



**KENOSHA UNIFIED SCHOOL BOARD**  
**PLANNING/FACILITIES/EQUIPMENT MEETING**  
Educational Support Center – Room 110  
November 13, 2012  
**MINUTES**

A meeting of the Kenosha Unified Planning/Facilities/Equipment Committee chaired by Mr. Bryan was called to order at 5:35 P.M. with the following Committee members present: Mr. Nuzzo, Ms. Stevens, Ms. Bothe, Ms. Dahl, Mr. Zielinski, and Mr. Bryan. Dr. Hancock was also present. Mr. Valeri and Ms. Iqbal were absent.

Mr. Bryan welcomed Mr. Zielinski to the Committee.

**Approval of Minutes – September 11, 2012 Meeting**

Mr. Nuzzo moved to approve the minutes as contained in the agenda. Ms. Dahl seconded the motion. Unanimously approved.

**Information Items**

Mr. Patrick Finnemore, Director of Facilities, presented the Utility Budget & Savings Program Update and noted that overall usage is approximately 1% less this year compared to last year.

**Future Agenda Items**

Mr. Finnemore indicated that he would be bringing 1) the Final ITA Job Cost Report, 2) a Space Utilization Report, 3) Policy Revisions (7000 series), and 4) the 2012-13 Capital Plan (in January) to the Committee on a future agenda.

Ms. Stevens requested a Promethean Board Update and indicated that she would forward a list of schools which were having climate issues (overheating) for a future agenda item.

Meeting adjourned at 5:45 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT PLANNING/FACILITIES/EQUIPMENT**  
**AND PERSONNEL/POLICY MEETING**  
Educational Support Center – Room 110  
November 13, 2012  
**MINUTES**

A joint meeting of the Kenosha Unified Planning/Facilities/Equipment and Personnel/Policy Committees chaired by Mr. Bryan was called to order at 5:47 P.M. with the following Committee members present: Mr. Nuzzo, Ms. Stevens, Ms. Bothe, Ms. Dahl, Mr. Zielinski, Mrs. Coleman, Mrs. Taube, Mr. Gallo, Mr. Retzlaff, Ms. Hamilton, Ms. Morrison, Ms. Ross, and Mr. Bryan. Dr. Hancock was also present. Mr. Valeri and Ms. Iqbal were absent. Mr. Jacobs and Mr. Wamboldt were excused.

**Policy and Rule 1330 – Facilities Use And Policy 1331 – Classification Of Groups Using School District Facilities**

Mrs. Sheronda Glass, Executive Director of Business Services, presented Policy and Rule 1330 – Facilities Use and Policy 1331 – Classification of Groups Using School District Facilities. She indicated that the current approval process for waiver of fees for the use of district facilities requires Board approval which can be cumbersome. Furthermore, more often than not, the request is approved at the recommendation of the administration. Therefore, to streamline the process, administration is recommending that the policy be revised to allow for the Director of Facilities and/or the Building Principal to approve all waivers. In the event a waiver is denied, the requestor may appeal to the Executive Director of Business. If it is not resolved at that level, the requester may then appeal to the Board of Education for a final decision.

Mrs. Taube requested that the Committee be notified if a church group requested use of a District facility for an extended period of time.

Mr. Bryan requested that a quarterly report of waiver requests be presented to the Committee for informational purposes only.

Mrs. Taube moved that the revisions to Policy and Rule 1330 – Facilities Use and Policy 1331 – Classifications of Groups Using School District Facilities be forwarded to the full Board for approval as a first reading at their November 27, 2012 meeting and as a second reading at their December 18, 2012 meeting. Mr. Nuzzo seconded the motion. Unanimously approved.

Meeting adjourned at 5:55 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**PERSONNEL/POLICY MEETING**  
Educational Support Center – Room 110  
November 13, 2012  
**MINUTES**

A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mrs. Coleman was called to order at 6:00 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mr. Retzlaff, Ms. Hamilton, Ms. Morrison, Ms. Ross, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs and Mr. Wamboldt were excused.

Mrs. Coleman welcomed Ms. Ross, new student advisor, and Mr. Edward Kupka, Interim Director of Human Resources.

**Approval of Minutes – October 9, 2012 Meeting**

Mrs. Taube moved to approve the minutes as contained in the agenda. Mr. Gallo seconded the motion. Unanimously approved.

**Information Items**

Mr. Kristopher Keckler, Executive Director of Information and Accountability, presented the KUSD Enrollment (STEPS Grades PS-5) Report as presented in the agenda. The report consisted of enrollment numbers per classroom at the elementary level. He indicated that there was a slight increase of approximately 2.7 students per classroom. Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership, answered various enrollment questions from the Committee members. She indicated that grades 4 and 5 have had a trend of higher enrollment numbers for the past few years. She also indicated that an additional teacher was added at Bose and EBSOLA and a high enrollment assistant at Frank to address high enrollment numbers.

There were no questions on the Recommendations Concerning Appointments, Leaves of Absences, Retirements, and Resignations.

**Future Agenda Items**

Mr. Keckler indicated that he would be bringing a Secondary Level Enrollment Report in the future. Mr. Retzlaff requested that a year-to-year comparison along with key identifiers be included in the report.

Mrs. Taube requested that a Reporting Process for Independent Contractors be presented to the Committee.

Meeting adjourned at 6:23 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT PERSONNEL/POLICY AND**  
**CURRICULUM/PROGRAM MEETING**  
Educational Support Center – Room 110  
November 13, 2012  
**MINUTES**

A joint meeting of the Kenosha Unified Personnel/Policy and Curriculum/Program Committees chaired by Mrs. Coleman was called to order at 6:26 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mr. Retzlaff, Ms. Hamilton, Ms. Morrison, Ms. Ross, Ms. Stevens, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Galli, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs, Mr. Wamboldt, and Ms. Santoro were excused. Mr. Simpkins was absent.

**Policy/Rule 6110 - Instructional Program Mission and Beliefs**

Dr. Sue Savaglio-Jarvis, Executive Director of Teaching and Learning, presented Policy/Rule 6110 – Instructional Program Mission and Beliefs. She indicated that it is the recommendation of administration to remove the policy and rule as it is outdated and does not reflect current focus or practice. Furthermore, Policy 6100 – Mission, Principles, Goals and Results clearly defines the focus of the Teaching and Learning Department along with the District's Transformation Plan.

Mrs. Taube moved to forward the recommendation for removal of Policy and Rule 6110 – Instructional Program Mission and Beliefs to the full Board for consideration. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 6:28 P.M.

Stacy Schroeder Busby  
School Board Secretary



A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mrs. Taube was called to order at 6:30 P.M. with the following Committee members present: Ms. Stevens, Mrs. Coleman, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Galli, and Mrs. Taube. Dr. Hancock was also present. Ms. Santoro was excused. Mr. Simpkins was absent.

**Approval of Minutes – October 9, 2012 Curriculum/Program and Joint Audit/Budget/Finance & Curriculum/Program**

Ms. Stevens moved to approve the minutes as presented in the agenda. Mrs. Coleman seconded the motion. Unanimously approved.

**Four-Year Graduation Rate – Cohort Analysis**

Mr. Kristopher Keckler, Executive Director of Information and Accountability, presented the Four-Year Graduation Rate – Cohort Analysis as contained in the agenda. He indicated that the report provides a base cohort illustrating the progress of students from their initial assignment as a ninth grader on the official third Friday count day in the 2008-2009 school year until the end of the summer school four school years later in August, 2012. In addition, the graduation base cohort of the Class of 2011 was examined in terms of its progress during the year following its designated graduation year (fifth year). He noted that the cohort graduation rate presented in the report is slightly different than the rate published by the Wisconsin Department of Public Instruction (DPI) due to the fact that beginning with the 2009-2010 school year, the DPI reported a four year cohort graduation rate which includes all students who have been assigned to a *Wisconsin* public school cohort and were last enrolled in KUSD during the four year time period whether or not the student *began* in KUSD in their ninth grade. Additionally, the DPI's graduation rate is a factor in two priority areas of the new Accountability School Report Card: Closing the gaps and On-Track and Postsecondary Readiness.

Mrs. Coleman requested an Update on the Closing of the Achievement Gap Plan.

Ms. Stevens moved to forward the Four-Year Graduation Rate – Cohort Analysis to the full Board for acceptance. Mrs. Anderson seconded the motion. Unanimously approved.

**Information Items**

Mr. Keckler presented the Summary of New DPI School Report Cards. He indicated with the new report cards each school receives an accountability index score (ranging from 0 to 100) which is based on the school's performance in the following four priority areas: 1) student achievement, 2) student growth, 3) closing gaps, and 4) on-track/postsecondary readiness. He also explained the possibility of a deduction in relation to the three student engagement areas (test participation rate, absenteeism rate, and dropout rate) and how that deduction can affect the overall rating of a school.

Ms. Stevens requested an update on the AIMS Program which would include truancy numbers for each school.

Dr. Sue Savaglio-Jarvis, Executive Director of Teaching and Learning, presented the Update on Grade 8 Algebra. She indicated that with many research studies and the Common Core State Standards supporting a rigorous math curriculum, all 7<sup>th</sup> grade students were enrolled in Pre-Algebra as a prerequisite to Algebra in the 8<sup>th</sup> grade during the 2011-12 school year. Mrs. Christine Pratt, Coordinator of Science and Mathematics, discussed and answered questions pertaining to grouping, differentiating, and monitoring via the use of MAP, ALEKS, and Odyssey.

Mrs. Coleman requested a Progress/Monitor Report on Grade 7 & 8 Algebra (results from the 2012-13 first quarter).

Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, presented the Asynchronous Learning Days. He indicated that five full professional learning days for staff have been granted for the next four years beginning with the 2012-2013 school year. During the professional learning days for staff, students will not be in attendance but will have the ability to participate in asynchronous on-line instructional activities that not only focus on the existing curriculum but also on enrichment activities and collaboration. Mr. Tenuta noted the summary of the middle and high school activities offered and answered questions of the Committee members.

### **Future Agenda Items**

As noted above, the following items will be brought back to the Committee at a future time: 1) Update on the Closing the Achievement Gap Plan, 2) Update on the AIMS Program - including truancy numbers for each school, and 3) a Progress/Monitor Report on Grade 7 & 8 Algebra (results from the 2012-13 first quarter).

Meeting adjourned at 7:41 P.M.

Stacy Schroeder Busby  
School Board Secretary



A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mr. Gallo was called to order at 7:41 P.M. with the following Committee members present: Mr. Nuzzo, Mr. Bryan, Ms. Marcich, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Adams, and Mr. Gallo. Dr. Hancock was also present.

**Approval of Minutes – September 11, 2012 and October 9, 2012 Audit/Budget/Finance and October 9, 2012 Joint Audit/Budget/Finance and Curriculum/Program Meetings**

Mr. Bryan moved to approve the minutes as contained in the agenda. Ms. Marcich seconded the motion. Unanimously approved.

**Waiver of Policy 1330 – Use of District Facilities**

Mrs. Sheronda Glass, Executive Director of Business, presented the Waiver of Policy 1330 – Use of District Facilities. She indicated that the National Alliance on Mental Illness (NAMI) Kenosha County, Inc. is requesting a waiver of user rental fees for the Reuther High School gymnasium and kitchen for their 23<sup>rd</sup> Annual Mental Health Awareness Community Outreach event on Saturday, December 1, 2012. The estimated user rental fee which is being requested is \$235.00 for the gymnasium (\$47/hr) and \$240.00 (\$48/hr) for the kitchen. Mrs. Glass informed the Committee that Administration's recommendation is that the kitchen user fee of \$240.00 be waived; however, that the custodial fee and the gymnasium fee (\$235.00) *not* be waived due to the fact that there is no custodial coverage on that date and the District would have to have a custodian open, clean, and close the auditorium for their event. Furthermore, the use of heat and electricity would also be utilized for their event.

Mr. Nuzzo moved to forward the Waiver of Policy 1330 – Use of District Facilities from the National Alliance on Mental Illness (NAMI) Kenosha County, Inc. to the full Board for consideration with the recommendation that the kitchen user fee of \$240.00 be waived. Mr. Kent seconded the motion. Unanimously approved.

**Information Items**

Mrs. Tina Schmitz, Chief Financial Officer, presented the Monthly Financial Reports. She indicated in compliance with State Statute and in a continuing effort to keep stakeholders informed of the financial matters, the following three reports will be posted electronically on the District's website under the Finance Department: 1) a Revenue Detail Report; 2) an Expenditure Detail Report; and 3) a Revenue and Expenditure Summary Report. Ms. Stevens suggested that this report be included in the next Board agenda as an informational/communication item.

Mrs. Schmitz presented the Monthly Financial Statements. She noted that the quarterly Fund 10 transfers, which were mentioned last month and which have previously been done at the end of the year, will begin next month.

Mrs. Schmitz indicated that Mr. Timothy Bleick, of Milliman, Inc., was present via telephone to answer any questions relating to the Other Post Employment Benefit Actuary Study. Mr. Bleick answered questions of the Committee members and disconnected at 8:24 P.M.

**Future Agenda Items**

Mr. Bryan requested a breakdown of overall budget dollar amounts and percentages pertaining to salaries and benefits for each bargaining group within the District.

Meeting adjourned at 8:37 P.M.

Stacy Schroeder Busby  
School Board Secretary