



REGULAR MONTHLY BOARD MEETING

December 20, 2011

7:00 P.M.

**Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, Wisconsin**



Regular School Board Meeting
Tuesday, December 20, 2011
Educational Support Center
7:00 P.M.

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
 - National Board Certified Teacher Achievement
 - Rachel Conran, Grant Elementary School
 - Amy Holm, McKinley Middle School
 - Anna McMahon, Frank Elementary School
 - Amanda Rossell, Nash Elementary School
 - Annette Wetherbee, Bradford High School
 - Beth Wiltshire, EBSOLA
 - Associated Press' State Football Coach of the Year – Jed Kennedy, Bradford High School
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
 - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1
 - B. Consent/Approve Minutes of 11/22/11 and 12/6/11 Special Meetings And Executive Sessions and 11/22/11 Regular Meeting.....Pages 2-11
 - C. Consent/Approve Summary of Receipts, Wire Transfers and Check RegistersPages 12-13

SCHOOL BOARD AGENDA

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X. Consent Agenda - Continued

- D. Consent/Approve Waiver of Policy 1330 -
Use of District Facilities..... Pages 14-15
- E. Consent/Approve Policy/Rule 3420 - Purchasing..... Pages 16-19
(Second Reading)
- F. Consent/Approve Policy/Rule 6300 – Curriculum
Development and Improvement
And Administrative Regulation
6300 Pages 20-22
(Second Reading)
- G. Consent/Approve Policy/Rule 6621 – Interlibrary
Loan Procedures Pages 23-25
(Second Reading)

XI. Old Business

- A. Discussion/Action Proposed Charter
School Relocations Pages 26-38

XII. New Business

- A. Discussion/Action Donations to the District..... Page 39
- B. Discussion/Action Approval of CDO
Lawsuit Agreement Page 40

XIII. Other Business as Permitted by Law

- Tentative Schedule of Reports, Events and Legal
Deadlines For School Board (December-January) Page 41

XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary

XV. Adjournment

Kenosha Unified School District No. 1
Kenosha, WI
December 20, 2011

The Human Resources recommendations regarding the following actions:

Action	Board Date	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Step / Level	Letter or Contract
Separation	12/20/11		Instructional	Phillips	Ryan	Tremper High School	Math (Alternative Education)	10/5/11	2	\$42,772.00	Separation	B Step 07	Contract
Separation	12/20/11		Secretarial	Beal	Dina	Purchasing Department	Secretary II (12 month)	11/15/11	5	\$40,289.60	Separation	No	Contract
Appointment	12/20/11		ESP	Bradford	Lonzo	Tremper High School	Security	8/31/11	0	\$13.13	Appointment	No	Contract
Resignation	12/20/11		Interpreter	LaForge	Nicole	Tremper High School	Interpreter	11/29/11	3	\$25.78	Resignation/Personal	No	Contract
Resignation	12/20/11		ESP	Hurd	Louis	Bullen Middle School	Classroom Title I	12/21/11	0	\$14.02	Resignation/Personal	No	Contract
Resignation	12/20/11		Service	de Rubio	Martha	Food Services	Food Service Helper - 2	11/30/11	6	\$18.03	Resignation/Personal	No	Contract

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 22, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 22, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:30 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Review of Findings/Order of Independent Hearing Officer and Collective Bargaining Deliberations.

Mr. Nuzzo moved that this executive session be held. Mr. Gallo seconded the motion.

Roll call vote. Ayes: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan and Mrs. Snyder. Noes: None. Unanimously approved.

Mrs. Taube moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

1. Review of Findings/Orders by Independent Hearing Officer

Mr. Lattimore arrived at 5:33 P.M. and provided Board members with information relating to an expulsion.

Mr. Lattimore and Dr. Hancock were excused at 5:37 P.M.

Mrs. Taube moved to concur with the recommendation of the hearing officer with respect to the expulsion. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Hancock returned to the meeting at 5:40 P.M.

2. Collective Bargaining Deliberations

Mrs. Glass, Mrs. Schmitz, Mr. Vaillancourt, and Attorney Pirkey arrived at 5:41 P.M. and collective bargaining issues were discussed.

Attorney Pirkey was excused at 6:27 P.M.

Meeting adjourned at 6:57 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 22, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, November 22, 2011, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:04 P.M. with the following Board members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District No. 1. Notice of this regular meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and at the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

There were no awards.

There were no Administrative or Supervisory Appointments.

Ms. P. Stevens introduced the Student Ambassador, Areknaz Khaligian, from Harborside Academy and she made her comments.

There was no Legislative Report.

Views and comments were made by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's Report.

Consent-Approve item X-D – School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities was pulled from the consent agenda.

The Board then considered the following Consent-Approve items:

Consent-Approve item X-A – Revised Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations as presented.

Consent-Approve item X-B – Minutes of the 10/24/11 and 10/25/11 Special Meetings and Executive Sessions and the 10/25/11 Regular Meeting as presented in the agenda.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Ms. Heather Kraeuter, Accounting Supervisor; Mrs. Tina Schmitz,

Director of Finance; Mrs. Sheronda Glass, Assistant Superintendent of Business Services; and Dr. Hancock, excerpts follow:

“In an ongoing effort by the Finance Department to provide more timely and accurate financial information, we have implemented many new accounting procedures over the last several months. As a result, we are now able to report cash receipts and disbursements activity for the month immediately prior to the current month. Therefore, this report includes activity for the months of both September 2011 and October 2011 in order to bring the reporting up to date.

September 2011 Activity: It is recommended that the September 2011 cash receipts deposits totaling \$1,101,690.06, and cash receipt wire transfers-in totaling \$22,800,996.17, be approved.

Check numbers 473177 through 474226 totaling \$4,622,705.59, and general operating wire transfers-out totaling \$143,339.61, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2011 net payroll and benefit EFT batches totaling \$12,744,817.64, and net payroll check batches totaling \$41,208.09, be approved.

October 2011 Activity: It is recommended that the October 2011 cash receipts deposits totaling \$1,941,002.90, and cash receipt wire transfers-in totaling \$961,557.13, be approved.

Check numbers 474227 through 475190 totaling \$14,347,269.16, and general operating wire transfers-out totaling \$194,903.81, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the October 2011 net payroll and benefit EFT batches totaling \$13,758,421.07, and net payroll check batches totaling \$10,730.85, be approved.”

Mr. Bryan moved to approve the consent agenda as revised. Ms. P. Stevens seconded the motion. Unanimously approved.

Ms. Vickie Brown-Gurley, Assistant Superintendent of Teaching and Learning, and Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, presented the Advanced Placement Examination Fees submitted by Mr. David Tuttle, Coordinator of Talent Development; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“In March 2009 the school board approved a reimbursable fee of \$25 for each Advanced Placement (AP) examination taken by students. Students passing exams with a score of three, four, or five received reimbursement for the fee. Current students received a credit on their Zangle accounts. Students who had graduated or were no longer in the district received a \$25 reimbursement check. The Kenosha Unified School District collected fees in 2010 and 2011 from students for AP examinations. Appendix A provides the data related to the fees and the amounts reimbursed. State statutes mandate that school districts pay AP fees for students that receive free/reduced lunch.

It is recommended that Kenosha Unified School District discontinue the practice of paying AP exam fees for all students, except those required by state mandate. It is proposed that parents/guardians cover the AP exam fee for each exam they would like their students to take. Kenosha Unified will continue to cover the costs associated with providing AP examinations that include securing testing sites and proctors for the exams.

Kenosha Unified School District is the only school district in the state of Wisconsin that fully funds the AP exam fee of all of the students wishing to take the exams. Only one other district in the state provides any funding outside of the state statutes, and that district only pays for half of the exam fee. After consulting with them, we have learned they are also considering termination of the practice.

In an effort to insure financial responsibility as a district and be more consistent in practices with other districts across the state, we feel it is necessary to institute this policy change. The AP exam fee is currently \$87 per exam.

Kenosha Unified School District will continue focusing on providing a variety of AP course offerings to students. A commitment has been made to assure that those courses offered are rigorous and engaging for the students that participate in them. Administrators, counselors, and teachers will work together to help expand the opportunities for all students to participate and be successful in the AP Program courses while remaining fiscally responsible to the Kenosha community.

Upon receiving approval from the board, we will immediately notify families of students currently enrolled in AP courses. We will then work with the Kenosha Unified School District Office of Communications and the high schools to make sure other families and stakeholders are aware of the change.

At the November 8, 2011 standing committee meetings, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward to the School Board the proposal to discontinue the practice of paying AP exam fees for all students, except those required by state mandate, and that parents/guardians cover the AP exam fee for each exam they would like their students to take. It is recommended that the School Board approve the recommendation this evening as presented.”

Ms. P. Stevens moved to table Advanced Placement Examination Fees until further information can be provided. Ms. R. Stevens seconded. Motion failed. Mrs. Taube, Mr. Nuzzo, Mr. Gallo, and Mrs. Snyder dissenting.

Mr. Nuzzo moved to approve the recommendation to discontinue the practice of paying AP exam fees for all students, except those required by state mandate, and that parents/guardians cover the AP exam fee for each exam they would like their students to take. Mrs. Taube seconded. Motion passed. Mr. Bryan dissenting.

Mr. Anderson Lattimore, Assistant Superintendent of Educational Accountability, presented the Four Year Graduation – Cohort Analysis submitted by Ms. Renee Blise, Senior Research Analyst; Mr. Lattimore; and Dr. Hancock, excerpts follow:

“Administration presented the first cohort analysis of graduation trends to the Kenosha Unified School Board beginning with School Year 1994-95. This cohort analysis is the sixteenth annual report to the Kenosha Unified School Board. It provides a “base cohort” illustrating the progress of students from their initial assignment in the ninth grade during SY 2007-08 until the end of summer school four school years later during SY 2010-11. Additionally, the graduation “base cohort” of the Class of 2010 was examined in terms of its progress during the year following its designated graduation year (fifth year).

The cohort graduation rate presented in this report is different than the rate published by the Wisconsin Department of Public Instruction (DPI). While the KUSD Cohort Analysis did not consider students who entered KUSD after ninth grade, DPI’s graduation rate included all students who attended KUSD during their high school tenure. Additionally, DPI’s graduation rate is one of the four (4) objectives considered when calculating Adequate Yearly Progress (AYP) of the No Child Left Behind (NCLB) Act of 2001.

Beginning in SY 2010-11, DPI began collecting student Race and Ethnicity data based on new Federal Guidelines. In the past, parents/guardians were required to choose one (1) ethnic group during registration from the following options: Asian, Black/African American, Hispanic, Native American, and White. The new guidelines allow for multi-race/ethnicity choices, which include Hispanic **or** one or more of the following: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Because this is the first year that the new race/ethnic groups are available, the graduation rates will be reported using the ethnic codes that were assigned to students at their initial enrollment in high school at the beginning of grade 9 during SY 2007-08. This will allow for valid comparisons when analyzing longitudinal data. The new codes are expected to be utilized with the Cohort Analysis for the Graduation Class of 2014, the first class using the new codes as they entered into high school in grade 9.

At its November 8, 2011 meeting, the School Board Curriculum/Program Standing Committee reviewed and accepted the 2010-11 Four Year Graduation Rate-Cohort Analysis Report and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the School Board review and accept the 2010-11 Four Year Graduation Rate-Cohort Analysis Report. The Office of Educational Accountability will continue to monitor graduation patterns and submit the 2011-12 Four Year Graduation Rate-Cohort Analysis Report to the School Board Curriculum/Program Standing Committee in November of 2012.”

Ms. P. Stevens moved to accept the 2010-11 Four Year Graduation Rate-Cohort Analysis Report, that the Office of Educational Accountability continue to monitor graduation patterns, and submit the 2011-12 Four Year Graduation Rate-Cohort Analysis Report to the Curriculum/Program Standing Committee in November of 2012. Mrs. Taube seconded the motion. Unanimously approved.

Mrs. Brown-Gurley presented Policy and Rule 6300 – Curriculum Development and Improvement and Administrative Regulation 6300 submitted by Mrs. Brown-Gurley and Dr. Hancock, excerpts follow:

“Information contained within Policy and Rule 6300 and Administrative Regulation 6300 that pertains to curriculum development will be revised to reflect current practice while

keeping in line with State Statutes. This information will be included in the Teaching and Learning Handbook that will be readily assessable to staff.

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the proposed revisions to Policy 6300 to the School Board for consideration. Administration recommends that the School Board approve revisions to Policy and Rule 6300, Curriculum Development and Improvement and removal of Administrative Regulation 6300 as a first reading this evening and a second reading on December 20, 2011.”

Ms. Taube moved to approve Policy and Rule 6300 and Administrative Regulation 6300 with the addition of “and School Board” in the third paragraph of Policy 6300 after “the Superintendent of Schools.” Mr. Bryan seconded the motion. Motion carried. Mr. Nuzzo, Mr. Gallo, and Ms. P. Stevens dissenting.

Mrs. Brown-Gurley presented Policy and Rule 6621 – Interlibrary Loan Procedures submitted by Mrs. Ann Fredriksson, Coordinator of Library Media and Technology; Ms. Diane Kastelic, Teacher Consultant for Library Media; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“Information from Policy and Rule 6621, Interlibrary Loan Procedures, is available with detail in the KUSD Library Services, My Big Campus. This resource is online and available to all library media teachers who are responsible for interlibrary loans.

Destiny library software which is connected to the KUSD student information system is an efficient online process available to faculty, middle and high school students, parents and community members to request materials. Approximately 250 to 300 loan requests are received each day.

Written information from Policy and Rule 6621 is found in the Teaching and Learning Handbook. Software changes that typically occur every six months will be updated immediately on line. Therefore, the recommendation is to remove Policy and Rule 6621.

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the recommendation relative to Policy 6621 to the School Board for consideration. Administration recommends that the School Board approve removal of Policy and Rule 6621, Interlibrary Loan and placing the information in the Teaching and Learning Handbook and the KUSD web site. The first reading of this policy elimination would take place this evening with a second reading on December 20, 2011.”

Ms. R. Stevens moved to approve the removal of Policy and Rule 6621 - Interlibrary Loan and place the information in the Teaching and Learning Handbook and the KUSD web site. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Schmitz presented Policy and Rule 3420 – Purchasing submitted by Mrs. Schmitz, Mrs. Glass, and Dr. Hancock, excerpts follow:

“Kenosha Unified School District Policy/Rule 3420 addresses purchasing of supplies, equipment and services. As part of the District’s transformation design, all policies and procedures that impact the finances of the District are considered for improvement in an effort to tighten controls.

Currently the policy lacks direction on signing authority for contracts or agreements for purchases of equipment and services. No other policy or rule defines signing authority, except Policy 3311 “Authorized Signatures” that authorizes the Board President, Clerk and Treasurer to sign checks for expenditures. The changes to Policy/Rule 3420 designates authorized signers, and lowers the authorized amount from \$50,000 to \$25,000.

At its November 8, 2011 meeting, the Personnel/Policy and Audit, Budget and Finance Committees both unanimously voted to forward the proposed Policy/Rule 3420 to the full Board for a first and second reading at its November 22, 2011 and December 20, 2011 regular meetings.”

Mrs. Taube moved to approve Policy and Rule 3420 – Purchasing for a first reading. Ms. R. Stevens seconded the motion. Unanimously approved.

Mrs. Snyder presented the Donations to the District as presented in the agenda.

Ms. R. Stevens moved to approve the Donations to the District as presented in the agenda. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Lattimore presented the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities submitted by Ms. Blise; Mr. Norris Jones; former Coordinator of Student Engagement and Equity; Ms. Melissa Werner, ADHD – 504 – Disproportionality Consultant; Ms. Peggy Schofield, Coordinator of Special Education and Student Support; Mr. Scott Lindgren, former Coordinator of Athletics, Activities, Health, Physical Education and Recreation; Ms. Susan Valeri, Director of Special Education; Mr. Robert Wells, Coordinator of Fine Arts; Ms. Karen Davis, Assistant Superintendent of School Leadership; Mr. Daniel Tenuta; Mr. Lattimore; and Dr. Hancock, excerpts follow:

“PI 9.06 of the Wisconsin Administrative Code requires school boards to evaluate the status of nondiscrimination and equality of educational opportunity in school districts at least once every five years and report the results to the Wisconsin Department of Public Instruction (DPI).

The self-evaluation is an invaluable tool that can be used to strengthen the commitment to foster equitable and successful schools for all students. In 1994, Wisconsin School Districts participated in Cycle I which focused on whether compliance had been achieved with the requirements established under Wisconsin’s pupil nondiscrimination law.

In 2001, districts participated in Cycle II and assessed the effectiveness of their efforts in achieving pupil nondiscrimination and equality of educational opportunity. In 2007, districts were required to complete Cycle III, and evaluate the status of nondiscrimination and equality of educational opportunity. To meet the five-year evaluation and reporting

requirements in 2011, the Department of Public Instruction is requiring Wisconsin districts to again evaluate.

At the November 8, 2011 meeting, the School Board Personnel/Policy Standing Committee reviewed and accepted the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the School Board review and accept the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities.”

Mrs. Taube moved to accept the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities. Ms. R. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 8:13 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD DECEMBER 6, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, December 6, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:19 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Mr. Tenuta was also present. Mr. Bryan arrived later.

Mrs. Snyder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Review of Findings/Order of Independent Hearing Officer.

Ms. P. Stevens moved that this executive session be held. Mrs. Taube seconded the motion.

Roll call vote. Ayes: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Noes: None. Unanimously approved.

Mr. Nuzzo moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

1. Review of Findings/Orders by Independent Hearing Officer

Mr. Lattimore arrived at 5:21 P.M. and provided Board members with information relating to an expulsion.

Mr. Bryan arrived at 5:22 P.M.

Mr. Lattimore and Mr. Tenuta were excused at 5:25 P.M.

Ms. P. Stevens moved to concur with the recommendation of the hearing officer with respect to the expulsion. Mrs. Taube seconded the motion. Unanimously approved.

Meeting adjourned at 5:26 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
December 20, 2011

CASH RECEIPTS	reference	total
November 2011 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>aids register receipts</i>	\$ 3,871,451.55
Johnson Bank	<i>account interest</i>	2.98
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	158,986.21
Wind River Financial	<i>school credit card receipts (net of fees)</i>	2,838.33
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	22,860.32
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	2,528.18
Total Incoming Wire Transfers		\$ 4,058,667.57

November 2011 Deposits to Johnson Bank - All Funds:

General operating and food services receipts *(excluding credit cards)* \$ 2,694,761.14

TOTAL November CASH RECEIPTS

\$ 6,753,428.71

CASH DISBURSEMENTS	reference	total
November 2011 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT</i>	\$ 11,259,671.85
WI Department of Revenue	<i>state payroll taxes</i>	619,675.35
WI Department of Revenue	<i>state wage attachments</i>	3,134.79
IRS	<i>federal payroll taxes</i>	2,685,604.37
Diversified Benefits Services	<i>health retirement account claims</i>	222,991.13
Diversified Benefits Services	<i>flexible spending account claims</i>	38,235.15
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,336,543.17
Delta Dental WI	<i>dental insurance premiums</i>	93,215.95
FICA Alternative	<i>federal payroll taxes</i>	10,673.03
Burkwald & Associates	<i>management fee</i>	33,953.92
Various	<i>TSA payments</i>	352,776.36
<i>general operating wires</i>		
Elan Financial	<i>elan p-card payment</i>	61,404.27
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Harland Clarke	<i>banking supplies</i>	76.38
Various	<i>returned checks</i>	286.00
Total Outgoing Wire Transfers		\$ 16,735,695.26

November 2011 Check Registers - All Funds:

Net payrolls by paper check *Register# 01022-DP, 01023-DP, 01024DP,
01822DP, 01922DP* \$ 35,456.85

General operating and food services *Check #475191 thru Check #476252* 3,483,188.37

Total Check Registers \$ 3,518,645.22

TOTAL November CASH DISBURSEMENTS

\$ 20,254,340.48

Administrative Recommendation

It is recommended that the November 2011 cash receipts deposits totaling \$2,694,761.14, and cash receipt wire transfers-in totaling \$4,058,667.57, be approved.

Check numbers 475191 through 476252 totaling \$3,483,188.37, and general operating wire transfers-out totaling \$79,220.19, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2011 net payroll and benefit EFT batches totaling \$16,656,475.07, and net payroll check batches totaling \$35,456.85, be approved.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of
Business Services

Tina M. Schmitz
Chief Financial Officer

Heather J. Kraeuter, CPA
Accounting Supervisor

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

WAIVER OF POLICY 1330 – USE OF DISTRICT FACILITIES

The Kenosha Achievement Center (KAC) is requesting a waiver of user fees for the Jane Vernon pool facilities on August 17th, August 24th, August 31st, and September 7, 2011 for their Day Service Program which provides adults with severe disabilities recreation and leisure opportunities that include community integration outings.

The rental fee is \$166.00. Any additional custodial fees and/or lifeguard fees will be the responsibility of KAC and the \$20.00 permit filing fee has been paid.

Board Policy 1330, Facility Use, defines requirements for outside groups to use school district facilities. Specifically, Policy 1333, Facility Charges, states that "...the Board retains the right to waive or adjust any fees associated with use of District facilities."

RECOMMENDATION

At the December 6, 2011 Audit/Budget/Finance Standing Committee meeting, the Committee voted to forward the request from KAC for waiver of rental fees in the amount of \$166.00 for the use of the Jane Vernon pool to the full Board for formal approval.

Administration recommends that the School Board approve the request from KAC for waiver of rental fees in the amount of \$166.00 for the use of the Jane Vernon pool.

Sheronda Glass
Assistant Superintendent of Business

Dr. Michele Hancock
Superintendent of Schools



August 16, 2011

RECEIVED
AUG 30 2011

SUPERINTENDENT
OF SCHOOLS

Kenosha Unified School District;

The Kenosha Achievement Center is a nonprofit organization that provides services for adults with disabilities. We appreciate you allowing us the use of Jane Vernon's pool facilities and are requesting that the fee for the use of the pool be waived for us. We have provided for our own lifeguards to facilitate the use of the pool and made all of the necessary arrangements. The use of this pool is for our Day Service Program. This program provides adults with severe disabilities recreation and leisure opportunities that include community integration outings. Within this overall objective our Day Service group uses the pool as therapeutic relaxation along with the recreation component. Therefore we would greatly appreciate the use of the pool without a fee. We thank you for your time and assistance in this matter.

Sincerely,

Jennifer Dustman
Day Service Supervisor

Kenosha Unified School District No. 1
Kenosha, Wisconsin

F fgego dgt '42, 2011

Policy/Rule 3420 Purchasing

Kenosha Unified School District Policy/Rule 3420 addresses purchasing of supplies, equipment and services. As part of the District's transformation design, all policies and procedures that impact the finances of the District are considered for improvement in an effort to tighten controls.

Currently the policy lacks direction on signing authority for contracts or agreements for purchases of equipment and services. No other policy or rule defines signing authority, except Policy 3311 "Authorized Signatures" that authorizes the Board President, Clerk and Treasurer to sign checks for expenditures. The changes to Policy/Rule 3420 designates authorized signers, and lowers the authorized amount from \$50,000 to \$25,000.

Administrative Recommendation

At its November 8, 2011 meeting, the Personnel/Policy and Audit, Budget and Finance Committees both unanimously voted to forward the proposed Policy/Rule 3420 to the full Board for a first and second reading at its November 22, 2011 and December 20, 2011 regular meetings. "Vj g'Dqctf cr r tqxgf 'tgxkugf 'Rqrle{ IT'wg'5642'cu'c'kuv'tgcf lpi 'qp'P qxgo dgt'44.'42330'Cf o kpkmtcvkqp tgeqo o gpf u'vj cv'vj g'Dqctf 'cr r tqxg'tgxkugf 'Rqrle{ IT'wg'5642'/'Rwtej culpi 'cu'c'ugeqpf tgcflpi 'vj ku'gxgplpi 0'

"

"

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent
of Business Services

Tina M. Schmitz
Director of Finance

POLICY 3420
PURCHASING

Purchasing in the School District shall be in accordance with state law, accepted purchasing practices, and aligned with the District strategic plan, ethical business practices, and the District's purchasing guidelines.

Purchases of supplies and equipment shall be made through the established requisition procedure. Approved purchase orders shall be required prior to all purchases.

Any public officer or public employee is prohibited from having any private interest in a public contract except as permitted by state law.

LEGAL REF.: Wisconsin Statutes

Sections	19.59	[Ethical standards for public officials]
	66.0131	[Local government purchasing]
	66.0607	[Disbursements from the local treasury]
	66.0901	[Public works contracts/bids]
	120.13(5)	[Purchase of books, materials and equipment]
	20.13(33)	[Spending authority]
	175.10	[Procurement for sale to employees prohibited]
	946.10	[Bribery of public officers or employees prohibited]
	946.13	[Private interest in public contracts prohibited]

CROSS REF.: 3121 Financial Accounting
3321 Student Activity Funds
3422 Exclusivity Agreements with Vendors
3430 Payment for Supplies, Equipment and Services
3522 Milk Program
3651 Hazardous Chemicals
3711 Improvement or Maintenance Projects
3750 Playground Equipment
3800 District Asset Management
4224 Employee Code of Ethics
7330 Construction Contracts, Bidding and Awards
8651 School Board Member Conflicts of Interest
District Purchasing and Requisition Procedure Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: August 13, 1996
January 12, 1999
October 26, 1999
October 28, 2003
December 18, 2007

RULE 3420
PURCHASING

A. General

1. The Purchasing Agent will be responsible for the procurement of all District supplies and equipment.
2. In making a selection for purchase, the Purchasing Agent shall attempt to achieve maximum price advantage within quality specifications.
3. Bid specifications shall be developed for larger dollar volume purchases and will be coordinated between the user and the Purchasing Agent.
4. Continuing efforts shall be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the District. Proprietary specifications or source procurement for items that will allow such standardization for security or confidentiality requires the approval of the ~~Executive Director~~ **Assistant Superintendent** of Business Services.
5. Impartial and open consideration shall be given to bids and quotations received from vendors. There will be prompt follow-up on questions concerning vendor orders and vendor services. The Purchasing Agent shall maintain a vendor performance record.
6. Authorized employees are encouraged to purchase high quality items and to make purchases of non-stock items having a value of less than \$30 out of petty cash, **or with department purchasing cards**.
7. The Purchasing Agent shall furnish a current *Requisitioning and Purchasing Procedures Manual* to all principals and departmental administrators.

B. Bidding Requirements

1. A minimum of three bids shall be obtained and documented for all individual purchases over \$10,000.
2. All ongoing purchase of supplies, materials, maintenance and repairs should be bid out annually to obtain and ensure the most competitive bidding unless long-term agreements are entered into, which shall be approved by the ~~Executive Director~~ **Director of Finance or Assistant Superintendent** of Business Services.
3. An individual, independent of the bid approval process, shall be responsible for sending out bid requests to vendors, maintaining a record of the bids, documenting the receipt of the quotation and sending letters to all vendors informing them of the bid results. This process should be performed for all District purchases over \$10,000 for all departments. Bids for contracted services will have qualification factors identified and included as part of the bid document.
4. Bids shall be evaluated on the basis of District specifications and the selection for purchase shall be made on the basis of the low qualified bid. In the event of identical bids, and all other conditions being equal, a local manufacturer or business merchant shall be given preference in purchases and contracts.

C. Purchasing **and Signing** Authority

Requisitions for equipment, supplies and services shall be approved for funding and coding before the Purchasing Agent proceeds with the purchase. The levels of authority for purchase approval are as follows:

1. The Purchasing Agent shall be authorized to approve purchases up to **\$25,000** ~~\$50,000~~ for equipment or services. If the purchase value is ~~from \$10,000 or more, to \$50,000~~, three price quotations shall be obtained wherever possible. When it is not possible to obtain three written quotations, approval of the ~~Executive Director~~ **Director of Finance or Assistant Superintendent** of Business Services is required. Documentation must be maintained.

RULE 3420
PURCHASING
Page 2

2. Purchases of ~~\$25,000~~ ~~\$50,000~~ and over for equipment or services shall require the approval of the ~~Executive Director of Business Services~~ **budget manager, and the Assistant Superintendent over the department making the purchase. Contracts for purchases of equipment or services must be signed by both the Budget Manager and the Assistant Superintendent over the department making the purchase.**
3. The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures. **The Purchasing Agent is authorized to sign on behalf of the District, agreements or contracts for equipment maintenance.**

D. Requisitions

1. The principal or departmental administrator/**budget manager** shall approve all requisitions. In the processing of requisitions, consideration will be given to availability of service, staff, budgetary appropriations and priority of District needs.
2. Requisitions shall be checked by the Finance Office for authorization, funding and coding prior to forwarding to the Purchasing Office for processing.
3. Each principal or departmental administrator shall keep a record of requisitions submitted for Budget control uses.
4. Approved District requisition forms shall be used for specific requisitioning applications.
5. The *Requisition and Purchasing Procedures Manual* will include procedures for preparing, processing and routing of requisitions, information on warehouse items, criteria for supply and equipment items and a listing of samples of requisition forms in use, and year-end requisitioning procedures.

E. Purchase Orders

1. The authority for issuing purchase orders is delegated to the Purchasing Agent by the Superintendent.
2. Confirmation requisitions/orders require advance approval, by telephone, from the Purchasing Agent before committing the District to a purchase of supplies or equipment. Failure to follow proper procedures may result in disciplinary action, personal liability or return of the merchandise.
3. Only approved District purchase order forms shall be used. The *Requisition and Purchasing Procedures Manual* shall include instruction for use of requisition/purchase order forms, distribution of purchase order copies, and a sample of the purchase order form in use.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

**POLICY AND RULE 6300 - CURRICULUM DEVELOPMENT AND IMPROVEMENT
AND ADMINISTRATIVE REGULATION 6300**

Information contained within Policy and Rule 6300 and Administrative Regulation 6300 that pertains to curriculum development will be revised to reflect current practice while keeping in line with State Statutes. This information will be included in the Teaching and Learning Handbook that will be readily assessable to staff.

Administration Recommendation:

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the proposed revisions to Policy 6300 to the School Board for consideration. The Board approved revised Policy 6300 as a first reading on November 22, 2011, with additional wording at the end of paragraph 3. Administration recommends that the School Board approve revisions to Policy and Rule 6300, Curriculum Development and Improvement and removal of Administrative Regulation 6300 as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

POLICY 6300

CURRICULUM DEVELOPMENT AND IMPROVEMENT

A PK-12 curriculum shall be established and maintained in accordance with state law, the needs of society, the local community, and the individual student.

The District's academic content ~~and lifelong learning standards and benchmarks~~ and the state's academic standards adopted by the School Board shall serve as the basis for all curriculum and instructional program development in the District.

Recommendation for A additions or deletions to the established curriculum shall **be reviewed by the Assistant Superintendent of Teaching and Learning and provided to be subject to Board approval, following review and recommendations by the Superintendent of Schools and School Board for approval.**

LEGAL REF: Wisconsin Statutes

Sections 118.01 (Instructional program goal requirements)

118.30 (Academic standards and assessment requirements)

120.13 (Board power to do all things reasonable for the cause of education)

121.02(1)(k) &(L) (Rules implementing curriculum state standard)

Wisconsin Administrative Code

PI 8.01(2)(k) & (l) Rules implementing curriculum program standards

CROSS REF:

~~2100, Accountability~~

6100, District Mission/**Goals, Principals, Goals, Results**

6110, Instructional Program Mission and Beliefs

6310, Elementary School Curriculum

6610, Selection of Instructional Materials

6620, Library Resources

6630, Use of Internet System

Board-Adopted Academic Standards

District Learning and Content Standards

Teaching and Learning Handbook

AFFIRMED: September 24, 1991

REVISED: November 8, 1994
October 13, 1998
January 29, 2002

RULE 6300

~~CURRICULUM DEVELOPMENT AND ADOPTION~~

~~A. Curriculum Development and Adoption~~

- ~~1. A sequential curriculum notebook development plan shall be established for each subject area and be revised as necessary. Such curriculum plans shall specify the standards and benchmarks, course sequence, course content, resources, an objective process of determining whether students attain the specified standards and benchmarks, and an allocation of instructional time by week, semester and school term. The curriculum notebook plan shall also include an evaluation time line which provides that components of the sequential curriculum plan be monitored continuously.~~
- ~~2. District wide curriculum study committees shall be established in various subject areas to revise and update the curriculum consistent with the instructional material acquisition cycle. Such committees should have broad representation from all involved grade levels.~~
- ~~3. Community groups and individuals may present their curriculum concerns to the Superintendent of Schools. The Superintendent shall refer such concerns to the Assistant Superintendent of Instruction for study and recommendations as to possible curriculum changes. Where such change involves new programs or courses, these suggestions shall meet established District criteria and be reviewed as outlined in Section B below.~~
- ~~4. All recommendations regarding deletions or additions to the existing curriculum shall be submitted to the Board for approval.~~

~~B. New Course Adoption and Implementation~~

- ~~1. New course adoption and implementation shall be considered. Requests for new courses shall contain the following items:~~
 - ~~• Term (quarter, semester, year)~~
 - ~~• Credits~~
 - ~~• Rationale~~
 - ~~• Scope and sequence~~
 - ~~• Course description~~
 - ~~• Standards and benchmarks~~
 - ~~• Cost analysis (staffing, staff development, materials, textbooks, supplies, equipment, and any additional space requirements).~~
- ~~2. All new course requests which have followed the course proposal process shall be first referred to the Assistant Superintendent of Instruction. Recommendations regarding adopting new courses will be submitted to the Superintendent of Schools for approval. Following the Superintendent's review and approval, the request shall be presented with recommendations to the Board for approval prior to the end of December of each school year.~~
- ~~3. The new course, if approved by the Board, shall be implemented in accordance with prevailing Board policies and the strategic directions of the District.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

POLICY AND RULE 6621 - INTERLIBRARY LOAN PROCEDURES

Information from Policy and Rule 6621, Interlibrary Loan Procedures, is available with detail in the KUSD Library Services, My Big Campus. This resource is online and available to all library media teachers who are responsible for interlibrary loans.

Destiny library software which is connected to the KUSD student information system is an efficient online process available to faculty, middle and high school students, parents and community members to request materials. Approximately 250 to 300 loan requests are received each day.

Written information from Policy and Rule 6621 is found in the Teaching and Learning Handbook. Software changes that typically occur every six months will be updated immediately on line. Therefore, the recommendation is to remove Policy and Rule 6621.

Administration Recommendation:

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the recommendation relative to Policy 6621 to the School Board for consideration. The Board approved Administration's recommendation to eliminate Policy and Rule 6621 and placement of the information in the Teaching and Learning Handbook and the KUSD web site as a first reading on November 22, 2011. Administration recommends that the School Board approve removal of Policy and Rule 6621, Interlibrary Loan as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Diane Kastelic
Teacher Consultant for
Library Media

Ann Fredriksson
Coordinator of Library Media and Technology

~~POLICY 6621~~
~~INTERLIBRARY LOAN~~

~~School libraries shall supplement their holdings through interlibrary loan, borrowing and lending needed materials with other District libraries to support the educational, research and general needs of District students, faculty and administrators. Lending procedures shall be as unrestrictive as possible with due consideration for the needs and interests of each school's primary clientele. Interlibrary loans shall comply with current copyright regulations and/or licensing and contractual agreements, and shall not substitute for the development of quality collections based on the needs and services of any school.~~

~~Interlibrary loan is supported through the District's integrated library system.~~

~~Currently enrolled students and currently employed faculty and administrators without overdue library items or unpaid fines are eligible for interlibrary loan privileges.~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 43.72 [Exchange of books and materials between libraries]
120.12(1) [Board duty; care, control and management of district property]
120.13 [Board power to do all things reasonable for cause of education]
121.02(1)(h) [Instructional materials standard]
Wisconsin Administrative Code
PI 8.01(2) [Rules governing the selection of instructional/library materials]
Technology, Education, and Copyright Harmonization Act (TEACH Act)
[Transmission of performances and displays of copyrighted materials]~~

~~CROSS REF.: 3531.1, Use of Copyrighted Materials~~

~~6600, Instructional Resources
6610, Selection of Instructional Materials
6620, Library Resources~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: November 22, 2005~~

RULE 6621

INTERLIBRARY LOAN PROCEDURES

- ~~1. The lending school library shall decide on a case by case basis whether a particular item is available for interlibrary loan. Books, video media and audio media may be requested. Materials that should not be requested include reference sources, licensed computer software, equipment, resources in current and recurring demand, and materials on reserve for individual, group or class use.~~
- ~~2. Requests shall be made to library staff, who will process loan requests electronically using the District's integrated library system. Library staff shall notify borrowers when the requested resources become available.~~
 - ~~a. Requests shall be entered within one school day, and shall be filled at the lending library within one additional school day when available. If a request cannot be filled, the borrowing library shall be promptly notified.~~
 - ~~b. The lending library shall establish the due date on materials it loans and determine, on a case by case basis, whether renewals are allowed. All items borrowed through interlibrary loan must be returned to the lending school library by the specified due date.~~
 - ~~c. The District's interschool mail shall be used for delivery services.~~
- ~~3. Borrowers shall be fully responsible for damaged, missing or lost library materials.~~

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Kenosha Unified School District No. 1
Kenosha, Wisconsin

December 20, 2011

BROMPTON SCHOOL CHARTER CONTRACT

On May 13, 1997, the initial Brompton school proposal was presented to the Board of Education. At that time, the Board approved a three-year charter contract with the Brompton School. On May 23, 2000, the School Board approved a two-year renewal charter contract with the Brompton School. The two-year contract matched the time frame of the Brompton lease with Saint Elizabeth Parish. On February 26, 2002, the School Board approved a five-year charter renewal with a lease agreement with the Baptist Tabernacle Church. On May 22, 2007, the School Board approved a five-year charter renewal with a lease agreement with The Baptist Tabernacle. At this time, The Brompton School Governance Board is requesting an additional five-year charter renewal to continue as a KUSD charter school. The Governance Board is requesting approval to expand from a K-5 elementary school to a K-8 school.

Administration Recommendation

At its December 6, 2011 meeting, the Curriculum/Program Committee unanimously voted to recommend approval of the expansion of The Brompton School to a K-8 school and to postpone the charter contract approval until after District charter contracts are reviewed to establish universal charter language. Administration recommends that the Board approve the expansion of The Brompton School to grades 6 and 7 in the fall of 2012 and grade 8 in the fall of 2013 and that the charter contract be resubmitted later this spring for approval, after charter language issues have been resolved.

Dr. Michele Hancock
Superintendent of Schools

Karen Davis
Assistant Superintendent of Elementary Education

Tina Schmitz
Chief Financial Officer

Suzanne Loewen
Principal, The Brompton School

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

PROPOSED CHARTER SCHOOL RELOCATIONS

Background:

Over the past year, Administration has evaluated alternatives for the locations of three of our charter schools: Brompton School, Harborside Academy and Paideia Academy. There were several reasons that alternative locations for these schools were being pursued including:

- All three schools have leases that run out in July of 2012.
- The lease payments at both Harborside and Paideia are well above the market value for the buildings that they are in.
- There was an interest in expanding Brompton to a K-8 school to help its financial stability, and expanding in its current location was not very practical.
- With some of the program and staffing level changes made this past year in the district due to budget constraints, a greater amount of space exists in our district-owned schools than any time in recent memory.
- There is a pressing need to further reduce the KUSD budget, and relocation of these three charter schools presented a cost savings opportunity.

A number of options were considered, but the overwhelming choice is to relocate Harborside and Paideia into the Reuther building and to relocate Brompton into the Jane Vernon building.

Harborside/Paideia Relocation:

The driving force behind the move of Harborside and Paideia into Reuther was the high cost of the Harborside lease. When it became clear over a year ago that we could neither count on being able to renegotiate that lease to more favorable terms or even count on getting an extension to that lease; it was decided that we needed to aggressively pursue a new location for Harborside. The fact that Harborside serves

approximately 440 students in over 20 classrooms limited the number of possible locations in the community that could house the program. When the staffing and program changes were made district-wide this past spring and summer, it was agreed that with additional changes at Reuther we could house Harborside at that facility. During the evaluation process we began to include the possibility of moving Paideia to Reuther as well. The need to relocate Paideia was not as pressing as Harborside, but the lease payment for Paideia had grown over the years to the point that it far exceeded the market value for the facility. The Paideia director was able to reduce the lease payment terms for the current school year after discussions with the landlord, but we felt we could realize more significant savings if we could relocate Paideia to Reuther as part of the changes being made to accommodate Harborside.

Details of the proposed relocation have been developed and have been communicated to the staffs and parent groups of Harborside, Paideia, and Reuther as well as the Governance Boards at both charter schools. Here is a brief summary of the proposed changes:

- Harborside would occupy the entire third floor and a portion of the second floor of Reuther as shown in red on Attachment 1.
- Paideia, which would be merged with Harborside and expanded from approximately 75 students to an eventual 138 students, would be located on a portion of the second floor as shown in blue on Attachment 1.
- The merging of Paideia and Harborside into one 6-12 school will be discussed in greater detail when the charter for the school is brought before the Board in the coming months. The merging of the two schools presents additional cost savings opportunities beyond what are covered in this report.
- There will be a number of changes made at Reuther to accommodate the introduction of the combined Harborside/Paideia into the building. In some cases spaces will be shared such as the gymnasium, kitchen, lunch room, and computer lab as shown in green on Attachment 1.
- Two programs currently housed at Reuther would be relocated to Indian Trail; those programs are the Infant Lab and the SAPAR program.

The costs associated with the relocation and operations would be paid for by the charter schools budget. There are two major categories of costs: the one-time costs associated with any necessary remodeling of Reuther and Indian Trail to accommodate the charter schools, and the annual operations and maintenance costs that can be attributed to the charter school. The following is a brief summary of the estimated costs for these two major categories:

Remodeling (Construction) Costs:

- Space Usage:
 - Square footage dedicated to Harborside: 27,949
 - Square footage dedicated to Paideia: 5,699
 - Square footage shared with Reuther: 13,592
 - There would be some other portions of the Reuther building that the charter schools would use periodically but they were not assumed in these calculations.
- Remodeling Summary at Reuther:
 - In several locations within the school, small adjacent rooms will be opened up to create a larger classroom.
 - The room currently being used for the SAPAR program (room 112) would be split into two classrooms.
 - Room 120 would be modified so that it could be used as an art classroom for Reuther since the current art classroom at Reuther would be part of the charter school space.
 - The rooms currently used for the Infant Lab would be remodeled to accommodate two science classrooms and two regular classrooms (these are shown as rooms 138, 140, 142 and 146). One of the science classrooms would be a chemistry lab. The portable hood currently at Harborside would be used for this chemistry lab and room 142A would be the science/chemical storage room.
 - The west entrance would be remodeled for building safety purposes. A small desk area would be created and a door buzzer system will be installed on the interior set of doors so visitors can enter the vestibule before being buzzed in.
 - A curtain will be added to the gym so that two classes can use the gym at once. The curtain will not be exactly on the center of the basketball court as the court is not centered in the room, but it will be very close to the center.
 - The stage will be used as a music classroom for Harborside so additional classroom type lighting will be added so that the expensive stage lighting is not used for regular classroom type usage.
 - Room 6 will be remodeled to be used for the aerobic equipment portion of the school's fitness center which is one of the physical education stations needed to allow three schools to operate under one roof.
 - Room 8 will be remodeled to be the art storage and kiln room for the Reuther art room since that room (room 120) is not large enough by itself.

- The room under the stage will be remodeled to include band instrument storage for Harborside. The equipment storage units built for Indian Trail Academy when it used the Mahone stage as its music room will be relocated to Reuther and added onto to house the Harborside instruments.
 - The security system at Harborside will be relocated to the 2nd and 3rd floors of Reuther and portions of the security system at Reuther will be relocated within the school as well.
 - The phone system at Reuther cannot be expanded. It is our plan to relocate the Voice over IP phone system at Harborside to Reuther and convert all of Reuther to VoIP.
 - We are including an allowance to relocate the sign at Harborside and also for interior signage to denote the three programs and provide direction to visitors and students.
- Remodeling Summary at Indian Trail:
 - The Infant Lab and the SAPAR programs would be relocated to Indian Trail High School and Academy. The choice of where these programs will be located within Indian Trail will be finalized over the course of the next month with input from the Kenosha Fire Department.
 - The remodeling scope would include:
 - Adding interior doors to connect each room of the Infant lab similar to how the space is configured at Reuther.
 - Adding one restroom within the Infant Lab space for the younger children in the program, and a separate restroom for the adults who oversee the Infant Lab.
 - Adding sinks and some casework in each of the Infant lab spaces.
 - Adding a sink in the SAPAR room.

The cost estimate was developed by the Facilities Department based on performing as much work as possible with our in-house maintenance crews in order to keep the costs low. The total estimated remodeling (construction) cost is estimated at \$150,000.

Annual Operations & Maintenance Costs:

The annual operations and maintenance (O&M) costs for Harborside Academy in its current location at St. Elizabeth Seton consist of a rent payment, utilities, custodial costs and other miscellaneous costs. The O&M costs for Paideia at its current location at St. James consist of a rent payment and other miscellaneous costs. These costs are paid for in the charter schools' budgets which come from the schools 80% allocation for each student. The largest of these current costs are:

- Harborside Rent: \$255,000
- Harborside Utilities: \$30,000
- Harborside Custodial: \$135,000
- Paideia Rent: \$67,000

The subtotal of these costs is \$487,000 annually not including any of the miscellaneous facilities-related costs. One of the biggest benefits of moving into a district-owned building like Reuther is that the maintenance and custodial costs for the building are already being funded in part within the district budget. We did want to look at what these costs total so that a reasonable rent price could be determined. The following is a summary of these costs:

- Square Footages Assumed: In the calculation of the O&M cost estimate the following usages were assumed:
 - Harborside 27,949 x 100% 27,949
 - Paideia: 5,699 x 100% 5,699
 - Shared: 13,592 x 50% 6,796
 - TOTAL 40,444
- Custodial staff: Since the charter schools would be using essentially half of the building, the custodial staffing costs would be split in half; this amounts to \$150,000.
- Custodial Supplies: This includes soap, paper towels, toilet paper, salt in the winter, floor wax, etc. The average cost for KUSD is \$0.15 per square foot, so using the 40,444 square feet results in a cost estimate of \$6,070.
- Waste Disposal: The waste disposal costs for Harborside and Paideia were estimated by Veolia at \$5,690 annually.
- Maintenance Costs: The district average cost per square foot for maintenance is \$0.30. This includes all maintenance including snow removal. Multiplying by the 40,444 square feet results in a cost estimate of \$12,135.
- Utilities: Reuther is not one of the more energy efficient buildings in the district based on its design. We have been making physical changes to improve the efficiency to try to drive these costs down. The three-year average utility costs per square foot at Reuther are:
 - Gas: \$0.60
 - Electricity: \$0.75
 - Water/Sewer: \$0.07

This results in a total of \$1.42 per square foot or \$57,430 for the area proposed for Harborside/Paideia.

The total cost for all of the operations and maintenance areas is \$231,325. As mentioned earlier, a fairly sizable portion of the costs listed above are all currently built into the district budget. This allows for a fair and reasonable lease payment to be set. The payment needs to be fair to KUSD and Harborside/Paideia as well as the other KUSD charter schools. It was decided that a fair split for the O&M costs was to charge the charter schools for 2/3rds of the costs and for the district to fund the remaining 1/3rd using the current budgets. The 2/3rds share that would be charged to the charter schools is \$155,000 per year. To better understand the breakdown between the current Harborside and Paideia budgets, the ratio of the dedicated square footage can be used. The Paideia (middle school) program will use about 17% of the space dedicated to the charter schools and the Harborside (high school) program the other 83%. This results in a breakdown by budget of \$128,600 for the Harborside program and \$26,400 for Paideia.

Brompton Relocation:

The possible relocation of Brompton did not enter into the discussion until late this past spring. This was because the lease payment at Brompton was not considered to be unreasonable, and the relationship between the school and the landlord has been very good. The problem that Brompton was experiencing was related to operating such a small school with small class sizes in today's economic environment. The principal of the school and the various committees that oversee the operations of the school began to investigate expansion of the program to a K-8 school. The current location of the Brompton School is rather small to begin with and has classrooms that are substantially smaller than a typical school classroom. Expansion to include 6th through 8th grades within the building was not practical. The idea of relocating Brompton to Jane Vernon was brought up during one of the Harborside/Paideia to Reuther meetings and was explored in detail late this summer and into the fall.

A conceptual design and cost estimate was presented to the Brompton Governance Board and Finance Committee and members of both groups were given tours of the proposed new home for the school. Since that time the proposal has been communicated to staff and parents of both Brompton and Jane Vernon. Here is a brief summary of the proposed changes:

- Brompton would be relocated to what has been referred to as the orthopedic wing of Jane Vernon. This wing presents an ideal location for a school within another school building due to its physical location in the building. Attachment 2 shows the proposed location of Brompton within Jane Vernon.

- The two schools would be, for the most part, independent of one another which will be facilitated by the creation of a second lunchroom at the school. The most significant shared spaces would be the gymnasium and the playground.
- Brompton would have a separate entrance on the west end of the orthopedic wing which is where the Brompton office would be located.

Similar to the Harborside/Paideia project, the costs associated with the relocation and operations would be paid for by the charter school budget. The following is a brief summary of the estimated costs for these two major categories:

Remodeling (Construction) Costs:

- Space Usage:
 - Square footage dedicated to Brompton: 21,978
 - 12 Classrooms to house the following:
 - One classroom each for kindergarten through 8th grade
 - One classroom for a Spanish/health
 - One classroom for a computer lab
 - One classroom for music
- Remodeling Summary at Jane Vernon:
 - Brompton will use the existing Vernon multipurpose room and kitchen as their lunchroom since those spaces are located in the old orthopedic wing. A new multipurpose room and kitchen for Vernon will be created just south of the Vernon main office. The rooms currently occupying that space (art and special education) would be relocated to another location within the school.
 - The areas just east of Door 17 would be modified from five small rooms into three classrooms to help provide the 12 classrooms that Brompton needs.
 - There would be some remodeling to make a both a main office and a classroom in the space just south of Door 16.

The cost estimate was developed by the Facilities Department based on performing as much work as possible with our in-house maintenance crews in order to keep the costs as low as possible. The total estimated remodeling (construction) cost is estimated at \$39,550.

Annual Operations & Maintenance Costs:

The annual operations and maintenance costs for the Brompton School in its current location at the Baptist Tabernacle Church are limited to a \$50,000 per year lease payment and some relatively inexpensive costs related to custodial services. Those

costs are paid for in the Brompton budget which comes from the schools 80% allocation for each student.

One of the biggest benefits of moving into a district-owned building like Vernon is that the maintenance and custodial costs for the building are already being funded in the district facilities budget. Part of the financial evaluation of this potential relocation will include how to fairly charge Brompton to use the Vernon space, but having these costs already covered in an existing budget makes for a pretty simple process. We did want to look at what these costs total so that a reasonable rent price could be determined. The following is a summary of these costs:

- Custodial staff: A review of the custodial time study for all of the areas shaded on the proposed plan results in approximately 5.45 hours of cleaning per day. That equates to approximately \$41,245 annually in salary and benefits for a district custodian.
- Custodial Supplies, Waste Disposal, and Maintenance Costs: Using the same methodology as was used for Harborside/Paideia these costs total \$10,965.
- Utilities: Vernon is not one of the more energy efficient buildings in the district based on its design. We have been making physical changes to improve the efficiency to try to drive these costs down. The three-year average utility costs per square foot at Vernon are:
 - Gas: \$0.74
 - Electricity: \$0.47
 - Water/Sewer: \$0.15

This results in a total of \$1.36 per square foot or \$29,890 for the area proposed for Brompton.

The total cost for all of the operations and maintenance areas is \$82,100. As mentioned earlier, a fairly sizable portion of the costs listed above are all currently built into the district budget. Using the same ratio as we did for Harborside/Paideia and Reuther, the 2/3rds share for Brompton would be \$54,735 per year. This is slightly more than Brompton is currently paying in rent, but it is for a larger space that would allow Brompton to grow into a K-8 school. The existing Brompton School is 17,550 square feet so the new space is approximately 25% larger. In addition, the space at Vernon is very nice with an efficient flow and in our opinion a big improvement from the current location.

Planning, Facilities, and Equipment Committee:

This report was reviewed by the Planning, Facilities and Equipment Committee at their meeting on December 6, 2011. There were some concerns raised by some of the Committee members about where the Infant Lab was being proposed to be located within Indian Trail. The Committee recommended that this report be forwarded on to the full Board for consideration on a 3-2 vote based on that concern. We are re-evaluating the location of where the Infant Lab and SAPAR programs will be located within Indian Trail and will finalize the design over the course of the next month with input from the Kenosha Fire Department.

Administration Recommendation:

Administration recommends Board approval of the relocation of the Harborside, Paideia and Brompton charter schools as outlined in this report.

Dr. Michele Hancock
Superintendent of Schools

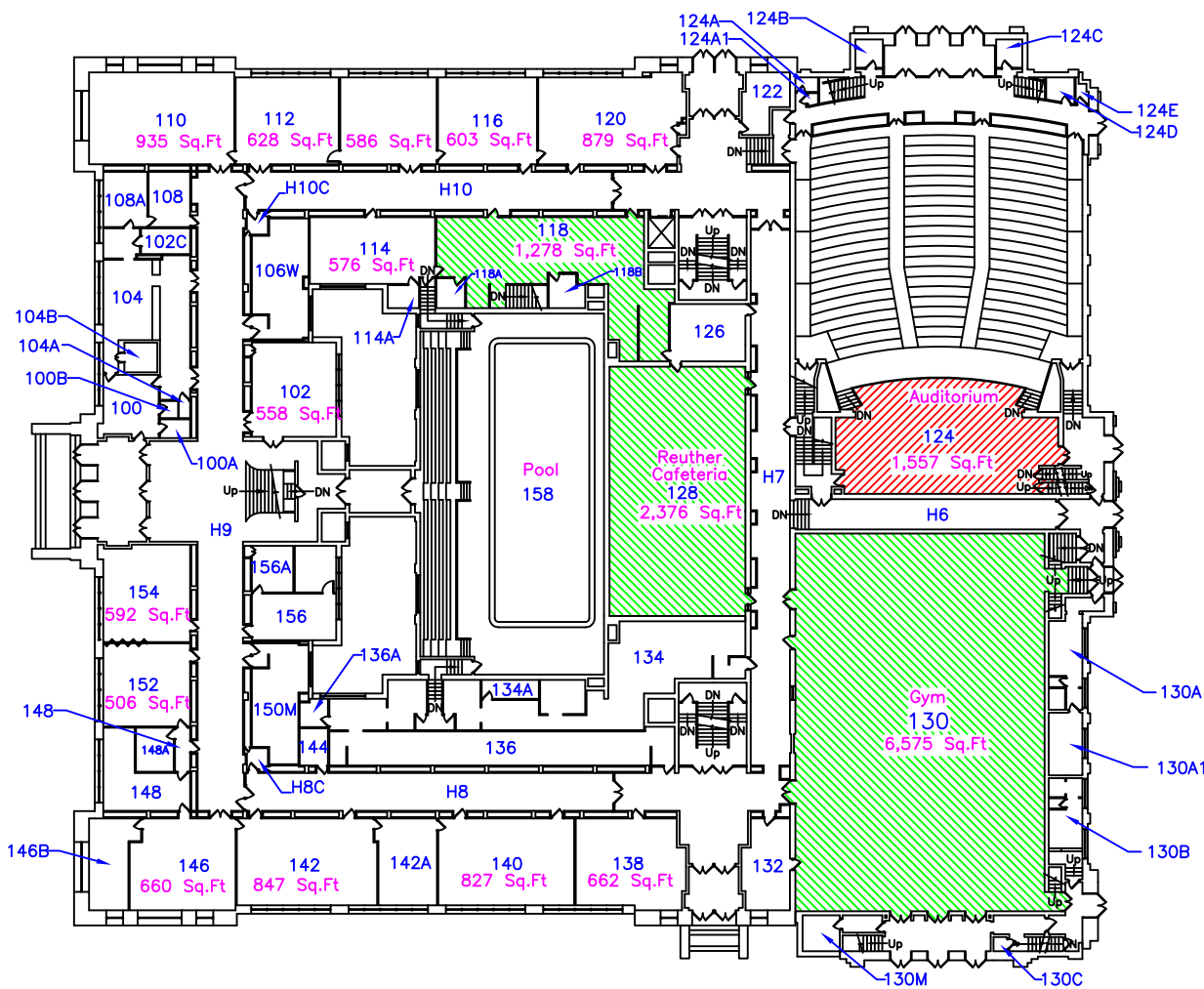
Ms. Sheronda Glass
Assistant Superintendent of Business Services

Mr. Daniel Tenuta
Assistant Superintendent of Secondary School Leadership

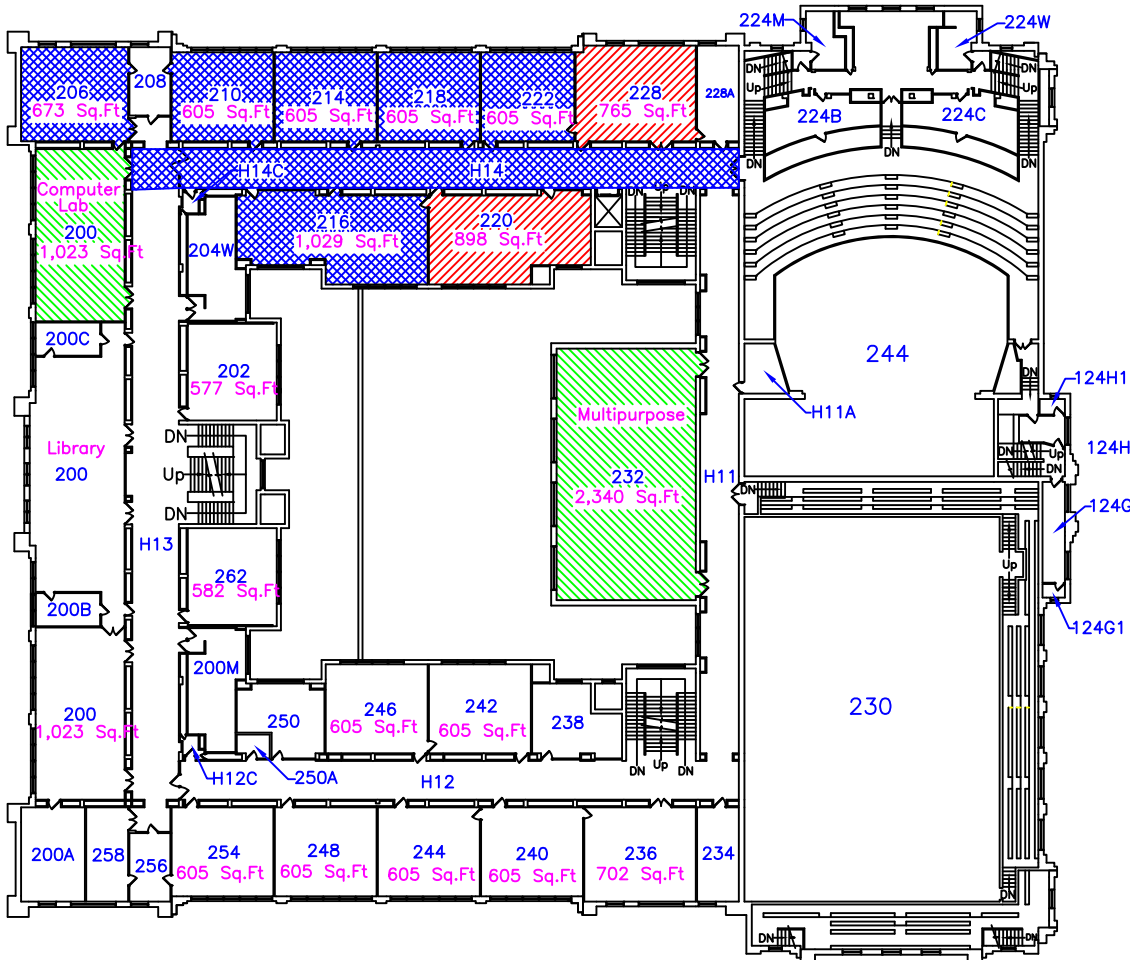
Ms. Karen Davis
Assistant Superintendent of Elementary School Leadership

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

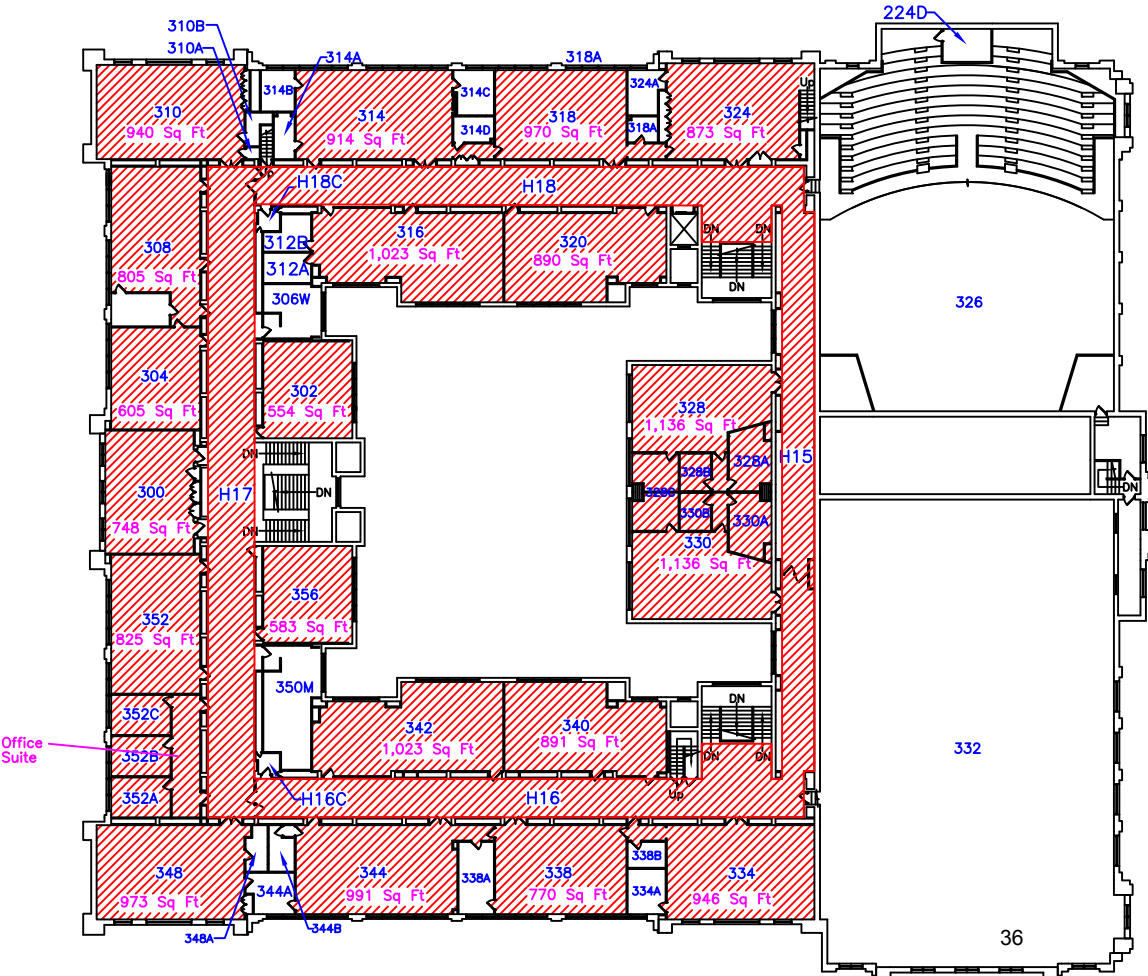
Proposed Harborside / Paideia Relocation






FIRST FLOOR PLAN



SECOND FLOOR PLAN

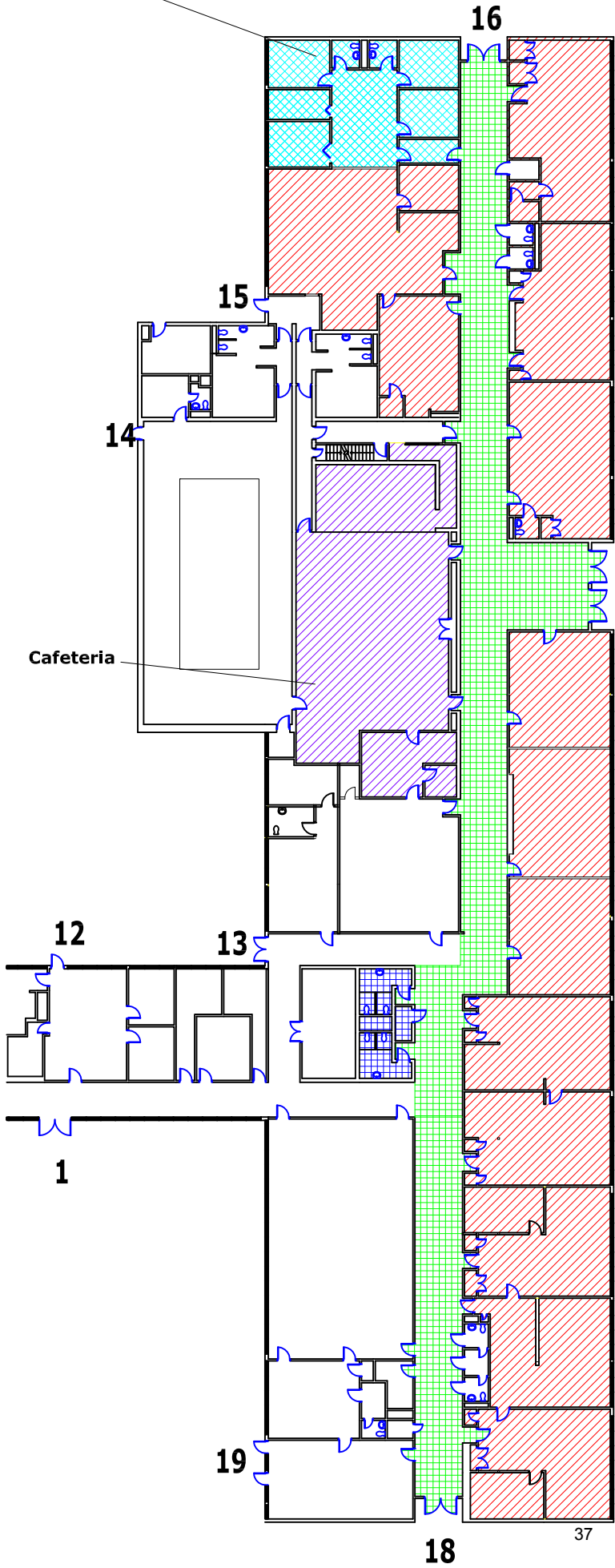


THIRD FLOOR PLAN

-  HARBORSIDE - 29,540 Sq.Ft.
-  PAIDEIA - 5,699 Sq.Ft.
-  SUPPORT AREAS - 13,592 Sq.Ft.

Office

Proposed Brompton Relocation



Office Suite -	1,520
Classrooms -	12,089
Hallway -	5,231
Cafeteria/Kitchen -	<u>3,138</u>
	21,978 Sq.Ft.

Current Brompton: 598 Sq.Ft. Classroom Average
Proposed Brompton: 942 Sq.Ft. Classroom Average

Proposed Brompton Relocation



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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Jack Niccolai donated a trombone with mouthpiece and case to McKinley Middle School. The estimated value of this donation is \$1,200.00.
2. The family of Susan King donated \$500.00 to Hillcrest.
3. The Catholic Women's Club of Kenosha donated hats, mittens, and scarves to KUSD students. The value of this donation is unknown.

Administrative Recommendation

Administration requests the Board of Education approve acceptance of the above listed gift(s), grant(s) or bequest(s) as per Board Policy 3280, to authorize the establishment of appropriate accounts to monitor fiscal activity, to amend the budget to reflect this action and to publish the budget change per Wisconsin Statute 65.90(5)(a).

Dr. Michele Hancock
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

Approval of CDO Lawsuit Agreement

Based on advice of legal counsel, it is recommended that the Board approve the following motion:

“Be it resolved that the School Board of Kenosha Unified School District approves an agreement to settle certain claims related to the CDO lawsuit.”

Dr. Michele Hancock
Superintendent of Schools

Ms. Sheronda Glass
Assistant Superintendent of Business Services

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

December 20, 2011

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board
December-January**

December

- December 6, 2011 - Standing Committee Meetings in ESC Board Meeting Room
- December 20, 2011 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room
- December 21, 2011 – January 3, 2012 – Winter Recess – Schools Closed

January

- January 4, 2012 – Schools and Offices Reopen
- January 10, 2012 - Standing Committee Meetings in ESC Board Meeting Room
- January 16, 2012 – Martin Luther King, Jr. Day – ½ Day for Students & Staff
- January 24, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room
- January 27, 2012 – Teacher Workday – No School For Students

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