Kenosha Unified School District

maximizing the brilliance of children

MONTHLY SCHOOL BOARD STANDING COMMITTEE MEETINGS

Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, WI 53144

January 8, 2013

5:30 P.M. – Planning/Facilities/Equipment
6:00 P.M. – Personnel/Policy
6:30 P.M. – Curriculum/Program

January 2013 Audit/Budget/Finance Standing Committee Meeting Canceled

Please Note: Committee meetings may start early if preceding meeting adjourns early.

Kenosha Unified School District
maximizing the brilliance of children

Standing Committee Meetings
Tuesday, January 8, 2013
Educational Support Center
School Board Meeting Room

PLANNING/FACILITIES/EQUIPMENT – 5:30 P.M.

A) Approval of Minutes – December 4, 2012 Joint Planning/Facilities/Equipment, Personnel/Policy And Curriculum/Program ..... Pages 1-2

B) Simmons Field Lease Termination ..... Pages 3-12

C) Information Items

1) Utility Budget & Energy Savings Program Update..... Pages 13-14

D) Future Agenda Items

E) Adjournment

PERSONNEL/POLICY – 6:00 P.M. or Immediately Following Conclusion of Preceding Committee Meeting

A) Approval of Minutes – December 4, 2012 Personnel Policy and Joint Planning/Facilities/Equipment, Personnel/ Policy and Curriculum/Program ..... Pages 15-17

B) Policy/Rule 1240 – Access to Public Records ..... Pages 18-23

C) Policy/Rule 5260 – Open Enrollment – Full Time ..... Pages 24-27

D) Information Items

1) Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations..... Page 28

E) Future Agenda Items

F) Adjournment

CURRICULUM/PROGRAM – 6:30 P.M. or Immediately Following Conclusion of Preceding Meeting

A) Approval of Minutes – December 4, 2012 Curriculum/ Program and Joint Planning/Facilities/Equipment, Personnel/Policy & Curriculum/Program ..... Pages 29-32

B) Information Item

1) Revised Performance Standards (WKCE Cut Score) ..... Pages 33-35

C) Future Agenda Items

D) Adjournment

NOTE: The January 8, 2013 Audit/Budget/Finance Standing Committee Meeting has been canceled.

There may be a quorum of the board present at these Standing Committee meetings; however, under no circumstances will a board meeting be convened nor board action taken as part of the committee process. The three board members who have been appointed to each committee and the community advisors are the only voting members of the Standing Committees.

KENOSHA UNIFIED SCHOOL BOARD
JOINT PLANNING/FACILITIES/EQUIPMENT,
PERSONNEL/POLICY, AND
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
December 4, 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 6:30 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. Ross, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Santoro, Ms. Galli, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs and Mr. Wamboldt were excused. Ms. Morrison, Ms. Dahl, Ms. Kirkwood, Ms. Iqbal, and Mr. Simpkins were absent.

Approval of Minutes – November 13, 2012 Planning/Facilities/Equipment

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

Approval of Minutes – November 13, 2012 Joint Planning/Facilities/Equipment and Personnel/Policy

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

Approval of Minutes – November 13, 2012 Joint Personnel/Policy and Curriculum Program

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

Promethean Board Update

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, indicated that the Promethean Board Update was being presented per a request and was for information only. Mr. Finnemore, Director of Facilities, indicated that the use of the promethean boards has grown exponentially over the past couple of years. Currently, the District has over 700 boards with only five boards to be installed. He explained that an in-house installation process has been developed which has save the District over $400,000. Dr. Savaglio-Jarvis indicated that Mrs. Ann Fredriksson, Coordinator of Instructional Technology & Library Media, and Mary Salani, Instructional Technology Teacher Consultant, were present via Skype to answer questions of the Committee.

Ms. Stevens requested cost information on the 150 promethean boards last winter.

Policy 6311 – Elementary School Classroom Utilization

Mr. Finnemore presented Policy/Rule 6311 - Elementary School Classroom Utilization and indicated that it is recommended that it be eliminated as it is outdated and does not reflect current practice. He noted that Policy/Rule 7200 – Facilities Planning defines and covers the

protocol for facilities planning. It was also noted that Policy 7200 was only included in the agenda as a reference and that the 7000 policy series was being brought to the Committee at a later date for revision.

Mr. Valeri moved to forward Policy/Rule 6311 – Elementary School Classroom Utilization to the full Board for a first reading on December 18, 2012 and a second reading on January 22, 2013 with the recommendation that the policy be eliminated. Mrs. Bothe seconded the motion. Unanimously approved.

Meeting adjourned at 7:05 P.M.

Stacy Schroeder Busby
School Board Secretary

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

January 8, 2013

SIMMONS FIELD LEASE TERMINATION

Background:

In the fall of 2005, KUSD was offered $2,000,000 by the United Hospital System for Durkee Elementary School and related property. It was decided that a new school would be constructed to replace both Durkee and Lincoln Elementary Schools on the former American Brass site. A deal was negotiated between the District and the City of Kenosha that included the following:

- KUSD received approximately 6.36 acres of land at the Brass site for the construction of Brass Community School.
- KUSD took over responsibility (through a long-term lease) of Simmons Field.
- KUSD was responsible for the construction of 15th Avenue between 63rd and 65th Streets adjacent to Brass Community School.
- City received Lincoln Elementary School and associated property (which was later leased back to KUSD for the KTEC charter school).

This deal was approved by the School Board at their July 25, 2006 regular meeting, and the two entities began working on developing the various agreements associated with the deal. Four agreements were developed by KUSD and the City and were approved by the City Common Council on November 6, 2006 and by the School Board at a November 14, 2006 special meeting. The agreements were all based on a transfer of properties between KUSD and the City without the need for any financial considerations. One of the four agreements was the long-term lease of Simmons Athletic Field by KUSD.

The inclusion of Simmons Field in the overall deal was not something that was of primary interest to KUSD, but was something that the City had wanted to include. It was the intention of the School Board from the onset to sublease the operation and maintenance of Simmons Field to a non-profit organization(s) involved in promoting baseball in Kenosha. An agreement was developed to sublease Simmons Field to Kenosha Post No. 21 of the American Legion. The local post of the American Legion worked through a new organization named the Kenosha Simmons Baseball Organization (KSBO) to operate and maintain Simmons Field. The sublease was drafted to mirror the lease KUSD had with the City of Kenosha, and it was reviewed by the City of Kenosha Attorney's Office and approved by the City of Kenosha Parks Commission. The School Board approved the sublease at an April 3, 2007 special

meeting and the KSBO took over responsibility for the field and it has remained that way for the past five years.

Earlier this year, the City of Kenosha approached both KUSD and the KSBO to discuss the possibility of terminating the lease between the City and KUSD and the sublease between KUSD and Kenosha Post No. 21 of the American Legion. The purpose for the City's request was to allow for the City to enter into a lease of the field with an organization for the purpose of bringing a Northwoods League team to Kenosha. The arrangement with the Northwoods League will include a large capital investment by both the league and the City into Simmons Field and will still allow for KUSD use of the field for free based on a combination of our interest and field availability. The agreement with the Northwoods League has received widespread support from the local baseball community including KUSD.

Attached is the proposed Lease Termination Agreement developed by the City with input from KUSD and others. If approved by all parties, this agreement would terminate both the lease between the City and KUSD, but also the sublease between KUSD and Kenosha Post No. 21 of the American Legion. Similar to the original agreement and lease, the lease termination does not include any financial considerations between any of the parties.

Administration Recommendation:

Administration recommends that the Planning, Facilities, and Equipment Committee forward this report on to the School Board for their consideration.

Dr. Michele Hancock
Superintendent of Schools

Mr. Patrick M. Finnemore, P.E.
Director of Facilities

LEASE TERMINATION AGREEMENT

This Lease Termination Agreement (this "Agreement") is made as of the ___ day of _____, 2012, by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a municipal park commission, ("CITY"), Kenosha Unified School District No. 1, a Wisconsin common school district ("LESSEE"/"SUBLESSOR"), Kenosha Post No. 21 of the American Legion, a Wisconsin not-for-profit entity ("SUBLESSEE"), Baseball Like It Oughta Be, LLC, a Wisconsin limited liability company ("BASEBALL"), and Northwoods League, Inc., a Florida cooperation, ("NORTHWOODS"), collectively referred to as the Parties.

R E C I T A L S:

WHEREAS, Simmons Athletic Field is parkland owned by the City of Kenosha; and

WHEREAS, the CITY and LESSEE/SUBLESSOR entered in a Lease of Simmons Athletic Field ("LEASE") fully executed as of December 21, 2006 whereby the CITY leased to the LESSEE/SUBLESSOR and the LESSEE/SUBLESSOR leased from the CITY certain park land known as Simmons Athletic Field and Parking Lot located at 7817 Sheridan Road more particularly described on attached Exhibit "A" ("PREMISES") for an original term of fifty (50) years commencing January 1, 2007; and

WHEREAS, the LESSEE/SUBLESSOR entered into a Sublease of Simmons Athletic Field ((SUBLEASE") made and entered into as of April 1, 2007 whereby the LESSEE/SUBLESSOR leased to the SUBLESSEE and the SUBLESSEE leased from the LESSEE/SUBLESSOR the PREMISES for an original term of ten (10) years commencing on April 1, 2007 and terminating at midnight on March 31, 2017; and

WHEREAS, the CITY consented to the SUBLEASE dated as of April 30, 2007; and

WHEREAS, all applicable terms and conditions of the LEASE are incorporated into and made part of the SUBLEASE with certain exceptions as provided in Article 28.1 of the SUBLEASE; and

WHEREAS, Article 2.2.2 of the SUBLEASE provides for the termination of the SUBLEASE upon termination of the LEASE; and

WHEREAS, the City of Kenosha, the Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS desire to enter into a new Lease for the PREMISES, the approval of which is conditioned upon the termination of the existing LEASE and SUBLEASE; and

WHEREAS, the CITY, the LESSEE/SUBLESSOR and the SUBLESSEE desire to terminate the existing LEASE and SUBLEASE to permit the City of Kenosha, Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS to enter into a new Lease for the PREMISES; and

WHEREAS, expressly conditioned on the approval of the new Lease for the PREMISES between the City of Kenosha, the Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS, the CITY, the LESSEE/SUBLESSOR and the SUBLESSEE mutually desire to cancel and terminate the LEASE and the SUBLEASE together with any right, title or interest the

LESSEE/SUBLESSOR and SUBLESSEE may have to the PREMISES as of the approval and execution of the new Lease.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Recitals.** The forgoing recitals are hereby incorporated into this Agreement as if fully set forth in this paragraph.

2. **Capitalized Terms.** Capitalized terms used herein and not otherwise defined shall have the meanings given to such terms in the LEASE and SUBLEASE.

3. **Conflict or Inconsistency.** In the event of conflict or inconsistency of the terms of the LEASE, SUBLEASE, and this Agreement, then the terms of this Agreement shall prevail.

4. **Termination.** Subject to the performance by the Parties, of their respective duties, liabilities and obligations set forth in this Agreement, as of the approval and execution of the new Lease, the LEASE and SUBLEASE and all right, title and interest of the LESSEE/SUBLESSOR and SUBLESSEE to the PREMISES shall be terminated and shall be null and void and of no further force or effect and the CITY, LESSEE/SUBLESSOR and SUBLESSEE shall be fully, completely and forever released from all duties, obligations and liabilities under the LEASE and SUBLEASE. Notwithstanding anything contained herein to the contrary, the terms and conditions of this Agreement and the termination of the LEASE and SUBLEASE are expressly conditioned on the approval and execution of the new Lease and the payment to the CITY of all sums due and owing by the LESSEE/SUBLESSOR and SUBLESSEE. In the event that the new Lease is not approved and executed, or in the event all sums due and owing the CITY are not paid by the LESSEE/SUBLESSOR and SUBLESSEE, this Agreement shall be null and void and of no further force or effect and the LEASE and SUBLEASE shall remain in effect.

5. **Lincoln Elementary School**. Except as otherwise provided in this Agreement, it is expressly understood and agreed that the termination of the LEASE shall in no way affect those transactions referred to in the letter of understanding dated June 21, 2006, from City of Kenosha Mayor, John M. Antaramian to Dr. R. Scott Pierce, Superintendent of Kenosha Unified School District including the purchase of Lincoln Elementary School by the City of Kenosha, the consideration for which was One Dollar ($1.00) and the Lease between the CITY and the LESSEE/SUBLESSOR. It is further understood and agreed that no additional compensation shall be paid by the City of Kenosha for the purchase of Lincoln Elementary School as a result of the termination of the LEASE pursuant to this Agreement.

6. **Binding Effect.** This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns.

7. **Modification.** This Agreement may not be modified or amended except by written agreement executed by the Parties hereto.

8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

9. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and which taken together shall constitute one and the same instrument.

10. **Remedies.** The Parties hereto shall have the right to pursue any and all remedies at law and in equity with respect to enforcing any provision of this Agreement.

11. **Attorneys' Fees.** If any of the Parties hereto initiates legal proceedings to enforce any right under this Agreement, the prevailing party in such proceeding shall be entitled to reimbursement of its reasonable attorneys' fees, costs and expenses from the non-prevailing party.

12. **Costs and Expenses.** The Parties hereto shall bear their own costs and expenses incurred in connection with the negotiation and execution of this Agreement, including but not limited to, any attorneys' fees and charges, fees, expenses.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK)
(SIGNATURES APPEAR ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below given.

THE BOARD OF PARK COMMISSIONERS OF THE CITY OF KENOSHA

BY:_____
MICHAEL J. ORTH, Chairperson

Date:_____

BY:_____
MICHAEL M. LEMENS,
Director of Public Works

Date:_____

STATE OF WISCONSIN)
:SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____, 2012, **MICHAEL J. ORTH, Chairperson of the Board of Park Commissioners of the City of Kenosha** and **MICHAEL M. LEMENS, Director of Public Works** of the **CITY OF KENOSHA, WISCONSIN,** a Wisconsin municipal corporation, to me known to be such Chairperson and Director of Parks, and acknowledged to me that they executed the foregoing instrument as such officers as the Agreement of said City, by its authority.

_____
Notary Public, Kenosha County, WI.
My Commission expires/is:_____

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1, a Wisconsin Common School District

BY:_____
MARY SNYDER, School Board President

Date:_____

BY:_____
JO ANN TAUBE, Clerk
School Board

Date:_____

STATE OF WISCONSIN)
:SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____, 2012, **MARY SNYDER, School Board President,** of **KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**, and **JO ANN TAUBE, Clerk,** of the **KENOSHA UNIFIED SCHOOL DISTRICT NO. 1,** to me known to be such School Board President and School Board Clerk, and acknowledged that they executed the foregoing instrument as such officers as the agreement of said district, by its authority.

_____
Notary Public, Kenosha County, WI.
My Commission expires/is:_____

AMERICAN LEGION POST 21
a Wisconsin Not-For-profit Entity

BY:_____
TOM VISINTAINER, Post Commander

Date:_____

STATE OF WISCONSIN)
:SS.
COUNTY OF KENOSHA)

Personally came before me this _____ day of _____, 2012, **TOM VISINTAINER, Post Commander,** of American Legion Post 21 to me known to be such Post Commander and acknowledged that he executed the foregoing instrument as such officer as the agreement of said post, by its authority.

_____
Notary Public, Kenosha County, WI.
My Commission expires/is:_____

BASEBALL LIKE IT OUGHTA BE, LLC
a Wisconsin Limited Liability Company

BY:_____
STEVEN W. SCHMITT, Member

Date:_____

STATE OF WISCONSIN)
:SS.
DANE COUNTY)

Personally came before me this _____ day of _____, 2012, **STEVEN W. SCHMITT**, to me known to be a Member of **BASEBALL LIKE IT OUGHTA BE, LLC** and acknowledged to me that he executed the foregoing instrument as the Agreement of said limited liability company, by its authority.

_____
Notary Public, Dane County, WI.
My Commission expires/is:_____

NORTHWOODS LEAGUE, INC.
a Florida Corporation

BY:_____
RICHARD R. RADATZ, JR., President

Date:_____

STATE OF MINNESOTA)
:SS.
OLMSTED COUNTY)

Personally came before me this _____ day of _____, 2012, RICHARD R. RADATZ, JR., President, of the Northwoods League, Inc. to me known to be such President and acknowledged that he executed the foregoing instrument as such officer as the Agreement of said corporation, by its authority.

_____
Notary Public, Olmsted County, MN
My Commission expires/is:_____

Drafted By:
JONATHAN A. MULLIGAN
Assistant City Attorney

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

January 8, 2013

UTILITY BUDGET & ENERGY SAVINGS PROGRAM UPDATE

The purpose of this report is to provide the regular update on the 2012-13 utilities budget and the operational energy savings program from the start of the school year through the end of November.

Utilities Budget Update:

The following is a brief summary of the costs incurred for natural gas, electricity, and the entire utilities budget.

- We have spent $42,513 less on natural gas this year as compared to last year.
- We have spent $73,740 less on electricity this year as compared to last year.
- We have spent 31% of the overall utility budget as compared to 34% last year at this time.

Operational Energy Program Update:

The following is a brief summary of the amount of energy saved from the start of the school year through the end of November. Please see the attachment for energy savings by school:

	2012-13	**2011-12**
Electricity Saved (KWh)	2,671,560	2,534,702
Gas Saved (Therms)	122,286	91,177
Dollars Saved	**$331,603**	**$304,171**

Dr. Michele Hancock
Superintendent of Schools

Mr. Patrick M. Finnemore, P.E.
Director of Facilities

Mr. John Allen
Distribution and Utilities Manager

Mr. Kevin Christoun
Maintenance Supervisor

Monthly Energy Tracking Summary

UTILITY INFORMATION

Energy Tracking: September 2012 Through June 2013

End of FY - 2013 - 06 **Current Month: 2012 - 11**

BUILDING		ACTUAL				BASEYEAR				SAVINGS vs. BASEYEAR				%Savings Relative to Base Year	Facility Avg Sq Ft	Weather Adjusted 5Yr Avg Energy Use	1yr Avg Energy Use
		kWh	kW	therms	$	kWh	kW	therms	$	kWh	kW	therms	$	%	sq ft	kBtu/sqft	kBtu/sqft
Bradford H		652,591	2,166	27,545	$88,667	910,115	2,549	37,842	$117,825	257,524	383	10,297	$29,158	24.7%	300,401	71.8	64.9
Hillcrest H		19,680	-	2,792	$4,339	24,546	-	3,117	$5,103	4,866	0	325	$764	15.0%	22,405	61.9	66.1
Indian Trail H		788,000	3,312	19,376	$111,014	1,272,760	5,081	22,331	$171,730	484,760	1,769	2,955	$60,717	35.4%	408,519	54.0	45.2
Lakeview H		85,920	491	330	$13,157	202,224	560	879	$22,199	116,304	69	549	$9,042	40.7%	40,000	54.1	39.8
Reuther H		232,740	1,209	25,177	$46,476	303,678	1,348	34,702	$58,121	70,938	139	9,525	$11,645	20.0%	143,366	93.1	85.5
Tremper H		519,814	1,632	35,566	$72,833	760,941	1,922	40,735	$93,572	241,127	290	5,169	$20,740	22.2%	313,802	77.1	70.1
HS Subtotal:		**2,298,745**	**8,810**	**110,786**	**$336,485**	**3,474,264**	**11,459**	**139,606**	**$468,550**	**1,175,519**	**2,648**	**28,820**	**$132,064**	**28.2%**			
Bullen M		157,956	603	5,812	$23,297	292,114	727	14,293	$37,989	134,158	124	8,481	$14,692	38.7%	121,962	57.7	46.8
Lance M		137,301	562	7,614	$21,883	169,476	656	10,719	$26,823	32,175	94	3,105	$4,940	18.4%	137,290	49.5	45.9
Lincoln M		239,038	1,092	10,170	$37,907	319,849	1,165	18,451	$48,193	80,811	73	8,281	$10,286	21.3%	134,038	71.4	60.7
Mahone M		326,400	1,650	12,990	$53,225	442,055	1,767	18,753	$65,279	115,655	117	5,763	$12,054	18.5%	175,053	61.7	57.2
McKinley M		36,000	91	295	$5,376	194,445	672	12,915	$30,826	158,445	582	12,620	$25,450	82.6%	101,622	65.1	60.5
Washington M		110,558	461	7,179	$18,817	166,734	673	8,534	$26,131	56,176	212	1,355	$7,314	28.0%	99,643	61.0	54.9
MS Subtotal:		**1,007,253**	**4,458**	**44,060**	**$160,506**	**1,584,673**	**5,660**	**83,665**	**$235,241**	**577,420**	**1,202**	**39,605**	**$74,735**	**31.8%**			
Bain E		164,700	1,044	4,960	$28,896	240,534	1,102	10,983	$38,490	75,834	58	6,023	$9,594	24.9%	126,900	35.3	34.3
Bose E		52,960	238	3,740	$9,457	92,326	303	6,660	$15,349	39,366	65	2,920	$5,891	38.4%	45,109	65.8	62.8
Brass E		109,920	684	2,116	$18,358	137,300	759	5,294	$22,737	27,380	75	3,178	$4,379	19.3%	72,887	47.1	45.1
Dimensions E		20,472	-	2,796	$4,429	22,869	-	2,136	$4,393	2,397	0	(660)	($36)	-0.8%	30,509	50.8	56.7
Forest Park E		48,052	198	6,146	$10,201	61,290	211	6,784	$11,853	13,238	13	638	$1,652	13.9%	53,830	80.2	84.2
Frank E		157,020	675	2,092	$22,475	219,263	747	4,386	$28,844	62,243	72	2,294	$6,369	22.1%	82,956	51.5	49.0
Grant E		36,920	151	4,245	$7,487	43,670	193	6,447	$9,599	6,750	42	2,202	$2,112	22.0%	43,040	76.3	69.6
Grewenow E		45,200	184	2,985	$7,659	74,641	238	6,791	$12,973	29,441	54	3,806	$5,315	41.0%	49,230	77.4	73.0
Harvey E		27,233	118	810	$4,124	42,466	158	2,777	$6,906	15,233	39	1,967	$2,782	40.3%	47,980	66.6	65.8
Jefferson E		39,906	148	3,452	$7,619	67,464	193	5,565	$12,040	27,558	45	2,113	$4,421	36.7%	49,528	70.5	54.5
Jeffery E		47,255	230	3,645	$8,857	88,808	316	4,303	$14,024	41,553	86	658	$5,168	36.8%	45,209	55.9	54.2
Ktech (Lincoln)		55,680	244	2,099	$8,693	51,005	235	3,139	$8,769	(4,675)	(9)	1,040	$76	0.9%	43,390	17.9	17.9
McKinley E		37,920	174	4,325	$7,801	50,390	187	4,896	$9,435	12,470	12	571	$1,634	17.3%	35,085	70.5	65.1
Nash E		113,520	581	3,416	$18,757	136,577	722	8,374	$24,360	23,057	141	4,958	$5,603	23.0%	73,636	65.5	49.8
Pleasant Prairie E		148,160	594	3,140	$20,597	185,841	603	3,958	$23,665	37,681	10	818	$3,068	13.0%	73,306	45.3	53.4
Prairie Lane E		68,110	336	2,425	$10,789	101,106	346	3,398	$14,897	32,996	10	973	$4,107	27.6%	65,778	42.6	39.2
Roosevelt E		44,040	178	4,497	$8,554	62,285	233	4,614	$10,725	18,245	56	117	$2,171	20.2%	47,994	70.0	62.6
Somers E		99,040	374	3,860	$14,444	143,197	498	5,934	$20,503	44,157	123	2,074	$6,059	29.6%	69,100	52.2	49.0
Southport E		52,640	315	2,253	$8,977	86,335	354	3,791	$13,423	33,695	38	1,538	$4,446	33.1%	53,200	56.9	50.2
Stocker E		121,440	411	3,026	$16,351	177,546	643	3,442	$23,458	56,106	232	416	$7,108	30.3%	80,621	39.0	34.5
Strange E		71,048	265	3,131	$10,967	103,508	330	3,400	$14,746	32,460	64	269	$3,779	25.6%	57,192	42.6	39.8
Vernon E		96,481	395	9,073	$17,292	136,001	507	16,654	$24,905	39,520	112	7,581	$7,613	30.6%	88,280	94.3	82.8
Whittier E		94,560	548	3,156	$16,496	179,794	763	4,442	$25,631	85,234	215	1,286	$9,135	35.6%	63,888	50.6	39.8
Wilson E		34,440	163	4,067	$7,305	59,054	225	6,271	$11,324	24,614	62	2,204	$4,019	35.5%	38,200	71.8	71.1
ELEM Subtotal:		**1,786,717**	**8,249**	**85,455**	**$296,581**	**2,563,270**	**9,864**	**134,439**	**$403,047**	**776,553**	**1,615**	**48,984**	**$106,466**	**26.4%**			
Cesar Chavez		37,640	146	131	$5,502	54,983	205	505	$7,745	17,343	60	374	$2,242	29.0%	20,500	60.8	56.9
ESC		294,080	885	7,944	$36,712	418,417	1,258	12,355	$51,898	124,337	373	4,411	$15,185	29.3%	128,000	72.4	63.5
Recreation		22,580	123	1,238	$4,113	22,968	144	1,330	$5,023	388	21	92	$910	18.1%	13,090	69.8	67.1
Other Subtotal:		**354,300**	**1,154**	**9,313**	**$46,328**	**496,368**	**1,607**	**14,190**	**$64,665**	**142,068**	**454**	**4,877**	**$18,338**	**28.4%**			
Totals:		**5,447,015**	**22,671**	**249,614**	**$839,900**	**8,118,575**	**28,590**	**371,900**	**$1,171,503**	**2,671,560**	**5,919**	**122,286**	**$331,603**	**28.3%**			

KENOSHA UNIFIED SCHOOL BOARD
PERSONNEL/POLICY MEETING
Educational Support Center – Room 110
December 4, 2012
MINUTES

A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mrs. Coleman was called to order at 7:08 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mr. Retzlaff, Ms. Hamilton, Ms. Ross, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs and Mr. Wamboldt were excused. Ms. Morrison was absent.

Approval of Minutes – November 13, 2012 Meeting

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

Policy/Rule 1240 – Access to Public Records

Mr. Edward Kupka, Interim Director of Human Resources, presented Policy/Rule 1240 – Access to Public Records and indicated that the revisions consisted of clearly stating that District records should be retained for periods of time specified in the Wisconsin Records Retention Schedule for School Districts provided by the Wisconsin Department of Public Instruction and to update position titles.

Mr. Retzlaff requested that this item be returned to the Committee next month to allow time for him to compare the policy with the Wisconsin Records Retention Schedule for School Districts and Wisconsin State Statutes. There were no objections from other Committee members or Administration.

Future Agenda Items

Policy/Rule 1240 – Access to Public Records will be returned to the Committee next month as indicated above.

Meeting adjourned at 7:20 P.M.

Stacy Schroeder Busby
School Board Secretary

KENOSHA UNIFIED SCHOOL BOARD
JOINT PLANNING/FACILITIES/EQUIPMENT,
PERSONNEL/POLICY, AND
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
December 4, 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 6:30 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. Ross, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Santoro, Ms. Galli, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs and Mr. Wamboldt were excused. Ms. Morrison, Ms. Dahl, Ms. Kirkwood, Ms. Iqbal, and Mr. Simpkins were absent.

Approval of Minutes – November 13, 2012 Planning/Facilities/Equipment

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

Approval of Minutes – November 13, 2012 Joint Planning/Facilities/Equipment and Personnel/Policy

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

Approval of Minutes – November 13, 2012 Joint Personnel/Policy and Curriculum Program

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

Promethean Board Update

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, indicated that the Promethean Board Update was being presented per a request and was for information only. Mr. Finnemore, Director of Facilities, indicated that the use of the promethean boards has grown exponentially over the past couple of years. Currently, the District has over 700 boards with only five boards to be installed. He explained that an in-house installation process has been developed which has save the District over $400,000. Dr. Savaglio-Jarvis indicated that Mrs. Ann Fredriksson, Coordinator of Instructional Technology & Library Media, and Mary Salani, Instructional Technology Teacher Consultant, were present via Skype to answer questions of the Committee.

Ms. Stevens requested cost information on the 150 promethean boards last winter.

Policy 6311 – Elementary School Classroom Utilization

Mr. Finnemore presented Policy/Rule 6311 - Elementary School Classroom Utilization and indicated that it is recommended that it be eliminated as it is outdated and does not reflect current practice. He noted that Policy/Rule 7200 – Facilities Planning defines and covers the

protocol for facilities planning. It was also noted that Policy 7200 was only included in the agenda as a reference and that the 7000 policy series was being brought to the Committee at a later date for revision.

Mr. Valeri moved to forward Policy/Rule 6311 – Elementary School Classroom Utilization to the full Board for a first reading on December 18, 2012 and a second reading on January 22, 2013 with the recommendation that the policy be eliminated. Mrs. Bothe seconded the motion. Unanimously approved.

Meeting adjourned at 7:05 P.M.

Stacy Schroeder Busby
School Board Secretary

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT

January 8, 2013
Personnel/Policy Standing Committee

Policy and Rule 1240 – Access to Public Records

Policy and Rule 1240 – Access to Public Records designates the Superintendent of Schools as the legal custodian of records. The policy also defines a "record" and provides guidance regarding records requests and records retention. Recommended changes to the policy include clearly stating that District records shall be retained for periods of time specific in the Wisconsin Records Retention Schedule for School Districts provided by the Wisconsin Department of Public Instruction and updating position titles in the "Legal Custodian(s) of Records" portion of the rule.

Administrative Recommendation:

At the December 4, 2012 meeting, a committee member requested that this item be returned to the Committee in January to allow time to compare the policy with the Wisconsin Records Retention Schedule for School Districts and Wisconsin State Statutes. There were no objections from other Committee members or Administration.

Administration recommends that the Personnel/Policy Standing Committee forward the proposed revisions to Policy and Rule 1240 - Access to Public Records to the Board of Education for approval as a first and second reading at the January 22, 2013 and February 26, 2013 regular school board meetings.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Executive Director of Business Services

POLICY 1240
ACCESS TO PUBLIC RECORDS

The School Board of the Kenosha Unified School District shall allow persons to have access to District records in accordance with this policy and accompanying rule and in accordance with state law.

The Superintendent of Schools is designated as the legal custodian of records for any school District authority. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with state and federal laws.

Public records may be inspected, copied and/or excerpted during established District office hours. The legal custodian shall establish fees in accordance with state and federal law. A list of such fees shall be made available at the District office and updated as needed.

District records shall be retained for the periods of time specified ~~on~~ **in** the **Wisconsin R~~r~~**ecords **R~~r~~**etention **S~~s~~**chedule **For School Districts provided by the Wisconsin Department of Public Instruction**. ~~adopted by the Board.~~ A public records notice shall be displayed in designated locations in the District.

LEGAL REF.: Wisconsin Statutes
Chapter 19, Subchapter II [Public records and property]
Chapter 19, Subchapter IV [Personal information practices]
Sections 103.13 [Records open to employees]
103.15 [Restrictions on use of test for HIV or antibodies to HIV]
118.125 [Student records]
118.126 [Privileged communication]
120.13(28) [Board power to designate custodian(s) of records]
146.81-146.83 [Access to and confidentiality of patient health care records]
252.15 [Restrictions on use of HIV test]
938.396 [Interagency sharing of juvenile records]
ADM 12 of the Wisconsin Administrative Code [electronic records management]
Americans with Disabilities Act of 199 [Maintenance of employee medical examinations]
Family Educational Rights and Privacy Act [Confidentiality of student records]
Health Insurance Portability and Accountability Act [HIPPA – privacy of patient health/insurance records]

CROSS REF.: 1200, Public ~~Relations~~ **Information** Program
4232.1, Employee HIV Infection
4260, Personnel Records
5533, Communicable Disease ~~Control~~
5533.1, Human Immunodeficiency Virus
6470, Student Records
7360, Facilities Project Records and Reports
8840, School Board Minutes

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 11, 1999
February 25, 2003
December 19, 2006

RULE 1240
ACCESS TO PUBLIC RECORDS

A. Definition

"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

B. Legal Custodian(s) of Records

The Superintendent of Schools/designee is the legal custodian of all School District records. Persons in the following positions are designated as deputies to act as legal custodians of particular records:

1. The School Board Secretary for all official Board records and minutes.
2. The ~~Director of Finance~~ **Chief Financial Officer** for all records relating to business services.
3. The Executive Director of ~~Human Resources~~ **Business Services** for all records relating to personnel services.
4. The ~~Executive Director of Curriculum and Instructional Services~~ **Assistant Superintendent of Teaching and Learning** for all records pertaining to curriculum and instruction.
5. The Director of Special Education **and Student Support** for all records relating to special education and student services.
6. The office of Student Support maintains records of former students.
7. The principal of each school under the direction of the Executive Director**s** of School Leadership ~~II/Coordinator of~~ **Director of Special Education and** Student Support for all student records and other records located in individual school buildings or centers of operation.

Upon request the Superintendent will provide information concerning the location of any District records not in the custody of any of the above named deputies.

C. Records Requests

1. Any person has a right to inspect a District record and to make or receive a copy of any record as provided in state law. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law are exempted from disclosure under these procedures. These records include, but are not necessarily limited to, student records, certain types of records of District employees and individuals holding local public office in the District, computer programs and data, contractor's records, identities of certain applicants for public positions, and records or any portion of a record qualifying as a common law trade secret.

   If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete or redact the information that may not be made public from the record before release.
2. A request to inspect or copy a record shall be made to the legal custodian of the records. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if security reasons or federal law so dictate, identification may be required. Mail requests, if approved, may require a fee prepayment.

3. Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the denial of the request.
4. A request for a record may be denied as described in these procedures. A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the District's legal counsel in making such determination.
   a. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial.
   b. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denials. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under state law, or upon application to the Attorney General or a District attorney.
   c. Any custodian who denies access to a record shall report such denial to the Superintendent as soon as possible.
5. Records will be available for inspection and copying during all regular office hours.
6. A requester shall be permitted to use facilities comparable to those available to District employees to inspect, copy or abstract a record.
7. The legal custodian may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
8. A requester shall be charged a fee for the cost of copying and locating records as follows:
   a. The fee for photocopying shall be set from time to time by the Superintendent.
   b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
   c. The actual full cost of providing a copy of other records not on printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.
   d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
   e. There shall be no charge for locating a record unless the actual cost therefore exceeds $50.00 in which case the actual cost shall be determined by the legal custodian and billed to the requester.
   f. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds $5.00.
   g. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
   h. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.

D. Records Retention
1. District records shall be kept for the period of time specified in the records retention schedule adopted by the Board. Records not covered in the District's records retention schedule shall be kept for a period of not less than seven years, unless a shorter period is fixed by the state public records board or otherwise provided.
   a. Student records shall be retained as outlined in District procedures relating to the maintenance and confidentiality of student records.
   b. Any taped recording of a meeting of a governmental body (i.e., School Board) may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the

recording was to make minutes of the meeting.

2. Records that no longer serve a useful, business, educational or historical purpose shall be destroyed subject to limitations of applicable laws and the record retention schedule adopted by the Board. Prior to destruction of any records, the Kenosha County Historical Society/District Archives shall be notified at least 60 days in advance to determine if historical interest justifies preservation of such records. The Kenosha County Historical Society/District Archives may, upon application, waive this notice.
3. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least 60 days after the date that the request is denied.
4. The District may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting. Any photographic reproduction that meets applicable state law standards shall be deemed an original record for all purposes.

KENOSHA UNIFIED SCHOOL DISTRICT

January 8, 2013
Personnel/Policy Standing Committee

Policy and Rule 5260 –Open Enrollment - Full Time

Policy and Rule 5260 – Open Enrollment - Full Time addresses the state mandate of providing open enrollment opportunities to nonresident students. As the practice of open enrollment has grown over the past several years, especially in the area of virtual charter school enrollments, school districts have experienced cases of habitual truancy. State Statute 118.16 speaks to the school attendance enforcement and notification procedures for all students. Updated guidelines, as communicated from the Department of Public Instruction, declare that termination of open enrollment students due to habitual truancy must now be included in any district open enrollment policy. The definitions, notifications, and interventions that currently apply to resident students will now be consistent and apply to open enrolled students.

Administrative Recommendation:

Administration recommends that the Personnel/Policy Standing Committee forward the proposed revisions to Policy and Rule 5260 – Open Enrollment - Full Time to the Board of Education for approval as a first and second reading at the January 22, 2013 and February 26, 2013 regular school board meetings.

Dr. Michele Hancock
Superintendent of Schools

Kristopher Keckler
Executive Director of Information & Accountability

POLICY 5260
OPEN ENROLLMENT – FULL TIME

Nonresident Students Attending School in the District

A nonresident student residing within the State of Wisconsin may apply for full-time enrollment in a Kenosha Unified School District school under the public school open enrollment program in accordance with state law and established procedures. The District shall use the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. The District shall consider the availability of space in the schools and classrooms within the District, student-teacher ratios including educational assistant ratios, and enrollment projections. Space availability decisions shall be made in accordance with District policies and procedures.

2. The District shall not enroll a student if that student was habitually truant from the nonresident school district during any semester of attendance at the nonresident district in the current or previous school year.

3. The District shall not enroll a student during the term of the student's expulsion from another school district. Further, the District shall not enroll a student who has been expelled from another district during the preceding two school years or has disciplinary proceedings pending for endangering the health, safety, or property of others, conveying or causing to be conveyed any threat made to destroy any school property by means of explosives, or possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after initial acceptance of the student and prior to the beginning of the school year in which the student first enrolls in the Kenosha Unified School District, the student's enrollment shall be denied.

4. A student with special education needs will be considered for enrollment only if the special education program or services described in the student's individual educational program (IEP) are currently available in the District and there is space available in the required program. When determining space availability, consideration shall be given to class size limits, teacher-student ratios and enrollment projections. If a nonresident student's IEP changes after the student begins attending school in the Kenosha Unified School District and the special education program or services required by the IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District shall deny the student's continued enrollment in the District.

5. A student who has been screened for possible disability and need for special education by the student's resident district or who has been identified or reported as a student with a disability and need for special education, but not yet evaluated by an IEP Team in the resident district, shall be considered for enrollment only after the student's resident district completes the evaluation process. Upon completion of the IEP Team evaluation process, the District shall consider the open enrollment application as per item (4) above.

The Kenosha Unified School District shall give preference in accepting full-time open enrollment applications to nonresident students already attending school in the District and their siblings. If the District receives more nonresident student applications for a particular grade, program or school than there are available spaces, students will be accepted for enrollment on a random basis.

Once accepted for enrollment, the District shall assign the nonresident student to a school or program in accordance with District policies and procedures. The District shall give preference in attendance at a school, program, class or grade to resident students who live outside the school's attendance area.

No nonresident open enrollment student shall be required to reapply more than one time**,** except for**:**

All nonresident open enrollment students attending elementary school in the District shall be required to reapply for enrollment prior to admission to middle school.

All nonresident open enrollment students who come into the district on open enrollment at the middle school level will need to reapply for open enrollment at the high school level. ~~This requirement becomes effective in the year 2009 and beyond for applicants who wish to enroll in the fall of 2009~~.

Student transportation shall be the responsibility of the student's parent(s)/guardian(s) or the adult student except as otherwise required by law.

Nonresident open enrollment students attending a school or program in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Nonresident open enrollment students may have their enrollment terminated due to habitual truancy. The definitions and notifications for open enrolled habitual truant students will be consistent with those of resident students (KUSD Policy 5310). The resident school district of open enrolled students will also receive these notifications.

Nonresident students that attend a school that does not offer WIAA athletics will be assigned, on a lottery basis, a WIAA-eligible school for sports, extra-curricular activities and fine arts.

<u>Resident Students Attending School Outside the District</u>

Except as otherwise provided, any student residing in the Kenosha Unified School District shall be allowed to attend public school in another district on a full-time basis if the student has filed the appropriate application with that school district and has been accepted for enrollment. The District shall deny a student's enrollment in another district only under the following conditions:

1. The District shall deny a student from attending school in another district, or continuing to attend school in another district, if the costs of special education services required in the student's IEP would place an undue financial burden on the District. The Kenosha Unified School District will provide an appropriate educational program to meet the student's needs in such cases.

The student's parent(s)/guardian(s) or the adult student shall be responsible for providing student transportation to and from the nonresident district.

A resident student attending school outside the district under open enrollment may not be allowed to take courses or participate in extra curricular activities in the resident district.

LEGAL REF.: Wisconsin Statutes
Sections 118.13 (Student discrimination prohibited)
118.15 (Compulsory school attendance)
118.16 (School attendance enforcement)
118.51 (Full-time open enrollment)
Chapter 115, Subchapter V (Special education program requirements)

CROSS REF.: ~~4310 Instructional Staffing~~
4351.1 Teaching Load
5110 Equal Educational Opportunities
5120 Student Enrollment Reporting
5200 School Admissions
5210 Entrance Age
5220 ~~Admissions of~~ Nonresident Students (~~Other than~~ **Excluding** Open Enrollment ~~Students~~)
5250 ~~Admission of~~ Emancipated Minors
5270 ~~Part-time Public High School~~ Open Enrollment **– Part Time**
5310 Student Attendance
5320 School Attendance Areas
5330 Assignment of Students to Schools
~~5119.1 Graduation Requirements~~
~~6151 Class Size~~
Program and Procedure Manual for Special Education and Student Support

AFFIRMED: January 27, 1998
May 27, 2008
January 25, 2011

Kenosha Unified School District No. 1
Kenosha, WI
January 8, 2013

The Human Resources recommendations regarding the following actions:

Action	Board	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of	Salary	Reason	Step /	FTE	Letter or
Appointment	1/8/13		Miscellaneous	Strash	Andrew	Finance	Accounting Specialist	12/3/12		$20.19	Appointment	No	1	
Appointment	1/8/13		Miscellaneous	Brown	Corey	Finance	Payroll Specialist	11/19/12		$48,500.00	Appointment	No	1	
Resignation	1/8/13		ESP	Gladney	Cheri	Human Resources	Voluntary Layoff 2012-13	12/11/12	9	$14.64	Resignation/Personal	No	1	Contract
Early, Early Retirement	1/8/13		Instructional	Perry	Nancee	Fine Arts	Art	6/12/13	28	$76,934.00	Early, Early Retirement	No	1	Contract
Appointment	1/8/13		Instructional	Roscioli	John	Grant Elementary School	Cross Categorical	12/4/12		$38,377.00	Appointment	No	1	Letter
Appointment	1/8/13		ESP	Kidwell	Stacey	Frank Elementary School	Health/Info Clerk	12/3/12		$14.13	Appointment	No	0.7	
Appointment	1/8/13		Miscellaneous	Greskoviak	Carrie	Harborside Academy	Student Support Specialist	12/3/12		$15.64	Appointment	No	0.5	
Resignation	1/8/13		Instructional	Sklansky	Cynthia	Washington Middle School	Grade 6	1/28/13	12	$63,793.00	Resignation	No	1	Contract
Recall	1/8/13		Secretarial	Gross	Judith	IMC	Library Media Assistant (12-Month)	12/3/12		$18.72	Recall	No	1	Contract

This page intentionally left blank

KENOSHA UNIFIED SCHOOL BOARD
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
December 4, 2012
MINUTES

A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mrs. Taube was called to order at 7:25 P.M. with the following Committee members present: Ms. Stevens, Mrs. Coleman, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Santoro, Ms. Galli, and Mrs. Taube. Dr. Hancock was also present. Mr. Simpkins was absent.

Approval of Minutes – November 13, 2012 Curriculum/Program and Joint Personnel/Policy & Curriculum/Program

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

Information Items

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, presented the TOSA Wisconsin Technology Initiative Grant which seeks to enhance student academic achievement 21st century skills, attendance, attendance and engagement through the effective use of interactive classroom technology. She indicated that the grant was originally approved in the Spring of 2011 but is being brought back for informational purposes as the grant is in the third phase. She noted the timeline of stages of the third phase which was included in the agenda.

Mrs. Ann Fredriksson, Coordinator of Instructional Technology & Library Media, and Ms. Mary Salani, Instructional Technology Teacher Consultant, were present via Skype and answered questions of the Committee.

Dr. Savaglio-Jarvis presented the Teacher Resource Guides contained in the agenda and explained that the guides were developed as a tool for teachers to illustrate and guide them to where the necessary Common Core information and/or documents can be located. She indicated that since a majority of the information and/or documents are located on the KUSD website or on My Big Campus, Ms. Sue Mirsky, Coordinator of Literacy; Mr. David Tuttle, Coordinator of Talent Development; and Mrs. Christine Pratt, Coordinator of Science and Mathematics; were present to demonstrate how to navigate to the noted resources on both sites. Ms. Stevens requested that a My Big Campus access training be added to a future agenda.

Dr. Savaglio-Jarvis indicated that the Special Education Update was being presented per a request and is informational only. Ms. Susan Valeri, Director of Special Education and Student Support, presented the District's mission, commonly referred to special education terms, the legal requirements pertaining to special education students, the number of special education students in the District, the placement of the students, and location of the self-contained programs. Ms. Stevens requested information pertaining to special education instruction costs versus regular education instruction costs.

Ms. Valeri presented the School Based Health Centers Update. She indicated that the health centers located at Brass, Curtis Strange, and the Caesar Chavez Learning Station are showing positive results. Visits to the centers have consisted of acute visits, immunizations, and/or well-child check-ups. The number of well-child check-ups at the Caesar Chavez Learning Station alone has increased by more than 30 percent compared to the number a year earlier, largely due to the services being offered on-site.

Future Agenda Items

As noted above, Ms. Stevens requested that 1) a My Big Campus access training be added to a future agenda and 2) information pertaining to special education instruction costs versus regular education instruction costs.

Meeting adjourned at 8:17 P.M.

Stacy Schroeder Busby
School Board Secretary

KENOSHA UNIFIED SCHOOL BOARD
JOINT PLANNING/FACILITIES/EQUIPMENT,
PERSONNEL/POLICY, AND
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
December 4, 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 6:30 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. Ross, Mrs. Reed, Mrs. Anderson, Mrs. Daghfal, Ms. Santoro, Ms. Galli, and Mrs. Coleman. Dr. Hancock was also present. Mr. Jacobs and Mr. Wamboldt were excused. Ms. Morrison, Ms. Dahl, Ms. Kirkwood, Ms. Iqbal, and Mr. Simpkins were absent.

Approval of Minutes – November 13, 2012 Planning/Facilities/Equipment

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

Approval of Minutes – November 13, 2012 Joint Planning/Facilities/Equipment and Personnel/Policy

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

Approval of Minutes – November 13, 2012 Joint Personnel/Policy and Curriculum Program

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

Promethean Board Update

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, indicated that the Promethean Board Update was being presented per a request and was for information only. Mr. Finnemore, Director of Facilities, indicated that the use of the promethean boards has grown exponentially over the past couple of years. Currently, the District has over 700 boards with only five boards to be installed. He explained that an in-house installation process has been developed which has save the District over $400,000. Dr. Savaglio-Jarvis indicated that Mrs. Ann Fredriksson, Coordinator of Instructional Technology & Library Media, and Mary Salani, Instructional Technology Teacher Consultant, were present via Skype to answer questions of the Committee.

Ms. Stevens requested cost information on the 150 promethean boards last winter.

Policy 6311 – Elementary School Classroom Utilization

Mr. Finnemore presented Policy/Rule 6311 - Elementary School Classroom Utilization and indicated that it is recommended that it be eliminated as it is outdated and does not reflect current practice. He noted that Policy/Rule 7200 – Facilities Planning defines and covers the

protocol for facilities planning. It was also noted that Policy 7200 was only included in the agenda as a reference and that the 7000 policy series was being brought to the Committee at a later date for revision.

Mr. Valeri moved to forward Policy/Rule 6311 – Elementary School Classroom Utilization to the full Board for a first reading on December 18, 2012 and a second reading on January 22, 2013 with the recommendation that the policy be eliminated. Mrs. Bothe seconded the motion. Unanimously approved.

Meeting adjourned at 7:05 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No.1

January 8, 2013
Curriculum/Program Standing Committee

Revised Performance Standards (WKCE Cut Scores)

The Department of Public Instruction has established performance standards (cut scores) for the Wisconsin Knowledge and Concepts Exam (WKCE) reading and mathematics content areas to more closely align with national and international expectations of what is required to be college and career ready. The higher cut scores are comparable to the National Assessment of Educational Progress (NAEP) cut scores. The performance level descriptors that accompany the college and career ready cut scores have been revised to reflect the higher expectations required with these higher performance benchmarks. This revision is due in part to the higher accountability the state has accepted as part of the No Child Left Behind Waiver. The revised performance standards are incorporated in the new DPI developed School Report Cards.

These new WKCE cut scores and performance level descriptors will serve as a bridge to the more rigorous Smarter Balanced assessments, which will be introduced in the 2014-15 school year. Smarter Balanced is developing assessments aligned to the Common Core State Standards in English language arts and mathematics— academic standards that are designed to help prepare all students to graduate high school college and career ready.

	Performance Level Descriptors (New)	**Performance Level Descriptors (Old)**
Advanced	Students at this level demonstrate a comprehensive and in-depth understanding of rigorous subject matter and provide sophisticated solutions to complex problems.	Demonstrates in-depth understanding of academic knowledge and skills tested on WKCE at that grade level.
Proficient	Students at this level demonstrate a solid understanding of challenging subject matter and solve a wide variety of problems.	Demonstrates competency in the academic knowledge and skills tested on WKCE at that grade level.
Basic	Students at this level demonstrate partial mastery of prerequisite knowledge and skills that are fundamental for proficient work.	Demonstrates some academic knowledge and skills tested on WKCE at that grade level.
Minimal Performance	Students at this level demonstrate limited knowledge and skills in the subject matter and limited ability to apply knowledge and skills effectively.	Demonstrates very limited academic knowledge and skills tested on WKCE at that grade level.

The following charts show the old and revised WKCE cut scores by grade level for reading and mathematics.

Old WKCE Cut Scores in Reading

	Score Range			
Grade	Minimal	Basic	Proficient	Advanced
3	270-393	394-429	430-465	466-640
4	280-395	396-439	440-488	489-650
5	290-400	401-443	444-496	497-690
6	300-417	418-456	457-513	514-730
7	310-433	434-466	467-522	523-780
8	330-444	445-479	480-538	539-790
10	350-455	456-502	503-554	555-820

Revised WKCE Cut Scores in Reading

	Scale Score Range			
Grade	Minimal	Basic	Proficient	Advanced
3	270-444	445-474	475-506	507-640
4	280-461	462-497	498-535	536-650
5	290-463	464-502	503-545	546-690
6	300-478	479-524	525-572	573-730
7	310-485	486-534	535-589	590-780
8	330-492	493-547	548-612	613-790
10	350-495	496-565	566-643	644-820

Old WKCE Cut Scores in Mathematics

	Score Range			
Grade	Minimal	Basic	Proficient	Advanced
3	220-391	392-406	407-451	452-630
4	240-420	421-437	438-483	484-650
5	270-444	445-462	463-504	505-680
6	310-463	464-484	485-531	532-700
7	330-479	480-503	504-554	555-710
8	350-482	483-512	513-572	573-730
10	410-515	516-540	541-594	595-750

Revised WKCE Cut Scores in Mathematics

	Scale Score Range			
Grade	Minimal	Basic	Proficient	Advanced
3	220-387	388-437	438-491	492-630
4	240-424	425-473	474-525	526-650
5	270-448	449-500	501-552	553-680
6	310-474	475-523	524-572	573-700
7	330-499	500-543	544-590	591-710
8	350-509	510-557	558-604	605-730
10	410-527	528-573	574-617	618-750

Example: With the old cut scores, a 430 in Reading for Grade 3 was in the Proficient category. With the revised cut scores, a 430 in Reading for Grade 3 falls into the Minimal category. The same applies to mathematics. With the old cut scores, a 407 in Mathematics for Grade 3 was in the Proficient category. With the revised cut scores, a 407 in Mathematics in Grade 3 falls in the Basics Category. It must be noted that the individual student performance has not changed in these instances. Rather, higher expectations are now required to meet the benchmark for proficient and advanced.

These revised performance standards (cut scores) will have an effect on the percent of students scoring proficient and advanced on the Wisconsin state assessments. The following chart shows how these performance standards changed the percentages for Kenosha Unified in School Year 2011-12.

Wisconsin Students Assessment System (WKCE and WAA Combined)
Percent of Student Scoring Proficient and Advanced (District FAY)
School Year 2011-12

	Old Cut Scores		**Revised Cut Scores**	
	Reading	Math	Reading	Math
Grade Level				
Grade 3	74.9%	72.5%	29.1%	46.0%
Grade 4	78.6%	75.9%	31.1%	47.2%
Grade 5	75.1%	77.5%	28.8%	49.1%
Grade 6	81.2%	79.0%	29.7%	45.2%
Grade 7	85.1%	82.4%	30.9%	48.3%
Grade 8	81.8%	81.5%	31.4%	43.4%
Grade 10	69.0%	59.5%	33.4%	31.2%

Building administrators and district support staff will continue to communicate this revision to parents as the Individual Profile Reports, which incorporate these revised performance standards, are scheduled to be released in late February 2013.

Dr. Michele Hancock
Superintendent of Schools

Mr. Kris Keckler
Executive Director of Information & Accountability