



SCHOOL BOARD WORKSHOP
5000 South 116th Street, Greenfield, WI 53228 – Community/Board Room
Monday, October 9, 2017
6:30pm

AGENDA

1. Call to Order, Verify Compliance with Open Meetings Law Notification, and Adoption of Agenda
2. Pledge to the Flag
3. PRESENTATIONS
 - a. Social Emotional Learning K-12 Plan (*Jackie Winter*)
 - b. Grading K-12 (*Lynn LeRoy*)
4. DISCUSSION
 - a. District Dashboard – Career Readiness (*Lisa Olson*)
5. DISCUSSION/FUTURE ACTION
 - a. Contract with Bray Architects (*Mike Williamson*)
 - b. Tax Levy (*Mike Williamson*)
 - c. Short Term Cash Flow Borrow (*Mike Williamson*)
6. Motion to Adjourn

Public comment will be accepted after the conclusion of each discussion item. Comments are limited to current agenda items. Anyone having a legitimate interest in an agenda item may participate. Attendees must register their intention to speak upon their arrival at the meeting. Participants will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate. Each statement made by a participant shall be limited to three (3) minutes unless extended by the Board President. No participant may speak more than once on the same topic. Comments are to be directed to the Board; no person may address or question Board members individually. The Board respectfully asks that comments remain focused on the issues but not on specific personnel, as personnel is handled through other avenues.

*****Any person or group wishing to have an item considered for the agenda shall submit their request to the Superintendent no later than fourteen (14) calendar days prior to the meeting.***

This meeting is a meeting of the Board of Education in public for the purpose of conducting School District business and is not to be considered a public community meeting. Please be aware that the Board of Education cannot discuss nor debate items not on the agenda.

Date: October 9, 2017
To: Whitnall School Board X **Report Only**
From: Jackie Winter, Director of Pupil Services
Subject: Social Emotional Learning (SEL)

Summary and Background:

In the spring last year the Board approved adding two additional social worker positions. These additions allowed us to drastically change our pupil services delivery model. In our current model, social workers and school psychologists are assigned to buildings and working collaboratively with school counselors and administration. Most importantly, they are not apart of a school building and able to work directly with students on a daily basis.

The table below shows the assignments by building. While many of the responsibilities of the social worker and school psychologist can be performed by either position, having at least one of each at the primary and secondary level allows the social worker and school psychologist to assist at another building as needed.

Hales Corners	Social Worker	School Counselor		
Edgerton	School Psychologist	School Counselor		
Whitnall Middle	Social Worker	School Psychologist	School Counselor	
Whitnall High	Social worker	School Counselor	School Counselor	School Counselor

As we expand our multi tiered system of support to include social emotional learning we recognize that we need to increase staff understanding of their own social emotions, the impact of social emotional learning on learning and the work place, and lastly, purposely including SEL within our schools. The purpose of this presentation is to share our plan and journey thus far.

As part of the 2017-18 Parent Learning Academy at Whitnall, social emotional learning will be the topic on January 9, 2018.

Date: October 9, 2017
To: Whitnall School Board X **Report Only**
From: Administration – Teaching and Learning
Subject: Grading, Assessing, & Reporting

Summary and Background:

Whitnall School District has been on a multi-year journey to develop and refine a grade-reporting system which will clearly and accurately communicate student learning. Buildings and grade levels are on different points in the journey. The journey also includes clearly identifying the standards and learning that will occur at each level.

For the beginning of the 2017-18 school year, we have set up reporting formats for grades K-8 and grades 9-12, which differ slightly between the two levels, while striving to achieve improved clarity around student learning. As we increase our effectiveness around reporting, we are also working to revise some of our grading to reflect current best practice. This presentation will provide an overview of the K-12 grading and reporting systems at Whitnall.

As part of the 2017-18 Parent Learning Academy at Whitnall, we are holding a parent learning session on grading on Tuesday, October 10, to allow parents to learn more and ask questions about grading and reporting.

Date: October 9, 2017
To: Whitnall School Board X **Report Only**
From: Administration
Subject: District Data Scorecard – Career Readiness

Summary and Background:

In moving forward for the 2017-18 district goals, we are beginning to establish benchmark data to develop a district scorecard. At the board meetings in January and July, there was information provided on the *Redefining Ready* framework to develop a multi-metric, research-based approach to determine what is meant to be “ready” for life after high school. Current state report cards provide limited data on the readiness of students for college, career, and life.

2017-18 Annual Goal(s)	Indicators of Success	Administrator(s) Responsible	Tentative Timeline
2. Develop and communicate district plan to maintain and enhance achievement at the highest academic levels and remediate achievement/learning gaps district wide that are evident in numerous assessment/achievement data	<ul style="list-style-type: none"> • Develop standardized procedures for data uploads and reports to analyze student achievement and behavior data • Establish and communicate benchmark academic and behavioral data to enhance district achievement 	<ul style="list-style-type: none"> • Director of Teaching and Learning • Director of Pupil Services/Special Education 	<ul style="list-style-type: none"> • May 2018
3. Analyze and recommend opportunities for students to assure career, college, and life readiness.	<ul style="list-style-type: none"> • Develop a district scorecard based on <i>Redefining Ready</i> format and research on readiness factors • Develop a comprehensive CTE program plan and options for students 	<ul style="list-style-type: none"> • Superintendent 	<ul style="list-style-type: none"> • May 2018

This discussion will focus on data and priorities for *Redefining Ready* Career Readiness Indicators. Students are considered to be career ready if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. Students entering the military upon graduation who meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) are also considered career ready.

Career Cluster identified and two or more of the following benchmarks:

- 90% Attendance
- 25 Hours of Community Service
- Workplace Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or More Organized Co-Curricular Activities

Whitnall data for the above indicators will be reviewed.

Date:	October 9, 2017	<input type="checkbox"/>	Discussion Item Only
To:	Whitnall School Board	<input checked="" type="checkbox"/>	Discussion Item and Future Action Item
From:	Michael Williamson, Director of Business Services	<input type="checkbox"/>	Action Item
Subject:	Contract with Bray Architects	<input checked="" type="checkbox"/>	Attachments Included

Board Consideration or Action: Recommendation to approve Bray Architects for Phases II and III of the fee proposal brought forward in November 2016.

Reason for Consideration or Action: The resolution requires Board action. Phase I was approved on November 28, 2016 and is near completion.

Background/Reference: Bray Architects was selected during the Request for Proposal (RFP) process amongst three other firms on November 28, 2016. That proposal was to engage Bray Architects in Phase I of the referendum process for \$34,000. If Bray was contracted for Phase II and III of the referendum process, the fee would decrease to \$7,500 as well as an additional \$5,000 for Phase II and subject to the fee proposal for Phase III as long as the referendum is passed. If it is not passed, the fee for the scope of the work performed would be \$39,000 for Phases I and II. Remember, the original scope was for an analysis of HCE and the pool. Since then the scope was broadened to an analysis of the entire district. Bray has been at most of our community events, many board meetings, has engaged in discussions with administration at different points in the process, and has been on conference calls with School Perceptions through the creation of the survey.

With Phase I coming to a conclusion, in order to enact Phase II and follow through with potential solutions once the survey is completed, the Board will need to act on a contract with Bray for the next phases of the process. While a contract is not ready for October 9th, the fee proposal has been attached from the original RFP submission. A contract would be vetted through with administration and ready to act upon on October 23, 2017.

Changes Since the Committee of the Whole:

Cost Factor: Included in current budget? Yes No



FEE PROPOSAL

Thank you for the opportunity to submit Bray Architects' proposal for architectural and engineering services to the Whitnall School District. Bray Architects' goal when submitting a fee proposal to a potential client is to be very clear with which services and consultants are included. Our objective with this thorough approach is three-fold:

First, to make sure that you are getting exactly which services you expect;

Second, to ensure that when comparing our fees to others you are able to draw an accurate comparison; and

Third, to help ensure a design process that is not complicated by constant debate over who is responsible for specific services or regular requests from your architect for additional services.

Fee Proposal Per Request for Proposal

Having carefully examined the matter hereinbefore: the RFP entitled **Architectural and Engineering Services for Whitnall School District** and having carefully examined the Site(s), existing building(s) and all conditions affecting the work, the undersigned proposes to furnish all Labor, Materials and Equipment called for, shown and/or necessary for the completion of the total work of the Project including all but not limited to:

In accordance with the above mentioned documents, for the LUMP SUM PRICE

OF: Thirty Four Thousand DOLLARS

The fee above is inclusive of reimbursable expenses such as printing, shipping and travel.

This would not be the typical fee structure under which we have worked with other districts across the state. The truth of the matter is the pre-referendum planning and design most often becomes a marketing effort or loss leader in order to do the final building project(s) that may result from the study. It has been this way throughout Wisconsin since we started practice in 1962.

Alternate Fee Proposal

Phase 1 | Pre-Referendum Planning and Design

If the District agrees to enter into a full-service contract (which includes the actual design and construction administration of projects that may result from Phase 1 and Phase 2 services) with Bray from the outset, our proposed fixed fee would be reduced from \$34,000.00 to \$7,500.00.

Phase 2 | Referendum Assistance/Support Services

If the District elects to precede with a referendum Bray Architects proposes a fixed fee equal to Five Thousand Dollars (\$5,000.00) to support the District in community engagement, community outreach, and general referendum support services.

Phase 3 | Project Implementation

Given that the final scope and budget of work will be determined during Phases 1 and 2, we offer the following percentage of construction costs scale for calculation of our architectural/engineering fee.



FEE PROPOSAL

Construction Cost (Per Project)	New Construction	Addition/Renovation
under \$1,000,000.....	7.50%.....	8.00%
\$1,000,000 - \$3,000,000.....	7.00%.....	7.50%
\$3,000,000 - \$5,000,000.....	6.50%.....	7.00%
\$5,000,000 - \$10,000,000.....	5.50%.....	6.00%
\$10,000,000 - \$20,000,000.....	5.25%.....	5.50%
\$20,000,000 and above.....	5.00%.....	5.25%

Consultant / Sub-Consultant Services

The proposed fee includes the following services:

- Civil engineering
- Structural engineering
- Plumbing design
- Fire protection design
- HVAC engineering
- Electrical engineering
- Technology wiring design
- Security system design – e.g. card readers, closed circuit television, etc.

Reimbursable Expenses

We do not invoice for the following traditionally reimbursable expenses:

- Transportation in connection with the Project
- Travel and subsistence
- Electronic communications
- Expense of overtime work requiring higher than regular rates

During Phase 1 and 2 we do not charge for reimbursable expenses. Reimbursable expenses during Phase 3 include the following:

- Reproductions, plots, standard form documents
- Postage, handling and delivery of Instruments of Service

Direct Owner Expenses

Project expenses that are incurred directly by the Owner include the following:

- Fees paid for securing approval of authorities having jurisdiction over the Project
- Boundary and/or topographic survey
- Soil borings and other geotechnical services
- Storm water management report and/or calculation fees
- Traffic impact studies (if required)
- Environmental analysis and abatement – e.g. contaminated soils, buried tank, asbestos, lead etc.
- Archeological and/or historical studies
- Wisconsin Department of Natural Resources or other similar environmental permitting



FEE PROPOSAL

Optional / Enhanced Services

The following are not included in Bray Architects' base fee proposal but can be provided if requested by the Whitnall School District:

- Landscape architecture
- Food service equipment design
- Natatorium/pool system analysis, design and/or engineering
- Design, specification, inventory of existing, and/or selection of furnishings and loose equipment - e.g. systems office furniture, library shelving/furniture, etc
- Design of public roadways, streets, intersections or traffic signals (design of private/on-site circulation is included in base fee)
- Leadership in Energy and Environmental Design (LEED) documentation to include registration of the project and all documentation associated with the building portion of the required LEED submittal
- Digital building energy modeling beyond basic analysis required to meet requirements of agencies having jurisdiction over the project
- Detailed roof survey and building envelope analysis – e.g. roofing systems, exterior façade, windows, thermal imaging, etc.
- Design of non-conventional/deep foundations systems – e.g. pilings, caissons, aggregate piers,

Hourly Rates

• Principal and Associate.....	\$125.00
• Project Manager.....	\$100.00
• Architects.....	\$100.00
• Onsite Construction Administrator.....	\$100.00
• Specification Writer.....	\$100.00
• Interior Designer.....	\$85.00
• Project Team Leader.....	\$65.00
• Intern Architect.....	\$45.00
• Administrative/Clerical.....	\$35.00

Date:	October 9, 2017	<input type="checkbox"/>	Discussion Item Only
To:	Whitnall School Board	<input checked="" type="checkbox"/>	Discussion Item and Future Action Item
From:	Michael Williamson, Director of Business Services	<input type="checkbox"/>	Action Item
Subject:	Tax Levy and 2017-2018 Original Budget	<input type="checkbox"/>	Attachments Included

Board Consideration or Action: Recommendation to approve the tax levy for the 2017-2018 fiscal year.

Reason for Consideration or Action: The resolution requires Board action.

Background/Reference: On October 23, 2017, the Board of Education will approve the original budget and tax levy for the 2017-2018 fiscal year. More than likely, this will come across as two separate actions though it looks like traditionally it has been one resolution. The major changes will revolve around a finalized state aid amount, open enrollment in and out changes, membership changes, and minor changes to the non-staffing budget from the budget you approved to be published in August.

At this time, we do not have any of the major October variables. This means state aid, property valuation, or any potential additions to the revenue limit formula (voucher students or uncounted pupils). The one variable that has been finalized is the membership count. We saw an increase of fifty (50) members in the membership count. This is a major increase and has a significant impact on this years revenue limit formula and future ramifications as far as state aid allotment for next fiscal year.

Changes Since the Committee of the Whole:

Cost Factor: **Included in current budget?** Yes No

Date:	October 9, 2017	<input type="checkbox"/>	Discussion Item Only
To:	Whitnall School Board	<input checked="" type="checkbox"/>	Discussion Item and Future Action Item
From:	Michael Williamson, Director of Business Services	<input type="checkbox"/>	Action Item
Subject:	Short Term Cash Flow Borrow	<input type="checkbox"/>	Attachments Included

Board Consideration or Action: Recommendation to approve for a resolution for cash flow purposes.

Reason for Consideration or Action: The resolution requires Board action..

Background/Reference: Given that the majority of revenue for school districts is collected between January 15 and June 15 of the fiscal year, it becomes a necessity for many districts to short term borrow for expenditures beginning by the end of November and through mid-January. In Whitnall’s case, by the end of November, it may become necessary to borrow before our early December state aid payment and again by the end of December through mid-January. Last year, Whitnall opened up a line of credit for \$3.25 million and ended up with approximately \$2,300 in interest costs.

This year, we may require a different structure for our short term borrowing needs than in the past. This is because we want to leave as much tax free borrowing opportunity should we pass a referendum. Because of this, we may not simply open up a line of credit. Before October 23, I will be working with Baird and Associated Bank to create our best and most economical way in order to short term borrow to set us up best to save on interest costs for borrowing that may occur with the referendum.

On October 23rd, I hope to have the resolution needed for the Board to approve. The expectation is that the borrowing may be the same as last year. Within the week, I will provide our bank with a cash flow analysis, our current budget and, once completed, our audit.

Changes Since the Committee of the Whole:

Cost Factor: Included in current budget? Yes No