

PLEASE POST



SCHOOL DISTRICT OF SHOREWOOD  
Shorewood, Wisconsin  
April 29, 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 25, 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)**

**Shorewood High School Scholarship Recipients**

**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**

3

**V. 7:40 pm SUPERINTENDENT'S CONSENT AGENDA**

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

6

B. Approval of Monthly Financials

7

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

A. Presentation of 2025-2026 Budget Balancing Strategies

15

B. Approval of Preliminary Notices of Non-Renewal

1. Approval of Two Staff Contract Non-Renewals

2. Approval of Four Staff FTE Reductions

C. Board Governance

Student Board Representative Elections

Board Reorganization and Election of Officers, May 13, 2025

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

A. Approval of Board Meeting Minutes

18

April 8, 2025 Regular Board Meeting

April 3, 2025 Closed Session

B. Approval of Helm HVAC Contract (Partial SIS HVAC Replacement)

21

**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 29, 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 Updates**

First, I want to summarize activity over the past several days related to the U.S. Department of Education (USDE) request for certification of compliance with Title VI requirements from public school officials.

On April 23, the Wisconsin Department of Public Instruction (DPI) shared [this communication](#) with school districts, which provides an update on their correspondence with the USDE over the past three weeks. Wisconsin was among 16 states that declined to complete this certification, and on April 24 (the deadline to submit certifications to the USDE), a federal judge in New Hampshire issued an injunction in a case brought by the National Education Association and additional plaintiffs regarding the administration's ability to withhold school funds related to DEI programs.

As the District has a certified National Education Association/WEAC-affiliated union, this injunction prevents the Department of Education from enforcing the certification requirement on our district. This is a dynamic situation, and we expect to receive additional legal and DPI updates about this in the coming days.

Wisconsin has also joined other states in lawsuits against the administration related to public education funding, funding for museums and libraries, as well as cancellation of student visas. The DPI has developed [this overview](#) and other resources to provide Wisconsin residents and communities with information about the impact of federal funding on educational institutions, including museums and libraries, and financial and other forms of support for students and families.

In addition to federal policy and funding issues, we are following policy and budget activity at the state level. The Joint Finance Committee concluded public hearings on the 2025-2027 budget this week, and the Assembly and Senate will take action on the state budget in June.

On a related note, I want to share an update about state funding for ACT 20 (Wisconsin's early childhood literacy program). The Wisconsin State Supreme Court heard oral arguments on April 3 from the Wisconsin State Legislature and the Wisconsin Department of Public Instruction, and this case will determine whether \$50 million in funding for ACT 20 will be released to the DPI or remain with the Legislature's Joint Finance Committee (JFC). Beyond the funding allocation at issue, school law experts expect the decision to have broader implications for Wisconsin's constitutional separation of executive and legislative powers, and state funding for public education in future years.

Finally, I want to summarize a change in District policy related to U.S. border security. U.S. Customs and Border Protection has updated its recommendations regarding minors who travel by air without parent(s)/guardian(s), and in light of increased border security and customs enforcement efforts, the District's legal counsel has advised us to update our student travel authorization forms for both domestic and international air travel. New forms include notarization requirements, and this change is effective immediately. We appreciate the understanding and cooperation of students, staff, and families in completing the paperwork necessary for air travel.

### **Strategic Planning Notes**

District leaders and the Donovan team met with the Strategic Planning Committee on April 21 to review the metrics and strategies we have developed to support our 2025-2030 Strategic Plan. Committee members' responses to the draft document, and the specific targets and goals outlined, was overwhelmingly positive. We will be working to incorporate their valuable feedback into a final draft that will be discussed at the May 13 School Board meeting, and the Donovan Group team and members of the Strategic Planning Committee will attend.

Concurrently, the Roffers Group has begun their data collection and research work to provide School Board members with key information that will need to be considered as part of a long-term financial sustainability effort. This project includes study of demographic changes, enrollment trends, community planning, and other general and economic dynamics in the Village, and we expect it to be completed in August. As discussed, the Roffers Group has completed similar projects for a number of area school districts and municipalities, and I am

confident that their knowledge and experience working with neighboring communities will add a valuable dimension to their work on our behalf.

### **District and Community Updates**

I want to provide a few updates about the District's review of our safety plans. First, all building leadership teams and the District Office participated in school-based safety/threat assessment exercises led by Shorewood Police Department Captain Fernando Santiago over the past few weeks, and this has been very valuable in terms of identifying areas for improvement in both our daily safety protocols and the District Emergency Management Plan.

Erin Cross and Sean Strauss will attend Standard Response Protocol training designed for schools in May, and we will be following up on recommendations I received from other superintendents for organizations or individuals who specialize in the development of safety protocols, reunification plans, etc., to identify a partner to support this process. A schedule of May community engagement sessions about safety will be shared through school newsletters next week, and staff work on the plan will be ongoing this summer.

The School Perceptions Staff and Parent/Community Member surveys have now closed. As you know, the responses we receive are used in a number of Board reports, and in planning and communications throughout the year. Broad participation in these surveys is important, and I appreciate the time that our staff members, parents/guardians and neighbors have taken to share their feedback with us. Students in grades 4-12 will complete this year's Student Survey during Crew or Advisory time over the next few weeks.

Finally, I want to highlight just a few of the events that signal that the end of the school year is around the corner:

- SIS orientation for 6th graders and new students was held on April 23, and our 6th grade students are preparing for their Passages presentations. Both elementary schools will host these sessions in mid-May;
- *The Prom*, the final SHS drama production of the year, will be performed May 1-3, and the SHS Prom will be held May 14; and
- The SHS Awards and Scholarship Celebration will be held on May 15.

There are many other events, performances, athletics and student activities listed on the District and school calendars.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Resignations

**Date:** April 29, 2025

**Prepared by:** Carrie Wettstein

**Recommended action:**

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

**Recommendation(s):** Approval

**Purpose:** Resignations

**Background:**

The District has received resignations from the following certified staff members, effective June 13, 2025:

Sarah Knowlton, SIS Cross Categorical Education Teacher

Alaina Meidl, Lake Bluff 2nd Grade Teacher

Jenna Rheingans, Atwater 6th Grade Teacher

Isabelle Stratte, Atwater 1st Grade Teacher

Stephanie Wampole, Lake Bluff Reading Specialist

The District will be recruiting to fill the resulting vacancies.



**EXECUTIVE SUMMARY  
FOR THE SHOREWOOD SCHOOL BOARD**

**Topic:** Monthly Financial Reports

**Date:** April 22, 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.

**March 2025 Statements**

March 2025 financial statements reflect activities and financial changes for the first nine 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 2025-03

- Budget Status 2025-03
- Check Register 2025-03
- Balance Sheet 2025-03

### **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 March

## FISCAL YEAR 2025 REVENUE AND EXPENDITURE SUMMARY THROUGH MARCH

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

COMPARED TO THE SAME PERIOD, TOTAL REVENUES ARE

**\$712,175**

LOWER THAN THE PREVIOUS YEAR

COMPARED TO THE SAME PERIOD, TOTAL EXPENDITURES ARE

**\$427,004**

HIGHER THAN THE PREVIOUS YEAR

COMPARED TO THE SAME PERIOD, THE FUND BALANCE IS

**\$3,824,390**

HIGHER THAN THE PREVIOUS YEAR

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

CURRENT YEAR-TO-DATE REVENUE COLLECTIONS ARE TRENDING

**\$540,461**

LOWER THAN THE BUDGET

CURRENT YEAR-TO-DATE EXPENDITURES ARE TRENDING

**\$738,211**

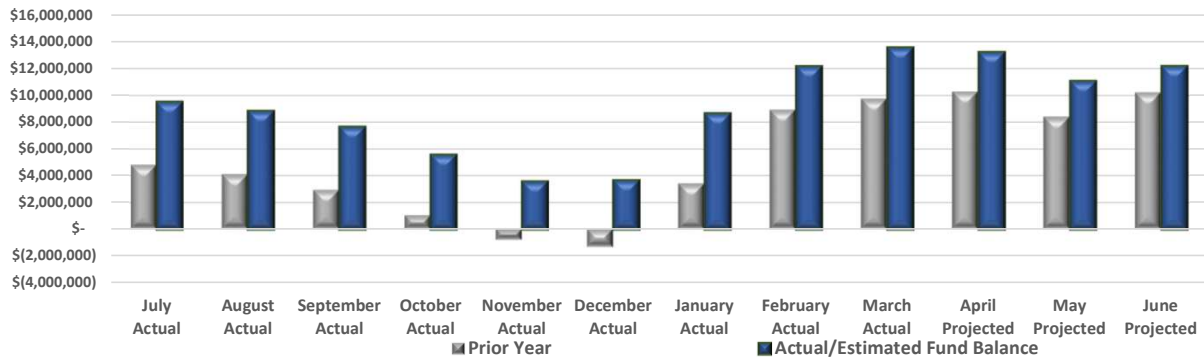
LOWER THAN THE BUDGET

POTENTIAL NET IMPACT WOULD RESULT IN A

**\$197,751**

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

**\$12,184,373**

# FISCAL YEAR 2025 MONTHLY REVENUE SUMMARY - MARCH

## 1. MARCH MONTH END REVENUE OVERVIEW (MTD)



|                            | Current Year<br>MTD<br>Amount | Prior Year<br>MTD<br>Amount | Actual<br>Compared to<br>Last Year |
|----------------------------|-------------------------------|-----------------------------|------------------------------------|
| Revenue From Local Sources | 122,536                       | 43,357                      | ▶ 79,179                           |
| Revenue From State Sources | 3,229,708                     | 2,635,288                   | ▶ 594,420                          |
| All Other Revenue          | 61,717                        | 201,285                     | ▶ (139,569)                        |
| <b>Total Revenue</b>       | <b>3,413,961</b>              | <b>2,879,930</b>            | <b>▶ 534,031</b>                   |

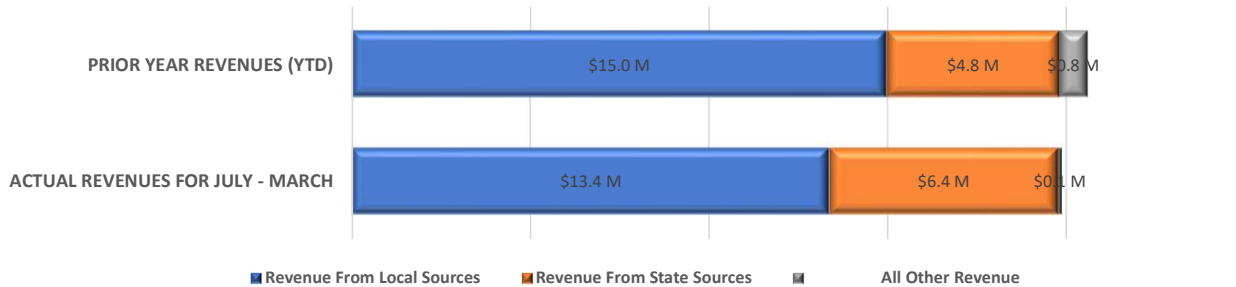
**ACTUAL REVENUE FOR THE MONTH WAS UP**

**\$534,031**

**COMPARED TO LAST YEAR.**

Overall total revenue for March is up 18.5% (\$534,031). The largest change in this March's revenue collected compared to March of FY2024 is higher state aid - general (\$607,776) and lower federal special projects aid transited through (-\$119,761).

## 2. YEAR TO DATE REVENUE OVERVIEW (YTD)



|                            | Current Year<br>YTD<br>For July - March | Prior Year<br>YTD<br>For July - March | Actual<br>Compared to<br>Last Year |
|----------------------------|---|---------------------------------------|------------------------------------|
| Revenue From Local Sources | 13,373,096                              | 14,976,719                            | ▶ (1,603,623)                      |
| Revenue From State Sources | 6,404,076                               | 4,836,908                             | ▶ 1,567,169                        |
| All Other Revenue          | 102,399                                 | 778,119                               | ▶ (675,720)                        |
| <b>Total Revenue</b>       | <b>19,879,571</b>                       | <b>20,591,746</b>                     | <b>▶ (712,175)</b>                 |

**COMPARED TO THE SAME PERIOD, TOTAL REVENUES ARE**

**\$712,175**

**LOWER THAN THE PREVIOUS YEAR**

Fiscal year-to-date General Fund revenue collected totaled \$19,879,571 through March, which is -\$712,175 or -3.5% lower than the amount collected last year. The largest difference in revenue when comparing current year-to-date revenue collected through March 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 \$1,580,218 higher.

## FISCAL YEAR 2025 MONTHLY EXPENDITURE SUMMARY - MARCH

### 3. MARCH MONTH END EXPENDITURE OVERVIEW (MTD)

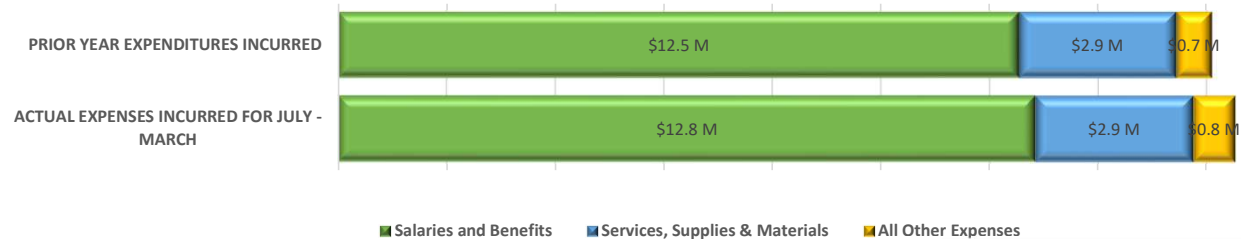


|                                | Current Year<br>MTD<br>Amount | Prior Year<br>MTD<br>Amount | Actual<br>Compared to<br>Last Year |
|--------------------------------|-------------------------------|-----------------------------|------------------------------------|
| Salaries and Benefits          | 1,690,033                     | 1,653,372                   | ▶ <b>36,661</b>                    |
| Services, Supplies & Materials | 272,447                       | 278,495                     | ▶ <b>(6,048)</b>                   |
| All Other Expenses             | 45,615                        | 121,319                     | ▶ <b>(75,704)</b>                  |
| <b>Total Expenditures</b>      | <b>2,008,095</b>              | <b>2,053,186</b>            | ▶ <b>(45,091)</b>                  |

**ACTUAL EXPENSES FOR THE MONTH WAS DOWN**  
**\$45,091**  
**COMPARED TO LAST YEAR.**

Overall total expenses for March are down -2.2% (-\$45,091). The largest change in this March's expenses compared to March of FY2024 is lower interest (-\$75,500), higher travel (\$39,077) and higher salaries (\$25,406).

### 4. YEAR TO DATE EXPENSE OVERVIEW (YTD)



|                                | Actual<br>Expenses<br>For July - March | Prior Year<br>Expenditures<br>Incurred | Actual<br>Compared to<br>Last Year |
|--------------------------------|--|--|------------------------------------|
| Salaries and Benefits          | 12,849,333                             | 12,546,345                             | ▶ <b>302,988</b>                   |
| Services, Supplies & Materials | 2,909,433                              | 2,900,651                              | ▶ <b>8,783</b>                     |
| All Other Expenses             | 771,553                                | 656,319                                | ▶ <b>115,234</b>                   |
| <b>Total Expenditures</b>      | <b>16,530,319</b>                      | <b>16,103,314</b>                      | ▶ <b>427,004</b>                   |

**COMPARED TO THE SAME PERIOD, TOTAL EXPENDITURES ARE**  
**\$427,004**  
**HIGHER THAN THE PREVIOUS YEAR**

Fiscal year-to-date General Fund expenses totaled \$16,530,319 through March, which is \$427,004 or 2.7% higher than the amount expended last year. The largest difference in expenditures when comparing current year-to-date expenditures through March to the same period last year is that equipment/vehicle - initial purchase costs are \$181,748 higher compared to the previous year, followed by personal services coming in \$133,296 higher and property services coming in -\$122,781 lower.

# 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**

**\$540,461**

**LOWER THAN THE BUDGET**

|                            | Budgeted Annual Revenues | Actual/Estimated Calculated Annual Amount | Variance Favorable/(Unfavorable) |
|----------------------------|--------------------------|---|----------------------------------|
| Revenue From Local Sources | 19,232,547               | 18,796,316                                | (436,231)                        |
| Revenue From State Sources | 9,587,665                | 9,516,705                                 | (70,960)                         |
| All Other Revenue          | 2,390,531                | 2,357,261                                 | (33,270)                         |
| <b>Total Revenue</b>       | <b>31,210,743</b>        | <b>30,670,283</b>                         | <b>(540,461)</b>                 |

The top two categories (taxes and other revenue from local sources), represents 115.% 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 | 225,642                      |
| EARNINGS ON INVESTMENTS          | 156,809                      |
| OTHER REVENUE FROM STATE SOURCES | (98,790)                     |
| All Other Revenue Categories     | 22,944                       |
| <b>Total Revenue</b>             | <b>(540,461)</b>             |

## 6. PROJECTED YEAR END EXPENDITURE RESULTS COMPARED TO THE BUDGET

**CURRENT YEAR-TO-DATE EXPENDITURES ARE TRENDING**

**\$738,211**

**LOWER THAN THE BUDGET**

|                                | Budgeted Annual Expenses | Actual/Estimated Calculated Annual Amount | Budget compared to Actual/Estimated |
|--------------------------------|--------------------------|---|-------------------------------------|
| Salaries and Benefits          | 20,934,355               | 20,349,253                                | (585,101)                           |
| Services, Supplies & Materials | 4,766,124                | 4,694,698                                 | (71,425)                            |
| All Other Expenses             | 3,744,820                | 3,663,135                                 | (81,685)                            |
| <b>Total Expenditures</b>      | <b>29,445,298</b>        | <b>28,707,087</b>                         | <b>(738,211)</b>                    |

The top two categories (health insurance and dues and fees), represents 72.8% 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                     | (420,780)                    |
| DUES AND FEES                        | (116,799)                    |
| EQUIPMENT/VEHICLE - INITIAL PURCHASE | 56,681                       |
| RETIREMENT                           | (53,387)                     |
| All Other Expense Categories         | (203,926)                    |
| <b>Total Expenses</b>                | <b>(738,211)</b>             |



## EXECUTIVE SUMMARY FOR THE SHOREWOOD SCHOOL BOARD

**Topic:** Budget Balancing Strategies  
**Date:** April 29, 2025  
**Prepared by:** Heather Heaviland

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

### **Purpose:**

To share and obtain feedback on proposed strategies to maintain a balanced and sustainable budget for the Shorewood School District in both the 2025-2026 and future school years.

### **Background:**

On an annual basis, the District evaluates projected and planned spending for the next year to ensure that investments are aligned with needs. In addition, the District is continually looking ahead to ensure long-term sustainability of a high-quality education for all students. The District is currently engaged in a strategic planning process that will set our priorities for the coming years. While we finalize that plan, we continue to rely on the priorities that resulted from intentional solicitation of feedback from both internal and external stakeholders in the 24-25 school year and surfaced the following three priorities:

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

In addition to those three strategies, the District continues to prioritize long-term sustainability and added:

- Operational Efficiency

Budget balancing strategies seek to ensure that resources are dedicated to these needs and that we are acting on opportunities to reduce costs.

### **Investment Needs and Funding Strategies in 25-26:**

The District identified four areas for focused investment in 25-26, in order to address our core priorities. For each of these, the District identified a funding strategy that seeks to eliminate or significantly reduce the financial impact of the new investment.

1. Accelerated Math Achievement for All Students
  - a. Funding Strategy:
    - i. Re-allocation of funds previously used to pay interest on our short-term borrowing to the teaching and learning budget
    - ii. SEED Foundation grant request
    - iii. Allocation of funds within the current teaching and learning budget
  - b. Projected Net Financial Impact: \$0
  
2. Support Student Mental Health: Maintain the relationship with Children’s Hospital to provide student mental health therapy despite a portion of the funding previously used to support this investment having been discontinued by the State of Wisconsin.
  - a. Funding Strategy:
    - i. Add to operating budget in 25-26
    - ii. RFP in 2026 to identify new vendor and/or consider expanding community wide and leverage Fund 80
  - b. Projected Net Financial Impact:
    - i. FY26: \$50,000
    - ii. FY27: TBD
  
3. Empower Educators: Invest in professional development to support skill-building in prioritized areas.
  - a. Funding Strategy:
    - i. School and department budgets to prioritize professional development
    - ii. Title and other grant funds to prioritize professional development
  - b. Projected Net Financial Impact: \$0
  
4. Enrich Learning Through After School Activities: The recreation program will develop new programming for early release days that engages students through STEM, arts, physical activity, and social emotional development.
  - a. Funding Strategy:
    - i. Leverage SEED grant funding for startup costs
    - ii. Program fees to cover ongoing costs of staffing and materials
  - b. Projected Net Financial Impact:
    - i. \$0 (Amount spent to match amount granted)

Compensation also remains a priority. The 2024 Operational Expectations Monitoring Report for Personnel Administration provided data showing that, within CESA 1 Shorewood is:

- In the 100th percentile for teacher compensation;
- In the 93rd percentile for assistant principal compensation;

- In the 70th percentile for principal compensation (94th percentile when compared with similarly-sized school districts).
- In the 84th percentile for all other employee groups.

The District’s preliminary budget will include salary increases up to the state-allowed CPI increase. The additional cost of salary and fringe (retirement and social security) would be approximately \$590,000 without any staffing changes and approximately \$225,000 *after* the staffing reductions outlined below.

Acting on opportunities to increase operational efficiency is also a priority for the District. In 2025-2026, we will:

- Reduce staffing by a net of 5 FTE based on projected enrollment and course registrations, including one additional FTE in the Lake Bluff special education department. Our staffing needs are projected to decrease in the future as our cohort sizes decrease. Implementing these changes now reduces the future impact of a possible model change and enables the District to direct resources and reduce future operational impact.
- Increase the utilization of substitute teachers/reduce the percentage of time spent not assigned as classroom substitute teachers.
- Review support staff responsibilities and needs for potential efficiencies.

**Emerging and Ongoing Challenges**

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

- Increasing cost of capital maintenance
- Rising health care costs
- Maintaining top compensation

While the District is working to mitigate the impacts of each of these, expense growth is anticipated to be a significant and ongoing challenge. High-impact, bold moves will be needed to change this trajectory. We recently initiated a neighborhood and enrollment study. We will engage a task force to review the study results and consider options for possible reconfiguration of our schools in Fall 2025.

**Financial Impact:**

The net financial impact of new investments in the four key areas for 2025-26 is estimated at approximately \$50,000. Although the total investment exceeds \$218,000, the District can absorb most of the cost by reallocating existing resources and using grant funding. This estimate does not include expected increases in salaries or health care costs. While those increases will raise overall expenses, we anticipate they will remain within or below the levels projected in our financial forecast. Whenever possible, we will reserve any savings to support future capital projects and other major needs. Doing so will reduce the need to fund those items later and allow us to direct more of our general operating budget toward instructional and general operating costs.



SCHOOL DISTRICT OF SHOREWOOD  
Board Meeting Minutes  
Shorewood High School Library Media Center  
April 8, 2025

Board Member Participation:

- Emily Berry, President
- Becky Freer, Vice President
- Abby Fowler, Clerk
- Nathan Hammons, Treasurer and Policy Officer
- Ellen Eckman, Member at Large
  
- Kaymin Phillips, Student Representative

District Administrator Participation:

- Laurie Burgos, Superintendent
- Janice Carter, Principal, Atwater Elementary
- Heather Heaviland, Director of Business Services
- Mike Joynt, Director of Teaching and Learning

I. 7:00 pm CALL TO ORDER

Motion to Adopt the Agenda

MOVED by Ellen Eckman and SECONDED by Becky Freer

Motion by Nathan Hammons to move VII. A (R4 Policy Removal) to VI. F Board Business and Possible Board Action

AYE: 5 NAY: 0

II. 7:02 pm STUDENT ACHIEVEMENT AND RESULTS

Atwater Elementary School Student Council

III. 7:06 pm PUBLIC COMMENT #1 - no comments

IV. 7:07 pm SUPERINTENDENT'S REPORT

V. 7:17 pm SUPERINTENDENT'S CONSENT AGENDA

A. Approval of Monthly Financials

MOVED by Nathan Hammons and SECONDED by Becky Freer

AYE: 5 NAY: 0

VI. 7:18 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

MOVED by Nathan Hammons and SECONDED by Ellen Eckman

AYE: 5 NAY: 0

C. Approval of the Long-Term Capital Improvement Plan

MOVED by Ellen Eckman and SECONDED by Becky Freer

AYE: 5 NAY: 0

D. Presentation of the Capital and Vehicle Improvement Plan

E. Approval of New Horizons Program Change (Closure of Charter School)

|   |               |
|---|---------------|
| MOVED by Abby Fowler and SECONDED by Ellen Eckman                         | AYE 5 NAY: 0  |
| F. Approval of Removal of R4 (Wellness) from Board Student Results Policy |               |
| MOVED by Becky Freer and SECONDE by Ellen Eckman                          | AYE: 4 NAY: 1 |
| G. Approval of OE 8 (Learning Environment) Policy Revisions               |               |
| MOVED by Abby Fowler and SECONDED by Ellen Eckman                         | AYE: 4 NAY: 1 |
| H. Approval of OE 9 (Instructional Programs) Policy Revisions             |               |
| MOVED by Ellen Eckman and SECONDED by Abby Fowler                         | AYE: 5 NAY: 0 |
| I. Approval of R3 (Character and Citizenship) Policy Revisions            |               |
| MOVED by Ellen Eckman and SECONDED by Becky Freer                         | AYE: 5 NAY: 0 |

VII. 9:21 pm BOARD CONSENT AGENDA

A. Approval of Facilities Contract - Express Elevator (SIS partial replacement)

B. Approval of Board Meeting Minutes  
March 11, 2025 Regular Board Meeting

C. Approval of Youth Rising Up Trip to the United Justice Coalition Conference (May 29-June1)

D. Acceptance of Sohns Bequest to the Shorewood School District

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

VIII. 9:23 pm PUBLIC COMMENT #2 - no comments

IX. 9:24 pm BOARD MEMBER REPORTS

SWSA, Emily Berry

X. 9:28 pm REVIEW OF TO DO AND FUTURE AGENDA ITEMS

Board Reorganization, OE 9 Indicators, 2025-2026 Budget Balancing Strategies

XI. 9:32 pm RECESS AND DEBRIEF



SCHOOL DISTRICT OF SHOREWOOD  
Board Meeting Minutes  
Shorewood High School Library Media Center  
April 3, 2025

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

District Administrator Participation: Laurie Burgos, Superintendent

On Thursday, April 3 2025 at 4:30 pm, the Shorewood School Board met in Closed Session.

Call to Order in Open Session

Motion to meet in Closed Session to discuss staff employment, promotion, compensation and/or performance evaluation data, pursuant to Wis. Stat. 19.85(1)(c).

Meeting Adjourned without Objection at 5:05 pm.



# Helm

Service

## Shorewood School District

### *Shorewood School District*

### *Proposed Project Agreement*

**Date:**

4/7/2025

**Proposal Number:**

P13653

**Prepared for:**

Shorewood School District  
1701 East Capitol Drive  
Shorewood, Wisconsin 53211

**Prepared by:**

Theresa Burnjas  
262-798-1500  
tburnjas@helmgroupp.com





**PROJECT PROPOSAL**

**Company**

Helm Service  
S84 W18852 Enterprise Drive  
Muskego, WI 53150  
Ph: 262-798-1500

Proposal Date: 4/7/2025  
Proposal Number: P13653

**Bill To Identity**

Shorewood School District  
1701 East Capitol Drive  
Shorewood, Wisconsin 53211  
Sean Strauss

**Agreement Location**

Shorewood School District  
1701 East Capitol Drive  
Shorewood, Wisconsin 53211

**RE: Shorewood School District**

Dear Sean,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available.

**Scope:**

Provide labor and materials as needed to isolate and LOTO the electrical circuit to provide a safe working environment following OSHA standards.

Labor and Materials and rigging to demo and dispose of old 30,000 CFM air handling unit to offsite  
Supply labor materials and rigging to set in place one new Dakin 24,930 CFM hot deck cold deck air handling unit

Fabricate and install new sheet metal transition pieces for supply and outdoor air ductwork

Provide new pipe valves and fittings to make connections of hot and chilled water lines to air handling unit coils

Installation of new piping is included

We will provide one new VFD for the 50 -horse air handling unit motor

Provide conduit wire as needed to make reconnections of new VFD and air handling unit

We will provide installation for damper actuators on the air handling unit

Control wiring and programming is by controls contractor

Helm will reconnect up to the valves and bleed out the coil in the piping in the mechanical room for the heating and cooling side

We will add bleeders to the coil on the cooling side

**Investment for Above.....\$ 165,889.56**

**Clarifications:**



- **Tariff Alert:** The prices quoted herein are based on the current tariff rates, duties, government charges, and trade regulations as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority (collectively, "Tariff Changes"), and such Tariff Changes result in an increase in the cost of goods, Helm Service reserves the right to adjust the pricing of the affected goods to reflect the increased costs. Helm Service is not obligated to deliver the goods and/or services until an agreement on the new price has been reached. Upon customer approval, Helm will verify with suppliers if any price increases have occurred and if so, will notify customer to review required price adjustment prior to order.
- Helm Service is not responsible for delays in equipment/material deliveries due to supply chain issues. With current environment, pricing is subject to change pending any equipment cost increases.
- Due to new A2L refrigerant regulations, 410-A Equipment will be discontinued after the first of the year.
- Work to be performed during normal working hours of 7:00am thru 3:30pm, Monday thru Friday.
- Helm Shall properly dispose of all debris created by the above noted repairs.
- If additional problems are found, another proposal will be offered to address anything additional.
- This proposal, scope, and price is the proprietary property of Helm Service and is for our client's use only, as it is to be utilized for the agreement evaluation. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Helm Service, which is not expressed herein. No party shall alter this agreement. This proposal will become a binding Agreement only after acceptance by Client and approval by an officer of Helm Service as evidenced by their signatures below. All rights to any designs presented are retained by Helm Service.

### **Exclusions:**

- The scope of this proposal does not include the replacement of any other components of the mechanical or controls systems that are not specifically listed in this proposal.
- Temporary HVAC equipment or rental equipment.
- Permits, Inspection fees of any kind.
- Isolation valves, strainers, check valves, etc. unless specifically noted.
- Electrical work of any kind, starters, disconnects, VFD's wire, conduit, breakers, fuses, etc. Unless noted above.
- Roofing, cutting, patching, flashing, painting.
- Structural building/walls; cutting, patching, and coring.
- All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
- Additional ventilation requirements/revisions that may be required due to A2L refrigerants.
- Utility Services: We assume the existing utilities (gas, electrical, water) serving the facility are properly sized to handle the current building loads. If it is determined service upgrades are necessary to facilitate current or future loads, additional costs may apply through your utility provider and/or Helm.
- Payment and performance bonds.
- All responsibility for Lead and asbestos identification, abatement, removal, and disposal prior to start of job.



Thank you for the opportunity. We look forward to working with you.

**Theresa Burnjas**  
Account Manager | Helm  
Service  
262-798-1500 **cell**  
tburnjas@helmgroupp.com

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the “Agreement”), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

**Contractor**

*Theresa Burnjas*

\_\_\_\_\_  
Signature (Authorized Representative)  
Theresa Burnjas  
\_\_\_\_\_  
Name (Print/ Type)  
262-798-1500  
\_\_\_\_\_  
Phone  
4/7/2025                      P13653  
\_\_\_\_\_  
Date                                      Proposal #

**Customer**

\_\_\_\_\_  
Signature (Authorized Representative)  
\_\_\_\_\_  
Name (Print/ Type)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date                                      PO#



## HELM SERVICE PROJECT - TERMS AND CONDITIONS

1. TERMS: IF THIS CONTRACT INVOLVES THE PURCHASE OF MATERIALS AND EQUIPMENT ONLY, THE PURCHASE PRICE SHALL BE PAYABLE AT THE TIME OF DELIVERY OF THE MATERIALS AND/OR EQUIPMENT; IF THIS CONTRACT INVOLVES LABOR OR LABOR AND MATERIALS AND EQUIPMENT, PROGRESS BILLINGS WILL BE SUBMITTED COVERING MATERIALS AND EQUIPMENT DELIVERED TO THE JOB SITE OR STORED IN ACCEPTABLE STORAGE FOR DELIVERY TO THE JOB SITE. THIS PROGRESS BILLING WILL ALSO INCLUDE LABOR WHICH HAS BEEN EXPENDED ON THE JOB OR DIRECTLY CONCERNED WITH THE JOB. THIS PROGRESS BILLING AMOUNT WILL BE DUE TEN DAYS AFTER BILLING DATE. FOR JOBS WHICH REQUIRE RETENTION, A RETENTION AMOUNT OF FIVE PERCENT WILL BE WITHHELD. IT WILL BECOME DUE AND PAYABLE AT THE COMPLETION OF HELM SERVICE'S PORTION OF THE PROJECT.

2. Title to the materials and equipment shall remain with Helm Service until the customer has paid the total price in full, and if the customer should fail to make any payment to Helm Service as the same becomes due or the customer fails to perform any other obligation under this contract, Helm Service may take possession of the materials and equipment.

3. Helm Service warrants that its labor and installation shall be done in a good and workmanlike manner and shall be free from defects for a period of one year after completion of the installation. Helm Service warrants that all equipment and materials furnished will be new unless otherwise specified in this contract, and that Helm Service has good title thereto. Helm Service does not warrant the quality of the equipment and materials furnished in any respect and the customer's remedy for defects in the equipment and materials shall be against Helm Service's suppliers or the manufacturers of the materials and equipment. Helm Service will deliver all manufacturers' written warranties to the customer upon completion of installation. UNDER NO CIRCUMSTANCES WILL HELM SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFITS, INCREASED OPERATING OR MAINTENANCE EXPENSE, CLAIMS OF CUSTOMER'S, TENANTS, OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

4. Once the equipment and materials have been delivered to the job site, the Customer assumes all risk of damage to same, by any cause, except that brought about by the negligence of Helm Service and its employees. The customer shall carry all Risk, Property Insurance to the full value of the materials and equipment and name Helm Service as an Additional Insured to the extent of its interest.

The Customer shall be responsible for purchasing and maintaining such liability insurance as will protect him against claims which may arise from operations under the Contract.

5. Helm Service will obtain Liability and Workers' Compensation Insurance protecting it against claims which may arise from operations under the contract.

6. Helm Service will make delivery or installation, when provided herein, within a reasonable time after this contract is entered into, but it will not be responsible for delays caused by unavailability of machinery, equipment, materials or parts, shipper's delays, strikes, lockouts, restrictions imposed by civil or military authority, priority regulation of some governmental body, insurrection or riot, or any other cause beyond Helm Service's control. If a time for performance is stated in this agreement, it shall be deemed to be an estimate only. If Helm Service is required to make some installation under this contract, the customer shall be responsible for putting the premises in a satisfactory condition including furnishing electric power, light, heat, and water so that installation can start promptly and be completed efficiently.

7. If Helm Service shall fail to perform any of its obligations under this contract and fails to perform after the customer gives Helm Service ten (10) days' written notice of the specific deficiencies, the customer may have someone else complete the performance, but Helm Service's liability shall be limited to what it reasonably costs the customer to obtain completion of Helm Service's obligations under this contract. If Helm Service fails to perform any of its obligations under this contract, the customer, at customer's option, and without being required to do so, may cancel this contract by giving Helm Service ten (10) days written notice.

8. If the Project is stopped for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of Helm Service or if the Project should be stopped for a period of thirty (30) days by Helm Service for the customer's failure to make payment thereon as provided in Paragraph 1, then Helm Service may upon seven (7) days written notice to the customer terminate this agreement and immediately recover from the customer payment for all work to date and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.

9. In the event either party must commence a legal action to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting or defending the claim as the case might be.

10. The Customer shall not leave any of the equipment or systems furnished or installed by Helm Service in operation until the customer has approved and accepted same and paid Helm Service the price in full.

11. Any written notice required under this contract may be delivered personally to the other party or mailed as certified mail, return receipt requested, to the other party's address as it appears in this agreement or as given to the other party by written notice during the terms of this contract.

12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Helm Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Helm Service.