

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD
Shorewood, Wisconsin
June 11, 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)

+13017158592,,81599627722# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 815 9962 7722

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

This meeting notice was posted on June 7, 2024.

Parameters for Public Comment

The Board welcomes public comments. Public comments are limited to three minutes per person. Per Wisconsin’s open meeting law and guidance issued by Wisconsin’s Attorney General, we cannot engage in substantive discussions or act on items not on the agenda; however, we will follow up with speakers after the meeting or add items to a future Board agenda for purposes of addressing the matter. Further, we do not permit discussion of pupils, current or former staff, or job candidates. The Board is also reachable by email at schoolboard@shorewood.k12.wi.us.

I. 7 pm CALL TO ORDER

A. Adopt the Agenda (GC2)

B. Overarching Result for Shorewood School District (R1)

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

C. Awards and Recognitions

II. 7:05 pm 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.

III. 7:15 pm SUPERINTENDENT'S REPORT

3

IV. 7:25 pm SUPERINTENDENT'S CONSENT AGENDA

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

6

B. Approval of the Memorandum of Understanding Between the Village of Shorewood and Shorewood School District to Jointly Finance Crossing Guard Services

10

V. 7:30 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Presentation of the SEED Foundation's 2023-2024 Funding Commitments and Discussion of the Shorewood Alumni Association Reunion & Centennial Campaign

B. Approval of the 2024-2025 Preliminary Budget

15

C. Approval of Additional Open Enrollment Seats for 2024-2025

27

D. Discussion of Board Governance Officer

VI. 8:15 pm BOARD CONSENT AGENDA (GC2)

29

A. Approval of Board Meeting Minutes

May 14, 2024 Regular Board Meeting

B. Approval of District Purchase of Two Ford Transit Passenger Vans

31

C. Approval of the Southeastern Wisconsin Schools Alliance (SWSA) Agreement

42

D. Approval of SIS 2025 Trip to Costa Rica

48

VII. 8:20 pm PUBLIC COMMENT #2 (GC3)

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

VIII. 8:30 pm BOARD MEMBER REPORTS

71

IX. 8:35 pm REVIEW OF 'TO DO' ITEMS

X. 8:40 pm FUTURE AGENDA ITEMS

XI. 8:45 pm RECESS AND DEBRIEF



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Superintendent's Report

Date: June 11, 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.

Community Partnership

Last year at this time, I was preparing to step into my role as Superintendent. As we begin to reflect on the 2023-2024 school year, and look ahead to community conversations about the future of the District, I want to extend my heartfelt thanks to Board and community members, District staff, Village collaborators and others for your support of the District and partnership over this year. I have experienced first-hand the incredible work occurring in classrooms, the unwavering support of our community, and the character of our students, and I have been truly inspired. It's been my honor to work with you.

The Donovan Group will support planning and completion of the visioning process, which will include community engagement and smaller focus group sessions and workgroups, and will then help us continue through strategic planning in 2025. Strategic planning meetings will be scheduled in the first half of the year, and both visioning and strategic planning will offer a number of engagement opportunities to staff, students and community members. Again, my goal is to have a five-year strategic plan in place when the current Vision 2025 sunsets before the start of the 2025-2026 fiscal year.

I have begun to approach community members about serving as volunteers to help engage as many as possible across Shorewood in this critical work, and I will be talking with all staff about this when we gather again in August at the Back-to-School Kick-Off (August 26).

Planning for the Year Ahead

The District leadership team and staff across the District will be implementing key initiatives over the summer that will strengthen the District's academic framework, support staff, and advance our equity work.

First, members of the District leadership team are preparing to attend the School Administrators Institute for Transformational Leadership (SAIL) Academy's first meetings of 2024, June 17-19. This renowned, two-year program offers school districts a research-based framework and planning process to ensure clarity for staff and a focus on student outcomes. After this year of transition into the Superintendent's role, and growth as a team, the SAIL Academy will help District leaders take needed steps toward strengthening our capacity and practices, and creating a more unified instructional framework over time.

We are reading [Coherence: The Right Drivers in Action for Schools, Districts, and Communities](#) in preparation for the June meetings, and we'll be conducting some mini-retreats in the District following the initial SAIL meetings to begin applying the ongoing planning, review, and coaching processes to our work for next year. I have also shared [How The Way We Talk Can Change The Way We Work](#), which addresses team-building and leading organizational change.

One of the District's most visible summer projects will be the onboarding of NextPath, a student data management platform. NextPath was our first choice among a number of well-known student data management products. Along with its data gathering and analysis functions, NextPath's data visualization features are well-suited to the District's needs and priorities, and are highly customizable. In addition requirements related to ACT 20 specifically, we'll be using NextPath to analyze all student assessments, academic intervention plans and outcomes, and behavior, attendance and other data points that inform individualized approaches for each student - those who need advanced or alternative learning opportunities, students with disabilities, multilingual students, etc.

We'll also be busy with curriculum implementations. In addition to the K-8 English Language Arts curriculum adoption and our Math leveling up work, we will be focusing on addressing initial goals outlined in the District's Library Media and Technology Plan this summer. These include deeper integration of ISTE standards across classrooms and other learning spaces in the 2024-2025 school year.

And, as we have discussed at Board and community meetings throughout this school year, student use of instructional technology and personal communication devices presents complex issues and questions we need to address further. We'll be revisiting these conversations over the summer as well, in preparation for communicating about District oversight and classroom management of website access, student cell phone use, related Student Code of Conduct issues and other expectations related to messaging, videos, etc., while students are in school.

On a related note, I also want to take this opportunity to revisit our ongoing work to combat bullying, hate speech and harassment in our schools. While we have made strides, Shorewood students, staff and families have been deeply impacted by incidents of racism, antisemitism, homophobia and other forms of bullying and harassment this year. There is much to do here, and we are committed to making some specific changes to policy and school procedures that make clear our expectations of students and staff, and to redoubling our efforts to make Shorewood schools safe and welcoming for every student, staff member and family.

Along with a reminder about our District values and policies that address discrimination and harassment in any form, I shared a number of program, project and community services updates in my [final District newsletter of the year](#), and we welcome questions and feedback.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: New Appointments

Date: June 11, 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: New Appointments

Background:

These new appointees will begin their positions in the 2024-2025 school year:

- Sasha Steinle will join the Shorewood Intermediate School staff as Art Teacher;
- Katherine Tieggs will join the Lake Bluff Elementary School staff as Multilingual Learner Teacher; and
- Fiona Rowe-Keefe will join the Shorewood Intermediate School staff as French/Spanish Teacher.



Shorewood School Board
Executive Summary

Topic: Resignation

Date: June 11, 2024

Prepared by: Carrie Wettstein

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:

Michael Sell, Chemistry and Physics Teacher at Shorewood High School, has resigned from his position, effective June 7, 2024.



Shorewood School Board
Executive Summary

Topic: Resignation

Date: June 11, 2024

Prepared by: Carrie Wettstein

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:

Alexis McDowell, Dean of Students at Shorewood Intermediate School, has resigned from her position. Before becoming Dean of Students, Mrs. McDowell served as a member of the SIS faculty.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Resignation

Date: June 11, 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:

Katie Barikmo, English Language Arts teacher at Shorewood Intermediate School, has resigned her position.

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE VILLAGE OF SHOREWOOD
AND THE SHOREWOOD SCHOOL DISTRICT
AS TO CROSSING GUARD SERVICES**

This Memorandum of Understanding (“MOU”) is entered into by and between the Village of Shorewood (“Village”), and the Shorewood School District (“District”) (collectively referred to herein as the “Parties”), effective this 1st day of July, 2024.

WHEREAS, Village previously provided crossing guard services to the District via contract through All City Management Services (ACMS); and

WHEREAS, the Parties agree crossing guard services are required to ensure the student safety crossing Village streets during the academic year; and

WHEREAS, the Parties agree to jointly finance the provision of crossing guards for the 2024-2025 academic years; and

WHEREAS the Parties desire to enter into this MOU to establish a framework for the provision of crossing guard services.

NOW THEREFORE, in consideration of the foregoing and the terms set forth below, the Parties agree as follows:

A. Term. This MOU shall commence on July 1, 2024, and shall terminate on June 30, 2025. This MOU shall be effective for the 2024-2025 school years, unless terminated earlier as set forth herein. This Agreement may be extended upon the express approval of the governing bodies of the Village and the District.

B. Funding.

1. The Parties shall share in the costs of the crossing guard services, with each party paying fifty percent (50%) of the costs. The cost is estimated to be approximately \$139,510.80, for the 2024-2025 academic year. However, the parties acknowledge and understand that the final cost may be smaller or larger than that sum based upon many different factors that affect crossing guard coverage during the course of the school year. Costs shall include all locations currently staffed by crossing guards, as set forth in Section C, below, including the Oakland and Shorewood location which is currently funded in its entirety by the District.
2. District agrees to provide Village the approximate sum of \$69,755.40 as reimbursement to the Village. Said payment shall be made in monthly installments/lump sum payment no later than the 1st of each month or on August 1, 2024. As noted in the preceding paragraph, this number is an estimate, and the parties acknowledge and understand that the final cost may be smaller or larger than that sum based upon many different factors that may affect coverage during the course of the school year.

Crossing Guard Locations. Crossing guard services shall be provided at ten (10) locations, as follows:

School Year: 2023-2024	
Lake Bluff Blvd and Oakland Ave	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Lake Bluff Blvd and Newhall Ave	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Lake Bluff Blvd and Morris Blvd	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Morris Blvd	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Oakland Ave	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Murray Ave	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Capitol Dr and Maryland Ave	4 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m. (2 guards)
Maryland Ave and Shorewood Blvd	2 hours – 7:30 a.m. to 8:30 a.m. & 2:45 p.m. to 3:45 p.m.
Kensington Blvd and Bartlett Ave	2 hours – 7:30a.m. to 8:30a.m. & 2:45p.m. to 3:45p.m.
Oakland Ave and Shorewood Blvd	2 hours – 7:30a.m. to 8:30a.m. & 2:45p.m. to 3:45p.m.

C. Crossing Guards.

1. The Village of Shorewood has entered into a contract with third party service provider All City Management Services, Inc., (hereinafter “ACMS” or “third party contractor”) for crossing guard services for the 2024-2025 school year. The terms and conditions of said Agreement are enumerated in the attached executed contract. This third party service provider will be carry liability insurance as required in the Agreement.
2. **Number of Crossing Guards Required.** A total of eleven (11) primary crossing guards will be deployed at the locations described above each day that crossing guard services are called for per the Attached Agreement with ACMS. The third party contractor will be required to maintain a designated substitute list in the event a primary crossing guard is temporarily unable to fulfill his/her responsibilities by reason of illness, injury, or by personnel who fail to report for work.
3. **Background Checks.** The Village’s Agreement with third party contractor ACMS requires that contractor to appropriately screen and conduct background checks on all crossing guards it hires. See paragraph 3 of the Agreement for the parameters surrounding background checks.

D. Service Days. Per paragraph 8 of the attached Agreement between the Village and ACMS, crossing guard services will be provided at the above referenced locations on all days in which school is in session.

E. Equipment. All equipment necessary to carry out crossing guard services will be provided by third party contractor ACMS.

F. Operation of the Crossing Guard Services. The Village shall be responsible for evaluating the performance of third party contractor ACMS and ensuring that it is meeting the express terms of the attached Agreement.

G. Service Adjustments. District shall notify the Village in writing of any requests for reductions or increases in services required, as determined jointly by consultation between the Village and the District. Notice shall be provided to the Village within 30 days of the required adjustment, and all costs associated with any jointly agreed adjustments shall be shared by the Parties.

H. Future Services. The Parties agree to reconvene discussion as to Crossing Guard services beyond the Term of this Agreement. The provision of and financial costs associated with providing Crossing Guard services beyond the 2024-2025 school years will be explored jointly between representatives of the Village Board, Village Staff, School Board and School Staff during the fall of 2022 school year.

I. Relationship of the Parties. Nothing in this MOU shall be deemed or construed as creating the relationship of principal and agent, partnership, joint venture, employee, employer, or associate between the Village and the District. Neither party shall have the authority to act for or on behalf of the other party to bind the other party without the express written approval of the other party. Except as expressly provided herein, neither of the parties shall have the right to exercise any control whatsoever over the activities or operations of the other party. Each party is independent of the other and shall not hold themselves out to be the agent, employer, or partner of the other. The only relationship is by virtue of this MOU and no fiduciary relationship is created hereunder.

J. Indemnity. If any third party alleges that either party to this MOU is liable in carrying out their duties and responsibilities herein, the party alleged to be liable shall indemnify and hold harmless the other party, to the extent that the alleged liability is based upon the indemnifying party's negligence.

K. Insurance. Third party contractor ACMS will maintain liability insurance as required by part 8 of the attached Agreement between the Village and ACMS.

L. Termination. Neither party will terminate this Agreement without cause.

M. Notices. Any formal notice, request, approval or other communication to be provided by either Party shall be in writing and dispatched by personal delivery; first-class mail, registered or certified mail, postage prepaid, return-receipt requested; electronic mail; or by facsimile, to the addresses of Village and District set forth below.

If to the Village:
Village of Shorewood

Attn: Rebecca Ewald, Village Manager
3030 N. Murray Ave.
Shorewood, WI 53211
Ph: (414) 847-2700
rewald@villageofshorewood.org

If to the District:
Shorewood School District
Attn: Laurie Burgos, Superintendent
1701 E. Capitol Dr.
Shorewood, WI 53211
Ph: (414) 963-6901
bdavis@shorewood.k12.wi.us

N. Dispute Resolution. The Parties agree to cooperate in the resolution of all disputes arising pursuant to this MOU. In the event that an amicable resolution is not reached, the Parties shall, in good faith, attempt to mediate any dispute arising out of or in connection with this Agreement with a mediator selected by and agreed upon by the Parties. In the event the Parties are unable to reach a satisfactory resolution through mediation, a party may exercise all legal options for recourse available to it.

O. Non-Assignment. This MOU shall not be assigned without the written agreement of each Party, which shall not be unreasonably withheld.

P. Governing Law. This MOU shall be governed by and construed and interpreted in accordance with the laws of the State of Wisconsin. Any claim, lawsuit, or proceeding filed in relation to this Agreement shall be venued exclusively in the court of Milwaukee County, Wisconsin, and each party waives any and all defenses related to forum *non conveniens*.

Q. Amendment. This MOU may only be modified or amended after the date of this Agreement by a written instrument executed by both Parties.

R. Severability. If any article or part of this MOU is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or, if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the MOU shall not be otherwise affected thereby.

S. Duty to Cooperate. The Parties acknowledge that their mutual cooperation is critical to carrying out the terms of the provisions of this MOU. Accordingly, each Party agrees to cooperate with the other in good faith to fulfill their respective duties hereunder

T. Binding Effect. All of the terms and provisions of this MOU, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

U. Entire Agreement. This MOU represents the entire agreement of the Parties and supersedes all negotiations or previous agreements between the Parties, with respect to Crossing Guard services.

V. Authority. The signatories to this MOU represent and warrant that they have the authority to make the agreements herein, and to sign for and to bind the institutions they purport to represent.

W. Authorization.

VILLAGE enters into this Agreement by authority of action taken by its Board of Trustees on the ___ day of XX, 2024.

DISTRICT enters into this Agreement by authority of action taken by its Board of Education on the ___ day of XX, 2024.

IN WITNESS WHEREOF, the undersigned have set their hand and seal as of the date first set above. The undersigned acknowledge that they have carefully read the foregoing Agreement and that they have signed the same freely and voluntarily.

Dated this _____ day of _____, 2024

Rebecca Ewald, Manager, Village of Shorewood

Dated this _____ day of _____, 2024

Laurie Burgos, Superintendent, School District of Shorewood



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: FY25 Preliminary Budget

Date: June 11, 2024

Prepared by: Heather Heaviland

Recommended action:

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

Purpose: To approve a preliminary budget for the 2024-2025 school year (Fiscal Year 2025).

Background: The preliminary budget serves the dual purpose of (a) allowing for the continued operation of the District and (b) is the basis for the Budget Hearing and Annual Meeting on August 27, 2024. The preliminary budget includes the best estimates of expected revenue and expenditures for the upcoming school year as of the date preparation. Adjustments will be made throughout the summer and early fall to develop what is known as the original budget to be approved by the Board in October.

The preliminary budget has been developed through multiple phases and conversations over the past several months. These include:

- Let's Talk About Budgets Community Sessions on 1-26-2024, 2-9-2024, and 3-1-2024
- Enrollment Projections presented to the board on 1/23/24
- Board Budget Workshop on 2-20-2024
- 5-Year Financial Projections presented to the board on 3-12-2024
- Preliminary Budget Assumptions presented to the board on 3-12-2024
- Community Budget Information Session on 3-18-2024
- Capital and Vehicle Maintenance Plan presented to the board on 4-9-2024
- Budget Balancing Strategies presented to the board on 4/23/2024

Assumptions used to develop the proposed preliminary budget are consistent with those presented in the aforementioned informational presentation and are further detailed in the attached 2024-2025 Preliminary Budget Narrative.

Financial Impact

The proposed preliminary budget reflects significant progress in building the District's financial health. Prior to passage of the operating referendum, the District was making significant reductions in staffing and limiting the availability of resources in order to break even. In 2020, the District's fund balance was at the lowest level since prior to 2013 and met only the minimum threshold required by policy, below which the District would be considered to be in financial danger and well below the level recommended by the District's financial auditors. By contrast, the 2024-2025 budget projects a year end fund balance of 28% of operating expenses, which is within the auditor recommended level of 25-35% and will potentially enable the District to end annual short-term borrowing. Short-term borrowing, for which the District incurs an interest expense, has been necessary in order to maintain a positive cash balance throughout the year. More importantly, the District is achieving this while funneling investment into three areas that board, community stakeholders, and staff agree are the three most critical:

- Academic rigor;
- Support for the whole child; and,
- Compensation.

This required the District to absorb expenses previously funded by ESSER, an average salary increase of 4.6%, a medical premium increase of 12%, and a 56% reduction in title one funding. Additional funds provided by the operating fund were critical, but the District also took action to redirect expenses to the highest priorities. While this did result in some position reductions and changes to staffing assignments, the District is adding 4 new positions with a net FTE increase of only 1.7. These and other budget balancing strategies are further detailed in the 4-23-2024 budget balancing strategies presentation.

Despite these positive changes to the District's financial health, maintaining this level of investment into the future is expected to be challenging. The change in salary and benefits from FY24 to FY25 totals \$1,060,554. This is significantly larger than the increase projected for future years (for 25-26, the District projected an increase of just over \$600,000.) There is currently no indication that the state will increase future school funding more than the perpetual \$325 annual per pupil approved in last year's state budget process. Significantly smaller salary and wage increases, benefit reductions, and or other reductions to the District budget are therefore likely to be necessary in order to prevent future deficits.

Attachment(s):

The detailed budget "FY25 Preliminary Budget" and a full set of assumptions is "FY25 Preliminary Budget Narrative" are attached.

PROPOSED PRELIMINARY BUDGET 2024-25 *			
GENERAL FUND (FUND 10)	Audited 2022-23	Budget 2023-24	Budget 2024-25
Beginning Fund Balance (Account 930 000)	3,418,181	4,903,837	8,139,053
Ending Fund Balance, Unassigned (Acct. 939 000)	4,903,835	8,139,053	9,615,434
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	4,903,837	8,139,053	9,615,434
REVENUES & OTHER FINANCING SOURCES			
<i>Local Sources</i>			
210 Taxes	15,353,032	20,338,974	20,703,914
260 Non-Capital Sales	13,599	7,650	10,420
270 School Activity Income	126,538	60,000	57,700
280 Interest on Investments	353,188	200,000	175,000
290 Other Revenue, Local Sources	739,748	414,035	399,431
Subtotal Local Sources	16,586,104	21,020,659	21,346,465
<i>Other School Districts Within Wisconsin</i>			
340 Payments for Services	1,893,141	2,085,556	2,326,860
Subtotal Other School Districts within Wisconsin	1,893,141	2,085,556	2,326,860
<i>State Sources</i>			
610 State Aid -- Categorical	378,082	354,359	397,778
620 State Aid -- General	6,356,951	5,386,851	5,386,851
630 DPI Special Project Grants	16,456	14,080	66,373
690 Other Revenue	1,299,275	1,276,564	1,265,885
Subtotal State Sources	8,050,764	7,031,854	7,116,887
<i>Federal Sources</i>			
730 DPI Special Project Grants	1,042,993	922,155	125,770
750 IASA Grants	190,029	201,085	111,469
780 Other Federal Revenue Through State	241,680	0	0
Subtotal Federal Sources	1,474,702	1,123,240	247,859
<i>Other Revenues</i>			
960 Adjustments	164,444	195,000	0
970 Refund of Disbursement	19,410	0	0
990 Miscellaneous	8,242	0	0
Subtotal Other Revenues	192,096	195,000	0
TOTAL REVENUES & OTHER FINANCING SOURCES	28,196,807	31,456,309	31,038,071
EXPENDITURES & OTHER FINANCING USES			
<i>Instruction</i>			
110 000 Undifferentiated Curriculum	5,036,701	5,428,657	5,504,114
120 000 Regular Curriculum	7,477,995	7,465,679	7,675,535
130 000 Vocational Curriculum	188,442	184,126	200,856
140 000 Physical Curriculum	707,968	539,054	551,478
160 000 Co-Curricular Activities	429,489	421,845	399,340
170 000 Other Special Needs	138,254	150,438	132,227
Subtotal Instruction	13,978,849	14,189,799	14,463,551
<i>Support Sources</i>			
210 000 Pupil Services	1,236,775	1,381,755	1,504,553
220 000 Instructional Staff Services	1,130,442	1,256,178	1,451,036
230 000 General Administration	742,982	782,945	827,293
240 000 School Building Administration	1,377,775	1,626,127	1,656,192
250 000 Business Administration	3,977,041	4,382,495	4,679,630
260 000 Central Services	265,512	413,062	509,933
270 000 Insurance & Judgments	310,595	343,418	375,373
280 000 Debt Services	74,462	83,157	83,157
290 000 Other Support Services	121,096	136,355	96,104
Subtotal Support Sources	9,236,679	10,405,494	11,183,271
<i>Non-Program Transactions</i>			
410 000 Inter-fund Transfers	2,562,762	2,611,803	2,835,238
430 000 Instructional Service Payments	882,310	1,013,997	1,079,631
490 000 Other Non-Program Transactions	51,004	0	0
Subtotal Non-Program Transactions	3,496,076	3,625,800	3,914,869
TOTAL EXPENDITURES & OTHER FINANCING USES	26,711,605	28,221,093	29,561,691

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	632,199	717,918	497,464
900 000 Ending Fund Balance	675,059	497,464	497,464
REVENUES & OTHER FINANCING SOURCES			
100 000 Instruction	463,750	0	125,000
200 000 Support Services	100,376	75,596	39,000
400 000 Non-Program Transactions	33,880	181,600	0
TOTAL EXPENDITURES & OTHER FINANCING USES	420,890	410,842	125,000

SPECIAL EDUCATION FUND (FUND 27)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	0	0	0
900 000 Ending Fund Balance	0	0	0
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	2,412,762	2,461,803	2,585,238
<i>State Sources</i>			
610 State Aid -- Categorical	1,120,872	1,123,087	1,000,000
690 Other Revenue	4,777	0	0
Subtotal State Sources	1,125,649	1,123,087	1,000,000
<i>Federal Sources</i>			
710 Federal Aid - Categorical	0	0	0
730 DPI Special Project Grants	380,619	381,434	406,434
780 Other Federal Revenue Through State	92,903	0	90,000
Subtotal Federal Sources	473,522	381,434	496,434
<i>Other Revenues</i>			
960 Adjustments	50,000	0	0
Subtotal Other Revenues	50,030	0	0
TOTAL REVENUES & OTHER FINANCING SOURCES	4,061,963	3,966,324	4,081,672
EXPENDITURES & OTHER FINANCING USES			
150 000 Special Education Curriculum	2,738,005	2,674,297	2,804,631
Subtotal Instruction	2,738,005	2,674,297	2,804,631
<i>Support Sources</i>			
210 000 Pupil Services	528,147	552,471	501,027
220 000 Instructional Staff Services	373,261	410,812	407,155
230 000 General Administration	44,686	48,672	113,015
250 000 Business Administration	66,370	68,000	53,558
290 000 Other Support Services	0	0	0
Subtotal Support Sources	1,012,939	1,079,955	1,090,255
430 000 Instructional Service Payments	311,019	212,072	186,787
Subtotal Non-Program Transactions	311,019	212,072	186,787
TOTAL EXPENDITURES & OTHER FINANCING USES	4,061,963	3,966,324	4,081,672
DEBT SERVICE FUND (FUNDS 38, 39)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	3,447,956	2,380,966	2,722,201
900 000 ENDING FUND BALANCES	2,380,966	2,722,201	2,722,201
TOTAL REVENUES & OTHER FINANCING SOURCES	28,451,221	4,335,298	4,369,910
281 000 Long-Term Capital Debt	6,474,827	3,994,063	4,030,950
282 000 Refinancing	22,701,649	0	0
283 000 Operational Debt	0	0	0
285 000 Post Employment Benefit Debt	341,735	341,235	338,960
289 000 Other Long-Term General Obligation Debt	0	0	0
400 000 Non-Program Transactions	0	0	0
TOTAL EXPENDITURES & OTHER FINANCING USES	29,518,210	4,335,298	4,369,910
842 000 INDEBTEDNESS, END OF YEAR	59,730,000	57,575,000	55,215,000
CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	9,576,362	1,835,502	1,835,094
900 000 Ending Fund Balance	1,835,502	1,835,094	2,174,854
TOTAL REVENUES & OTHER FINANCING SOURCES	570,777	900,000	1,187,500
100 000 Instructional Services	0	0	0
200 000 Support Services	8,187,222	900,408	847,740
300 000 Community Services	0	0	0
400 000 Non-Program Transactions	124,415	0	0
TOTAL EXPENDITURES & OTHER FINANCING USES	8,311,637	900,408	847,740
FOOD SERVICE FUND (FUND 50)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	562,231	599,880	495,820
900 000 ENDING FUND BALANCE	599,880	495,820	275,765
TOTAL REVENUES & OTHER FINANCING SOURCES	587,413	518,500	518,001
200 000 Support Services	549,764	622,560	738,056
400 000 Non-Program Transactions	0	0	0
TOTAL EXPENDITURES & OTHER FINANCING USES	549,764	622,560	738,056
COMMUNITY SERVICE FUND (FUND 80)	Audited 2022-23	Budget 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	827,643	1,349,356	680,672
900 000 ENDING FUND BALANCE	1,349,356	680,672	789,134
TOTAL REVENUES & OTHER FINANCING SOURCES	2,610,105	1,724,775	2,264,895
200 000 Support Services	615,757	920,987	598,609
300 000 Community Services	1,472,636	1,472,472	1,557,824
400 000 Non-Program Transactions	0	0	0
TOTAL EXPENDITURES & OTHER FINANCING USES	2,088,392	2,393,459	2,156,433



2024-2025 Preliminary Budget (06-11-2024)

I. Assumptions for the Preliminary Budget

The preliminary budget establishes the intent of the district regarding programs and services for the ensuing year and is used as the basis for receiving public comment at the Budget Hearing and for approval of an initial estimated tax levy at the Annual Meeting.

To develop the preliminary budget several estimates must be made, some of which will materially change between the time of the estimate and when the original budget is adopted in October, such as general state aid, property tax levy, impact of actual enrollment, staffing changes, and others. The following assumptions were used for the proposed preliminary budget and reflect changes compared to the 23-24 revised budget:

REVENUE

- Top 5 sources of operating revenue:
 - The property tax levy for the general fund will increase by \$364,940 to \$20,703,914.
 - General state aid will remain static at \$5,683,851.
 - Open enrollment revenue will increase by \$241,304 to \$2,326,860.

- Per pupil aid will decrease by \$20,034 to \$1,242,850.
- Categorical aid will decrease by \$123,087 to \$1,000,000.
- Total property tax levy:
 - Across all funds, the total tax levy will increase by \$1,037,052. In addition to the increase in the general fund levy, this increase reflects the reinstatement of the levies for Fund 80 and Fund 41, which were decreased in FY24 to balance the levy impact of the loss of state aid that was caused by a DPI/MPS error.
- Overall, general fund revenue is expected to decrease by \$418,238 compared to FY24 (fiscal year 2024). This decrease is largely driven by the loss of ESSER revenue, a 56% reduction in title one funding (\$112,000), and a one-time insurance reimbursement. These are offset by the increases in property tax and open enrollment revenue.

EXPENSES

- Salaries and Benefits:
 - Wages were increased by an average of 4.6%, in line with the salary schedules which provide for an accelerated increase in pay as staff move up the schedule. The net additional salary investment projected by the District is \$567,839 which reflects both increases and changes in staffing.
 - Benefit expenses are expected to increase by \$492,715, 96% of which is driven by the increased cost of medical insurance paid by the District.
- Purchased Services:
 - Expenses for purchased services remained largely static, after adjusting for one-time repairs related to building damage completed in FY24.
- Materials and Equipment
 - Materials expense is projected to increase by \$186,422. Approximately half of this expense is related to the adoption of a new english and language arts curriculum for Kindergarten through 8th grade. 17% is accounted for by a projected increase in library and media center materials, which are funded by a grant. An array of other miscellaneous expenses account for the remainder.
- Capital Maintenance
 - As laid out in the long-term capital improvement plan presented in April 2024, the 2024-2025 budget includes \$887,740 in capital maintenance expenditures. These include:
 - \$20,000 for maintenance of athletic fields
 - \$467,740 for roof repair and replacement
 - \$230,000 for building systems and infrastructure, including installation of a new District-wide access control system and phased replacement of the SIS elevator
 - \$40,000 for repairs to community maintenance facilities
 - \$40,000 for concrete and exterior hardscape

- \$50,000 for interior finishes, including misc high need items to be identified throughout the school year
- \$40,000 for technology infrastructure, including fiber optic cable for the elementary schools
- Also included in the budget is an allowance of \$170,000 (\$120,000 in the general fund and \$50,000 in the food service fund) to replace two district vehicles (dump truck and food delivery van) that have exceeded their life expectancy.

The District's top five highest projected expenditures in the general fund (Fund 10), excluding salaries and benefits, special education transfer, and items that are exempt from the revenue limit are:

- Substitute teachers and aides (\$500,000)
- Open enrollment tuition payments for students enrolled in other Districts (\$328,960)
- Electricity (\$250,000)
- Textbooks and Workbooks (\$167,700)
- Property insurance (\$162,853)

II. General Operations, Fund Balance

The District maintains a fund balance as a safety net for unexpected events and has set a goal of increasing its fund balance over the next five years. The FY25 budget projects a year-end fund balance of \$9,615,434. This represents a much stronger financial position at 28% of the projected 2024-25 expenses for funds 10 and 27 than the District has experienced in previous years. With passage of the \$5.5M annual operating referendum, the District anticipated significant growth in fund balance in the first year (2023-24), followed by decreasing gains in the subsequent four years. The District anticipates careful management of the fund balance to ensure that it is maintained and used for non-recurring expenses, to reduce the need for operational debt, and to fuel program choices that help maintain a strong financial position.

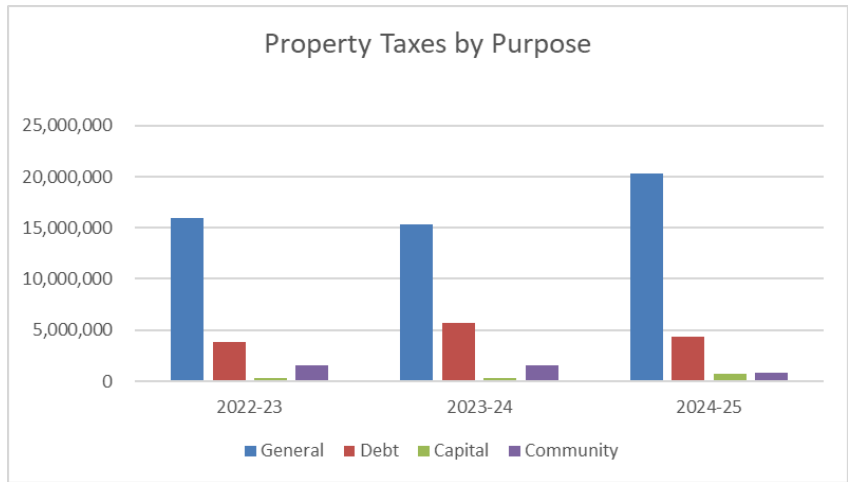
III. Property Tax Levy

The budget anticipates a property tax increase of \$1,034,052 (4%) over the total current year levy. The increase is driven by the voter-approved operational referendum which provided for an increase to the revenue limit for purposes of operations and maintenance.

The equalized value amount for the Village of Shorewood is, for projection purposes, assumed at \$2.283 million. This represents an increase of 7.5%, which is an estimate based on previous year over year change. The chart below depicts the tax levy and the impact on the mill rate over time.

10 Year Tax Levy and Mill Rate History					
Fiscal Year		Tax Levy	Increase (Decrease)	Change	Equalized Mill Rate
2015-16	Actual	19,679,974			
2016-17	Actual	20,105,480	425,506	2.2%	13.88
2017-18	Actual	20,816,294	710,814	3.5%	13.88
2018-19	Actual	21,659,543	843,249	4.1%	13.88
2019-20	Actual	22,405,811	746,268	3.4%	14.07
2020-21	Actual	22,284,348	(121,463)	-0.5%	14.13
2021-22	Actual	21,665,147	(619,201)	-2.8%	13.40
2022-23	Actual	22,869,257	1,204,110	5.6%	11.84
2023-24	Actual	26,224,272	3,355,015	14.7%	12.35
2024-25	Proposed	27,261,324	1,037,052	4.0%	11.94

The tax levy supports educational and support programs (general operations), repayment of debt, capital projects and community services. Taxes for other than general operations are restricted to the specific purpose for which they are levied. As shown in the chart below, the levy is primarily for general operations.



IV. State Aid

The State of Wisconsin shares in the costs of education based on three methods of revenue distribution. General Aid is direct property tax relief distributed to school districts in accordance with multiple formulae. Per Pupil Adjustment Aid is classified as a general-purpose aid and is used for operation and maintenance of school programs. Categorical Aid is based on performance of specific tasks or providing specific programs and is restricted to the specific purpose for which it is intended.

State Aid by Category					
Fiscal Year	General Aid	Per Pupil Aid	Categorical Aid	Total State Aid	Increase (Decrease)
2011-12	3,633,592	0	808,602	4,442,194	
2012-13	4,870,290	82,800	818,009	5,771,099	1,328,905
2013-14	5,143,964	126,225	815,378	6,085,567	314,468
2014-15	5,039,363	256,200	919,545	6,215,108	129,541
2015-16	5,367,323	268,650	951,145	6,587,118	372,010
2016-17	5,641,758	458,250	963,561	7,063,569	476,451
2017-18	6,131,376	840,150	1,041,050	8,012,576	949,007
2018-19	5,824,659	1,226,250	1,403,679	8,454,588	442,012
2019-20	5,390,317	1,386,056	1,129,249	7,905,622	(548,966)
2020-21	6,396,264	1,348,956	1,136,122	8,881,342	975,720
2021-22	6,340,962	1,314,824	1,169,809	8,825,595	(55,747)
2022-23	6,657,039	1,276,240	1,220,491	9,153,770	328,175
2023-24	5,682,048	1,262,884	1,263,509	8,208,441	(945,329)
2024-25	5,683,357	1,242,850	1,244,180	8,170,387	(38,054)

The table above shows the amount of aid received in each of the three classifications since the 2011-12 school year. Per pupil aid is projected to remain relatively stable for next year, while general and categorical aid are projected to decrease slightly.

V. Other Budget Information

Revenue Limits

The State of Wisconsin limits the amount of revenue public schools generate through the combination of state general aid and the property tax levy. This limitation is referred to as “Revenue Limits”. The proposed budget includes \$5.5M in additional allowed revenue limit in addition to a \$325 per student increase, which was included in the biennial state budget. Altogether, after adjusting for other revenue limit changes, the FY25 revenue limit is expected to increase by \$314,784 compared to FY24.

Student Membership and Enrollment

Student membership refers to the number of students that the District counts for the purpose of calculating the revenue limit, which includes all full time, resident students who attend Shorewood schools as well as Shorewood residents who attend other public-school districts in Wisconsin through the open enrollment option. The District also counts part time students, such as K4 and summer school, although they do not each count as a full-time student.

Membership used in the revenue limit formula for 2024-25 is 1,675, a decline from the prior year of 27 students. The formula uses a rolling 3-year average to smooth

out the financial impact of a material change, such as experienced here. The table at the end of this section reports the 3-year average.

Enrollment is the number of students that are educated in a District school and may include students from other school districts. Enrollment is important in determining the resources needed, such as space, instructional materials, and number of staff. Whereas membership determines revenue, enrollment determines costs.

School funding formulae reallocate funds from one district to another for the number of non-resident students in each school district. Therefore, for budget purposes, the District must monitor both membership and enrollment. The table below shows the 3-year rolling average membership has been declining since 2018-2019. Total enrollment has been buffered by open enrollment.

10 Year Membership and Enrollment History					
Year	Revenue Limit Members *	Member Change	Enroll	Enroll Change	Enroll Over (Under) Members
2015-16	1,771		2,026		255
2016-17	1,832	61	2,042	16	210
2017-18	1,867	35	2,020	(22)	153
2018-19	1,878	11	1,930	(90)	52
2019-20	1,868	(10)	1,942	12	74
2020-21	1,818	(50)	1,889	(53)	71
2021-22	1,774	(44)	1,915	26	141
2022-23	1,719	(55)	1,933	18	214
2023-24	1,702	(17)	1,927	(6)	225
2024-25	1,675	(27)	1,928	1	253

* Rolling 3-year average membership

Energy Efficiency Exemption

The Board of Education approved upgrades to electrical, heating, ventilating, air conditioning and lighting systems under a provision of state law that allows the repayment of the debt for these upgrades to be exempt from the revenue limit. The following report provides information on utility cost savings because of this project, through the last reporting date of November 30, 2023.

ENERGY EFFICIENCY EXEMPTION			
§ 121.91 (4) (o) Revenue Limit Exemption for Energy Efficiencies-Evaluation of the Energy Performance Indicator			
Name of Qualified Contractor	Honeywell ESG		
Performance Contract Length (years)			15
Total Project Cost (including financing)			\$6,014,876
Total Project Payback Period			40
Years of Debt Payments			15
Remaining Useful Life of the Facility			50
Prior Year Resolution Expense Amount	Fiscal Year	2022-2023	\$586,285
Prior Year Related Expense Amount or CY debt levy	Fiscal Year	2022-2023	\$600,068
Utility Savings applied in Prior Year to Debt	Fiscal Year	2022-2023	\$159,474
Sum of reported Utility Savings to be applied to Debt			\$ 259,046
Savings Reported for 2023			
Specific Energy Efficiency Measure or Products	Project Cost Including Financing	Utility Cost Savings	Non-Utility Cost Savings
Annual KWh electric savings		\$ 162,302	
Annual MMBtu gas savings		\$ 80,162	
Annual CCF water savings		\$ 16,582	
Entire Energy Efficiency Project Totals	\$ 6,014,879	\$ 259,046	\$ 22,174

Outstanding Long-term Debt

The amount of long-term debt that a school district is permitted to issue is limited to 10% of equalized value. The following tables report debts for which there is a balance outstanding and the calculation of the margin of indebtedness. Credit rating firms consider the margin as one of the factors in assigning a credit rating to the District. Shorewood outstanding debt is 3%, well below the allowable amount.

Outstanding Long-term Debt					
Type	Original Amount	Issue Date	Interest Rates	Date of Maturity	Balance as of 6/30/24
Taxable G. O. Refunding Bonds	5,055,000	4/1/2015		4/1/2035	\$ 2,850,000
G. O. School Improvement Bonds	40,000,000	7/1/2019		4/1/2039	\$ 29,850,000
G. O. School Improvement Bonds	3,875,000	7/6/21		10/01/2028	\$ 2,765,000
Bond Anticipation Notes	25,000,000	7/6/2021		6/12/2023	\$ -
General Obligation Refunding Bond	22,110,000	5/30/2023			\$ 22,110,000
					\$ 57,575,000
Debt Margin 6/30/2024					
Equalized value	2,282,987,916				
Allowable debt margining	10%				
Allowable debt	228,298,792				
Outstanding long-term debt	57,575,000				
Margin of indebtedness	170,723,792				
	2.5%				

VI. Budget Publication

The DPI has established standard formatting for the publication of budgets

and a recommended format for approval by the Board of Education. The required publication standard will be followed when the original budget is published in the local newspaper. The recommended budget adoption format is attached as “FY25 Proposed Preliminary Budget.”

Budgets are estimates based on information available at the time of development and will change as additional facts and circumstances necessitate. Interpretation of budgets without an understanding of the programs and activities operated by the District and the federal and state rules and regulations can lead to erroneous conclusions.

For more information about this budget or the school district in general please refer to our web site, <https://www.shorewood.k12.wi.us/>.

Attachment: FY25 Preliminary Budget



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Additional Open Enrollment Seats
Date: June 11, 2023
Prepared by: Heather Heaviland

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

Purpose: To approve additional open enrollment seats in order to accommodate current students who moved out of the District during the school year and are currently enrolled through a tuition waiver.

Background: Students enrolled in the Shorewood School District as residents who move out of the District during the school year are able to continue attending Shorewood Schools through a tuition waiver. At the end of the school year, the District has the option of offering these students a seat through open enrollment in order for them to continue attending in the next school year. The District currently has 14 former resident students attending Shorewood Schools through tuition waivers who would like to continue their education in Shorewood through open enrollment but cannot be accommodated by the existing number of approved seats. The District proposes adding 14 additional open enrollment seats in order to accommodate these students.

It should be noted that the Department of Public Instruction (DPI) has recommended that the District clarify our language in the initial, January approval of open enrollment seats to clarify the process for acceptance of students who are currently enrolled in the District. The District will work to revise and update the language for the motions prior to the January 2025 meeting.

Recommended Motions:

Motion #1: Move to declare a total of 14 additional open enrollment seats at the following grade levels for 2024-2025:

- K4: 0
- K5: 0
- 1st: 4
- 3rd: 1
- 4th: 0
- 5th: 0
- 6th: 0
- 7th: 2
- 8th: 3
- 9th: 0
- 10th: 1
- 11th: 1
- 12th: 2

These seats will be reserved for students who are currently attending under a tuition waiver.

Fiscal impact: In the absence of these new seats, the District would face a revenue loss of approximately \$180,000. These additional seats replace approximately \$120,000 of this otherwise lost revenue.



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
May 28, 2024

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

Student Board Representatives
Emmett Joslyn

District Administrator Participation: Laurie Burgos, Superintendent
Heather Heaviland, Director of Business Services
Mike Joynt, Director of Teaching and Learning

I. 7:01 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Nathan Hammons and SECONDED by Ellen Eckman AYE: 5 NAY: 0

II. 7:03 pm STUDENT ACHIEVEMENT PRESENTATION

Lake Bluff Elementary School Composting and PERKS

III. 7:12 pm PUBLIC COMMENT #1

Aubrey Van Fleet 2111 East Marion

IV. 7:17 pm SUPERINTENDENT'S REPORT

Seal of Biliteracy, Chris Jacquart and Roxanne Tibbits

Student Non-Discrimination Self-Evaluation, Kate Harder

V. 8:13pm SUPERINTENDENT'S CONSENT AGENDA

Approval of District Staffing Changes: Resignations, Retirements, Appointments and Leave of Absence Requests

Approval of Monthly Financials

MOVED by Abby Fowler and SECONDED by Ellen Eckman AYE: 5 NAY: 0

VI. 8:14 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Discussion of Revisions to R2 (Academic Achievement and Growth) Student Results Monitoring Document

B. Discussion of the Draft Preliminary 2024-2025 Budget

VII. 8:52 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

May 14, 2024 Regular Board Meeting

B. Approval of the District Office Equipment Lease Agreement (Marco Technologies)

C. Approval of the District's Annual Food Service Renewal Agreement (Aramark)

MOVED by Nathan Hammons and SECONDED by Ellen Eckman AYE: 5 NAY: 0

VIII. 8:53 pm PUBLIC COMMENT #2 - No comments

IX. 8:54 pm BOARD MEMBER REPORTS

Sun Prairie Coherent Governance Conference

X. 8:59 pm REVIEW OF 'TO DO' ITEMS

Board Work Plan Updates and Workshops; Board of Education website updates; Community Development Authority/Village Meeting; Student Board Representative Orientation

XI. 9:00 pm FUTURE AGENDA ITEMS

Approval of Preliminary 2024-2025 Budget; Board Governance Officer

XI. 9:02 pm RECESS AND DEBRIEF



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Purchase of Two Ford Transit Passenger Vans
Date: June 11, 2024
Prepared by: Heather Heaviland

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

Purpose: The District is requesting Board approval to purchase two new Ford Transit vans for use by our athletic and high school programs.

Background: On April 9th, 2024, the District presented a capital and vehicle maintenance plan to the Board of School Directors outlining the need for additional passenger vans. The cost of yellow buses has skyrocketed in the last three years. The District has mitigated this cost by using rented SUVs to transport athletes to competitions where the number of athletes participating does not necessitate a full sized school bus. This year, the District is projected to spend approximately \$50,000 renting 8-passenger SUVs that are used primarily for athletics transportation. This solution has worked well from both a fiscal and an operational perspective. The District is therefore seeking to purchase two vans that: a) will save costs over renting in the long-term; b) accommodate larger student groups.

School districts in Wisconsin may legally use vehicles designed for up to 10 occupants. A school bus meeting certain standards must be used for larger group sizes. Currently, 10 passenger vans are not manufactured. The District was able to identify an automotive dealer, Ewald Automotive Group, that partners with a third party to complete a factory modification that converts 12 passenger vans into 10 passenger vans and secure their recertification as a legal 10 passenger van. Documentation provided by Ewald and reference checks confirmed the viability of the conversion.

The District has requested two vans through Ewald, subject to board approval, for delivery in the Fall of 2024.

Fiscal impact: The total cost for both vans will be \$125,684, including the cost of conversion. The District expects to recover the cost through savings on rental vehicles within three years. Savings in transportation expenses will help offset overall increases in operational costs and to create an annual set aside for future vehicle replacement expenses.

Attachment: 2024 Ford Transit Purchase Quote



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Shorewood School District

Prepared For: Heather Heaviland

414-963-6911

hheaviland@shorewood.k12.wi.us

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD





Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (Complete)

Quote Worksheet

	MSRP
Base Price	\$58,695.00
Dest Charge	\$2,095.00
Total Options	\$7,427.00
Subtotal	\$68,217.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$5,596.00)
Subtotal Discount	(\$5,596.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$62,621.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$62,621.00

Comments:

2024 Ford Transit T350 Medium Roof Passenger Van to your specs as detailed. Registration fees are not included. Delivery can not be anticipated due to current market conditions.

Optional Trailer Tow Package add \$442.

Approval for Purchase of Two Vans as Specified, Subject to:

- 1) Board approval on 6/11/2024;
- 2) Substitute vinyl seating in lieu of cloth;
- 3) Add tow package to one vehicle

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (✔ Complete)

Standard Equipment

Mechanical

- Engine: 3.5L PFDi V6 Flex-Fuel -inc: port injection (STD)
- Transmission: 10-Spd Automatic w/OD & SelectShift -inc: auxiliary transmission oil cooler (STD)
- 3.73 Limited-Slip Axle Ratio (STD)
- 50-State Emissions System
- Automatic Full-Time All-Wheel
- 70-Amp/Hr Maintenance-Free Battery w/Run Down Protection
- HD 250 Amp Alternator
- 2890# Maximum Payload
- GVWR: 9,550 lb
- Gas-Pressurized Front Shock Absorbers and HD Rear Shock Absorbers
- Front Anti-Roll Bar
- Electric Power-Assist Steering
- 25.1 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Permanent Locking Hubs
- Strut Front Suspension w/Coil Springs
- Solid Axle Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Exterior

- Wheels: 16" Silver Steel w/Exposed Lug Nuts
- Tires: 235/65R16C 121/119 R AS BSW
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Black Front Bumper
- Black Rear Bumper w/1 Tow Hook
- Black Bodyside Cladding and Black Wheel Well Trim
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (✔ Complete)

Exterior

- Black Power Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window w/Defroster
- Rain Detecting Variable Intermittent Wipers
- Fully Galvanized Steel Panels
- Black Grille
- Sliding Rear Passenger Side Door
- Split Swing-Out Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Ford Co-Pilot360 - Autolamp Auto On/Off Reflector Halogen Auto High-Beam Headlamps w/Delay-Off
- Headlights-Automatic Highbeams

Entertainment

- Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Steering Wheel Controls and SYNC 3 External Memory Control
- Radio: AM/FM Stereo -inc: 4.0" multi-function display, Bluetooth and dual USB ports
- Streaming Audio
- Fixed Antenna
- 8 Speakers (4 Front/4 Rear)
- Bluetooth Wireless Phone Connectivity
- 1 LCD Monitor In The Front

Interior

- Dark Palazzo Gray Cloth Bucket Seats -inc: 2-way manual driver seat w/lumbar, 2-way manual passenger seat and driver and passenger armrest (STD)
- 4-Way Driver Seat
- 4-Way Passenger Seat
- Removable Bench Front Facing Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer and Trip Odometer
- Fixed Rear Windows and Fixed 3rd Row Windows
- FordPass Connect 4G Mobile Hotspot Internet Access
- Removable Split-Bench 3rd Row Seat Front, 3 Manual and Adjustable Head Restraints
- Removable Split-Bench Front Facing 4th Row Seat Number, Control and Type Head Restraint

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (Complete)

Interior

- Front Cupholder
- Rear Cupholder
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- Rear HVAC
- HVAC -inc: Underseat Ducts
- Locking Glove Box
- Driver Foot Rest
- Interior Trim -inc: Metal-Look Instrument Panel Insert
- Full Cloth Headliner
- Urethane Gear Shifter Material
- Cloth Front Bucket Seats
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination
- Partial Floor Console w/Storage and 2 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Vinyl/Rubber Floor Trim
- Cargo Space Lights
- Pre-Collision Assist w/Automatic Emergency Braking
- Instrument Panel Bin, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver 1-Touch Down
- Power Door Locks w/Autolock Feature
- Driver Information Center
- Analog Appearance
- Seats w/Cloth Back Material
- Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
- Securilock Anti-Theft Ignition (pats) Immobilizer
- 2 12V DC Power Outlets

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (✔ Complete)

Safety-Mechanical

Ford Co-Pilot360 w/Side Wind Stabilization Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Lane-Keeping System Lane Departure Warning

Driver Monitoring-Alert

Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags

Safety Canopy System Curtain 1st, 2nd And 3rd Row Airbags

Airbag Occupancy Sensor

Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

Back-Up Camera

WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Corrosion Years: 5

Corrosion Miles/km: Unlimited

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
X9C	2024 Ford Transit Passenger Wagon T-350 148" Med Roof XL AWD	\$58,695.00

COLORS	
CODE	DESCRIPTION
YZ	Oxford White

ENGINE		
CODE	DESCRIPTION	MSRP
998	Engine: 3.5L PFDi V6 Flex-Fuel -inc: port injection (STD)	\$0.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
44U	Transmission: 10-Spd Automatic w/OD & SelectShift -inc: auxiliary transmission oil cooler (STD)	\$0.00

OPTION PACKAGE		
CODE	DESCRIPTION	MSRP
301A	Order Code 301A	\$0.00

AXLE RATIO		
CODE	DESCRIPTION	MSRP
X7L	3.73 Limited-Slip Axle Ratio (STD)	\$0.00

PRIMARY PAINT		
CODE	DESCRIPTION	MSRP
YZ	Oxford White	\$0.00

SEAT TYPE		
CODE	DESCRIPTION	MSRP
CK	Dark Palazzo Gray, Cloth Front Bucket Seats	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD (Complete)

SEATING ARRANGEMENT

CODE	DESCRIPTION	MSRP
21L	Dark Palazzo Gray Cloth Bucket Seats -inc: 2-way manual driver seat w/lumbar, 2-way manual passenger seat and driver and passenger armrest (STD)	\$0.00

REQUIRED OPTION

CODE	DESCRIPTION	MSRP
92E	Privacy Glass -inc: Provides protection of vehicle occupant(s) and occupant personal belongings, The glass also provides occupant comfort by helping to reduce vehicle cool-down time, Rear-Window Defroster	\$500.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
545	Short-Arm Manual-Folding Heated Pwr Adjusting Mirrors -inc: turn signals	\$160.00
68J	Extended Length Running Boards -inc: Covers the A-B pillar driver-side and A-C pillar passenger-side	\$655.00

ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION	MSRP
58V	Radio: AM/FM Stereo w/SYNC 3 -inc: 4.0" multi-function display, Bluetooth and dual USB ports, SYNC 3 Communications & Entertainment System, 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack	\$280.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
43B	Back Up Alarm -inc: 102 dB(A) warning capability	\$150.00
43R	Reverse Sensing System	\$295.00
86F	2 Additional Keys (4 Total) -inc: key fobs	\$75.00
86W	Front All-Weather Floor Mats	\$120.00

CUSTOM EQUIPMENT


CODE	DESCRIPTION	MSRP
Mobility	Conversion from 12 Passenger Seating to 10 Passenger Seating by Mobilityworks	\$5,192.00
Options Total		\$7,427.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2024 Ford Transit Passenger Wagon (X9C) T-350 148" Med Roof XL AWD ( Complete)

Price Summary

PRICE SUMMARY		MSRP
Base Price		\$58,695.00
Total Options		\$7,427.00
Vehicle Subtotal		\$66,122.00
Destination Charge		\$2,095.00
Grand Total		\$68,217.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Date: May 24, 2024

TO: SOUTHEASTERN WISCONSIN SCHOOLS ALLIANCE
District Members

FROM: Daniel Arnold, Director of Business Services
South Milwaukee – Fiscal Agent

SUBJECT: SWSA 2024-25 Agreement

The attached packet for the Southeastern Wisconsin Schools Alliance includes:

1. Resolution (check appropriate box and return)
2. 66.0301 Agreement (sign and return)
3. Proposed Annual Budget for SWSA
4. Payment Schedule
5. Participant Listing

NOTE:

1. The resolution should be presented to your school board for approval, the appropriate box checked and returned to our district.
2. The 66.0301 Agreement must be signed and returned to our district.
3. The SWSA Annual Report will be emailed directly to each participant in June 2024

If you have any questions, please contact Katrina Haack – khaack@sdsm.k12.wi.us
phone #414-766-5020.

RESOLUTION

SOUTHEASTERN WISCONSIN SCHOOLS ALLIANCE

BE IT RESOLVED that the School District of South Milwaukee retain Hubbard, Wilson & Zelenkova, for the period of July 1, 2024 through June 30, 2025 as Legislative Counsel on a cooperative basis with the other school districts that are members of the Southeastern Wisconsin Schools Alliance, regarding matters of mutual interest as determined by the Alliance, including but not limited to, constitutional limitations on and legislative decisions related to funding for education, research, public awareness and information sharing.

BE IT FURTHER RESOLVED that the District share the fees for these services, plus reasonable and necessary expenses, with the other school districts that are members of the Southeastern Wisconsin Schools Alliance on the basis of:

Dues (Check One):

_____ \$3,200 annual fee for school districts participating in Southeastern Wisconsin Schools Alliance

_____ Not participating

_____ School District

Southeastern Wisconsin Schools Alliance Agreement
(Section 66.0301)

Pursuant to a resolution adopted by school districts participating in the Southeastern Wisconsin Schools Alliance (SWSA):

Participating school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said parties agree and contract with Hubbard, Wilson & Zelenkova, to serve as Legislative Counsel for the Southeastern Wisconsin Schools Alliance as hereinafter set forth;
2. That the School District of South Milwaukee is to be the operator and fiscal agent of the Southeastern Wisconsin Schools Alliance;
3. That the fiscal agent district shall establish and maintain records in accordance with the uniform financial accounting system prescribed by the Department of Public Instruction;
4. That the pro-ration of costs will be assessed equally to each participating school district as provided in the authorizing resolution;
5. That the estimated budget and plan of operation for this cooperative shall be approved in advance to contract signing by all school district parties hereto;
6. That variations from the budget will require prior approval of all school district parties hereto;
7. That the fiscal agent agrees to file the required financial reports with the Department of Public Instruction;
8. That attached hereto and incorporated herein by reference are the budget, the plan for operation and plan of payments to said operator of fiscal agent by each school district.

School District

School Board President

School Board Clerk

Date

SCHOOL DISTRICT OF
SOUTH MILWAUKEE


By

Director of Business Services
Title

5/24/2024
Date

2024-25 PROPOSED ANNUAL BUDGET

SOUTHEASTERN WISCONSIN SCHOOLS ALLIANCE (SWSA)

May 24, 2024

EXPENSES:	PROPOSED BUDGET
Legislative Liaison Team	\$ 34,125.00
Executive Director	\$ 54,000.00
Special SWSA Projects (Communications, Etc.)	\$ -
Website / Tech Services	\$ 900.00
Travel Expenses	\$ 500.00
Supplies	\$ 500.00
Dues/Memberships, Other Potential Opportunities	<u>\$ 2,500.00</u>
TOTAL EXPENSES	<u><u>\$ 92,525.00</u></u>

REVENUES:	PROPOSED BUDGET
Fees from Participating School Districts (based on 30 members)	<u>\$ 80,000.00</u>
TOTAL REVENUE	<u><u>\$ 80,000.00</u></u>

USE OF RESERVES: \$ 12,525.00

Basis for Prorating Costs: Equal distribution among member districts based upon 66.0301.

PAYMENT SCHEDULE
SOUTHEASTERN WISCONSIN SCHOOLS ALLIANCE

July 1, 2024 - June 30, 2025

Each member District will remit payment to the School District of South Milwaukee, Fiscal Agent, as follows:

There will be a **one time** payment due no later than September 20, 2024.

All Districts:

1. September 20, 2024 \$3,200

2024-25 Southeastern Wisconsin Schools Alliance Projected Participant Listing:

District	SWSA Fee
Brown Deer	\$ 3,200
Cudahy	\$ 3,200
Elmbrook	\$ 1,600
Fox Point / Bayside	\$ 3,200
Franklin	\$ 3,200
Glendale / River Hills	\$ 3,200
Grafton	\$ 3,200
Greendale	\$ 3,200
Greenfield	\$ 3,200
Hamilton	\$ 3,200
Kenosha	\$ 3,200
Mequon / Thiensville	\$ 3,200
Milwaukee Public Schools	\$ 3,200
Nicolet	\$ 3,200
Oak Creek / Franklin	\$ 3,200
Oconomowoc	\$ 3,200
Pewaukee	\$ 3,200
Port Washington-Saukville	\$ 3,200
Racine Unified	\$ 3,200
Saint Francis	\$ 3,200
Shorewood	\$ 3,200
South Milwaukee	\$ 1,600
Wauwatosa	\$ 3,200
West Allis / West Milwaukee	\$ 3,200
Whitefish Bay	\$ 3,200
Whitnall School District	\$ 3,200
Total	\$ 80,000

Costa Rica Trip 2025: Approval Document Packet
Prepared June 3, 2024 for June 11, 2024 Board Meeting

Contents:

- Page 1: A. An "Overnight Trip Request" form (Exhibit 1)
- Page 5: E. "Trip Expectation and Rules" form for student and parent/guardian (Exhibit 2)
- Page 9: F. "SIS Overnight Field Trip Health Information and Medical Authorization" form for student and parent/guardian, (Exhibit 3)
- Page 13: H. "Travel Insurance" form for student and parent/guardian (Exhibit 5)
- Page 14: I. "Deviation Form" (Exhibit 6)
- Page 15: J. "Authorization/Permission for Minor to Travel with School Group" form (Exhibit 7).
- Page 16: Appendix A: Copies of the proposed written vendor/travel agent contracts, which will be made available to parents/guardians. Link to additional Questions ("¿Preguntas?") Booklet from Interact Travel (http://www.interact-travel.com/frames_main.html)
- Page 20: Appendix B: Proposed itinerary with dates, times and activities
- Page 22: Appendix C: Proposed agenda for a parent/guardian and student orientation meeting

SCHOOL DISTRICT OF SHOREWOOD

352.1 Exhibit (1)

OVERNIGHT TRIP REQUEST FORM

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: **Sara Kitzynger Anton**

Destination: **Costa Rica (San José, Alajuela and surrounding areas)**

Date and time of departure: **During 9 days between August 2, 2025 through August 19, 2025 (Travel agency to confirm final dates by May 30, 2025.)**

Date and time of return: **During 9 days between August 2, 2025 through August 19, 2025 (Travel agency to confirm final dates by May 30, 2025.)**

Name of class/co-curricular activity/student group: **Spanish students, going into grades 8-9.**

Number of Students attending the trip: **Minimum-6, Maximum-40, plus one chaperone per 5-6 student travelers. Students who wish to attend will be selected through an application process that takes into consideration student attendance, behavior and discipline history, grades, and a personal statement students will include in their application. If not all applicants meet the minimum criteria to travel, not all of the 40 spots will be filled. Application was developed and approved by Sara Kitzynger Anton, organizing teacher volunteer at SIS, and Tiara Rogers, Principal at SIS.**

Are students missing any instructional days/hours of school for this trip? **No**
If yes, please explain:

Description of the educational expectations/correlation to the classroom curriculum associated with this trip: **Students will spend their time immersed in Costa Rican culture and the Spanish language. More specifically, students will take small group (3-5 students) Spanish language lessons with a Costa Rican teacher for 20 hours over the course of the trip. These lessons are differentiated into different groups, based on student language level. In addition, students will practice the language within an authentic context through interactions with tour guides, host families, store owners, groups with which we volunteer, and other community members. Students will connect the culture and language through these interactions, as well as through half- and full-day excursions throughout the trip. These excursions include the following: visiting a coffee producer, ziplining in the rainforest, seeing how chocolate is produced, volunteering in the Alajuela**

community, learning about the ecosystem on Isla Torguga, touring the historical city of Alajuela, and learning about the ecosystem and wildlife of the central valley. The students are expected to participate in all language activities and cultural excursions with an open mind and desire to connect to the language and its speakers. All students are required to participate in at least 5 of 7 of the flex time pre-departure meetings to build community and preview their experiences abroad. All students and a guardian or adult family representative are required to attend all 3 of the family pre-departure meetings. Though not required, it would be a positive experience for students to participate in fundraising experiences before departure for the trip, in order to deepen personal connections between travelers. Students are expected to ask questions and remain positive and curious about their experiences throughout the trip.

Describe your discipline plan: **All discipline rules and guidelines as provided in “Trip Expectation and Rules” form for student and parent/guardian (Exhibit 2) on page 5 of this packet, all rules/guidelines in the Costa Rica Trip application, and all rules and policies outlined in the Interact Travel documents signed by guardians and students.**

If your trip overlaps with a major religious holiday, how will you accommodate your student(s) desire to observe the holiday? **N/A**

What is your plan for health and safety emergencies? **In the event of an emergency, I will follow all plans as specified in student health information charts and work in conjunction with coordinators on site in Costa Rica to get the student(s) necessary medical care. All student and chaperone participants are required to be fully vaccinated against COVID-19 as per Rancho de Español overnight and homestay guidelines; this is to prevent major illness due to COVID-19 to the greatest extent possible. I will also communicate with families back in Shorewood about the nature and extent of the emergency. Interact, our travel agency, has a close and long-standing relationship with Rancho de Español (where we take language lessons and tours) as well as all host families with the program. This is one of the reasons why Shorewood has used Interact for decades. All of their affiliated tour groups and families prioritize safety. While this trip is more costly than going without an agency, the peace of mind provided by a network of professionals in Costa Rica is, in my opinion, worth the extra cost.**

Number of Chaperones: **1 per 6 students; chaperones will be selected with preference given for adults who are Shorewood District staff, have chaperoned this trip before, with experience in working with this age group and/or with proficiency in the Spanish language. Organizing teacher and/or chaperones will be compensated as per district policy.**

Estimated Cost per Chaperone: **(From Interact Travel Agency on chaperone cost:) Complimentary is 1 for every 6 full-paying students. Starting with full-paying student #7, your first Assistant receives 1/6 complimentary for every additional full-paying student.**

Hypothetically, if 10 enroll, you are complimentary with students #1-6 and your first Assistant is entitled to 4/6 partial complimentary, for full-paying students #7-10. If 13 enroll, you have 2 complimentary and 1/6 partial for your Second Assistant, etc.

Estimated Cost per student before and after fundraising:

Before: \$3615

After: Total cost less student funds raised

Cost Per Student Details:

-Homestay STUDENT FEE based on a group size of 25 or more traveling: \$3350*

-Add \$125 small group supplement if a group of 6-24 is traveling.

-Add approx. \$80 on average for luggage fees, both ways

-Add approx. \$60 on average for bus transportation from Shorewood Intermediate School to Chicago O'Hare airport, both ways.

-Cost includes all full meals in Costa Rica. Food not included: Snacks, bottled beverages/water, and meals/snacks in airports or in transit to Costa Rica.

Description of fundraising proposal for the trip:

-Students selling Colectivo Coffee

-Crowdfsource funding through GoFundMe.com as done for the Costa Rica Trips in 2017, 2019, and 2023, in which funds were provided to students with financial need only.

-Spector Scholarship Funds provided by a donor to the district for students with financial need.

-Other student- and family-led fundraisers as students and families see fit

Arrangements/provisions made for students in need of financial assistance:

-Fundraising opportunities listed above

Is this an optional student travel experience? **Yes**

I have complied with all the requirements listed above.



6/3/24

Signature of District Employee

Date

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



6/3/24

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

352.1 Exhibit (2)

TRIP EXPECTATIONS AND RULES

Costa Rica 2025

EXPECTATIONS

Motor Coach/Air Transportation:

- Be prompt for all departures
- Be courteous to the coach drivers, tour escorts, and observe coach rules
- Keep the coaches clean
- Use headphones for all audio equipment

Hotels/Homestays:

- Be in your own hotel or homestay room at designated times-no visiting other students' rooms
- No one will leave the hotel or homestay room after bed check/lights out.
- Be courteous to other guests
- Avoid unnecessary noise and running
- Be courteous to staff and host families and follow hotel or homestay rules
- Any expenses due to vandalism or theft will be assessed to the student(s) responsible
- The student will make every effort to adjust to the host family's customs. The student will help out and respect lifestyles and belongings. If a serious problem arises, the student will discuss it with a chaperone immediately.

General Guidelines:

- During the trip, student's personal appearance and dress will reflect neatness and cleanliness at all times. You are representing the school district and community of Shorewood.
- Students are to show courtesy at all times to district employee, chaperones, peers, tour guides and all others
- The student will take care of their personal belongings, passport, and money. Chaperones will not be held liable if these items are lost or stolen.
- As this is a school-sponsored trip, all rules that apply in school are also in effect on the trip.
- Rule violations will result in disciplinary action according to school policy and consequences will be applied during the trip and/or upon return home.
- The student will participate in the organized activities with promptness and cooperation; in other words, the student will arrive ON TIME and with a POSITIVE ATTITUDE.
- For international travel, the student will carry a copy of their passport with them at all times.

RULES

1. All students are required to follow all school rules, student code of conduct, and district policies/guidelines throughout the trip.
2. There will be no smoking, purchasing or transporting tobacco products at any time during the trip. Violation of this rule may result in immediate trip home at the parent/guardian's expense. Should this occur, the parent/guardian will be responsible for the supervision of their child.
3. There will be no drinking of alcoholic beverages, purchasing, or transporting alcoholic beverages at any time during the trip. Violation of this rule may result in immediate trip home at the parent/guardian's expense. Should this occur, the parent/guardian will be responsible for the supervision of their child.
4. There will be no use of illegal drugs (including marijuana), purchasing or transporting illegal drugs at any time during the trip. Violation of this rule may result in immediate trip home at the parent/guardian's expense. Should this occur, the parent/guardian will be responsible for the supervision of their child.
5. Possession of a weapon, use of a weapon, or endangering the safety of anyone is strictly prohibited. Violation of this rule may result in immediate trip home at the parent/guardian's expense. Should this occur, the parent/guardian will be responsible for the supervision of their child.
6. Any criminal action involving a student will become the responsibility of the parent/guardian.
7. During this trip, student will not pierce or tattoo any part of their body.
8. Students will notify the chaperones if a health problem arises.
9. During this trip, students will not engage in any sexual activities.
10. Students will not drive any automobile or enter any unauthorized vehicles.
11. Any conduct detrimental to other students will be subject to discipline.
12. Students will stay with their assigned group (minimum of 3 people). A student will not leave the group without chaperone permission. The chaperones will always be told in person by each student where they are going, with whom, and the time at which the student will return.
13. Hotel or homestay room and luggage may be checked at any time.

14. I/we also agree to allow the student's luggage to be searched before leaving for the trip. If forbidden items are found, I/we acknowledge that the student will not be permitted to go on the trip.

15. Any damage caused by an individual(s) including but not limited to vandalism, breakage, stealing, will constitute a violation and may be subject to an immediate trip home at the parent/guardian's expense. Should this occur, the parent/guardian will be responsible for the supervision of their child. Also, any fee or fines assessed as a result of the violation will be assessed to the individual(s) responsible.

16. Replacement or repair of uniforms/equipment/instruments furnished by the School District if lost or damaged through willful neglect will be the financial responsibility of the individual responsible.

17. The student will pay for phone calls and incidental personal expenses.

18. For international travel, the student will use a phone card if the student phones home. The student will ask permission of the chaperone before each time they use the phone/internet.

19. Chaperones will use all due precaution within reason. However, I/we acknowledge the possibility of accidents occurring (i.e., cuts, fractures, illness, etc.) and do not hold the School District, District employee or the chaperones liable.

20. All students must abide by School District's Code of Conduct/ Activities Code and the Shorewood School Board policies/guidelines. Infractions of these policies/codes will result in referral to School Administration.

21. The Shorewood School District does not carry any type of travel insurance for participants, therefore it is encouraged that parents/guardians consider purchasing travel insurance for your child. Please complete "Travel Insurance" form, 352.1 Exhibit (4).

If I commit a serious breach of discipline or crime or disregard any of these stipulations, or the stipulations in the application I submit in order to travel with the group, I may be EXPELLED from the trip at any time, either pre-departure or during the international trip, and may be returned to the United States/ Shorewood at my expense or that of my parents/guardians. I will thus forfeit any refund or restitution for any unused portion of the trip.

I understand that the district employees/chaperones and the Shorewood School District are not liable for my well-being during periods of time that I may be absent from supervised activities or during independent activities. I pledge to abide by the stipulations regarding behavior, and I understand that my participation in the program at any time may be terminated by the district employee in light of my failure to follow these stipulations for any reason which may also be

deemed to be in the best interest of the group. I agree to be sent home without an escort at my own or my parents'/guardians' expense with no subsequent refund.

I have read and understand the trip rules and agreements and agree to adhere to them.

Print Student Name Signature Date

I/We have read and understand the trip rules and agreements and understand that I/we and my/our child will adhere to them.

Print Parent/Guardian 1 Name Signature Date

Print Parent/Guardian 2 Name Signature Date

REVIEWED: _____

Shorewood Intermediate School
SCHOOL DISTRICT OF SHOREWOOD
1701 E. Capitol Drive
Shorewood, WI 53211
414-963-6951

352.1 Exhibit (3)

SIS OVERNIGHT FIELD TRIP
HEALTH INFORMATION AND MEDICAL AUTHORIZATION
Costa Rica Trip 2025: August, 2025

To be completed by parent/guardian for all students attending the overnight field trip

Trip Location : Costa Rica **Dates:** For 9 days between August 2-19, 2025 (to be determined by 5/30/25.)

Student's Name _____ **Date of Birth** _____

Student's Complete Address

Name of Parent(s)/Guardian(s)

Primary Parent/Guardian Contact

Name _____ Phone _____

Secondary Parent/Guardian

Contact Name _____ Phone _____

Parent/Guardian Email Address

Secondary Contact Info (if parents cannot be contacted):

Name/Relationship _____

Phone _____

Life Threatening Allergies (check all that apply):

Food (list & describe reaction)

Medication (list & describe reaction)

Bee Stings (list & describe reaction)

Other, explain:

Does your student have a history of (check all that apply):

Asthma Diabetes Seizures Other pertinent health condition

Explain health condition(s) checked above:

Does student have any physical limitations? _____ If yes, please explain:

Does the student have any dietary restrictions? _____ If yes, please explain:

Section 1:

The administration of medication to students on overnight field trips shall be done only when the student has a medical condition that may be adversely affected without medication.

Any prescription or nonprescription medication sent on the field trip must include:

1. The original container. If medication is a prescription, the pharmacy label must accurately reflect medication dose and times as stated in the orders from the doctor.
2. Written **parent** permission for **all prescription and nonprescription** medication.
3. A written order from the **physician** for **prescription** medication (if not already on file at school).

A parent/guardian is responsible for delivering the medication and/or consent forms to the Health Office **5 school days prior to departure** with parent and physician signatures. **Send only the amount of medication needed for the trip.**

Medication: (Check one)

_____ **No**, my student **does not** need any medication during the field trip.

_____ **Yes**, my student will need medication, but a parent will be chaperoning and will manage student medications. (You do not need to complete medication consent forms; you will not need to turn in any medication to the health office. A parent/guardian may **only** give medication to his/her **own** child.)

_____ **Yes**, my student **will need** medication on this field trip. In order to administer medication (prescription and over-the-counter) on the field trip, parents must complete medication consent forms which includes parent signature and may require a written physician's order.

Please list all prescription, over-the-counter, and homeopathic medication that your child will need for the trip below.

Name of medication _____ Dosage _____

Time(s) _____

Name of medication _____ Dosage _____

Time(s) _____

Name of medication _____ Dosage _____

Time(s) _____

Name of medication _____ Dosage _____

Time(s) _____

Name of medication _____ Dosage _____

Time(s) _____

Section 2: Please initial after the option that applies to your student.

OPTION A

MEDICATION ADMINISTRATION FOR STUDENTS **CAPABLE OF SELF-MANAGING** their own medications:

- List all medications above that this student will be carrying and/or taking on the overnight field trip.
- Any medication this student will be carrying, **MUST** be in its original packaging (with either the prescription or the manufacturer label) with **ONLY** the amount needed, while on the trip (some exceptions may apply, i.e. eye drops, ointments, etc. which are difficult to split up)
- For safety reasons, a district trained staff member needs to have written information (consent forms) about all the medications that your student will be carrying and/or taking on the trip. This is important in case any illness develops and information needs to be given to medical personnel.
- If there is an "as needed" medication, please describe how to determine the need.

I give permission to my student to self-manage his/her own medications while at a school sponsored event, including when away from school property on official school business, according to the written instructions on this form.

Initials

OPTION B

MEDICATION ADMINISTRATION FOR STUDENTS **NOT CAPABLE OF SELF-MANAGING** their own medications:

- Only list and supply medications that this student will definitely need on the overnight field trip.
- Any medication this student needs, **MUST** be brought to school in its original packaging (with either the prescription or the manufacturer label) with **ONLY** the amount needed while on the trip (some exceptions may apply, i.e. eye drops, ointments, etc. which are difficult to split)
- For safety reasons, all medications must be administered by a district trained adult or parent /guardian administering medication to his/her own student. This student is not allowed to carry over the counter or prescription medications (except for inhalers, and/or epi-pens).
- Any medications listed on this form **MUST** be brought to school prior to departure.
- If there is an "as needed" medication, please describe how to determine the need (in the purpose box of the chart below)

I give permission to designated personnel to give medication if needed to this student at school or school sponsored event, including when away from school property on overnight field trips, according to the written instructions on this form.

Initials

Other special circumstances (for example in a foreign country a surrogate/host parent authorized to give medication)

Section 3: Permission to Administer Stock Medications

As a courtesy to our students, the district offers the following stock (over-the-counter) medication: Advil (ibuprofen), Tylenol (acetaminophen), and Benadryl (diphenhydramine) for use on overnight field trips. Stock medication is in tablet form only. A parent/guardian must provide chewable or liquid medication, if his/her child is unable to swallow tablets.

In case of minor injury or illness during the overnight field trip, I authorize the medical personnel or supervising teacher to be my agent to give my child the appropriate dosage as directed on the packaging of the over-the-counter medication listed below. I understand alternate methods of care will be used before medication is given (i.e., eating, hydration, resting, etc.). I agree to, and do hereby hold the district and its employees harmless from any and all claims, demands, causes of action, liability, or loss of any sort, because of or arising out of acts or omissions with respect to this medication.

PLEASE INITIAL NEXT TO THE MEDICATIONS YOU ARE AUTHORIZING FOR ADMINISTRATION

I understand that ONLY the over-the-counter medications listed below will be available. All other non-prescription medication must be brought to the health office by a parent/guardian in a manufactured labeled container.

Parent Initials	Medication
_____	Advil (ibuprofen) 200mg tablet:1-2 tablets by mouth every 6-8 hours
_____	Tylenol (acetaminophen) 325mg tablet:1-2 tablets by mouth every 4-6 hours
_____	Benadryl (diphenhydramine) 25mg tablet:1-2 tablets by mouth every 4-6 hours

In the event of a medical emergency, 911/Emergency Medical Services will be called and student will be transferred to the nearest medical facility. I understand the arrangements and believe that the necessary precautions and plans for the supervision of my child during the field trip will be taken. Beyond this we will not hold the school or those supervising the trip responsible. I give consent for my child to go on this trip. I have read and understood the information booklet.

Student (sign here): _____ Date: _____
 Parent/Guardian: _____ Date: _____
Signature

REVIEWED: May 27, 2015

Shorewood Intermediate School
SCHOOL DISTRICT OF SHOREWOOD
 1701 E. Capitol Drive
 Shorewood, WI 53211
 414-963-6951

352.1 Exhibit (6)

DEVIATION FORM
Costa Rica Trip 2025

The Shorewood School District will arrange transportation throughout the trip. If a parent/guardian requests to provide transportation for their child to/from the destination or during the trip, this form must be completed. Students may not provide their own transportation.

The parent/guardian is responsible for their child when removed from the School District's trip.

The parent/guardian explanation of the deviation from the School District's proposed trip itinerary:

_____	_____	_____
Print Student Name	Signature	Date
_____	_____	_____
Print Parent/Guardian 1 Name	Signature	Date
_____	_____	_____
Print Parent/Guardian 2 Name	Signature	Date
_____	_____	_____
Print District Employee Name	Signature	Date

REVIEWED: August 14, 2012

Shorewood Intermediate School
SCHOOL DISTRICT OF SHOREWOOD
1701 E. Capitol Drive
Shorewood, WI 53211
414-963-6951

352.1 Exhibit (7)

AUTHORIZATION/PERMISSION FOR MINOR TO TRAVEL WITH SCHOOL GROUP
Costa Rica Trip 2025

I acknowledge that _____ has my consent to travel with the
Costa Rica Trip 2025. They have my permission to do so.

Print Parent/Guardian 1 Name Signature Date

Print Parent/Guardian 2 Name Signature Date

State of _____, County of _____

On this _____ day of _____, 20_____.

before me personally came _____ known to me and known by me
to be the parent/guardian of _____.

Notary Public, State of _____

My commission expires _____

REVIEWED: August 14, 2012

Shorewood Intermediate School
SCHOOL DISTRICT OF SHOREWOOD
1701 E. Capitol Drive
Shorewood, WI 53211
414-963-6951

Appendix A: Links to and PDFs of the proposed written vendor/travel agent contracts, which will be made available to parents/guardians. These are subject to travel agency revision until the date signed:

Enrollment Form:

http://www.interact-travel.com/frames_main.html

VALID FOR TRAVEL IN 2025

STUDENT ENROLLMENT FORM

Signatures: _____
 School Name: _____

PERSONAL DATA COMPLETE THIS FORM LEGIBLY. USE BLUE OR BLACK INK

Legal First Name (as it matches your passport): _____
 Legal Middle Name (as it matches your passport): _____
 Legal Last Name (as it matches your passport): _____

Indicate makes of reservations and issues airline tickets for each participant as the name is submitted on the Enrollment Form. Any correction to name, for any reason, within 120 days prior to departure will incur a \$200 service fee and may result in an additional service fee and/or a different type itinerary from the group.

MAILING ADDRESS:

House / Apartment number and Street: _____
 City: _____ State: _____ Zip Code: _____
 Day Phone: _____ Cell Phone: _____
 Email: _____

Date of Birth: _____
 (Month) (Day) (Year)

Gender: Male Female Unspecified or another gender identity
 (As it matches your passport)

Legal Parent or Legal Guardian (Must be filled out completely)

First Name: _____ Last Name: _____
 Day Phone: _____ Cell Phone: _____
 Email: _____

Sign the form and include the applicant's \$200 deposit payable to INTERACT TRAVEL.

Please check:
 I certify that I have read and understand all terms and conditions as set forth in the Program Agreement and the ITI Preguntas Student Booklet and that I agree to and accept of such terms and conditions.

Signature of Applicant: _____ Date: _____

IF APPLICANT IS UNDER 21 YEARS OF AGE, THE PARENT OR LEGAL GUARDIAN FOR THE APPLICANT MUST REVIEW AND AGREE TO THE FOLLOWING:

Please check:
 I certify that I am the parent or legal guardian of the applicant, that I have read and understand all terms and conditions as set forth in the Program Agreement document and the ITI Preguntas Student Booklet. I accept and will be bound by all such terms and conditions on my behalf and on behalf of the applicant.

Signature of Legal Parent or Legal Guardian: _____ Date: _____

Send the enrollment form & deposit to your Classroom Teacher. Do not send directly to Interact.

Waiver and Release:

INTERACT WAIVER AND RELEASE

INTERACT TRAVEL, INC. - WAIVER AND RELEASE OF LIABILITY AGREEMENT 2025

I. PARTICIPATION IN AN INTERACT TRAVEL PROGRAM

The undersigned, being the parent or legal guardian of the student described below (the "Student"), represents that he/she has the authority to enter into this Waiver and Release and hereby gives permission for the Student to participate in an international travel program ("Program") organized or offered by Interact Travel, Inc., a Wisconsin corporation. The undersigned acknowledges and agrees that he/she is also signing this Waiver and Release on behalf of the Student who is underaged, a child or ward, if any Student is eighteen (18) years of age or older, or if any Student attains the age of eighteen (18) years prior to the Program's departure. He/she hereby agrees to the terms and conditions of this Waiver and Release by signing the "Student Acknowledgment & Assent" below. For purposes of this Waiver and Release, Interact Travel, Inc. includes all owners, officers, directors, employees, agents, representatives, partners, successors, assigns, subsidiaries and affiliates of Interact Travel, Inc. (collectively, the "Released Parties").

II. EXPRESS ASSUMPTION OF RISK

This Waiver and Release is applicable to the Student's participation at the Program and all events and activities relating to the Program. The undersigned acknowledges that participation in the Program does involve significant known and unknown risks of bodily injury, property damage, and other dangers associated with international travel as well as educational and homestay programs. The undersigned understands and agrees that the Student's participation in the Program and its related events and activities is completely voluntary, and the undersigned assumes all risk of injury, illness, damage or loss that might result from the Student's participation in the Program, even if the risks arise out of the negligence of Interact Travel, Inc.

III. WAIVER/RELEASE OF LIABILITY

BY THE EXECUTION OF THIS WAIVER AND RELEASE, THE UNDERSIGNED AGREES THAT AS THE PARENT OR LEGAL GUARDIAN OF THE STUDENT AND IN CONSIDERATION FOR MY STUDENT BEING PERMITTED TO PARTICIPATE IN THE PROGRAM AND ANY AND ALL EVENTS OR ACTIVITIES THAT ARE OR MIGHT BE ASSOCIATED WITH THE PROGRAM, THE UNDERSIGNED AGREES ON BEHALF OF THE UNDERSIGNED, HIS/HER STUDENT AND EACH OF OUR RESPECTIVE FAMILY MEMBERS, HEIRS, AND ASSIGNS TO RELEASE, WAIVE, DISCHARGE AND HOLD HARMLESS INTERACT TRAVEL, INC. AND THE RELEASED PARTIES FROM AND AGAINST ANY AND ALL RIGHTS, CLAIMS, DEMANDS, CAUSES OF ACTION, OBLIGATIONS, SUITS, PROCEEDINGS, LITIGATIONS, DAMAGES, INJURIES, LOSSES, LIABILITIES, COSTS OR EXPENSES OF ANY KIND AND CHARACTER (INCLUDING ACTUAL ATTORNEYS' FEES AND OTHER COSTS OF LITIGATION, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, SUSPECTED OR CLAIMED THAT COULD BE BROUGHT BY THE UNDERSIGNED OR THE STUDENT OR A THIRD PARTY ACTING ON THEIR BEHALF ARISING FROM OR RELATING TO THE PROGRAM, MY STUDENT'S PARTICIPATION IN THE PROGRAM AND ALL EVENTS AND ACTIVITIES RELATING TO THE PROGRAM. THE UNDERSIGNED ASSUMES FULL RESPONSIBILITY FOR ANY SUCH LOSSES, INJURIES, DAMAGES, COSTS OR EXPENSES WHICH MAY OCCUR AS A RESULT OF THE PROGRAM AND FURTHER AGREES THAT INTERACT TRAVEL, INC. SHALL NOT BE LIABLE FOR ANY LOSS OR THEFT OF PERSONAL PROPERTY. THE UNDERSIGNED SPECIFICALLY AGREES THAT NEITHER INTERACT TRAVEL, INC. NOR THE RELEASED PARTIES SHALL BE LIABLE OR RESPONSIBLE FOR ANY SUCH LOSSES, INJURIES, DAMAGES, COSTS, EXPENSES OR THEFT, EVEN IN THE EVENT OF NEGLIGENCE BY INTERACT TRAVEL, INC. HOWEVER, THIS WAIVER AND RELEASE DOES NOT APPLY TO INTENTIONAL CONDUCT BY INTERACT TRAVEL, INC. OR ANY OF THE RELEASED PARTIES.

IV. ACKNOWLEDGEMENT OF WAIVER AND RELEASE

The undersigned acknowledges that by signing below, he/she and his/her Student are giving up substantial legal rights that they may otherwise have and that they may be making legal liabilities they would not otherwise have. The undersigned states that he/she has had sufficient time to review this Waiver and Release with competent legal counsel of their choice. The undersigned further states that he/she has carefully read the foregoing Waiver and Release, knows the contents hereof, and has signed this Waiver and Release as his/her own free act. The undersigned understands that his/her execution of the document of a substitute document approved in writing by the Travel Director of Interact Travel, Inc. who is currently Jennifer Koss (phone: tel. 920-434-2100, e-mail: jennifer@interact-travel.com) or her successor ("Interact Travel Officer"), on behalf of Interact Travel, Inc. is essential for the Student's participation in the Program and all events, activities relating thereto. The undersigned understands that

he/she has the opportunity to speak to the Interact Travel Officer if the undersigned has any questions regarding his/her rights under this document or to negotiate the terms of this document and agrees upon an alternative to this document acceptable to the undersigned and Interact Travel, Inc., and that he/she has the authority to approve and execute any alternative to this document. No such alternative document is valid unless approved and signed by the Interact Travel Officer and the undersigned. By executing this document, the undersigned warrants that he/she is fully aware that he/she and his/her Student are waiving any right they may have to bring a legal action to assert a claim against Interact Travel, Inc. for negligence.

VI. SEVERABILITY

The undersigned hereby agrees that in the event any term or any part of any term of this Waiver and Release is determined to be void or unenforceable, such term or part of a term shall be considered separate and severable from this Waiver and Release and the remaining terms shall continue in full force and effect.

READ THIS WAIVER AND RELEASE BEFORE SIGNING

PARENT/LEGAL GUARDIAN ACKNOWLEDGMENT & AGREEMENT

(Signature)
Printed Legal Name:
Student's Legal Name:
Date Signed:

STUDENT ACKNOWLEDGMENT & AGREEMENT

(only if 18 years of age or older)

By signing below, I acknowledge that I am 18 years of age or older and that I agree to be bound by all of the terms and provisions stated in this Waiver and Release of Liability Agreement, and that all references in this Waiver and Release to the "undersigned" and "Student" shall refer to and include me.

(Signature)
Student's Legal Name:
Date Signed:

STUDENT ACKNOWLEDGMENT & AGREEMENT

(only if 17 years of age or younger)

By signing below, I acknowledge that I am 17 years of age or younger and that I agree to be bound by all of the terms and provisions stated in this Waiver and Release of Liability Agreement, and that all references in this Waiver and Release to the "undersigned" and "Student" shall refer to and include me.

(Signature)
Student's Legal Name:
Date Signed:



STW0040205

Interact Travel - 2207 Velp Avenue, Green Bay, Wisconsin, 54303
www.interact-travel.com

http://www.interact-travel.com/frames_main.html

Program Agreement:

INTERACT PROGRAM AGREEMENT

INTERACT TRAVEL, INC. PROGRAM AGREEMENT 2020

As the parent or legal guardian of a student ("Student") participating in an international travel program ("Program") organized or offered by Interact Travel, Inc., a Wisconsin corporation ("ITI"), I agree to the terms and conditions stated in this Program Agreement, for myself and on behalf of my Student. If my Student is eighteen (18) years of age or older, or if my Student attains the age of eighteen (18) years prior to the Program's departure, he/she must also agree to the terms and conditions of this Program Agreement by signing the "Student Program Agreement Acknowledgment" below.

1. I HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS ITI AND ITS OWNERS, OFFICERS, DIRECTORS, EMPLOYEES, AND AGENTS, MY LOCAL SCHOOL AND SCHOOL DISTRICT, AND THE ORGANIZING TEACHERS AND OFFICIAL ASSISTANTS FROM AND AGAINST ALL CLAIMS, DEMANDS, LOSSES, LIABILITIES, DAMAGES, INJURIES, CAUSES OF ACTION, SUITS, PROCEEDINGS, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES AND OTHER COSTS OF LITIGATION, COLLECTIVELY, "CLAIMS" ARISING FROM OR CONNECTED WITH, (A) ANY BREACH OR VIOLATION OF THIS PROGRAM AGREEMENT BY ME OR MY STUDENT, OR BY ANY ACT OR OMISSION THAT I OR MY STUDENT COMMITTS OR ENGAGES IN WHILE PARTICIPATING IN THE PROGRAM, EXCEPT TO THE EXTENT THAT ANY CLAIM ARISES FROM ITI'S INTENTIONAL CONDUCT.

2. ITI'S MAXIMUM LIABILITY UNDER THIS PROGRAM AGREEMENT SHALL BE LIMITED TO THE TOTAL AMOUNT PAID BY ME FOR THE PROGRAM. FURTHER, I AGREE THAT ITI SHALL NOT BE RESPONSIBLE OR LIABLE FOR LOSS OF MY STUDENT'S PASSPORT, AIRLINE TICKETS, OR OTHER TRAVEL DOCUMENTS OR FOR ANY LOSS OR DAMAGE TO MY OR MY STUDENT'S LUGGAGE OR PERSONAL BELONGINGS IN NO EVENT SHALL ITI BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, INCIDENTAL, ENHANCED, EXEMPLARY OR PUNITIVE DAMAGES SUCH AS, WITHOUT LIMITATION, LOST PROFITS, REVENUE OR WAGES.

3. I understand and agree that the Waiver and Release of Liability Agreement separate from the Interact Program Student Booklet constitutes a part of and is incorporated by reference into this Program Agreement.

4. Each Program begins with the takeoff of the international flight and ends upon completion of the return flight to the United States. I agree that ITI has the right to: (a) select all accommodations to be used in connection with the Program, to include hotels and homestays with families in the countries that are included in the Program; and (b) designate room and roommate assignments for my Student during the Program.

5. ITI shall not be liable for or deemed to be in breach or default of this Program Agreement due to any event beyond ITI's control, including, without limitation, acts of God, hurricanes, floods, natural disasters, war (whether declared or undeclared), acts of terrorism, riots, civil unrest, strikes, labor disputes, epidemics, pandemics, bacterial or viral outbreaks, emergency orders or proclamations, quarantine restrictions, acts or restrictions of government bodies or authorities, shortages or unavailability of transportation, restrictions or delays caused by persons or entities not controlled by ITI, such as airlines, bus companies, railways, and hotels, or any other cause beyond ITI's control, whether or not similar in type or nature to the previously listed events.

6. ITI reserves the right to suspend or terminate my Student's participation in the Program at any time for violations of this Program Agreement or the ITI Code of Conduct stated at page 3 of the Interact Program Student Booklet (the "Code of Conduct") which is incorporated by reference into this Program Agreement, or for any other justifiable reason. ITI SHALL HAVE THE RIGHT, WITHOUT ADVANCE NOTIFICATION TO ME, WITHOUT ESCORT OR REWARD, AND AT MY EXPENSE, TO SEND MY STUDENT HOME IF HE/SHE IS UNDER THE AGE OF 21 AND DRINKS OR SAMPLES ALCOHOLIC BEVERAGES, USES ILLEGAL DRUGS, OR VIOLATES THE ITI CODE OF CONDUCT. ITI DOES NOT ACCEPT PARENTAL PERMISSION FORMS AUTHORIZING THEIR SON/DAUGHTER TO DRINK OR SAMPLE ALCOHOLIC BEVERAGES. FURTHERMORE, I AM ADVISED THAT THEFT OR USE AND/OR POSSESSION OF ILLEGAL DRUGS CONSTITUTES A VIOLATION OF LOCAL, STATE, FEDERAL OR FOREIGN LAWS AND MAY BE PUNISHABLE BY IMMEDIATE IMPRISONMENT. CONSULAR INTERVENTION WILL NOT BRING ABOUT THE RELEASE OF THE OFFENDER.

7. I understand that the Program is a supervised program and agree that my Student is subject to the authority of his/her Organizing Teacher at all times during the Program. As used in this Program Agreement, "Organizing Teacher" means any Spanish teacher who organizes, oversees, and participates in the Program, and "Official Assistant" means any adult selected by the Organizing Teacher to assist with and participate in the Program. I further agree that ITI has the right to enforce the Code of Conduct. In addition, my Student agrees to stay in his or her assigned hotel accommodations from 10 pm to 7 am, local time unless he/she is with an Organizing Teacher, host family, or unless an emergency exists. I understand and agree that if my Student fails to abide by any of these policies, a collect phone call will be made to me by the Organizing Teacher or ITI. If ITI deems it appropriate, I agree that ITI may send my Student home without escort, at my expense, with no refund granted. I agree to promptly reimburse ITI for any costs or expense it incurs in connection with the enforcement of this Section 7 or the Code of Conduct.

8. I understand that if my Student is expelled or suspended from school or otherwise disciplined by his/her Organizing Teacher, school or by local authorities, or if my Student is charged with an equivalent of any crime, or if my Student fails to meet any requirements for participation in the Program, as established by ITI or his/her Organizing Teacher or school, after my Student will be deemed ineligible to participate in the Program and I will be subject to ITI's cancellation policy described in Section 25 at below entitled "CANCELLATION BY PARENT/LEGAL GUARDIAN/STUDENT".

9. If my Student becomes ill or incapacitated, I agree that ITI may take whatever action it deems necessary to ensure his/her health and safety including, without limitation, obtaining medical treatment for him/her at my expense, and/or transporting my Student at my expense back to my home for medical treatment. ITI is not responsible for the quality and timeliness of any such medical treatment received by my Student. I agree to pay any costs or expenses incurred on my behalf by ITI for medical treatment or other reasons relating to my Student. If ITI deems or pays for any such costs or expenses, I will reimburse ITI immediately upon my Student's return. I also agree to reimburse ITI for all costs of collection, including reasonable attorney's fees and costs of litigation, relating to payment of medical expenses or any other amount due to ITI under this Program Agreement.

10. I agree that ITI is not responsible for my Student's safety or well-being when he/she is absent from ITI-supervised activities. I shall be exclusively liable for any financial obligations my Student may incur or any damage or injury my Student may cause while participating in the Program, including any claim, loss, damage or injury resulting from my Student's negligent or intentional conduct.

11. I agree that any photograph, video, image, likeness, or any other means by which my Student may be recorded or recognized while participating in the Program, and any of any of my Student's comments or statements regarding the Program, may be used (without compensation to me or my Student) in future advertising or marketing materials produced, published or displayed by ITI in any form or medium.

12. I certify that my Student is in good physical and mental health and that he/she has no special medical or physical conditions, nor any special needs or requirements, which would impede participation in the Program, or be of any harm or inconvenience to my Student or the other participants in the Program.

13. I agree that I and my Student are solely responsible, at our expense, for obtaining and carrying proper travel documents, and if he/she is not a U.S. citizen, the appropriate visas for countries he/she is to visit as part of the Program, and for complying with all health-related laws and requirements mandated by any applicable governmental body or authority, to include, if applicable, immunization required health insurance (after demonstrating proof of a timely negative COVID-19 test). Further, I shall hold ITI harmless if I or my Student are unable to obtain the necessary documents for participation in the Program. I understand that inability to obtain these visas or other documents does not constitute grounds for withdrawal or cancellation from the Program with a full refund, and that the cancellation policies stated in Section 25 at below entitled "CANCELLATION BY PARENT/LEGAL GUARDIAN/STUDENT" shall apply.

14. I grant to ITI the right to select or approve of a replacement for my Organizing Teacher if he or she is unable or unwilling to participate in the Program.

15. I understand that if events outside ITI's control require a change in the complete student fees, my Organizing Teacher will receive written notification with available options and deadlines.

16. I agree that ITI reserves the right to determine airlines and flight timings.

INTERACT PROGRAM AGREEMENT (CON'T)

INTERACT TRAVEL, INC. PROGRAM AGREEMENT 2025

17. I agree that ITI and/or the air carrier have the right to substitute airlines, to make changes in equipment, in the published itinerary, in the departure and arrival dates, times, or cities, or to alter the itinerary and I agree to accept any such changes. Further, ITI shall have the right to change the Program itinerary and/or to reschedule the Program to a later departure date, subject prior to travel season of, in ITI's sole judgment, rescheduling the Program as necessary to protect the health or safety of any Student or to due to circumstances beyond ITI's control. No refunds will be made in the event of changes in the itinerary occurring prior to or after departure, or in the event of a rescheduled Program.

18. I understand that all information pertaining to my Student's Program, including payments and air tickets, are e-mailed directly to my Organizing Teacher.

19. This Program Agreement may not be modified except in writing signed by me and an authorized ITI representative. This Program Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Wisconsin, without regard to conflict of law principles. All disputes, claims, causes of actions, or counterclaims resulting from the breach, enforcement or interpretation of this Program Agreement shall be initiated and prosecuted exclusively in the State of Wisconsin courts having jurisdiction over Brown County, Wisconsin. I consent to the jurisdiction and venue of such courts and expressly waive all objections based on the doctrine of personal jurisdiction or jurisdictional forum. I KNOWINGLY, VOLUNTARILY AND EXCLUSIVELY WAIVE MY CONSTITUTIONAL RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY DISPUTES, CLAIMS, CAUSES OF ACTIONS, OR COUNTERCLAIMS THAT MAY ARISE OUT OF THIS PROGRAM OR THIS PROGRAM AGREEMENT AND AGREES THAT ANY LITIGATION BETWEEN THE PARTIES CONCERNING THIS PROGRAM AGREEMENT SHALL BE HEARD BY A COURT DESCRIBED IN THIS SECTION WITHOUT A JURY. I HEREBY CERTIFY THAT I HAVE REVIEWED THE EFFECT OF THIS PROGRAM AGREEMENT TO INCLUDE THE WAIVER OF JURY TRIAL WITH COMPETENT LEGAL COUNSEL OF MY CHOICE, OR HAVE BEEN AFFORDED THE OPPORTUNITY TO DO SO, PRIOR TO SIGNING THIS PROGRAM AGREEMENT.

20. I understand that ITI does not investigate or actively monitor the Organizing Teacher and Official Assistants. Instead, I shall perform my own background checks, interviews and the like that I determine, in my sole discretion, are necessary prior to my Student's participation in the Program, provided that such investigations and checks are conducted in accordance with all applicable laws. ITI HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES REGARDING ANY ORGANIZING TEACHER AND OFFICIAL ASSISTANTS, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY REGARDING THE CHARACTER OR BACKGROUND OF AN ORGANIZING TEACHER AND OFFICIAL ASSISTANTS.

21. I agree to notify ITI in writing, as soon as possible if I or my Student suffer or incur any loss, damage or injury arising out of the Program, provided that no demand, claim, or cause of action, regardless of form, arising out of the Program or this Program Agreement may be brought by me or my Student, or anyone on our behalf, against ITI more than one (1) year after the date on which the demand, claim or cause of action accrued.

22. All of the terms and conditions of the Interact Program Student Booklet are incorporated herein by reference and made a part of this Program Agreement. In the event of any conflict between the provisions of this Program Agreement and the Interact Program Student Booklet, the provisions of this Program Agreement shall control.

23. Time is of the essence with respect to all payment deadlines. I acknowledge and agree that ITI may terminate this Agreement and my Student's participation in the Program may be cancelled, in ITI's sole discretion, if I miss any payment deadline.

24. ITI has the right to terminate this Agreement at any time, without cause, by providing me with a 7-day written notice of termination. In such event, I shall be entitled to a refund equal to the amount determined in accordance with Sections 25(a) (1) and 25(a) (2) below.

25. CANCELLATION/REFUND POLICY

A. Cancellation by Parent/Legal Guardian/Student
If I wish to voluntarily cancel my participation in the Program, I must notify ITI in writing of such cancellation at least 14 days prior to departure. The cancellation date is determined by the date that ITI confirms my written notice of cancellation. If I voluntarily cancel my participation in the Program, the following cancellation/refund policies shall apply:

1. CANCELLATION WITH IMMEDIATE REPLACEMENT:

If I cancel my participation in the Program by no later than 125 days prior to the Program departure date and I locate a replacement student suitable to the Organizing Teacher, I will be entitled to a refund of all amounts previously paid by me to ITI, less a \$250 processing fee. ITI's official form to propose a replacement student shall be obtained from the Organizing Teacher. I understand that I am solely responsible for locating a replacement student but all decisions and approvals regarding the suitability of the proposed replacement shall be made by the Organizing Teacher. The replacement must also complete and submit all ITI-required agreements and documents as a condition to participating in the Program.

2. STANDARD CANCELLATION (NO REPLACEMENT):

(A) For any cancellation by me more than 125 days prior to the Program departure date, \$300 plus the adult fee (if applicable), is non-refundable and non-transferable. (B) For any cancellation by me from 125 through 90 days prior to the Program departure date, \$350 plus the adult fee (if applicable) is non-refundable and non-transferable. All optional tour fees are non-refundable and non-transferable, and possible airline, housing, and hotel penalties may also apply, which I shall be responsible for; and (C) For any cancellation by me 90 days or less prior to the Program departure date, I shall not be entitled to any refund from ITI.

B. Cancellation by the Organizing Teacher or School
Cancellation of the Program by the Organizing Teacher or school, for any reason, shall not be considered a cancellation by ITI. Instead, any cancellation of the Program by the school or Organizing Teacher shall be considered a cancellation by me and the cancellation/refund policy stated in Section 25(a) (2) above shall apply.

3. Cancellation by ITI:

I agree that ITI has the right to cancel the Program at any time if ITI determines, in its sole discretion, that cancellation is necessary to protect the health, safety or welfare of me or other participants of the Program, including without limitation, if the U.S. Department of State issues a Level 4 travel advisory or warning for my notice equivalent to a "Do Not Travel" advisory for a country included in the Program. We also acknowledge that, in preparation for the Program, ITI will be required to make payments to airlines, bus companies, railways, hotels and other vendors (such as vendors) using amounts paid by you to ITI and that such vendor payments may be non-refundable to ITI or to you. Interact strongly recommends that you purchase travel insurance with a "Cancel for Any Reason" option. If ITI cancels the Program in accordance with the Section 25(a) of ITI will promptly notify the Organizing Teacher in writing and the Organizing Teacher will be responsible for providing all cancellation notices and information to me. The cancellation date is determined by the date that ITI sends written notice of the cancellation. In the event of such cancellation, ITI shall engage in commercially reasonable efforts to seek refunds of amounts previously paid to vendors but ITI cannot guarantee such payments will be refunded to ITI. You agree that the maximum refund you will receive from ITI if ITI cancels the Program in accordance with this Section 25(a) shall be: (1) those amounts paid by you which ITI is holding as of the date of cancellation, plus (2) your pro-rata portion of any refund that ITI is able to obtain from vendors, provided, however, such pro-rata refund is only with respect to amounts paid by you prior to the date of cancellation, less (3) a processing fee of \$125.00 plus the adult fee (if applicable). I agree that the maximum refund amount stated in the preceding sentence is non-transferable and in light of the fact that payments to vendors may be non-refundable to ITI.

Additional detail is found on the travel agency's website, and in the ¿Preguntas? (Questions?) Packet provided by the travel agency for parent questions:

http://www.interact-travel.com/frames_main.html

Appendix B: Proposed itinerary with dates, times and activities (Dates and order of activities will change but the activities themselves and approximate schedule will remain the same.)



Sara Kitzinger Anton Group
40 Participants
Custom Alajuela Amistad Homestay Program
2019 Official Activities Schedule



DATE	SERVICE	TIME
31-Jul	VIP Canatur Service (AA#986)	7:58 PM
	Arrival transfer from the Airport	9:00 PM
	Welcoming and Program orientation. Staff confirms details for luggage delivery	9:30 PM
	Transfer to the homestay meeting points. Meet your homestay family	10:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
<i>Central Meeting Point: Calle el Bajo, Provincia de Alajuela, La Guacima, Alajuela, Costa Rica</i>		
1-Aug	Breakfast in your homestay	7:00 AM
	Spanish Instruction at Rancho de Español	8:00 AM
	Coffee Break	10:00 AM
	Lunch in your homestay	12:00 PM
	Transfer to Alajuela City	1:30 PM
	Group exploration: Plaza Mayor and Mercado (group scavenger hunt). Sample helados	2:00 PM
	Transfer to the homestay meeting point	5:00 PM
	Dinner in your homestay	6:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
2-Aug	Breakfast in your homestay	7:00 AM
	<i>Box Lunch (Ask your family for a carry along lunch)</i>	7:30 AM
	Spanish Instruction at Rancho de Español	8:00 AM
	Group 1: Costa Rica cooking class at El Rancho (será parte de la clase de español)	9:00 AM
	Group 2: Costa Rica cooking class at El Rancho (será parte de la clase de español)	11:00 AM
	Transfer to Doka Coffee Plantation	12:30 PM
	Coffee Tour	2:00 PM
	Shopping stop at Sr. Y Sra. S	5:00 PM
	Transfer to the homestay meeting point	6:00 PM
	Dinner in your homestay	7:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
3-Aug	Breakfast in your homestay	6:30 AM
	Transportation to Sarapiquí Rain Forest	7:00 AM
	Zipline/Canopy Tour. Lunch	10:00 AM
	Transportation to La Tirimbina Reserve	1:00 PM
	Chocolate Adventure Tour	1:30 PM
	Transfer to the homestay meeting point	5:30 PM
	Dinner in your homestay	7:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
4-Aug	Transfer to Puntarenas Dock	6:30 AM
	Breakfast at a local restaurant in Puntarenas	8:00 AM
	Tortuga Island Cruise. Lunch	9:00 AM
	Transfer to the homestay meeting point	6:00 PM
	Dinner in your homestay	7:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
5-Aug	Breakfast in your homestay	7:00 AM
	Spanish Instruction at Rancho de Español	8:00 AM
	Coffee Break	10:00 AM
	Lunch in your homestay	12:00 PM
	Transportation to Humanitarian InterAction	1:00 PM
	Somos: Stop at a local store to buy donations for the Humanitarian Project	1:20 PM
	Volunteer InterAction: ESCUELA MIXTA DE SIQUIARES	2:00 PM
	Transfer to the homestay meeting point	5:30 PM
Dinner in your homestay	7:00 PM	
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		
6-Aug	Breakfast in your homestay	7:00 AM
	Spanish Instruction at Rancho de Español	8:00 AM
	Coffee Break	10:00 AM
	Lunch in your homestay	12:30 PM
	Transportation to Humanitarian InterAction	1:30 PM
	Somos: Stop at a local store to buy donations for the Humanitarian Project	1:45 PM
	Volunteer InterAction: ESCUELA MIXTA DE SIQUIARES	2:30 PM
	Transfer to the homestay meeting point	5:00 PM
	Dinner in your homestay	6:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (506) 2438 0071		

7-Aug	Breakfast in your homestay	7:00 AM
	Spanish Instruction at Rancho de Español	8:00 AM
	Coffee Break	10:00 AM
	Lunch in your homestay	12:30 PM
	Transportation to La Garita City	1:30 PM
	Visit ZooAVE, rehab center for injured animals	2:00 PM
	Transfer to the homestay meeting point	5:00 PM
	Dinner in your homestay	5:00 PM
Overnight: Rancho Homestay Program -Tel: (00) (508) 2438 0071		
8-Aug	Breakfast in your homestay	8:00 AM
	Departure transfer to the airport for flight: (AA#1706) at 2:42pm	10:45 AM
<i>Tips for all listed activities are included.</i>		

*Bring this official activities sheet with you. Photocopies are recommended for all participants & parents.
PREGUNTAS booklet: all policies apply. Interact and its foreign representatives do not accept waivers.*

Appendix C: Proposed agenda for a parent/guardian and student orientation meeting

Costa Rica 2025 Informational Meeting: Date TBA

-Introductions and Overview of Costa Rica: Families, kids, teacher

-Payment Schedule:

- When to submit
- Please address to Profe. Anton and turn in to SIS
- Please read contacts provided carefully for refund policies

-Packet Review: Printed packet: (Also scanned and uploaded in Google Classroom)

1. Sara Anton's Contact Information (White, 1 page)
2. Itinerary for Travelers (Pink, 1 page)
3. Basic Flight Information (Yellow, 1 page)
4. Using Google Classroom (Blue, 1 page)
5. "Preguntas" Booklet Copies (Green, 8 pages, double-sided)
6. Health and medication packet and recommendations (Option A, only provided OTC medications, etc.)

-Fundraising

- Coffee sale
- Discussion: Crowdsourcing funding
 - For students with financial need
 - Privacy and logistics
- Student leadership roles in securing funds
- Other fundraising ideas?

-Introduction to Google Classroom

- Purpose of Google Classroom leading up to trip
- Student e-mails and passwords provide access
- Posting and commenting
- Student "Assignments" throughout the time preparing for departure
- Profe Anton facilitating posts while in Costa Rica

-Meeting Schedule

- With families:
 - Orientation
 - End of school year
 - Within 1 week of departure (dinner)
 - Approximately 1 week after returning (dinner)
- Students:
 - Approximately once a month during Flex Time/Lunch; 4 of 7 are mandatory to travel.
 - Additional meetings/fundraising opportunities throughout the school year
 - Goals of establishing positive relationships between peers and as mentors/mentees

-Remaining guardian questions

Board Report from Ellen Eckman

Report of Joint meeting of Village Board and Community Development Authority

May 30, 2024

Purpose of Meeting: to plan for next steps in developing affordable housing on Village owned parking lots and development of the DPW site. The motion was to prepare a RFP for 3 public parking lot sites and a RFI (Request for Information) for a new public works site.

The CDA members and Village Board members presented information on the need to move forward with possible development and the need to plan for possible development of DPW site. There were some comments from the public.

The three parking lot sites are:

3900 Block N. Frederick - Village Hall and Village Center

4448 N. Oakland – between older multiunit buildings

3595 N. Oakland – corner Oakland/Menlo

For these sites parking will have to be considered in the proposal. The DPW site can't move forward until a location is found for a new DPW site.

Some points raised:

The only nearby district willing to work with/combine with Shorewood DPW is Milwaukee. Others were asked and said no.

Development on parking lots is because the Village owns the land. Other development sites in Village are privately owned. Though concern expressed on losing parking spaces and being sure they are incorporated in future developments.

When the RFP goes out, developers will become interested in the parking sites and perhaps other possible sites in the Village. Developers just need to know we are interested!

There has been long interest and desire to move ahead on affordable housing.

The vote was 3 yes for doing RFPs and RFI; one no vote and one abstained. 2 Trustees were not present. Motion passed and Village will move forward on RFPs and RFI.

Report on Joint Review Board Meeting

Ellen Eckman

June 6, 2024

Present at meeting were representatives from Village Board, School Board, MATC, Milwaukee County and Public member.

Purpose of meeting was to review the reports on TID 3, 4, 5.

The TIDs are doing well and some may close before bond date.

TID 3 – the DPW is located in that area and if its redesigned/redeveloped it may be a financial generator to that district.

TID 4 – (Lighthouse, Walgreens) – closure expected soon.

TID 5 – (MetroMart) – could close soon, but first looking to fund two projects:

Pavement reconstruction project on North Oakland Ave - 2026

Altering the pedestrian crossing, adding parking on West Side, and arranging for

safer entrance/exit to Parking Structure

A question was raised about the green vines that were to cover the façade of MetroMart and of Lighthouse. Rebecca Ewald, Village Manager, reported that there have been multiple and continuing attempts to get the vines to grow and attach to the surfaces. Efforts continue.

There were no other questions. Unanimous vote on accepting the reports on the TIDs.