



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT PLANNING/FACILITIES/EQUIPMENT &**  
**AUDIT/BUDGET/FINANCE MEETING**  
Educational Support Center – Room 110  
August 13, 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 5:35 P.M. with the following Committee members present: Mrs. Coleman, Mrs. Snyder, Mr. Zielinski, Mrs. Taube, Mr. Bryan, Mr. Kent, Mr. Aceto, Ms. Dawson, Mr. Holdorf, and Mr. Nuzzo. Dr. Hancock was also present. Mr. Valeri, Mrs. Bothe, Mrs. Marcich, and Mr. Coleman were excused. Ms. Iqbal and Ms. Adams were absent.

**Approval of Minutes – June 11, 2013 (two sets)**

Mrs. Coleman moved to approve the June 11, 2013 Planning/Facilities/Equipment Committee meeting minutes as contained in the agenda. Mrs. Snyder seconded the motion. Unanimously approved.

Mr. Bryan moved to approve the June 11, 2013 Joint Planning/Facilities/Equipment and Audit/Budget/Finance Committee minutes as contained in the agenda. Mrs. Taube seconded the motion. Unanimously approved.

**Energy Efficiency Project – Performance Contractor Selection**

Mr. Patrick Finnemore, Director of Facilities, presented the Energy Efficiency Project – Performance Contract Selection as contained in the agenda. He indicated that a Request for Proposal (RFP) was issued on June 26, 2013 and four firms responded. Those firms were CESA 10, McKinstry, Nexus, and Performance Services (PSI). After a detailed review of the proposed scope and services of all four firms, it is recommended that KUSD contract with PSI at a fee of 10.2%. The services that PSI will be providing for this fee is more than required in the RFP, namely they would be overseeing the HVAC control projects which is the most complex portion of the scope. Their fee schedule allowed for this scope to be added and still have a lower fee than the second lowest proposal.

Mrs. Michele Wiberg, Director of Wisconsin Public Finance at PMA Financial Network, Inc., gave an update on the financing of the Energy Efficiency Project. She indicated that the energy efficiency projects total approximately \$16,690,000. The financing of the projects will be done with long term debt as the debt can be issued under the revenue limits in Fund 38. To create efficiency in issuance costs, the financing will include the refinancing of the 2002 Bonds. The estimated savings associated with the refinancing of the bonds is over \$193,000 or approximately \$64,000 in years 2014-2016.

Questions asked by Committee members were answered by Mr. Finnemore and Mrs. Wiberg.

Mrs. Coleman moved to forward the Energy Efficiency Project – Performance Contractor Selection to the full Board for consideration. Mrs. Snyder seconded the motion. Unanimously approved.

**Information Items**

Mr. Finnemore indicated that he would be presenting the Utility Budget & Energy Savings Program report next month as the end-of-the year information will be available at that time.

Meeting adjourned at 5:55 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**AUDIT/BUDGET/FINANCE MEETING**  
Educational Support Center – Room 110  
August 13, 2013  
**MINUTES**

A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mrs. Taube was called to order at 5:56 P.M. with the following Committee members present: Mr. Nuzzo, Mr. Bryan, Mr. Kent, Mr. Aceto, Ms. Dawson, Mr. Holdorf, and Mrs. Taube. Dr. Hancock was also present. Mrs. Marcich and Mr. Coleman were excused. Ms. Adams was absent.

**Approval of Minutes – July 9, 2013 Meeting**

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

**FY14 Preliminary Budget**

Mr. Tarik Hamdan, Interim Chief Financial Officer, introduced the FY14 Preliminary Budget and indicated that the budget assumptions highlighted in green have already been approved by the Board. He stressed the importance of the timing of approving the preliminary budget in order to allow for enough time to prepare for the annual meeting and for short term borrowing. He then presented the remaining preliminary budget assumptions and questions from Committee members were answered.

While answering questions from the Committee, Mr. Kristopher Keckler, Executive Director of Information & Accountability, noted that budget assumption #20 is a position which was not filled last year; however, it was posted and has been filled since then.

While answering questions from the Committee, Ms. Susan Valeri, Director of Special Education, noted that budget assumption #36 is in relation to the extended calendar for high school counselors and that they started on Monday.

Mrs. Sheronda Glass, Executive Director of Business, stressed the importance of the passing of a preliminary budget so that staffing for the upcoming school year can be finalized. She indicated that in the past few weeks new directives have been given in regards to class size which would have financial impact to the staffing aspect of the budget. She suggested that a special meeting be scheduled prior to the August 27, 2013, regular Board meeting to discuss the staffing portion of the preliminary budget. Ms. Stevens indicated that the directive given is for the class size ratio to be 25:1 with reasonable effort being made to avoid split grade classes entirely. However, if split grade classes are utilized at any school, the class size ratio should be no more than 20:1. If a school would like a waiver to the 20:1 requirement, the Board has discretion to make an exception. Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership, indicated that he currently has five schools that would like the Board to consider granting a waiver to the 20:1 split class requirement. He stated that he would forward the information pertaining to the requests this evening to the Board. Ms. Stevens indicated that once she receives the information, it will be determined if a meeting should be scheduled.

Mr. Nuzzo moved to forward the remaining FY14 preliminary budget assumptions to the full Board for consideration. Mr. Kent seconded the motion. Unanimously approved.

### **Renewal of Southeastern Wisconsin School Alliance Membership**

Dr. Hancock introduced the Renewal of the Southeastern Wisconsin School Alliance Membership and there were no questions from Committee members.

Mr. Kent moved forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board with the recommendation for approval of the attached resolution and membership in SWSA for the 2013-2014 fiscal year and of authorization of Board Officers and District Administration to execute any and all documents related to the renewal. Mr. Nuzzo seconded. Unanimously approved.

### **Information Items**

Mr. Hamdan presented the Cash and Investment Quarterly Report and there were no questions from Committee Members.

Mr. Hamdan presented the Travel/Conferences Analysis information and indicated that it was being provided per the request of Mr. Holdorf at last month's Committee meeting. Mr. Hamdan provided a budget-to-actual analysis of travel/conference expenses detailed by location and funding source. Questions from Committee members were answered by Administration.

Mr. Hamdan presented the Advertising Analysis and indicated that it was being provided per the request of Mr. Holdorf at last month's Committee meeting. He noted that the information provided in the agenda is pertaining to advertising from Fund 10 only. He indicated that the "I Am KUSD" campaign advertising was only partially funded through Fund 10 with the rest being funded out of Fund 80.

Mr. Hamdan presented the Independent Contractors Analysis and indicated that it was being provided per the request of Mr. Holdorf at last month's meeting. He indicated that the spreadsheet provided budget-to-actual information on independent contractors. He explained that the independent contractor object code is new; therefore, comparing previous years is skewed.

Mr. Hamdan presented the check register summary comparison of vendor payments greater than \$5,000 for fiscal year 12 to FY 13 and answered questions from Committee members.

Mrs. Taube noted that the vendor used for professional development expeditionary learning has increased by 50%. She requested the following information pertaining to expeditionary learning: Where is the District going in total expenditures for EL? Are there any projections as far as combining vendors, travel, and training? What is the per pupil costs? Dr. Savagli-Jarvis indicated she would provide that information at a later date.

Mr. Holdorf requested that information be providing indicating what services were provided by Delta Management Associates

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 7:33 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT AUDIT/BUDGET/FINANCE &**  
**PERSONNEL/POLICY MEETING**  
Educational Support Center – Room 110  
August 13, 2013  
**MINUTES**

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Personnel/Policy Committees chaired by Mr. Bryan was called to order at 7:37 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Mr. Jacobs, Mr. Retzlaff, Mrs. Hamilton, Mrs. Morrison, Mr. Wamboldt, Mrs. Dahl, Mrs. Taube, Mr. Nuzzo, Mr. Kent, Mr. Aceto, Ms. Dawson, Mr. Holdorf, and Mr. Bryan. Dr. Hancock was also present. Mrs. Marcich and Mr. Coleman were excused. Ms. Adams and Ms. Morgan were absent.

**Approval of Minutes – July 9, 2013**

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

**Policy 3420 - Purchasing**

Mr. Robert Hofer, Purchasing Agent, presented Policy/Rule 3420 – Purchasing. He indicated that the policy revisions were brought forward at the request of the School Board in an attempt to keep Board members better informed on contracted services being made and to be more transparent.

Discussion took place on whether or not the policy is too specific or if it needed to be more specific. Mr. Hofer noted that all contracts are centrally located and can be accessed and/or shared with and by Committee members if the desire is there. He also noted that the potential number of contracts that would be presented to the Board for approval over the amount of the \$25,000 could be in the hundreds. Ms. Stevens indicated that the approval process for contracts could be presented on the consent agenda as a single item which would save time but would also allow for items of concern and/or interest to be pulled and then discussed.

Mrs. Taube moved to amend the first sentence of C(2) of Rule 3420 to read, “All contracts and renewal of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency and shall be based on three price quotations, whenever possible or advertised bids.” Mr. Flood seconded the motion. Motion passed. Mr. Aceto, Mr. Kent, and Mrs. Morrison dissenting.

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 8:14 P.M.

Stacy Schroeder Busby  
School Board Secretary



A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mr. Bryan was called to order at 8:16 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Mr. Jacobs, Mr. Retzlaff, Mrs. Hamilton, Mrs. Morrison, Mr. Wamboldt, Mrs. Dahl, and Mr. Bryan. Dr. Hancock was also present. Ms. Morgan was absent.

**Policy/Rule 5534 – Medication and Policy/Rule 5534.1 - Anaphylaxis**

Ms. Susan Valeri, Director of Special Education, presented Policy/Rule 5534 – Medication and Policy/Rule 5534.1 – Anaphylaxis. She indicated that some minor wording changes were made in Rule 5534; such as “practitioner” replacing “physician.” She noted that Policy/Rule 5534.1 was being added as an extension to Policy 5534 which would allow trained District personnel to administer epinephrine through an epi-pen to a student suspected of having an allergic reaction without a prescription from their physical. Ms. Lisa Hackeloer, School Nurse at Tremper High School, was present and answered questions from Committee members.

Mrs. Snyder moved to forward the proposed revisions to Policy/Rule 5534 – Medication and Policy/Rule 5434.1 – Anaphylaxis to the School Board for a simultaneous first and second reading at the August 27, 2013 School Board Meeting in order to have the policy in place for the start of the 2013-2014 school year. Mr. Flood seconded the motion. Unanimously approved.

**Information Items**

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

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 8:27 P.M.

Stacy Schroeder Busby  
School Board Secretary



**KENOSHA UNIFIED SCHOOL BOARD**  
**JOINT AUDIT/BUDGET/FINANCE AND**  
**CURRICULUM/PROGRAM MEETING**  
Educational Support Center – Room 110  
August 13, 2013  
**MINUTES**

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Curriculum/Program Committees chaired by Mr. Flood was called to order at 8:32 P.M. with the following Committee members present: Mrs. Taube, Mr. Nuzzo, Mr. Bryan, Mr. Kent, Mr. Aceto, Mr. Coleman, Mrs. Dawson, Mr. Holdorf, Mrs. Coleman, Mrs. Karabetsos, Mrs. Santoro, Mrs. Renish, and Mr. Flood. Dr. Hancock was also present. Mrs. Marcich, Mrs. Anderson, Mrs. Daghfal, and Ms. Galli were excused. Ms. Adams and Mrs. Reed were absent..

**Approval of Minutes – July 9, 2013**

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

**2013-2016 Professional Learning Plan**

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, distributed a copy of the 2013-2016 Professional Learning Plan. She noted that at the August 23, 2013, regular School Board meeting the first year (2013-2014) of the Professional Learning Plan was approved.

Ms. Jennifer Navarro, Coordinator of Organizational Training and Development; Mr. Paris Echoles, Coordinator of Student Engagement and Equity; and Mr. Che Kearby, Teacher at Indian Trail Academy and High School, gave a PowerPoint presentation which covered the following topics: Professional Learning, the Development Story, the Transformation Plan, Professional Learning Goals, the Professional Learning Focus Areas: 1) Common Core State Standards, 2) Culturally Proficient Classrooms, 3) SMART Goals, and 4) Professional Learning Communities, Budget, and Evaluation.

Mrs. Coleman requested that the Beyond Diversity training be made available to Board members. Dr. Savaglio-Jarvis indicated that the training opportunities will be sent to the Board.

Mrs. Coleman requested that in June of 2014, the Committee receive an update on SMART Goals for the various buildings, i.e. if the SMART Goals were met. Dr. Savaglio-Jarvis indicated that all SMART Goals can be located on the District's website and indicated that an update would be given.

Mr. Nuzzo moved to forward the 2013-2016 Professional Learning Plan to the full Board for approval. Mrs. Santoro seconded the motion. Unanimously approved.

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 9:13 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 9:16 P.M. with the following Committee members present: Mrs. Taube, Mrs. Coleman, Mrs. Karabetsos, Mrs. Santoro, Mrs. Renish, and Mr. Flood. Dr. Hancock was also present. Mrs. Anderson, Mrs. Daghfal, and Ms. Galli were excused. Mrs. Reed was absent.

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

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

### **Information Items**

Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership, introduced the CESA #1 Personalized Learning. Dr. Hancock noted that an end-of-the-year CESA #1 report was previously provided and asked the Committee for their specific questions. Mrs. April Nelson, Principal at Stocker Elementary; Mr. Martin Pitts, Principal at Nash Elementary; and Ms. Jacqueline Mellott-Grajera, Principal at Southport Elementary; answered questions from Committee members pertaining to personalized learning consulting services which was the main expense for the CESA #1 membership. Mr. Pitts distributed and explained the CESA #1 packet which is utilized at his school which included networking offerings, a personalized learning initiative logic model, personalized learning elements, design principles for personalized learning environments, and information on the Next Generation Learning Community.

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning; and Mrs. Christine Pratt, Coordinator of Math and Science; presented the Update on the Next Generation Science Standards and indicated that the standards were developed to guide science instruction across the United States. The final standards were released nationally in April, 2013, and Wisconsin is in the process of reviewing them and adopting them. It was explained that the next step is for a vertical team of lead science teachers to meet in September to develop a district-wide plan for implementation of the Next Generation Science Standards.

Dr. Savaglio-Jarvis introduced the Transformation of District Libraries to Learning Commons and distributed an article titled, "7 Things You Should Know About the Modern Learning Commons." Mrs. Ann Fredriksson, Coordinator of Library Media and Instructional Technology; and Mrs. Christine O'Regan, Library Media Teacher Consultant; gave a PowerPoint presentation which covered the following topics: What Exactly is a Learning Commons?, What is a 21<sup>st</sup> Century Learner?, How Does a 21<sup>st</sup> Century Learner Use Learning Commons?, Inquiry, Research, Collaboration, Presentation, Reflection, 21<sup>st</sup> Century Librarian, What Should a Learning Commons Look Like?, What Have We Been Studying?, and Where are We Going?

Mr. Paris Echoles, Coordinator of Student Engagement and Equity, presented the Kindergarten Through Eighth Grade Attendance Procedures. He indicated that the District is in the process of

implementing the School First Attendance Campaign which will intensify the promotion of positive school attendance, increase District and community awareness surrounding the benefits of positive school attendance, and encourage all educational stakeholders to make school the first priority for all students. He presented the four implementation plan phases as contained in the agenda and there were no questions.

There were no questions from Committee members on the Professional Learning Communities.

### **Future Agenda Items**

Mrs. Renish requested a World Language (Rosetta Stone/Tell Me More) update. Dr. Savaglio-Javis indicated that she would send Mrs. Renish the World Language update which was presented to the Committee in June to see if that would answer her questions.

Mrs. Renish requested a Middle School Honors Update. Dr. Savaglio-Jarvis indicated that in order to allow for the collection of the necessary data, the earliest the update could be provided is January.

Meeting adjourned at 10:42 P.M.

Stacy Schroeder Busby  
School Board Secretary