

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD
Shorewood, Wisconsin
April 8, 2025 AGENDA

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

Parking is available in the Shorewood High School lot; please enter through the Administration Building doors and take the stairs up to the second floor. *An elevator is accessible near the east stairs.*

Participants may also access the Annual Meeting on Zoom:

Join Zoom:

<https://us02web.zoom.us/j/81599627722>

Meeting ID: 815 9962 7722

One tap mobile

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

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.

This meeting notice was posted on April 4, 2025.

I. 7 pm CALL TO ORDER

- A. Adopt the Agenda (GC2)
- B. Overarching Result for Shorewood School District (R1)
Our students are leaders who challenge themselves to grow and achieve academically, pursue their passions, navigate change, learn continuously and contribute to the common good.
- C. Awards and Recognitions

II. 7:05 pm STUDENT ACHIEVEMENT AND RESULTS (R1)

Atwater Elementary School

III. 7:15 pm PUBLIC COMMENT #1 (GC3)

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

IV. 7:30 pm SUPERINTENDENT'S REPORT

4

V. 7:40 pm SUPERINTENDENT'S CONSENT AGENDA

- A. Approval of Monthly Financials

7

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

- A. Presentation by Rebecca Ewald, Shorewood Village Manager
- B. Approval of OE 10 (Facilities) Operational Expectations Monitoring Document 15
- C. Approval of the Long-Term Capital Improvement Plan 28
- D. Presentation of the Capital and Vehicle Improvement Plan 29
- E. Approval of New Horizons Program Change (Closure of Charter School) 34
- F. Review and Approval of OE 8 (Learning Environment) Policy Revisions to Address Student Wellness goals (R4) 35
 - 1. Review and Approval of OE 8 (Learning Environment) Operational Expectations Board Indicator Revisions
- G. Review and Approval of OE 9 (Instructional Programs) Policy Revisions 36
 - 1. Review and Approval of OE 9 (Instructional Programs) Operational Expectations Board Indicator Revisions 37
- H. Review and Approval of R3 (Character and Citizenship) Policy Revisions 49
 - 1. Approval of R3 (Character and Citizenship) Results Monitoring Board Indicator Revisions

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

- A. Approval of Removal of R4 (Wellness) from Board Student Results Policies 50
- B. Approval of Facilities Contracts 51
 - Express Elevator (SIS partial elevator replacement)
 - SIS Air Handling Unit (vendor TBD)
- C. Approval of Board Meeting Minutes 57
 - March 11, 2025
- D. Approval of Youth Rising Up Trip to the United Justice Coalition Conference (May 29-June1) 59
- E. Acceptance of Sohns Bequest to the Shorewood School District 62

VIII. 8:35 pm PUBLIC COMMENT #2 (GC3)

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

IX. 8:45 pm BOARD MEMBER REPORTS

X. 8:55 pm REVIEW OF 'TO DO' AND FUTURE AGENDA ITEMS

XI. 9:00 pm RECESS AND DEBRIEF



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Superintendent’s Report

Date: April 8, 2025

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.

Policy and Budget Updates

Before I summarize policy news at the federal and state levels and District budget work, I want to take this opportunity to express my gratitude to Emily Berry and Becky Freer for their outstanding service to the School Board, and to our community. Emily and Becky have been incredible champions of our Vision for Students and our commitment to growth and achievement for every student over several years, and it’s been an honor for me to work alongside them. I know that they will continue to be vocal supporters of all that we do to prepare young people for the future.

With federal policy action around public education continuing to make headlines, I also want to thank the entire Board - and the community - for your unwavering support of the values that shape our work. It means a great deal to Shorewood students, staff and families.

On April 3, the administration issued a memo to public school officials regarding verification of the elimination of DEI programs within ten days. Similar to the February 14 Office of Civil Rights “Dear Colleague” letter outlining Title VI compliance requirements, an initial interpretation of this memo and a response will rest with the DPI. And, as we discussed earlier this year,

Wisconsin school districts have local control, and our School Board sets the expectations for teaching and learning in Shorewood. Focusing on our local community and our students is a priority, and we will continue to center our work on our Collaborative Commitments to Equity, District values, and affirming the identities of all of our learners.

Following President Trump's March 21 executive order to dismantle the Department of Education, the DPI launched a webpage to provide district leaders and communities with information about the level of federal funding their schools receive. The figures published by the DPI exclude some forms of income (commodities, Medicaid payments) so they do not match our audited financial reports, which reflect \$900,000+ in federal support to the District. As previously discussed, the majority of these funds are designated for programs and services for students with disabilities, with the balance earmarked for the food service program and other student services. The President indicated that these funds would continue to flow to states. A number of legal challenges have been launched, and Congressional action is required to eliminate the Department, so it's much too soon to speculate on local impact.

We hope to learn more about the April 3 memo, other changes at the federal level, and about the state's 2025-2027 biennial budget work soon. State Superintendent Dr. Jill Underly provided this [testimony](#) at the April 2 hearing of the Joint Committee on Finance. Two more hearings are scheduled later this month, and members of the public can learn more about these sessions and submit a public comment through this [link](#). For your information, testimony submitted by the District to the Joint Committee on Finance for their April 4 hearing can be viewed [here](#), and April 1 school referendum results from around the state are summarized [here](#).

Staff work on budget development work is a top priority this month, and school and department leaders continue to evaluate funding needs at the building level, continued investment in curriculum and other support for teachers, and programs and services across the District. Following our presentation of budget assumptions on March 11, and Board approval of the Long-term Capital Maintenance Plan, the District will present budget balancing strategies at the April 22 meeting for discussion. As in past years, this presentation will outline ongoing District work to manage expenses and maximize our resources, the process involved in determining funding and staffing priorities, and those areas where we can make reductions that will not materially impact the student experience, including academics, social-emotional wellness initiatives and co- and extra-curricular activities. This remains a difficult balancing act, and projected increases in the costs of goods and services will again be a factor in our decision-making this year.

Finally, a bill calling for a reset of standardized testing changes made at the state level was vetoed by Governor Evers at the end of March, so districts around the state will proceed with reporting on standardized test results and District and School Report cards based on the 2024 adjustments.

Communications & Community Engagement

District parents/guardians and staff have been invited to participate in this year's School Perceptions surveys, and students in grades 4-12 will have the opportunity to participate in the coming weeks. Each school principal will schedule time for students to complete the survey based on their assessment schedule and other activities. Village residents will receive a postcard with survey information in the coming days.

I also want to remind Board and community members about our timeline for development of the District's 2025-2030 Strategic Plan. The Strategic Planning Committee will meet on April 21 to review final drafts of their work alongside staff input about strategies and tactics that will serve our shared goals, and the Donovan Group will join us at the May 13 Board meeting to provide the School Board with an update. This will include a summary of the next steps needed in order to adopt a new Strategic Plan, as well as related work to identify long-term financial sustainability strategies.

The visioning and planning process has been proceeding on schedule, and I am very grateful for the support and insights that community members have graciously shared with us over the past six months.



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Monthly Financial Reports

Date: April 8, 2025

Prepared by: Heather Heaviland

Recommended action:

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

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

February 2025 Statements

February 2025 financial statements reflect activities and financial changes for the first six months of the 2024-2025 fiscal year (FY25).

- Revenue and Expenses
 - Revenues and expenses in the District’s general operating funds (10/27) are overall in line with expectations. While expenses are significantly higher compared to the same period last year, this was anticipated in the District budget. While our budget dashboard shows revenue trending lower, this is related to a shift in greater reliance on state funding over property taxes in the current fiscal year and the differing times of year at which these revenues are received. Expenditures are tracking lower than budgeted, primarily due to salaries and benefit expenses being currently below budget. A portion of this is related to funds that are set aside for employee health insurance deductible contributions that are more likely later in the year and difficult to predict.
- Balance Sheet
 - Changes to the balance sheet are in line with expectations.

Attachments:

- Cash Receipts 2025-02
- Budget Status 2025-02

- Check Register 2025-02
- Balance Sheet 2025-02

Additional Information

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

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

- 10 General Fund is for recording any transaction not required to be recorded in another fund. This fund accounts for about 75% of total financial transactions.
- 21 Special Revenue Trust Fund is used to record transactions financed with non-governmental donations or other receipts designated for a specific educational purpose. Examples include support from PTO's, booster clubs, SEED and so forth.
- 27 The Special Education Fund is considered a sub-fund to the General Fund and is used to segregate financial transactions related to extraordinary costs for meeting the needs of students identified as requiring an Individualized Education Plan.
- 38 & 39 These funds are used to record property taxes levied for the purpose of repayment of long-term debt and the corresponding transactions for the principal and interest payments.
- 41 & 49 Capital Projects funds track revenue specifically raised to pay the costs of a capital project and the expenses thereof. Revenues are typically a segregated property tax levy or borrowed amounts.
- 50 The fund is used to segregate financial transactions related to operating the school food service program. A deficit, if any, in this fund is covered with a transfer from the General Fund.
- 80 Financial transactions related to operating the Fitness Center , Recreation Programs or other community oriented activities are recorded in the Community Services Fund.

Type - accounts codes have the following account types:

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

R Revenue

**District
Shorewood School District**

Monthly
Financial Report

Fiscal Year 2025 Revenue and Expenditure Activity Through February

FISCAL YEAR 2025 REVENUE AND EXPENDITURE SUMMARY THROUGH FEBRUARY

1. CURRENT YEAR-TO-DATE ACTUALS COMPARED TO THE PREVIOUS YEAR

COMPARED TO THE SAME PERIOD, TOTAL REVENUES ARE

\$1,246,206

LOWER THAN THE PREVIOUS YEAR

COMPARED TO THE SAME PERIOD, TOTAL EXPENDITURES ARE

\$472,095

HIGHER THAN THE PREVIOUS YEAR

COMPARED TO THE SAME PERIOD, THE FUND BALANCE IS

\$3,245,269

HIGHER THAN THE PREVIOUS YEAR

2. CURRENT YEAR-TO-DATE ACTUALS COMPARED TO THE BUDGET

CURRENT YEAR-TO-DATE REVENUE COLLECTIONS ARE TRENDING

\$531,052

LOWER THAN THE BUDGET

CURRENT YEAR-TO-DATE EXPENDITURES ARE TRENDING

\$592,368

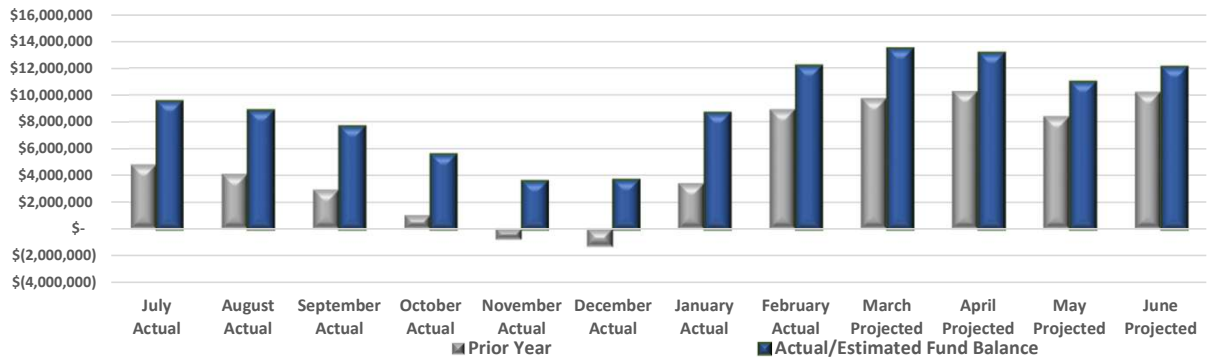
LOWER THAN THE BUDGET

POTENTIAL NET IMPACT WOULD RESULT IN A

\$61,316

HIGHER FUND BALANCE THAN ORIGINAL ESTIMATES

3. FUND BALANCE COMPARISON



JUNE 30 2024 ENDING FUND BALANCE

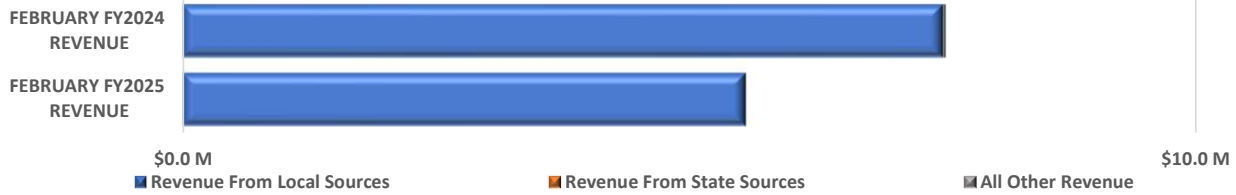
\$10,221,177

ESTIMATED 2025 YEAR END FUND BALANCE

\$12,065,300

FISCAL YEAR 2025 MONTHLY REVENUE SUMMARY - FEBRUARY

1. FEBRUARY MONTH END REVENUE OVERVIEW (MTD)

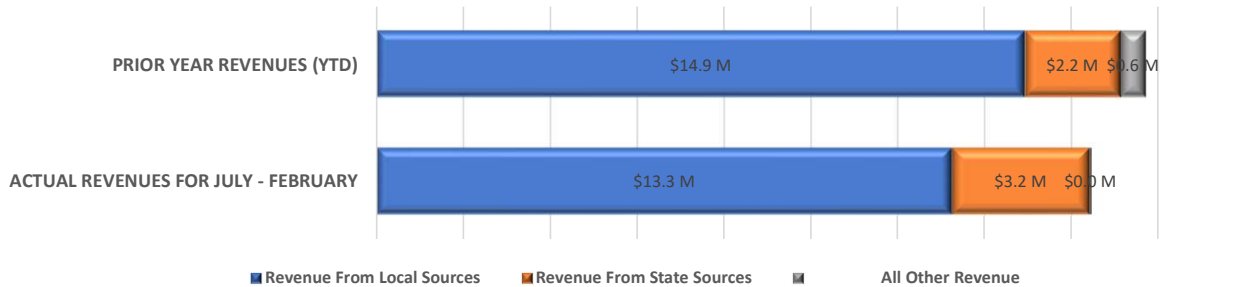


	Current Year MTD Amount	Prior Year MTD Amount	Actual Compared to Last Year
Revenue From Local Sources	5,548,940	7,503,415	(1,954,475)
Revenue From State Sources	-	-	-
All Other Revenue	48	17,852	(17,804)
Total Revenue	5,548,988	7,521,267	(1,972,279)

ACTUAL REVENUE FOR THE MONTH WAS DOWN
\$1,972,279
COMPARED TO LAST YEAR.

Overall total revenue for February is down -26.2% (-\$1,972,279). The largest change in this February's revenue collected compared to February of FY2024 is lower taxes (-\$1,936,751) and lower other revenue from local sources (-\$25,808).

2. YEAR TO DATE REVENUE OVERVIEW (YTD)



	Current Year YTD For July - February	Prior Year YTD For July - February	Actual Compared to Last Year
Revenue From Local Sources	13,250,559	14,933,362	(1,682,803)
Revenue From State Sources	3,174,368	2,201,620	972,749
All Other Revenue	40,682	576,834	(536,152)
Total Revenue	16,465,610	17,711,816	(1,246,206)

COMPARED TO THE SAME PERIOD, TOTAL REVENUES ARE
\$1,246,206
LOWER THAN THE PREVIOUS YEAR

Fiscal year-to-date General Fund revenue collected totaled \$16,465,610 through February, which is -\$1,246,206 or -7.1% lower than the amount collected last year. The largest difference in revenue when comparing current year-to-date revenue collected through February to the same period last year is taxes revenue coming in -\$1,729,419 lower compared to the previous year, followed by state aid - general coming in \$972,442 higher.

FISCAL YEAR 2025 MONTHLY EXPENDITURE SUMMARY - FEBRUARY

3. FEBRUARY MONTH END EXPENDITURE OVERVIEW (MTD)

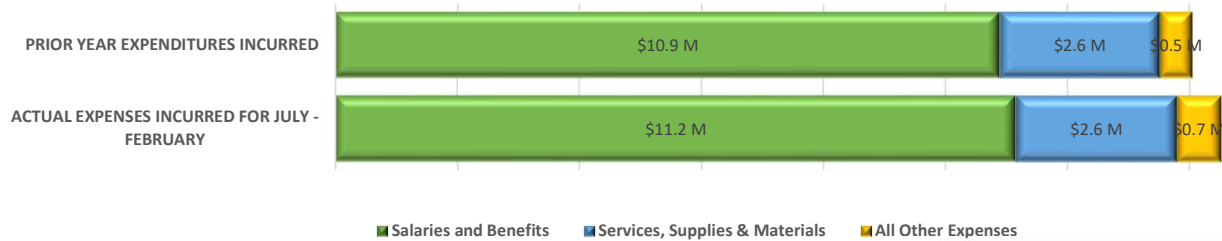


	Current Year MTD Amount	Prior Year MTD Amount	Actual Compared to Last Year
Salaries and Benefits	1,714,279	1,679,020	▲ 35,259
Services, Supplies & Materials	272,837	270,083	▲ 2,754
All Other Expenses	62,217	52,150	▲ 10,067
Total Expenditures	2,049,332	2,001,252	▲ 48,079

ACTUAL EXPENSES FOR THE MONTH WAS UP
\$48,079
COMPARED TO LAST YEAR.

Overall total expenses for February are up 2.4% (\$48,079). The largest change in this February's expenses compared to February of FY2024 is higher personal services (\$48,915), lower travel (-\$36,508) and lower property services (-\$33,504).

4. YEAR TO DATE EXPENSE OVERVIEW (YTD)



	Actual Expenses For July - February	Prior Year Expenditures Incurred	Actual Compared to Last Year
Salaries and Benefits	11,159,300	10,892,973	▲ 266,327
Services, Supplies & Materials	2,636,986	2,622,156	▲ 14,830
All Other Expenses	725,938	535,000	▲ 190,938
Total Expenditures	14,522,224	14,050,129	▲ 472,095

COMPARED TO THE SAME PERIOD, TOTAL EXPENDITURES ARE
\$472,095
HIGHER THAN THE PREVIOUS YEAR

Fiscal year-to-date General Fund expenses totaled \$14,522,224 through February, which is \$472,095 or 3.4% higher than the amount expended last year. The largest difference in expenditures when comparing current year-to-date expenditures through February to the same period last year is that equipment/vehicle - initial purchase costs are \$181,748 higher compared to the previous year, followed by property services coming in -\$121,320 lower and personal services coming in \$116,260 higher.

PROJECTED FISCAL YEAR 2025 REVENUE AND EXPENDITURE SUMMARY

5. PROJECTED YEAR END REVENUE RESULTS COMPARED TO THE BUDGET

CURRENT YEAR-TO-DATE REVENUE
COLLECTIONS ARE TRENDING

\$531,052

LOWER THAN THE BUDGET

	Budgeted Annual Revenues	Actual/Estimated Calculated Annual Amount	Variance Favorable/ (Unfavorable)
Revenue From Local Sources	19,232,547	18,739,406	(493,141)
Revenue From State Sources	9,587,665	9,603,170	15,505
All Other Revenue	2,390,531	2,337,116	(53,415)
Total Revenue	31,210,743	30,679,692	(531,052)

The top two categories (taxes and other revenue from local sources), represents 124.% of the variance between current revenue estimates and the budget.

Top Budget vs. Actual/Estimated Amounts

Variance Based on	Expected Over/(Under) Budget
Actual/Estimated Annual Amount	Budget
TAXES	(847,067)
OTHER REVENUE FROM LOCAL SOURCES	188,736
EARNINGS ON INVESTMENTS	142,632
FEDERAL SPECIAL PROJECTS AID TRANSITED THROUGH	(61,909)
All Other Revenue Categories	46,557
Total Revenue	(531,052)

6. PROJECTED YEAR END EXPENDITURE RESULTS COMPARED TO THE BUDGET

CURRENT YEAR-TO-DATE
EXPENDITURES ARE TRENDING

\$592,368

LOWER THAN THE BUDGET

	Budgeted Annual Expenses	Actual/Estimated Calculated Annual Amount	Budget compared to Actual/Estimated
Salaries and Benefits	20,916,993	20,415,815	(501,178)
Services, Supplies & Materials	4,766,124	4,752,816	(13,308)
All Other Expenses	3,744,820	3,666,938	(77,882)
Total Expenditures	29,427,936	28,835,569	(592,368)

The top two categories (health insurance and dues and fees), represents 79.% of the variance between current expense estimates and the budget.

Top Budget vs. Actual/Estimated Amounts

Variance Based on	Expected Over/(Under) Budget
Actual/Estimated Annual Amount	Budget
HEALTH INSURANCE	(366,028)
DUES AND FEES	(102,034)
EQUIPMENT/VEHICLE - INITIAL PURCHASE	56,681
RETIREMENT	(48,605)
All Other Expense Categories	(132,382)
Total Expenses	(592,368)



Shorewood
SCHOOL DISTRICT

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

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

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

Signed: Laurie Burgos, Superintendent **Date:** April 8, 2025

Executive Summary

Operational Expectation 10 (Facilities) has been monitored and reviewed to ensure that the District’s management of facilities is in compliance with state law, Board expectations and District policy. These include expectations around custodial standards, ongoing and emergent maintenance needs, campus and building safety and security, monitoring of building use across the District, management of capital equipment and other assets, and long-term facilities planning and investment.

Over the past year, the District has successfully stabilized facilities staffing through strategic measures, including the outsourcing of a portion of night cleaning at SHS, targeted training for personnel, and a rebalancing of workload assignments. We have also implemented structured meetings and reporting tools to ensure better organization and oversight of maintenance work. As a result, we have been able to prioritize critical maintenance needs, successfully completing several major projects, including roofing upgrades, a new district-wide access control system, and multiple smaller but essential repairs. Given that all but one of our nine buildings are over 100 years old, a proactive and well-structured approach to maintenance is essential to preserving our facilities.

As the District continues to evaluate all aspects of facilities operations to identify cost-savings and control expenses (utilities, equipment and vehicle maintenance, etc.) and works to establish investment funds to support long-term needs, we will likely need to adjust some planning and project timelines to mitigate tariff-related cost increases that vendors will pass on to the District.

Summary of Compliance

10.1 The Superintendent will develop and execute a plan that establishes priorities for construction, renovation and maintenance projects that:

- a. Assigns the highest priority to the correction of unsafe conditions;
- b. Honors the historical significance and aesthetic value placed by the community in the District’s facilities;
- c. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;
- d. Plans for and schedules preventive maintenance;
- e. Plans for and schedules system replacement when new facilities open, facilities are renovated or systems replaced;
- f. Discloses assumptions on which the plan is based, including growth patterns and the financial and

human impact individual projects will have on other parts of the District.

Compliant

10.2 The Superintendent will project life-cycle costs as capital decisions are made. **Compliant**

10.3 The Superintendent will assure that facilities are safe, clean and properly maintained. **Compliant with Exceptions**

10.4 The Superintendent will develop and consistently administer facilities use guidelines delineating:

- a. Permitted uses;
- b. The applicable fee structure;
- c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair;
- d. Consequences and enforcement procedures for public users who fail to follow the established rules.

Compliant

10.5 The Superintendent may not build, name, or renovate buildings. **Compliant**

10.6 The Superintendent may not recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks. **Compliant**

10.7 The Superintendent may not authorize construction schedules and change orders that significantly increase the cost or reduce quality. **Compliant**

Areas of Focus for Continuous Improvement

In order to reduce the likelihood of future delays in annual inspections, we will:

- complete regular inspection status reviews with maintenance staff; and,
- schedule inspections earlier in the year.

Planning for staff changes and training is also a priority, as long-time staff responsible for key maintenance operations near retirement.

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

Accepts the report as fully compliant

Accepts the report as compliant with noted exceptions

Finds the report to be noncompliant

Summary statement/motion of the Board:

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

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

Superintendent Interpretation

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

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

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

<p>Board Indicator 1: The District Facility Master and Capital Maintenance Plan, including a 5 year prioritized capital maintenance plan, and long range facilities plans which addresses functional support of district educational initiatives and architectural recognition of historic and aesthetic qualities, is presented to the Board annually.</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
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Evidence: The District presented a 10-year plan to the board on April 9th, 2024. This plan was approved by the Board of School Directors along with a financial plan to ensure that resources are aligned with anticipated future needs. Items prioritized for the 24-25 school year were also presented to the board and approved as part of the budget process.
The 10-year capital maintenance plan is attached.

<p>Board Indicator 2: The District reports annually to the Board as to the completion of items from the previous year's facilities and maintenance plan</p>	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Not Compliant</p>
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Evidence: At the April 9th, 2024 school board meeting, the District presented on the status of 2023-2024 facility projects. The presentation included an overview of the projects, status of their completion, and a projected year-end budget to actual comparison.

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: 80% or more of equipment identified for replacement on an annual age and obsolescence plan is replaced each year.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: One of the District’s snow trucks, which had reached the end of its useful life was replaced in 2023-2024. No other equipment was identified for replacement in 2023-2024.		

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

Board Comments:

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

Superintendent Interpretation:

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

Board Indicator 1: The District passes all required annual inspections and construction inspections in accordance with applicable federal, state and local codes.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: The North Shore Fire Department identified damage to fire suppression equipment from water damage done prior to replacement of the Atwater roof in the summer of 2024. The damage has been repaired and we are now in full compliance.		

Board Indicator 2: The District completes 50% of scheduled maintenance in the CMMS within 7 days, and 90% of scheduled maintenance in the CMMS within 60 days.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: 77% of scheduled maintenance was completed within 7 days. 92% was completed within 60 days.		

Board Indicator 3: 95% of critical building systems receive preventative maintenance at prescribed levels.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant
Evidence: 71 scheduled preventative maintenance were completed (100%).		

Board Indicator 4: Safety inspections are conducted annually in every District facility. 100% of recommendations from safety inspections are reviewed and prioritized for action based on safety, security and funding, and included on the 5 year capital maintenance plan.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Not Compliant	Not Compliant

Evidence: The District completed all required Federal, State and Local code inspections with the exception of the bleacher inspection. The former bleacher inspection vendor was unable to get us on their schedule within the required timeframe. A new vendor has been identified and inspections are currently in process. Fire safety inspections are conducted annually. Security walk-throughs with local police are required every two years. Police walk-throughs were completed for all buildings in summer 2024. We plan to exceed the recommendation and complete these annually.

Board Comments:

<p>OE- 10.4 The Superintendent will develop and consistently administer facilities use guidelines delineating:</p> <ul style="list-style-type: none"> a. Permitted uses; b. The applicable fee structure; c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair; d. Consequences and enforcement procedures for public users who fail to follow the established rules. 	<p><u>Superintendent</u></p> <p>Compliant</p> <p>Compliant with Exceptions</p> <p>Not Compliant</p>	<p><u>Board</u></p> <p>Compliant</p> <p>Compliant with Exceptions</p> <p>Not Compliant</p>
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Superintendent Interpretation:

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

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

Board Indicator 2: The District Recreation Department reports annually that all community usage of District facilities for the previous school year were in accordance with the policy guidelines, specifically:

- 100% of community groups that used District facilities paid the appropriate fee for usage.
- 100% of District facilities were returned to pre-rental condition upon conclusion of every event.
- 100% of District facilities used by community groups were monitored by the District staff and 100% events were conducted safely and appropriately in accordance with District policy.

Superintendent

Compliant

Not Compliant

Board

Compliant

Not
Compliant

Evidence: There were no reported incidents of nonpayment, damage caused by facilities rental, or unsafe use of District facilities in the 2023-2024 school year.

Board Comments:

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

Superintendent Interpretation:

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

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

Evidence: All completed projects with a cost greater than \$25,000 were included in the board-approved capital maintenance plan and budget.

Board Comments:

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

Superintendent Interpretation:

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

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

Evidence: There were no land acquisitions during Fiscal Year 2024.

Board Comments:

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

Superintendent Interpretation:

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

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

Evidence: There were no construction change orders that exceeded 15% of the approved budget or \$100,000.

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

Evidence: There were no schedule or other changes to the approved projects that increased cost beyond the 15% threshold or reduced quality.

Board Comments:

Shorewood School District Long-Term Capital Improvement Plan

4/23/2024

Description of Capital Maintenance Items

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

Projected Expenditures FY24-FY33

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

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Shorewood School District Long-Term Capital Improvement Plan

4/8/2025

Description of Capital Maintenance Items

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

Projected Expenditures FY26-FY35

Item	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35
Athletic Fields and Facilities	45,000	25,000	25,000	355,000	1,625,000	297,500	15,000	15,000	15,000	5,000
Building Envelope (Roof, Windows, Masonry)	468,640	1,079,820	456,080	417,980	316,780	137,300	369,000	325,000	325,000	325,000
Building Systems and Infrastructure	45,000	45,000	45,000	45,000	270,000	195,000	195,000	45,000	45,000	45,000
Community Facilities Repairs and Upgrades	260,000	265,000	20,000	95,000	20,000	20,000	20,000	20,000	20,000	20,000
Exterior Hardscape, Paving, and Grounds Care	100,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Exterior Signage and Metalwork				25,000			15,000	15,000	15,000	15,000
Furniture						125,000	125,000	125,000	125,000	125,000
HVAC Repairs and Replacement	285,000	100,000	150,000	200,000	850,000	100,000	475,000			
Interior Carpentry and Functional Updates				150,000	150,000	150,000	150,000	170,000	170,000	170,000
Interior Finishes and Cosmetic Updates	95,000	65,000	65,000	300,000	350,000	400,000	400,000	400,000	335,000	335,000
Technology Infrastructure	50,000	50,000	50,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL:	1,348,640	1,654,820	836,080	1,712,980	3,706,780	1,549,800	1,889,000	1,240,000	1,175,000	1,165,000



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Capital and Vehicle Improvement Plan for 2025-2026 and 10-Year Projection
Date: April 8th, 2025
Prepared by: Heather Heaviland and Sean Strauss

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

Purpose: To review projects completed in 2024-2025 and outline the District's 2025-2026 capital maintenance and updated 10-year plans, including anticipated vehicle replacements.

Background:

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

In 2022, the District completed \$65 million in renovations that included safety, functional, and infrastructure improvements. Our buildings are now in better condition than they have been for many years and visually showcase the District's longstanding commitment to quality. Given the number, size, and age of our properties, however, ongoing investment is needed to maintain our infrastructure and repair and replace systems, equipment and finishes as they reach the end of their useful lives. Following completion of the capital referendum projects, the District embarked on a long-term maintenance and improvement plan that anticipates the ongoing

need to invest in our physical infrastructure. Each year, the District updates our 10-year project and financial plan and seeks board approval for both the updated plan and projects anticipated in the coming fiscal year.

24-25 Project Completion:

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

- Installation of a new district-wide access control system
- Replacement of the performing arts building roof
- Replacement of the Lake Bluff warming house doors
- Resurfacing of the asphalt leading to the SHS stadium
- Resurfacing of the SHS parking lot
- Partial replacement of the SIS elevator
- Installation of fiber optic cable for Atwater and Lake Bluff
- Athletic field maintenance

These projects are projected to be completed on budget.

Updated Long-Term Capital Improvement Plan and 25-26 Proposed Projects:

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

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

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

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

- Essential Infrastructure:
 - Stormwater management
 - SIS HVAC partial replacement

- Partial replacement of the Atwater roof
- VHE roof replacement and plumbing repairs
- Tuckpointing (various areas throughout District)
- Concrete repair/replacement
- Phased replacement of the SIS elevator
- Quality Maintenance:
 - Switch replacement for District Wi-Fi
 - Selective carpet replacement
 - Athletic field maintenance

The District is asking for approval to include these expenses in the 2025-2026 budget. The anticipated total cost is \$1,348,640.

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

It should be noted that the 25-26 proposed budget and the long-term plan could be affected by tariffs, inflation, and increasing competition for skilled professionals in certain trades. We have recently learned from some vendors that tariffs of as much as 20% could impact certain materials. Should the District see quotes with sizable tariffs, we will:

1. Consider delaying the project, if possible;
2. Delay lower-priority/lower-impact improvements and reallocate funds; or,
3. Request additional allocation from the Board.

Capital Funding Strategies:

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

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

The tables below show anticipated expenses by fund and year (Table A), contributions by fund and year (Table B), and projected ending balances by fund and year (Table C). Fund 46 shows a

negative balance beginning in FY30 that could be off-set by delays in the replacement of turf field and training center upgrades, shifting of expenses to Fund 41, and/or additional contributions. Fund 80 does not receive contributions, but maintains a balance in the aggregate Fund 80 account that is leveraged for improvements to community facilities.

Table A: Expenses by Fund and Year										
	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35
F41	\$ 1,073,640	\$ 1,374,820	\$ 801,080	\$ 737,980	\$ 1,561,780	\$ 557,300	\$ 1,164,000	\$ 495,000	\$ 495,000	\$ 495,000
F46	\$ -	\$ -	\$ -	\$ 865,000	\$ 2,110,000	\$ 947,500	\$ 700,000	\$ 720,000	\$ 655,000	\$ 645,000
F80	\$ 275,000	\$ 280,000	\$ 35,000	\$ 110,000	\$ 35,000	\$ 45,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

Table B: Contribution Planned by Year										
	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35
F41	\$ 875,000	\$ 875,000	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000	\$ 825,000
F46	\$ 300,000	\$ 300,000	\$ 300,000	\$ 350,000	\$ 400,000	\$ 500,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000
F80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Table C: Projected Ending Balance by Year										
	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35
F41	\$ 1,295,054	\$ 795,234	\$ 819,154	\$ 906,174	\$ 169,394	\$ 437,094	\$ 98,094	\$ 428,094	\$ 758,094	\$ 1,088,094
F46	\$ 988,213	\$ 1,288,213	\$ 1,588,213	\$ 1,073,213	\$ (636,787)	\$ (1,084,287)	\$ (1,209,287)	\$ (1,354,287)	\$ (1,434,287)	\$ (1,504,287)
F80	\$ 712,223	\$ 432,223	\$ 397,223	\$ 287,223	\$ 252,223	\$ 207,223	\$ 182,223	\$ 157,223	\$ 132,223	\$ 107,223

Vehicle and Fleet Management:

The District currently owns ten vehicles. This includes two new Ford Transit vans that were added to the District’s fleet in 2024 in order to replace the need to rent SUVs for athletic transportation, thereby reducing our overall transportation cost. Below are the vehicles the District currently owns:

Year	Make	Model	Primary Use
2006	Saturn	Vue	Maintenance
2007	Ford	Econoline	Food/Mail/other Delivery
2007	Honda	Mini-Van Odyssey	Special Ed
2008	Dodge	Ram 1500	Grounds Maintenance
2014	Ram	2500	Maintenance/Plow
2015	Chevrolet	Van-Express 2500	Student Passenger Van 2
2015	Chevrolet	Van-Express 2500	Student Passenger Van 1
2024	Ford	Transit Connect	Students/Athletics Van 3
2024	Ford	Transit Connect	Students/Athletics Van 4
2024	Chevrolet	3500 Dump	Maintenance/Plow

At the end of last school year, 75% of the District’s vehicles were 10 years or older and three required regular repairs. Since then, the District has added two new student passenger vans and replaced one of our oldest and most unreliable maintenance vehicles. The 2006 Saturn Vue will

also be retired this Spring and a new box truck for food delivery is anticipated to be added to the fleet (paid for primarily by food service funds as outlined in the 25-26 budget). Together these changes will reduce the percentage of vehicles at our above 10 years of age to 60%.

The District's long-term goal is to maintain a fleet with staggered ages and to set aside funds annually for ongoing replacement of the oldest/most critical vehicles. Based on the current ages and condition of the District vehicles, we anticipate replacing two vehicles within the next two years: the 2007 Honda Odyssey and the 2008 Dodge Ram. To fund the replacement of these within two years, as well as to set aside funds for future anticipated replacements, the District proposes to set aside \$140,643 in fiscal year 2026.

Attachment(s):

SSD 10-Year Capital Improvement Plan, Rev 4/8/25



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: New Horizons Program Change

Date: April 8, 2025

Prepared by: Mike Joynt, Director of Teaching & Learning

Recommended action:

Information only

Presentation/discussion

 X Discussion/action by School Board

Presentation/action next meeting

Purpose:

Approval of Charter School closure (contract expiration).

Background:

Following staff discussions and a recommendation from the DPI Charter School/School Administration Consultant, the District has decided to forego renewal of the Charter School contract and continue New Horizons as an alternative education pathway for Shorewood High School students.

This change, effective July 1, 2025, will permit the District to continue to offer this important program to students while eliminating the need to form a separate Governing Board and meet other compliance requirements related to holding a charter.

The New Horizons program will continue to operate under the leadership of the Shorewood High School Principal and staff certified in alternative education. There is no financial impact related to discontinuing the Charter School contract, and current and prospective students and their families will not experience any changes related to enrollment, course offerings, or credit and graduation requirements.

Over the next year, the District will continue discussions with the DPI and with other organizations to expand the scope of career and technical education opportunities for SHS students, and seek out additional partnerships to enrich students' learning experiences and help prepare them for the future.

Changes for approval, Apr 8, 2025

The changes below reflect earlier board discussions around wellness and extracurriculars.

Changes to OE-8 Learning Environment

- **New OE 8.x:**
The Superintendent shall ensure that the district promotes and tracks student participation in extracurricular activities in grades 7-12, including clubs, athletics, drama and music in support of the board's Results policies.
- **Current OE 8.1**
The Superintendent shall establish and maintain learning environments that are characterized by support and encouragement for high student achievement.
- **Proposed edit:**
*The Superintendent shall establish and maintain learning environments that are characterized by support and encouragement for high student achievement, **social-emotional wellness and physical health.***
- **Current OE 8.3:**
District systems are in place to help identify and meet student-specific social, emotional, and academic needs
- **Proposed edit:**
*District systems are in place to help identify and meet student-specific social, emotional, and academic needs **and to promote wellness.***

Changes for approval, Apr 8, 2025

The changes below reflect earlier board discussions around wellness and extracurriculars.

Changes to OE-9 Instructional Programs

Current policy:

OE 9.6 Foster students' digital citizenship and information literacy, in accordance with District policy, the Student Code of Conduct and administrative procedures.

Potential revision:

*OE 9.6 Foster students' digital citizenship, **personal well-being** and information literacy, in accordance with District policy, the Student Code of Conduct and administrative procedures.*



Board of Education
Operational Expectations Monitoring Document
OE 9 Instructional Program

Certification of the Superintendent

With respect to Operational Expectation 9 (Instructional Program), taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and is:

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

Signed: __, Superintendent Date:

Executive Summary

Operational Expectation 9 (OE 9) Instructional Program has been monitored and reviewed to ensure that Shorewood School District’s instructional program is in compliance with state law and Board expectations. These include expectations related to calendar requirements and learning opportunities that provide students with a broad range of culturally relevant, engaging opportunities and experiences that help them pursue their talents and passions, learn continuously, and develop skills that prepare them for success both in and out of the classroom.

Summary of Compliance

We have reviewed this Operational Expectations Monitoring Document report on the District’s Instructional Program, as defined by the following Board Expectations:

- **9.1** - Provide for the daily instructional hours and district calendar necessary to best serve the learning needs of students, achieve the Board’s Results policies and comply with state law;
- **9.2** - Measure each student’s progress with assessments that are reliable and valid;
- **9.3** - Ensure that the instructional program includes opportunities for students to develop talents and enthusiasm in their areas of interest;
- **9.4** - Ensure that the District’s use of the DPI EMLSS framework accommodates the different learning styles of students, is culturally relevant and differentiates instruction to meet the needs of students of various backgrounds and abilities;
- **9.5** - Encourage and review new and relevant programs; carefully monitoring and evaluating the effectiveness of all such programs at least annually; and
- **9.6** - Foster students’ digital citizenship and information literacy, in accordance with District policy, the Student Code of Conduct and administrative procedures.

Areas of Focus for Continuous Improvement:

As we plan future opportunities and priorities, we note the following opportunities for continuous improvement:

Disposition of the School Board

With respect to Operational Expectation 9 (Instructional Programs), the Board:

- Accepts the report as Compliant
- Accepts the report as Compliant with Noted Exceptions
- Finds the report Not in Compliance

Summary Statement/Board Motion

- The Board will consider these recommendations in January, 2025.

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

OE 9 Instructional Program

The Superintendent shall maintain an aligned, challenging, and relevant curriculum across the District and ensure that high-quality instruction supports the Board's Results Policies.

The Board values that the programs used to teach students are rigorous and stimulating, designed to create authentic learning opportunities that still allow for a focus on the whole child. The program is created and maintained to pursue specifically the Board's stated values for student achievement in the Results Policies.

Updated: 01/12/2016

Commented [1]: I reviewed this policy for the inclusion of extra-curricular monitoring; however, I believe those might be a better fit for OE8, specifically 8.1 and 8.2. In 8.1 and 8.2 we can address our goals to ensure the district is being responsive to students' interests in what offerings we have, inclusion and belonging, and our goal to have systems and policies that remove barriers to enhance participation (so that we can achieve the Results policy outcome of all students participating in at least 2 activities).

With this, I recommend OE 9 to stay focused on instructional programs.

Commented [2]: I think it would be nice for us to add the date of update here as well for all board policies.

Commented [3]: pending determination

Superintendent Interpretation

- The Board's Results Policies are defined in R-1,2,3,4;
- *Aligned* shall mean that the program of instruction offers predictable, coordinated, and progressive aligned set of skills and units of study by grade level that are coherent and consistent with Wisconsin Academic Standards;
- *Challenging* shall mean that learning builds on and advances students' students are pushed beyond their current level of skills and knowledge;
- *Relevant opportunities* shall mean the courses offered to students are responsive to students' culture, identity, and abilities and are meaningful to their current and future endeavors;
- *Rotating* shall mean that curriculum is evaluated and reviewed on a continuous multi-year cycle;
- *Comprehensive evaluation* shall mean that a committee of educators has reviewed local, state, and national standards along with current research of best practices in the curricular area being reviewed; and
- *High-Quality instruction* shall mean the use of using instructional materials, teaching practices, and learning environments that lead to learner success while being culturally responsive and student centered:

Commented [4]: this is the definition for culturally responsive. Lets update the OE to state this...See my recommendation below.

- *Culturally responsive* is the inclusion of learning materials and methods that are inclusive of: recognizing the importance of including students' cultural references to foster learning and ensure students feel valued in all aspects of learning; and
- *Student centered*: is the use of methods, materials and lessons that focus on how students learn and connect to materials to foster learning (as opposed to being instructor or textbook centered), encouraging students to direct their own learning and to work with other students on research projects and assignments that are both culturally and socially relevant to them.

Commented [5]: I updated this text because the original statement lacked focus.

Commented [6]: I updated this because the original text seemed to be more of an example.

Commented [7]: Rather than defining these terms here, it seems that we should update OE 9 so that we can include these definitions in the main bullets (not sub-bullets). Shall we revise OE9 to start:

OE 9.1	Superintendent	Board
Provide for the daily instructional hours and district calendar necessary to comprehensively best serve the learning needs of students, achieve the Board's Results policies and comply with state law.	Compliant Compliant with Exceptions Not Compliant	Compliant Compliant with Exceptions Not Compliant

The Superintendent shall maintain an aligned, challenging, culturally responsive, and student centered curriculum across the District...

Commented [8]: Trying to remove subjective language. If we need an adjective, perhaps we can use "comprehensively" --but i think the state stands alone well on it's own.

Superintendent Interpretation

- The Board of Education expects the Superintendent to assure that the District complies with the minutes and days of instruction that are set for by the State of Wisconsin.
- *Daily instructional hours* shall mean all hours between the beginning of the school day and end of the school day without including lunch.
- Comprehensively~~Best~~ *serve the learning needs of students* shall mean students have an adequate amount of time to learn ~~and explore~~ various curriculums.
- *Comply with state law* shall mean meeting the requirements set for by the Department of Public Instruction for required instructional minutes by grade level.

<p>Board Indicator 1 An annual school calendar created and shared with the Board meets the instructional minutes required by the Wisconsin Department of Public Instruction.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Indicator 2 The District maintains curriculum maps aligned to the Wisconsin Department of Public Instruction or national standards based on its Curriculum Review Cycle.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Indicator 3 The District completes a comprehensive evaluation of instructional best practices for all programs up for review based on the Curriculum Review Cycle.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Comments:</p>

OE 9.2 Measure each student’s progress with assessments that are reliable and valid.	<u>Superintendent</u> Compliant Compliant with Exceptions Not Compliant	<u>Board</u> Compliant Compliant with Exceptions Not Compliant
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Superintendent Interpretation

- The Board of Education expects the Superintendent to assess student achievement both informally in the classroom and through methods that reduce subjectivity; and
- *Reliable and Valid* shall mean the district uses research-based assessment tools to determine students’ progress in achieving standards.

Board Indicator 1 Based on an assessment calendar, the District provides documented evidence of how assessments are used instructionally and how assessment results are communicated to families.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
Evidence:		

Board Indicator 2 The District provides the Board with comprehensive data pertaining to students’ performance on key assessments, noting disaggregated results and comparisons to state or national averages, where applicable.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
Evidence:		

Board Comments:

OE 9.3 Ensure that the instructional program includes opportunities for students to develop talents and enthusiasm in their areas of interest.	<u>Superintendent</u>	<u>Board</u>
	Compliant Compliant with Exceptions Not Compliant	Compliant Compliant with Exceptions Not Compliant

Superintendent Interpretation

- The Board of Education expects the Superintendent to offer all students an opportunity to pursue and excel in areas that match their interest or talent;
- *Instructional programs* shall mean the teaching practices and classroom instruction that take place daily;
- *Opportunities* shall mean **course offerings** in the elective areas at both elementary and secondary levels; and
- *Develop talents and enthusiasm in their areas of interest* shall mean that students have the opportunity to enroll and participate in “specials” or elective areas at both elementary and secondary levels.

Commented [9]: see comment below

Board Indicator 1*: The District will use see positive trends in student perceptions and other methods to gather student feedback to review course offerings for alignment with students’ talents and interests. concerning instructional programs on the index of “Preparation” and other survey questions on the Student Survey	<u>Superintendent</u>	<u>Board</u>
	Compliant Not Compliant	Compliant Not Compliant
Evidence:		

Commented [10]: survey tools (School Perceptions, YRBS, mySABERS, other)?

Commented [11]: This indicator was recommended for removal. If the board does not want to remove it, I rephrased it so it focused on the collection of data rather than the increase in scores. Personally, I would be happy to remove this or include this revised indicator.

Commented [12]: maybe learning opportunities - not everything is a course?

Board Indicator 12: The District communicates all elective offerings at each grade level.	<u>Superintendent</u>	<u>Board</u>
	Compliant Not Compliant	Compliant Not Compliant
Evidence:		

Board Comments:

OE 9.4 Ensure that the District's use of the <u>DPI EMLSS</u> framework accommodates the different learning styles of students, is culturally <u>responsive</u> and differentiates instruction to meet the needs of students of various backgrounds and abilities.	<u>Superintendent</u>	<u>Board</u>
	Compliant	Compliant
	Compliant with Exceptions Not Compliant	Compliant with Exceptions Not Compliant

Commented [13]: should/could this be instructional framework - not just eMLSS. Should CCE be part of this - it is mentioned below

Commented [14]: Here is a note that I have. I am not sure if this was intended to be a revision so I am including it here:

"to enhance reporting on differentiated instruction, including enrollment and participation data, that will serve as a measure of progress toward representation goals in electives, Advanced Placement, advanced learning and other programming that accommodates the needs of students of various backgrounds and abilities.

Representation goals are 9.4.8

Superintendent Interpretation

- The Board of Education expects the Superintendent to offer instructional programs that use teaching resources and strategies to accommodate the learning styles and the needs of all students;
- Use of the *Wisconsin Department of Public Instruction Equitable Multi-Level Systems of Support (EMLSS) framework* means providing equitable services, practices, and resources to every learner.
- *Different learning styles* shall mean the academic needs of each student requires diverse teaching strategies in order for each student to be successful;
- Culturally Relevant shall mean recognizing the importance of including students' cultural references in all aspects of learning; and
- Culturally responsive is the inclusion of learning materials and methods that are inclusive of students' cultures to foster learning and ensure students feel valued;
- *Differentiated instruction* shall mean the strategies used by teachers in the classroom to support students' varied learning needs.

Board Indicator 1 The District will ensure that differentiation strategies are part of annual professional development for teachers.	<u>Superintendent</u>	<u>Board</u>
	Compliant Not Compliant	Compliant Not Compliant
Evidence:		

Board Indicator 2 More than 80% of the District's learners receive all academic instruction at the Tier 1 / Universal level.	<u>Superintendent</u>	<u>Board</u>
	Compliant Not Compliant	Compliant Not Compliant
Evidence:		

Board Indicator 3 <u>90%</u> of students have opportunities to participate in elective offerings.	<u>Superintendent</u>	<u>Board</u>
	Compliant Not Compliant	Compliant Not Compliant
Evidence:		

Commented [15]: ?

<p>Board Indicator 4: The District shares the enrollment of students receiving Tier 2, Tier 3, and Advanced Learning interventions. Parity is seen in Tier 2, Tier 3 and Advanced Learning interventions when compared to the overall enrollment of students (+/- 10%)</p> <p>Tier Goals: Tier 1 = Universal Instruction (Target 80%) Tier 2 = Selective Intervention (Target 15%) Tier 3 = Intensive Intervention (Target 5%) Advanced Learning Curriculum Replacement = Targeted Intervention (Target 5%)</p>	<p><u>Superintendent</u></p> <p>Compliant Not Compliant</p>	<p><u>Board</u></p> <p>Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Indicator 5 The District provides aAdvanced !Learning enrichment activities/opportunities and communicates them to all students and parents.</p>	<p><u>Superintendent</u></p> <p>Compliant Not Compliant</p>	<p><u>Board</u></p> <p>Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Indicator 6 The District will provide on-going provide updates and demonstrate continuous progress toward the adoption of a professional development that advances framework that includes culturally responsive instruction as described in the Collaborative Commitments to Equity (CCE), a District priority.</p>	<p><u>Superintendent</u></p> <p>Compliant Not Compliant</p>	<p><u>Board</u></p> <p>Compliant Not Compliant</p>
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Evidence:

Board Indicator 7 Tri-annual Curriculum audits will reflect culturally responsive teaching and learning opportunities.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
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Commented [16]: if this is referring to curriculum mapping, perhaps it should be clear

Evidence:

Board Indicator 8 Demonstrate that <u>advanced learning activities in elementary school, advanced math in grades 7 and 8, and Advanced Placement in high school and Advanced Learning are demographically proportionate in enrollment and/or participation. Gaps should be reduced annually with an overall goal for each demographic being within 2% of the overall grade enrollment, equitable in enrollment (within +/- 10% of total enrollment).</u>	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
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Evidence:

Board Comments:

OE 9.5 Encourage and review new, and relevant programs; carefully monitoring and evaluating the effectiveness of all such programs at least annually.	<u>Superintendent</u> Compliant Compliant with Exceptions Not Compliant	<u>Board</u> Compliant Compliant with Exceptions Not Compliant
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Superintendent Interpretation

- The Board of Education expects the Superintendent to encourage new and relevant programs that align with the Board’s Results policies and to monitor and evaluate the effectiveness of those programs;
- *Encourage* shall mean that the district supports teachers looking for new and effective ways to meet the values for student achievement in the Results policies;
- *New and relevant programs* shall mean a program implemented in the past 5 years and requires an entire grade level to participate in; and

- *Effectiveness* shall mean improving student results as identified in the Results Policies.

Board Indicator 1 The process for identifying new and/or relevant programs is clear and understood by staff and administration.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
Evidence:		

Board Indicator 2 New and/or relevant programs have a multi-year implementation plan.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
Evidence:		

Board Indicator 3 New and/or relevant programs have a review process that is conducted annually.	<u>Superintendent</u> Compliant Not Compliant	<u>Board</u> Compliant Not Compliant
Evidence:		

Board Comments:

<u>OE 9.6</u> <u>Review and enhance current programs; carefully monitoring and evaluating the effectiveness at least annually.</u>	<u>Superintendent</u> <u>Compliant</u> <u>Compliant with Exceptions</u> <u>Not Compliant</u>	<u>Board</u> <u>Compliant</u> <u>Compliant with Exceptions</u> <u>Not Compliant</u>
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Commented [17]: This may be something that could be merged into another spot - perhaps 9.4 or 9.5. I couldn't get them to fit nicely without fundamentally changing the content so I just added a new one with an indicator. See my comment in the indicator for more info.

Superintendent Interpretation

- The Board of Education expects the Superintendent to review programs that align with the Board's Results policies and to monitor and evaluate the effectiveness of those programs;

- Effectiveness shall mean improving student results as identified in the Results Policies.

<p>Board Indicator 1 The District reviews summative student data, such as that used in the DPI Annual Report Card, and formative assessments, such as Fastbridge, to identify curricular areas of concern and demographic gaps in student outcomes and develops a targeted plan to enhance learning, close gaps, and reduce barriers to learning.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
<p>Evidence:</p>		

Commented [18]: I know that we do this by practice, but we don't have any operational indicators to state the the district regularly reviews all student data and comes up with a plan to address gaps in outcomes. I added it here as this indicator focuses on this for new programs, but perhaps we need a new OE. Arguably, it could also fit under 9.4. Anyhow, this seems very fundamental to what we do so I'd like to add it somewhere.

<p>OE 9.6 Foster students' digital citizenship and information literacy, in accordance with District policy, the Student Code of Conduct and administrative procedures.</p>	<p><u>Superintendent</u> Compliant Compliant with Exceptions Not Compliant</p>	<p><u>Board</u> Compliant Compliant with Exceptions Not Compliant</p>
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Commented [19]: I thought someone offered feedback on OE 9.6 but I did not document this. I did not make any changes.

Commented [20]: and the LM/Technology Plan

Superintendent Interpretation

- The Board of Education expects the Superintendent to provide students with curriculum and instruction that helps them become safe and effective users of technology and online resources.
- The *District Technology Plan* outlines the scope of work the District will complete to improve technology infrastructure, provide professional development, and implement meaningful instructional technology.
- *Digital Citizenship* shall mean the responsible use of technology (computers, the Internet, and digital devices, etc.) by students to engage with society on any level.
- *Information Literacy* shall mean students have the ability to locate, evaluate, and effectively use needed facts and/or data.

<p>Board Indicator 1 The District Technology Plan includes a portion dedicated to technology skill sets with an emphasis on digital citizenship.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
<p>Evidence:</p>		

<p>Board Indicator 2 The District Technology Plan is aligned with a framework of standards (example: International Society for Technology in Education (ISTE) Standards) that ensure informational literacy is addressed.</p>	<p><u>Superintendent</u> Compliant Not Compliant</p>	<p><u>Board</u> Compliant Not Compliant</p>
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Evidence:

Board Comments:

Changes for approval, Apr 8, 2025

The changes below reflect earlier board discussions around wellness and extracurriculars.

Changes to Results Policy 3, Character & Citizenship

Current policy:

R-3.2 Students will contribute to a better world through collaboration and engagement in real-world issues

Proposed addition:

*R3.2 Students will contribute to a better world through **understanding and respecting difference, honoring social norms and fostering positive relationships that allow for collaboration and engagement in real-world issues.***

Current R-3.3

Students will have a growth mindset, be adaptable to change, and internally motivated.

Potential addition:

*Students will have a growth mindset, **a sense of self as a lifelong learner**, be adaptable to change, and internally motivated.*

Changes for approval, Apr 8, 2025

The changes below reflect earlier board discussions around wellness and extracurriculars.

Remove R-4, Wellness

Students will develop skills and maintain habits that contribute to personal wellness. Students will:

4.1 Appropriately express and manage emotions

4.2 Identify and manage stress, including maintaining reasonable balance between and among competing demands.

4.3 Understand and avoid risky behaviors

4.4 (Social Competence) Establish and maintain positive relationships by respecting others, practicing social skills, and making responsible choices while recognizing and connecting to the community at large

4.4 Practice behaviors that encourage physical health

4.5 (Self-Concept) Develop positive self-identity and recognize self as a lifelong learner

4.5 Understand the value of good nutritional habits

Proposed:

~~R-4~~

~~Policy Type: Results~~

~~Wellness~~

~~Students will develop and maintain habits that contribute to personal wellness:~~

~~Students will:~~

~~4.1 Feel a sense of belonging and connection in their school community.~~

~~4.2 Maintain a healthy body.~~

~~4.3 Understand their emotions and cope effectively with stress.~~



Express Elevator, LLC.
1701 Pearl Street, #8
Waukesha, WI 53186
Darcey Lloyd
darcey.lloydexpresselevatorwi.com
Phone: (414) 363-0990

April 7 2025

Shorewood School District
1701 E. Capitol Drive
Shorewood, WI 53311

Attn: Sean Strauss

Re: Elevator Modernization Proposal

Please find below our proposed scope of work to provide a comprehensive modernization package to enhance the safety and reliability of your elevator.

ELEVATOR DETAIL

Shorewood Intermediate School
Dover Hydraulic Elevator
125 fpm/ 2500lb capacity
3 openings (3F/OR)
RO 504044

Governing Code: 2016 ASME A.17.1 Code and State of Wisconsin SPS 318

SCOPE OF WORK

DOOR EQUIPMENT: Retain existing door equipment.

ELEVATOR CAB DOOR: Retain existing elevator cab door panels.

ELEVATOR HOISTWAY DOORS: Retain existing hoistway door panels.

PHASE II

HYDRAULIC POWER UNIT: Supply and install a new complete hydraulic submersible pump unit including motor, pump, valve, reservoir, piping and shutoff valve, with new sound reducing muffler. Install new oil line shutoff valve in the elevator machine room. Old oil from the elevator tank will be removed and new oil provided.

Phase II Price: Thirty-One Thousand and 00/100 Dollars (\$31,000.00)

Accept _____

Decline _____



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HYDRAULIC JACK ASSEMBLY: The existing hydraulic jack will be retained.

PHASE III

CONTROLLER: Provide **UNIVERSALLY SERVICEABLE AND NON-PROPRIETARY** solid-state micro-processor controller for starting, acceleration, deceleration, and stopping of the elevator. Controller shall include a new solid-state motor starter, providing significant reduction in peak power draw. Include necessary starting switches together with all relays, switches, solid-state components and hardware required for complete operation. Provide Fire Service Phase I emergency recall operation and Phase II emergency in car operation. Provide hoistway access service as required at the top and bottom landings.

WIRING AND TRAVEL CABLE: Install new machine room and hoistway wiring for the new components. All wiring and electrical interconnections shall comply with the governing codes. Insulated wiring shall have flame retardant and moisture-proof outer covering. Install new multi-conductor hoistway wiring for the new elevator hall fixtures. Install new neoprene jacketed multi-conductor car traveling cable for the new elevator car fixtures and car top station.

CAR TOP INSPECTION STATION: A new cartop inspection station will be installed. This allows for the safe operation of the elevator from on top of the elevator (for use during maintenance and/or inspections).

CAR OPERATING PANEL: A new car operating panel shall be installed. It shall contain a bank of mechanical illuminated buttons marked to correspond to the landings served and emergency call button. Provide switches for lights, inspection, and stop switch for proper elevator operation. Adjacent plates with raised numerals and braille symbols will be provided for each operating button. A new telephone will be integrated into the new panel. Necessary wires for the telephone shall be included in the compartment and connected to the car traveling cable.

CAR POSITION INDICATOR: A digital car position indicator shall be integrated with the car operating panel. The controller shall have a position indicator output to drive the required position indicator that reflects the corresponding floor numbers as the car passes or stops.

HALL PUSHBUTTON STATIONS: Hall call station fixtures shall be installed at landings with the necessary call buttons, fire service operation key switches and indicators, and hoistway access key switches at the terminal landings. Fixtures will be installed to meet ADA height requirements.

Phase III Price: Forty-Five Thousand Five Hundred and 00/100 Dollars (\$45,500.00)

Accept _____ Decline _____

ELEVATOR CAB INTERIORS: Base price is based on retaining existing elevator cab interior finishes (wall panels, handrails, ceiling). Budget \$14K-\$20K to update cab interiors – this cost is **NOT** included. Final pricing contingent on selection of design and finishes.



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Waukesha, WI 53186
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PROJECT WARRANTY: Express Elevator will provide a **one-year warranty on parts and labor** for service calls due to installation or material defects from the date of final inspection. Warranty does not cover parts or labor for service calls or repairs due to lack of maintenance, improper or abnormal use, misuse, neglect, abuse or accident, or failure to follow operating instructions or acts of God. Warranty labor includes service calls / repairs during regular working hours. Warranty does not include preventive maintenance or annual safety testing.

PAYMENT TERMS:

1. Fifty percent of the total contract price due upon signed acceptance. The first payment needs to be received prior to releasing material to fabrication.
2. The balance due upon completion of the installation (for each phase) and final acceptance.
3. Our price is valid for (30) days due to potential tariff-related increases.

ACCEPTANCE OF PROPOSAL:

Please read the Terms and Conditions of this proposal which is a part thereof.

Accepted _____, 2025

Submitted for Express Elevator LLC

By: _____

Legal name of purchaser

Darcey Lloyd



Express Elevator, LLC.
1701 Pearl Street, #8
Waukesha, WI 53186
Darcey Lloyd
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Phone: (414) 363-0990

WORK BY OTHERS (NOT INCLUDED IN OUR PROPOSED SCOPE OF WORK)

1. Analog type phone service/line will need to be brought to the elevator controller in the machine room if EE is not providing cellular elevator phone connection.
2. Elevator flooring material and installation.
3. Fire Protection – Furnish and install smoke detectors, modules and all associated wiring to comply with 2016 ASME A.17 Code requirements. Please consult with your Fire Protection Contractor to ensure you comply with NFPA requirements.
4. For hydraulic elevators, if sprinklers are located in the hoistway a smoke detector will be required at the top of the hoistway. Final requirements to be confirmed with State Inspector / in accordance with State of Wisconsin SPS 318.
5. Machine room – a proper fire rated enclosure with self-closing/locking door shall be constructed by others.
6. Furnish and install a new fused and lockable disconnect (appropriate voltage), with 3-Phase 4-wire system and earth-ground. A 120V AC, 15 amp, single-phase disconnect for cab illumination/ventilation to the elevator controller.
7. If battery lowering is included, furnish and install an auxiliary contact in the mainline disconnect.
8. New LED machine room lighting with GFCI outlets and NEMA 4 GFCI outlets and LED lighting in the pit. LED tube lights must be plastic coated or guarded.
9. If necessary, any dewatering and waterproofing of the elevator pit.
10. Elevator Machine Room (HVAC) – furnish and install a system, including power and all associated wiring, suitable to maintain the machine room temperature between 55 degrees F and 95 degrees F with relative humidity not exceeding 85%.
11. Bevel beams or ledges exceeding 4” to 70 degrees and any patch any holes in the hoistway.
12. Remove/do not install any non-elevator related equipment from the hoistway and machine room.
13. Hoistway venting or pressurization to prevent accumulation of smoke and gas, as required by Local Building Code.
14. Provide a fire extinguisher in the elevator machine room.
15. If asbestos or other hazardous material is found/related to our work it is the responsibility of the Owner to abate, contain or prepare the workplace for us to continue our work.
16. Light and switch in elevator machine room, with switch located adjacent to access door. Convenience GFCI outlet in machine room.
17. Light, switch and convenience GFCI outlet in elevator pit, light switch accessible from lower landing opening.
18. Storage for material and tooling for duration of project to be provided on-site and climate controlled.
19. All cutting, patching and painting.
20. Remove or enclose any non-elevator related pipes/wiring located in the machine room or hoistway.
21. Owner/GC to provide dumpster for disposal of waste. Owner to provide forklift or Pettibone if required.
22. Provide building signage and floor designations related to other building systems, as required.
23. Provide sufficient space for storage of materials on site throughout the duration of the modernization.



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24. Provide clear floor space to be used as a work area.
25. Provide at least one parking space (in garage or on street).
26. If any contractors responsible for work required by others cause delay for any reason, there will be additional cost in the form of a change order to account for standby or extra time on the job due to the delay.



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TERMS AND CONDITIONS

Acceptance of the proposal by the Customer shall be acceptance of all terms and conditions recited herein or incorporated by reference. Allowing Express Elevator, LLC. to commence work or preparation for work will constitute acceptance of this Proposal and all its terms & conditions. Quotations herein, unless otherwise stated, are for immediate acceptance and subject to change.

The Customer or Customers herein agree that Express Elevator, LLC. shall retain title to all materials and equipment delivered and placed upon any real property owned by Customer until final payment is made; that Express Elevator, LLC. shall have a lien thereon for any sums remaining unpaid, either for materials or labor or both, furnished under the terms of this Agreement. All sums not paid when due shall bear interest at the rate of 1½ % per month from due date until paid or the maximum legal rate permitted by law whichever is less; and all costs of collection including reasonable attorneys' fees, shall be paid by Customer.

If the Customer fails to make payment to Express Elevator, LLC. as herein provided, then Express Elevator, LLC. may stop work without prejudice to any other remedy it may have.

Customer is to prepare all work areas so as to be acceptable for Express Elevator, LLC. work under this Agreement. Express Elevator, LLC. will not be called upon to start work until sufficient areas are ready to insure continued work until job completion

After acceptance of this Proposal as provided, Express Elevator, LLC. shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. Express Elevator, LLC. shall not be responsible for delays or faults where occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the government, owner, general contractor, architect and/or engineers, armed conflict or economic dislocation resulting therefrom; embargoes, shortages of labor, raw materials, production facilities or transportation; labor difficulties, civil disorders of any kind; action of civil or military authorities; vendor priorities and allocations, fires, floods and acts of God.

All workmanship is guaranteed against defects in workmanship for a period of one year from the date of installation. Express Elevator, LLC's. obligation under this warranty shall be limited to repairing, replacing, or issuing credits for- at Express Elevator, LLC. option- any products or services it finds to be defective in material or workmanship.

In no event shall Express Elevator, LLC. be liable for incidental, consequential, or indirect damages of any kind. Express Elevator, Inc. shall not be responsible for damage to its work by other parties. Any repair work necessitated by caused damage will be considered as an order for extra work. **THIS WARRANTY SHALL BE IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY FOR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.**

All materials shall be furnished in accordance with the respective industry tolerance of color variation, thickness, size, finish, texture and performance standards.

The Customer shall make no demand for liquidated damages for delays or actual damages for delays in any sum in excess of such amount as may be specifically named in this Proposal and no liquidated damages may be assessed against Express Elevator, LLC. for delays or causes attributed to other contractors or arising outside the scope of this Proposal.

From and after delivery to job site of the materials covered hereby, the Customer shall assume, pay for and indemnify Express Elevator, LLC. against any and all damages to or loss or destruction of such materials by any cause whatsoever, except causes directly attributable to the negligence of Express Elevator, LLC. employees or agent(s) irrespective of whether the same may then be in any wise and to any extent erected, completed or accepted, and whether any part of the purchase price hereunder shall have then accrued.

All claims or causes of action arising from this Contract shall be brought in the United States District Court for the State of Wisconsin or in the Waukesha County Circuit Court.



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
March 11, 2025

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

Tristan Papara, Student Representative
Kaymin Phillips, Student Representative

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

I. 7:00 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Becky Freer and SECONDED by Abby Fowler AYE: 4 NAY: 0

II. 7:03 pm STUDENT ACHIEVEMENT AND RESULTS

Lake Bluff Elementary School Frog Project, Tom Dittl

III. 7:15 pm PUBLIC COMMENT #1 - no comments

IV. 7:16 pm SUPERINTENDENT'S REPORT

A. Discussion of Recent Policy Updates

V. 7:30 pm SUPERINTENDENT'S CONSENT AGENDA

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

MOVED by Ellen Eckman and SECONDED by Becky Freer AYE: 4 NAY: 0

VI. 7:31 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. Presentation of Preliminary 2025-2026 Budget Assumptions, Heather Heaviland

B. Adoption of a Board Resolution in Support of the Southeastern Wisconsin Schools Alliance (SWSA) 2025-2027 Legislative Priorities

MOVED by Becky Freer and SECONDED by Ellen Eckman AYE: 4 NAY: 0

C. Review of R4 (Student Wellness) Student Results Policy

D. Discussion of Extracurricular Activities in Current Board Policies

VII. 9:13 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

February 25, 2025 Regular Board Minutes

B. Approval of OE 6 (Communicating with the School Board) Operating Expectations Policy Revisions

C. Acceptance of the Class of 1963 Gift to Establish the Michael D. O'Donnell Memorial Scholarship Fund

D. Approval of the SHS Mock Trial Team Trip to the Wisconsin State Championship (March 7-9)
MOVED by Ellen Eckman and SECONDED by Becky Freer AYE: 4 NAY: 0

VIII. 9:14 pm PUBLIC COMMENT #2 - no comments

IX. 9:15 pm BOARD MEMBER REPORTS

Recreation and Community Services Advisory Group, Abby Fowler

X. 9:21 pm REVIEW OF TO DO AND FUTURE AGENDA ITEMS

OE 8 Policy and Report Changes; Review of Board Updates to OE 9; Approval of OE 10 and Long-Term Capital and Vehicle Plan

XI. 9:22 pm RECESS AND DEBRIEF

Name of District Employee(s) in Charge: Shari Tucker, Amanda Jamerson, Nelson Brown

Destination: 3rd Annual United Justice Coalition (UJC) The Shed at Hudson Yards New York

Date and time of departure: Thursday, May 29, 2025

Date and time of return: Sunday, June 1, 2025

Name of class or co-curricular activity/student group: Youth Rising Up

Number of students attending the trip: 4

Will students miss any instructional days/hours for this trip: Yes

If yes, explain: Depending on departure time, students would miss Thursday, May 29th and Friday May 30th.

Description of educational expectations/correlation to the classroom curriculum:

- Students will participate in discussions that will cover a range of **critical justice issues**, including **mental health, conditions of confinement, probation and parole, law enforcement transparency and accountability**, and more.
- Students will have an opportunity to visit **cultural exhibits, museums, and other activities in the New York area**.
- Students will hear from **leaders from various industries, legal experts, policymakers, artists, and national and local community organizers**.
- The UJC Summit convenes **leaders, experts and advocates across a wide range of fields who are committed to exchanging ideas and inspiring conversations to advance justice**.
- Students will **present their experiences to the community** at a board meeting to discuss how the trip impacted them in and out of school.

[UJC Summit](#)

[UJC Summit 2025](#)

This experience also aligns with our CCEs:

#1-Eliminating inequities requires continuous self-reflection, growth, and action to hold ourselves and others accountable.

#2- The system, and everyone in it, is responsible for creating successful outcomes for all learners.

#5-Staff work collaboratively to build our collective capacity.

#6- Staff use Identity Relevant Teaching and Learning (IRTL) to create, implement, and assess curriculum in heterogeneous learning environments.

#7- District policies, procedures, hiring practices, and funding align with our Collaborative Commitments for Equity (CCE's).

Describe your discipline plan: Students will be expected to follow all school rules while on the trip.

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

The trip does not overlap with a major religious holiday.

What is your plan for health and safety emergencies?

Chaperones will help with any health emergencies.

Number of chaperones: 2

Estimated cost per chaperone: \$1500

Estimated cost per student before and after fundraising: \$1500

Description of fundraising proposal for the trip: There was no fundraising for this field trip.

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

Is this an optional student travel expense: The district is providing any financial assistance needed for the trip, minus what students purchase on their own during the trip. (i.e. snacks, souvenirs, memorabilia, etc.)

Selection process for the students:

Mrs. Tucker, Mrs. Schowalter, Mr. Brown and past Youth Rising Up (YRU) participants of the UJC Summit, will present the opportunity to current Youth Rising Up (YRU) students. The students will then have the opportunity to write/create their "why," for wanting to go on the trip. They will need to discuss how this opportunity will impact their journey towards social justice. Then Mrs. Tucker, Mrs. Schowalter, and Mr. Brown will select the four students.

I have complied with all of the requirements listed above.

Signature of district employee: _____ Date: _____

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

Signature of the Superintendent: _____ Date: _____

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

Signature of School Board President: _____ Date: _____



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Acceptance of Bequest
Date: 4/1/2025
Prepared by: [Heather Heaviland](#)

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

Purpose: To accept a bequest from the estate of Richard J. Sohns and designate Heather Heaviland, Director of Business Services, as the District's authorized representative to complete all necessary actions related to the receipt of these funds, including executing any required documentation on behalf of the District.

Background: Geraldine Stellar Sohns graduated from Shorewood School District in 1939. Her son, Richard J. Sohns, identified the Shorewood School District as a beneficiary of a portion of the estate that was in part passed down from his mother. The District recently learned of this designation and is requesting Board approval to accept the donation and designate an authorized representative to complete necessary paperwork associated with receipt of the funds.

Fiscal impact: The donation is unrestricted. The amount of the bequest is unknown at this time. Once known, the District will identify a use for the funds that aligns with the District's needs and priorities and share a plan with the Board.