

PLEASE POST



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

SCHOOL BOARD MEETING
7:00 PM

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

The School Board meeting will begin at 7 pm. To attend, please enter through the Administration Building doors and take the west stairs up to the second floor to reach the Library Media Center. The building elevator can be accessed near the east stairs.

Community members can use the alternative method of School Board meeting access that the District is providing on Zoom:

Join Zoom:

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

Meeting ID: 815 9962 7722

One tap mobile

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+1 253 215 8782 US (Tacoma)

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Meeting ID: 815 9962 7722

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

This meeting notice was posted on December 8, 2023.



I. 7 pm CALL TO ORDER

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

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

Shorewood Intermediate School Student Clubs

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

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

IV. 7:30 pm SUPERINTENDENT'S REPORT 3

V. 7:40 pm SUPERINTENDENT'S CONSENT AGENDA

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

- A. Approval of OE5 (Financial Management & Administration) Operational Expectations Monitoring Document 7
- B. Approval of 2024-2025 District Instructional Calendar 20

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

- A. Approval of Board Meeting Minutes November 28, 2023 Regular Board Meeting 23
- B. Approval of District Vehicle Purchase 25

VIII. 8:45 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. 8:50 pm BOARD MEMBER REPORTS 26

SHS Parent/Guardian Linkage

SIS Parent/Guardian Linkage

WPEN

X. 9:00 pm REVIEW OF 'TO DO' ITEMS

XI. 9:05 pm FUTURE AGENDA ITEMS

XII. 9:15 pm RECESS AND DEBRIEF



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Superintendent's Report

Date: December 12, 2023

Prepared by: Laurie Burgos, Superintendent

Recommended action:

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

Purpose:

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

2023-2024 Building Blocks

With my Entry Plan Report in mind, I want to share information about key administrative and school leadership work:

Budget Development

Department and school leaders have begun developing their 2024-2025 budgets, using resource allocation guidelines that focus on student needs and align with our [Collaborative Commitments to Equity](#).

[This research](#) has been a useful reference for our team, and I hope that Board and community members will find it helpful as we begin community-wide conversations about resource allocation that supports our priorities. Unfortunately, even with referendum support, we will need to continue to employ budget balancing measures that prioritize academic programs and student services, and I am grateful for the commitment of our school leaders, staff and community members to work together to chart a path forward in the absence of adequate state funding.

There are a number of administrative processes that provide needed budget information, and those coming up shortly after Winter Break include notice from employees who plan to retire at

the end of the school year, and Board approval of our Open Enrollment recommendation, which will be on the January 23 agenda. As we move on from the initial stages of budget discussion and an evaluation of Funds 10 and 27 - our general education and special education budgets - I will be reviewing other fund positions, as these need to actively complement and support our teaching and learning strategies and other goals.

A series of four information sessions for those who want to learn more about specific aspects of budget will begin in January; a Board budget planning workshop and a general community budget workshop that will provide opportunities for input and questions will also be scheduled in the first few months of 2024. An overview of these and key dates for Board action on the budget are reflected in the [Budget Development Timeline](#).

Community Engagement & Communications

In addition to community engagement sessions that will be part of the budget development calendar, the District has scheduled a presentation about the use of instructional technology in schools on January 23 at 6 pm. This second installment in our *Let's Talk About* series will provide both in-person and virtual attendance options, and will include a brief presentation about the use of instructional technology and the Go Guardian tools available to District educators and parents/guardians, and a Q&A period. We look forward to this conversation, which will help identify topics we want to address further as a community, and in an updated District Technology Plan. We welcome all in the community to participate; RSVPs for the January 23 session and questions can be submitted [here](#).

The District Office will also be introducing a bi-weekly staff communication after Winter Break. This will include a summary of School Board action and discussion items, and department and school updates, as well as policy news, district-level work, etc. Another important communications tool, our District website, has undergone some changes and has a new look. Quick navigation tools for staff, community members and parents have been added, as well as new graphics. Drop-down menus and updates to individual page content are still ongoing, and our goal is to wrap up this needed website refresh by the end of January. Input from District parents, staff and community partners was very important to this initiative and I want to thank these volunteers and Maria Campbell, our Communications Specialist, for all of her work behind the scenes to make this a success.

School Growth Plans

As discussed during the presentation of School Growth Plans at the November 28 Board meeting, our school principals and administrators are working together closely to provide needed support to teachers through Wednesday collaborative time and professional development days. After Winter Break, Wednesday afternoons will be focused on instructional practice - building an understanding of high-leverage teaching strategies that can be used in the classroom and in guided study, the use of screening data, etc. Many teachers have been working on their instructional practices outside of our dedicated time on Wednesday, and this need was a common theme in my listening sessions with classroom teachers. I appreciate the

work of our school principals and Mike Joynt to make this change, and it is a good example of how we can impact student success by reprioritizing time and training.

A Board Workshop on November 29 with Dr. Tony Frontier focused on student assessment data. Dr. Frontier has written a number of books on student engagement, evidence-based assessment, effective instruction and data analysis, and he also happens to be an area resident. His insights into the use of assessment tools (standardized tests, screening, classroom work, etc.) as well as our own District student data, was powerful and encouraging, and I am glad that Board members had our School Growth Plans fresh in their minds for this discussion.

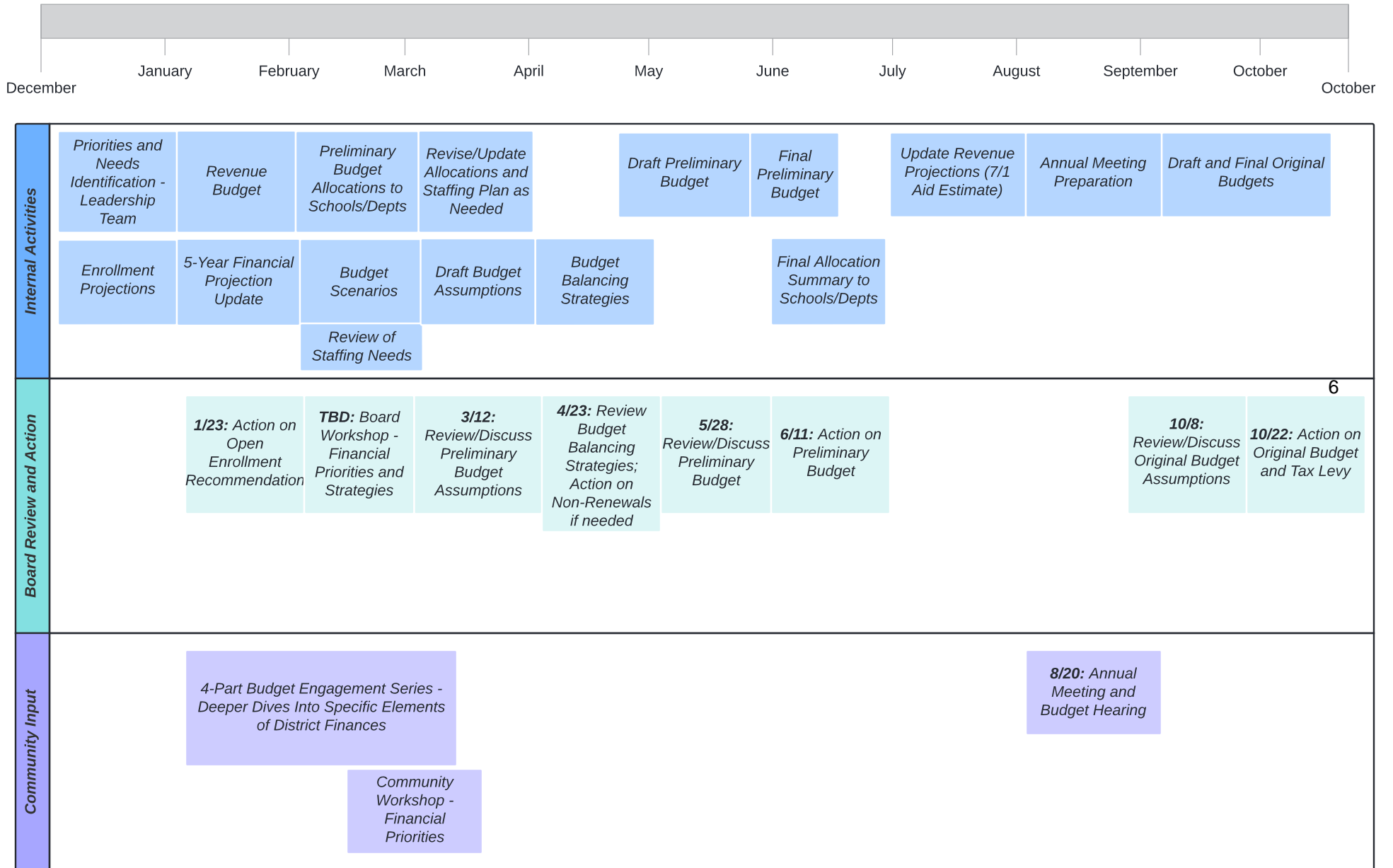
School Updates and Winter Break

Winter Break is just around the corner, and I have been delighted to be part of special activities in classrooms, in the audience for performances, and in the community.

Connecting with students in their schools remains a top priority for me, as these interactions offer a great sense of what is happening in classrooms, what students think about school and their classes, and very important opportunities to connect with their teachers. Over the past few weeks, I attended the SHS Muslim Student Union meeting, met with the SIS Environmental Club, Youth Rising Up and our United Justice Coalition Summit representatives, and I read a story in Mrs. Reinhoffer's classroom at Atwater. I will be spending more time in schools and classrooms after Winter Break, and will draw on these experiences as we focus on supporting teaching and learning across the District.

With the next Board meeting scheduled for January 9, I want to take this opportunity to wish everyone in our District and community a happy and healthy New Year.

2024 Budget Development Calendar





Shorewood
SCHOOL DISTRICT

**Operational Expectations Monitoring Document
OE-5 Financial Planning, Administration & Asset Protection**

Certification of the Superintendent: *With respect to Operational Expectation 5 (Financial Planning), 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:** December 12, 2023

Executive Summary

Over the past year, the Shorewood School District achieved significant progress in enhancing its financial stability. Notably, the successful passage of an operating referendum played a pivotal role in bridging the financial gap arising from escalating operational and maintenance costs coupled with limited increases in state funding. This averted the necessity for substantial budget cuts, preserving the integrity of the Shorewood student experience.

Simultaneously, following completion of the capital referendum projects, the District put forth a plan to ensure the availability of funds for essential capital maintenance. The Board's approval of a 10-year capital maintenance and funding plan helps ensure the District is prepared to address necessary maintenance needs and preserve our historic properties.

The District also demonstrated strong performance in the day-to-day management of our financial operations. High rates of turnover that have historically impacted the business office improved, with all current staff members now in at least their second school year with the District. With a stable and trained staff, the business office has been able to focus attention on processes and procedures that support efficiency, accuracy, and timeliness of financial reporting. Notably, efficiency improvements enabled the District to reduce staffing in the accounts payable department while continuing to maintain timely and accurate payments.

During the course of this year, the District is committed to solidifying policies and procedures while intensifying efforts on resource prioritization. With a focus on maximizing available resources in alignment with our mission, leadership team budget planning meetings are already in progress. These sessions aim to scrutinize current expenditures and their alignment with both present and future needs. The District anticipates involving the Board in this crucial process during the upcoming winter, reinforcing our dedication to navigating an era of limited resources while upholding our commitment to equity, growth and excellence for all.

Disposition of the Board: *With respect to Operational Expectation 5 (Financial Planning), the Board:*

Accepts the report as fully compliant

Accepts the report as compliant with noted exceptions

Finds the report to be noncompliant

Summary statement/motion of the Board:

Signed: _____, Board President

Date: _____

OE-5 Financial Planning

The Superintendent shall develop and maintain a fiscally responsible multi-year financial plan that reflects the Board's Results priorities and Operational Expectations.

Superintendent Interpretation:

- *Multi-year financial plan* shall mean a budget that balances revenues and expenditures for at least two years, including capital improvements;
- *Fiscally responsible* shall mean the expenditures do not exceed revenues and result in a balanced budget.

OE 5.1.

The Superintendent will develop a budget that takes into account the District's long-term fiscal soundness and strategic plan.

Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___
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Superintendent Interpretation:

- The Board will understand the relationship between the budget and the strategic plan. Budget presentations to the Board will explicitly outline how budgeted funds are allocated to support the Board's priorities and goals identified in the strategic plan.

Board Indicator 1

Each year the District delivers to the Board a budget development summary, segregated by fund and object that clearly indicates each source of revenue, and the purpose of each expense, as required by the Wisconsin Department of Public Instruction (DPI).

Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___
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Evidence:

The budget presented for the Annual Meeting and the budget adoption in October 2023 is in the format as required by DPI for publication and recommended by DPI for adoption.

Board Comments:

Board Indicator 2

The District delivers a budget for approval during the Annual Meeting as required by the DPI. This format reports three years of activity, the prior year audited activity, the current year "unaudited," and the upcoming "proposed" fiscal year budget.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

Budget presented at the Annual Meeting / Budget Hearing complied with the requirements as specified by DPI.

Board Comments:**OE-5.2**

The Superintendent will develop a budget that discloses budget-planning assumptions and budget balancing strategies.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Superintendent Interpretation:

- *Budget planning assumptions and budget balancing strategies* shall mean factors considered and assumed in drafting the budget (e.g. enrollment, staffing levels, changes in state funding).

Board Indicator 1

As the budget is developed for the upcoming fiscal year, the administrative team compiles a list of all assumptions used in the budget development, detailed in an impact statement. Budget assumptions are shared with the Board during the preliminary budget presentation, again at the annual meeting, and when the final budget is approved in October.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

Budget assumptions were presented to the Board at multiple stages of budget development, including during the preliminary budget presentation, annual meeting, and original budget presentation. These assumptions were refined and developed as new information became available.

Board Comments:

Board Indicator 2:

The Superintendent will develop a budget that reflects anticipated changes in staffing, employee compensation and benefits adjustments and indicate how changes are being applied to all employee groups.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

Compensation changes were included in the budget assumptions presented to the Board. In addition, changes to staffing were presented as part of the budget balancing strategies in April 2023.

Board Comments:**OE-5.3**

The Superintendent will develop a budget that ensures fiscal soundness in future years.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Superintendent Interpretation

- *Fiscal soundness* shall mean the ability of the District to meet cash flow requirements on a daily basis without incurring excessive short term financing or debt; and
- *Future years* shall mean the current and subsequent fiscal year.

Board Indicator 1

The Superintendent submits a balanced budget to the board for approval.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The District presented the Board with a balanced budget.

Board Comments:**Board Indicator 2**

Any budget items or assumptions that are projected to leave the district fund balance at less than 10% of the District's annual operating budget are understood and approved by the Board as part of the full budget.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The proposed and approved original budget projects a year-end fund balance of 27% of the preceding year's expenditures, which exceeds the minimum balance of 10% per board policy.

Board Comments:**Board Indicator 3**

The budget shall include a 5-year forecast of trends in budget projection enrollment, expenses and revenue expenses.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The District presented a five-year financial forecast that included enrollment, revenue, and expense assumptions as part of the operating referendum planning and review process. Enrollment projections were also reviewed with the Board at the January 24, 2023 meeting.

Board Comments:**OE 5.4**

The Superintendent will ensure that all purchases are made in accordance with the District purchasing policy.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Board Indicator 1:

The Superintendent has obtained multiple price quotations for purchases of \$10,000 or higher, except in emergencies and in cases where price negotiations would not result in a savings to the District.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The District solicits quotes for single items costing in excess of \$10,000. When purchasing an item with a cost exceeding \$10,000, the purchaser obtains three quotes. These are attached to the purchase order (as verified by the Accounts Payable Manager) for purposes of verification and records maintenance.

Board Comments:

Board Indicator 2:

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law. All competitively bid purchases of supplies, materials, or equipment in the amount of \$20,000 or more are awarded to the lowest responsible qualified vendor, taking into consideration the quality of materials and services desired and other project and District needs. The District awards bids according to a bid matrix.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The District follows the Neola policy of soliciting competitive bids when required by law. In 2022-2023, the District did not enter into any contractors for which a competitive bid process was required. When engaging contractors, the District does as a general rule secure multiple proposals when the service is offered by more than one entity, though it is not explicitly required by District policy.

Board Comments:**Board Indicator 3:**

The District demonstrates its commitment to equity and to supporting our local businesses by awarding bids to businesses that meet Disadvantaged Business Enterprise (DBE)* or similar certification requirements and to local bidders.

*DBE is a federal designation for small, for-profit business concerns with majority ownership from socially and economically disadvantaged individuals.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The District did not solicit any competitive bidding processes this past year that would award the opportunity to formally consider DBE status. The District has, however, sought to utilize minority-owned or local vendors when possible and includes this as a variable when evaluating competitive proposals.

Board Comments:**OE 5.5**

The District shall track and collect fees due from students' caregivers.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Superintendent Interpretation:

- *Fees due from students' caregivers* shall mean any fees due in exchange for participation in school activities or from food service.

Board Indicator 1 Uncollected funds are reported to the Board at least annually.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___
Evidence: A report of uncollected fees is included as an attachment to this report. A total of \$12,892 in 2022-2023 school fees remain unpaid as of 12/1/23, representing 1.7% of all fees collected. Course and materials fees comprise the largest percentage of the total (42%), followed by athletics (33%). Fees are owed by 255 unique students, with an average per student outstanding amount of \$57. Many students owe much smaller amounts, with more than half of unpaid fees attributable to 11% of students with balances. An additional \$6,985 in lunch overdrafts were also due as of the end of the 2022-2023 school year. All unpaid fees were carried over to the current school year and the District continues efforts to collect payment. Caregivers have received a written statement as well as bi-weekly reminders.	
Board Comments:	

OE 5.6 The Superintendent will keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___

Superintendent Interpretation

- *Keep complete and accurate financial records* shall mean the District will account for all financial resources and expenditures per the Financial Policies and Procedures account structure and report to the public using Generally Accepted Accounting Principles;
- *Generally Accepted Accounting Principles* shall mean guidelines and standards for public school district financial reporting provided by the Federal Accounting Standards Board.

Board Indicator 1 The District hires an independent financial auditor and the outcome of the annual audit is presented to the Board.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___
Evidence: The District engaged Clifton, Larson, Allen LLP to complete an annual audit of the District's financials for both fiscal year 2022 (FY22) and fiscal year 2023 (FY23). The FY22 audit results were presented to the Board on January 24, 2023 and the FY23 results will be presented in January 2024.	

Board Comments:

Board Indicator 2 The independent financial auditors express an "unqualified opinion" on the basic financial statements and conformity with accounting principles generally accepted in the United States of America.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	
Evidence: Audited financial statements for all prior years have received the unqualified opinion. The audit for the 2022-2023 year is not complete; it is expected to be in full compliance as in past years.	
Board Comments:	

Board Indicator 3 The District is in conformity with the financial reporting and audit process required by the DPI to ensure compliance with budgetary, accounting and reporting requirements.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	
Evidence: Auditors follow all DPI audit guidelines and assure District compliance with federal grant monitoring standards. Financial statements filed with the DPI are in compliance with regulatory standards. Auditors also verify these financial statements.	
Board Comments:	

OE-5.7 The District shall record actual revenues and expenses throughout the year on a timely basis.	
Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___

- Superintendent Interpretation:
- *Record actual revenues and expenses* shall mean keeping accurate records of the processing of financial transactions.
 - *Timely basis* shall mean at least quarterly, and with regular frequency.

Board Indicator 1

The Board receives regular reports of District financial transactions.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

On a monthly basis, the District provides the Board with financial statements including a balance sheet, statement of activities, cash receipts and check register. In addition, the District prepares a set of financial dashboards for the Board on a monthly basis.

Board Comments:**Board Indicator 2**

The Board is informed of any inter-fund transfers.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

Inter-fund transfers are included on the monthly financial reports and in the year-end statements.

Board Comments:**Board Indicator 3**

The Superintendent presents the final revenue and expenditures for the fiscal year and compares it to the approved budget.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

The year-end financial statements are summarized in the August financial report. A year-end budget monitoring report is also attached to this report.

Board Comments:

OE-5.8

The Superintendent will develop procedures and controls to safeguard District funds and prevent financial mismanagement.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Superintendent Interpretation

- *Develop procedures and controls* shall mean processes that provide multiple checks by different people; and
- *Safeguard District funds and prevent financial mismanagement* shall mean protect from fraud.

Board Indicator 1

The Superintendent ensures segregation of duties and responsibilities in the Business office.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

To the degree possible, segregation of duties will be enforced by the Director of Business Services. The annual financial audit includes a review of practices by the independent auditors.

Board Comments:**Board Indicator 2:**

The Superintendent has processes and procedures in place to safeguard receipt of funds and disbursement, including wire transfers.

Superintendent:

Compliant
 Compliant with noted exceptions ___
 Not compliant ___

Board:

Compliant ___
 Compliant with noted exceptions ___
 Not compliant ___

Evidence:

Banking processes require “positive pay” and dual approval of wire transfers.

Board Comments:**OE-5.9**

The Superintendent may not allow facilities and equipment to be subject to improper use or insufficient maintenance.

Superintendent:**Board:**

Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___	Compliant ___ Compliant with noted exceptions ___ Not compliant ___
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Superintendent Interpretation

- *Facilities and equipment* shall mean assets in excess of \$5,000.00 original cost;
- *Improper use* shall mean Inappropriate operation or treatment, or utilization in a manner or for a purpose contrary to what was intended; and
- *Insufficient maintenance* shall mean inadequate repair, cleaning, inspection, or upkeep as recommended by manufacturers' specifications.

<p>Board Indicator 1 No person is injured in one of the District's facilities or when using District equipment as a result of insufficient maintenance of the facility or equipment.</p>	
<p>Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___</p>	<p>Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___</p>
<p>Evidence: No workplace injuries were found to be due to insufficient maintenance of facilities or equipment.</p>	
<p>Board Comments:</p>	

<p>Board Indicator 2 The District maintains and adheres to a long-range capital preventive maintenance plan to help guide the prioritization of Capital Maintenance Fund allocations.</p>	
<p>Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___</p>	<p>Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___</p>
<p>Evidence: The District maintains a 10-year capital maintenance plan that is reviewed annually as part of the capital planning process. This plan was presented to the Board along with a corresponding financial plan on May 9th, 2023.</p>	
<p>Board Comments:</p>	

<p>OE-5.10 The Superintendent may not invest District funds in financial instruments that are not secured or that are not authorized by law.</p>	
<p>Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___</p>	<p>Board: Compliant ___ Compliant with noted exceptions ___</p>

Not compliant ___	Not compliant ___
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Superintendent Interpretation

- *District Funds* shall mean District-owned assets, cash or capital; and
- *Invest* shall mean the commitment of district money or capital to the purchase of financial instruments or other assets so as to gain profitable returns in the form of interest, income, dividend, or appreciation of the value of the instrument.

<p>Board Indicator 1 The District has only deposited funds with entities authorized in accordance with the District's investment policy.</p>	
<p>Superintendent: Compliant <input checked="" type="checkbox"/> Compliant with noted exceptions ___ Not compliant ___</p>	<p>Board: Compliant ___ Compliant with noted exceptions ___ Not compliant ___</p>
<p>Evidence: All investments, made through PMA Network, are in compliance with law and board policy.</p>	
<p>Board Comments:</p>	

OE 5 Financial Management & Administration
Revised and Adopted: December 13, 2022



**EXECUTIVE SUMMARY
FOR THE SHOREWOOD SCHOOL BOARD**

Topic: Recommendation for the 2024-25 Instructional Calendar

Date: December 12, 2023

Prepared by: Mike Joynt, Director of Teaching & Learning

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

Purpose:

The purpose of this report is to provide an overview of the process and final recommendation of the District Calendar Committee, which was convened to develop an instructional calendar for the 2024-25 school year.

Background:

The District Calendar Committee (teachers, elementary and secondary parents, representatives from the SEA, the high school Principal, the Executive Assistant to the Director of Teaching & Learning, and the Director of Teaching & Learning) met on November 14 and November 28 to evaluate calendar options for the 2024-25 school year. The process was moved from February to December, in an effort to provide District staff, families and community members with information needed to plan travel and other needs earlier in the school year.

The proposed calendar meets instructional hour requirements for students and staff contract obligations, and addresses these considerations:

1. Equity and representation considerations pertaining to cultural and religious diversity represented in the District;
2. Alignment of Spring Break dates with other local school districts, and alignment of other breaks with the end of marking periods, when possible;
3. Professional development needs;
4. Summer school scheduling; and
5. Inclement weather dates.



DRAFT

BOARD APPROVED XX/XX/XXXX

Shorewood School District | 2024-2025 INSTRUCTIONAL CALENDAR

Subject to Change

Last Update: 12/8/23

<p>August</p> <p>8/20-8/22 - New Staff Orientation 8/26-8/30 - Staff In-Service</p>	<p>AUGUST 2024</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	Th	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>FEBRUARY 2025</p> <table border="1"> <thead> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>Records 28</td></tr> </tbody> </table>	M	T	W	Th	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	Records 28	<p>February</p> <p>2/17 - No School (Professional Development) 2/28 - No School 4K-6 (Planning & Records)</p>					
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Key:

	New Staff Orientation		First and Last Days of School		No School (4K-6th)
	Professional Development: No School (4K-12)		Holiday: No School (4K-12)		First/Last day of Summer School



SCHOOL DISTRICT OF SHOREWOOD
Board Meeting Minutes
Shorewood High School Library Media Center
November 28, 2023

Board Member Participation:

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

Isabella Busby, Student Representative

District Administrator Participation:

Laurie Burgos, Superintendent
Janice Carter, Principal, Atwater Elementary School
Kate Harder, Director of Special Education & Student Services
Mike Joynt, Director of Teaching & Learning
Tim Kenney, Principal, Shorewood High School
Alejandra Ovalle-Krolick, Principal, Lake Bluff Elementary School
Tiara Rogers, Principal, Shorewood Intermediate School
Shari Tucker, Director of Equity

I. 7:00 pm CALL TO ORDER

Motion to Adopt the Agenda (Abby Fowler absent)

MOVED by Becky Freer and SECONDED by Ellen Eckman

AYE: 4 NAY: 0

II. 7:02 pm STUDENT ACHIEVEMENT PRESENTATION

SHS American Field Service (AFS) Program and AFS Showcase, Adam Sheaffer and Lisa McFarland

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

IV. 7:16 pm SUPERINTENDENT'S REPORT

Superintendent's Entry Plan Report

V. 7:20 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of Monthly Financials

B. Approval of Staffing Changes: Appointment of Sarah Weidner

C. Approval of Overnight Field Trip to St. Louis, Missouri

D. Approval of Overnight Field Trip to Quebec, Canada

MOVED by Nathan Hammons and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

VI. 7:21 pm BOARD BUSINESS AND POSSIBLE BOARD ACTION

A. DPI District and School Report Card Discussion

B. Review of School Growth Plans

V. 8:24 pm BOARD CONSENT AGENDA

A. Approval of Board Meeting Minutes

November 14, 2023 Closed Session

November 14, 2023 Regular Board Meeting

MOVED by Nathan Hammonds and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

VI. 8:25 pm PUBLIC COMMENT #2 - no comments

VII. 8:26 pm BOARD MEMBER REPORTS

Lake Bluff Parent/Guardian Board Linkage, Ellen Eckman

X. 8:27 pm REVIEW OF 'TO DO' ITEMS

State Education Convention

Linkage review: New Horizons

Attendance Follow Up

XII. 8:28 pm FUTURE AGENDA ITEMS

OE 5 (Financial Management & Administration) Operational Expectations Monitoring Document

2024-2025 District Instructional Calendar

XIII. 8:29 pm RECESS AND DEBRIEF



EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

Topic: Purchase of a New Snow Truck
Date: Dec 11, 2023
Prepared by: Heather Heaviland

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

Purpose: The District is requesting Board approval to purchase a new snow truck to replace the current vehicle, which has surpassed its useful lifespan and is no longer reliable.

Background: The District currently owns and uses a 2000 Chevrolet Silverado and two other trucks to clear snow from all four campuses. The Silverado is the oldest of the fleet and requires frequent repairs. Currently, it is in need of over \$4,000 of work in order to keep it operational this winter. The District has evaluated multiple options in order to ensure that we have a reliable means of snow removal, including leasing or purchasing a new vehicle, purchasing a used vehicle, and continuing to repair the current vehicle. The District currently has a rare opportunity to purchase a 2014 Ram truck that is equipped with a plow for an out-the-door price of \$32,299. The District has completed a test drive of the vehicle, reviewed its history, and believes it to be a good option for the District.

Fiscal impact: The initial cash outlay of \$32,299 is expected to be offset by sale of the current truck as well as savings in repair costs both this year and in future years. If the District continued to repair the current vehicle, the cost of repairs would exceed the net cost of purchasing the vehicle within 5-7 years. However, it is likely that the Silverado would cease to function at all within that time frame. The cost to purchase a new vehicle is expected to exceed \$70,000 and, to lease a vehicle, the district was quoted a cost of \$14,400 per year.

Date & Time: October 4, 2023 at 3:45 p.m.

Linkage Group: SHS Administrative Council

Board Members Present: Becky Freer and Nathan Hammons

Administrators Present: Tim Kenney, Amanda Jamerson, Laurie Burgos

Attendance: Department Chairs were present.

1. Information shared by the board:

- Board is starting linkages for the semester and has been reviewing and updating policies. Board workshop focusing on assessment and Forward Exam. Budget is finalized later this semester.

2. Information shared by attendees:

- New Horizons is empowering for students; students grow connected through experiences. The number of students ranges from 24-27.
- Students are craving social interactions and community. Mental health challenges are more elevated. Lots of discussion around this. Children's health contract is very appreciated.
- Students' attention spans seem to have shortened and teachers are adapting curriculum to draw in their interest. Shorter and varied lessons. Teachers are giving lots of reminders. Teachers have also added in more writing assignments (less digital writing) as they seek to strengthen students' writing skills.
- Teachers shared that they would like to see cursive taught in the earlier grades. The act of writing seems to capture students' attention better and produces better writing.
- There is class size variation. Advanced classes are smaller. They'd like to see smaller classes for other classes so all students have strong support and attention.
- Several commented on how supportive the culture is with Amanda and Tim leading.
- Some discussion around evaluating outcomes using standardized tests. Shared understanding that testing is imperfect and it doesn't tell us everything about students.

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

- As policies on digital literacy and technology are reviewed, consideration should be given to what the teachers have shared about writing.
- Socio-emotional learning is very important and impacts all other aspects of learning. It is important that mental health resources are available.

4. Are there district policies we would like the Superintendent to consider and follow-up on?

- With regard to technology use and writing, there is some opportunity for collaboration and/or learning across grade levels/schools with writing and use of technology.

- Teachers have interest in more evenly distributed class sizes with a lens toward equity. This relates to our learning environment/outcome conversations related to tracking.
5. For Board discussion: How did or will this conversation impact student results?
- The commitment of the faculty was so evident in this meeting. There is great commitment to student success and energy for continuous improvement.
6. Other notes:

Date & Time: 12/7/23, 7pm

Linkage Group: SIS Caretakers

Board Members Present: Becky Freer

Administrators Present: Laurie Burgos

Attendance: Andrea Brandt, Julie Wernke, Eden Goldring, Andrew Frey, Bethany Auble, Samantha Shapiro

LINKAGE QUESTIONS

Information shared by the board:

1. Information about board meetings, how to attend, and where to find info.
 - Invited attendees to meetings on 2nd and 4th Tuesday each month, 7pm, LMC South and via online link.
2. Future items the Board will be working on:
 - School board elections in spring, policy review, school calendar coming soon.
3. Updates on work already started, committees, referendums, etc.
 - Contracts with unions completed, district report cards were just reviewed, board workshop on student results, evaluation tools, and gaps in student outcomes.
4. If applicable, how attendees can be involved in Board work.
 - Spoke about engagement in work on district digital technology/literacy policies.
 - Invited attendees to consider running for school board.

Questions for attendees:

1. We're interested in your perspective on students' experiences. What have you noticed about students?
2. As you think about our district, what do you see as priorities for (linkage group)? What would you like to see the board focus on?
3. What are some areas that you believe our district is doing well or that you'd like to see continue?
4. What are some areas where you'd like to see greater focus or improvement?
5. What questions do you have for us?

Lots of great discussion. Most of the families shared that their students loved many aspects of their experience at SIS, but families did want us to know about the areas where they would like to see improvement/changes:

- One caretaker commented on there being sweet things available for lunch and asked if these could be limited or eliminated?
 - Laurie spoke about opportunities for us to provide vendor feedback.
 - In the immediacy, caretakers have the ability to restrict certain purchases through Infinite Campus and might be able to help set some limits.
- Technology usage at school was addressed at length. A few caretakers would like to see greater control over website access to content unrelated to coursework. Some families remarked that they have seen improvement since the beginning of the year but students are still accessing video games and such.

- We mentioned that work on digital literacy/technology was launching in the upcoming months and there will be community engagement.
- Laurie mentioned efforts currently being taken to address this including training teachers on how to set different types of restrictions.
- There was lots of interest in increased rigor. Caretakers brought up that their students went from reading 20-30 minutes each night in elementary school to having no reading or homework in 7th grade. A few parents expressed a desire to help students develop a learner/leader identity during an age where students are exploring identity development. One parent expressed a desire for additional opportunities for academic enrichment with after school activities. Opportunities for academic clubs are currently run during the school day.
 - We shared that rigor is being closely looked at to ensure students are being taught in accordance with standards and are held to high expectations (Studies show students will rise to this and it advances equity). This will be a shift for some, so the district is focusing on supporting teachers and offering professional development.
- One family member brought up that students have trouble accessing the advanced math classes if they aren't selected during elementary school.
 - We shared that this recently was discussed at the Board. We discussed future plans to revise math curriculum and/or develop onramps so that students at any point can enter advanced courses.
- One parent shared that students who may need more assistance all seem to be grouped in one class (is this related to math?). Students have shared with their parents that they are bored in class and frustrated. Can we provide a more equitable experience?
 - We discussed commitment to ICS and focus on equity, and commitment to all students to have a quality learning experience.
 - Laurie addressed how addressing rigor, resource allocation, and professional development, will help with this. Boredom should decrease.
- Families expressed a desire for a curriculum guide on the district website.
 - We shared that this is a priority. We have some work to do first to ensure there is alignment across classes and schools.
- We also discussed some great things in the schools for example:
 - Revision of the social studies curriculum. Families mentioned that 7th grade civics class is amazing.
 - Band concert was incredible. Mr. Olsen really pushes them and has high expectations.
 - In general students like their experiences, are in their classes, and are engaged.

AFTER MEETING NOTES

1. What are the biggest takeaways from the linkage? How should we consider this information to advance student outcomes/results?

Many of the items shared were things we have heard in various settings and that the district has committed itself to focusing on. The alignment was good to see. Overall, families are happy with the direction of the district.

My takeaway is that we need to stay focused and to continue to support district administrators with the plans that they have shared with the Board to focus on rigor,

resource allocation, curriculum alignment, and professional development.

2. Are there any changes to board policy, operating expectations, or monitoring the board should consider further?

Stay the course by looking at the technology policy and focusing on our student results policies.

When we look at Fastbridge data this year, perhaps we can ask Mike to focus on SIS grades.

3. Are there district items we would like the Superintendent to consider and/or follow-up on?

After school activities at SIS. I couldn't speak to how to go about introducing after school activities at SIS. I'm not sure of the logistics that would be needed to coordinate clubs and activities after school.

4. Other notes:

After the meeting there was lots of praise for Principal Rogers and Superintendent Burgos.

WPEN (Wisconsin Public Education Network) Partner Meeting – December 4, 2023 Report
Submitted by Ellen Eckman

Dr. Pam Chinkenbeard from Wisconsin Association for Talented and Gifted gave a short review of the advocacy work they are doing.

- Emphasis on “talent” Development and what students need; provide menu of opportunities
- Unfortunately there has been a cutting of advanced opportunities in public schools that hurts those schools with lower resources
- State funding is \$474,400 per year through competitive grants
- Neighboring midwestern states are providing support in millions of dollars!

Legislative update from Chris Theil

- State Budget is done (January 2023- April/May 2024)
- Only smaller bills right now; what he calls “gotcha bills”
- State surplus now at almost \$8 Billion
- January 23 is deadline for most referendums; record numbers of schools going for referendums.
- No action for help on Special Education and the need for increased funding
- Need to have 60% reimbursement for Sp Ed
- Supreme Court is hearing Gerrymeander Maps cases in December, 2023 - Issue in this case is “contiguous” meaning
- For 16 years we have not kept up with inflation in state funding of education
- Two other lawsuits: Voucher Schools and Act 10 – are they constitutional

Stay tuned for anniversary for WPEN’s founding