

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 27, 2013

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 27, 2013, at 7:00 P.M. in the Board Room of the Educational Support Center. Ms. Stevens, President, presided.

The meeting was called to order at 7:08 P.M. with the following Board members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present.

Ms. Stevens, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District. 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.

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the Spring Creative Communications Poetry Contest Winner and she shared her poem. Ms. Diane Wood, teacher at Roosevelt Elementary School, introduced the Roosevelt Chinese teacher and host family.

Dr. Hancock announced Jenny Schmidt as Interim Coordinator of Special Education and Student Support effective August 1, 2013 and Marsha Nelson as Interim .5 Coordinator of Career and Technical Education effective August 28, 2013.

Dr. Hancock presented an Administrative Appointment.

Mr. Flood moved to approve Jennifer Lawler as Coordinator of Mathematics effective August 28, 2013. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Bryan gave the Legislative Report.

There were views and comments by the public.

Board members made their responses and comments.

Ms. Stevens made her remarks.

There was no Superintendent's Report.

The Board considered the following Consent-Approve items:

Consent-Approve item X-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations as contained in the agenda.

Consent-Approve item X-B – Minutes of the 7/23/13 and 8/16/13 Special and Executive Sessions, 7/30 and 8/19/13 Special Meetings, and 7/23/13 Regular Meeting as contained in the agenda.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Ms. Heather Kraeuter, Accounting & Payroll Supervisor; Mr. Tarik Hamdan, Interim Chief Financial Officer, and Dr. Hancock, excerpts follow:

“Supplement reports have been added to the monthly Summary of Cash Receipts and Disbursements report this month in order to provide greater transparency in financial reporting.

The District purchasing card program has grown steadily over the last couple years in an effort by the Finance Department to create operational efficiencies and increase rebate revenue while still maintaining solid internal controls over transactions. As noted on the monthly cash report, there are two purchasing card accounts. The first is used by the Accounting Department to pay for accounts payable invoices and the other is setup for administrators to make incidental purchases. The two accounts are reported separately in the supplemental information.

The new reports provide greater detail on the transactions that comprise the amount of the purchasing card payments made monthly and reported on the Summary of Cash Receipts and Disbursement report.

It is recommended that the July 2013 cash receipt deposits totaling \$713,477.67 and cash receipt wire transfers-in totaling \$3,939,182.77 be approved.

Check numbers 497514 through 498133 totaling \$6,867,460.93, and general operating wire transfers-out totaling \$218,647.05, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2013 net payroll and benefit EFT batches totaling \$12,090,537.69 and net payroll check batches totaling \$6,171.86 be approved.”

Mrs. Taube moved to approve the Consent Agenda as presented. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Energy Efficiency Project – Performance Contractor Selection submitted by Mr. Finnemore, Mrs. Sheronda Glass, Executive Director of Business Services; and Dr. Hancock, excerpts follow:

“KUSD issued a Request for Proposal (RFP) on June 26, 2013 for the purpose of hiring a performance contractor and received proposals on July 23, 2013. A total of four firms responded to the RFP.

As we evaluated the proposals, our number one priority was obtaining the best fee possible for the district. We felt comfortable in making fee such a large component of the selection process because it is our opinion that each of the four firms has an excellent reputation and is well qualified to perform the work. Other items did factor in the decision and

they included the quality and completeness of the proposal, experience and reference feedback, the technical approach proposed by the firm, the quality of the energy report each firm provided, and a legal review by our attorneys.

Based on our evaluation, Administration is recommending that we contract with Performance Services, Inc. (PSI) to provide performance contracting services for the energy and operational efficiency projects at the nine schools.

Administration recommends final School Board approval of the energy efficiency projects and entering into a contract with Performance Services, Inc. for implementation of the projects as described in this report.”

Mr. Nuzzo moved to approve the energy efficiency projects and the entering into a contract with Performance Services, Inc. for implementation of the projects as described in the report. Mrs. Coleman seconded the motion. Unanimously approved.

Mrs. Sarah Schnoor, Senior Portfolio Advisor from PMA Securities, Inc, was present and provided information in regards to the Resolution Authorizing the Issuance and Sale of \$23,300,000 General Obligation Corporate Purpose Bonds, Series 2013 submitted by Ms. Kraeuter, Mr. Hamdan, and Dr. Hancock, excerpts follow:

“At the June 25, 2013, Board meeting the Board voted to approve a resolution authorizing the sale of general obligation bonds not to exceed \$17,000,000 in order to finance the Energy Efficiency and Security Project, also previously approved by the Board. The Project involves energy efficiency and operational savings projects at District Buildings, including HVAC system upgrades, HVAC control system improvements, lighting improvements, roof, window and wall repairs and replacement, and constructing vestibules at building entrances.

This bond issue will also refund existing debt consisting of General Obligation Bonds, Series 2002C, dated December 10, 2002, as part of the overall financing plan recommended by the District’s financial advisors, PMA Securities Inc. By refinancing the outstanding obligations in conjunction with the Project financing, the District is working to ease the impact to the taxpayers by reducing overall debt service cost and corresponding debt service tax levy.

On August 13, 2013 the Audit/Budget/Finance Committee reviewed the Project and financing plan. Michele Wiberg of PMA Securities was on hand to answer questions and provide further detail. Administration requests that the Board (1) approve the attached resolution for the issuance and sale of bonds, and (2) authorize the Board Officers and District Administration to execute all documents relating to the sale and issuance.”

Mrs. Schnoor distributed and presented the Sale Summary pertaining to the \$23,100,000 G.O. Corporate Purpose Bonds, Series 2013. It was noted that the final par amount was \$23,100,000 not \$23,300,000 as originally anticipated. The winning bidder was William Blair & Company with an interest cost of 3.96%. Gross savings are \$304,097 with a \$0.03 mill rate impact.

Mrs. Schnoor distributed and presented the Moody's Investors Service rating issuance document and noted an A1 stable outlook rating for the District. She explained that the rating could go up with the restoration of balanced operations, increased reserve and liquidity levels, the strengthening of residential income indices, and/or local economic expansions. She also explained that the rating could go down with operating deficits leading to further deterioration of General Fund reserves, substantial tax base deterioration, enrollment declines, and/or weakening of the District's resident income indices.

Mrs. Taube moved that the Board approve the attached resolution for the issuance and sale of bonds in the amount of \$23,100,000 and authorize the Board Officers and District Administration to execute all documents relating to the sale and issuance. Mr. Nuzzo seconded the motion. Unanimously approved.

Mr. Robert Hofer, Purchasing Agent, presented revised Policy/Rule 3420. He noted that at the August 13, 2013 Joint Audit/Budget/Finance and Personnel/Policy Committee meeting, the first sentence of C(2) of Rule 3420 was amended 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. Hofer discussed and provided some examples of emergency instances for clarification.

Mr. Bryan moved to approve revised Policy/Rule 3420 – Purchasing with the addition of "as determined and reported to the School Board monthly by the Purchasing Agent" after "in the event of an emergency" in paragraph C(2) of Rule 3420. Mr. Nuzzo seconded the motion. Motion passed. Mrs. Snyder and Mr. Nuzzo dissenting.

Ms. Susan Valeri, Director of Special Education and Student Support, presented Policy/Rule 5534 – Medication and Policy/Rule 5534.1 – Anaphylaxis submitted Ms. Valeri, Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning; and Dr. Hancock, excerpts follow:

"Policy and Rule 5534 has been reviewed by the School District attorney and updated. Some minor wording changes have been made such as practitioner replaces the word physician. Policy and Rule 5534.1, Anaphylaxis is an extension of the Medication policy. Anaphylaxis is always a medical emergency following exposure to an allergen. For severe reactions, epinephrine should be administered to a student. This policy would allow District Personnel to administer epinephrine through an epi-pen to a student suspected of having an allergic reaction without a prescription from their physician. Epinephrine buys time for individuals experiencing a severe allergic reaction to get to an emergency room. Before a staff member would be able to administer epinephrine to any student, they would have to be trained by a nurse or physician on the administration of an epi-pen. This training takes about 5 to 10 minutes.

At its August 13, 2013, meeting, the Personnel/Policy Standing Committee voted to forward proposed revisions the Policy and Rule 5534 and Rule 5534.1 to the School Board for consideration.

Administration recommends that the School Board approve proposed revisions to Policy and Rule 5534 – Medication and Policy and Rule 5534.1 - Anaphylaxis as a

simultaneous first and second reading this evening in order to have the policy in place for the start of the 2013/14 school year.”

Mr. Bryan moved to approve the proposed revisions to Policy and Rule 5534 – Medication and Policy and Rule 5534.1 - Anaphylaxis as a simultaneous first and second reading this evening in order to have the policy in place for the start of the 2013/14 school year. Mr. Nuzzo seconded the motion. Unanimously approved.

Ms. Stevens introduced the Renewal of Southeastern Wisconsin School Alliance Membership submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“For the past ten (10) years, the District has participated in the Southeastern Wisconsin School Alliance (SWSA) which provides school officials and parents with objective, non-partisan information and training needed to be strong advocates for educational excellence. The SWSA serves over 30 urban and suburban school districts with a combined enrollment of more than 240,000 students.

The SWSA meets at least once a month and the annual membership fee is \$3,000. Attached is the required resolution to be approved by the Board to participate in the Alliance and the 66.0301 Agreement that authorizes the School District of South Milwaukee as the fiscal agent to manage the SWSA funds. Also included is the proposed budget for the SWSA and the current participating member school districts.

At its August 13, 2013 meeting, the Audit/Budget/Finance Standing Committee voted to forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board. Administration recommends that the Board approve 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.”

Mrs. Taube moved to approve 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. Bryan seconded. Unanimously approved.

Mr. Bryan moved to table agenda items XI-F – Transformation Plan Update Goal #1 – Student Achievement and XI-G – Elementary Enrollment/Class Size Update until next month. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Executive Director of Information & Accountability presented the Seclusion and Restraint Requirement Report: WI Act 125 submitted by Mr. Keckler, Ms. Valeri, and Dr. Hancock, excerpts follow:

“Wisconsin Act 125 requires each school to report the district seclusion and restraint data annually, by September 1st, to the school board. The principal or designee must submit a report of the number of incidents of seclusion and physical restraint in the school during the previous school year, the total number of students involved in the incidents, and the number of students with disabilities who were involved in the incidents. The annual report to the school board contains the same data as is required in the U.S. Department of Office of Civil Rights cyclical data collection on seclusion and physical restraint.

Districts are required to report on two (2) types of restraint; mechanical and physical, and seclusion, detailing both the number of students (by disability status) and number of incidents. Both a summary report and a full building level report are attached. For the 2012-13 school year, KUSD had zero (0) reports of mechanical restraint, 71 students who had a total of 212 incidents of physical restraint, and 36 students had a total of 140 incidents of seclusion. This report is for informational purposes only.”

Mr. Flood moved to table agenda item XII-C Approval of Contracts in aggregate of \$25,000 until next month and that it be placed on the Consent Agenda. Mrs. Taube seconded the motion. Unanimously approved.

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

Mrs. Coleman moved to approve the Donation to the District as presented. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Nuzzo moved to adjourn the meeting. Mrs. Coleman seconded the motion. Unanimously approved.

Meeting adjourned at 8:46 P.M.

Stacy Schroeder Busby
School Board Secretary