



Facility Advisory Committee

School District of Jefferson

April 20, 2022 | Meeting 9

Framing our future facilities

Agenda

- 1 Roll Call, Approval of Minutes, & Questions
- 2 Subcommittee Members
- 3 Discuss Referendum Communications & Outreach
- 4 Review Referendum Guidelines: Info vs. Advocacy
- 5 Questions

FAC Housekeeping

- Approval of minutes from March 16, 2022 FAC meeting
- Questions or feedback from previous FAC meeting



Thank You!

Dear Community Members, Families, and Staff:

We are extremely thankful for the support the Jefferson school community provides our district. In 2016 and again in 2018, voters approved extra funds that allow us to offer "big school" academic and extracurricular options in a "small school" setting. Because of your support, we have been able to maintain small class sizes, expand our course offerings, improve safety and security, and invest in routine maintenance on our buildings.

Even with these investments, we have several challenges ahead. Many major building systems need to be upgraded or replaced. In addition, many of our classrooms are outdated and cannot support today's learning needs. These investments are too expensive to be covered by our annual budget.

Any future investments in our schools will affect the community for many decades. Therefore, our plans must reflect the priorities of our taxpayers. Please take a few minutes to complete this survey. All survey data is returned to School Perceptions to ensure your feedback is kept confidential.



TAKE THE SURVEY IN ONE OF TWO WAYS

Option 1: To reduce mailing expenses, please go online –

Go to the survey website:

www.Feedback2000.com

Enter your survey code:

Option 2: By paper – If you do not have internet access, please return the survey to any school office, or mail it to School Perceptions, PO Box 607, Slinger, WI 53086.

Additional Surveys: The survey code can be used only once. To obtain additional surveys for other adults in your household, please call the District Office at 920-675-1010.

Para pedir una copia de esta encuesta en español, favor de llamar 920-675-1010.

Please complete the survey before May 18, 2022.

If you have a disability that makes it difficult to read and/or take the survey, please contact the District Office. Final survey results will be reported at the Board of Education meeting on June 13, 2022. They will also be available on the District's website at www.sdsd.org.

We take pride in our efforts to maintain a safe and productive learning environment for all students. We ask parents and members of our school community to join us in shouldering this responsibility. Thank you for taking the time to complete this survey.

Sincerely,

Charles Urness
Superintendent

School District of Jefferson
Board of Education

Framing Our Future Facilities

• Empowering Futures Together

Respondent Information

What is your age? ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+

Is your primary residence in the School District of Jefferson? ☐ Yes ☐ No ☐ Not sure

In which municipality do you live?

☐ City of Jefferson ☐ Town of Aztalan ☐ Town of Concord
☐ Town of Farmington ☐ Town of Hebron ☐ Town of Jefferson
☐ Town of Oakland ☐ Town of Sullivan ☐ Village of Sullivan
☐ Not sure ☐ Do not live in the District

Are you an employee of the School District of Jefferson? ☐ Yes ☐ No

Do you have children attending a school in the District? ☐ Yes ☐ No

If you have school-aged children, what school(s) do they attend? (Mark all that apply.)

☐ Jefferson 4K ☐ East Elementary School ☐ Sullivan Elementary School
☐ West Elementary School ☐ Jefferson Middle School ☐ Jefferson High School
☐ Private/parochial school ☐ Homeschool ☐ Other: _____

How do you like to receive school/District information? (Mark all that apply.)

☐ School/District websites ☐ School/District newsletters ☐ Phone notifications
☐ Board meetings ☐ Emails ☐ Twitter/Facebook
☐ Daily Union ☐ TV/radio ☐ Other: _____

Overall Satisfaction

The value of a person's home can be affected by the perceived quality of the school district.

What impact do you believe the School District of Jefferson has on your home value?

☐ Positive impact
☐ Little to no impact
☐ Negative impact
☐ Do not own a home in the District

How is the District doing in each of the following areas?

Delivering a high-quality education	☐ Great	☐ Good	☐ Fair	☐ Poor	☐ Not sure/ no opinion
Keeping the public informed	☐ Great	☐ Good	☐ Fair	☐ Poor	☐ Not sure/ no opinion
Managing funds appropriately	☐ Great	☐ Good	☐ Fair	☐ Poor	☐ Not sure/ no opinion
Building pride in the community	☐ Great	☐ Good	☐ Fair	☐ Poor	☐ Not sure/ no opinion

On a scale of 0 – 10, how likely would you be to recommend the District to a friend or family member?

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
Extremely Unlikely Neutral Extremely Likely

Facility Planning Background

In 2020, an external firm and district staff conducted a facility assessment of the quality of our buildings and learning environments. The issues from this assessment are summarized below.

Building	Issues
East Elementary Built: 1938	➤ Our heating/ventilation/air conditioning, plumbing/sanitation, and other major mechanical systems are beyond their service life and must be updated. ➤ The foundation leaks and creates water damage. ➤ There is no sprinkler system for fire protection. ➤ Many classrooms are too small for flexible small- and large-group instruction. ➤ Classrooms for our youngest learners (JK & SK) are too small, are on the lower level, and do not have age-appropriate restrooms. ➤ Windows are several decades old, do not seal, and are inefficient. ➤ The roof needs to be replaced. ➤ A more secure entrance that funnels visitors through the office is needed. ➤ Some areas of the building, including restrooms, do not comply with Americans with Disabilities Act (ADA) regulations. ➤ Many floors, doors, ceilings, and cabinets are worn and need to be replaced.
West Elementary Built: 1969	➤ Ceilings and inefficient lights need to be replaced. ➤ There is no sprinkler system for fire protection. ➤ Stormwater backs up during heavy rain. ➤ Some areas of the building, including restrooms, do not comply with Americans with Disabilities Act (ADA) regulations. ➤ The generator and air circulation system need to be upgraded and replaced. ➤ The early childhood spaces do not have age-appropriate restrooms.
Sullivan Elementary Built: 1962	➤ There is no sprinkler system for fire protection. ➤ Some areas of the building, including restrooms, do not comply with Americans with Disabilities Act (ADA) regulations. ➤ The electrical system needs to be reviewed throughout the building. ➤ The 4K program does not have age-appropriate restrooms.
Middle School Built: 2000	➤ The fire alarm system needs to be updated. ➤ Parts of the HVAC system are approaching the end of their service life.
High School Built: 1962	➤ We do not have enough space in the agriculture and technical education wing to meet students' demand for these courses. ➤ Some HVAC units, especially near the auditorium, do not function properly and need to be replaced.

The estimated cost to address these issues is too large to be paid for from our annual budget. Therefore, voters in our district would need to approve a referendum to provide the funding. This type of referendum allows us to issue debt (i.e., take out a loan) to pay for major facility projects. Like a home mortgage, this is typically financed over an extended period, often 20 years.

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Committee Schedule

DATE	TIME	LOCATION	TENTATIVE FOCUS
Apr 20, 2022	6:00-8:00 PM	High School	Discuss referendum process (info vs. advocacy, legal requirements, next steps, communications outreach, etc.)
_____ Apr 25- May 18, 2022 Community and Staff Survey Window _____			
Jun 01, 2022	6:00-8:00 PM	High School	Subcommittee meeting
June 13, 2022	6:00 PM	Board Mtg/HS	Survey results presentation (entire community is invited)
June 22, 2022	6:00-7:30 PM	High School	Subcommittee shares advisory recommendation with FAC for approval
June 27, 2022	7:00 PM	Board Mtg/HS	Subcommittee presents final advisory recommendation to the Board

**Additional committee work will be complete in June 2022*

02

Subcommittee Advisory Recommendation Samples

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Sample Recommendations

1. School District of Poynette | [Presentation](#)
2. School District of Belleville | [Presentation](#)
3. Sun Prairie Area School District | [Presentation](#) & [Executive Summary](#)
4. Baraboo School District | [Presentation](#) & [Recommendations](#)
5. Monona Grove School District | [Report](#)

Survey

- Gathers broad community feedback
- Gives public a voice in decision-making
- Builds ownership among stakeholders
- Communicates important information to community members
- Independently collects credible data

**FOLLOW
THE
DATA!**

03

Discuss Referendum Communications & Outreach

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Survey Promotion

Tell your friends,
family, co-workers, and
neighbors!



SURVEY

**Your voice
matters!**

Take the facilities survey in mailboxes
the end of April and share your
feedback on our future facilities.



SCHOOL DISTRICT OF JEFFERSON

YOUR VOICE MATTERS!

Since October 2021, the School District of Jefferson's Ad-Hoc Facility Advisory Committee (FAC) made up of community members, business leaders, and District staff have explored potential **District-wide facility solutions** to address current and future educational needs.

The FAC has worked to prioritize the District's facility needs and is at the point where **your feedback** on a community-wide survey is necessary. Surveys must be complete by **May 18**.



PLANNING TIMELINE



WATCH YOUR MAILBOX

A community-wide survey will be mailed to all District households in **late April**.



Details on how to take the survey online will be included on the paper survey you will receive in the mail.



If you do not have internet access or prefer a hard copy, return the survey by mail in the envelope provided or to any school office.



Get additional information by visiting our website sdj.org/district/facility-cfm or email questions to futurefacilities@sdj.org

STAY INFORMED

Contact Charlie Urness, District Administrator, urnessc@sdj.org or 920.675.1013

Visit sdj.org/district/facility-cfm

Email futurefacilities@sdj.org

JOIN US!

Monday, June 13 at 6:00 p.m.
Community survey results presentation
Jefferson High School Library | Board Workshop

Join us in-person or use the QR code to access the livestream School Board Meeting



Follow us | [f](https://www.facebook.com/sdj.org) [y](https://www.youtube.com/sdj.org)



SCHOOL DISTRICT OF JEFFERSON

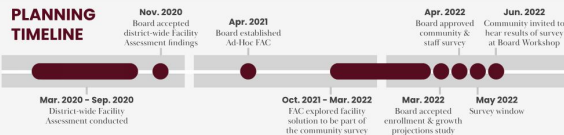
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School District of Jefferson
206 South Taft Avenue
Jefferson, WI 53549

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Learn More! sdj.org/district/facility-cfm

Follow us | [f](https://www.facebook.com/sdj.org) [y](https://www.youtube.com/sdj.org)

Key Communicators

- District's website
- FAQs



SCHOOL DISTRICT OF
JEFFERSON

Framing our Future Facilities

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[Calendar](#)
[Food Menu](#)
[Staff Directory](#)

About SDOJ

Website Disclaimer

Framing our Future Facilities

COVID-19 Dashboard

Superintendent's Welcome

Strategic Plan

Calendar

Staff Directory

Performance Reports

Facility Advisory Committee

The District values the input of its stakeholders. Staff, parent, and broad community input will help inform this important community-driven Facility Advisory Committee (FAC) planning process. The District will keep the entire community informed and involved in the planning process as it evolves.

On April 26, 2021, The Board of Education of the School District of Jefferson authorized the creation of an Ad Hoc Facility Advisory Committee (FAC) to be charged with the task of seeking solutions to our District's facility and site needs. The Committee is also charged to review all pertinent information found in the District's completed **Facilities Assessment**. The Board desires the following to be considered by the Committee in making a facility recommendation to the Board of Education for future action:

- Options should reflect the District's **mission, vision, beliefs, and commitments**
- Options should include purposeful spaces to inspire innovative learning, accommodate diverse student needs, and promote collaboration
- Options may include new construction, renovations, repurposed spaces, and/or upgrades to empower student learning and success
- Options should include spaces for students, staff, parents, and community
- Options should be cost-effective for taxpayers, safe, energy-efficient, and adaptable for future use

Committee Meetings

DISTRICT-FACILITY A



Jefferson School District

Committee Meetings

AGENDA / MINUTES	PRESENTATIONS	MEETING FOCUS
June 21, 2021 Agenda Minutes	 FAC Presentation	- Facility Planning Process - Completed Work - Committee purpose and expectations
October 6, 2021 Agenda Minutes	 FAC Presentation East Tour	- Confirm committee expectations - Share SDOJ History - Discuss long-range planning background - Review facility assessment findings including capital maintenance needs - Review capacity analysis & enrollment data
October 27, 2021 Agenda Minutes	 FAC/Baird Presentation Sullivan Tour	- Review school finance and debt service - Review facility educational adequacy findings - Review modern learning and teaching - Understand modern learning and teaching in Jefferson
November 17, 2021 Agenda Minutes	 FAC Presentation West Tour	- Understand SDOJ instructional vision - Confirm needs - Brainstorm key project components & big ideas

RESOURCE DOCUMENTS

Tour Guides:

- East Elementary
- Sullivan Elementary
- West Elementary
- Jefferson Middle
- Jefferson High
- Renovation Example
- Ixonia Elementary

HANDOUTS

Committee Schedule

Enrollment Projection Summary

Room size data

Special Programs + Specialists

Communications Plan - Before Adoption

Updated: 12/14/21

[illegible]

04

Review Referendum Guidelines: Info vs. Advocacy

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Referendum Guidelines: Information vs. Advocacy



eppstein uhen : architects

Referendum Guidelines

The following list summarizes referendum activities that are permitted and prohibited specifically on **district facilities and grounds**, including all buildings, training sites, athletic fields, parking lots, etc.:

Permitted Activities <i>Information Sharing</i>	Prohibited Activities <i>Express Advocacy*</i>
Providing <i>factual information</i> on a proposed district referendum.	Distributing VOTE YES or VOTE NO materials in any form.
Holding informational meetings and unbiased voter registration, early voting and absentee ballot drives.	Holding VOTE YES or VOTE NO meetings or rallies.
Providing students with <i>factual information</i> about the proposed referendum or voting as a civic responsibility/right.	Promoting a VOTE YES or VOTE NO message to students in an official class setting or district activity.
Serving on an independent political action committee (PAC) or referendum group "off the clock" <u>and</u> off school grounds if you are a contractual employee with defined start/end times.	Working on VOTE YES or VOTE NO efforts for an independent political action committee (PAC) or Referendum Group while on <i>official school time</i> if a contractual employee.
Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, social media, website, print, data lists, other) to share <i>information</i> only in accordance with district policies.	Using district resources (paper, computers, copiers, supplies) or communications channels (phones, email, website, social media, print, data lists, other) specifically for VOTE YES or VOTE NO efforts.
Contacting the District office to request available district directory information per Wisconsin Open Records Law procedures.	Using official district communication channels to recruit members or fundraise for a VOTE YES or VOTE NO political action committee (PAC) or Referendum Group.
Expressing personal opinion and support for the referendum IF you are <u>not</u> serving in official district capacity at the time (i.e. on personal times and off district grounds).	Expressing your VOTE YES or VOTE NO opinions as a representative of the District in an official capacity.

District leadership, faculty, or staff cannot engage in promotional activities during *contracted work hours*. However, they can participate in promotional activities *on personal time* and *off district grounds*.

Board members are not considered district employees and may openly participate in promotional activities as long as they follow all applicable Board policies and laws. Board members cannot use district resources of any kind to promote or oppose referenda and are encouraged to specifically identify their statements as *personal opinion*.

*Express advocacy includes phrases such as "vote for", "vote yes", "support", "vote against," "defeat", "reject", "benefit", and similar phrases.

For additional information, contact the Wisconsin Elections Commission and/or the District's bond counsel with questions. www.elections.wi.gov or 608-266-8005.

Updated January 2022

- Informational Materials & Community Outreach
- Facilities & Use of District Resources
- Role of School Board Members
- Role of Administration
- Role of District Employees

Informational Materials & Community Outreach

1. **“Neutral and objective”** information is permissible and appropriate
2. **“Advocacy”** is not permitted
3. Legal difference is **“express advocacy”**
 - a. Avoid subjective words & phrases like “vote yes”, “vote for,” “support,” “defeat,” “reject,” and/or “benefit”
4. **Stick to the facts!**

Use of District Resources

Recommendation: Keep it neutral and factual only on ALL school district property including auditoriums, gyms, athletic fields, parking lots, and playgrounds

- Require Open Records requests for all district directory information
- Use all district resources appropriately – information only
 - Computers/copiers & printers/equipment
 - All communication channels/vehicles
 - Email
 - Website
 - Social media
 - Phone/data lists

Questions?

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Next Steps

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our future facilities!