



A meeting of the Kenosha Unified Planning/Facilities/Equipment Committee chaired by Mr. Nuzzo was called to order at 5:52 P.M. with the following Committee members present: Mrs. Snyder, Mr. Valeri, Mr. Zielinski, and Mr. Nuzzo. Dr. Hancock was also present. Mrs. Coleman and Mrs. Bothe were excused. Ms. Iqbal was absent.

### **Approval of Minutes – April 9, 2013 and May 14, 2013**

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

### **KTEC Lease Extension**

Mr. Patrick Finnemore, Director of Facilities, presented the KTEC Lease Extension as contained in the agenda. He indicated that the lease agreement with the City of Kenosha for the use of the former Lincoln Elementary School for the purpose of housing the Kenosha School of Technology Enhanced Curriculum (KTEC) is a five-year lease with the ability for four additional five-year terms. The effective date for the lease was in December, 2008; therefore, the first five-year period of the lease will expire in December, 2013. Per the lease, the District must give the City written notice of intent to exercise the option to extend the lease by another five years prior to the expiration. An annual rent payment increase of \$10,000 would be instituted for each of the four subsequent terms. Administration's recommendation is to extend the lease for an additional five years at \$40,000 per year and send a notice to the City following Board approval at the June 25, 2013 meeting. Questions asked by Committee members were answered by Administration.

Mr. Valeri moved that the KTEC Lease Extension be forwarded to the full Board for consideration. Mrs. Snyder seconded the motion. Unanimously approved.

### **2013-2014 Capital Projects Plan**

Mr. Finnemore presented the 2013-2014 Capital Projects Plan as contained in the agenda. He indicated that Board policy requires this report to be presented to the Board no later than April 1<sup>st</sup> of each year; however, due to the uncertainty of the 2013-14 budget and the proposal for the energy efficiency projects, the report was delayed. He explained that the major maintenance budget was reduced from \$2,000,000 to \$600,000 for 2012-13 as part of the unprecedented budget reductions that were necessary. The plan for this year was to restore the budget back to \$2,000,000; however, Administration is proposing a budget of \$1,500,000 or a \$5,000,000 reduction for this year and the following two years to fund security improvements at all District facilities. Of the \$1,500,000 budget, \$500,000 would be used to continue to pay off the loan used to fund the Reuther masonry restoration project, leaving \$1,000,000 for projects for the year. Questions asked by Committee members were answered by Administration.

Mr. Valeri moved that the 2013-14 Capital Projects Plan be forwarded to the full Board for consideration. Mr. Zielinski seconded the motion. Unanimously approved.

### **Information Items**

Mr. Finnemore presented the Utility Budget & Energy Savings Program Update as contained in the agenda. He indicated that he is not anticipating an utilities budget increase for next year. He also noted that a new energy tracking report will be presented next month which will provide more detail for each building.

### **Future Agenda Items**

Mr. Finnemore indicated that he would be presenting a Middle and High School Utilization Report and bringing forward policy revisions pertaining to facilities.

Mr. Finnemore indicated that there may be no need for a Committee meeting in July. He will know for sure in the next week or so.

Meeting adjourned at 6:00 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT PLANNING/FACILITIES/EQUIPMENT &**  
**AUDIT/BUDGET/FINANCE MEETING**  
Educational Support Center – Room 110  
June 11, 2013  
**MINUTES**

A joint meeting of the Kenosha Unified Planning/Facilities/Equipment and Audit/Budget/Finance Committees chaired by Mr. Nuzzo was called to order at 6:03 P.M. with the following Committee members present: Mrs. Snyder, Mr. Valeri, Mr. Zielinski, Mrs. Taube, Mr. Bryan, Mrs. Marcich, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Dawson, Mr. Holdorf, and Mr. Nuzzo. Dr. Hancock was also present. Mrs. Coleman and Mrs. Bothe were excused. Ms. Iqbal and Ms. Adams were absent.

### **Energy Efficiency and Security Project Proposal**

Mr. Patrick Finnemore, Director of Facilities, presented the Energy Efficiency and Security Project Proposal as contained in the agenda. He explained that in 2009, Wisconsin Act 28 was developed with the intent to provide a mechanism for school districts to fund quick payback energy efficiency projects outside their revenue limit and use the energy savings to “pay back” the funds used for the capital improvement. In 2011, Wisconsin Act 32 modified the law to include payment of debt service on bonds issued to finance the energy efficiency projects provided that the projects: 1) result in energy or operational cost reductions or avoidance, 2) are completed through the use of a performance contract as governed by State Statute 66.0133, and 3) the bonds or notes used to finance the project are issued for periods not exceeding 20 years. The change in the law provides an opportunity for KUSD to implement large energy efficiency projects that we would not otherwise be able to fund and/or projects that would not be funded for many years in a one or two year window.

Mr. Finnemore indicated that the least attractive component of the changes made by Act 32 was the performance contracting requirement. Performance contracting has two positive benefits, one it provides a financial guarantee of savings over the course of the life of the bond, and two it provides districts without the expertise on staff a means to implement these types of projects. The first benefit has some value, but in a 20-year bond, there is not a substantial amount of checks and balances with respect to the guarantee. The second is not of great value to the District since we have in-house capability of managing all phases of these types of projects. It is Administrations intent is to control the amount of services provided by the performance contractor to only those services required by law.

A benefit of implementing an Act 32 project would be the opportunity to reduce the amount of major maintenance expenditures for some period of time because of the number of projects included in this scope that would otherwise be funded by major maintenance. The traditional major maintenance budget for KUSD is \$2,000,000 per year with \$500,000 of that money being used to pay off the loan used to fund the Reuther masonry restoration project. Administration is proposing a reduction of the major maintenance budget of \$500,000 per year for 3-4 years.

Act 32 allows school districts to issue bonds or notes to finance the energy efficiency projects. The proposed energy efficiency projects total \$16,689,540. If KUSD wishes to finance these

projects with long-term debt, the debt can be issued under revenue limits in Fund 38. Debt issued in Fund 38 does not require a referendum, but does require a 30-day petition period. Further, if the maturity of the debt exceeds ten years, a Public Hearing is also required. The process for issuing Fund 38 debt would begin with an Initial Resolution. Upon Board approval of the Initial Resolution, a Notice to Electors is published in KUSD's official newspaper. Within 10 days of publication of the Notice, a Public Hearing is held for informational purposes. From the date of the Public Hearing, the electorate has 30 days to file a petition to stop the process. The petition must be signed by 20% of the school district electors, or 7,500 electors, whichever is less. If no petition is filed, KUSD can issue the bonds to finance the projects. If the three parameters defined in 2011 Wisconsin Act 32 are met, the KUSD Board can levy for the debt service on the bonds outside revenue limits (energy efficiency exemption). The decision regarding the levy will be made on an annual basis, and future KUSD elected officials will make that determination. On a preliminary basis, it is contemplated that a 20-year bond issue will be utilized with a "wraparound" structure. This methodology attempts to minimize the tax impact by taking advantage of the future decreases KUSD's debt service payments, which decrease slightly in 2016 and then dramatically in 2017. In addition, the District has an opportunity to refinance the 2002 Bonds. To create efficiency in issuance costs, the refinancing could be done in conjunction with the energy efficiency financing.

In identifying schools to include for energy efficiency improvements, the eight lowest EPA Energy Star Rated schools in the District and the only schools with a rating lower than 70 were selected. These schools and their Energy Star Ratings are:

- Bose – 68
- Forest Park – 48
- Grant – 64
- Grewenow – 53
- Harvey – 59
- Jeffery – 62
- Roosevelt – 64
- Vernon – 39

Jefferson Elementary was added because it is a sister school of Grant and the two schools have similar problems that can be corrected.

Once the schools were identified, all of their capital projects maintenance and energy data, as well as performed a detailed walkthrough, of each of the buildings was done to identify potential energy savings projects. Those projects were evaluated to determine the capital investment needed, potential energy savings, and other benefits related to each project. A detailed scope of work was developed for each school. The scope of work for each school differs due to the design and operation of the building. The estimated cost for the projects at the nine schools is \$16,690,000 ranging from a low of \$816,812 for Jeffery Elementary to a high of \$3,095,409 for Vernon Elementary.

Administration's recommendation is to couple the security system upgrades with the Act 32 energy efficiency projects and associated reduction in the major maintenance budget. The \$500,000 per year reduction in the major maintenance budget would allow for the security upgrades to be implemented in a three-year period without the need to find a funding source within the general fund. The security proposal would include:

- Security Cameras
- Security Camera Head End System
- Security Systems on One Common Software System
- Addition of Door Bells at Elementary Schools
- Phones in Every Classroom
- Instantaneous Mass Notification System

Questions asked by Committee members were answered by Administration.

Mr. Valeri moved to forward the Energy Efficiency and Security Project Proposal to the full Board for consideration. Mrs. Taube seconded the motion. Unanimously approved.

Meeting adjourned at 7:00 P.M.

Stacy Schroeder Busby  
School Board Secretary



A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mrs. Taube was called to order at 7:03 P.M. with the following Committee members present: Mr. Nuzzo, Mr. Bryan, Mrs. Marcich, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Dawson, Mr. Holdorf, and Mrs. Taube. Dr. Hancock was also present. Ms. Adams was absent.

### **Approval of Minutes – April 9, 2013**

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

### **Board Approved Fees for the 2013-2014 School Year**

Mr. Tarik Hamdan, Budget and Grant Manager, presented the Board Approved Fees for the 2013-2014 School Year as contained in the agenda. He indicated that a Fee Sub Committee was established through the Budget Council which consisted of members of the Finance Department and school Principals and procedures and adequacy of the fees were reviewed. The following updates/recommendations are being made:

- Administration is recommending only one change to the 2013-2014 Base User Fee Schedule. In conjunction with eliminating the \$24 Physical Education High School Course Fee which was assessed only to students with Physical Education on their schedule, an additional \$3 will be added to the High School Base User Fee for all students. This recommendation is the result of a drastic reduction in the cost of towel service as well as the elimination of the cost of providing swim suits.
- The Athletics Department is proposing a new fee for students participating in Hockey. The \$900/player fee is currently being collected by the Hockey Booster Club which presents a liability issue, since KUSD would still be responsible for paying the ice time even if the collected money were to get "lost." Making this an official KUSD fee will protect us from any potential mishandling of the funds.
- In relation to building use fees, the Facilities Department has overhauled and streamlined the fee schedule in order to implement new software for on-line rentals. Some fees have been consolidated and they are now more consistent between buildings. Additional rates have also been added for the enhanced turf fields. This simplified rate schedule also includes an additional 3% increase to account for CPI changes.
- After reviewing the DPI issued guidance on Summer School Fees, there was a lack of justification for charging Summer School Fees. Without detailed lists from our Summer School Coordinators/Principals on the exact consumable items that students would be using, the fees are not allowable. In general, an Aided Summer School Program shall be at no cost to a resident student; even field trip fees (if instructional) are not allowable.

Questions asked by Committee members were answered by Administration.

Mr. Kent moved to forward the Board Approved Fees for the 2013-2014 School Year to the full Board with the recommendation that the 2013-2014 fees for Students, Building Use and Recreation be established at the indicated rates and that the student fee structure be reflected in the General Fund's revenue and expenditures for the 2013-2014 District Budget. Mr. Nuzzo seconded the motion. Unanimously approved.

### **FY 14 Preliminary Budget**

Mrs. Tina Schmitz, Chief Financial Officer, presented the Fiscal 2013-2014 Preliminary Budget as contained in the agenda and spoke on the following budget assumptions:

- Revenue
  - No increase in per pupil funding for revenue limit (preliminary)
  - Estimated increase in state general/equalization aid
  - Decrease in tax levy
  - No change in categorical aid
  - Estimated decrease of 100 student FTE
  - Unknown impact of vouchers to student enrollment
  
- Expense Reductions
  - Savings through new health insurance plan design
  - Savings from retirement and health insurance contributions
  - Reduced unemployment expenses
  
- Expense Additions
  - Additional teachers and staff
  - Expanded counselor hour
  - Additional calendar paid days
  - Student support program
  - Student programming/curriculum
  - Student testing software
  - Student transportation costs
  - System software renewals
  - Property insurance
  - Employee fringe benefit increases (life and long-term disability)
  - Estimated health and dental insurance for part-time employees
  - Increased OPEB (other post-employment benefits) accrual

Mrs. Schmitz indicated that the budget was built very conservatively due to the unknowns, i.e. a finalized State budget, the impact from vouchers and enrollments, and changes to the revenue limit through additional per pupil funding.

Mrs. Schmitz then distributed and presented an updated list of preliminary budget assumptions. She indicated that she was aware that it was a lot of information to be reviewed; thus, the item is for informational purposes only. She noted that the assumptions will be presented to the full

Board at their regular meeting on June 25; therefore, she requested that Committee members review the information and submit any input and/or questions to the Superintendent's Office within the next week. Questions asked by Committee members were answered by Administration.

Discussion took place in response to Mrs. Taube's request to add a fiscal year-end report of payments to District vendors to the Committee's agenda and for a detailed purchased service report. Mrs. Schmitz and several Committee members shared their opinion on Mrs. Taube's request. Mrs. Taube indicated that she would submit her request in writing.

### **Information Items**

Mrs. Schmitz presented the Summary of Grant Activities as contained in the agenda and answered questions from Committee members.

Mrs. Schmitz presented the Monthly Financial Statements as contained in the agenda and answered questions from Committee members.

### **Future Agenda Items**

Mr. Coleman requested that the process for requesting information and how the request is handled/assigned/fulfilled be discussed.

Meeting adjourned at 8:19 P.M.

Stacy Schroeder Busby  
School Board Secretary





A joint meeting of the Kenosha Unified Audit/Budget/Finance and Curriculum/Program Committees chaired by Mr. Flood was called to order at 8:23 P.M. with the following Committee members present: Mrs. Taube, Mr. Nuzzo, Mr. Bryan, Mrs. Marcich, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Dawson, Mr. Holdorf, Mrs. Anderson, Ms. Karabetsos, Ms. Renish, Ms. Galli, and Mr. Flood. Dr. Hancock was also present. Mrs. Coleman and Mrs. Daghfal were excused. Ms. Adams, Mrs. Reed, and Mrs. Santoro were absent.

### **State Personnel Development Grant – Focus on Professional Learning Communities**

Mr. Kristopher Keckler, Executive Director of Information & Accountability, presented the State Personnel Development Grant – Focus on Professional Learning Communities. He explained that Frank Elementary, Jefferson Elementary, and Tremper High School are applying for this grant which supports the existing professional learning communities implemented with fidelity as a strategy to decrease the learning gaps in reading and math for students with disabilities and their non-disabled peers. The grant will support existing efforts of schools by providing additional funds to specifically address the achievement of students with disabilities and educator practices that will accelerate this achievement. Mr. Keckler noted that Grant Elementary School has since decided to not apply for the grant as originally noted in the report. The three schools will be applying for \$16,000 and award winning schools will submit a final work plan and budget within six weeks following the grant award. It was noted that this item was presented for informational purposes and additional information would be provided if any grants are awarded. Questions asked by Committee members were answered by Administration.

Mrs. Schmitz, Chief Financial Officer, announced her resignation effective June 30<sup>th</sup> and indicated that she has enjoyed work with the Audit/Budget/Finance Committee and thanked them for their support during her tenure.

Meeting adjourned at 8:29 P.M.

Stacy Schroeder Busby  
School Board Secretary



A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mr. Flood was called to order at 8:32 P.M. with the following Committee members present: Mrs. Taube, Mrs. Anderson, Ms. Karabetsos, Mrs. Renish, Ms. Galli, and Mr. Flood. Dr. Hancock was also present. Mrs. Coleman and Mrs. Daghfal were excused. Mrs. Reed and Mrs. Santoro were absent.

**Approval of Minutes – May 14, 2013 Curriculum/Program and Joint Personnel/Policy & Curriculum/Program**

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

**Information Items**

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, introduced the Elementary Standards-Based Grading Community Presentation and distributed a folder to the Committee which contained: 1) the Assessing and Reporting Parent Meeting Sheet; 2) the Evidence Sheets – Keys for Using Sheet; 3) the Reading Evidence Sheet; 4) the Math Evidence Sheet, and 5) the Elementary Standards-Based Progress Report. She indicated that this information was being presented for informational purposes only at the request of the Committee.

She informed the Committee that three public sessions were held in March, 2013 for the purpose of explaining the standard-based grading and examining the reporting tools. Pre-meeting notifications went out by written communication, flyers, and automatic calls. The presentation to community members consisted of distinct segments consisting of: 1) pre-meeting notification; 2) background research on grading and report; 3) interactive dialogue; and 4) personalized conferences. As a result of the meetings, the following two recommendations emerged and Teaching and Learning has begun to move forward with them:

- All elementary principals will host an elementary report card meeting at his/her site so that more parents have an opportunity to hear and learn about the new assessment report card tool.
- A brochure from Teaching and Learning will be developed so that each school will have an opportunity to distribute information explaining this new standards-based report card, providing the necessary background information to parents about reporting progress based on the Common Core State Standards.

Dr. Savaglio-Jarvis; Mrs. Christine Pratt, Coordinator of Mathematics and Science; Mr. David Tuttle, Coordinator of Talent Development; Mr. Mark Hinterberg, Coordinator of Social Studies; and Mrs. Ann Fredriksson, Coordinator of Instructional Technology and Library Media, gave a Standards-Based Grading PowerPoint presentation which provided information on the following

topics: the Process, the Teachers, Informational Parent Meetings, What are Standards and Why Change, Report Card Indicators, Standards-Based Grading Requires Changes in Grading Practices, What Are you Really Measuring, Elementary Proficiency Scale, Evidence Sheet, Report Card, Technical Training, and What is the Most Important Change. Questions asked by Committee members were answered by Administration.

Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership, presented the Elementary Redesign Update as contained in the agenda. She indicated that the purpose of the report was to give an update on the four major design components, which are: 1) teachers being organized into collaborative teams called “families”; 2) half-day school on Fridays to provide staff development and/or collaboration time; 3) flexible grouping of students for instructional purposes; and 4) multi-age classrooms. The data sources used for the report included:

- Student academic data (Fall 2012 and Spring 2013);
- Teacher survey data (February 2013);
- Classroom teacher attendance data (through 3<sup>rd</sup> quarter 2013);
- Student attendance data (through 3<sup>rd</sup> quarter 2012 and 2013);
- Teacher anecdotal data – focus groups (January 2013 – February 2013);
- Principal anecdotal data – open ended response (May 2013);
- Principal rating scale (March 2013 and May 2013); and
- Parent survey (November – December 2012).

Ms. Davis provided the Friday student and teacher absence data. She noted that student absenteeism increased an average of 16% on Fridays this year when compared through 3<sup>rd</sup> quarter of last year, however, the increase varied widely from school to school. Elementary teacher absences were recorded for each Friday as well, however, it was not possible to obtain this data for 2011-2012 in the manner it was collected this year. She noted that two charts were included in the report showing the total teacher absences through the month of April, 2013 – one chart for absences by role, the other absences by reason.

Ms. Davis noted that even though the strategies, structures, and processes implemented as part of the elementary redesign have only been in place less than a year, results are already showing better academic outcomes for students and that the anticipation is that the student results will continue to rise as implantation improvements are made over time. Questions asked by Committee members were answered by Administration.

### **World Language Program Update**

Dr. Savaglio-Jarvis presented the World Language Program Update and indicated that the update was being brought forward at the request of the Committee. She explained that at the beginning of the 2012-13 school year, a blended, personalized learning world language exploratory opportunity was offered to all elementary students for one hour per week through the use of Rosetta Stone and to middle school students using Tell me More. Dr. Savaglio-Jarvis indicated that the report included a listing of course offerings for all levels (including high school) and results from a survey taken by 5,559 participants which consisted of 5,125 students and 434 staff members. She noted that Rosetta Stone and Tell Me More will be providing additional training and development for the 2013-14 school year that will focus on tracking student progress. Mrs. Iva, Plumley, Coordinator of Language Acquisition Programs, was present and answered questions asked by the Committee members.

## **Head Start Semi-Annual Report**

Dr. Savaglio-Jarvis introduced the Head Start Semi-Annual report and indicated that Ms. Belinda Grantham, Director of Early Education, was present to answer any questions. There were no questions from Committee members.

## **Future Agenda Items**

Dr. Savaglio-Jarvis indicated that she would also be presenting the following reports to the Committee: a K-8 Attendance/Truancy Report, a Professional Development Report, 6-8 Math Update, a Common Library Learning Report, and a Next Generation Science Report.

Meeting adjourned at 10:01 P.M.

Stacy Schroeder Busby  
School Board Secretary