | 40,000         | 100,000        | 25,000           | 25,000           | 75,000           | 25,000           | 25,000           | 25,000           | 40,000           | 40,000           |
| Exterior Signage and Metalwork               |                |                |                  |                  |                  |                  |                  |                  |                  |                  |
| Furniture                                    |                |                |                  |                  |                  |                  | 125,000          | 125,000          | 125,000          | 125,000          |
| HVAC Repairs and Replacement                 | -              | 250,000        | 450,000          | 200,000          | 100,000          | 700,000          | 100,000          | 525,000          | 300,000          | 300,000          |
| Interior Carpentry and Functional Updates    |                |                |                  |                  | 150,000          | 150,000          | 150,000          | 150,000          | 100,000          | 100,000          |
| Interior Finishes and Cosmetic Updates       | 50,000         | 50,000         | 50,000           | 50,000           | 250,000          | 250,000          | 300,000          | 300,000          | 300,000          | 300,000          |
| Technology Infrastructure                    | 40,000         | 50,000         | 50,000           | 50,000           | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          | 100,000          |
| <b>TOTAL:</b>                                | <b>887,740</b> | <b>978,640</b> | <b>1,969,820</b> | <b>1,073,580</b> | <b>1,522,980</b> | <b>3,391,780</b> | <b>1,394,800</b> | <b>1,749,000</b> | <b>1,630,000</b> | <b>1,630,000</b> |

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## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Access Control System  
**Date:** April 23, 2024  
**Prepared by:** Heather Heaviland

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

**Purpose:** To approve the District to negotiate and enter into a contract with Engineered Security Solutions to replace the current system with a Genetec system.

**Background:** The current system has experienced multiple issues and is no longer meeting the District's security needs. After securing three bids, Engineered Security Solutions emerged as the highest scoring bidder based on multiple criteria, including cost, product quality, and provider competency.

**Fiscal impact:** The expected total contract cost is expected to be \$171,690. This will be paid out of Fund 41 (capital expansion funds) and is included in the long-term capital improvement plan financial projection.