



## **REGULAR MONTHLY BOARD MEETING**

**December 17, 2013**

**7:00 P.M.**

**Educational Support Center  
Board Meeting Room  
3600-52<sup>nd</sup> Street  
Kenosha, Wisconsin**

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- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - Wisconsin State Music Association Honors Projects for Band, Choir & Orchestra
- IV. Administrative and Supervisory Appointments
  - Appointment of Interim Superintendent of Schools
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- XI. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations .....Page 1
  - B. Consent/Approve Minutes of 11/19/13 and 11/26/13 Special Meetings and Executive Sessions, 11/19/13 (2 sets) Special Meetings and 11/26/13 Regular Meeting .....Pages 2-17

XI. Consent Agenda - Continued

- C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers.....Pages 18-25
- D. Consent/Approve Proposed Facilities Related Policy Changes .....Pages 26-45 (Second Reading)
- E. Consent/Approve Proposed Finance Related Policy Changes .....Pages 46-61 (Second Reading)

XII. Old Business

- A. Discussion/Action Proposed Expansion of Kenosha School of Technology Enhanced Curriculum Charter School .....Pages 62-77
- B. Discussion/Action Four-Year Graduation Rate – Cohort Analysis .....Pages 78-82
- C. Discussion/Action Formation of Ad Hoc Student Dress Code Committee .....Pages 83-90
- D. Discussion/Action School Board Policy/Rule 8850 - School Board Committees .....Pages 91-96 (First Reading)
- E. Discussion/Action Report of Contracts in Aggregate of \$25,000.....Pages 97-104
- F. Discussion/Action WASB Proposed Resolutions .....Pages 105-110

XIII. New Business

- A. Discussion/Action Donations to the District .....Page 111

XIV. Other Business as Permitted by Law

- Tentative Schedule of Reports, Events and Legal Deadlines For School Board (December-January).....Page 112

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

XVI. Adjournment

**Kenosha Unified School District**

**Kenosha, WI**

**December 17, 2013**

The Human Resources recommendations regarding the following actions:

<b>ACTION</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SCHOOL/DEPT</b>	<b>POSITION</b>	<b>STAFF</b>	<b>DATE</b>	<b>FTE</b>	<b>SALARY</b>
Retirement	Fulton	Lois	Special Education Department	Special Education Technical Support	Miscellaneous	01/31/2014	1	\$39,147.20
Early, Early Retirement	Anderson	Pamela	Multi-Age 2/3	Wilson Elementary School	Instructional	06/12/2014	1	\$75,500.00
Separation	Lesnik	Barbara	HR Leave Status	HR Service Employee on Leave	Food Services	11/17/2013	1	\$18.94
Appointment	Pellicori	Mark	Lakeview Tech	Counselor	Instructional	11/18/2013	0.4	\$30,773.60
Appointment	Hagen	Brynn	Special Education & Student Support	K-8 Attendance Officer	Instructional	11/25/2013	1	\$42,266.00
Appointment	Richter	Karl	Bullen Middle School	School Counselor	Instructional	12/09/2013	1	\$42,266.00
Appointment	Singh	Harpuneet	Pleasant Prairie Elementary	ESL	Instructional	12/02/2013	0.5	\$20,938.50
Appointment	Connolly	Kelly	Jefferson Elementary School	ELL Teacher	Instructional	12/03/2013	0.5	\$21,133.00
Resignation	Mieske	Althea	Finance Department	Senior Accounting Specialist	Miscellaneous	12/06/2013	1	\$22.94

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A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 19, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 19, 2013, at 1:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for a Working Session to Review the Facts and Findings of the 2013 Curriculum Audit.

The meeting was called to order at 1:10 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens.

Ms. Stevens, 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.

Dr. Randy Clegg, Lead Auditor from Phi Delta Kappa International, distributed a copy of the Curriculum Audit to all School Board members and then gave a PowerPoint presentation which summarized the findings of the audit and covered the following topics: the curriculum management audit, purpose of a curriculum audit, conceptual process, data sources of the audit, auditors' standards, audit standards, auditor's caveats, executive summary, governance and management, management role, resource management, strategic planning, curriculum planning, assessment planning, professional development, technology planning, job descriptions, performance management, scope of curriculum, curriculum guide quality, curriculum feasibility, congruence with common core state standards, congruence with textbooks, program alignment, continuous improvement, assessment scope, student achievement, availability of data, instructional strategies, teacher evaluation, board governance role, board stewardship, policy framework, strategic direction, fragmented system, board focus, budget, facilities, lack of consistency, system inequalities, and program evaluation.

During his presentation, Dr. Clegg distributed and presented a Board Policy Development Process information sheet, a Sample School District Policy template, and a Crosswalk of Findings and Recommendations Found in the 1995 and 2013 Curriculum Management Audit Reports.

Dr. Clegg answered questions from Board members.

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

Meeting adjourned at 5:48 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD ON NOVEMBER 19, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 19, 2013, 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 6:01 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Flood, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock and Mrs. Glass were also present.

Ms. Stevens, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Ms. Stevens announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Compensation and/or Contracts.

Mr. Nuzzo moved that the executive session be held. Mrs. Coleman seconded the motion.

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

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

1. Personnel: Compensation and/or Contracts

Discussion took place pertaining to a personnel contract.

Mr. Bryan left the meeting at 6:20 P.M.

Meeting adjourned at 6:35 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 19, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 19, 2013, at 6:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Action on Employee Wage Increase for Miscellaneous Staff, Part-Time/Temporary/Seasonal Workers, and Administrative/Supervisory/Technical (AST) Personnel and Discussion/Action on the Approval of the Classification/Compensation and Personnel Policy for General AST Personnel and Non-Represented, Non-Supervisory Miscellaneous Employees.

The meeting was called to order at 6:44 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, and Ms. Stevens. Dr. Hancock was also present. Mr. Bryan was excused.

Ms. Stevens, 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. Glass, Executive Director of Business, presented the Employee Wage Increase for Miscellaneous Staff, Part-Time/Temporary/Seasonal Workers, and Administrative/Supervisory/Technical (AST) Personnel and the Approval of the Classification/Compensation and Personnel Policy for General AST Personnel and Non-Represented, Non-Supervisory Miscellaneous Employees submitted by herself and Dr. Hancock, excerpts follow:

“Approval from the Board of Education is requested for proposed salary increases to the salary schedules for the following employee groups, effective July 1, 2013 as follows:

Administrative, Supervisory and Technical Group - Budgeted salary increase of 2.07% distributed among steps for eligible employees. Remaining dollars to be applied to salary schedule.

Miscellaneous Staff - Budgeted salary increase of 2.07% to salary schedule.

Part-time/Temporary/Seasonal Worker - Budgeted salary increase of 2.07% increase to salary schedule.

Regarding the Classification, Compensation and Personnel Policy for General AST Personnel, it is recommended that the Board adopts language as outlined in the 2009-11 policy, other than employee benefits as acted upon by the Board of Education on May 21, 2013 and any other changes as dictated by law.

Regarding the Classification, Compensation and Personnel Policy for Non-Represented, Non-Supervisory, "Miscellaneous" Employees, it is recommended that the Board adopts language as outlined in the 2009-11 policy, other than employee benefits as acted upon by the Board of Education on May 21, 2013 and any other changes as dictated by law.

It is the recommendation of the Administration that the Board of Education approve salary increases as outlined above. It is also the recommendation of the administration that language as outlined in the 2009-11 policies for Administrative, Supervisory and Technical staff and Non-represented, Non-Supervisory Miscellaneous Employees, other than benefits as acted upon by the Board of Education on May 21, 2013 and any other changes as dictated by law."

Mr. Flood moved to approve the salary increases as recommended and the language as outlined in the 2009-11 policies for Administrative, Supervisory and Technical staff and Non-represented, Non-Supervisory Miscellaneous Employees, other than benefits as acted upon by the Board of Education on May 21, 2013 and any other changes as dictated by law. Mrs. Taube seconded the motion. Unanimously approved.

Mr. Flood moved to adjourn the meeting. Mrs. Taube seconded the motion. Unanimously approved.

Meeting adjourned at 6:47 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD ON NOVEMBER 26, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 26, 2013, 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 5:08 P.M. with the following 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 special meeting of the School Board of the Kenosha Unified School District. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Ms. Stevens announced that an executive session had been scheduled to follow this special meeting for the purpose of Review of Findings/Orders by Independent Hearing Officer, Personnel: Employment Relationship, Position Assignments, and Compensation and/or Contracts, and Property: Sale.

Mr. Nuzzo moved that the executive session be held. Mrs. Snyder seconded the motion.

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

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

1. Property: Sale

Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership, and Mr. Patrick Finnemore, Director of Facilities, arrived at 5:10 P.M. and updated Board members on a property matter.

Dr. Williams and Mr. Finnemore were excused at 5:39 P.M.

2. Review of Findings/Orders by Independent Hearing Officer

Mr. Daniel Tenuta, Principal at Kenosha eSchool, arrived at 5:40 P.M. and presented two expulsions and an expulsion modification request.

Dr. Hancock and Mr. Tenuta were excused at 5:47 P.M.

Mrs. Snyder moved to approve the recommendation of the Independent Hearing Officer in regards to the first expulsion. Mr. Flood seconded the motion. Unanimously approved.

Mr. Flood moved to approve the recommendation of the Independent Hearing Officer in regards to the second expulsion. Mrs. Coleman seconded the motion. Unanimously approved.

Board members indicated that they did not have an issue with Administration granting the request for early reinstatement of services pertaining to an expulsion from a different District.

Dr. Hancock returned to the meeting at 5:49 P.M.

3. Personnel: Employment Relationship, Position Assignments, and Compensation and/or Contracts

Mrs. Sheronda Glass, Executive Director of Business Services, arrived at 5:50 P.M. and updated Board members on a personnel matter.

Dr. Hancock departed the meeting at 6:12 P.M.

Board members discussed a position assignment.

Meeting adjourned at 7:05 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 26, 2013

A regular meeting of the Kenosha Unified School Board was held on Tuesday, November 26, 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 7:14 P.M. with the following Board members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens.

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 KTEC/Project Lead the Way: Integrating Engineering Lessons Presentation Proposal Accepted for Wisconsin State Education Convention Award and the Wisconsin Health and Physical Education – JRFH/Hoops Educator of the Year Award. Mr. Scott Plant, Coordinator of Fine Arts, presented the Wisconsin State Music Conference Awards and the Wisconsin State Music Association Honors Projects for Band, Choir, and Orchestra Awards.

Dr. Bethany Ormseth, Interim Assistant Superintendent of Secondary School Leadership, announced the appointment of Mr. Scott Plank as Coordinator of Fine Arts.

Mrs. Coleman introduced the Student Ambassador, Emily Swanson, from Harborside Academy, and she made her comments.

There was no Legislative Report.

There were views and comments by the public.

Board members made their responses and comments.

Ms. Stevens made her remarks.

Dr. Ormseth presented the Superintendent's Report.

Consent-Approve item XI-C – Summary of Receipts, Wire Transfers, and Check Registers was pulled for the consent agenda.

The Board then considered the following Consent-Approve items:

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

Consent-Approve item XI-B – Minutes of the 10/21/13, 10/22/13, 11/04/13, and 11/12/13 Special and Executive Sessions, 11/04/13, 11/09/13, 11/12/13 and 11/15/13 Special Meetings, and 10/22/13 Regular Meeting.

Mr. Bryan moved to approve the Consent Agenda as revised. Mr. Nuzzo seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Proposed Facilities Related Policy Changes, presented by himself and Dr. Hancock, excerpts follow:

“It has been several years since the last time the facilities related Board Policies were reviewed and revised. Since that time, there have been some changes in the processes and/or terminology that the District uses. Because of this, the Board Policies should be revised to better reflect the current practices and procedures being followed. All of the facilities related policies were reviewed and revisions are being proposed on those included in this report.

This report was reviewed by the Planning, Facilities, and Equipment and the Personnel and Policy Committees at the November 12, 2013 meeting, and the combined Committees unanimously recommended that it be forwarded on to the full Board for consideration.

Administration recommends School Board review of the draft facilities related Policy changes as a first reading with final approval at the December regular meeting.”

Mr. Flood moved to approve the facilities related policy changes as a first reading. Mrs. Coleman seconded the motion. Unanimously approved.

Ms. Stevens introduced School Board Policy 5431 – Dress Code and Formation of An Ad Hoc Student Dress Code Committee submitted by Dr. Hancock, excerpts follow:

“Below is an excerpt from the November 12, 2013 Personnel/Policy Committee Meeting minutes:

*Mr. Flood introduced Policy/Rule 5431 – Student Dress Code and indicated that he is requesting the proposed changes as he felt it would be fair to student while reducing the burden on Administration and other staff in regards to enforcement.*

*Dr. Hancock suggested that a Dress Code Ad Hoc Committee be formed, as done in the past, and that Policy/Rule 5431 – Student Dress Code be reviewed by that Committee. Mr. Bryan and Mrs. Coleman agreed with Dr. Hancock’s suggestion.*

*Mr. Flood moved to forward Policy/Rule 5431 – Student Dress Code to the full Board for approval of only the suggested changes in the last paragraph of the Rule. Mrs. Snyder seconded the motion. Unanimously approved.*

*Mr. Flood requested that the members of the Personnel/Policy Committee be invited to serve on the Dress Code Ad Hoc Committee.*

It is recommended that the School Board approve the proposed revision to the rule portion of Policy 5431 – Dress Code as a first reading this evening and that it be brought back for a second reading in December. It is also recommended that an ad hoc dress code committee be formed.”

Mr. Flood moved to approve the suggested changes in the last paragraph of Rule 5431 – Student Dress Code made by the Personnel/Policy Committee as a first and second reading. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Flood moved to send Policy/Rule 5431 – Student Dress Code back to the Personnel/Policy Committee for further review. Ms. Stevens passed the gavel to Mrs. Taube and seconded the motion. Motion carried. Mr. Bryan dissenting. Mrs. Taube returned the gavel to Ms. Stevens.

Mrs. Coleman moved to approve agenda items XII – C through XII – H (School Board Policy/Rule 3110 – Annual Operating Budget, Policy/Rule 3111 – School Board Budget, Policy/Rule 3112 – Budget Administration, Policy/Rule 3121 – Financial Accounting, Policy/Rule 3122 – Accounts Receivable/Uncollectible Accounts, Policy/Rule 3323 – Fund Balance) as a first reading. Mr. Nuzzo seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Executive Director of Information & Accountability, presented the Cost Estimate for eSchool Transition to the Jefferson Annex submitted by Mr. Keckler, Mr. Tenuta, Mr. Finnemore, and Dr. Hancock, excerpts follow:

“The Kenosha eSchool, a virtual charter program founded in 2007, continues to experience growth in all areas, including grade level expansion for full and part time students. The eSchool has serviced grades 6-12 at the current Green Bay Road location since the fall of 2010. The elementary expansion in the fall of 2012 has utilized a classroom at Whittier Elementary for instructional purposes. The KUSD school board approved a one year lease extension for the Green Bay Rd location in the spring of 2013, with the expectation that the KUSD administration identify an existing KUSD property that would serve the current and growing population, with areas to address all grade levels and supportive services.

The Jefferson Annex located on the north portion of The Jefferson elementary property has been used for storage purposes for the last few years, and is the prime destination for the new home of the eSchool. The Annex provides separate entrance points and adequate distance away from Jefferson Elementary. Our proposal is to use the first floor of the Annex to address the needs of the eSchool program (attached). The initial cost estimates for the expected renovations total \$162,500 (attached). \$78,000 would be incurred for the current fiscal year (FY2014), and \$84,500 would be part of the fiscal year 2015 annual budget. The internal renovation would be completed by May 15, 2014, while the external renovations completed during the summer of 2014. The renovations and transition will be completed prior to the start of the 2014-15 school year.

The eSchool Governance Board is in full support of this proposal. The eSchool charter will also be updated to reflect the proposal and brought forth in spring 2014 for renewal.

At its November 12, 2013 meeting, the Planning/ Facilities and Equipment Standing Committee reviewed and accepted the eSchool transition proposal and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the full School Board review and accept the proposed eSchool transition plan to the Annex.”

Mr. Nuzzo moved to accept the proposed eSchool transition plan to the Jefferson Annex. Mrs. Snyder seconded the motion. Unanimously approved.

Ms. Stevens introduced the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent; Mr. Tarik Hamdan, Chief Financial Officer; and Dr. Hancock, excerpts follow:

“School Board Policy 3420 requires that “all contracts and renewals 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 as determined and reported to the School Board monthly by the Purchasing Agent.”

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to October 22, 2013, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

The following contracts/agreements have not been added to the Contract Management Database are being presented to the Board at this time for Board Approval.”

Mrs. Taube moved to approve the recommended contracts/agreements in aggregate of \$25,000. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Edward Kupka, Director of Human Resources, presented the Wisconsin Educator Effectiveness System Implementation submitted by Ms. Kathleen Lacy, Coordinator of Human Resources; Mr. Kupka, Mrs. Glass; and Dr. Hancock, excerpts follow:

“On April 17, 2012, the 2011 Wisconsin Act 166 took effect. In part, the Act requires Wisconsin DPI to develop an educator effectiveness evaluation system (state system) and to develop, by rule, an equivalency process aligned with the state system (equivalency process) to assist school districts in the evaluation of the performance of teachers and principals in the district.

Under the state system, fifty percent (50%) of the total evaluation score assigned to a teacher or principal must be based on measures of student performance, and fifty percent (50%) of the total evaluation score must be based upon the extent to which the teacher’s or principal’s practice meets standards established under the 2011 Interstate Teacher Assessment and Support Consortium or under the 2008 Interstate School Leaders Licensure Consortium Educational Leadership Policy Standards, respectively. The equivalency process



must be based upon the same interstate standards as the state system and must evaluate a teacher with reference to the following four domains: (a) planning and preparation; (b) the classroom environment; (c) instruction; and (d) professional responsibilities and development.

Act 166 specifies that teachers and principals evaluated under both the state system and the equivalency process must be placed in one of multiple categories. Each school district and independent charter school must begin evaluating teachers and principals using either the state system or the equivalency process in the 2014-2015 school year.

Educator Effectiveness is the new evaluation system being implemented by DPI. This program has been developed by Wisconsin educators and education leaders. The program uses Charlotte Danielson's "Framework for Teaching", which is already used by KUSD for evaluations, and can identify teachers who produce higher or lower student achievement results and aligns with the Common Core standards. It also incorporates multiple measures of student outcomes to help provide students with highly qualified and effective teachers. By using a combination of components, the Educator Effectiveness tool helps provide a framework that is fair, valid, and reliable.

In early June of 2013, a representative from Wisconsin DPI presented to district Leadership Council. A summary of the state progress was shared along with the Educator Effectiveness system supported by Teachscape.

During the August Board agenda review discussions, an update was provided to School Board members regarding the state system and timeline. All administrators were part of a presentation by DPI on August 12 at the annual administrator kick-off to the new school year.

A team of educators within the district came together representing various areas of interest and employee groups. The team has met three times thus far to gather information about both systems and complete the Readiness Survey.

As a result of our Evaluation Team comparison study, monthly meetings with DPI, discussions with the large urban school districts, and Leadership Council review, the recommendation is to move forward with DPI state model utilizing Teachscape and bring this forward to the Board at its November regular meeting.

It is further recommended that permission be granted to submit the state grant application and indicate our intent to utilize Teachscape so that licenses can be secured for all employees to begin training and evaluator certification processes in time for the Evaluation Team to proceed along our aggressive timeline ahead, provide further training, and plan remediation as necessary to prepare KUSD for state mandated utilization by the 2014-2015 school year.

At its November 12, 2013, meeting, the Personnel/Policy Committee voted to forward these recommendations to the School Board for consideration."

Mr. Nuzzo moved to approve the submission of the grant application to the State indicating the intent to utilize Teachscape so that licenses can be secured for all employees to begin training and evaluator certification processes in time for the Evaluation Team to

proceed along with the aggressive timeline ahead, provide further training, and plan remediation as necessary to prepare KUSD for state mandated utilization by the 2014-2015 school year. Mrs. Taube seconded the motion. Unanimously approved.

Ms. Patricia Demos, Coordinator of Community School Relations, presented the Request to Implement the Youth Risk Behavior Survey – Grades 7 and 8 submitted by herself, Ms. Peggy Schofield, Coordinator of Special Education and Student Support; Ms. Susan Valeri, Director of Special Education and Student Support; Dr. Ormseth; and Dr. Hancock, excerpts follow:

“In 1999, 2002, 2005 and 2009 the District implemented the Search Institute Profile of Student Life: Attitudes and Behavior survey in grades 7 and 8. Community and District programs used the survey results in many ways; to revise programs in order to address problems students face, to assess strategies for positive youth development, to set program priorities, to affirm effective programs already in place, write for funding, and to share with other youth-serving organizations in order to improve programs and services to our families and young people. Individual school reports provided important data, which assists in further developing programs.

A District partnership in the planning, implementation and funding for the survey was secured with the Concerned Citizens Coalition and Kenosha County Department of Human Services. The cost of the individual student survey forms (\$2.00) and individual school reports (\$500) were funded through the Drug Free Communities Support Grant awarded to the Concerned Citizens Coalition which serves as the county-wide alcohol and drug prevention alliance. The Coalition contracted with the Kenosha County Department of Human Services for the fiscal management of the grant. This grant has since been completed and no additional funds have been secured to continue with the Search Institute Survey.

The school district has not collected 7<sup>th</sup> and 8<sup>th</sup> grade data relating to safety, alcohol and other drug use, health issues and social support since 2009. Eighth grade students who participated in the 2009 survey graduated this year from high school and seventh grade students will participate next year. The information, while valuable, is outdated.

The District has been conducting the Youth Risk Behavior Survey in grades 9 and 11 through the Wisconsin Safe and Supportive School Project. This four year project, from October 1, 2010 to September 30, 2014, was awarded to the District along with 18 other school districts that were selected due to numbers and/or rates of disruptive drugs and violence related incidents.

The District's Community School Relations Program requests approval to implement a random sample sizing of the Wisconsin Youth Risk Behavior Survey in grades 7<sup>th</sup> and 8<sup>th</sup>. This online anonymous survey would be conducted in three middle schools. The survey would cover demographics, traffic and personal safety, weapons, tobacco use, alcohol use, marijuana use, eating habits, physical activity, health issues and social support.

The approved district protocol for conducting the Youth Risk Behavior Survey will be followed. Informational letters will be sent to the parents of the students in grades 7<sup>th</sup> and 8<sup>th</sup> of the schools selected to participate. There is no cost associated with this online survey.

At its November 12, 2013, meeting the Curriculum/Program Committee voted to forward this report to the Board of Education for consideration. Administration recommends that the Board approve the request to implement a sample sizing of the Wisconsin Youth Risk Behavior Survey in grades 7 and 8.”

Mrs. Coleman moved to approve the request to implement a sample sizing of the Wisconsin Youth Risk Behavior Survey in grades 7 and 8. Mrs. Taube seconded the motion. Unanimously approved.

Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, presented the Summer School Update and Recommendations submitted by Mrs. Debra Giorio, Summer School Teacher-Coordinator; Dr. Savaglio-Jarvis; and Dr. Hancock, excerpts follow:

“The goal of the summer school program was to provide interventions and enrichment consistent with the approved curriculum of the Kenosha Unified School District. In the programs at the elementary and middle school levels, the objective was to provide opportunities for personalized learning in reading and math that encompassed collaboration, creativity, critical thinking, and communication around meaningful learning targets. At the high school level, the objective was to provide high school students credit recovery opportunities and to improve the graduation rate. In addition, summer school provided learning opportunities in the areas of music, theater, and Recreation Department Summer Activities for Children programs.

The district continued to use a Regional Site Partner-School Plan at the elementary level for the 2013 Summer School program. Elementary schools either held summer school at their site or used the partner school plan.

Middle level programs were held at each of the buildings and included future sixth graders enrolled in the Forward Progress program. High school programs were offered at Bradford High School, Indian Trail High School and Academy, Kenosha eSchool, Reuther Central High School, and Tremper High School. The high school program included future ninth graders enrolled in the Early Start program.

Recreation Department Summer Activities for Children offered swimming, tennis, soccer, baseball/softball and basketball. Certified teaching staff developed lessons and instruction was provided in each of these areas following the guidelines established in the physical education curriculum. With the exception of swimming, students could attend six, one-hour classes during the six-week period these classes were offered.

Through the use of surveys, site visits, and round table sessions, data was gathered from students, parents, teachers, administrators and clerks. Separate online surveys were created for each group. 550 surveys were completed. Due to size, results of the surveys are available upon request.

The total amount budgeted for Summer School was \$1,241,336. This was an increase of \$183,000 over the 2012 budget of \$1,058,336. A budget assumption was created for this increase. The decentralized Summer School budget gave sites and departments control of

their own budgets. The budget amount was based on each school's Summer School attendance for the previous years. It was up to each site administrator to determine how much to allocate for salaries and benefits for both certified and noncertified staff, supplies, and purchased services.

We propose that elementary and middle schools continue to run on a 24-day schedule and high schools offer two sessions of 15 days each.

- Teacher workday-June 20
- Elementary and middle school: June 23-July25
- High school session 1: June 23-July 14
- High school session 2: July 15-August 4
- No school for staff or students: July 4

We propose that the 2014 Summer School budget remains at the current budgeted amount of \$1,241,336. With this amount for 2013, class sizes were decreased and waiting lists eliminated. We will be able to retain class size as 15:1 in reading and math at the elementary level. This amount will also allow staff to be paid to write curriculum which is personalized and encompasses collaboration, creativity, critical thinking, and communication around meaningful learning targets. We will also be able to provide Summer School staff with professional learning opportunities.

At its November 12, 2013, meeting the Curriculum/Program Standing Committee voted to forward this report to the School Board for consideration. Administration recommends that the Board approve the proposed 2014 summer school calendar and budget."

Mrs. Coleman moved to approve the proposed 2014 summer school calendar and budget. Mrs. Taube seconded the motion. Unanimously approved.

Ms. Stevens introduced the Reconsideration of Vote Regarding Curriculum Proposal for Mathematics in Grades 6 Through 9, excerpts follow:

"Below in italics are excerpts from the July 30, 2013, special school board meeting minutes:

*Ms. Stevens introduced the Reconsideration of Vote Regarding Curriculum Proposal for Mathematics in Grades 6 Through 9.*

*Mr. Bryan moved for Reconsideration of Vote Regarding Curriculum Proposal for Mathematics in Grades 6 Through 9. Mrs. Taube seconded the motion.*

*Roll call vote: Ayes: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Noes: None. Unanimously approved.*

*Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, distributed and presented two additional option considerations pertaining to the College Preparatory Mathematics (CPM) curriculum. Option one consisted of a 100 student pilot at the middle school level and option two consisted of a pilot at the high school level focusing on students who were not proficient in 8<sup>th</sup> grade Algebra.*

*Ms. Stevens passed the gavel to Mrs. Taube and moved that the adoption of the new math curriculum materials for grades 6-9 follow the following process to ensure a successful implementation for all students within KUSD:*

*1. Place CPM on hold until math curriculum materials from other companies/publishers are evaluated using necessary components such as alignment with math common core standards and adaptations for students of all ability levels that will prepare them for higher level courses to support future success in the STEM areas.*

*2. Hire a math curriculum coordinator with a master's degree and a minimum of seven years experience teaching, piloting, selecting math curriculum, and development of staff to support/manage the implementation of math programs for KUSD. Invite the School Board President and Vice President to be part of the interview team. Bring the final math curriculum coordinator selection to the full Board for approval to hire.*

*3. Have the Assistant Superintendent of Teaching and Learning lead an audit of the current 6-9 grade math program in KUSD to find the gaps in programs in order to supply necessary materials for teachers and students for the 2013-2014 school year. Assign middle school students for the 2013-2014 school year based on current abilities and test scores.*

*4. Direct the School Board President to form an ad hoc committee comprised of math teachers grades 6-12, parents, community members, the math coordinator (who will facilitate the meetings and selection process), and two Board members whose charge will be to work together to investigate piloting at least three different programs such as CPM, Big Ideas, CMP3 or Sax math programs for students in grades 6-9 for the 2013-2014 school year.*

*5. Present all results/findings of the study of materials and programs to the Curriculum/Program Standing Committee and then the full Board for their selection and approval no later than the January, 2014 meeting of the School Board.*

*6. After Board approval of the curriculums for piloting, run a trial of the three pilots, plus a control group during the 2013-2014 school year using data from interim, summative and samples of Smarter Balanced assessments which are found online to measure growth and determine which curriculum is suitable. Use an outside statistician to analyze results and run study groups with math teachers to evaluate results to determine which programs are best fit for each teaching the common core math curriculum for KUSD students. Present findings of the study to the full board with a recommendation for the new math curriculum adoption and approval by the School Board.*

*7. Provide district wide staff development/training and materials to foster consistency among classrooms at each grade level. Create a scope and sequence pacing guide to align with the KUSD teaching calendar.*

*8. Budget assumption #58 be removed from the 2013-2014 preliminary school year budget. Mr. Flood seconded the motion.*

*Mrs. Taube returned the gavel to Mrs. Taube.*

*Roll call vote: Ayes: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mr. Bryan, and Ms. Stevens. Noes: Mrs. Snyder and Mrs. Coleman. Motion carried.*

*Mr. Flood requested that Mrs. Taube and Mrs. Coleman be designated as the two board members that participate on the ad hoc committee noted in #4 above.*

Below is a proposed motion for board consideration:

I move to rescind the prior motion and move that the Board follow the facts, findings and final recommendations of the math audit conducted by Phi Delta Kappa.”

Mrs. Taube moved to suspend further implementation of action steps in the timeline contained in the prior motion pending the results of the math curriculum audit conducted by Phi Delta Kappa. Mr. Bryan seconded the motion. Unanimously approved.

Ms. Stevens introduced the Summary of Receipts, Wire Transfers and Check Registers submitted by Ms. Heather Kraeuter, Accounting & Payroll Supervisor; Mr. Hamdan; and Dr. Hancock, excerpts follow:

“It is recommended that the October 2013 cash receipt deposits totaling \$357,429.31 and cash receipt wire transfers-in totaling \$252,018.98 be approved.

Check numbers 499897 through 500965 totaling \$8,290,638.85, and general operating wire transfers-out totaling \$277,419.94 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the October 2013 net payroll and benefit EFT batches totaling \$16,437,221.14 and net payroll check batches totaling \$40,973.83 be approved.”

Mrs. Taube moved to approve the Summary of Receipts, Wire Transfers, and Check Registers. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Bryan presented the Donations to the District as contained in the agenda.

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

Mr. Flood moved to adjourn the meeting. Mr. Nuzzo seconded the motion.

Meeting adjourned at 8:57 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
December 17, 2013

<b>CASH RECEIPTS</b>	<b>reference</b>	<b>total</b>
<b>November 2013 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,439,634.36
Johnson Bank	<i>account interest</i>	125.67
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	152,269.54
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	6,960.90
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	24,961.82
HHS	<i>head start grant</i>	442,068.98
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	32,938.01
Total Incoming Wire Transfers		\$ 3,098,959.28
<b>November 2013 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 269,436.98
<b>TOTAL NOVEMBER CASH RECEIPTS</b>		<b>\$ 3,368,396.26</b>

<b>CASH DISBURSEMENTS</b>	<b>reference</b>	<b>total</b>
<b>November 2013 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 6,778,569.83
WI Department of Revenue	<i>state payroll taxes</i>	537,136.02
WI Department of Revenue	<i>state wage attachments</i>	3,933.05
IRS	<i>federal payroll taxes</i>	2,652,677.42
Diversified Benefits Services	<i>flexible spending account claims</i>	36,288.94
Employee Trust Funds	<i>wisconsin retirement system</i>	2,116,175.51
NVA	<i>vision insurance premiums</i>	10,709.52
Various	<i>TSA payments</i>	301,450.81
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	248,078.07 *
US Bank	<i>purchasing card payment-AP program</i>	791.25 *
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	17,453.54
Johnson Bank	<i>banking fees</i>	1,334.90
Various	<i>returned checks</i>	173.94
Total Outgoing Wire Transfers		\$ 12,804,772.80

**November 2013 Check Registers - All Funds:**

Net payrolls by paper check	<i>Register# 01023DP and 01024DP</i>	\$ 12,632.42
General operating and food services	<i>Check #500966 thru Check #502376 (net of void batches)</i>	3,691,150.24
Total Check Registers		\$ 3,703,782.66

**TOTAL NOVEMBER CASH DISBURSEMENTS** **\$ 16,508,555.46**

\*See attached supplemental report for purchasing card transaction information

**KUSD Purchasing Card Program - Individual Cardholders****Transaction Summary by Merchant**

Billing Cycle Ending November 15, 2013

Merchant/Vendor	Total Charge (Credit)
HOTELS	\$31,266.80
FIRST SUPPLY LLC #2033	\$12,386.24
AIRLINE	\$11,451.91
RESTAURANTS & CATERING	\$7,723.24
3654 INTERSTATE	\$7,218.66
MARKS PLUMBING PARTS	\$7,206.09
AMAZON.COM	\$6,759.63
VIKING ELECTRIC - KENOSHA	\$6,666.48
AC RADIO SUPPLY INC	\$6,373.24
INDUSTRIAL CONTROLS	\$6,047.49
EXPEDIA*EXPEDIA.COM	\$5,729.37
CHESTER ELECTRONIC SUPPLY	\$5,342.17
MENARDS	\$5,321.42
LOWES #02560*	\$5,077.30
REI*GREENWOODHEINEMANN	\$4,827.60
HIGHWAY C SVC	\$4,773.51
NELSON ELECTRIC SUPPLY	\$4,507.06
WW GRAINGER	\$4,363.20
VEHICLE MAINT.& FUEL	\$4,341.76
HYDRO-FLO PRODUCTS INC	\$3,478.80
CLASS 1 AIR INC	\$3,229.20
234 WISC- MILWAUKEE	\$3,159.86
JOHNSTONE SUPPLY	\$3,082.46
APL*APPLE ONLINE STORE	\$3,008.43
INT BACCALAUREATE ORG	\$3,000.00
CONSERV FS INC	\$2,960.00
APC GROUP INC	\$2,491.13
KITCHEN CUBES LLC	\$2,262.00
HALLMAN LINDSAY PAINTS	\$2,209.79
AMAZON MKTPLACE PMTS	\$2,132.81
IXL	\$2,050.00
LEARNING A-Z	\$1,962.21
MAYFAIR RENT A CAR - KENO	\$1,905.31
SOLUTION TREE INC	\$1,887.00
SOCRATIC SEMINARS	\$1,875.00
FASTENAL COMPANY01	\$1,615.91
ULINE *SHIP SUPPLIES	\$1,510.00
SQ *GALILEOSCOPE LLC	\$1,500.00
A BEEP, LLC	\$1,479.60
MOORE OIL COMPANY INC	\$1,405.55
STAFF DEVELOPMENT RESOURC	\$1,374.00
DISCOVERY WORLD, LTD	\$1,184.00
JOHNSON CONTROLS SS	\$1,184.00
WALMART.COM 8009666546	\$1,072.40
BECKER BOILER CO., INC	\$1,036.77
GALLS INTERN*	\$996.80
KUTA SOFT WARE LLC	\$996.00
BARNES & NOBLE #2037	\$948.00
DLENM	\$938.00
USPS POSTAL ST66100207	\$931.00
WAL-MART	\$927.71
PAYPAL *LAPTOPBATT	\$917.37
NATIONAL ACADEMY SCIENCES	\$885.65



**KUSD Purchasing Card Program - Individual Cardholders****Transaction Summary by Merchant**

Billing Cycle Ending November 15, 2013

Merchant/Vendor	Total Charge (Credit)
MINVALCO INC	\$875.65
DALE L PRENTICE CO.	\$872.42
OFFICE MAX	\$847.86
THE HON CO. CUST. SERVIC	\$840.00
CONNEY SAFETY	\$829.06
GLENROY INC	\$828.00
HAPPY TURF	\$825.00
SCRIPPS SPELLING BEE	\$795.00
THE TRANE COMPANY	\$737.88
ARING EQUIPMENT COMPANY	\$727.17
HALOGEN SUPPLY COMPANY	\$719.62
SHIFFLER EQUIPMENT SAL	\$718.19
USPS 56428002632502569	\$706.90
CDW GOVERNMENT	\$678.00
DBC*BLICK ART MATERIAL	\$633.00
KEN-CRETE PRODUCTS CO	\$632.50
ORIENTAL TRADNG CO	\$631.29
LIBERTS	\$618.12
ZAGG INC	\$499.90
MOBYMAX	\$499.00
EDUCATORS TRAINING NTRK	\$463.94
AMERICAN LEGACY PUBLIS	\$444.68
B & H PHOTO-VIDEO.COM	\$442.90
SSI*EPSCC	\$428.45
USCC CALL CENTER	\$422.00
POSITIVE PROMOTIONS	\$415.81
SELF ESTEEM SHOP	\$404.80
STEIN GARDENS & GIFTS 14	\$398.00
PAYPAL *TEACHERDISC	\$396.00
UW MADISON WCER CC SVC	\$395.00
WALMART.COM	\$381.55
AED SUPERSTORE	\$378.00
OWW*ORBITZ.COM	\$375.54
RLI*RENAISSANCE LEARN	\$373.54
WINDY CITY NOVELTIES	\$342.01
EDS ARCHITECTURAL OPENING	\$340.00
MCMASTER-CARR	\$326.52
WASBO FOUNDATION 00 OF 00	\$320.00
LOCKMASTERS USA	\$313.00
THE BETTY MILLS COMPANY I	\$305.03
RGS PAY*	\$301.61
OBSERVINT TECHNOLOGIES	\$299.99
TOWN & COUNTRY GLASS CO	\$295.00
COLONIAL SCIENTIFICINC	\$293.58
ACTE	\$292.38
BEST BUY 00011916	\$284.86
HP HOME STORE	\$279.99
ZORO TOOLS INC	\$279.98
THE CROWD CONTROLLER INC	\$275.21
KENNY PRODUCTS, INC.	\$270.00
ASSOC SUPERV AND CURR	\$267.00
TOOLUP.COM	\$255.99
FLORIDA VIRTUAL SCHOOL	\$250.00

# KUSD Purchasing Card Program - Individual Cardholders

## Transaction Summary by Merchant

Billing Cycle Ending November 15, 2013

Merchant/Vendor	Total Charge (Credit)
PRAIRIE SIDE TRUE VALUE	\$246.80
OFFICE DEPOT #3260	\$246.32
KELVIN	\$238.98
MOTION INDUSTRIES WI04	\$238.90
NAESP.ORG	\$235.00
RAYMOND GEDDES	\$233.04
ADOLPH KIEFER AND ASSOCIA	\$230.37
ADOBE SYSTEMS, INC.	\$229.94
EXPEDITIONARY LEARNING OU	\$220.00
MILWAUKEE SPORTING GOODS	\$220.00
KENOSHA FRESH MARKE	\$219.15
QUALIFIEDHARWARE.COM	\$218.00
PICK N SAVE 00068742	\$217.44
AT&T*BILL PAYMENT	\$215.55
TARGET 00022517	\$215.30
THE 2 SISTERS/THEDAILY	\$207.00
ERN WEBINARS	\$204.50
THE ENCOMPASS GAS CO	\$203.16
ACT*AWSA	\$200.00
COLLEGEBOARD*PRODUCTS	\$200.00
PROFESSIONAL SERVICES	\$200.00
WI INNOVATIVE SCHOOLS	\$200.00
L & M MEATS	\$198.93
DG HARDWARE	\$196.62
BATTERIES PLUS KEN	\$194.32
DICKOW CYZAK TILE CARP	\$192.75
ATLAS PEN & PENCIL	\$184.65
SQ *DEBBIE MORAN	\$183.00
WI ASSN SCHOOL BOARDS	\$180.00
WUFOO.COM/CHARGE	\$179.70
GLACIER STONE	\$177.21
PMT*SIMPLEXSTORE	\$174.95
HOBBY LOBBY #350	\$173.00
BUY FIRE	\$170.13
KENOSHA AREA BUSINESS	\$170.00
WI MARITIME MUSEUM	\$170.00
EDUCATION WEEK	\$168.00
TRILLING TRUE VALUE HARDW	\$159.80
SEARS ROEBUCK 2342	\$157.79
GIH*GLOBALINDUSTRIALEQ	\$154.89
HAJOCA ABLE DIST 353	\$153.85
FLAG CENTER	\$150.00
CEC	\$147.00
FIRE BRICK 00 OF 00	\$145.10
BEST TRANSPORTATION GO	\$141.00
LEARNING FORWARD	\$138.00
TUNSTALL CORPORATION	\$137.87
GLOGSTER	\$137.00
J ROUSEK TOY CO INC	\$131.48
IVIE ENTERPRISES INC	\$128.57
HOTELS.COM	\$126.87
SOUTHEASTERN PERFORMAN	\$125.00
STATE OF WI DPI REGONLINE	\$125.00

# KUSD Purchasing Card Program - Individual Cardholders

## Transaction Summary by Merchant

Billing Cycle Ending November 15, 2013

Merchant/Vendor	Total Charge (Credit)
WI DHFS LEAD AND ASBESTOS	\$125.00
RUUD LIGHTING INC	\$124.00
GFS MKTPLC #1919	\$123.96
THE MIDWEST CLINIC	\$120.00
FS *BOINX	\$119.94
GUENTHER SUPPLY INC	\$107.15
AIRGASS NORTH	\$104.53
BOOMERANG PROJECT (831) 4	\$100.00
FASTSPRINGSOFTWARE.COM	\$100.00
NABSE	\$100.00
PRO PERFORMANCE SPORTS LL	\$99.98
PAYPAL *MATH LEAGUE	\$99.90
LOVE AND LOGIC INSTITUTE	\$99.00
DEMCO INC	\$96.08
QUILL CORPORATION	\$93.88
BADGER THERMAL UNLIMITED	\$90.75
A AND R DOOR SERVICE I	\$90.00
PAYPAL *WI ASCD	\$89.00
ST. LOUIS AIRPORT TAXI	\$86.72
WWW.NEWEGG.COM	\$83.90
DA AETN SHOP	\$81.80
SUNPORT SHUTTLE	\$80.00
COUSIN'S CONCERT ATTIR	\$79.00
EARTEC COMPANY INC	\$76.65
ASFALLIANCE	\$75.00
WALGREENS	\$74.88
TENUTAS	\$67.18
WARD-BRODT MUSIC CO.	\$65.00
DW DAVIES COMPANY INC	\$64.20
UNIVERSAL MERC EXCHNGE	\$59.73
VZWRLSS*IVR VN	\$58.01
MC SPORTS 176	\$57.55
VANS GAS	\$56.30
R-K NEWS INC	\$55.45
J W PEPPER	\$53.99
LAKESIDE SUPERVALU	\$51.38
KIDWIND INC	\$51.24
MHE*MCGRRAW-HILL ECOMM	\$50.51
GLENPRODUCTS.COM	\$49.69
ASSOC OF WISCONSIO0 OF 00	\$49.00
QUIA WEB	\$49.00
WPSANTENNAS.COM	\$49.00
AUDIOBOOKSTAND,INC	\$47.25
SQ *AMARE ERFIE	\$46.88
BATTERY BUILDERS INC	\$46.00
SUPERSHUTTLE EXECUCARDIA	\$44.00
FARM & FLEET STURTEVANT	\$42.57
PIGGLY WIGGLY #004	\$41.10
AMAZON SERVICES-KINDLE	\$40.34
DOWN HILL PUBLISHING/	\$40.00
MENARDS 3247 SHEBOYGAN	\$39.94
E BOARD.COM	\$39.00
KRANZ INC 00 OF 00	\$38.34

**KUSD Purchasing Card Program - Individual Cardholders****Transaction Summary by Merchant**

Billing Cycle Ending November 15, 2013

Merchant/Vendor	Total Charge (Credit)
TOOLPARTSDIRECT.COM	\$37.16
HEAT & POWER PRODUCTS INC	\$36.90
TAXI MAGIC	\$36.38
SCHOLASTIC BOOK FAIRS	\$35.82
ACT*PROGRAMS	\$34.95
FACTORY CARD OUTLET #174	\$34.44
ATLANTA TAXICAB CARD	\$34.00
MARTA ATLANTA 00000018	\$33.00
SWIMOUTLET.COM	\$32.89
UCLA ONLINE	\$31.40
SUPER SPORTS FOOTWEAR	\$30.55
ASOPE INC	\$30.00
UW-PARKSIDE CCP	\$29.00
SAGE PUBLICATIONS INC.	\$25.86
ETA HAND2MIND	\$25.46
PAYPAL *ECONOMICSWI	\$25.00
TRAVELOCITY.COM	\$24.95
US CHESS FEDERATION	\$22.00
CROWN AWARDS INC	\$20.57
GLOGSTER.COM	\$20.00
ATLANTA AIRPORT SHUTTLE	\$16.50
DOLLAR-GENERAL #6776	\$15.83
CREATIVE BRICK & CONCR	\$15.80
KABA YLINK	\$15.00
DOLRTREE 661 00006619	\$12.66
CVSPHARMACY #8777 Q03	\$11.58
SCHOLASTIC BOOK CLUB	\$8.50
CROWN TROPHY	\$8.00
PARADIES # 059 Q02	\$7.97
A&B HARDWARE & LOCK SH	\$7.50
TEACHERSPAYTEACHERS	\$5.49
HUDSON NEWS	\$5.35
PAYPAL *ATLANTA AIRP	\$0.00
OFFICE DEPOT #1090	(\$15.00)
BARNES & NOBLE #2004	(\$47.97)
EB *10TH ANNUAL SYSTEM	(\$50.00)
PAYPAL *WISCONSINED	(\$71.00)
BOOT BARN #26	(\$461.02)
PAYPAL *CESA 4	(\$500.00)
<b>US Bank Purchasing Card Payment - Individuals</b>	<b>\$248,078.07</b>

**KUSD Purchasing Card Program - Accounts Payable**

**Transaction Summary**

Billing Cycle Ending November 15, 2013

Check #	Vendor ID	Vendor Name	Total
99000274	V01124	WIL-KIL PEST CONTROL COMPANY	791.25
<b>US Bank Purchasing Card Payment - Accounts Payable</b>			<b>791.25</b>

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, WI

December 17, 2013

**Administrative Recommendation**

It is recommended that the November 2013 cash receipt deposits totaling \$269,436.98 and cash receipt wire transfers-in totaling \$3,098,959.28 be approved.

Check numbers 500966 through 502376 totaling \$3,691,150.24, and general operating wire transfers-out totaling \$367,831.70 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2013 net payroll and benefit EFT batches totaling \$12,436,941.10 and net payroll check batches totaling \$12,632.42 be approved.

Dr. Michele Hancock  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

Heather Kraeuter, CPA  
Accounting & Payroll Manager

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

December 17, 2013

**PROPOSED FACILITIES RELATED POLICY CHANGES**

**Background:**

It has been several years since the last time the facilities related Board Policies were reviewed and revised. Since that time, there have been some changes in the processes and/or terminology that the District uses. Because of this, the Board Policies should be revised to better reflect the current practices and procedures being followed.

All of the facilities related policies were reviewed and revisions are being proposed on those included in this report. The following discussion summarizes the changes being proposed and the basis for the proposed changes.

**Policy 3653 – Indoor Air Quality**

- An additional reference was added to capture Wisconsin State Statute 118.075 (3) and (4) that provides direction to school districts regarding indoor environmental quality. The KUSD Director of Facilities was a member of the Department of Public Instruction appointed State-wide task force that oversaw the development of the standards mandated by the Statute.

**Policy and Rule 7200 – Facilities Planning**

- Minor wording changes are being made to the Policy to better reflect the goals of the Policy and the actual process used by the District. The term “five-year plan” is being revised to say “plan” to reflect that the actual plan may be for a period longer than 5 years. The annual review requirement by the Long Range Facilities Planning Committee is being removed to reflect current practice. In the years when there are no eminent projects, committee participation in meetings is understandably very low. In recent years we have only had meetings when there was a major change in plans resulting in a need for the committee to meet. As an aside, it is expected that the committee will be meeting again in 2014, and discussions about that and the committee membership will be discussed at a future Planning, Facilities, and Equipment Committee meeting.
- Other changes include replacing the words “The organization of attendance areas” with “Attendance boundaries” to reflect the proper terminology. In addition, items f and h were combined to reflect that

multiple population demographic characteristics are considered in the planning process. The Facilities Design section was revised to more accurately describe the role and purpose of the Facilities Design Committee. The words “or Designee” were added to reflect that plan revision oversight is a function normally performed by the Director of Facilities. In addition, clarification was provided that Movable Equipment is generally referred to as Furniture, Fixtures and Equipment.

### **Policy and Rule 7311 – Preliminary and Working Drawings**

- The title of this Policy and Rule was revised to reflect the correct terminology used in the design and construction industry.
- We are also combining the Policy and Rule into just a Policy similar to other Policies in the 7000 series that are very short.

### **Policy 7320 – Consultant Services**

- Adding “cost estimating” to the list of services that we may have a consultant perform.

### **Policy and Rule 7321 – Architects/Engineers**

- Adding language regarding experience in the design of educational facilities, and prior work experience with KUSD as additional selection criteria in the hiring of an AE firm. We are also adding reference to the modified AIA contract in the Policy to be consistent with the language in the Rule and our actual practice.

### **Policy and Rule 7330 – Construction Contracts, Bidding and Awards, and Change Orders**

- Modifying the language in the Rule to reflect the actual process used for solicitation of bids. Plan deposits are no longer used because of the greater use of technology in the bid process.

### **Policy and Rule 7340 – Site Selection and Acquisition**

- The current language requires that a summary of vacant properties and a review of available properties be provided to the Board annually no later than the first School Board meeting in February each year. We are proposing to change this to state that the review be provided periodically as directed by the School Board to better reflect the current practice.



### **Policy and Rule 7360 – Facilities Project Records and Reports**

- Modifying language to reflect the terminology used in AIA contracts to reflect payment applications.

### **Policy 7500 – Acceptance of Completed Project**

- Expanding the Policy to reference the Certificate of Occupancy and Certificate of Substantial Completion better reflecting the process used by KUSD on construction projects.

This report was reviewed by the Planning, Facilities, and Equipment and the Personnel and Policy Committees at the November 12, 2013 meeting, and the combined Committees unanimously recommended that it be forwarded on to the full Board for consideration.

The School Board approved these facilities related policy changes as a first reading on November 26, 2013.

#### **Administration Recommendation:**

Administration recommends that the School Board approve the facilities related policy changes as a second reading this evening.

Dr. Michele Hancock  
Superintendent of Schools

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

POLICY 3653  
INDOOR AIR QUALITY

All District facilities shall be operated in compliance with federal, state and local laws, ordinances and regulations. This includes providing healthy indoor air quality environments for all users of the facilities.

The District shall have an Indoor Air Quality Program that supports providing healthy environments and that provides a mechanism to address indoor air quality concerns. The Director of Facilities shall be responsible for the development and maintenance of the District Indoor Air Quality Program.

LEGAL REF.: Wisconsin Statutes

Sections	101.11	[Provision of safe workplace]
	101.123	[Smoking prohibited]
	<b>118.075(3)</b>	<b>[Indoor environmental quality in schools; model management plan]</b>
	<b>118.075(4)</b>	<b>[Indoor environmental quality in schools; district plans]</b>
	120.12(1)	[Board duty; care, control and management of district property]
	121.02(1)(i)	[Safe and healthful facilities standard]
	254.22	[Indoor air quality]
	PI 8.01(2)(i), Wisconsin Administrative Code [Safe and healthful facilities regulations]	

CROSS REF.: 3600 School Safety

3651 Hazardous Chemicals

3710 Facilities Maintenance

3711 Improvement or Maintenance Projects

7200 Facilities Planning

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 25, 2007

REVISED: December 18, 2008

POLICY 7200  
FACILITIES PLANNING

School facilities should provide an environment for effective educational development for all students for a diverse student population.

Long-range plans should exist that provide a **sustainable** basis for meeting District facilities needs in an orderly manner and ~~making~~ **which make** school facilities available at the time and in the place needed. Planning of school facilities will be consistent with the best acceptable current methods for the practical implementation of educational programs. Educational, diversity and community needs shall be considered in the planning of school facilities.

A continuing effort shall be made to provide facilities that will enable all District students to have a suitable educational environment. Before renovating or adding to existing school buildings, careful consideration shall be given to whether present and future needs can best be met in this manner. Existing school buildings shall be evaluated in terms of instructional developments and their ability to meet future enrollment and educational needs.

The Superintendent of Schools or designee shall have primary responsibility for the development and administration of major facility construction, additions or remodeling ~~programs~~ **projects**. Planning of major facility construction additions or remodeling shall involve staff members and Board members. The District shall comply with federal, state and local laws, codes and ordinances relating to design and construction.

The public shall be kept informed of District facilities needs and plans.

LEGAL REF.: Wisconsin Statutes

- Sections 120.10(5) [Annual meeting power; designating building sites]
- 120.10(10m) [Annual meeting power; school capitalization expansion fund]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.12(5) [Board duty; repair of school buildings]
- 120.12(21) [Board duty; consideration of effects on historic properties]
- 120.13(1) [Board power; do all things reasonable for cause of education]

CROSS REF.: Policy 6010, Mission of Instructional Program  
Policy 7210, Forecasting Enrollments and Evaluating Existing Buildings  
Policy 7320, Consultant Services  
Policy 7340, Site Selection and Acquisition

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 25, 2001  
September 25, 2007

RULE 7200  
FACILITIES PLANNING

A. Long-Range Planning

1. The Superintendent of Schools or designee shall establish a Long-Range Facilities Planning Committee for the purpose of developing a ~~five-year~~ plan that will be reviewed ~~annually~~ **as necessary** to determine long-range district facility needs and be presented to the School Board periodically as directed by the School Board.
2. A comprehensive long-range facilities plan should consider several factors, including the following:
  - a. The educational program to be offered.
  - b. The number and location of individuals to be served by the school system.
  - c. The space needs required beyond existing facilities.
  - d. The financial implications to the community.
  - e. ~~The organization of attendance units.~~ **Attendance boundaries**
  - f. ~~The geographic and~~ **Population** demographic characteristics of the District **and the specific attendance boundaries.**
  - g. The adequacy of existing facilities to meet program needs.
  - h. ~~The minority/majority of populations within the attendance area.~~

B. Instructional Design

1. Educational specifications shall be compiled by an instructional design committee appointed by the Superintendent of Schools when deemed necessary, when new facilities, additions or remodels are being considered. Members of this committee will represent the various instructional and service areas of the District and represent the Districts diverse student population (i.e. minority, special needs, majority, etc.). The educational specifications shall be submitted to the School Board for approval and referred to the facilities design committee.
2. Specifications for educational facility construction, additions or remodeling shall include:
  - a. Program considerations
  - b. Characteristics of the community
  - c. Instructional program
  - d. Other administrative considerations, such as:
    - i. Enrollment data
    - ii. Financial considerations
    - iii. Interrelationship of facility to District
    - iv. Description of curriculum organization
    - v. Personnel requirements
    - vi. Diversity of the student population
  - e. Relationship of spaces
  - f. Facilities required

C. Facilities Design **Committee**

1. A planning committee, consisting of staff members appointed by the Superintendent of Schools or designee, Board members, and members of the community that reflects the diverse demographics of the District shall ~~review educational specifications and construction plans at the various stages of development~~ **be convened for the purpose of assisting in the design of a comprehensive building plan.** Staff members representing the various instructional and service areas of the District, in addition to the architect/engineer, and other consultants may be invited for ~~review development and review of~~ plans for specific **building program** areas.

RULE 7200  
FACILITIES PLANNING  
Page 2

2. Major facilities planning shall be based on the educational specifications and/or evaluation of existing buildings. "Major facility construction, additions and remodeling" shall be defined to include any projects that (a) are new construction or remodeling which would substantially change the nature of an existing building, and (b) would require funding other than the normal, annual District budgetary provisions.
3. The Superintendent of Schools **or Designee** shall have decision-making authority to revise plans and specifications recommended by the planning committee to avoid cost overruns and to ensure timely completion of the project, subject to School Board approval. Approval of plans at the various stages of development shall be by School Board action.
4. A milestone schedule for the entire project shall be developed and submitted to the School Board for approval.
5. An estimate of the costs of major construction, additions or remodeling shall be submitted to the School Board and based upon information furnished by the architect/engineer and/or the general contractor/construction manager. A total project cost estimate shall be prepared and include:
  - a. Construction cost including fixed equipment and site development
  - b. Architectural services
  - c. Movable equipment (**Furniture, Fixtures and Equipment**)
  - d. Special assessments for sewer, water and paving
  - e. Contingency

POLICY 7311

**PRELIMINARY DESIGN DEVELOPMENT AND ~~WORKING~~ CONSTRUCTION DOCUMENT  
DRAWINGS**

~~Preliminary plans~~ **Architectural Design Development** and **Construction Document** ~~working~~ drawings shall be developed in accordance **with standard architectural practice methods and** with established District procedures **standards.** ~~and submitted to the School Board for approval.~~ **Preliminary Architectural Design Development floor plans and evaluations, will be developed under the guidance of the appointed KUSD Facilities Design Committee, and** shall give a clear idea of the basic design of the building, materials, built-in equipment and the approximate cost. **Upon completion of the Design Development phase of the building design and by the recommendation of the facilities design committee, plans, specification and cost estimates will be submitted to the Board for approval. The Superintendent of Schools or Designee shall make recommendations to the Board to proceed with the development of final Construction Documents.**

Complete **architectural, structural, mechanical and civil engineered drawings which detail details** of the building layout, design and construction materials shall be included in the ~~working~~ **Construction Document** drawings.

CROSS REF.: 7200, Facilities Planning  
7221, Determination of Costs  
7310, Educational Specifications

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001  
September 25, 2007

RULE 7311  
~~PRELIMINARY AND WORKING DRAWINGS~~

~~Preliminary plans shall be developed by the architect/engineer with the input of the staff and the community. These plans shall be based on the educational specifications developed for the educational facility.~~

~~Working drawings and specifications shall be prepared by the architect/engineer. The Superintendent shall make recommendations to the School Board, following a review and inspection of these documents by the Director of Facilities Services.~~

POLICY 7320  
CONSULTANT SERVICES

Consultant services may be used to assist the District staff in development of major construction, additions or remodeling programs consistent with School Board policy and approved budget. Specifically, consultant services may be obtained to assist in educational planning, design, projecting building needs, soil testing, site development, engineering services, **cost estimating**, bond referendums, and bond sales among other services.

LEGAL REF.: Wisconsin Statutes  
Section 120.13(9) [Board power; employ architect/engineer]

CROSS REF.: Policy 7200, Facilities Planning  
Policy 7220, Facilities Capitalization  
Policy 7310, Educational Specifications  
Policy 7321, Architects/Engineers  
Policy 7322, Legal Services  
Policy 7330, Construction Contracts, Bidding and Awards

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001



POLICY 7321  
ARCHITECT/ENGINEERS

In accordance with state law, a properly registered and licensed architect or engineer shall design District buildings.

The School Board shall designate an architect/engineer for major facility construction, additions or remodeling projects. Selection shall be on the basis of general qualifications including design ability, technical competence **in the design of educational facilities, and reliability, and past work experience with the District.** A ~~contract~~ **modified AIA contract** between the architect/engineer and the School Board shall be promptly executed upon selection. This contract shall define in detail the rights and obligations of both parties.

LEGAL REF.: Wisconsin Statutes  
Section 120.13(9) [Board power; employ architect or engineer]

CROSS REF.: Policy 7200, Facilities Planning  
Policy 7310, Educational Specifications  
Policy 7320, Consultant Services  
Policy 7330, Construction Contracts, Bidding and Awards  
Policy 7350, Project Administration/Supervision  
Policy 7360, Facilities Records and Reports

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: February 13, 2001  
November 13, 2001  
September 25, 2007

RULE 7321  
ARCHITECT/ENGINEER

The process for selection of an architectural and/or engineering firm shall be:

1. Administration shall develop and distribute a request for proposal (RFP) for architectural/engineering services which will include, at a minimum, the scope of services, information on the project(s), and a copy of the American Institute of Architects (AIA) standard contract as modified by the District.

Other information that may be requested from the prospective firms in the RFP includes, but is not limited to:

- Relevant experience – including details on project such as size of school, general contractor, construction costs, etc.
  - Services firm will supply.
  - Sub-consultants that the firm is proposing using for the project(s).
  - Information on change order quantity and cost on projects they designed.
  - Legal cases between firm and clients.
  - Experience working with the applicable municipality where the school will be built.
  - Primary contact for project.
  - References from school projects.
  - Actual bid versus cost estimates for school projects.
2. All architectural and/or engineering firms as part of their proposal will either have to accept the AIA standard contract as modified by the District or identify in writing any exceptions requested. All exceptions will be required to be resolved prior to being interviewed by the School Board.
  3. Administration will narrow the field of architects/engineers to 3-5 semi-finalists to be interviewed by the School Board.
  4. Administration shall provide the School Board with copies of the semi-finalists' proposals received and a summary indicating how the semi-finalists were determined.
  5. The School Board will interview the semi-finalists at a Special Meeting. Each firm will be given a short period of time to introduce their firm and summarize their qualifications. This will be followed by each firm responding to pre-selected questions developed by the School Board and Administration.

The other semi-finalists will not be allowed to watch their competitors being interviewed, and all of the semi-finalists must remain in the building until a firm is hired by the School Board. All negotiations and discussions on the selection process will be conducted in closed session.

POLICY 7330

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS, AND CHANGE ORDERS

Bids shall be received for major facility construction, additions or remodeling in accordance with established rules and regulations.

Bids may be withdrawn prior to the opening of bids. Withdrawals will be allowed after the opening of bids only upon proof of substantial, unintentional error or omission, based on the recommendation of the Superintendent of Schools and subject to School Board approval.

The Board shall make final award of the contract based on recommendations of the Superintendent and receipt of the protection and guarantees required by law and School Board policy and regulations. The protection and guarantees may include certificate of insurance and performance bond.

At the time the School Board makes a final award or contract or at any other time deemed appropriate by the School Board, the School Board may set a fixed dollar amount as an owner's contingency and the same or a lesser amount of that contingency as that which can be used upon the approval of the Superintendent of Schools or designee. When change orders or other expenses not included in the base award exceed the fixed dollar amount established by the School Board, the Superintendent shall recommend acceptance or rejection of the change to the School Board. The School Board shall make the final decision in such cases.

LEGAL REF.: Wisconsin Statutes

Sections 779.14 [Public works; form of contract, bond or remedy]

CROSS REF.: 3326, Payment for Supplies, Equipment or Services

3520, Maintenance of District Facilities

3521, Improvement or Maintenance Projects

3523, Emergency Maintenance Projects

3710, Criteria for Determining Capital Improvement Projects

7331, Protection and Guarantees

7332, Change Orders

7370, Equipment and Furniture

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: February 13, 2001

October 22, 2002

September 25, 2007

RULE 7330  
BIDDING AND AWARDING OF CONSTRUCTION CONTRACTS

1. The Director of Facilities shall be responsible for handling bidding in accordance with established rules and regulations.
2. Advertisements and Solicitation of Bids  
~~The advertisement and solicitation of bids shall include proper instructions on such items as bid security and deposit for plans. The amount of the plan deposit shall be determined by the extent of the project and shall be included in the advertisement and specification.~~ Advertisement and solicitation of **competitive** bids ~~may~~ **shall** be made in various **appropriate** trade publications or newspapers. ~~for competitive bidding.~~
3. Submission of Bids  
All bids shall be submitted in a sealed envelope with an indication of the work classification for which the bid is submitted and shall be in accordance with the bid specifications. All alternative bids submitted by a bidder shall be in accordance with the bid specifications.
  - a. All bids shall be properly signed by an authorized partner or authorized officer of the company. All partners shall sign the bid if being submitted by a partnership, or by the president on bids submitted by a corporation and stamped with their corporate seal. If others sign the bid, a power-of-attorney affidavit shall be attached to the bid evidencing authority to sign the bid in the name of the person for whom the bid is signed.
  - b. All bids shall be accompanied by a bid security in an amount determined by the Superintendent of Schools or designee payable to the District. Acceptable bid securities are: bid bond executed by the bidder and a surety company, certified check or money order.
  - c. Each bidder shall submit a complete list of sub-contractors with his/her proposal on the form included in the bid specification. No change of sub-contractors shall be permitted by the successful contractor without the written approval of the Superintendent of Schools or designee.
  - d. Bids shall be mailed or delivered to the office or area as designated by the bid specifications before the scheduled opening of bids.
4. Bid Substitution  
Substitution bids as suggested by the bidder may be stated on the bid form if listed separately and as a deduction from the base bid for the School Board's consideration. Substitutions shall not be used to determine the low bidder unless all bidders have submitted the same substitution, in which case the substitution will be considered a specified alternate. All substitute bids shall be studied and may be considered as a change order from the successful contractor.
5. Withdrawal of Bids  
Prior to the bid closing time and date, a bidder may withdraw the bid upon request to the Purchasing Agent. Subsequent to the bid closing time and date, a bidder may withdraw the bid only in accordance with Board policy. A request for a withdrawal of a bid after the bid closing time and date shall be submitted in writing to the Director of Facilities outlining the necessity and reason for the request. Withdrawal of a bid may result in forfeiture of the contractor's bid bond.

RULE 7330  
BIDDING AND AWARDING OF CONSTRUCTION CONTRACTS  
Page 2

6. Opening of Bids  
Bids shall be opened in accordance with Board policy.
7. Awarding of Contracts
  - a. Design-Bid-Build Method - The contract shall be awarded to the lowest responsible and qualified bidder, except that the Board reserves the right to accept or reject any or all bids presented or to accept in part or as a whole any bid advantageous to the Board. The low bidder shall be determined solely on the basis of the base bid and specified alternates as accepted by the Board. However, should all contractors in any phase of the work submit the same substitution in the same manner, this substitution will be considered to be a specified alternate in awarding of the contract to the lowest bidder. Regulations concerning low bidder shall be made a part of the instructions to bidders in all specifications.
  - b. Negotiated or Design-Build Method – In the event that a building project is engaged utilizing a negotiated or design-build method, the administrative staff shall pre-qualify firms determined to be most capable and present these firms to the Board for interview and selection using a process similar to that described in Rule 7321 for hiring architects. When either of these methods are selected, the bidding policies described in item 3 are waived in the selection of subcontractors to the general contractor. It is implicit within these methods that the general contractor or construction manager may use the most appropriate means of obtaining the best overall price and value for the District.

POLICY 7340  
SITE SELECTION AND ACQUISITION

The Superintendent of Schools shall make recommendations to the School Board concerning future school building sites. Sites shall be selected for future construction based on accessibility, environment, suitability for school program, availability of utilities, suitability for construction, diverse student demographics and attractiveness. Such sites shall be submitted to various planning commissions for approval.

The Board shall purchase or take options on possible school sites based on the long-range facilities plans of the District. In accordance with state law, the School Board shall use the power of condemnation, if necessary, in the best interests of the District.

The Superintendent of Schools or designee shall provide the School Board with a summary of existing school district vacant properties and a review of available properties ~~annually no later than the first School Board meeting in February each year~~ periodically as directed by the School Board.

LEGAL REF.: Wisconsin Statutes

- |                    |   |
|--------------------|---|
| Sections 120.10(5) | [Annual meeting power; designate sites for district buildings]  |
| 120.10(5m)         | [Annual meeting power; authorize board to acquire, purchase or condemn real estate/facilities necessary for school district purposes] |
| 120.13(18)         | [Board power; acquisition of property for ecological, agricultural  |
| 120.13(20)         | [Board power; options to purchase real property]  |

CROSS REF.: Policy 7200, Facilities Planning  
Policy 7220, Facilities Capitalization

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001  
September 25, 2007

RULE 7340  
SITE SELECTION AND ACQUISITION

A. Site Selection

1. The need and general location of school sites shall be evaluated and recommended by the Superintendent of Schools or designee.
  - a. School sites shall conform to applicable state and federal guidelines.
  - b. Soil conditions, including soil test borings where necessary, shall be considered in site selection. Any necessary environmental assessments shall also be considered.
  - c. The selection of a school site may be subject to a complete topographical survey of the property by a licensed surveyor.
  - d. Before final selection by the School Board, the City of Kenosha, Village of Pleasant Prairie, or Town of Somers planning staff should be consulted with respect to use of the property for institutional purposes and consideration of state law and local ordinances.
2. Prior to proceeding with site acquisition, the District shall present to the electorate at an annual or special meeting for approval of purchase.

B. Site Acquisition

1. Legal documents for the option or purchase of a site shall be prepared for the District by an attorney as requested by the Superintendent of Schools or designee. Following examination of the abstract of title or other title evidence, the attorney shall prepare a written opinion of the site.
2. The procedure and extent of negotiations and purchase of a site shall be directed by the School Board through the Superintendent of Schools or designee.
3. Formal contracts shall exist in the acquisition of sites.

POLICY 7360  
FACILITIES PROJECT RECORDS AND REPORTS

The architect/engineer shall maintain necessary records, as required in accordance with the contract, to substantiate **Application and Certificate of Payment** payment by the School Board for services rendered.

Any unusual conditions shall be reported immediately by the architect/engineer to the Superintendent of Schools or designee.

CROSS REF.: Policy 3326, Payment for Supplies, Equipment or Services  
Policy 7321, Architect/Engineer  
Policy 7350, Project Administration/Supervision

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001  
September 25, 2007



POLICY 7500  
ACCEPTANCE OF COMPLETED PROJECT

The School Board may accept a major construction, additions or remodeling project when **a Certificate of Occupancy has been granted by the building department of the local governing body.** ~~final inspection has found construction to be completed in accordance with the plans, specifications and building codes. A~~ **Certificate of Substantial Completion which records the date of substantial completion of the work by the contractor or substantial completion of a designated portion; thereof shall be issued by the project architect in conjunction with a “Punch list” to the Director of Facilities.**

CROSS REF.: Policy 7350, Project Administration/Supervision  
Policy 7360, Facilities Project Records and Reports  
Policy 7411, Advertisements and Solicitations  
Policy 7417, Withdrawal of Bids  
Policy 7418, Awarding Contracts

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001  
September 25, 2007

RULE 7500  
ACCEPTANCE OF COMPLETED PROJECT

The architect/engineer shall prepare a complete list of all items related to the construction of the building and site which have not been completed in accordance with the plans, specifications and building codes. A copy of the inspection list shall be sent to the Director of Facilities Services.

All warranties, guarantees, operating manuals or spare parts, as required by the specifications, shall be submitted to the Director of Facilities Services prior to acceptance of the project. The above shall be included in the inspection list if such items have not been previously submitted.

The architect/engineer shall notify the Director of Facilities Services when all items on the inspection list have been completed.

Upon final review and inspection by the Director of Facilities Services, a recommendation shall be made to the Superintendent of Schools for acceptance of the project.

The contractor and architect/engineer shall be entitled to final payment following acceptance of the project.

Kenosha Unified School District  
Kenosha, Wisconsin

December 17, 2013

**Proposed Finance Related Policy Changes**

The following school board policy revisions were approved as a first reading at the November 26, 2013, regular board meeting and are brought forward this evening for consideration as a second reading.

- 3110 – Annual Operating Budget
- 3111 – School Board Budget
- 3112 – Budget Administration
- 3121 – Financial Accounting
- 3122 – Accounts Receivable/Uncollectible Accounts
- 3323 – Fund Balance

Dr. Michele Hancock  
Superintendent of Schools

POLICY 3110  
ANNUAL OPERATING BUDGET

The School Board shall establish an annual operating budget in accordance with state law. This budget is the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities for the District. The purpose of the annual operating budget is to identify financial resources for the educational program of the District and to provide a basis for accountability in fiscal management. Budgets will be developed to include funds categorized under the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

The Superintendent of Schools and staff will assume responsibility for the preparation of the budget for presentation and review by the Board. The budget shall be developed in accordance with established **guidelines goals set by the Board of Education** ~~and~~ within the time frame outlined in the annual decision-making and budget calendar.

The Board shall hold a public hearing on the proposed budget and annual meeting with sufficient advance notice. The Chief Financial Officer shall be responsible for providing this notice and for publishing a summary of the proposed budget in accordance with state law requirements. The Board shall adopt the final operating budget at a Board meeting held after the budget hearing and annual meeting, no later than November 1<sup>st</sup> of each year.

Following adoption, the Chief Financial Officer shall be responsible for the administration of the budget in accordance with state law and District policies. The Board expects the administrative staff to manage the District within the budget amounts established for their particular school, department, or program.

**LEGAL REF.: Wisconsin Statutes**

Sections 65.90 (School district) budgets  
125.08(1) (Annual meeting)  
120.10 (Annual meeting powers)  
120.11(3) Board review of district accounts/report to annual meeting)

**CROSS REF.: Exhibit 3110 Annual Operating Budget (Calendar)**

3111 School Board Budget  
3112 Budget Administration  
3113 Fiscal Impact Statement  
3121 Financial Accounting3220Funding Proposals and Grants  
3230 Borrowing, Bonds and Promissory Notes  
3323 Fund Balance  
3420 Purchasing  
3711 Improvement for Maintenance Projects  
8750 Annual School District Meeting

POLICY 3110  
ANNUAL OPERATING BUDGET  
Page 2

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: February 14, 1995  
December 17, 1996  
March 24, 1998  
November 9, 1999  
November 26, 2002  
October 28, 2003  
December 18, 2007  
September 25, 2012

RULE 3110  
ANNUAL OPERATING BUDGET

The District shall adhere to the following guidelines and decision-making procedures and develop an annual budget based on an annual budget calendar. The following administrative decision-making and budget development responsibilities shall be completed according to the prescribed time frame.

A. Budget Document(s)

1. The annual operating budget shall be the financial plan for the operation of the District and shall provide authority for the obligation of funds, except for School Board expenditures and all major maintenance projects. Separate budgets shall be developed for the Board and major maintenance projects.
2. The budget document shall include all existing indebtedness, anticipated revenues, proposed appropriations for the following year, and include all anticipated unexpended or un-appropriated balances and surpluses for each budgetary fund. It also must show actual revenues and expenditures for the preceding year.

B. Budget Preparation

1. The Chief Financial Officer shall be responsible to the Superintendent for the preparation of the budget.
2. The Finance Office shall provide guidance and budgeting parameters to be used by all District budget managers as they build their respective budgets.
3. All major maintenance projects, shall be submitted to the School Board in priority order for approval. Any subsequent changes to the ranking of priorities must be communicated to the Board in writing and approved by a majority vote of the Board before any work begins except emergency maintenance conditions which may endanger persons, land, physical plant or equipment. Emergency maintenance may be carried out with the approval of the Director of Facilities and timely reporting to the Board at the next regular School Board meeting.

C. Budget Review/Adoption

1. The Superintendent shall review the proposed budget with the Board according to the time line listed on the annual operating budget calendar. The District will account for all eligible activities within the community service fund 80. Administration will annually designate the services/programs that are eligible. A fiscal report will be attached to recommendations for new programs or revisions of existing programs.
2. A summary of the proposed budget, notice of the place where the detailed budget may be examined, and notice of the time and place of the public hearing on the proposed budget will be published as a Class I notice (one insertion) at least 10 days prior to the time of the public hearing on the budget and the annual meeting. The Chief Financial Officer is responsible to the Superintendent for providing this notice.

RULE 3110  
ANNUAL OPERATING BUDGET  
Page 2

3. The budget hearing and annual meeting shall be conducted in accordance with state law. Only those residents of the Kenosha Unified School District who attend may speak, make or second motions, and vote at the annual meeting of the District electors.
4. The Board shall, after the public hearing and annual meeting, adopt the annual operating budget for the District by November 1st of each year. Certification of the tax levy required by the budget shall be made to the clerks of the District's municipalities, in accordance with state law. The Chief Financial Officer will prepare the necessary tax levy certification forms for the signature of the School District Clerk and deliver them to the appropriate municipal clerks.
5. Following adoption of the budget, the Finance Office shall prepare and publish the adopted budget and supporting detail as soon as possible.

D. Budget Implementation

1. The Chief Financial Officer will be responsible to the Superintendent for the supervision of the adopted budget.
2. **Designated Budget Managers will be responsible to the Superintendent for the application of their respective allocations.**

POLICY 3111  
SCHOOL BOARD BUDGET

In addition to the District's annual operating budget, the School Board shall establish annually a separate and distinct Board budget consistent with state law. This budget shall be the financial plan for the operation and expenditure of separate Board funds and shall provide authority for the obligation of such funds. The budget is for sole use by the Board.

It is the responsibility of the Board to adopt the annual Board budget, to ensure compliance with the Board's short and long-term strategic goals and objectives, and to approve and initiate all measures necessary to react to variances in the actual budget performance.

The Board budget shall be developed in accordance with the same budget development process; i.e., standard format, preparation and presentation format and time frame development, used for the District's annual operating budget. ~~The Board budget will also include a line item entitled, "School Board Special Projects Reserve Account".~~ The Administration shall be responsible for presenting the requested budget and expense items to the Board for approval and for implementing any modifications necessary.

The Board President and Treasurer shall approve and sign off on all payment requests and requisitions to be applied against the Board accounts. The Board President and Treasurer shall receive a monthly detailed expenditure report of all transactions to the Board accounts.

Following budget adoption, the Board and the Superintendent will be responsible for the administration of the budget in accordance with state law and District policies.

LEGAL REF.: Wisconsin Statutes

- Sections 65.90 [School district budgets]
- 120.08(1) [Annual meeting]
- 120.10 [Annual meeting powers]
- 120.11(3) [Board review of district accounts/report to annual meeting]
- 120.12(3) [Board duty; operation and maintenance tax authority]

- CROSS REF.:
- 3110 Annual Operating Budget
  - 3112 Budget Administration
  - 3121 Financial Accounting
  - 3323 Fund Balance
  - 3420 Purchasing
  - 8850 Board Committees
  - District Strategic Plans

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: January 27, 1998

REVISED: March 24, 1998  
October 28, 2003  
December 18, 2007



RULE 3111  
SCHOOL BOARD BUDGET

~~A. School Board Special Projects Reserve Account~~

- ~~1. The School Board Special Projects Reserve Account will be under the control of the Board (801 account). The cost of Board-approved projects will be charged to this account.~~
- ~~2. The amount appropriated to the Special Projects Reserve Account will be that established as part of the annual budget development process. The unexpended balance of this account will not carryover to the subsequent year at the end of the District's fiscal year, but shall be placed in the District's fund balance.~~
- ~~3. The Superintendent of Schools may make recommendations regarding the use of this fund and forward such recommendations to the Board.~~

B.A. Budget Implementation

1. Following adoption of the Board budget, the ~~Executive Director of Business Services~~ **Chief Financial Officer** shall prepare and distribute copies of the budget and supporting detail as soon as possible.
2. The ~~Executive Director of Business Services~~ **Chief Financial Officer** will be responsible for the management of the adopted budget.
3. The Board Treasurer shall be responsible for reviewing all requests of Board budget expenditures in excess of \$5,000 to ensure funds are allocated appropriately and for making recommendations to the full Board for approval. All expenditures must be accompanied with sufficient reporting detail.
4. Adjustments to the Board budget shall be made in accordance with District policies and procedures and state law requirements.

POLICY 3112  
BUDGET ADMINISTRATION

The Superintendent of Schools and/or designee is granted authority by the School Board to make transfers of budgetary appropriations within similar account types ~~such as salary or non-salary items~~ **(function levels)** within the control group.

Transfers of budgetary appropriations between dissimilar ~~account types~~ **function levels occurring after adoption** may be made only by a two-thirds vote of the full Board. Notice of such transfer shall be published as required by state law.

LEGAL REF.: Wisconsin Statutes  
Section 65.90(5)(a) [Budget appropriation transfer requirements]

CROSS REF.: 3110 Annual Operating Budget  
3111 School Board Budget  
3113 Fiscal Impact Statement  
3121 Financial Accounting  
3323 Fund Balance  
3420 Purchasing

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: March 24, 1998  
June 12, 2001  
October 22, 2002  
October 28, 2003  
March 22, 2005  
December 18, 2007  
September 25, 2012

RULE 3112  
BUDGET ADMINISTRATION

Budget transfers within control groups, commonly budgetary locations, may be approved by the Chief Financial Officer, ~~within salary/benefit and non-salary/benefit categories~~, with the exception of capital appropriation budgets.

Administering Capital Appropriations

For purposes of this rule, capital appropriation budgets shall be defined as those items budgeted and accounted for in budgetary codes that require capitalization under rules, policies or guidelines of the District, Department of Public Instruction and/or United States Government. Transfers to or from such budgetary accounts would be approved using the process for transferring between dissimilar account types.

All capital appropriation budgets must maintain a three year plan that shall be reviewed, amended and approved by the Superintendent or designee as necessary as part of the annual budget process. The Chief Financial Officer shall establish guidelines in the development of such plans and approve changes throughout the year that have a financial impact on the District. Any plan modifications require the approval of the Superintendent.

All budgeted and planned capital appropriations must be made by January 1<sup>st</sup> of each budget year.

POLICY 3121  
FINANCIAL ACCOUNTING

The Chief Financial Officer shall be responsible for maintaining accurate and current financial accounts for the District and making necessary changes to those accounts. The accounts shall be maintained to meet the needs of the District. In addition to providing financial information for the District, the accounts will also provide necessary information for state and federal reports and for budgeting purposes.

District accounts shall be maintained in such a way as to meet all the requirements of the Department of Public Instruction and give assurance to the School Board and its constituents that funds are being accounted for and administered in a proper manner. The accounts will show the appropriated budgetary amount, actual revenues, actual expenditures, encumbrances and the account fund balances.

**Periodic-Monthly** reports of the financial condition of the District and status of the expenditure of funds shall be provided to the Board by the Superintendent of Schools. **Changes that have an impact across function levels will not be made once the Board has received final statements for that reporting period.**

LEGAL REF.: Wisconsin Statutes

Sections 115.28(13) [Uniform financial fund accounting]  
115.30(1) [Uniform recording of accounts]  
120.18 [Annual school district report]  
121.05 [Budget and membership report]

CROSS REF.: 3110 Annual Operating Budget

3112 Budget Administration

3122 Accounts Receivable

3124 Annual Financial Audit

3240 Investments

3430 Payments for Supplies, Equipment and Services

3440 Fixed Charges

3800 District Asset Management

WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

December 18, 2007

September 25, 2012

RULE 3121  
FINANCIAL ACCOUNTING

| The Chief Financial Officer shall be responsible for providing the School Board, and staff with **access to** monthly financial reports. The financial reports will show the appropriated amount for each District financial account, the expenditure to date, encumbrances and the account balance. These reports will be prepared as soon after the close of the month as possible.

POLICY 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

A central accounts receivable system shall be maintained to meet the needs of the District and provide necessary accounting information for financial reports. The Superintendent of Schools shall have the authority to declare any accounts receivable uncollectible and direct such to be properly recorded in all account books. All accounts so declared shall be reported to the School Board.

LEGAL REF.: Wisconsin Statutes

Sections 115.28(13) [Uniform financial fund accounting]

115.30(1) [Uniform recording of accounts]

CROSS REF.: 3121 Financial Accounting

3280 Student Fees

3313 Non-Sufficient Fund Checks (NSF)

3321 Student Activity Funds

3340 Monies in the Schools

5126.4 School Sale of Student Supply Items

WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

December 18, 2007

RULE 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

- | 1. ~~Financial Services-~~ **The Finance Department** shall invoice and maintain accurate and appropriate accounts receivable records on a current basis. District staff authorized to create accounts receivable transactions shall provide necessary information to the ~~Director of Finance-~~ **Accounting Manager** for invoicing purposes.
- | 2. Uncollectible Accounts —~~The Executive Director of Business Services-~~ **Chief Financial Officer** shall be responsible to the Superintendent of Schools for handling all uncollectible accounts receivable cancellations from financial records.
  - | a. The Accounting Manager shall review and investigate outstanding accounts receivable. After all reasonable attempts to collect accounts receivable fail, the Accounting Manager may recommend to the ~~Executive Director of Business Services-~~ **Chief Financial Officer** that collection procedures be discontinued and the unpaid items be recorded in all account books as uncollectible.
  - b. The debtor may be required to advance pay in the future and/or make payment for previous uncollected accounts receivable.

POLICY 3323  
FUND BALANCE

Kenosha Unified School District recognizes that an adequate operating fund balance (~~unrestricted-net assets~~) is necessary to maintain a strong fiscal position in order to meet unanticipated expenditures or emergencies and to reduce the costs of borrowed funds. ~~Operating fund balance is defined as total assets minus total liabilities of the General Fund.~~

**Fund balances will be reported in the classifications established by the Governmental Accounting Standards Board Statement 54 (GASB 54). The applicable classifications for fund balance designations are:**

*Non-spendable Fund Balance* includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or for a contractually imposed purpose by external parties.

*Restricted Fund Balance* includes amounts constrained for a specific purpose by external parties.

*Committed Fund Balance* includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.

*Assigned Fund Balance* includes general fund amounts constrained for a specific purpose by a governing board or by an official that has been delegated authority to assign amounts.

*Unassigned Fund Balance* is the residual classification for the general fund.

The School Board will annually review and determine the amount of any fund balance to be committed for specific purposes as deemed important by the Board with a resolution prior to June 30<sup>th</sup> (year-end).

The Chief Financial Officer is designated by the School Board to annually review ~~As part of the budget development process, the administration shall annually review~~ and determine the amount to be ~~designated-assigned~~ for appropriate encumbrances, ~~outstanding contractual commitments,~~ and the carryover of unexpended funds for ~~specific projects as approved by the Superintendent of Schools.~~ The Administration's recommended budget to the School Board will include an **assigned** ~~reserve~~ fund balance recommendation for carryover of unexpended funds for specified ~~projects purposes,~~ ~~a reserve~~ for encumbrances **(if any)**, and ~~a designated~~ **an identified residual unassigned** fund balance for cash flow purposes.

LEGAL REF.: Wisconsin Statutes  
Section 65.90 [School district budgets]

CROSS REF.: 3110 Annual Operating Budget  
3111 School Board Budget  
3711 Improvement of Maintenance Projects

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: January 12, 1999



REVISED: December 12, 2000  
October 28, 2003  
December 14, 2004  
December 18, 2007

RULE 3323  
FUND BALANCE

The District will strive to maintain an **unassigned** fund balance in the **general** operating fund equal to a minimum of 15% of budgeted appropriation, ~~representing approximately 45 days of operations~~. At most, Kenosha Unified will maintain a maximum fund balance in the operating fund equal to 20% of budgeted appropriation, ~~representing approximately 90 days of operations.~~ **The Board discourages the maintenance of unassigned fund balance in excess of the amounts needed to fund operational cash flow.**

These ~~unrestricted net assets~~ **unassigned fund balance** are ~~is~~ to provide for:

- Adequate working cash for budgeted operating activities with **limited or no** ~~out~~ cash flow borrowing.
- Unanticipated expenditures.
- Orderly adjustment resulting from termination or reduction of revenue sources.
- Unanticipated fluctuations in revenues.

To maintain the required operating fund balance at the desired level, the District shall:

- Eliminate the budgeted use of fund balance (deficit spending) if said use would reduce fund balance below established minimums.
- Require a one million dollar budget surplus in the annual operating budget if the fund balance is below ten percent.
- ~~Apply remaining unexpected general fund resources at the end of each fiscal year to add the cash flow portion of to the reserve for designation for operations, if necessary to meet established minimums.~~
- ~~Designate a portion of the annual operating budget to add to the reserve for operations, if necessary to meet policy minimums.~~
- ~~Designate a portion of the annual operating budget to reduce the general fund tax levy, if necessary to meet policy maximums.~~

To provide the best fiscal management of the operating fund balance, any appropriation of expenditures from fund balance must be adopted by, at least, a majority of the Board present at the meeting that the appropriation is considered.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

December 17, 2013

**PROPOSED EXPANSION OF KENOSHA SCHOOL OF TECHNOLOGY  
ENHANCED CURRICULUM CHARTER SCHOOL**

**Background:**

When McKinley Middle School was closed at the end of the 2011-12 school year, a number of options were discussed in regards to what could be done with the building. These options included selling the building, using the building for some other purpose, demolishing the building, or holding onto it for possible future use. It was decided at the time to keep all options open with the last resort being demolishing the building. We marketed the building for possible sale and have taken approximately a dozen different groups through the building in the past 16 months. A couple of groups have expressed interest in the building; however the estimated sale value of the building from an independent market analysis was only \$100,000, making any sale not very compelling from a financial perspective. The reality of a possible sale not being a major source of revenue and the fact that the building shares a common site with McKinley Elementary along with the growing interest in choice and charter schools lead to the recommendation contained in this report. Specifically, our recommendation is to expand the Kenosha School of Technology Enhanced Curriculum (KTEC) into a two campus charter school maintaining its current location in the former Lincoln Elementary building as well as adding a second location at the former McKinley Middle School building.

There are a several reasons to consider an expansion of the KTEC charter school program:

- The STEM curriculum at KTEC is resulting in high levels of student achievement as indicated by a rating of “exceeds expectations” on the school report card created by the Department of Public Instruction.
- In a 2011 report issued by the U.S. Department of Commerce Economics and Statistics Administration, the Office of the Chief Economist states that STEM occupations are projected to grow 17 percent from 2008 to 2018 and that STEM workers command higher wages, earning 26 percent more than their non-STEM counterparts.
- In the recent Wisconsin STEM Navigators report by the Wisconsin Technology Council, STEM teaching and learning is an innovative approach to unlock creatively and problem-solving in learners of all ages.

- KTEC has demonstrated fiscal responsibility throughout the previous six years and is therefore in a position to pay the start-up costs required to start a second campus.
- The school has an excellent leadership team including the principal and their governance board that has experience in reopening a closed school building and the costs and efforts in that process.
- KTEC has built important partnerships with Project Lead the Way, Snap-on Industrial, and Carthage College that will be able to expand with an additional campus.
- There were over 300 kids this past year that could not be accommodated because of the space constraints in their current building and that number could be substantially higher with a more formal marketing effort.
- The vacant McKinley building would be put to use and we would no longer need to identify a buyer (and the associated minimal sale price).
- An expansion of the school would better position the district for the expansion of the State-wide voucher program. In fact, an expansion of KTEC might even create a scenario where students/families who are now attending private schools would choose to attend KTEC instead.
- KTEC has approximately \$750,000 in their fund balance to use towards the costs to reopen the school and has shown over the past six years the ability to fund the major maintenance needs at their current location. The school district direct investment would only be the one-time costs detailed in this report.

This recommendation is consistent with the proposed expansion of Lakeview Technology Academy in that it will provide expansion of one of our popular choice school options.

### **School Operations**

Under this proposal, KTEC will be one school operating with two locations (18<sup>th</sup> Avenue Campus and 32<sup>nd</sup> Avenue Campus) to serve students in Pre-Kindergarten thru eighth grade. However, the second, 32<sup>nd</sup> Avenue, campus enrollment will expand over time. In the 2014 – 15 school year, this campus will serve the needs of students in PreK through fifth grade. Each year after that a grade will be added until the school reaches eighth grade in 2017 – 18 with a total anticipated enrollment of 775 students.

This expansion will be a replication / continuation of the KTEC program. Students will be engaged in Science, Technology, Engineering, and Math (STEM) activities and have a focus on 21<sup>st</sup> Century learning strategies as outlined in the KTEC charter agreement.

Each year applications are taken for the following school year from the day students return from Winter Break until January 31<sup>st</sup> at 3:30 p.m. The waitlist expires at the end of first semester so there is a new lottery each year. For the 2014 – 15 school year, students enrolled in PreK – 4<sup>th</sup> grade at the current location will be given the choice to transfer to the 38<sup>th</sup> Avenue campus.

New applicants will be asked their preference of campus. If all the spaces are filled in their desired campus and there are spaces available in the other campus then they will offered placement at the other campus.

The Administrator at KTEC, Dr. Angela Andersson, will assign current staff to one of the two campuses to ensure the greatest level of fidelity to the KTEC curriculum and school model culture.

The Governance Board of KTEC unanimously supports this expansion. The charter agreement with two revisions is in Appendix A. One revision is the facility description section. The second revision reflects the lottery changes needed with two campuses as described above.

### **Building Needs and Capital Costs**

KUSD and KTEC will work together to ensure that the building is ready to open to students for the start of the 2014 – 2015 school year. The following items will need to be addressed:

#### **EXPANSION OF KTEC TO McKINLEY MIDDLE BUILDING First Year Capital Costs**

##### **Projects Funded by KUSD**

Replacement of Main Parking Lot	\$110,000
Water Proofing the Old Coal Room	\$115,000
SubTotal	\$225,000

##### **Projects Funded by Security Project Budget**

Voice over IP Phone System	\$70,000
Security Cameras	\$23,700
SubTotal	\$93,700

##### **Projects Funded by KTEC**

New Clock System	\$25,000
Reinstall Intercomm/Bell System	\$5,000
Replacement of Glass Exterior Doors in Two Locations	\$12,000
Remove Locker Bay Bases in Boys Locker Room	\$2,670
Repair Floor in Boys Locker Room	\$4,900
Repair Ceiling in Tech Ed. Classroom	\$3,000
Sound Panels in Cafeteria	\$3,000
Replace Carpet in Main Office	\$8,800

Circulation Desk for Library	\$2,000
Coat Hooks/Shelves in Areas Where Lockers were Removed	\$3,500
Computer Network Restoration	\$5,000
Computer Lab Counters	\$2,500
Refinish Wood Floors in Two Classrooms	\$500
Replace Sinks/Counters in Three Restrooms	\$4,000
Install Promethean Boards	\$5,625
Install Whiteboards in All Classrooms	\$25,600
Main Entrance Buzzer/Camera	\$1,050
Interior & Exterior Signage	\$20,000
Reface Exterior Monument Sign	\$4,000
Build Dumpster Enclosure	
SubTotal	\$138,145

Materials for these projects will be purchased out of the KTEC budget with KUSD staff providing labor.

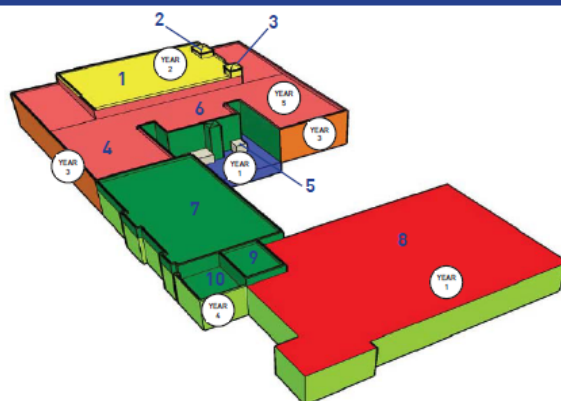
The chart below highlights the capital needs of the building over the next 5 years.

Kenosha Unified School District No. 1  
**McKinley Middle School**  
 5710 32nd Avenue  
 Kenosha, WI 53144



KENOSHA UNIFIED SCHOOL DISTRICT NO. 1 - MCKINLEY MIDDLE SCHOOL - 5 YEAR PLAN				
YEAR	BUILDING AREA/LOCATION	SQ. FT.	\$/FT	TOTAL COST
2014	ROOF AREA 8	15700	9.50	\$ 149,150.00
2014	COAL ROOM WATERPROOFING	2500	45.00	\$ 112,500.00
2015	ROOF AREA 1	7500	12.00	\$ 90,000.00
2015	ROOF AREA 2	80	12.00	\$ 960.00
2015	ROOF AREA 3	90	12.00	\$ 1,080.00
2016	GENERAL LIMESTONE AREAS	13000	12.00	\$ 156,000.00
2017	MASONRY AT ADDITIONS	13200	15.00	\$ 198,000.00
2018	ROOF AREA 4	16500	10.50	\$ 173,250.00
2018	ROOF AREA 6	210	10.50	\$ 2,205.00
IN WARRANTY	ROOF AREA 7	NA	NA	NA
IN WARRANTY	ROOF AREA 9	NA	NA	NA
IN WARRANTY	ROOF AREA 10	NA	NA	NA
TOTAL				\$ 883,145.00





KEY:

1	ROOF AREA NUMBER
YEAR 1	NEW ROOF AT AREA 8 - YEAR 1 - 2014
YEAR 1	COAL ROOM/VAULT AREA - YEAR 1 - 2014
YEAR 2	NEW ROOF AT AREAS 1, 2 & 3 AND PARAPET REHABILITATION - YEAR 2 - 2015
YEAR 3	GENERAL LIMESTONE MASONRY RESTORATION - YEAR 3 - 2016
YEAR 4	ADDITIONS MASONRY RESTORATION - YEAR 4 - 2017
YEAR 5	NEW ROOF AT ROOF AREAS 4 & 6 - YEAR 5 - 2018
	ROOF IN WARRANTY



## Building Operating Costs

Effective July 1, 2014, the Kenosha School of Technology Enhanced Curriculum will pay all operating expenses and ensure upkeep on the former McKinley Middle School building. In exchange for covering the expenses of the building, the KTEC school may use the facility rent free as long as they continue to be an instrumentality of Kenosha Unified School District. The school will pay utility bills, custodial costs, and maintenance that is needed.

To save on start-up costs KTEC will use excess furniture already owned by Kenosha Unified. This furniture will include student and teacher desks, primary grade chairs, and file cabinets.

All other furniture and supplies will be paid by KTEC. These funds will come from carryover dollars that have been saved in recent years, donations, and grants.

## Operational Start-up Charged to KTEC

Category	Item	Detail	Total
Furnishings	Desks	Office	\$ 1,000

	Tables	Conference	\$ 600
	Tables	Kidney	\$ 3,500
	Tables	Kindergarten	\$ 2,000
	Tables	Computer	\$ 9,000
	Tables	Library	\$ 500
	Chairs	Student	\$ 30,000
	Chairs	Teacher	\$ 3,000
	Tables / chairs	Community room	\$ 12,000
		Subtotal Furnishings	\$ 61,600
Equipment	Custodial		\$ 20,000
	Technology	Teacher computers	\$ 15,400
	Technology	Office computers	\$ 3,200
	Technology	Classroom computers	\$ 38,400
	Technology	Promethean Boards	\$ 45,000
	Technology	Document Camera	\$ 9,000
	Technology	Lab computers	\$ 19,200
	Technology	Laptops for 2 COWs	\$ 39,000
	Technology	COW carts	\$ 2,200
	Technology	iPads	\$ 26,530
	Curriculum	Math	\$ 36,000
	Curriculum	Bookroom	\$ 15,000
	Curriculum	Literacy	\$ 20,000
	Curriculum	Social Studies	\$ 20,000
	Curriculum	Science	\$ 20,000
	Science	PLTW lab supplies	\$ 5,000
		SubTotal Equipment	\$ 333,930
Training	New staff training	Purchased consulting / conferences	\$8,000
	New staff training	Stipend	\$40,000



		SubTotal Training	\$ 48,000
Planning Staff	Additional pay	Custodial	\$15,000
	Additional pay	Teaching	\$10,000
		SubTotal Staff	\$25,000
Total			\$ 468,530

## Timeline

### January 2014 –

- Current families indicate campus preference on their Intent to Return form
- Enrollment opportunities advertised to the community through print materials, newspaper, Facebook, website, and current families
- Prospective students / families submit enrollment paperwork anytime between the 2<sup>nd</sup> and the 31<sup>st</sup> at 3:30.
- Informational meetings are held on the 13<sup>th</sup> and 23<sup>th</sup> at 6:30 at KTEC

### February 2014

- Enrollment Lottery
- Students notified of placement status

### March 2014

- KUSD restores water and gas to building
- Projects to put building back in operation begin

### April 2014

- KUSD continue work
- KTEC staff begin preparation needed in classrooms including waxing the floor

### May 2014

- Carpet, phones, copy machines, and furniture delivered to office to make it operational before June 1<sup>st</sup>
- KUSD and KTEC staffs continue to complete building preparation tasks

### June 2014

- Orders of curriculum materials begin to arrive
- KUSD is complete with most projects
- Moving of teacher materials begin

July 2014

- Teacher training for staff new to KTEC
- Apply for occupancy permit

August 2014

- Student orientation
- Registration
- Teacher training continues

September 2014

- First day for students at both campus

### **Committee Review & Community Meeting**

This report was reviewed by the Planning, Facilities, and Equipment and the Curriculum Committees at the December 3, 2013 meeting, and the combined Committees unanimously recommended that it be forwarded on to the full Board for consideration. In addition, a community meeting was held on December 4, 2013 and the feedback from the public attending the meeting regarding the proposal was overwhelmingly positive.

### **Recommendation**

Administration recommends Board approval of the expansion of the Kenosha School of Technology Enhanced Curriculum through the use of the former McKinley Middle School building and through the revised charter contract that reflects this facility addition as described in this report.

Dr. Michele Hancock  
Superintendent of Schools

Dr. Floyd E. Williams, Jr.  
Assistant Superintendent of Elementary  
School Leadership

Dr. Angela Andersson  
Principal  
Kenosha School of Technology  
Enhanced Curriculum (KTEC)

Mr. Patrick Finnemore, PE  
Director of Facilities

## Appendix A

Kenosha Unified School District  
Kenosha, WI

### **Kenosha School of Technology Enhanced Curriculum Contract**

**This agreement is made as of the ~~22<sup>nd</sup> day of April~~ 17<sup>th</sup> day of December, 2013 by and between the Board of Education for the Kenosha Unified School District No. 1 (“Board”) and the Kenosha School of Technology Enhanced Curriculum (“KTEC”).**

#### **Terms of the Contract**

The term of the Kenosha School of Technology Enhanced Charter Contract shall be a period of ~~five (5)~~ four (4) years commencing of the 1<sup>st</sup> day of July ~~2013~~ 2014.

It is understood and agreed that the Kenosha School of Technology Enhanced Curriculum will follow all of the established district policies and procedures unless stipulated differently in other provisions in this contract or provided by law.

#### **Sponsors**

The sponsors of this contract are the KTEC Governance Board and founding members. The Governance Board is composed of parent and community members. The founding members are Dr. Angela Andersson, Lynette Powers and Sarah McMillian.

#### **Person in Charge and Administrative Services**

The person responsible for administrative leadership of the Kenosha School of Technology Enhanced Curriculum is Dr. Angela Andersson. She serves as the full-time principal/director of the school. She is responsible to the Board of Education for meeting the terms of the contract, maintaining financial accountability, serving as an instructional leader, overseeing student achievement, managing the building, hiring all personnel, and handling student discipline. Dr. Andersson will also be responsible for overseeing secretarial-clerical procedures such as attendance and health records. She oversees the administration of assessment and evaluation programs. If the Principal should leave her position, central office personnel in consultation with the KTEC Governance Board will choose a replacement. The KUSD Superintendent will make the recommendation of a replacement to the KUSD Board of Education for approval.

#### **Governance**

Dr. Andersson will work closely with the KTEC Governance Board to ensure that this charter contract and the mission of the school are fulfilled. The KTEC Governance Board is made up of seven members. In order to protect the autonomy of the Governance Board, none of the members may be KTEC employees and only one position can be held by an employee of Kenosha Unified School District.

**Nonsectarian**

The Kenosha School of Technology Enhanced Curriculum is nonsectarian in its programs, admission policies, employment practices, and all other operations. The KTEC faculty, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

**Educational Program**

Grades Served: KTEC will serve the educational needs of students from 4 year old preschool through eighth grade.

Mission: The mission of the Kenosha School of Technology Enhanced Curriculum is to develop lifelong learners who achieve academic excellence by integrating technology with 21<sup>st</sup> Century Skills and innovative curriculum.

Curriculum: The staff of the Kenosha School of Technology Enhanced Curriculum will design a program that aligns with Common Core State Standards. Curriculum materials will be chosen by the staff in conjunction with the mission/educational program of the school and aligned with mission of the Kenosha Unified School District.

**Methods of Attaining Educational Goals**

Instructional Framework: As the mission states, the instructional framework at KTEC focuses on academic excellence, technology integration, 21<sup>st</sup> Century skills, and innovation.

All students at KTEC are expected to achieve academic excellence and are held to rigorous standards. Students are expected to be readers and writers of literature and informational texts. Information literacy strategies are also integrated into each grade level in many ways including research projects each year.

Students use computerized programs and assessments in literacy and numeracy to ensure that each student is getting practice on the appropriate level of skills daily to promote the greatest level of academic growth.

At KTEC, STEM is more than an acronym for science, technology, engineering, and math. STEM education removes the traditional barriers erected between the four disciplines by integrating the subjects into one cohesive means of teaching and learning. An effective STEM program is important because increasing student opportunities for STEM learning can improve the chances of post-secondary success for all students. Equipping students with STEM skills will also prepare them for the high-demand jobs of the future and improve student learning in other subjects.

STEM education results in the development of skills in critical thinking, problem solving, innovation and creativity. As a school KTEC will use students' natural disposition toward technology to engage in learning that requires higher order thinking skills.

Instructional Practice: Technology integration is achieved when technology tools support the curriculum and help students reach their goals. These tools provide students and teachers with the following:

- Access to up-to-date, primary source material
- Methods of collecting and recording data

- Ways to collaborate with students, teachers, and experts around the world
- Opportunities for expressing understanding via images, sound, and text
- Learning that is relevant and assessment that is authentic
- Training for publishing and presenting their new knowledge

The school will use instructional materials consistent with Common Core State Standards. The curriculum will include literacy, science, engineering, and math. Social science concepts will be taught through literacy instruction. Technology will be integrated into the curricular program to provide practice, to assess learning, provide information, as a tool to complete advanced problems, and provide high-quality presentations.

Students often engage in cooperative learning experiences to enhance higher order thinking skills within the curriculum. Through working in collaborative teams, students develop communication, leadership, and teamwork. The school has high expectations for student academic progress and behavior.

All teachers at KTEC attend professional development sessions to build an understanding of the curricular program and culture of KTEC. This training includes information on teaching 21<sup>st</sup> Century Skills and character education as well as KTEC's literacy and STEM programs

Co-curricular Courses: Technology will be used in each co-curricular area to enhance student learning and engagement.

Art: Each KTEC student will receive a comprehensive art education that includes art making, aesthetics, art history and culture, as well as art criticism. To promote learning in the six Wisconsin Standards categories of knowledge, skills, communication, thinking, understanding, and innovation, students will participate in a variety of artistic activities and projects. Technology will be integrated in art through projects related to graphic design. Cross-curricular connections will be made when appropriate.

Health: KTEC requires each middle school student participates in health lessons each year. The lessons focus on the standards set by the Wisconsin Department of Public Instruction and strives to present material with a personalized and individualized approach. Topics include personal wellness, fitness, hygiene, nutrition, stress management and life stages.

Physical Education: A quality physical education program is offered to students as part of the KTEC curriculum. Embracing the Standards and Benchmarks set forth by the Wisconsin Department of Public Instruction and the National Association of Sports and Physical Education, lessons are designed to provide activities that are inclusive, highly active, and challenging.

KTEC employs current best practices and technology to integrate physical, academic and wellness concepts. Students participate in instructional units designed to develop motor,

cognitive and social skills through sports, recreation, dance and fitness, in order to build a strong foundation for lifelong health and wellness. Recess is an extension of the KTEC physical education program.

**Music:** Each student at KTEC receives musical instruction through a variety of programs. Students in Kindergarten through fifth grade receive general music instruction twice per week while students in grades 6 -8 participate in choir. Students in grades 5 – 8 have the option of participating in band; the option for Orchestra instruction is open to students beginning in grade 4. Collaboration across subject areas promotes innovative learning and academic excellence. These music classes are taught in alignment with the Wisconsin State Music Standards for Performance, Creativity, Literacy, Response, and Connections.

**Spanish:** Students in Kindergarten through eighth grade have instruction in Spanish language and culture. Intercultural understanding is a critical 21<sup>st</sup> Century Skill both for life and the workplace. Globalization, with its accompanying free trade agreements, is shrinking the business world and those who know more than one language will definitely have the edge over a monolingual counterpart. The world language teacher will focus on grammar skills and cultural components in order to enrich the understanding of the language.

KTEC will infuse technology into the instructional process to enhance students' speaking, listening, reading, and writing skills in the target language, as well as their knowledge and appreciation for cultural diversity. This technology will also be utilized in the regular education classroom and available for home use as well.

**School Calendar:** KTEC will generally follow the KUSD calendar. However, the unique educational program of the charter school may necessitate flexibility when scheduling the school day and calendar.

### **Methods of Measuring Student Progress**

**Student Evaluation:** Students will be assessed on their mastery of Common Core State Standards.

**Annual Testing:** Students at KTEC will participate in annual state standardized assessments as well as district assessments such as Measures of Academic Progress (MAPs).

**Report Cards:** Report cards will be completed quarterly in grades Kindergarten through eight. Progress reports will be completed three times per year for students in preschool. Students in preschool through second grade will not receive letter grades, but will receive rubric scores. Students in grades 3 through 8 will receive letter grades. The staff of KTEC will continue to use reporting systems that reflect assessment of mastery of Common Core State Standards as well as 21<sup>st</sup> Century Skills.

### **Governance Structure/Methods to Insure Parental involvement**

Governance Method: The Kenosha School of Technology Enhanced Curriculum Governance Board oversees the attainment of the educational outcomes of the charter school and ensures that the school is in compliance with this Contract and the mission of KTEC. The Governance Board will also assist in securing grant monies and other sources of revenue to deepen the capabilities of the school, approve the annual budget for KTEC, build community relations, and make policies that govern the operations of the school. The KTEC Governance Board will consist of 7 voting members. The Governance Board will include an ex-officio member which will be the principal of the school. Members shall serve 3 year terms which will begin on May 1<sup>st</sup> and conclude April 30<sup>th</sup>. There will be no term limit. The Board will reorganize on April 30<sup>th</sup> of each year which will include swearing in of new Governance Board members and electing new positions. Governance Board members must let the President know by the 2<sup>nd</sup> Tuesday in January if they will be serving an additional term.

Methods to Ensure Parental Involvement: Parents are important partners in the educational program at KTEC. The governance structure of the school addresses parent involvement. Parents are involved in the school's Governance Board making them a critical part of the decision making process. Parents are also involved through an active Parent, Teacher, and Student Organization. Parents volunteer in many ways at KTEC. The Governance Board conducts surveys parents about satisfaction with the educational program of their students.

Discrimination: The Kenosha Unified School District and by extension Kenosha School of Technology Enhanced Curriculum is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District.

### **Teacher Qualifications**

Teachers at KTEC must meet all KUSD qualifications for employment as well as the requirements established by the Wisconsin Department of Public Instruction. In addition, teachers must demonstrate technical competency and an understanding of 21<sup>st</sup> Century Skills and Science, Technology, Engineering, and Math integration. Some positions require additional, specialized training such as Project Lead the Way.

Employee Status: Employees are considered KUSD employees and therefore are entitled to same salary and benefits as other KUSD teachers.

### **Student Health and Safety**

All health and safety policies will be adhered to including fire and safety drills. OSHA safety procedures will be in place.

### **Racial/Ethnic Balance Goals and Methods**

KTEC will not deny access to any student based on race, religion, gender, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability status.

Admission decisions are based on a random lottery. Siblings and children of staff members may be exempted from the lottery.

### **Admission Requirements**

Application Required: In order to join the KTEC lottery, ~~an enrollment form and questionnaire~~ a preliminary, short enrollment form must be submitted during the month of January each year. **Applicants may indicate a preferred campus on the enrollment form. If that campus is full when the student is selected, the student will be offered placement at the other campus. Whenever possible every effort will be made to keep siblings at one campus. Upon accepting placement for a student, families must complete an official KUSD enrollment form and questionnaire.**

Discontinuance of Student Enrollment: Non-compliance with the KUSD policies and Code of Conduct may result of the discontinuance of student enrollment.

### **Financial and Programmatic Operations**

Tuition: No tuition will be charged. Charter schools choose whether to collect student fees to defray costs of instructional materials, field trips/activities or consumable materials.

Budgeted Items: Salaries, benefits, facilities fee, equipment, supplies, and similar items will be included in the school budget. Budgeting practices will adhere to district and state requirements. The building principal will approve all purchases.

Financial Records: All operational and personnel funds will flow through the district and follow all KUSD policies and procedures.

Payment by KUSD: Eighty (80) percent of the per member cost, as determined the state will go to the local charter school site. Carryover funds are permitted.

Offsets: KUSD may offset part or all of any amount that charter exceeds the Direct Cost Budget that it is liable for. (No charter is authorized to expend any amounts in excess of the Direct Cost Budget.)

Purchasing: All supplies and equipment shall be requisitioned and purchased following standard financial procedures and KUSD purchasing procedures.

Student Records: Copies of standardized testing results and all records required by KUSD policy or law will be maintained in the school office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

Transportation: Transportation is not provided by the Kenosha School of Technology Enhanced Curriculum; it is the responsibility of the parents / guardians of students.



Other Services: KUSD Services: As part of the 20 percent of per member cost, KUSD will provide agreed upon services. These services include district-wide services such as textbook and software adoption, professional development, instructional consultation, federal and district breakfast / lunch program, minor facility repairs, and inclusion in all federal and state grant programs at the school's discretion.

### **Student Discipline**

All KUSD student behavior policies and the Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and families will receive notification of unique rules and regulations. Students who have excessive expectation violations of the behavior plan will go before the KTEC Governance Board for behavior monitoring, action plan, and case file review.

### **Public School Alternatives**

No student is required to attend KTEC. Students who do not attend will attend their attendance area school or other choice schools.

### **Description of Facilities/Liability Insurance**

Description of School Facility: The Kenosha School of Technology Enhanced Curriculum is **made up of two campuses. One campus is housed at 6811 18<sup>th</sup> Avenue.** ~~This facility~~ is the former Lincoln Elementary School, **6811 18<sup>th</sup> Avenue**, and is leased from the City of Kenosha. **The other campus is the former McKinley Middle School, 5710 32<sup>nd</sup> Avenue. The facility is owned by Kenosha Unified School District.**

Liability Insurance: Liability coverage is provided by KUSD and is the same that is provided for all district schools.

### **Effect on the Liability of the School District**

The Kenosha School of Technology Enhanced Curriculum will adhere to all federal, state, and local regulations (pertaining to liability) and to the Board's insurance and risk management requirements. All charter schools will adhere to the KUSD Code of Ethics.

### **Termination of Contract**

This contract may be terminated if any of the following conditions are met:

Mutual Agreement: Both parties (KUSD and KTEC) agree in writing to termination.

Contract Violation: If the KUSD Board determines that the school is in violation of this charter contract.

Educational Goals: If the KUSD Board determines that the charter students have failed to make sufficient progress towards educational goals. If an extension of time to attain such goals is requested in writing, such requests shall include a written plan (which is acceptable to the district) that sets out the additional steps that the school will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the school's written plan for attaining educational goals shall be final.

Fiscal Management: If the KUSD Board determines that the charter school has failed to comply with generally accepted accounting standards and Board policy.

Violation of WI Stat 118.40: If the KUSD Board determines that the charter is in violation of Wisconsin Statute 118.40.

Insolvency: If the KUSD Board determines that charter's revenues are insufficient to pay its expenses.

**Notice**

Whenever under this contract notice must or may be given to the other party, (KUSD or Charter) or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided:

To: the Board  
Curriculum

To: Kenosha School of Technology Enhanced Curriculum

Dr. Michele Hancock  
Superintendent of Schools  
Kenosha Unified School District

3600 – 52<sup>nd</sup> Street  
Kenosha, WI 53144  
Telephone: 262-359-6320  
Facsimile: 262-359-7672

Dr. Angela Andersson  
Principal  
Kenosha School of Technology Enhanced Curriculum

6811 18<sup>th</sup> Ave  
Kenosha, WI 53143  
Telephone: 262-359-3800  
Facsimile: 262-359-2194

In witness whereof, the parties have caused this contract to be executed by their duly authorized representatives as of the date first above written.

**The Board of Education for the  
Kenosha Unified School District**

**By:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Kenosha School of Technology  
Enhanced Curriculum**

**By:**\_\_\_\_\_

**Date:**\_\_\_\_\_

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

December 17, 2013

**FOUR-YEAR GRADUATION RATE – COHORT ANALYSIS**

*(School Year 2012-13 Graduation Class of 2013)*

*Executive Summary*

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 eighteenth annual report to the Kenosha Unified School Board. It provides a “base cohort” illustrating the progress of students from their initial assignment as a ninth grader on the Official Third Friday Count Day in SY 2009-10 until the end of summer school four school years later in August 2013. Additionally, the graduation “base cohort” of the Class of 2012 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 slightly different than the rate published by the Wisconsin Department of Public Instruction (DPI). Beginning in 2009-10, DPI reported a 4-year cohort graduation rate which includes all students who have been assigned to a *Wisconsin* public school cohort and were last enrolled in KUSD during the 4-year time period, whether or not the student *began* in KUSD in their ninth grade year. Additionally, DPI’s graduation rate is a factor in two priority areas of the new Accountability School and District Report Card: Closing Gaps and On-Track and Postsecondary Readiness. For the school and district report cards, DPI provides data on the 4-year cohort and the 6-year cohort. Subsequent KUSD specific cohort reports will align with the DPI model of presenting a 4-year and 6-year analysis.

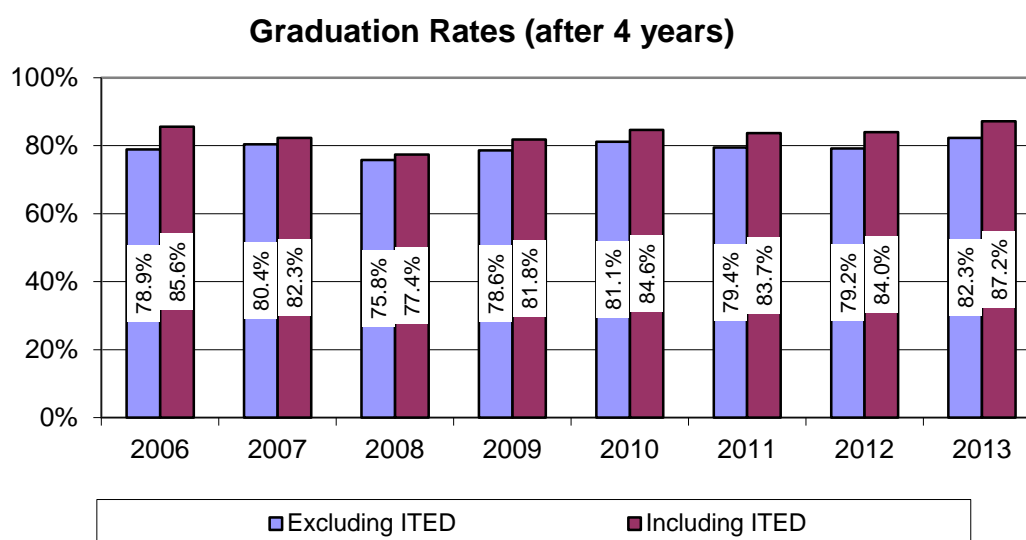
Beginning in SY 2010-11, new federal guidelines regarding student race and ethnicity were implemented. In the past, parents/guardians were required to categorize their child in one of the following ethnic groups: Asian, Black/African American, Hispanic, Native American, and White. The new guidelines apply a two-part question format, first whether or not the student is Hispanic/Latino **and** then selecting one or more of the following races: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. **Because this is the third 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 2009-10.** This will allow for valid comparisons when analyzing longitudinal data. The updated race/ethnicity categories 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.

It should be noted that a few changes regarding high school completion were recently put in place. In April 2011, the Kenosha Unified Rule 6456 *Graduation Requirements* was updated. Effective for the Class of 2013 was a change in the high school graduation credit requirement from 26 to 23 credits. The minimum credits for Social Studies, Math and Science were reduced from 4 to 3 credits. Currently, Wisconsin High School Graduation Standards contain a minimum requirement of 3 credits for Social Studies, 2 credits each for Math and Science, and 21.5 credits overall. State legislators are in the process of a proposal to increase the Math and Science requirements from 2 to 3 credits. In April 2012, Rule 6456 also added a Community/Service Learning requirement beginning with the Class of 2013 and an Online Learning Experience beginning with the Class of 2016. Another change was implemented in September 2013; the standardized assessment used in the High School Competency Diploma Option transitioned from the paper and pencil Iowa Tests of Educational Development (ITED) to the Iowa Assessment, an on-line version that is aligned to the Common Core Standards.

### **SIGNIFICANT FINDINGS** ***Four-Year Cycle (Class of 2013)***

The following is a list of significant findings based on a review of this year's cohort analysis. Please note that the terms "Students with Disabilities", "Economically Disadvantaged", and "Limited English Proficient" are used as defined by No Child Left Behind (NCLB) and the Individuals with Disabilities Education Act (IDEA), as well as the state-approved waiver agreement post-NCLB, and are consistent with DPI reporting.

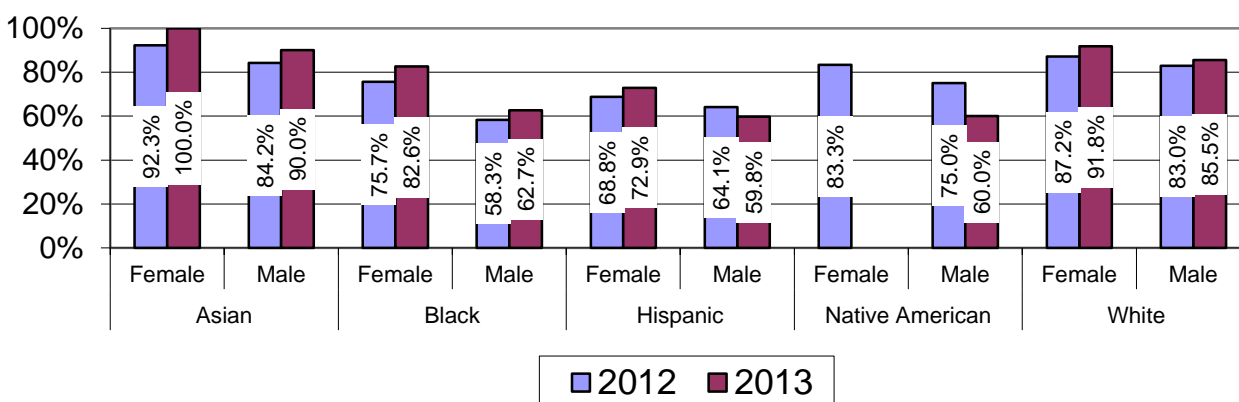
1. At the end of the four-year cycle, KUSD achieved an overall graduation rate of 82.3%, an increase of 3.1% over last year's rate of 79.2% when excluding "ITED" graduates, and 87.2% when including "ITED" graduates, an increase of 3.2% when compared to last year's rate of 84.0%.



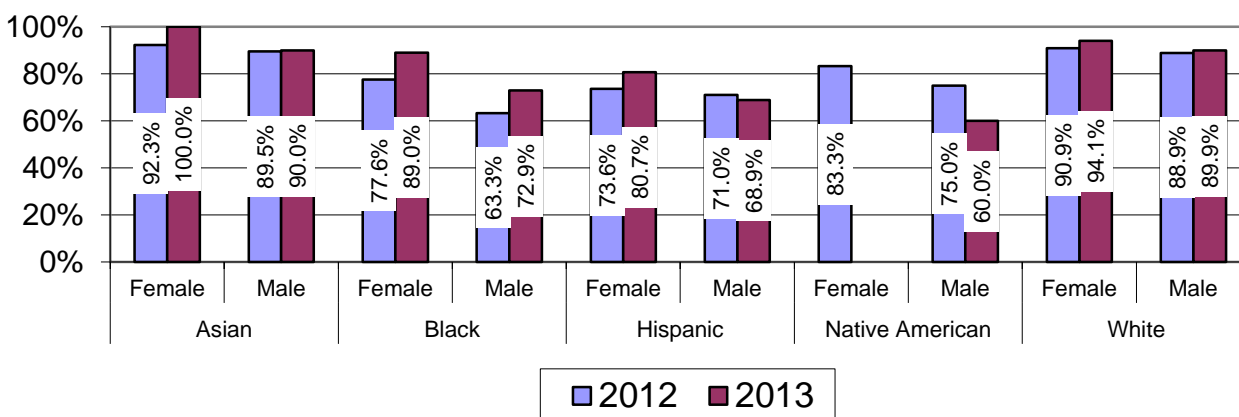
2. As in previous years, Black and Hispanic students graduated at a rate lower than their White counterparts, both when excluding "ITED" graduates and including them.

3. Black Females reported a significant increase in their graduation rate when excluding “ITED” graduates and from 77.6% to 89.0% (+11.4) when including them. Black Males also reported an increase in their graduation rate when excluding “ITED” graduates, from 58.3% to 62.7% (+4.4%) and from 63.3% to 72.9% (+9.6%) when including “ITED” graduates.
4. Hispanic Females reported an increase in their graduation rate when excluding “ITED” graduates, from 68.8% to 72.9% (+4.1%) and when including “ITED” graduates, from 73.6% to 80.7% (+7.1%). However, Hispanic Males reported a decrease in their graduation rate when compared to the previous year, from 64.1% to 59.8% (-4.3%) when excluding “ITED” graduates and from 71.0% to 68.9% (-2.1%) when including them.
5. White Females reported an increase in their graduation rate when excluding “ITED” graduates, from 87.2% to 91.8% (+4.6%) and when including “ITED” graduates, from 90.9% to 94.1% (+3.2%). White Males reported an increase of 83.0% and 85.5% (+2.5) when excluding “ITED” graduates and 88.9% to 89.9% (+1.0) when including “ITED” graduates.

## Ethnic Groups - Excluding ITED



## Ethnic Groups - Including ITED



6. The graduation rates for the target groups in the School and District Report Card, “Students with Disabilities”, “Economically Disadvantaged”, and “Limited English Proficient” report graduation rates at a lower rate than their comparison group; however, all target groups reported increases from 2012 to 2013. When excluding “ITED” graduates “Students with Disabilities” increased from 59.7% to 65.9% (+6.2%), “Economically Disadvantaged” rose from 66.8% to 69.7% (+2.9%), and “Limited English Proficient” went from 66.9% to 69.3% (+2.4). When including “ITED” graduates, increases were also seen; “Students with Disabilities” rose from 68.2% to 74.6% (+6.4%), “Economically Disadvantaged” went from 73.6% to 78.7% (+5.1%) and “Limited English Proficient” went from 74.0% to 75.3% (+1.3).
7. All female students graduated at higher rates than male students of the same ethnicity.
8. When comparing 2012 to 2013, decreases in the gap were reported between Black and White Males and Black and White Females when excluding “ITED” graduates. When including “ITED” graduates, the gap also decreased between Black Males, Black Females and Hispanic Females and the rates of White students of the same gender grouping. The most notable decrease was with Black Females; this gap was reduced from 13.3% in 2012 to 5.1% in 2013.
9. The greatest disparity in graduation rates with ethnic and gender groups was between Hispanic Males and White Males, with gaps of 25.7% and 21.0% respectively, when excluding and including “ITED” graduates.
10. Students with Disabilities report lower graduation rates than their comparison group; however, the gap reported in 2013 was the lowest in the past five years. Students who are “Economically Disadvantaged” continue to report a gap in the 24% range with those “Not Economically Disadvantaged” when excluding “ITED” graduates; when including “ITED” graduates, this gap fell from 20.3% in 2012 to 16.8% in 2013.
11. The dropout rate fell from 3.1% in 2012 to 2.0% in 2013. Black Females reported the lowest dropout rate of all gender and major ethnic groups at 0.9%, a decrease from 5.6% in 2012. Hispanic Males reported the highest dropout rate.
12. The number of “ITED” graduates in the 2013 Cohort Graduation Class after four years were 76, an increase of one student when compared to 75 “ITED” graduates in the 2012 Cohort Graduation Class.

#### ***Five-Year Cycle (Class of 2012)***

13. At the end of the five-year period, 1,254 students (80.1%) graduated when excluding “ITED” graduates and 1,393 students (89.0%) graduated when including “ITED” graduates, resulting in an additional +0.9% and +5.0% of students, respectively, when compared to the end of the fourth year.

14. The graduation rates for most of the reported student subgroups increased when measured at the end of the fifth year as compared to the rate reported at the end of the fourth year, both when excluding and including “ITED” graduates, with the exception of no change for Asian Male students and Native American students. The only subgroup that reported a slight decrease was Hispanic Males, which dropped slightly from 64.1% to 63.7% when excluding the “ITED” graduates, though the rate for this subgroup did increase from 71.0% to 78.1% when including “ITED” graduates.
15. The percent of “Credit Deficient” students in the 2012 graduation cohort group decreased at the end of the fifth year, from 12.7% to 5.6%; however, the percent of “Dropout” students increased, from 7.9% to 14.1% when including “ITED” graduates as dropouts and from 3.1% to 5.2% when excluding “ITED” graduates as dropouts.
16. The number of “ITED” graduates in the 2012 graduation cohort group after five years was 139 students, an increase of 64 students when compared to the same cohort group after four years.

### **Recommendations**

At its December 3, 2013 meeting, the Curriculum/Program Standing Committee reviewed and accepted the 2012-13 Four Year Graduation Rate - Cohort Analysis Report and recommended that it be forwarded to the full School Board for its review and acceptance. Administration recommends that the School Board review and accept the 2012-13 Four Year Graduation Rate-Cohort Analysis Report. The Office of Information and Accountability will continue to monitor graduation patterns and submit the 2013-14 Four Year Graduation Rate - Cohort Analysis Report to the School Board Curriculum/Program Standing Committee in the fall of 2014.

Dr. Michele Hancock  
Superintendent of Schools

Mr. Kristopher Keckler  
Executive Director  
Information and Accountability

Ms. Renee Blise  
Research Coordinator  
Information and Accountability

**LINK TO COMPLETE REPORT WITH APPENDICES**

<http://www.kusd.edu/sites/default/files/document-library/english/cohort.pdf>

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Kenosha Unified School District  
Kenosha, Wisconsin

December 17, 2013

**Formation of Ad Hoc Student Dress Code Committee**

Below is an excerpt from the November 12, 2013, Personnel/Policy Standing Committee Meeting minutes:

*"Flood introduced Policy/Rule 5431 – Student Dress Code and indicated that he is requesting the proposed changes as he felt it would be fair to student while reducing the burden on Administration and other staff in regards to enforcement.*

*Mr. Flood moved to approve the revisions of Policy/Rule 5431 – Student Dress Code with the additional revision of "to cover the mid-section" to "to fully cover the gluteus maximus" in the last sentence of the "Bottoms" section of the Rule. Ms. Burns seconded the motion. Discussion followed.*

*Dr. Hancock suggested that a Dress Code Ad Hoc Committee be formed, as done in the past, and that Policy/Rule 5431 – Student Dress Code be reviewed by that Committee. Mr. Bryan and Mrs. Coleman agreed with Dr. Hancock's suggestion.*

*Mr. Flood withdrew his motion to approve the revisions of Policy/Rule 5431 – Student Dress Code with the additional revision of "to cover the mid-section" to "to fully cover the gluteus maximus" in the last sentence of the "Bottoms" section of the Rule.*

*Mr. Flood moved to forward Policy/Rule 5431 – Student Dress Code with to the full Board for approval of only the suggested changes in the last paragraph of the Rule. Mrs. Snyder seconded the motion. Unanimously approved.*

*Mr. Flood requested that the members of the Personnel/Policy Committee be invited to serve on a member of the Dress Code Ad Hoc Committee."*

Below is an excerpt from the November 26, 2013, Regular School Board Meeting Minutes:

*"Ms. Stevens introduced School Board Policy 5431 – Dress Code and Formation of An Ad Hoc Student Dress Code Committee submitted by Dr. Hancock, excerpts follow:*

*'It is recommended that the School Board approve the proposed revision to the rule portion of Policy 5431 – Dress Code as a first reading this evening and that it be brought back for a second reading in December. It is also recommended that an ad hoc dress code committee be formed.'*

*Mr. Flood moved to approve the suggested changes in the last paragraph of Rule 5431 – Student Dress Code made by the Personnel/Policy Committee as a first and second reading. Mrs. Coleman seconded the motion. Unanimously approved.*

*Mr. Flood moved to send Policy/Rule 5431 – Student Dress Code back to the Personnel/Policy Committee for further review. Ms. Stevens passed the gavel to Mrs. Taube and seconded the motion. Motion carried. Mr. Bryan dissenting. Mrs. Taube returned the gavel to Ms. Stevens.”*

Below is an excerpt from the December 3, 2013, Personnel/Policy Standing Committee Meeting minutes:

*“Mr. Bryan introduced Policy/Rule 5431 – Student Dress Code.*

*Mr. Flood moved to forward all of the proposed revisions to Policy/Rule 5431 – Student Dress Code, except for changes related to I.D.’s, to the full Board. Mrs. Butler seconded the motion.*

*Discussion followed pertaining to the Committee’s recommendation last month for an ad hoc Committee to be formed. Several Committee members expressed the need of an ad hoc committee to allow more discussion on recommended changes and to also receive input from students, parents, and staff.*

*Mr. Flood withdrew his motion to forward all of the proposed revisions to Policy/Rule 5431 – Student Dress Code, except for changes related to I.D.’s, to the full Board.*

*Mr. Flood moved to forward Policy/Rule 5431 – Student Dress Code back to the full Board with the direction that the Board President form an ad hoc Committee by January 30th. Ms. Dahl seconded the motion. Unanimously approved.”*

Included in the agenda is Policy and Rule 5431 in its current form as well as the changes suggested by Mr. Flood as contained in the December 3, 2013, Personnel/Policy Standing Committee agenda.

### **Recommendation**

Administration recommends that the School Board President form an ad hoc student dress code committee by January 30, 2014, per the Personnel/Policy Committee motion approved on December 3, 2013.

Dr. Michele Hancock  
Superintendent of Schools

POLICY 5431  
STUDENT DRESS CODE

The Kenosha Unified School District Board is committed to providing students with an educational environment that is safe and conducive to learning free from distractions. The District retains the right to monitor and take action when such distractions, in the sole judgment of the District, present a health or safety hazard, or disrupt classroom settings or decorum.

All exceptions to this policy and rule, based on religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

**LEGAL REF.:** Wisconsin Statutes

Sections: 118.001 Duties and powers of school boards; construction of statutes  
20.13(1)(a) School board powers  
First Amendment, U.S. Constitution

**CROSS REF.:** 5431.1 School Uniforms  
5438 Gangs and Gang-Related Activities

**AFFIRMED:** August 13, 1991

**REVISED:** January 11, 1994  
September 9, 1997  
May 22, 2007  
September 22, 2009  
October 26, 2010  
November 26, 2013

RULE 5431  
STUDENT DRESS CODE

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Students at the middle and high school levels will be required to wear student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular).

Bottoms (dress pants, capris, shorts, skirts, skorts, dresses, jeans, khakis, sweat pants)

- Must fit appropriately and not be baggy, tight, or drag on the floor;
- Must be at the waist and appropriately fastened with belts when needed;
- Must be neat, clean and in appropriate repair, no holes, or tears;
- Underwear must be covered at all times, when standing or seated;
- Dresses, skirts, skorts, and shorts must be at least fingertip length when standing.

Tops

- Must be long enough to be tucked in, no skin showing between bottoms and tops when seated or standing;
- Must cover chest at all times;
- Must have sleeves;
- Must be neat, clean and in appropriate repair, no holes or tears; and
- Must fit appropriately and not be tight or baggy.

Footwear

- Athletic shoes, laced shoes, shoe boots, loafers, dress shoes, or sandals.

Inappropriate attire:

- See through fabric without opaque fabric lining;
- Pajamas, undershirts or undergarments as outerwear;
- Leggings worn as bottoms;
- Attire that may be considered weapons, including but not limited to chain belts or wallet chains;
- Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment;
- Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, or do rags within the building;

RULE 5431  
STUDENT DRESS CODE  
PAGE 2

House slippers, or any other type of footwear that could constitute a safety hazard;  
Steel-toed boots or shoes;  
Any type of footwear with wheels;  
Hobnails, spurs or cleats on belts, boots, or shoes;  
Flip flops, clogs or sandals without back strap in PK – 5<sup>th</sup> grade.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate or to contact parent or guardian to bring in appropriate clothing. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Repeated violations of school attire rules will constitute disciplinary action.

**Kyle Flood Suggested Policy Revisions**

**POLICY 5431**  
**STUDENT DRESS CODE**

The Kenosha Unified School District Board is committed to providing students with an educational environment that is safe and conducive to learning free from distractions. The District retains the right to monitor and take action when such distractions, in the sole judgment of the District, present a health or safety hazard, or disrupt classroom settings or decorum.

All exceptions to this policy and rule, based on religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

**LEGAL REF.:** Wisconsin Statutes

Sections: 118.001 Duties and powers of school boards; construction of statutes  
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RULE 5431  
STUDENT DRESS CODE

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Students at the middle and high school levels will be required to ~~wear~~ **produce** student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular). **Students in sixth and ninth grade must wear their I.D.'s for the first 30 days of the school year.**

Bottoms (dress pants, capris, shorts, skirts, skorts, dresses, jeans, khakis, sweat pants, **leggings/yoga pants**)

Must fit appropriately and not be **excessively** baggy, tight, or drag on the floor **as determined by building administration;**

Must be at the waist and appropriately fastened with belts when needed;

Must be neat, clean and in appropriate repair, no ~~holes,~~ **or excessive** tears **as determined by building administration;**

Underwear must be covered at all times, when standing or seated;

Dresses, skirts, skorts, and shorts must be at least fingertip length when standing.

**If leggings or yoga pants are worn as bottoms, tops must be long enough to cover the mid-section.**

Tops

Must be long enough to be tucked in, no skin showing between bottoms and tops when seated or standing;

Must cover chest at all times;

Must have sleeves **except in special weather related circumstances as determined by building administration;**

Must be neat, clean and in appropriate repair, no holes or tears; and

Must fit appropriately and not be **excessively** tight or baggy **as determined by building administration.**

Footwear

Athletic shoes, laced shoes, shoe boots, loafers, dress shoes, or sandals.

RULE 5431  
STUDENT DRESS CODE  
PAGE 2

Inappropriate attire:

- See through fabric without opaque fabric lining;
- Pajamas, undershirts or undergarments as outerwear;
- ~~Leggings worn as bottoms;~~
- Attire that may be considered weapons, including but not limited to chain belts or wallet chains;
- Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment;
- Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, or do rags within the building;
- House slippers, or any other type of footwear that could constitute a safety hazard;
- Steel-toed boots or shoes;
- Any type of footwear with wheels;
- Hobnails, spurs or cleats on belts, boots, or shoes;
- Flip flops, clogs or sandals without back strap in PK – 5<sup>th</sup> grade.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate or to contact parent or guardian to bring in appropriate clothing. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Repeated violations of school attire rules will constitute disciplinary action.



Kenosha Unified School District  
Kenosha, Wisconsin

December 17, 2013

**School Board Policy/Rule 8850 – School Board Committees**

Mr. Flood's Rationale: Students are largest stakeholder in the district and should therefore have a large say in the districts issues. I am proposing these policy changes in order to support the strength of the student voice and opinion.

At the December 3, 2013 Personnel/Policy Standing Committee meeting, a motion was approved to forward proposed revisions to Policy 8850 to the school board for consideration as a first and second reading.

Policy 8850 – School Board Committees is presented for a first reading this evening.

Michele Hancock  
Superintendent of Schools

POLICY 8850  
SCHOOL BOARD COMMITTEES

The School Board believes committees can be useful in the decision-making process and in the conducting of Board business. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner, study issues facing the District more in depth, and take more ownership in things happening in the District. The committee structure is designed to assist the Board in the conducting of Board business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process.

The Board shall have four standing committees: (1) Audit, Budget and Finance, (2) Curriculum and Program, (3) Planning, Facilities and Equipment, and (4) Personnel and Policy. Each standing committee shall consist of three Board members. A quorum of the committee shall be a minimum of two (2) Board members. The Board President shall appoint Board members to standing committees in accordance with established procedures. No Board member may serve on more than two standing committees. The Board President shall select the committee chair. The committee chair may seek ~~to~~ six qualified community members and, ~~at the discretion of the chair one non-voting~~ **two students to serve on the committee** ~~advisor to serve in an advisory capacity~~. Every attempt will be made to have these committees reflect the diversity of the District. Community member appointments shall be made in accordance with established procedures. The term of appointment to a standing committee will be for two years for community ~~members~~ and student ~~advisors~~ **members**, with option of renewal at the chair's discretion.

Whenever possible, terms will be staggered. It is expected that ~~community~~ **all committee** members will attend at least 80% of the meetings of the standing committee to which they have been appointed. Consistent with Board policy concerning Board officers, the chair of each committee may not serve as committee chair for more than two consecutive years.

The Board may establish other standing and temporary ad-hoc committees from time to time as needed. The Board President shall make such committee appointments in the same manner as other standing committee appointments.

The Board President shall serve as an ex-officio member of all standing and temporary committees of the Board.

The function of all Board committees should be fact-finding, deliberating and advising, but not legislating or policymaking. Each Board committee shall be assigned specific duties. All policymaking actions taken by a Board committee shall be subject to ratification and approval of the Board. For policy-related items, the Board will have a first and second reading of the recommended policy before final policy adoption. The policy readings shall occur at separate Board meetings.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy.

POLICY 8850  
SCHOOL BOARD COMMITTEES  
Page 2

LEGAL REF.: Wisconsin Statutes

Sections 19.82 [Open meeting law definitions]  
19.84 [Public notice requirement]  
19.85 [Reasons for closed session]  
19.89 [Exclusion of members from meetings]

CROSS REF.:

8412, School Board Officer Duties  
8510, School Board Policy Development and Revision  
8711, Public Notification of School Board Meetings  
8810, Rules of Order  
8860, Citizen Advisory Committees  
8870, Public Participation at School Board Meetings

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: April 21, 1998  
July 13, 1999  
February 22, 2000  
July 10, 2001  
July 28, 2009

DELETED: June 25, 2002

REAFFIRMED: May 13, 2003  
December 19, 2006  
June 22, 2010

RULE 8850  
SCHOOL BOARD COMMITTEES

A. Committee Appointment Process

1. The Board President shall appoint Board members to standing committees immediately following the School Board's annual organizational meeting. Such appointments shall be made, in order, as follows:
  - a. by seeking volunteers and making appointments based on Board member interest
  - b. by direct appointment of Board members to specific committees
2. Community members may be appointed to serve as members on standing committees as outlined in Board policy. Such appointments shall be made, in order, as follows:
  - a. by encouraging volunteers that reflect the diverse student population
  - b. by seeking volunteers and making appointments based on citizen interest
  - c. by direct appointment of the committee chair with approval of the Board President
  - d. by appointment of the Board President

B. Standing Committee Operating Procedures

1. Whenever possible, policy items to be considered by the Board shall be introduced to the standing committee at a monthly committee meeting. Any item referred to a standing committee must come back to the full Board within 30 days, unless a motion by the standing committee to further review the item is determined.
2. Standing committees, unless canceled by the committee Chair or Board President shall meet once each month. Additional meetings will be scheduled by the chair as necessary. Meetings shall be limited in length to one hour or less.
3. The committee chairs, the Superintendent of Schools and designated administrators shall meet to establish meeting agendas for standing committees. This process will ensure the orderly flow of information and the effective operation of the Board and committees. Committee agenda items are limited to those referred by the Board President, committee chairs and designated administrators. Meeting agendas must be published at least five working days prior to a scheduled meeting.
4. Administrators and other District staff, as appropriate, will be requested to serve in an advisory capacity to standing committees and/or to provide necessary support resources.
5. Committee meetings shall be conducted in accordance with *Robert's Rules of Order Revised*.
6. Any Board member or citizen may attend a standing committee and may speak to any item on the agenda. However, only committee members may vote on agenda items.
7. Minutes shall be kept of all standing committee meetings. The minutes shall be distributed to all Board members in order to keep the full Board informed of matters discussed at committee meetings. Committee meeting minutes shall also be made available for inspection by the public in accordance with state law and the Board's policy on access to public records.
8. Standing Committee updates will be included as an agenda item for all regular Board meetings.
9. Motions that have come from committee shall appear on a regular meeting agenda, and shall contain the committee's recommendation, and include comments of dissent, in addition to Administration's recommendation.

RULE 8850  
SCHOOL BOARD COMMITTEES  
Page 2

C. Specific Duties of Standing Committees

BOARD OF EDUCATION  
ORGANIZATIONAL CHART – COMMITTEES

<u>Audit, Budget and Finance Committee</u>	<u>Curriculum and Program Committee</u>	<u>Planning, Facilities and Equipment Committee</u>
<ul style="list-style-type: none"><li>• Assist in the preparation and development of the Board and District's annual budget</li><li>• Review all monthly budget expenditures and all budget modifications, changes, etc., throughout the year</li><li>• Review all budgets related to grants submitted and/or awarded</li><li>• Review all proposed Board policies related to budget and finance matters</li><li>• Assist in the planning and completion of the District's management, financial, and program audits, including the AASA audit</li><li>• Review any audit findings and prepare recommended action plans</li><li>• Strategic Plan – Strategic planning will have a financial impact as the plan proceeds toward implementation. The Audit, Budget and Finance Committee will review the strategic planning budget and implications to overall District budget.</li></ul>	<ul style="list-style-type: none"><li>• Review all matters related to existing or new curriculum and programs</li><li>• Review survey, test and evaluation results of the District</li><li>• Monitor curriculum adoption and implementation schedule</li><li>• Review all grant proposals in terms of program components</li><li>• Review teaching materials, book selections, etc.</li><li>• Review all proposed Board policies related to education, teaching or support programs</li><li>• Review comprehensive staff development plan and implementation</li><li>• Strategic Plan – Many initiatives of Strategic Plan will have significant curriculum implications. As initiatives are identified and implemented, it is appropriate that the Curriculum and Program Committee be kept apprised of their process.</li></ul>	<ul style="list-style-type: none"><li>• Assist in the preparation and updating of the District's five-year capital improvement budget</li><li>• Review the implementation of all expenditures related to facilities and equipment</li><li>• Assist in establishing of building standards for each type of educational facility</li><li>• Review and update the District's comprehensive technology and administrative computer plan</li><li>• Work with community groups to develop a financial plan to accommodate the implementation of the District's physical plant plans</li><li>• Review all proposed Board policies related to planning facilities and equipment</li><li>• Strategic Plan – A portion of the strategic plan that involves facilities or accommodations within facilities will be reviewed by this committee.</li></ul>

BOARD OF EDUCATION  
ORGANIZATIONAL CHART – COMMITTEES

<u>Personnel and Policy Committee</u>	<u>Ad-Hoc Committee</u>
<ul style="list-style-type: none"><li>• All employment of staff and related issues concerning staff would be addressed through this committee</li><li>• Bargaining of Labor Contracts – All contracts that are bargained would be reviewed with recommendations forwarded to the full Board</li><li>• Review all personnel transactions, job descriptions, hiring, etc.</li><li>• Prepare and update annual student enrollment projections</li><li>• Policy Development – All policy development would receive first readings through Personnel and Policy Committee</li><li>• Strategic Plan – Any issues of personnel or policy that may come out of plan will be reviewed by this committee. Those issues endorsed by this committee would be forwarded to the full Board for approval.</li></ul>	<ul style="list-style-type: none"><li>• Ad-hoc committee(s) are appointed by the Board President</li><li>• Their responsibilities are based on the task(s) for which they are assigned</li><li>• Ad-hoc committees are not standing committees and have a limited term</li></ul>

Kenosha Unified School District  
Kenosha, Wisconsin

December 17, 2013

**Report of Contracts in Aggregate of \$25,000**

School Board Policy 3420 requires that “all contracts and renewals 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 as determined and reported to the School Board monthly by the Purchasing Agent.”

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to November 24, 2013, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

[Link to Contract Management Database](#)

**Approval of Contracts in Aggregate of \$25,000**

The following contracts/agreements have not been added to the Contract Management Database are being presented to the Board at this time for Board Approval.

**Conn-Selmer via Pacetti's Maestro of Music – 5 Year lease-to-own instrument package**

**1. What is the purpose of the proposed purchase?**

KUSD has been running a program to provide band and orchestra instruments for students who qualify for free and reduced lunch. In the past five years our free and reduced population has increased by 25% but we have not added to our pool of “scholarship” instruments. Also due to the current economy, more students are continuing to use scholarship instruments as they progress through middle and high school. We currently have a waiting list of over 70 students who would be playing in band or orchestra if instruments were available.

**2. What is the total cost of purchase and the funding source?**

Total purchase cost is \$14,815.75 annually for five years, for a total cost of \$74,078.75. There are currently enough funds in the Fine Arts budget to cover the yearly payment with an additional contingency amount reserved for emergency or unique equipment needs. The advantage of purchasing on a five-year plan is that the amount of the purchase qualifies KUSD for wholesale pricing and additional value-added programs from Conn-Selmer. Even with the cost of

financing, we will still end up spending less than if we were to purchase in smaller quantities each year. We also get the advantage of purchasing all of these instruments at today's price and receiving them up front.

**3. What is the educational outcome of this purchase?**

We have needs for scholarship instruments that exceed our current inventory. The purchase of these instruments would allow additional low SES and students of color the opportunity to be involved in a positive school activity that has been shown to increase student achievement, promote mastery, as well as teach discipline and teamwork, all in a fun environment. In addition, our current instrument inventory is aging and in order to address sustainability, we have to begin a regular program for replacement and augmentation. The expected life of a school instrument is ten years so with a five year lease, we will be able to begin a cycle of planning and purchasing to insure that we have adequate equipment, in good condition, for all students. This will allow for increased numbers in the music programs and increased success with our targeted student population.

**4. When is the anticipated start date?**

We would like to start this program as soon as possible so that we can get students on the waiting list started immediately after winter break. Funds have been earmarked from this year's budget for this purpose. We are also seeking additional community funding as this lease is only minimally addressing the equipment needs of the programs.

**OverDrive – eBook platform for hosting digital library resources**

**1. What is the purpose of the proposed purchase?**

We acknowledge that KUSD has a growing number of students that seek digital resources available to them 24/7 on virtually any electronic device. To meet this need of our students, our school library media teachers researched four ebook providers and found that OverDrive for K-12 schools offers the most comprehensive, cost effective selection of popular and educational eBook, audiobook, music and video titles. These titles can be viewed on all major types of electronic devices, personally owned and school owned, such as desktops, laptops, smartphones, nooks, Kindles, iPads and iTouches.

To afford this purchase, library media teachers evaluated current KUSD electronic resources. The results found a need for access to ebooks viewable on a large variety of electronic devices. Collectively, we decided to cease subscribing to a few of our electronic databases that no longer meet our growing



needs. With the elimination of obsolete databases, we can absorb the cost of OverDrive electronic resources.

With more than 350,000+ titles, OverDrive is the nation's largest electronic platform provider of electronic resources. The OverDrive collection covers every subject and includes award winners, best sellers, and classics. KUSD library media teachers will have access to content from the world's best publishers of informational text and literary non-fiction, popular fiction, classic literature, supplemental curriculum, reference, study and test prep, and foreign language.

The benefits of OverDrive include features such as a download capability to all major types of electronic devices. This download capability allows users to read the ebook without Internet access, which will ultimately give students increased access to information and reading enjoyment. Currently we have a limited selection of titles that have this type of download feature, as most of our current ebook resources require streaming Internet connections that may not be readily available in our students' homes.

OverDrive digital resources engage students of every reading level with an electronic library that support curriculum and instruction goals, best practices, and student achievement. Many Wisconsin school districts, including Appleton, Eau Claire, Menasha and Millton are implementing OverDrive resources into their library collections. OverDrive has growing popularity in Kenosha public libraries. This new purchase for KUSD will extend community reach by implementing the school version of the OverDrive product that Kenosha Public Library provides to its patrons.

**2. What is the total cost of purchase and the funding source?**

\$20,000 annually for 5 years from Common School State Library Funds from the state of Wisconsin. With the signing of this contract, the full amount of \$20,000/year is used to purchase digital content and the annual service/platform fee is waived.

**3. What is the educational outcome of this purchase?**

The OverDrive library integrates Accelerated Reader and Lexile Measure data. Implementation of OverDrive also contributes to meeting the action step outlined in the KUSD Transformation Plan Goal#1 Strategy B to transform school libraries into 21st Century Learning Centers. Our library media program uses American Association of School Libraries (AASL) standards to guide our teaching and learning. Standard 3: Share knowledge and participate ethically and productively as members of our democratic society. This standard includes benchmarks that encourage global learners to use digital resources to organize and display knowledge in ways that others can view, use, and assess. The AASL standards are aligned with Common Core Standards. This resource for teachers can be found at [<http://www.ala.org/aasl/standards-guidelines/crosswalk>].

**4. When is the anticipated start date?**

January 1, 2014

Dr. Michele Hancock  
Superintendent of Schools

Mr. Tarik Hamdan  
Interim Chief Financial Officer

Mr. Robert Hofer  
Purchasing Agent

## PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Conn-Selmer via Pacetti's Maestro of Music

Purchased Good/Program: 5 Year lease-to-own instrument package

Start Date/Date Needed: January 2014

1. **PURPOSE** – What is the purpose of the proposed purchase?

KUSD has been running a program to provide band and orchestra instruments for students who qualify for free and reduced lunch. In the past five years our free and reduced population has increased by 25% but we have not added to our pool of "scholarship" instruments. Also due to the current economy, more students are continuing to use scholarship instruments as they progress through middle and high school. We currently have a waiting list of over 70 students who would be playing in band or orchestra if instruments were available.

2. **FUNDING** – What is the total cost of purchase and the funding source?

Total purchase cost is \$14,815.75 annually for five years, for a total cost of \$74,078.75. There are currently enough funds in the Fine Arts budget to cover the yearly payment with an additional contingency amount reserved for emergency or unique equipment needs. The advantage of purchasing on a five-year plan is that the amount of the purchase qualifies KUSD for wholesale pricing and additional value-added programs from Conn-Selmer. Even with the cost of financing, we will still end up spending less than if we were to purchase in smaller quantities each year. We also get the advantage of purchasing all of these instruments at today's price and receiving them up front.

3. **REQUEST FOR PROPOSAL (RFP)** – indicate if an RFP has been completed

YES ☒ NO ☐ If no, please request an RFP packet

4. **EDUCATIONAL OUTCOME** – What is the educational outcome of this purchase?

We have needs for scholarship instruments that exceed our current inventory. The purchase of these instruments would allow additional low SES and students of color the opportunity to

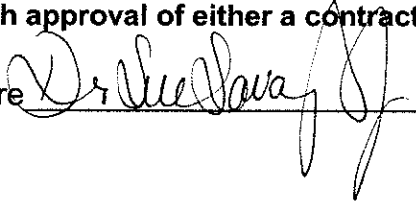
be involved in a positive school activity that has been shown to increase student achievement, promote mastery, as well as teach discipline and teamwork, all in a fun environment. In addition, our current instrument inventory is aging and in order to address sustainability, we have to begin a regular program for replacement and augmentation. The expected life of a school instrument is ten years so with a five year lease, we will be able to begin a cycle of planning and purchasing to insure that we have adequate equipment, in good condition, for all students. This will allow for increased numbers in the music programs and increased success with our targeted student population.

5. START DATE – When is the anticipated start date?

We would like to start this program as soon as possible so that we can get students on the waiting list started immediately after winter break. Funds have been earmarked from this year's budget for this purpose. We are also seeking additional community funding as this lease is only minimally addressing the equipment needs of the programs.

**Your response does not establish approval of either a contract or a purchase order.**

Appropriate Leadership Signature



Date

12-4-2013

## PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: **OverDrive**

Purchased Good/Program: eBook platform for hosting digital library resources

Start Date/Date Needed: January 1, 2014

### 1. PURPOSE – What is the purpose of the proposed purchase?

We acknowledge that KUSD has a growing number of students that seek digital resources available to them 24/7 on virtually any electronic device. To meet this need of our students, our school library media teachers researched four ebook providers and found that OverDrive for K-12 schools offers the most comprehensive, cost effective selection of popular and educational eBook, audiobook, music and video titles. These titles can be viewed on all major types of electronic devices, personally owned and school owned, such as desktops, laptops, smartphones, nooks, Kindles, iPads and iTouches.

To afford this purchase, library media teachers evaluated current KUSD electronic resources. The results found a need for access to ebooks viewable on a large variety of electronic devices. Collectively, we decided to cease subscribing to a few of our electronic databases that no longer meet our growing needs. With the elimination of obsolete databases, we can absorb the cost of OverDrive electronic resources.

With more than 350,000+ titles, OverDrive is the nation's largest electronic platform provider of electronic resources. The OverDrive collection covers every subject and includes award winners, best sellers, and classics. KUSD library media teachers will have access to content from the world's best publishers of informational text and literary non-fiction, popular fiction, classic literature, supplemental curriculum, reference, study and test prep, and foreign language.

The benefits of OverDrive include features such as a download capability to all major types of electronic devices. This download capability allows users to read the ebook without Internet access, which will ultimately give students increased access to information and reading enjoyment. Currently we have a limited selection of titles that have this type of download feature, as most of our current ebook resources require streaming Internet connections that may not be readily available in our students' homes.

OverDrive digital resources engage students of every reading level with an electronic library that support curriculum and instruction goals, best practices, and student achievement. Many Wisconsin school districts, including Appleton, Eau Claire, Menasha and Millton are implementing OverDrive resources into their library collections. OverDrive has growing popularity in Kenosha public libraries. This new purchase for KUSD will extend community reach by implementing the school version of the OverDrive product that Kenosha Public Library provides to its patrons.

2. FUNDING – What is the total cost of purchase and the funding source?

\$20,000 annually for 5 years from Common School State Library Funds from the state of Wisconsin. With the signing of this contract, the full amount of \$20,000/year is used to purchase digital content and the annual service/platform fee is waived.

3. REQUEST FOR PROPOSAL (RFP) – indicate if an RFP has been completed

YES ☐

NO ☒

If no, please request an RFP packet

4. EDUCATIONAL OUTCOME – What is the educational outcome of this purchase?

The OverDrive library integrates Accelerated Reader and Lexile Measure data. Implementation of OverDrive also contributes to meeting the action step outlined in the KUSD Transformation Plan Goal#1 Strategy B to transform school libraries into 21<sup>st</sup> Century Learning Centers. Our library media program uses American Association of School Libraries (AASL) standards to guide our teaching and learning. Standard 3: Share knowledge and participate ethically and productively as members of our democratic society. This standard includes benchmarks that encourage global learners to use digital resources to organize and display knowledge in ways that others can view, use, and assess. The AASL standards are aligned with Common Core Standards. This resource for teachers can be found at [<http://www.ala.org/aasl/standards-guidelines/crosswalk>].

5. START DATE – When is the anticipated start date?

January 1, 2014

**Your response does not establish approval of either a contract or a purchase order.**

Appropriate Leadership Signature Dr. Sue Savag Date 12-9-2013

Kenosha Unified School District  
Kenosha, Wisconsin

December 17, 2013

**WASB Proposed Resolutions – 2014**

The Superintendent and Leadership Council reviewed the 2014 WASB proposed resolutions and make the following recommendations:

- 14-01 – Access to Co-Curriculum Activities - Support
- 14-02 – Voucher School Accountability - Support
- 14-03 – Voucher School Teacher and Administrator Standards - Support
- 14-04 – Applicability of Open Meetings and Public Records Laws to Private Voucher Schools - Support
- 14-05 – Administration of Certain Required State Assessments (Explore) - Support
- 14-06 – Days of Instruction/Flexible Length of School Term - Support
- 14-07 – Educator Effectiveness - Support
- 14-08 – Common Core State Standards - Support
- 14-09 – Forced Sale of School District Buildings and Grounds - Support
- 14-10 – Fund Balance – Support
- 14-11 – Recovery School Districts - Support
- 14-12 – School Start Date - Support
- 14-13 – Safety Belts on School Buses - Support
- 14-14 – Sharing of Student by Districts - Support
- 14-15 – Weapons Possession in School Zones - Support

It is recommended that the School Board provide direction to its delegate relative to the 2014 WASB proposed resolutions and give their delegate discretionary latitude to vote on amendments or other resolutions.

Dr. Michele Hancock  
Superintendent of Schools

Leadership Council:  
Sheronda Glass  
Tarik Hamdan  
Kris Keckler  
Beth Ormseth  
Tanya Ruder  
Sue Savaglio-Jarvis  
Susan Valeri  
Floyd Williams

1                                   **WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.**

2                                   Madison, Wisconsin

3                                   November 18, 2013

4  
5                                   **REPORT TO THE MEMBERSHIP ON 2014 RESOLUTIONS**

6                                   WASB Policy & Resolutions Committee

7                                   Mike Blecha, Green Bay Area School Board, Chair

8  
9  
10  
11   ***Resolution 14-1: Access to Co-Curricular Activities***

12   Create: The WASB opposes legislative efforts to mandate that districts provide students residing  
13   in the district who are not enrolled in the district schools access to district co-curricular activities.

14  
15   Rationale: Co-curricular programs exist to support the educational mission of the school district,  
16   and, to ensure this, school boards adopt co-curricular codes holding students to behavioral,  
17   attendance, and academic standards. The committee advanced this resolution to give WASB  
18   members an opportunity to express their position in response to proposed legislation (as yet not  
19   introduced) that would give non-public-school students the right to participate in co-curricular  
20   activities.

21  
22   ***Resolution 14-2: Voucher School Accountability***

23   Amend existing resolution 2.70 (a) **Private School Aid** as follows:

24  
25           Private and parochial schools that accept state funding through taxpayer-financed  
26           vouchers (hereafter “private voucher schools”) must be held to the ~~state statutory~~  
27           ~~requirements, testing requirements and accountability measures as public schools~~ same  
28           state statutory requirements, testing requirements and accountability standards as public  
29           schools, without exception.

30  
31   Rationale: The committee advanced this resolution to enable WASB members to clarify what it  
32   means to hold private voucher schools to the same state statutory requirements, testing  
33   requirements and accountability standards as public schools, by making it explicit that these  
34   requirements should be applied equally to all public and private voucher schools, without  
35   exception.

36  
37   ***Resolution 14-3: Voucher School Teacher and Administrator Standards***

38   Amend existing resolution 2.70 (c) **Private School Aid** as follows:

39           Teachers and administrators in private voucher schools ~~should~~ must be required to meet the  
40           same standards required of public school teachers and administrators, including, but not  
41           limited to, licensure standards and educator effectiveness provisions.

42  
43   Rationale: The committee advanced this resolution to enable WASB members to consider  
44   making explicit two specific standards in the existing resolution requiring teachers and  
45   administrators in private voucher schools to meet the same state standards required of public  
46   school teachers and administrators.



1 ***Resolution 14-4: Applicability of Open Meetings and Public Records Laws to Private Voucher***  
2 ***Schools***

3 Create an additional paragraph in existing resolution 2.70 **Private School Aid** as follows:

4  
5 Private voucher schools must be subject to and comply with the Open Meetings Law and  
6 Public Records Law that apply to public schools.  
7

8 Rationale: The committee advanced this resolution to give members a chance to express their  
9 position on whether private voucher schools (i.e., private and parochial schools that accept state  
10 funding through taxpayer-financed vouchers) must be subject to and comply with the Open  
11 Meetings Law and Public Records Law that apply to public schools.  
12

13 ***Resolution 14-5: Administration of Certain Required State Assessments (Explore)***

14 Create: The WASB supports granting the Department of Public Instruction (DPI) the authority  
15 to approve a waiver from the statutorily-required administration of the ACT Explore test during  
16 the fall session of ninth grade to school districts that administered this assessment in the spring  
17 session of eighth grade.  
18

19 Rationale: The committee advanced this resolution to allow the members to consider concerns  
20 expressed by a number of state school districts that have already been administering the ACT  
21 Suite of tests to their students using district funds and have specifically been administering the  
22 Explore test to eighth graders. Those districts assert that by advancing this resolution in support  
23 of a waiver they are not seeking to avoid testing, but are seeking to avoid unnecessary  
24 duplication of testing.  
25

26 ***Resolution 14-6: Days of Instruction/Flexible Length of School Term***

27 Amend existing resolution 1.24 **Days of Instruction** as follows:

28  
29 The WASB supports legislation to allow local districts the maximum latitude in  
30 determining the number of days of direct pupil instruction using the hours required under  
31 current law, and in determining what constitutes a day of school. The WASB further  
32 supports legislation to repeal the existing statutory provisions governing the number of  
33 school days required under current law, and supports legislation to allow districts to be  
34 governed only by the hours of direct pupil instruction required under current law.  
35

36 Rationale: The committee advanced this resolution to enable WASB members to clearly state  
37 their position with respect to existing statutory provisions governing the number of school days  
38 required each year, while maintaining in place existing statutory provisions governing the hours  
39 of direct pupil instruction required.  
40

41 ***Resolution 14-7: Educator Effectiveness***

42 Create: The WASB rejects any interpretation of educator effectiveness initiatives that would  
43 limit a school board's right to review this data, to decide what data is relevant, and to use this  
44 data for any lawful purpose and in a manner consistent with preserving the legitimate privacy  
45 interests of educators being evaluated.  
46

47 Rationale: The committee advanced this resolution to allow WASB members to express a  
48 position on the rights of school boards to use educator effectiveness data.

1 **Resolution 14-8: Common Core State Standardsa**

2 Amend existing resolution 3.02 **State Standards** and create paragraphs a) and b) as follows:

3  
4 The WASB supports ~~the efforts at the state level to create standards in the core content~~  
5 ~~areas of reading, math, science, language arts and social studies. The standards should be~~  
6 ~~established at the 4<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> all grade levels.~~ adoption and implementation of the  
7 Common Core State Standards at all grade levels in the content areas of English language  
8 arts, mathematics, and literacy (in all content areas), which are aimed at placing all  
9 Wisconsin students on track to graduate from high school ready for college or careers.  
10 The standards should not be so specific that they dictate local curricula, but should give  
11 students, parents, teachers, and local policymakers clear, high expectations for what  
12 students should know and be able to do at each grade level. The WASB further supports  
13 flexibility for school boards to select, approve and implement local district standards that  
14 reflect the local community's expectation that each student achieve his/her maximum  
15 potential. The local standards should meet or exceed ~~state standards~~ Common Core State  
16 Standards, and should include grade levels and ~~curriculum content~~ areas not included in  
17 the ~~state standards~~ Common Core State Standards. The standards should be written in  
18 language easily understood by the public.

- 19  
20 a) The WASB supports the vital role local school board governance and local school  
21 district decision-making play in designing, developing and delivering high quality  
22 educational services for our state's school children.  
23  
24 b) The WASB shares the concern of local school boards about federal intrusion into  
25 state and local prerogatives and opposes any and all efforts by the federal  
26 government to coerce states or local school districts to adopt any specific set of  
27 academic content standards. The WASB believes the U.S. Department of  
28 Education should fulfill its role as a policy implementer rather than a policy-  
29 maker, and should perform that role with proper recognition of local school board  
30 governance.

31  
32 Rationale: The committee advanced this resolution because: a) it determined that the WASB's  
33 existing policy resolution on state standards (3.02 State Standards) adopted in 1997 is outdated,  
34 particularly in light of the State Superintendent's decision to voluntarily adopt the Common Core  
35 State Standards in English language arts and mathematics as a replacement for the state's former  
36 Model Academic Standards; b) to date, the WASB Delegate Assembly has expressed no position  
37 on the Common Core State Standards or the role of the federal government with respect to  
38 academic standards; and c) committee members believed it was desirable to put these question of  
39 support for the Common Core State Standards to a vote of the Delegate Assembly.

40  
41 **Resolution 14-9: Forced Sale of School District Buildings and Grounds**

42 Create: The WASB supports maintaining locally elected school board decision making regarding  
43 the use of school district facilities and opposes legislation mandating that districts must sell or  
44 lease vacant or "underutilized" school buildings and grounds.

45  
46 Rationale: The committee advanced this resolution to allow WASB members to express a  
47 position in response to legislation that would, essentially, require the Milwaukee Public Schools  
48 (MPS) Board to offer vacant or underutilized buildings to the operators of private voucher

1 schools or charter schools. The authors of this legislation have indicated they support extending  
2 the principle underlying their bill to all school districts in the state.

3  
4 ***Resolution 14-10: Fund Balances***

5 Create: The WASB opposes any legislative or regulatory efforts to limit or to dictate the level of  
6 the general fund balances that a local school district must maintain.

7  
8 Rationale: School districts maintain a reasonable fund balance in their general fund for a variety  
9 of reasons, including: to manage cash-flow and avoid short-term borrowing and associated  
10 interest costs in periods during which income is not being received; to stabilize both the budget  
11 and tax rate; to accumulate sufficient assets to make planned purchases; to provide for  
12 unexpected or unforeseen expenditures due to natural disasters, emergencies, etc.; and to  
13 preserve a high bond rating. Committee members expressed concern over the likelihood that  
14 legislators may review school district fund balances and may attempt to prescribe legislation or  
15 rules to govern the maximum size of fund balances school districts may maintain. Committee  
16 members advanced this resolution to allow WASB members to express a position on such  
17 legislative efforts to dictate the allowable level of general fund balances local school district may  
18 maintain.

19  
20 ***Resolution 14-11: Recovery School Districts***

21 Create: The WASB opposes the creation in Wisconsin of a recovery school district or a similar  
22 state-level authority designed to take over and attempt to improve the performance of low-  
23 performing public schools.

24  
25 Rationale: The committee advanced this resolution to the Delegate Assembly to allow WASB  
26 members to decide whether to take a position in opposition to recovery school district proposals  
27 or other similar proposals that would remove schools from the governance of locally elected  
28 school boards and place them into a special district that answers to a state authority, such as the  
29 state superintendent or someone else given that power by the state Legislature.

30  
31 ***Resolution 14-12: School Start Date***

32 Amend existing resolution 1.22 **Authority to Establish the School Calendar** as follows:

33  
34 The WASB supports local school boards having sole authority to establish the school  
35 calendar and the number of contract days, and ~~opposes existing and proposed~~ supports  
36 repealing existing state statutes restricting the school start date.

37  
38 Rationale: The committee advanced this resolution to enable WASB members to more clearly  
39 state their position regarding repealing the existing state statutes restricting the school start date.

40  
41 ***Resolution 14-13: Safety Belts on School Buses***

42 Amend existing resolution 3.51 **Seat Belts** as follows:

43  
44 The WASB opposes legislation requiring all school buses to be equipped with seat belts  
45 for students; however, the WASB supports legislation to require newly manufactured  
46 school buses to be equipped with safety belts provided the state provides funding to  
47 defray the cost to school districts of purchasing, leasing or contracting for new school  
48 buses with such belts.

1 Rationale: The committee advanced this resolution to enable WASB members to review the  
2 existing WASB policy resolution on this topic, which was adopted in 1986, in light of changes in  
3 federal regulations, improvements in school buses and safety belts, and legislation (2013 Senate  
4 Bill 304) that has been introduced to require all school buses weighing more than 10,000 pounds  
5 and manufactured on or after a date approximately six months after the effective date of the bill  
6 to be equipped with 3-point (lap-shoulder) safety belts.

7  
8 ***Resolution 14-14: Sharing of Student by Districts***

9 Create: The WASB supports providing additional flexibility for school districts to save costs by  
10 sharing students through programs such as, but not limited to, whole-grade sharing or creation of  
11 regional high schools serving a number of surrounding school districts.

12  
13 Rationale: The committee advanced this resolution to enable WASB members to decide whether  
14 to more explicitly express their support for specific types of programs that allow school districts  
15 to save costs by sharing students, and to further clarify the intent of existing WASB Policy  
16 Resolution 3.29 (Academic Cooperation).

17  
18 ***Resolution 14-15: Weapons Possession in School Zones***

19 Amend existing resolution 6.11 (b) **Weapon Possession** as follows:

20  
21 6.11 Weapon Possession

22  
23 (b) The WASB supports safe learning environments for all children, free of guns and  
24 other weapons. Further, the WASB opposes any initiatives at the state or federal level  
25 that would legalize any further ability for anyone, with the exception of sworn law  
26 enforcement officers, to bring a weapon or possess a weapon, concealed or otherwise, in  
27 school zones or lessen the consequences for violation of existing safe school policies  
28 relating to guns and other weapons.

29  
30 Rationale: The committee advanced this resolution to clarify and update the existing WASB  
31 resolution on this topic (6.11 (b) Weapon Possession), which was adopted prior to the enactment  
32 of legislation (2011 Wisconsin Act 35) permitting licensed individuals to carry concealed  
33 weapons, commonly referred to as the Carrying Concealed Weapon (CCW) Law, which  
34 effectively allows those with training and registration to carry concealed weapons in most  
35 settings unless specifically prohibited by law.



December 17, 2013

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Janette and Darrel Jones donated a 2005 Chevy Excursion High Top Conversion Van to the Bradford High School automotive class. The estimated value of this donation is \$6,139.00.
2. Bull and Bear Eatery donated \$500.00 to Grant Elementary School to support reading initiatives, parent engagement activities and classroom supplies.

### 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 1400, 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  
Kenosha, Wisconsin

December 17, 2013

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

**December**

- December 3, 2013 – Standing Committee Meetings – 5:30 P.M. in ESC Board Room
- December 17, 2013 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- December 23, 2013 – January 1, 2014 – Winter Recess

**January**

- January 2, 2014 – Schools Reopen
- January 14, 2014 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- January 20, 2014 – Dr. Martin Luther King Jr. Day - Schools & ESC Closed
- January 24, 2014 – Staff Workday – No School for Students
- January 28, 2014 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

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