



## **REGULAR MONTHLY BOARD MEETING**

**October 27, 2015**

**7:00 PM**

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

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Regular School Board Meeting  
October 27, 2015  
Educational Support Center  
7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Awards/Recognition	
A. National Coaches of America Association Academic All-American Award - Tremper High School Girls Varsity Soccer	
IV. Administrative and Supervisory Appointments	
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)	
IX. Remarks by the President	
X. Superintendent's Report	
XI. Consent Agenda	
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**Kenosha Unified School District**

**Kenosha, WI**

**October 27, 2015**

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>
Appointment	Bayley	Melissa	Special Education & Student Support	Occupational Therapy	Instructional	11/30/2017	1	\$43,069.00
Appointment	Marshall	Cortney	ITA	Security	ESP	09/21/2015	1	\$15.33
Appointment	Teague	Ellen	Southport Elementary School	Grade 4	Instructional	09/17/2015	1	\$42,673.00
Appointment	Monestime	Norvilus	KTEC	Maintenance Specialist	Miscellaneous	09/21/2015	1	\$19.16
Appointment	Belshaw	Kathleen	Reuther Central High School	Social Worker	Instructional	09/16/2015	0.6	\$47,037.60
Appointment	Erickson	Laura	Bullen Middle School	Special Education	Instructional	09/28/2015	1	\$39,106.00
Appointment	Krueger	Laurie	Facility Services	Operations Supervisor	Supervisory	10/01/2015	1	\$73,955.00
Appointment	Vanderkamp	Breeanne	Somers Elementary School	Grade 3	Instructional	09/21/2015	1	\$44,257.00
Appointment	Osmani	Gazmend	Bradford High School	Security	ESP	08/28/2015	1	\$14.33
Appointment	Sanchez	Veronica	Jefferson Elementary School	Health Information Clerk	ESP	09/11/2015	0.57	\$15.44
Appointment	Fischer	Mandy	Roosevelt Elementary School	4K Teacher	Instructional	09/28/2015	0.5	\$23,469.50
Appointment	Blaser	Tina	ITA	English	Instructional	09/28/2015	0.5	\$19,553.00
Appointment	Jones	Tina	McKinley Elementary	Kindergarten	Instructional	09/28/2015	1	\$39,106.00
Appointment	De Witt	Whendi	Finance	Secretary II - Purchasing	Secretarial	10/12/2015	1	\$19.10
Appointment	LeMay	Katelyn	Harvey Elementary School	Kindergarten	Instructional	10/05/2015	1	\$39,106.00
Appointment	Opie	Sarah	Jefferson Elementary School	EC-Kindergarten	Instructional	10/07/2015	1	\$51,591.00
Appointment	Jackson-Robinson	Kyle	Roosevelt Elementary School	Grade 5	Instructional	09/25/2015	1	\$39,106.00
Appointment	Montero-Lopez	Yanel	Cesar Chavez Learning Station	Family Service Provider	Miscellaneous	10/12/2015	1	\$14.75
Appointment	Kegel	Dominic	DOL	Physical Education	Instructional	10/12/2015	0.8	\$31,284.80
Appointment	Wells	Robert	Harborside Academy	Orchestra	Instructional	10/26/2015	1	\$78,396.00
Appointment	Kipp	Marina	KTEC East and McKinley Elementary School	ESL	Instructional	10/12/2015	1	\$44,457.00
Appointment	Schwark	Jennifer	Mahone Middle School	Grade 7 Math/Science	Instructional	10/26/2015	1	\$65,900.00
Appointment	Just	Dale	Somers Elementary School	Head Custodian	Service	10/12/2015	1	\$22.87
Appointment	Gleason	Sarah	KTEC	Grade 3	Instructional	11/09/2015	1	\$39,106.00
Appointment	Maxey	Katherine	Lincoln Middle School	Spanish	Instructional	11/02/2015	1	\$76,934.00
Early Retirement	Ramey	John	ITA	English	Instructional	01/22/2016	1	\$70,517.00
Resignation	Clark	Jenny	KTEC (East)	Grade 3	Instructional	09/23/2015	1	\$45,127.00
Resignation	Perfetto	Lauren	ITA	English	Instructional	09/24/2015	0.5	\$19,553.00
Resignation	Taylor	Donis	ITA	Technology Education	Instructional	09/29/2015	1	\$42,673.00
Resignation	Kotlewski	David	Harborside Academy	Instrumental Music / Elementary Orchestra	Instructional	10/02/2015	1	\$70,517.00
Resignation	Ostrov	Harry	Stocker Elementary School	Visual Handicap	Instructional	10/09/2015	1	\$78,396.00
Resignation	Kaminski	Jennifer	Teaching and Learning	Secretary III	Secretarial	10/13/2015	1	\$19.10
Retirement	Serpe	Michelle	Brass Community School	ESL Other Language	Instructional	10/09/2015	1	\$78,396.00
Separation	Gutierrez	Paula	Bullen Middle School	ESL	ESP	09/01/2015	1	\$15.97

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A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 26, 2015

A special meeting of the Kenosha Unified School Board was held on Wednesday, August 26, 2015, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for the school board and leadership council to refine the mission, vision, core values and strategic directions.

The meeting was called to order at 5:03 P.M. with the following members present: Mr. Flood, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Clegg, Dr. Savaglio-Jarvis, Dr. Williams, Dr. Ormseth, Mrs. Housaman, Mrs. Petering, Mr. Keckler, Mr. Hamdan, Ms. Valeri, Mrs. Ruder, Mrs. DeLabio, and Mrs. Doyle-Rudin were also present. Ms. Stevens was excused.

Mrs. Coleman, 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. Randall Clegg gave a PowerPoint presentation entitled Setting the Direction which covered the following topics: goals, board governance in context of the audit, organizational roles, board's governance role in establishing a strategic direction, statutory authority, governance: anticipating changing conditions, governance: direction vs. planning, governance: public engagement, establishing a strategic direction, and process.

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, gave a PowerPoint presentation which reviewed the process used in developing the current draft mission statement, vision statement, core values, and strategic directions.

Dr. Clegg gave direction and explained that a group-work format would be used to discuss and make suggestions to the draft mission statement. Each group shared their ideas and the Board recommended the following as the district's mission statement: Provide excellent, challenging learning opportunities and experiences that prepare each student for success.

Dr. Clegg gave direction and explained that a group-work format would be used to discuss and make suggestions to the draft vision statement. Each group shared their ideas and the Board recommended the following as the district's vision statement: To be Wisconsin's top performing urban school district that is highly regarded for continuously exceeding all expectations.

The board recessed at 7:10 P.M. and reconvened at 7:23 P.M.

Dr. Clegg gave direction and explained that a group-work format would be used to discuss and make suggestions to the draft core values. Each group shared their ideas and the Board recommended the following as the district's core values:

- Safety – providing a safe learning and working environment;
- Teamwork – collaborating respectfully to meet goals;
- Unity – being united among staff, students, families and all other stakeholders;
- Diversity – being inclusive of all individuals;
- Equity – treating all in a fair and just manner;
- Nurturing – providing a caring and encouraging environment;
- Trust – building confidence through transparency; and
- Stability – building organizational capacity to adapt to change successfully.

Dr. Clegg gave direction and explained that a group-work format would be used to discuss and make suggestions to the five strategic directions. Each group shared their ideas and the Board recommended the following as the five district strategic directions:

- Increase academic achievement for all students by prioritizing, planning and implementing recommendations from the curriculum audit;
- Implement transparent fiscal management practices that prioritize and align resources with strategic goals;
- Retain and recruit highly qualified staff who work to ensure the success of every student;
- Enhance the leadership and expertise of all staff through professional learning and collaboration; and
- Foster and strengthen community partnerships to increase student learning and family engagement.

There were no views or comments from the public.

Mrs. Snyder moved to adjourn the meeting. Mr. Falkofske seconded the motion. Unanimously approved.

Meeting adjourned at 8:52 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 27, 2015

A special meeting of the Kenosha Unified School Board was held on Thursday, August 26, 2015, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for discussion regarding strategic planning next steps and the ongoing governance work of the board.

The meeting was called to order at 5:03 P.M. with the following members present: Mr. Flood, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Clegg, Dr. Savaglio-Jarvis, Dr. Williams, Dr. Ormseth, Mrs. Housaman, Mrs. Petering, Mr. Keckler, Mr. Hamdan, Ms. Valeri, Mrs. Ruder, Mrs. DeLabio, and Mrs. Doyle-Rudin were also present. Ms. Stevens was excused.

Mrs. Coleman, 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. Randall Clegg gave a PowerPoint presentation entitled Roles of School Boards in Improving Student Achievement which described characteristics of effective school boards. A group-work format was used to discuss and share suggestions and/or ideas which could help the school board to be more effective.

The board recessed at 7:04 P.M. and reconvened at 7:15 P.M.

Dr. Clegg gave a PowerPoint presentation entitled Strategic Planning Next Steps which covered the adoption of the mission vision, core values and strategic directions, the development of an operational plan, the development of score cards, and school achievement plans.

Dr. Savaglio-Jarvis gave a PowerPoint presentation entitled School Achievement Plans which covered school vision work, school achievement plan, and what is next.

Dr. Ormseth distributed and presented a sample School Achievement Plan.

Dr. Clegg gave a PowerPoint presentation entitled Change Management which covered the following topics: change management process, audit policy recommendations, curriculum driven budget, public engagement and partnerships, advocacy for public education, and monitoring for results.

There were no views or comments from the public.

Mrs. Snyder moved to adjourn the meeting. Mr. Wade seconded the motion. Unanimously approved.

Meeting adjourned at 9:02 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 22, 2015

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 22, 2015, 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 6:10 P.M. with the following members present: Mr. Flood, Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

Mrs. Coleman, 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.

Mrs. Coleman announced that an executive session had been scheduled to follow this special meeting for the purpose of Items Relating to Students Requiring Confidentiality by Law.

Mr. Kunich moved that the executive session be held. Mr. Falkofske seconded the motion.

Roll call vote. Ayes: Mr. Flood, Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Noes: None. Unanimously approved.

1. Items Relating to Students Requiring Confidentiality by Law

Mr. Daniel Tenuta, Principal at Kenosha eSchool, arrived at 6:11 P.M. and presented Board members with two expulsion modification requests.

Mr. Tenuta and Dr. Savaglio-Jarvis were excused at 6:31 P.M.

Mr. Kunich moved to approve the expulsion modification request to add the option of consideration for the Hillcrest Bridge Program for the remainder of the expulsion. Mr. Falkofske seconded the motion. Unanimously approved.

Ms. Stevens moved to approve the expulsion modification request to add the option of consideration for the SOAR Program at Hillcrest School for the remainder of the expulsion. Mr. Wade seconded the motion. Unanimously approved.

Mr. Kunich moved to adjourn. Mr. Falkofske seconded the motion. Unanimously approved.

Meeting adjourned at 6:32 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 22, 2015

A regular meeting of the Kenosha Unified School Board was held on Tuesday, September 22, 2015, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:01 P.M. with the following Board members present: Mr. Flood, Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

Mrs. Coleman, 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 State of Education Address – Tremper High School Wind Ensemble Awards and the Summer Art Show Collection Awards.

There were no Administrative or Supervisory appointments.

Mr. Wade introduced the Student Ambassador, Max Bado from LakeView Technology Academy, and he made his comments.

Mr. Flood gave the Legislative Report.

There were views or comments by the public.

Board members made their responses/comments.

Mrs. Coleman made Board President remarks.

Dr. Savaglio-Jarvis gave the Superintendent's Report.

The Board considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations.

Consent-Approve item XI-B – Minutes of the 8/25/15 Special Meeting and Executive Session, the 8/25/15 Regular Meeting, 9/14/15 (2) Special Meetings, and 9/14/15 Annual Meeting of Electors.

Consent-Approve item XI-C – Summary of Receipts, Wire Transfers, and Check Registers submitted by Mrs. Lisa Salo, Accounting Manager; Mr. Tarik Hamdan, Chief Financial Officer; and Dr. Sue Savaglio-Jarvis, excerpts follow:

“It is recommended that the August 2015 cash receipt deposits totaling \$342,537.37, and cash receipt wire transfers-in totaling \$22,672,744.51, be approved.

Check numbers 526114 through 526932 totaling \$9,146,880.54, and general operating wire transfers-out totaling \$419,869.46, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2015 net payroll and benefit EFT batches totaling \$8,386,642.85, and net payroll check batches totaling \$5,406.08, be approved.”

Consent-Approve item XI-D – Policy 1520 – Notification of Materials and Literature to Students submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 1520 was developed to give the superintendent or his/her designee guidance in approving materials that are distributed to students by schools and outside organizations. Due to the lack of clarity in the policy as it currently stands, materials that do not meet the current board policy have been sent home with students.

In an effort to prevent this from happening in the future, the policy has been edited to provide a more definitive guideline of what may and may not be sent home with students of Kenosha Unified. In addition, the language has been simplified for outside organizations seeking to distribute materials to students.

At its August 11, 2015, meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 1520 to the school board for consideration. The School Board approved revised Policy and Rule 1520 as a first reading on August 25, 2015. Administration recommends that the school board approve revised Policy and Rule 1520 – Notification of Materials and Literature to Students as a second reading on September 22, 2015.”

Consent-Approve item XI-E – Policy and Rule 3643 – Emergency School Closing (Inclement Weather) submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 3643 was developed to give the superintendent or his/her designee guidance when determining whether or not to close schools. The rule outlines the operations of the district if and when school is closed due to inclement weather. The rule is also used to create an annual flier that is shared out with parents/guardians in the fall to remind them of how the decision to close is made and where they can learn of this decision.

The policy has been reviewed and updated to reflect current staff requirements regarding who reports to work, as well as what items are taken into consideration when deciding to close due to inclement weather. In addition, the notification time was

changed to 5:30 a.m. in an effort to better meet parental needs when scheduling childcare, etc. when the district closes.

There was not a quorum present at the August 11, 2015, Personnel/Policy committee meeting. The School Board approved revised Policy and Rule 3643 as a first reading on August 25, 2015. Administration recommends that the school board approve revised Policy and Rule 3643 – Emergency School Closing (Inclement Weather) as a second reading on September 22, 2015.”

Consent-Approve item XI-F – Policy 5471 – Corporal Punishment/Use of Physical Force and Resolution for Off-Duty Enforcement Officers Who Serve as Security Officers in Schools submitted by Ms. Susan Valeri, Director of Special Education and Student Support, and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 5471 was last updated in 2007. Since the revision of this policy in 2007, the State of Wisconsin created Statute §118.305, Seclusion and Restraint law, for all school districts to follow. This law generally provides that students, both special education and regular education, may only be secluded or restrained in very specific and limited circumstances and only when specific procedures and cautionary measures are taken.

The resolution was created to clarify the use of off-duty police officers within our schools. Statute §118.305(1)(c)(2) states, “Any law enforcement officer who has been authorized or designated to perform the duties under §118.125(1)(bL)1. or 2. is not a covered individual under this law and is not prohibited from restraining students.”

The duties specified in §118.125(1)(bL) are:

1. Enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the school district.
2. Maintain the physical security and safety of a public school.

These two statutes, properly read in conjunction, provide that the restrictions on restraining students do not apply to a law enforcement officer who is authorized or designated by a governing body. This exempts authorized law enforcement officers from the seclusion and restraint law, including the absolute prohibition on mechanical restraints such as handcuffs.

There was not a quorum present at the August 11, 2015, Personnel/Policy committee meeting. The School Board approved revised Policy 5471 as a first reading on August 25, 2015. Administration recommends that the school board approve revision of Policy 5471 as a second reading at the September 22, 2015, regular school board meeting.”

Consent-Approve item XI-G – Policy 4370 – Professional Development Opportunities submitted by Ms. Jennifer Navarro, Coordinator of Organizational Training

and Development; Mrs. Julie Housaman, Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“The September 2013 Curriculum Audit conducted by Phi Delta Kappa International states that “There is no clear expectation within board policies that requires a comprehensive, coordinated professional plan (page 334).” In response to this finding, the Professional Learning Steering Committee revised Policy 4370, which was last updated September 24, 2002. This policy is 13 years old.

The Professional Learning Steering Committee revised policy 4370 (Appendix A) to reflect these recommendations as well as current best practices from the field of professional learning. These revisions will provide guidance in the development of a professional learning plan. The table on pages 2 through 6 shows the correlations between the November 2013 Kenosha Unified School District Curriculum Audit and Learning Forward’s Learning System components. Learning Forward is a professional learning association devoted exclusively to educators and administrators who work in educator professional development. This organization focuses on planning, implementing, and measuring high quality professional learning so that individuals, schools, and the district can demonstrate improved academic achievement for all students.

In the process of revising the policy, the Professional Learning Steering Committee suggested that the name of the policy be revised to Professional Learning from Professional Development Opportunities. Current research states that professional development denotes something that is done to staff with little say in the process along with the understanding that once the professional development has been completed that the task has been accomplished. In-stead, the committee would like Kenosha Unified to maintain a positive mindset about professional learning in which staff members engage in authentic valuable learning experiences that promote active engagement, teacher voice, collaboration, inquiry, and reflection. Professional learning promotes ongoing learning in which staff engages in an ongoing cycle of improvement.

At its August 11, 2015, meeting, the Joint Personnel/Policy and Curriculum/Program Committee voted to forward revised Policy 4370 to the School Board for consideration. The School Board approved revised Policy 4370 as a first reading on August 25, 2015. Administration recommends that the School Board approve revised Policy 4370—Professional Learning as a second reading at the September 22, 2015, regular Board meeting.”

Mr. Kunich moved to approve the Consent Agenda as contained in the agenda. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Sue Savaglio-Jarvis introduced Policy and Rule 4332 – Criminal Background Checks submitted by Mrs. Annie Petering, Chief Human Resources Officer, and Dr. Savaglio-Jarvis, excerpts follow:

“Currently, the Criminal Background Check, Policy and Rule 4332, does not reference doing background checks for chaperones. Although the current language

states, “This includes, but is not limited to, volunteers, tutors, mentors and independent contractors”, it would be best to add “chaperones” to the explicitly listed individuals who are subject to criminal background checks. This addition would align with the proposed new Board Policy and Rule 4333 Chaperone Requirements and Expectations (see attached Criminal Background Check Policy 4332).

At its September 8, 2015, meeting, the Personnel/Policy Committee voted to forward revisions to Policy and Rule 4332 to the school board for consideration. Administration recommends that the school board approve proposed revisions to Policy and Rule 4332 – Criminal Background Checks as a first reading at the September 22, 2015, regular meeting. It will be presented at the October 28, 2015, regular meeting for a second reading.”

Ms. Stevens moved to approve the proposed revisions to Policy and Rule 4332 – Criminal Background Checks as a first reading. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Sue Savaglio-Jarvis introduced Policy and Rule 6440 – Course Options Enrollment submitted by Ms. Marsha Nelson, Career and Technical Education Coordinator; Mrs. Housaman; Dr. Bethany Ormseth, Assistant Superintendent of Secondary Schools; Mr. Kristopher Keckler, Executive Director of Information & Accountability; and Dr. Savaglio-Jarvis, excerpts follow:

“Policy and Rule 6440 – Course Options Enrollment, was recently approved as a new KUSD policy in July. The Wisconsin 2015-17 State Budget Bill, Act 55, made changes to the Course Options statute (s. 118.52 WIS. Stats.). These changes took effect upon passage of the bill and are in effect for the 2015-16 school year. The new changes do not alter the current practice of enrollment options for students. However, the updated rules relate to the ability for postsecondary institutions to charge additional tuition and fees to students and parents. The original Course Options process called for students and parents to incur zero costs associated with participation, while the resident school district and the Institute of Higher Education (IHE) negotiated a DPI approved amount per enrollment. With these changes, the student and parent would still have zero costs if the student only obtains high school credit for the Course Options enrollment. However, if the student would earn college/postsecondary credit for successful completion, then the IHE may charge the pupil, or the parent or guardian of a minor pupil, additional tuition and fees. These fees would be in addition to any amount paid by the school district to the IHE.

The current Course Options enrollment timeline requires that students submit enrollment requests at least six weeks prior to the start of the course. KUSD currently has approved Course Options enrollments for the upcoming fall term, and will work to communicate these new changes to these families so they may understand the current developments. The minor revision to the policy will help KUSD students and parents improve their understanding of this program and its potential costs.

On September 8, 2015, the Personnel/Policy Committee approved to forward the proposed revisions to Policy and Rule 6440 Course Options Enrollment to the Board of



Education for approval as a first reading at the September 22, 2015, regular school board meeting. Administration recommends that the School Board approve as a first reading the revised Policy and Rule Course Options Enrollment, and move to a second reading at the October 27, 2015, regular school board meeting.”

Mr. Keckler was present and answered questions from Board members.

Ms. Stevens moved to approve revised Policy and Rule 6440 – Course Options Enrollment as a first reading. Mr. Kunich seconded the motion. Motion carried. Mr. Flood abstaining.

Mrs. Coleman presented Policy and Rule 8850 – School Board Committees submitted by herself, excerpts follow:

“On February 24, 2015, the Board updated and adopted the 8000 policy series. Since then the Board has experienced an issue with maintaining meeting quorums and has decided to again review policy and rule 8850 in an effort to remedy the issue. Currently, the policy is being updated to reflect current practice to assist with ensuring quorum requirements can be met. Updates to the rule portion include grammatical updates and changes to provide clarity and accountability in line with current practice. Feedback on the rule was provided by the District’s leadership council.

The revised policy was presented and approved as a first reading at the August 25, 2015 School Board meeting. At that meeting, the following changes were discussed and have since been incorporated into the revised policy as noted in red:

- the removal of the wording “with the approval of the board president” at the end of the paragraph 2 of the policy.
- The change of the word “review” to “review and make recommendations on” throughout all of the committee duty descriptions in portion C of the rule. After reviewing the wording, the change to “review and make recommendations on” was made in all instances with the exception of the fifth bullet under the Audit, Budget, Finance Committee, the first and second bullet under the Curriculum, Program, Committee, the second and third bullets under the Planning, Facilities, Equipment Committee, and the first and second bullets under the Policy Committee.
- keep the word “All” in bullet 5 of the Personnel and Policy committee.
- it was requested that Administration provide more information and/or a rationale for the removal of the third bullet under the Planning, Facilities and Equipment committee duties which original read “Assist in establish of building standards for each type of educational facility.” After talking with Administration, it is recommended that the wording be changed to “Review building standards for each type of educational facility.”
- whether or not the Personnel and Policy committee should be changed to just the Policy committee and whether or not bullet three under the Personnel and Policy committee should include the review of job descriptions and hiring information.

Per the district's attorney, personnel issues are not appropriate duties for a subcommittee as they are responsibilities of the Administration. The reason the Administration is tasked with these duties is because they are legally entitled to the information necessary to carry out personnel actions. Allowing committee members such access could expose the District to legal liability. Therefore, it is still being recommended that the committee be revised to be the Policy committee and that the third bullet under that committee be removed.

At the September 2, 2015 standing committee member orientation, Rule 8850 as approved at the August 25, 2015 Board meeting, was shared with the individuals present. The following input and/or recommendations were noted:

- There were concerns expressed in regards to the first and fifth bullets under the Curriculum/Program committee in regards to the committee having the task of reviewing teaching materials and/or book selections. In an effort to try to ease concerns, it is proposed that the first and fifth bullets be combined to read as follows: "Review matters related to existing or new curriculum and programs which may include teaching materials, book selections, etc."

On September 8, 2015, Rule 8850 was sent to all standing committee members for review and feedback. The following input and/or recommendations were made:

- Two standing committee members indicated that they felt the "b" in "board" should be capitalized. It is being recommended that the following words remain capitalized: Board, District, Administration, President, Chair, and Superintendent.

After one last look at the policy and rule by Administration and the Board President, the following changes were also made:

- In the first sentence of the second paragraph of the policy, it is being recommended that the words "Personnel and" be removed for consistency purposes.

- In the fifth bullet under the Audit/Budget/Finance committee, it is being recommended that "including the AASA audit" be removed as this audit is no longer utilized by the District.

- In the sixth bullet under the Curriculum/Program committee, it is being recommended that the word "all" remain.

- In the fifth bullet under the Planning/Facilities/Equipment committee, minor word changes are being recommended for easier reading.

- In the fifth bullet under the Policy committee, it is being recommended that the word "may" be changed to "should" to strengthen the statement.

It is the Board President's recommendation that the School Board approve revised Policy and Rule 8850 – School Board Committees as contained in the agenda as a second reading at the September 22, 2015, regular school board meeting."

Mrs. Snyder moved to approve revised Policy and Rule 8850 – School Board Committees as contained in the agenda as a second reading. Mr. Wade seconded the motion.

Discussion followed.

Mr. Flood moved to amend the motion to keep the "Personnel and" in the Personnel and Policy Committee title and add a bullet under the Personnel and Policy Committee duties which would read "Review and make recommendations on the employee handbook." Motion failed due to lack of a second.

Mr. Kunich offered a friendly amendment to Mrs. Snyder's original motion to keep "Personnel and" in the Personnel and Policy Committee title and to keep a bullet under the Personnel and Policy Committee duties which would read "Review personnel transactions." Mrs. Snyder and Mr. Wade accepted the friendly amendment to the motion.

Mr. Flood moved to amend the motion to keep "Review all personnel transactions and job descriptions" under the Personnel and Policy Committee duties. Motion failed due to lack of a second.

A vote was taken on the Mrs. Snyder's motion to approve revised Policy and Rule 8850 – School Board Committees with the inclusion of "Personnel and" in the name of the Personnel and Policy Committee title and a bullet which would read "Review personnel transactions." Motion carried. Mr. Flood dissenting.

Ms. Stevens presented School Board Resolution 318 – National Bullying Prevention Month 2015, which read as follows:

*"WHEREAS*, bullying is unwanted physical, verbal, written, indirect and electronic behaviors that involve an observed or perceived power imbalance and may be repeated multiple times or is highly likely to be repeated; and

*WHEREAS*, bullying occurs in neighborhoods, playgrounds, schools and through technology, such as the internet and cell phones; and

*WHEREAS*, children who witness bullying often feel less secure, more fearful and intimidated; and

*WHEREAS*, families, schools, youth organizations, colleges, workplaces, places of worship and other groups are responsible for empowering and protecting their members and for promoting cultures of caring, respect and safety for everyone; and

*WHEREAS*, it is time to Stand Up Kenosha.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District does hereby proclaim October as the annual observance of National Bullying Prevention Month as a symbol of our commitment to the year-round struggle against bullying.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.”

Mr. Bado noted the misspelling of “commitement” in the sixth paragraph.

Mr. Flood moved to approve School Board Resolution 318 – National Bullying Prevention Month 2015 with the correction of the spelling to “commitment” in the sixth paragraph. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Resolution 319 – Wisconsin School Board Appreciation Week, which read as follows:

*“WHEREAS*, an excellent public education system is vital to the quality of life of our community and to the economic development of our state; and

*WHEREAS*, the members of the Kenosha Unified School District Board of Education are dedicated to children, learning and community, and devote many hours of service to public education as they continually strive for improvement, excellence and progress in education; and

*WHEREAS*, the district appreciates the vital role played by the local school board, which establishes policies to ensure an efficient, effective school system; and

*WHEREAS*, school board members are charged with representing our local education interests to state and federal government and ensuring compliance with state and federal law; and

*WHEREAS*, school board members selflessly devote their knowledge, time and talents as advocates for our school children and community’s future.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Kenosha Unified Board of Education by proclaiming October 4-10, 2015, as Wisconsin School Board Appreciation Week.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.”

Mr. Wade moved to approve School Board Resolution 319 – Wisconsin School Board Appreciation Week as presented. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy 6100 – Mission, Principles, Goals, Results and Approval of New Mission, Vision, Core Values and Strategic Directions submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 6100 was developed to outline the focus of the district. Throughout the years this policy has been adjusted to align with the district’s current goals and initiatives. The attached version outlines the work completed thus far by the board of education, leadership council, KUSD staff and community members.

The current strategic planning process began in February 2015 and will continue through the 2015-16 school year. The initial work focused on developing the mission, vision, core values and strategic directions that will drive the work of the district. In late August, the board met with the leadership council and facilitator Dr. Randy Clegg to finalize the mission, vision, core values and strategic directions, which are included in this report.

Upon approval by the board of education, the district will move forward with developing strategies to support the strategic directions that will guide the work of the district for the next three to five years.

Administration recommends that the school board approve the mission, vision, core values and strategic directions contained in this report. It is also recommended that the school board approve revised Policy 6100 as a first and second reading on September 22, 2015.”

Mr. Kunich moved to approve the mission, vision, core values and strategic directions contained in the agenda along with revised Policy 6100 as a first and second reading. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the 2014-2015 Parent/Guardian Survey submitted by Mrs. Brienne Schreiber, Research Analyst; Ms. Renee Blise, Research Coordinator; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“KUSD has implemented a Parent/Guardian survey every few years since 1996-97 school year. On October 28, 2014, the School Board approved revisions to Policy 1110 Parent/Guardian/Caregiver Survey, changing the frequency of this survey to every two years. The current survey contained similar questions as past versions, with the addition of a series of questions related to the parent/guardian use of Infinite Campus.

The 2014-15 Parent/Guardian Survey contained items in the following areas:

- School Climate
- Cleanliness/Safety
- Student Achievement/Grading/Assessment
- Curriculum
- Communication/Follow Up
- Expectations
- Shared Decision-making

- Student Information System (Parent Portal)
- Other

Responses for each item were presented using a Likert-type scale where respondents were asked to rate their agreement using response categories that ranged from Strongly Agree to Strongly Disagree. A Neutral category was also available for selection. In addition, respondents were asked to write comments related to strengths of the school, areas for improvement at the school, and any other comments regarding their child's school.

The 2014-15 Parent/Guardian Survey was administered from April 29 through May 29, 2015. As KUSD transitioned to a new student information system, Infinite Campus, a specific link to the anonymous survey was distributed to each parent/guardian account. This process was different from previous surveys, which were publically available. Though this survey received noticeably less responses than the 2012 survey, it removed the potential for incorrect multiple submissions and responses from non-parents/guardians. Parents/guardians were informed of the survey through various media notifications, both from the central office and the local school building.

A total of 720 individuals attempted most/all of the survey. As mentioned, the 2012 survey had just over 2,000 responses. However, the current response rate is slightly higher than the 2008 survey. By grade levels, the district received 208 responses at the elementary school level, 258 at the middle school level and 334 at the high school level (overlapping charter schools are applicable to multiple groupings). Parents had the ability to complete multiple submissions so they could reference different schools. Over 90% of the survey responses were from white, non-Hispanic parents/guardians. Because of the small number of responses for several buildings, the quantitative analysis was completed for KUSD as a whole. Twenty-eight (28) buildings had less than twelve (12) parent responses. Parents/guardians noticeably selected neutral for each question. A qualitative summary of parent comments is also included with each survey section. Comments that did not refer to the topic section were removed from the summary analysis (i.e. "I have no comment on this section").

The 2014-15 Parent/Guardian survey summary is provided as an informational item, as mandated by KUSD Policy 1110. The survey results will be disseminated by school and shared at the building level through School Leadership."

Mr. Keckler answered questions from Board members.

No action was taken on the 2014-2015 Parent/Guardian Survey as it was provided for informational purposes only.

Mr. Keckler presented the School Accountability Update submitted by Ms. Blise, Mr. Keckler, and Dr. Savaglio-Jarvis, excerpts follow:

"The Department of Public Instruction (DPI) implemented the use of School and District Report Cards since the fall of 2012. These report cards, which were the result of the state of Wisconsin's waiver submission to the federal No Child Left Behind

requirement, included multiple data points covering multiple years of student performance and participation. School districts across the state have also had to implement new assessments and formats to identify student progress related to increased accountability for student services and educational value. Due to recent changes noted in WI Act 55 (state biennial budget) and the current expectation of student assessments, districts have to be aware of the immediate and near future impact. DPI will also analyze the recent student performance data and may revise their current annual measurable objectives (AMOs). This brief summary provides the current criteria and future expectations.

This school accountability update is provided as an informational item. The Office of Educational Accountability will continue to monitor the state and federal accountability requirements and communicate as necessary.”

Mr. Keckler answered questions from Board members.

No action was taken on the School Accountability Update as it was provided for informational purposes only.

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

Ms. Stevens moved to approve the Donations to the District as contained in the agenda. Mrs. Snyder seconded the motion. Unanimously approved.

Mr. Falkofske moved to adjourn the meeting. Mr. Kunich seconded the motion. Unanimously approved.

Meeting adjourned at 9:04 P.M.

Stacy Schroeder Busby  
School Board Secretary

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Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
October 27, 2015

<b>CASH RECEIPTS</b>	<b>reference</b>	<b>total</b>
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**September 2015 Wire Transfers-In, to Johnson Bank from:**

WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 22,230,003.00
Johnson Bank	<i>account interest</i>	167.51
US Treasury	<i>interest refund - various bond issues</i>	259,560.00
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	150,399.70
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	34,869.36
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	24,709.48
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	3,309.89
Total Incoming Wire Transfers		22,703,018.94

**September 2015 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts	<i>(excluding credit cards)</i>	375,775.32
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**TOTAL SEPTEMBER CASH RECEIPTS**

**\$ 23,078,794.26**

<b>CASH DISBURSEMENTS</b>	<b>reference</b>	<b>total</b>
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**September 2015 Wire Transfers-Out, from Johnson Bank to:**

*Payroll & Benefit wires*

Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 10,555,472.53
WI Department of Revenue	<i>state payroll taxes</i>	322,830.00
WI Department of Revenue	<i>state wage attachments</i>	3,066.49
IRS	<i>federal payroll taxes</i>	2,781,192.78
Delta Dental	<i>dental insurance premiums</i>	243,932.64
Diversified Benefits Services	<i>flexible spending account claims</i>	17,097.71
Employee Trust Funds	<i>wisconsin retirement system</i>	355,321.01
NVA	<i>vision insurance premiums</i>	13,933.55
Various	<i>TSA payments</i>	325,056.91

*Subtotal* 14,617,903.62

*General Operating Wires*

US Bank	<i>purchasing card payment-individuals</i>	209,827.89 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Various	<i>returned checks</i>	197.00

*Subtotal* 226,691.56

Total Outgoing Wire Transfers \$ 14,844,595.18

**September 2015 Check Registers - All Funds:**

Net payrolls by paper check	<i>Register# 01018DP, 01019DP, 01020DP</i>	\$ 55,974.02
General operating and food services	<i>Check# 526933 thru Check# 527917 (net of void batches)</i>	9,864,384.02
Total Check Registers		\$ 9,920,358.04

**TOTAL SEPTEMBER CASH DISBURSEMENTS**

**\$ 24,764,953.22**

*\*See attached supplemental report for purchasing card transaction information*

**KUSD Purchasing Card Program - Individual Cardholders**

## Transaction Summary by Merchant

Billing Cycle Ending September 15, 2015

Merchant Name	Total
HOTEL	\$ 17,585.84
WW GRAINGER	\$ 10,419.94
MAYFAIR RENT A CAR KENO	\$ 7,869.97
AIRLINE	\$ 6,699.31
RELIABLE TREE CARE LLC	\$ 6,675.00
RESTAURANTS & CATERING	\$ 6,389.45
MENARDS KENOSHA	\$ 6,189.46
AMAZON MKTPLACE PMTS	\$ 5,974.40
SOLUTION TREE INC	\$ 5,841.00
VEHICLE MAINT. & FUEL	\$ 5,829.36
KITCHEN CUBES LLC	\$ 5,433.00
INT*BACCALAUREATE ORG	\$ 4,434.00
L AND S ELECTRIC	\$ 4,249.00
HALLMAN LINDSAY PAINTS	\$ 4,124.54
SKYLINE ADVANCED TECHN	\$ 3,795.00
CLASS 1 AIR INC	\$ 3,721.27
ULINE *SHIP SUPPLIES	\$ 3,624.27
FEDEX 651717547	\$ 3,337.12
HAJOCA KENOSHA PC354	\$ 3,183.31
3654 INTERSTATE	\$ 2,820.88
IN *A BEEP, LLC	\$ 2,792.74
IN *MILE2	\$ 2,565.00
MCMASTER-CARR	\$ 2,549.32
JMB & ASSOCIATES, LLC	\$ 2,376.00
HIGHWAY C SVC	\$ 2,336.38
FOLLETT	\$ 2,188.00
OMNI CHEER	\$ 2,002.85
EDS ARCHITECTURAL OPENING	\$ 1,977.00
DASH MEDICAL GLOVES	\$ 1,863.00
EXPEDIA*1115988444976	\$ 1,653.12
GFS STORE #1919	\$ 1,636.58
USPS POSTAL ST66100207	\$ 1,622.55
DW DAVIES AND CO INC	\$ 1,543.45
WATCO INDUSTRIAL FLOORING	\$ 1,525.20
CESA 6	\$ 1,400.00
ACT*AWSA	\$ 1,374.00
AED SUPERSTORE	\$ 1,349.20
USPS 56428002632502569	\$ 1,267.00
CHESTER ELECTRONIC SUPPLY	\$ 1,209.08
LAKE SHORE LEARNING MATER	\$ 1,163.23
GLENROY, INC.	\$ 1,091.99
VIKING ELECTRIC - KENOSHA	\$ 1,056.53
IMAGINE U LLC	\$ 1,050.00
MILWAUKEE PARTS SUPPLY	\$ 1,049.51
JOANN FABRIC #0576	\$ 1,048.04
DICKOW CYZAK TILE CARP	\$ 940.40
JOHNSON CONTROLS SS	\$ 911.15

FASTENAL COMPANY01	\$	867.07
AMAZON.COM	\$	852.44
SHERWIN WILLIAMS #3180	\$	848.34
IVIE ENTERPRISES INC	\$	843.10
OFFICEMAX/OFFICEDEPOT6358	\$	839.57
MARINE PARTS SOURCE	\$	838.00
KROMER CO. LLC	\$	810.36
JOHNSTONE SUPPLY	\$	753.31
WESTERN INTL BAND CLINIC	\$	753.00
BARNES&NOBLE.COM-BN	\$	752.00
PALMEN BUICK GMC CADL	\$	741.85
CDW GOVERNMENT	\$	738.90
MARK S PLUMBING PARTS	\$	736.13
PAYPAL *WI ASCD	\$	736.00
BATTERIES PLUS KEN	\$	728.85
EXPEDIA*1116599049153	\$	711.06
EXPEDIA*1116598467449	\$	710.48
RELECTRIC SUPPLY COMPANY	\$	699.00
TEACHER'S DISCOVERY	\$	680.40
WAL-MART #1167	\$	667.66
FIRST SUPPLY LLC #2033	\$	651.23
NATIONAL ALLIANCE OF BLAC	\$	647.00
USPS 56768001732525594	\$	637.00
CONNEY SAFETY	\$	633.99
ORIENTAL TRADING CO	\$	632.09
SQ *LIGHTING, ENERG	\$	603.11
IRIS USA INC	\$	600.00
WM SUPERCENTER #1167	\$	596.39
RGS PAY*	\$	583.54
ZORN COMPRESSOR	\$	522.34
GOLF TEAM PRODUCTS	\$	512.50
STEIN GARDENS & GIFTS 14	\$	501.48
REDEXIM TURF PRODUCTS	\$	490.58
PROVANTAGE LLC	\$	484.77
LOWES #02560*	\$	477.77
SCHOLASTIC INC. KEY 6	\$	457.80
RED CROSS STORE	\$	451.03
AIRGASS NORTH	\$	450.25
YARDSIGNWHOLESALE.COM	\$	440.00
STATE OF WI DPI REGONLINE	\$	435.00
EMA*EMMA EMAIL MARKETING	\$	432.00
WENDELLA SIGHTSEEINGBO	\$	420.00
UW EOP NONCREDIT PROGRAM	\$	400.00
ATLAS PEN & PENCIL LLC	\$	390.20
WM SUPERCENTER #2668	\$	388.34
ATHLETICS 2000	\$	383.90
NETBRANDS MEDIA CORP.	\$	357.00
EXPEDIA*1116599672221	\$	355.53
NATIONAL COUNCIL FOR THE	\$	352.00
HOMEDEPOT.COM	\$	338.00
INDUSTRIAL CONTROLS	\$	333.96
BB *EXPED LEARN	\$	328.00
GOOD ARMSTRONG TRAINING	\$	325.00
LEARNING A-Z	\$	322.21
PATS SERVICES INC	\$	315.00

PALMER HAMILTON LLC	\$	310.53
BEST BUY 00011916	\$	307.89
PIGGLY WIGGLY #004	\$	302.66
PICK N SAVE 00068742	\$	297.53
IMEDCOM	\$	297.47
REINDERS - BRISTOL	\$	295.33
UW PARKSIDE CECE	\$	295.00
HESCO INC	\$	291.17
WUFOO.COM/CHARGE	\$	288.95
DG HARDWARE	\$	287.93
FIRST BOOK	\$	285.90
STU*STUMPS	\$	284.82
TRUGREEN LP *5545	\$	284.00
ASSOC SUPERV AND CURR	\$	283.75
WI ASSN SCHOOL BOARDS	\$	282.00
WISCONSIN CENTER FO	\$	273.00
LIGHTINGSUPPLY	\$	259.10
GLACIER STONE	\$	258.48
JM GRIMSTAD INC	\$	258.31
SHIFFLER EQUIPMENT SAL	\$	250.49
TEACH TCI	\$	250.00
WAL-MART #2936	\$	246.59
TOWN & CNTRY GLASS CO	\$	234.50
PAYPAL *MILESTONE	\$	232.88
U. S. SCHOOL SUPPLY	\$	231.25
MENARDS RACINE	\$	227.36
US FIRST	\$	225.00
4IMPRINT	\$	220.30
DOLLARTREE.COM	\$	216.00
AT&T*BILL PAYMENT	\$	215.80
SECONDWINDORG	\$	214.00
MIDWEST CERTIFIED TRAING	\$	210.00
SPELLCITY	\$	208.00
KENOSHA CHAMBER OF COMMER	\$	200.00
PAYPAL *MAASS	\$	200.00
WCASS	\$	200.00
SCHOLASTIC BOOK FAIRS	\$	189.80
VIKING ELECTRIC-CREDIT DE	\$	189.34
LAMINATION DEPOT	\$	183.09
MEIJER STORE #284	\$	182.69
GFS STORE #1923	\$	173.63
EXPEDIA*1116387327842	\$	171.86
FARM & FLEET STURTEVAN	\$	165.98
ANIXTER/CLARK/TRI-ED	\$	154.49
HERITAGE FOOD SERVICE GRO	\$	151.35
ADAFRUIT INDUSTRIES	\$	151.16
MYOFFICEINNOVATIONS	\$	149.52
IN *B AND L OFFICE FURNIT	\$	149.00
CC-27 INSULATION PLUS	\$	146.86
AKCES MEDIA LLC	\$	144.50
WOODWARDACE 8889155223	\$	143.98
NATL CCL TEACHERS OF MATH	\$	139.53
PARTS EXPRESS	\$	133.80
FESTIVAL FOODS	\$	131.75
PODS #58	\$	131.50

ART.COM/ALLPOSTERS.COM	\$	128.15
THE HOME DEPOT 4926	\$	127.04
DOLRTREE 666 00006668	\$	125.00
A MAIN HOBBIES	\$	121.57
1000BULBS.COM	\$	121.36
LEES RENTED	\$	117.72
HAJOCA ABLE DIST 353	\$	111.60
TARGET.COM *	\$	110.41
PICK N SAVE 00068718	\$	110.00
NELSON ELECTRIC SUPPLY	\$	108.72
I D WHOLESALERS	\$	108.15
PICK N SAVE 00068502	\$	107.15
WM SUPERCENTER #2936	\$	106.09
TARGET 00022517	\$	100.59
INTERNATIONAL COLLEGE OF	\$	100.00
AMAZONPRIME MEMBERSHIP	\$	99.98
SIMON & SCHUSTER-UOPS	\$	99.92
STUDENTDISCOUNTS.COM	\$	98.99
LYNCH ISUZU TRUCK CTR	\$	96.46
FLORIDA VIRTUAL SCHOOL	\$	92.70
GROTH MUSIC	\$	90.43
PRUFROCK PRESS, INC.	\$	89.85
EDUCATION WEEK	\$	84.94
USCUTTER INC	\$	84.38
MEDICAL MEGA.COM	\$	80.74
PICK N SAVE 00063875	\$	77.96
UB F ACTIVITIES ON-LIN	\$	75.00
PRAIRIE SIDE TRUE VALUE	\$	74.14
WILLIAM V MACGILL & CO	\$	73.50
ARO KENOSHA	\$	73.00
BARNES & NOBLE #2037	\$	72.00
DOLRTREE 3962 00039628	\$	65.25
MILWAUKEE BREWERS BOX OFF	\$	62.50
KMART 3088	\$	62.16
OFFICESUPPLY.COM	\$	57.96
MOUSER ELECTRONICS DIS	\$	56.92
MARTINOS CLEANERS	\$	56.54
DOLRTREE 661 00006619	\$	55.00
NATIONAL HS FED OR NFHS	\$	54.95
APL* ITUNES.COM/BILL	\$	51.57
AMERICAN CHEMICAL SOCI	\$	50.00
MAILCHIMP	\$	50.00
PROMETHEAN INC	\$	49.00
TIERNEYBROTHERS	\$	49.00
OFFICE DEPOT #3260	\$	44.95
EREPLACEMENTPARTS.COM	\$	43.76
HOERNEL LOCK & KEY OF KE	\$	43.50
PARTY CITY	\$	41.96
EASYKEYSCOM INC	\$	41.25
MAKE MAGAZINE	\$	39.99
BED BATH & BEYOND #651	\$	39.01
HOBBY LOBBY #350	\$	36.66
WISCONSIN LIFT TRUCK C	\$	32.78
U-HAUL OF KENOSHA	\$	32.34
WEBEX *WEBEX.COM	\$	32.00

QUILL CORPORATION	\$	27.18
KENOSHA AREA BUSINESS	\$	25.00
MOBILE ONE	\$	25.00
TRC ELECTRONICS INC.	\$	21.73
AP BOOKSTORE.COM	\$	20.00
HMD* WIRED	\$	19.99
G2 PRINTING SOLUTIONS	\$	15.00
FOLLETT SCHOOL SOLUTIONS	\$	14.97
HMD* POPULAR MECHANI	\$	13.00
ZOOM.US	\$	9.99
PARKSIDE TRUE VALUE	\$	9.88
WALGREENS #3153	\$	5.97
WAL-MART #1678	\$	5.50
SCHOLASTIC BK FAIRS IRD	\$	3.00
FESTIVAL FOODS SSS	\$	(30.90)
NEWARKINONE-US00000109	\$	(77.80)
<b>US Bank Purchasing Card Payment - Individuals</b>	<b>\$</b>	<b>209,827.89</b>

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

October 27, 2015

**Administrative Recommendation**

It is recommended that the September 2015 cash receipt deposits totaling \$375,775.32, and cash receipt wire transfers-in totaling \$22,703,018.94, be approved.

Check numbers 526933 through 527917 totaling \$9,864,384.02, and general operating wire transfers-out totaling \$226,691.56, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2015 net payroll and benefit EFT batches totaling \$14,617,903.62, and net payroll check batches totaling \$55,974.02, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

Lisa M. Salo, CPA  
Accounting Manager

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## KENOSHA UNIFIED SCHOOL DISTRICT

October 27, 2015

### **Policy and Rule 6440 – Course Options Enrollment**

Policy and Rule 6440 – Course Options Enrollment, was recently approved as a new KUSD policy in July. The Wisconsin 2015-17 State Budget Bill, Act 55, made changes to the Course Options statute (s. 118.52 WIS. Stats.). These changes took effect upon passage of the bill and are in effect for the 2015-16 school year. The new changes do not alter the current practice of enrollment options for students. However, the updated rules relate to the ability for postsecondary institutions to charge additional tuition and fees to students and parents. The original Course Options process called for students and parents to incur zero costs associated with participation, while the resident school district and the Institute of Higher Education (IHE) negotiated a DPI approved amount per enrollment. With these changes, the student and parent would still have zero costs if the student only obtains high school credit for the Course Options enrollment. However, if the student would earn college/postsecondary credit for successful completion, then the IHE may charge the pupil, or the parent or guardian of a minor pupil, additional tuition and fees. These fees would be in addition to any amount paid by the school district to the IHE.

The current Course Options enrollment timeline requires that students submit enrollment requests at least six weeks prior to the start of the course. With these immediate and important changes to the financial impact, KUSD felt it necessary to educate families so that they may understand the current developments. The minor revision to the policy will help KUSD students and parents improve their understanding of this program and its potential costs.

#### **Administrative Recommendation:**

At its September 22, 2015 meeting the Board of Education approved the revised Policy & Rule 6440 as a first reading. Due only to the state statute and the DPI expectation, Administration recommends that the school board approve Policy & Rule 6440 as a second reading at the October 27, 2015 regular school board meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Executive Director of Information & Accountability

Dr. Beth Ormseth  
Assistant Superintendent of  
Secondary Schools

Julie Housaman  
Assistant Superintendent of Teaching & Learning

Marsha Nelson  
Career and Technical Education Coordinator

**COURSE OPTIONS ENROLLMENT**

The district shall accommodate resident students who wish to participate in the Wisconsin Course Options Program. District resident students, and those accepted full-time through Open Enrollment, may submit an application to an Institute of Higher Education (IHE), or other Department of Public Instruction (DPI) approved program. The Course Options program is not available to private school or home-based students.

Through the Course Options Program, students may receive both high school and postsecondary credit for successfully completed courses. District high schools grant a diploma to students who successfully complete district high school graduation requirements, regardless of whether the student satisfied all or any portion of the requirements through the Course Options Program.

The School Board is responsible for the costs associated with student enrollments for any course under the Course Options Program. The district shall pay the educational institution a calculated amount in a manner determined by DPI. **An IHE may charge a pupil, or the parent or guardian of a minor pupil, additional tuition and fees for attending a course at the IHE for postsecondary credit.**

**LEGAL REF.: Wisconsin Statutes**

Sections	115.28(59)(a)	(Academic and career planning)
	118.13	(Student discrimination prohibited)
	118.15	(Compulsory school attendance)
	118.15(4)	(Broad board power to do all things reasonable to promote education of students)
	118.16	(School attendance enforcement)
	118.33	(High school graduation standards)
	118.51	(Full-time open enrollment)
	118.52	(Course options)
	121.004(7)(em)	(Inclusion of pupils attending school outside or in his or her district shall be counted accordingly)

**CROSS REF.: 5110 Equal Education Opportunities**

5120 Student Enrollment Reporting  
5200 School Admissions  
5210 Entrance Age  
5260 Open Enrollment Full Time  
5310 Student Attendance  
5320 School Attendance Areas  
6100 Mission, Principals, Goals, Results  
6421 Programs for Students with Disabilities  
6423 Talent Development Program  
6426 Student Program and Curriculum Modifications  
6434.2 Youth Options Program  
6456 Graduation Requirements  
Special Education Program and Procedure Manual

All district resident students in grades K-12 by law are eligible to participate in the Course Options Program. The student and parent/guardian must submit an application (PI-8900) to the Institute of Higher Education (IHE) or other DPI approved educational institution no later than six weeks prior to the start of the requested course. A student may take up to two courses at any one time under Course Options, though there is no limit to the total number of courses in this program. The courses may be taken at different educational institutions at any time. Educational institutions are defined under the Course Options Program as:

- A public school in a nonresident school district;
- The University of Wisconsin System;
- A technical college;
- Nonprofit institutions of higher education;
- A tribal college;
- A charter school; and
- A nonprofit organization that has been approved by DPI.

To accommodate the Course Options Program for district resident students, and those enrolled full-time through open enrollment, the district shall:

- Provide assistance and information to students and parents/guardians who seek information regarding the Wisconsin Course Options Program.
- Cover the related enrollment costs associated with the approved Course Options course for a calculated amount in a manner determined by DPI.
- Ensure that beginning no later than the 2017-18 school year, academic and career planning services are provided to pupils enrolled in grades 6-12.

A resident district must deny the application if the course conflicts with the student's individualized education plan. A resident district may deny the application if:

- The course does not satisfy a high school graduation requirement; or
- The course does not conform to or support a student's academic and career plan, if one exists.

The student's parent/guardian is responsible for satisfactory student attendance and compliance with the state compulsory school attendance law. It is also the responsibility of the student to ensure that their schedule can accommodate any participation in the Course Options Program. The student and parent/guardian are accountable for obtaining any related prerequisites or other requirements prior to participation.

The Board or designee shall determine whether a postsecondary course is eligible for high school credit and how many high school credits may be awarded. Course Options courses that result in high school credit will be factored into the high school GPA. Such decisions shall be made consistent with state law requirements and established by district procedures.

The parent/guardian or student is responsible for transportation between the school and the assigned educational institution. Transportation assistance is available from DPI for students who are eligible for free/reduced-price meals under the federal school lunch program. Transportation costs may only be reimbursed if the student is taking a designated Course Options approved course. The transportation reimbursement form is available from DPI ([oe.dpi.wi.gov](http://oe.dpi.wi.gov)) and must be submitted to DPI no later than July 15 for courses attended during the previous school year.

AFFIRMED: July 28, 2015

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KENOSHA UNIFIED SCHOOL DISTRICT

October 27, 2015

**SCHOOL BOARD POLICY AND RULE 4332 – CRIMINAL BACKGROUND CHECKS**

**Background**

Currently, the Criminal Background Check, Policy 4332, does not reference doing background checks for chaperones. Although the current language states, “This includes, but is not limited to, volunteers, tutors, mentors and independent contractors”, it would be best to add “chaperones” to the explicitly listed individuals who are subject to criminal background checks. This addition would align with the proposed new Board Policy and Rule 4333 Chaperone Requirements and Expectations (see attached Criminal Background Check Policy 4332).

**Administrative Recommendation:**

At its September 8, 2015, meeting, the Personnel/Policy Committee voted to forward revisions to Policy and Rule 4332 to the School Board for consideration. The Board approved revised Policy and Rule 4332 as a first reading on September 22, 2015. Administration recommends that the School Board approve proposed revisions to Policy and Rule 4332 – Criminal Background Checks as a second reading at the October 27, 2015, regular meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Annie Petering, J.D.  
Chief Human Resources Officer

POLICY 4332

CRIMINAL BACKGROUND CHECKS

A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers, and all other non-certified employees, including but not limited to substitutes, service employees, educational assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary, miscellaneous, advisors and coaching assignments.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come in contact with students. This includes, but is not limited to, **chaperones**, volunteers, tutors, mentors and independent contractors.

Information from criminal background checks will not be used or considered in making employment or volunteerism decisions, unless there are past convictions or pending charges that are substantially related to the circumstances of the particular job.

Under the principle of federal supremacy and in accordance with the provisions of federal law requirements, all applicants recommended for employment with federally funded Head Start positions shall be required to disclose information regarding all prior arrests, in addition to convictions and pending charges.

LEGAL REF.:       42 U.S.C. 2928  
                      Wisconsin Statutes  
                      Sections 111.335   (Arrest or conviction record discrimination; exceptions and special cases)  
                                  118.19   (Teacher licenses; limits on DPI issuance of license based on conviction record)

CROSS REF.:       2210   Recruitment and Appointment of Superintendent  
                      2211   Recruitment and Appointment of Administrative, Supervisory, and Technical Staff  
                      4110   Equal Employment Opportunity and Affirmative Action  
                      4260   Personnel Records  
                      4330   Staff Selection and Hiring Process  
                      4340   Substitute Personnel Employment  
                      6530   Community Resources

ADMINISTRATIVE REGULATIONS:   None

AFFIRMED:       May 10, 1994

REVISED:       June 27, 2000  
                      May 14, 2002  
                      July 23, 2002  
                      February 23, 2010

RULE 4332  
CRIMINAL BACKGROUND CHECKS

1. The employment application will include a permission form for obtaining crime record information.
2. Applicants for federally funded Head Start positions shall complete a separate form detailing all arrests, in addition to convictions and pending charges. If an applicant for a Head Start position discloses that they have been arrested or convicted of a crime, the Office of Personnel will determine whether the nature of the offense or alleged offense precludes the applicant from serving in the position applied for. The Office of Personnel will keep all arrest and conviction record information confidential to the extent authorized by law, and will not disclose same to the interview teams.
3. If the person recommended for employment refuses to cooperate in fully completing the form or is found to have provided false, inaccurate or incomplete information on the employment application, the person will be disqualified from consideration for employment or may be considered for dismissal.
4. A crime records check shall be made through the Department of Justice for each applicant recommended for employment. The District will reimburse the Department of Justice for this service.
5. Persons recommended for employment will be provided a copy of the information from the crime records check upon request. Persons requesting copies of the information will reimburse the District for the cost of providing the copies. Persons recommended for employment may attach any statement or explanation to the report.

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

October 27, 2015

**OUTDOOR ATHLETIC FACILITY PROJECT CONCEPTUAL  
DESIGN & COST ESTIMATE**

**Introduction:**

On April 7, 2015, the voting public approved a \$16,700,000 referendum to construct major upgrades to the outdoor athletic facilities for Bradford (including those at Bullen), Indian Trail and Tremper High Schools. In May, the school board interviewed and selected Partners in Design Architects and Camosy Construction to help the district design and construct the new facilities. The first step in the design and construction process is the development of a conceptual design and associated cost estimate. This was done, in part, with the help of a Facilities Design Committee made up of board members, district staff, and community members. The Design Committee began meeting in early June and again periodically throughout the summer and early fall. In addition representatives of the committee took several tours of athletic facilities at other school districts or colleges to help evaluate different aspects of the project. A roster of members of the Facilities Design Committee is provided as Attachment 1 to this report.

Attachment 2 includes the conceptual plans for the project including site plans for all four sites, more detailed floor plans for the team buildings, as well as renderings of the team buildings, bleachers, and stadiums. Some of the highlights of the design are:

Bradford/Bullen:

- New football/soccer/track stadium with home bleacher capacity of 2,000 and visitor bleacher capacity of 1,000. The space under the home bleachers will be enclosed for storage similar to that at Jaskwhich Field.
- New support building for the stadium including team rooms, public restrooms, concessions, referee changing room, and storage.
- A synthetic turf infield and new bleachers for the varsity baseball field.
- Construction of a new sports complex on the Bullen site to house varsity and JV softball fields, JV baseball field, tennis courts, and three practice football/soccer fields. The varsity softball field will have a synthetic turf infield and bleachers. A

building housing a press box, concessions and storage for softball, tennis and baseball will also be built.

- An expanded parking lot will be constructed on the north side of the school at Bradford. The existing north parking lot will be replaced at the same time and funded by the Major Maintenance budget.

Tremper:

- A complete renovation of Ameche Field including new synthetic turf, the addition of a track (including field events), and new bleachers with a home bleacher capacity of 2,000 and visitor bleacher capacity of 1,000. The space under the home bleachers will be enclosed for storage similar to that at Jaskwhich Field.
- New support building for the stadium including team rooms, public restrooms, concessions, referee changing room, and storage.
- A synthetic turf infield and new bleachers for the varsity baseball and softball fields.
- A building housing a press box, concessions and storage for baseball and tennis and a separate building housing a press box and storage for varsity softball will also be built.
- New tennis courts will be constructed.

Indian Trail:

- A synthetic turf infield and new bleachers for the varsity baseball and softball fields.
- Resurfacing of the track constructed when Mahone Middle School was built in 2002.

Attachment 3 is a cost estimate summary for the project developed by Camosy Construction with input from Partners in Design and KUSD staff. The overall cost for the project is \$16,700,000 as approved by the voters April. The detailed breakdown of costs for the project is:

• Construction:	
Bradford	\$6,438,440
Bullen	\$2,433,370
Tremper	\$6,627,590
Indian Trail	\$730,800
• Architectural Fees:	\$469,800
 TOTAL COST	 \$16,700,000

### **City Approvals & Next Steps:**

One of the unique steps in this project involves an approval process from the City of Kenosha Parks Commission. Parks Commission approval is needed for the improvements planned at Anderson Park (Ameche Field and Anderson 2 softball field) as well as expanding the premises covered in the lease agreement to account for a slight expansion to the Ameche Field footprint and to provide a space for the discus field event. The lease agreement was approved by the school board at the October 25, 2005 meeting and commenced on January 1, 2006. It is a 50-year lease with an option to extend for 49 additional years. The terms of the lease agreement and the use agreement for the softball field will not require any meaningful changes, so it is recommended that the school board authorize the Director of Facilities to work with the City on making any necessary changes and to sign any amendments that result from these discussions.

In addition to the Parks Commission approval, the other upcoming major steps in the project include City Plan Commission and Common Council approval of the conceptual plans, development of construction documents by the design team, bidding out the project this winter and starting construction next spring. A timeline of key dates is provided as Attachment 4.

### **Planning, Facilities and Equipment Committee:**

This report was presented at the October 13, 2015, meeting of the Planning, Facilities, and Equipment Committee and the committee voted unanimously to forward this report onto the Board for consideration.

### **Administration Recommendation:**

Administration recommends Board approval of the design and proposed budget for the Outdoor Athletic Facility Project as discussed in this report

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

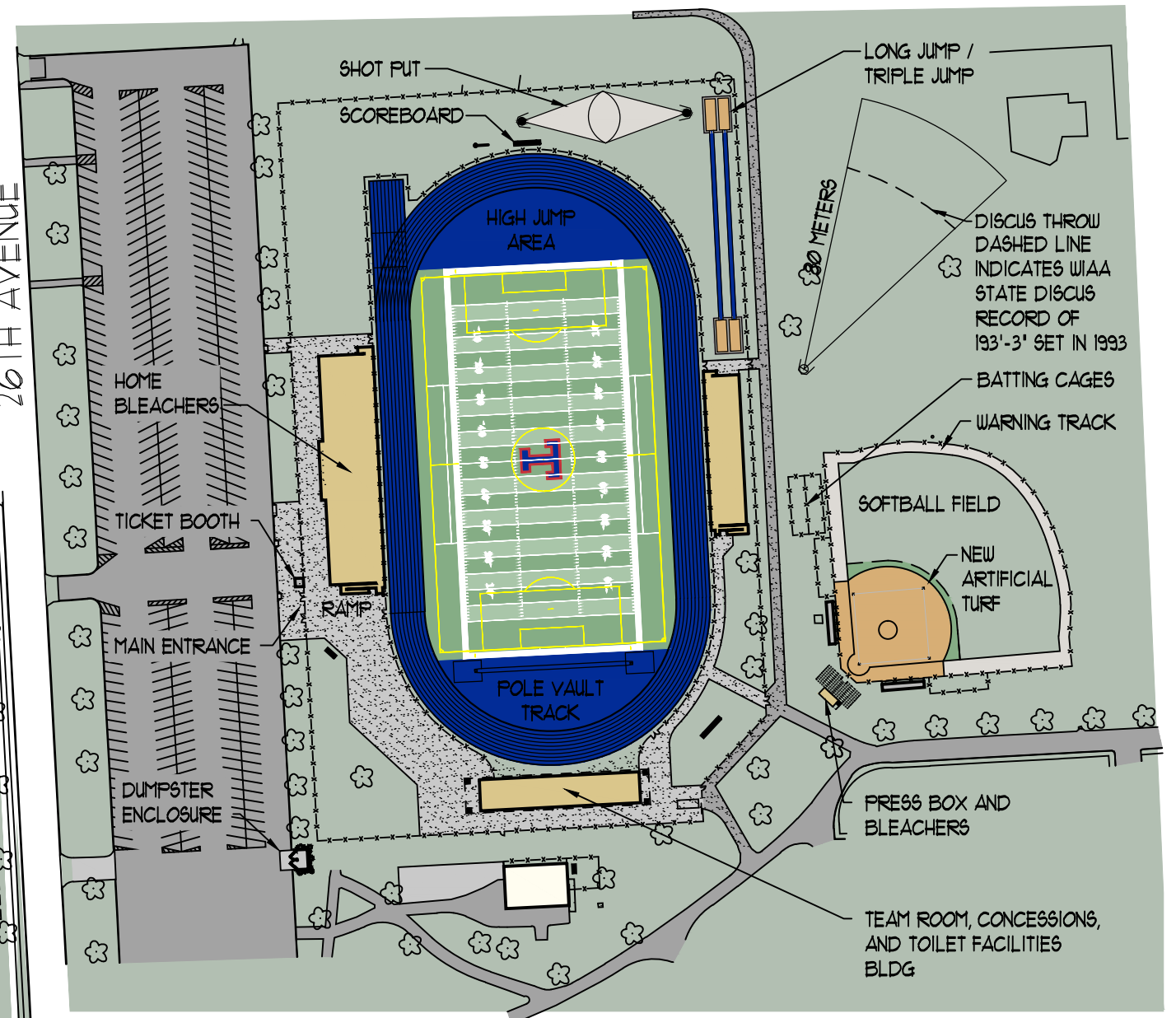
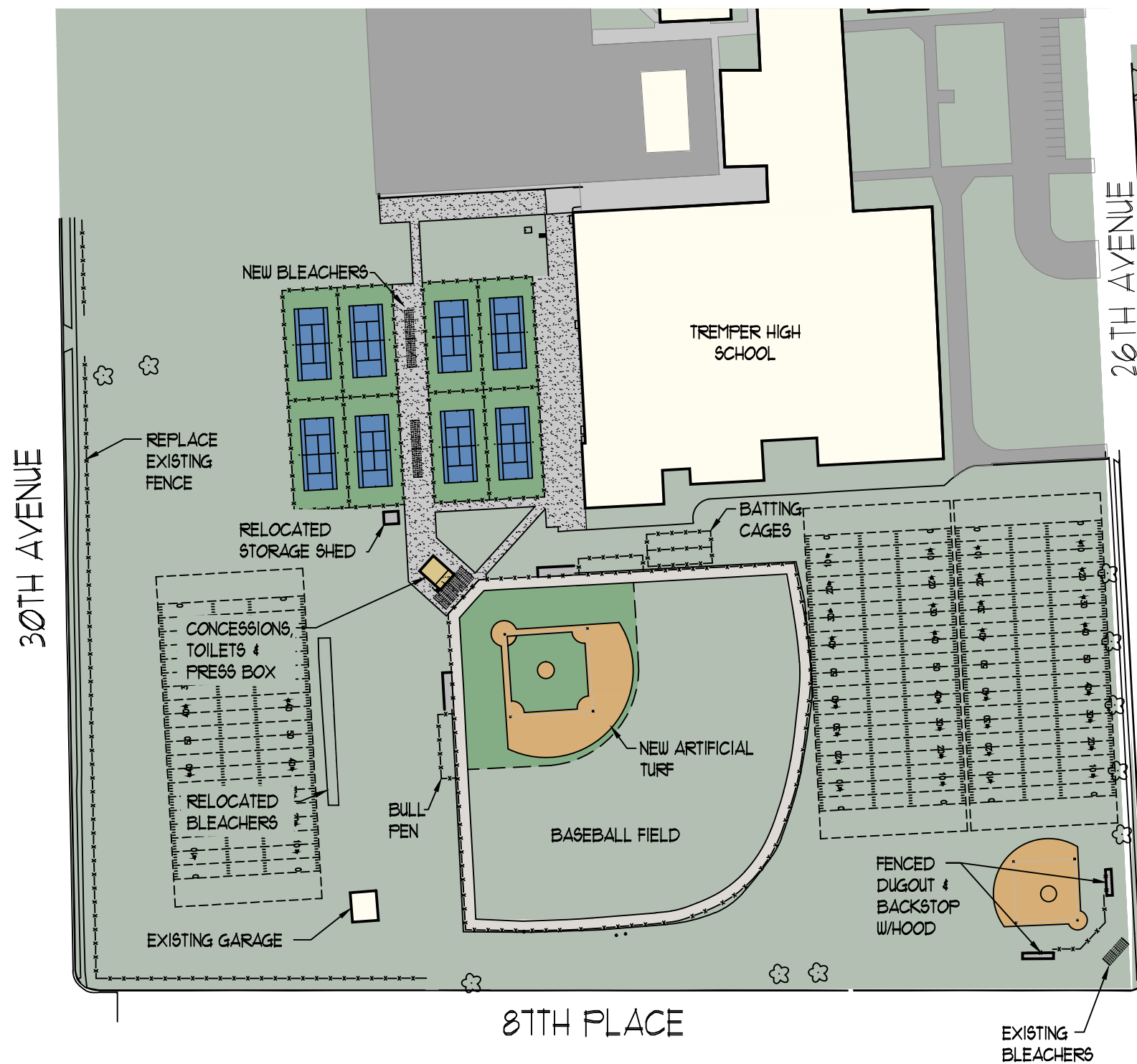
Mr. Patrick M. Finnemore, P.E.  
Director of Facilities

Mr. Steven Knecht  
Coordinator of Athletics/Physical Education

**Outdoor Athletic Facility Design Committee Members**

<b>Name</b>	<b>School Affiliation</b>	<b>Title</b>
Adam Sulko	Bradford	Athletic Director
Andrew Baumgart	Bradford	Principal - Bullen Middle School
Ashley Vanderhoef	Indian Trail	Track/Cross Country
Brad Fortney	Bradford	Head Girls Track/Assistant Football Coach
Brian Vanderhoef	Indian Trail	Track/Cross Country
Bryan Mogensen	Bradford	Assistant Boys Basketball
Carol Higgins	KUSD	District Athletic Secretary
Chris Tindall	Tremper	Head Boys Soccer Coach
Chuck Bradley	Tremper	Head Cross Country & Boys Track Coach
Dan Wade	KUSD	School Board Member
David Naylor	Bradford	Head Girls' Soccer Coach
Denise Hoff	KUSD	Ameche Stadium Manager
Doug Townsend	Tremper	Head Softball Coach
Dulcie Schoff	Bradford	Parent
Eric Corbett	Indian Trail	Athletic Director
Frank Matrise	Tremper	Head Football Coach
Jeff Reget	Bradford	Head Boys Soccer Coach
Jeff Valeri	Tremper	Citizen
Jered Kotarak	Bradford	Assistant Principal
Jim Kreuser	KUSD	Kenosha County Executive
Jim Heiring	Bradford	Kenosha Police Department
John Matera	Tremper	Athletic Director/Head Baseball Coach
John Ramey	Bradford	Head Boys' Tennis Coach
John Ruffolo	Bradford	Head Softball Coach
John Setter	KUSD	Facilities Project Architect
Keith Bosman	KUSD	City of Kenosha Mayor
Kevin Griffin	Tremper	Booster Club
Kris Jensen	Tremper	Booster Club
Kurt Sinclair	Bradford	Principal
Mark Aslakson	Bradford	Head Cross Country & Boys Track Coach
Matt LaBuda	Bradford	Head Baseball Coach
Matt Rizzo	Bradford	Head Football Coach
Mike Falkofske	KUSD	School Board Member
Mike Schmidt	Indian Trail	Baseball
Mike Wade	Tremper	Booster Club
Nick Perrine	Bradford	Head Girls Tennis Coach

<b>Name</b>	<b>School Affiliation</b>	<b>Title</b>
Pat Finnemore	KUSD	Facilities Director
Patti Hupp	Tremper	Girls Varsity Track Coach
Rebecca Stevens	KUSD	School Board Member
Richard Aiello	Tremper	Principal
Rocco LaMacchia	KUSD	City of Kenosha Alderman
Scott Lindgren	KUSD	Retired Coord. of Ath, PE, Health, Rec
Steve Knecht	KUSD	Athletics Coordinator
Tom Stone	Bradford	Booster Club
Trisha Roach	Indian Trail	Booster Club
Todd Hardy	Tremper	Head Girls Soccer Coach
William Aiello	Bradford	Citizen and Bradford Parent



## PROJECT DATA - PLAYING FIELDS / TRACK DIMENSIONS

**SOCCKER FIELD DIMENSIONS:**  
PER THE NATIONAL FEDERATION OF STATE  
HIGH SCHOOL ASSOCIATIONS (NFHS)

LENGTH: 100 TO 120 YARDS (300' TO 360')  
WIDTH: 55 TO 85 YARDS (165' TO 240')

**AS SHOWN:**

LENGTH: 120 YARDS (360'-0")  
WIDTH: 73 1/3 YARDS (220'-0")

**INDIAN TRAIL HIGH SCHOOL (EXISTING SOCCER  
FIELD DIMENSIONS)**

**TRACK & FIELD OUTDOOR 400 METER TRACK DIMENSIONS:**  
PER THE INTERNATIONAL ASSOCIATION OF ATHLETICS  
FEDERATION (IAAF) AS SHOWN IN DRAWING 1/brAI

--TWO SEMI CIRCLES: RADIUS OF 36.5 METERS (119'-9 1/64")  
--TWO STRAIGHT SECTIONS: LENGTH OF 84.39 METERS (276'-10 1/6") (MEASURED 30 CM (11 3/6") INWARD OF INNER CURB)

(THE STANDARD 400 METER TRACK GIVES YOU AN OVERALL  
INSIDE LENGTH OF 516'-4" AND INSIDE WIDTH OF 239'-6")  
(THE INDIAN TRAIL TRACK GIVES YOU AN OVERALL INSIDE  
LENGTH OF 531'-2" AND 209'-0" SO THE STANDARD TRACK  
IS 15'-10" SHORTER AND 30'-6" WIDER)

## Tremper High School - Overall Site Plan

Scale: 1" = 150'-0"





## Tremper High School - Overall Site Rendering

NOT TO SCALE

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KUSD Athletic Fields  
Attachment 2 - Conceptual Plans  
October-2015

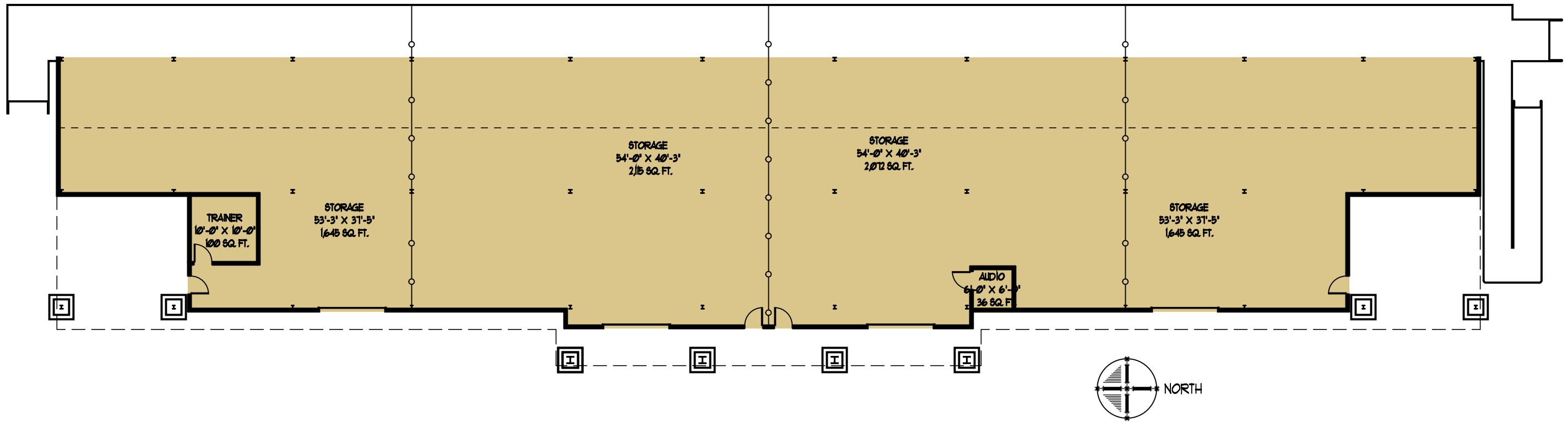
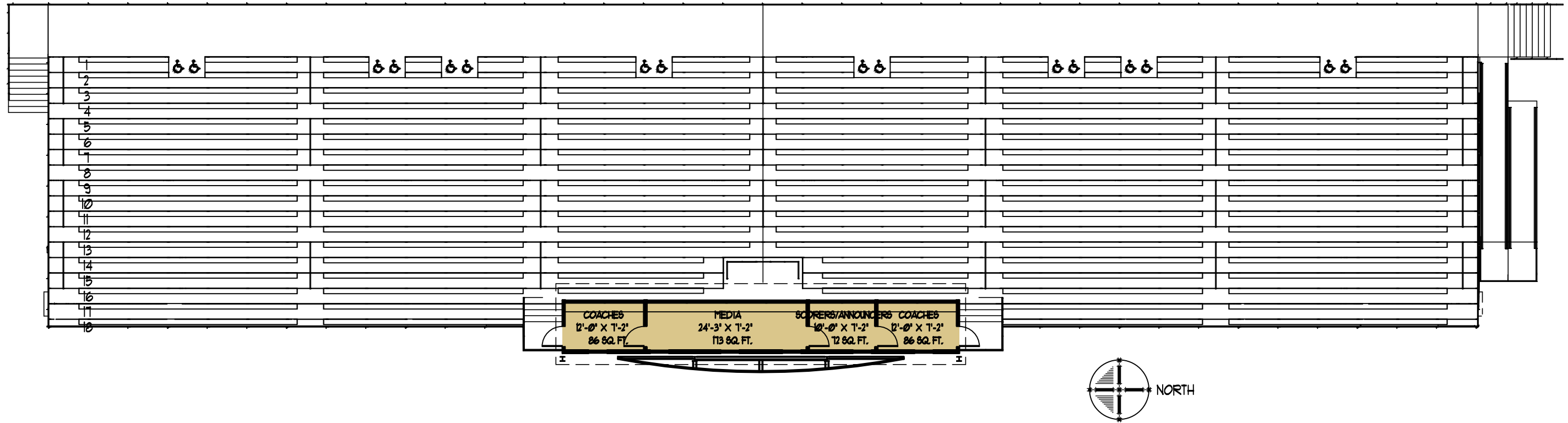


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## Tremper High School - Bleacher Plans

Scale: 1/16" = 1'-0"





## Tremper High School - Bleacher Renderings

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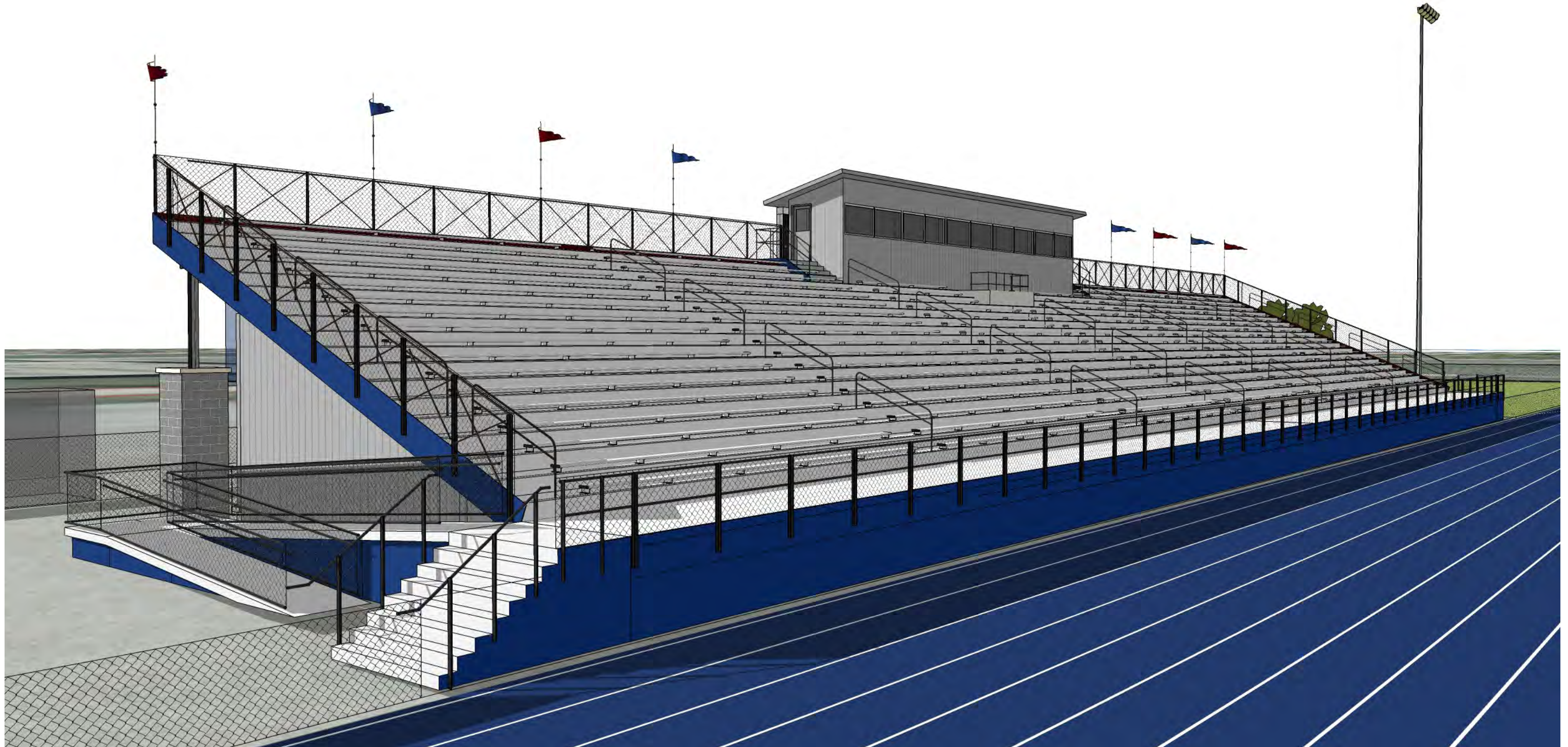


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## Tremper High School - Bleacher Renderings

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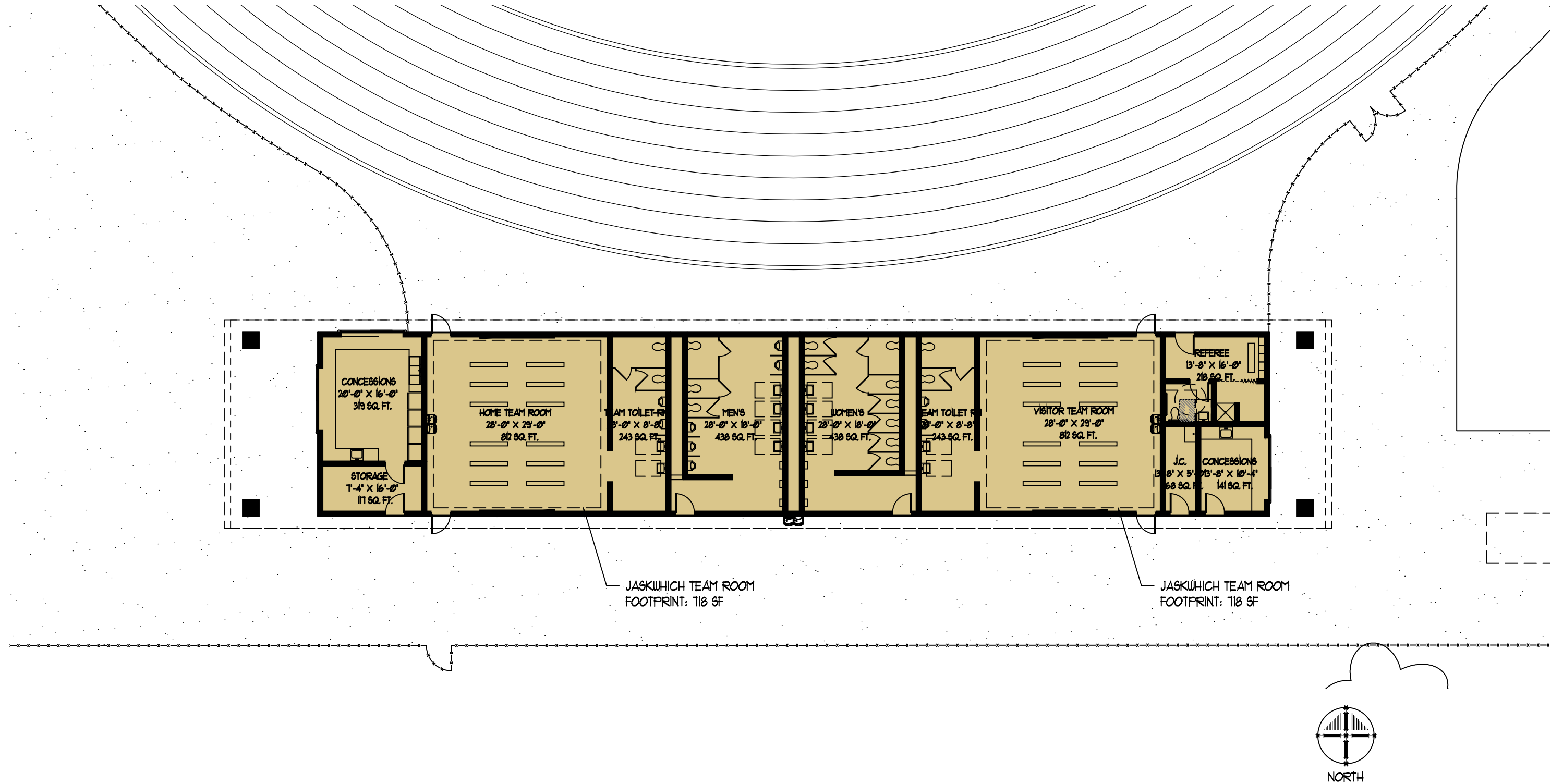


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## Tremper High School - Team Building Plan

Scale: 1/16" = 1'-0"

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## Tremper High School - Team Building Renderings: South Elevation

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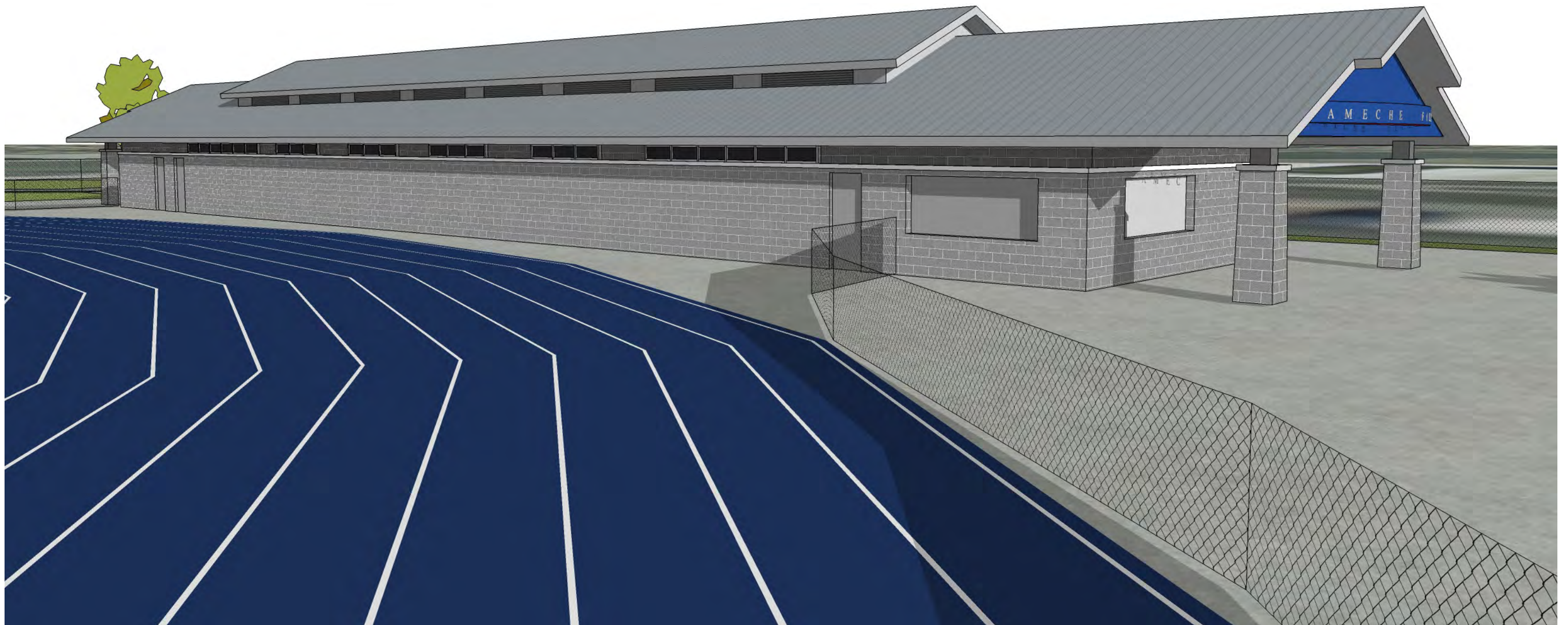


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## Tremper High School - Team Building Renderings: North Elevation

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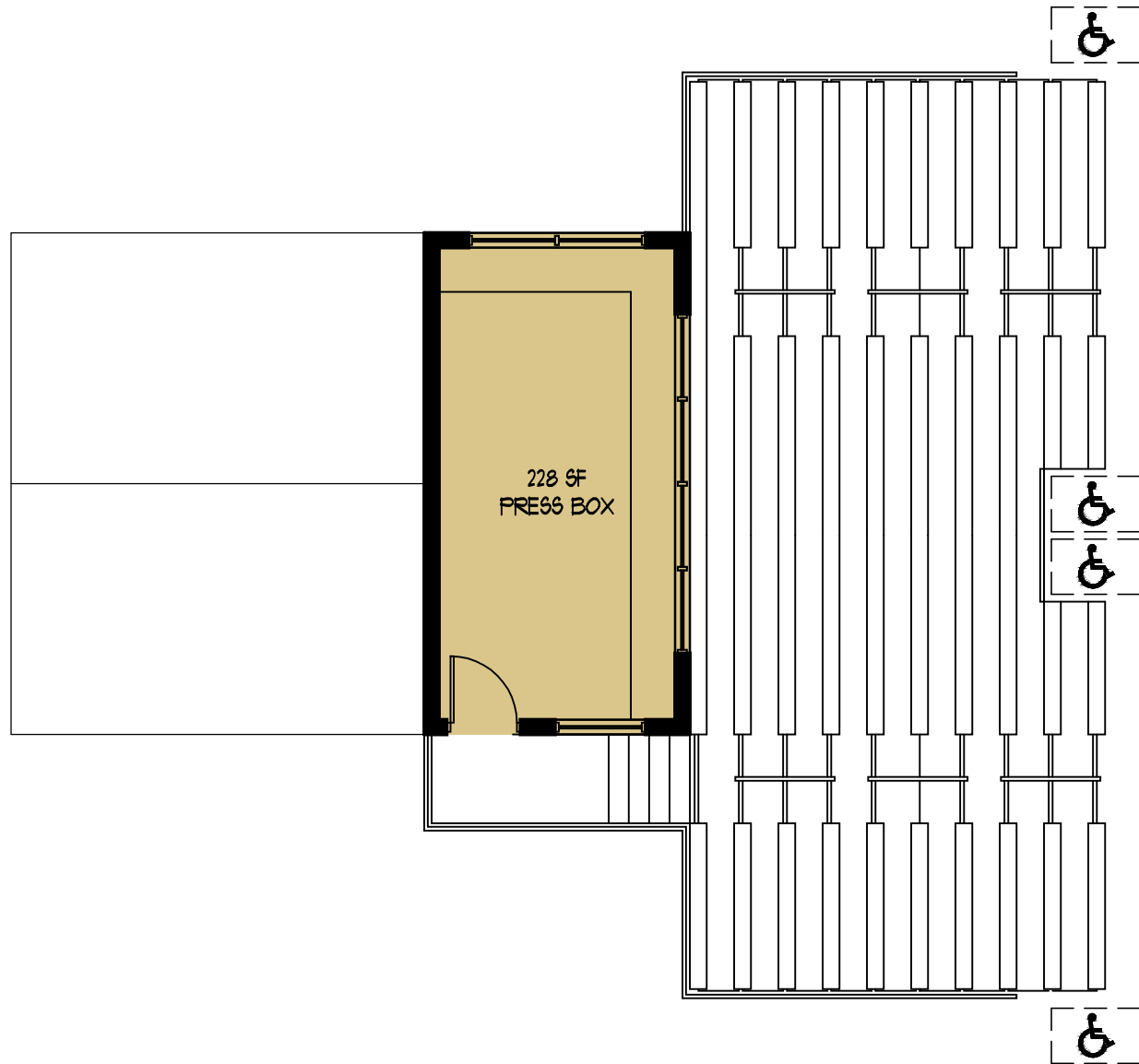
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Attachment 2 - Conceptual Plans  
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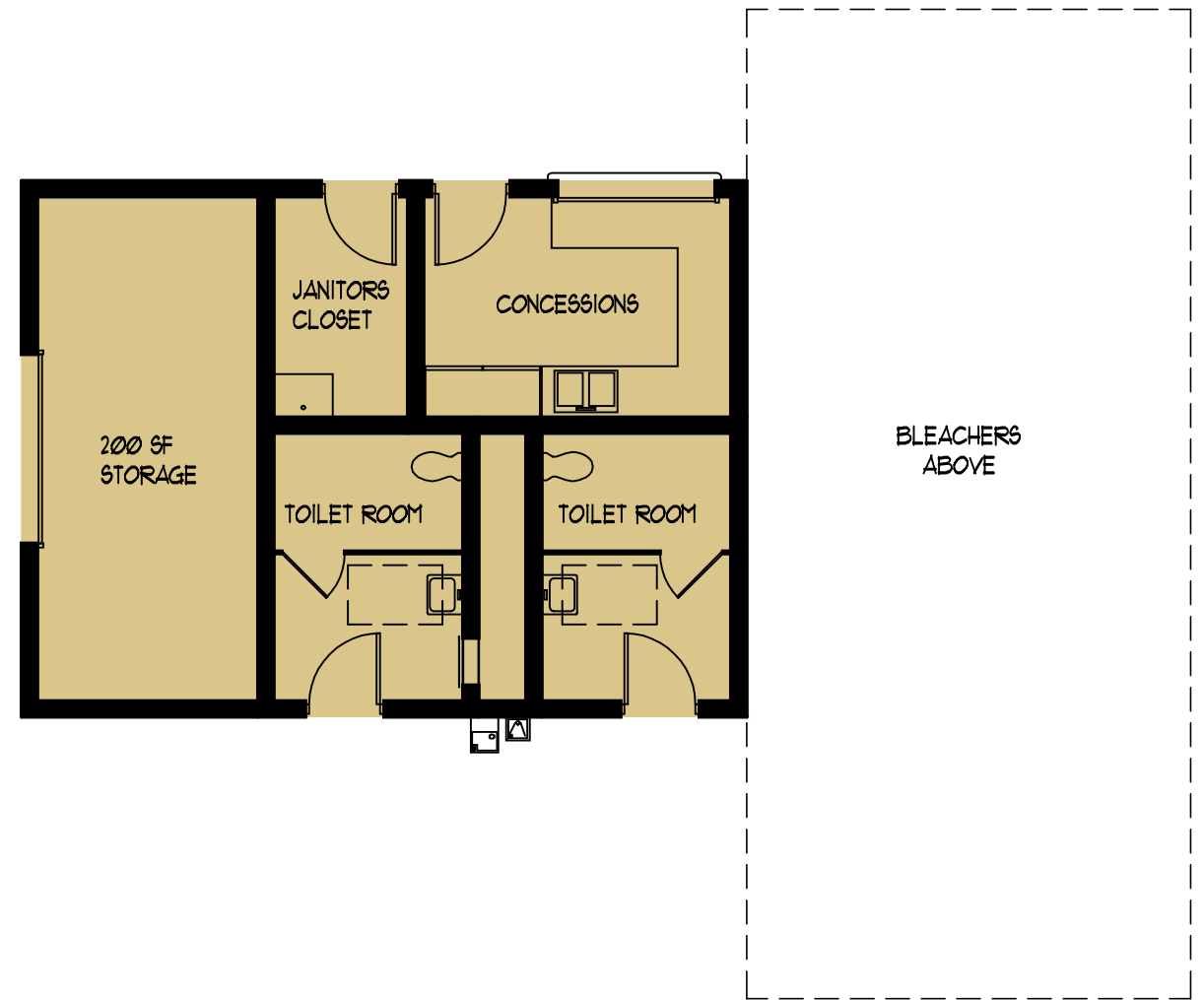
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UPPER LEVEL



GROUND LEVEL



# Tremper High School - Baseball PressBox Building

Scale: 3/16" = 1'-0"

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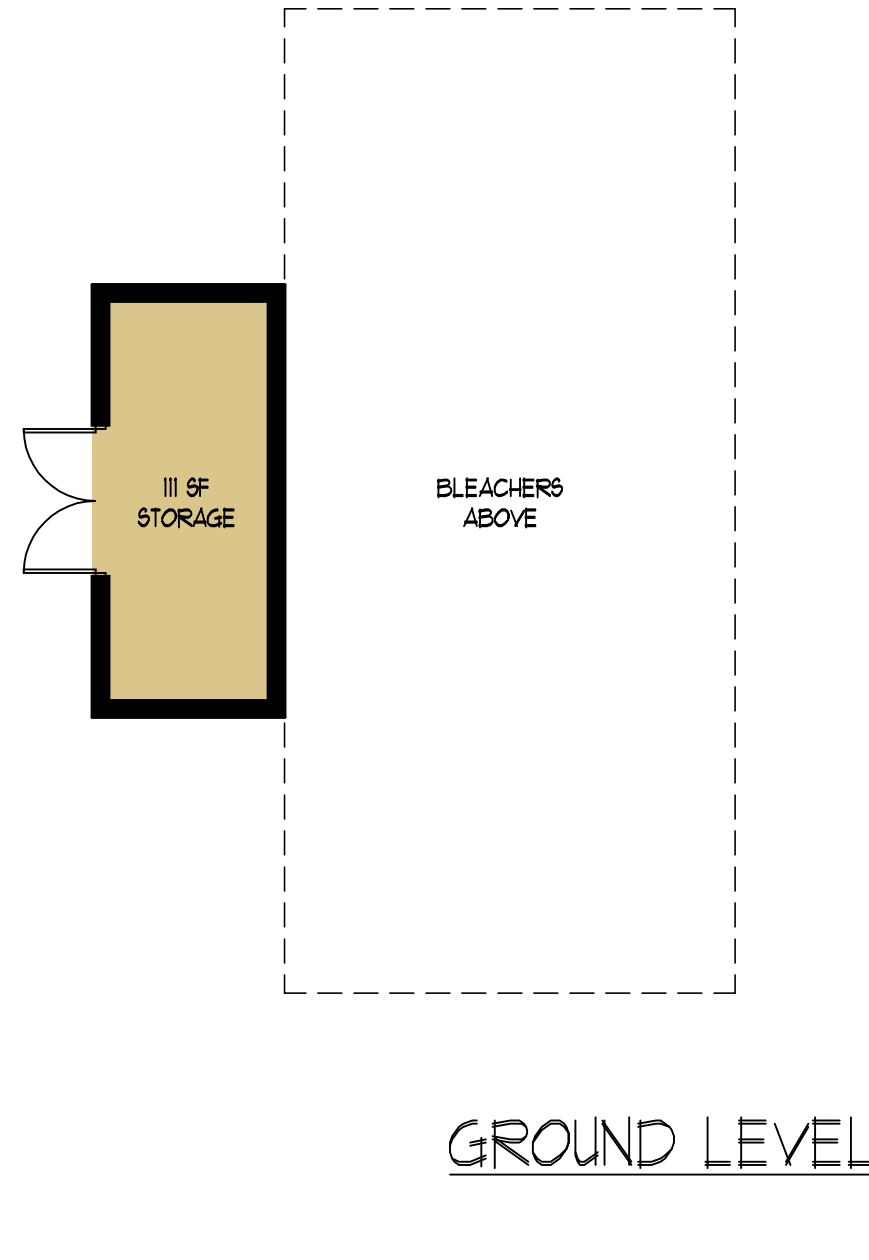
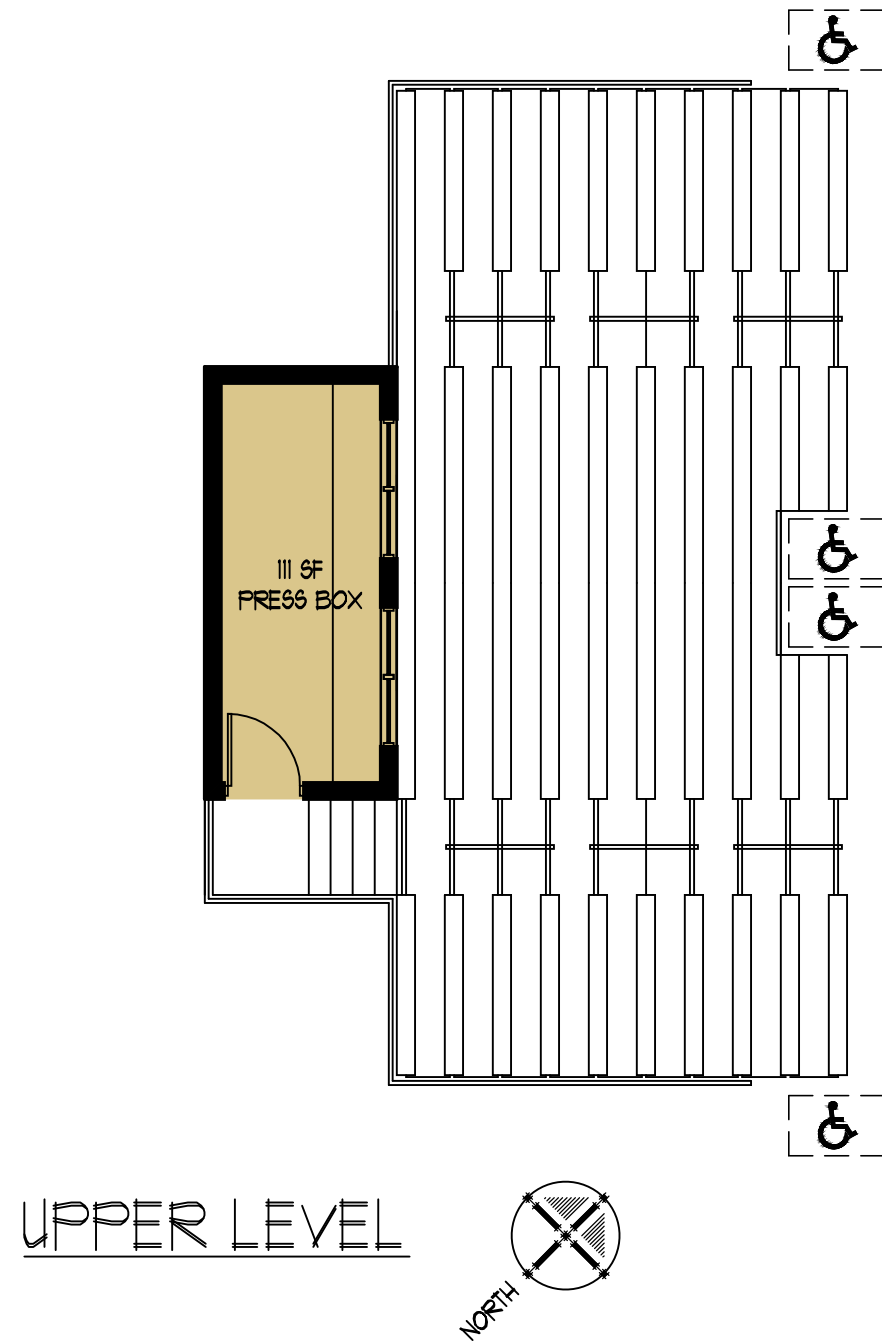
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## Tremper High School - Softball PressBox Building

Scale: 3/16" = 1'-0"

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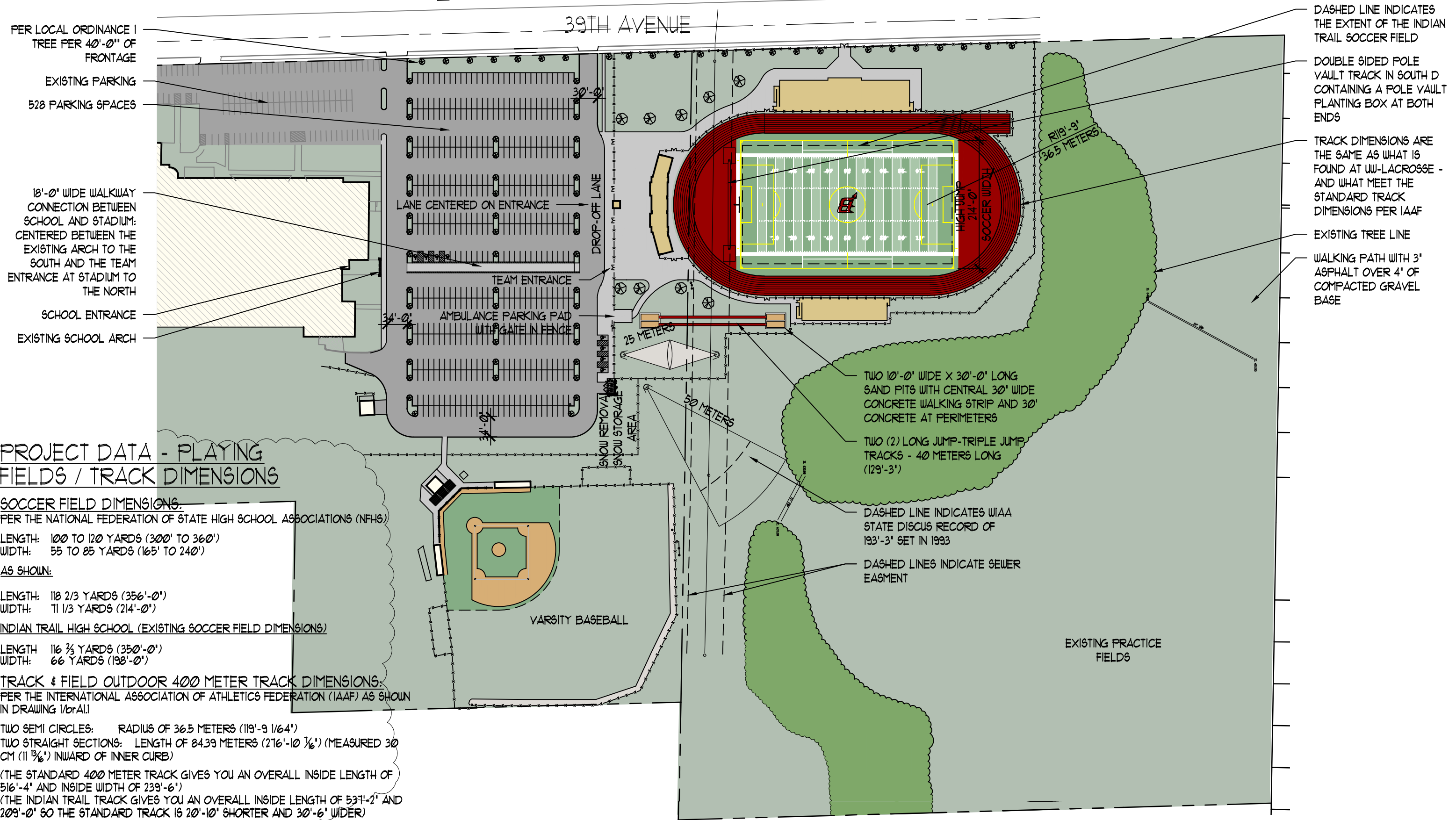


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## Bradford High School - Overall Site Plan

Scale: 1" = 150'-0"



PROJECT DATA - PLAYING FIELDS / TRACK DIMENSIONS

SOCCER FIELD DIMENSIONS:

PER THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS)

LENGTH: 100 TO 120 YARDS (300' TO 360')  
WIDTH: 55 TO 65 YARDS (165 TO 240')

AS SHOWN:

LENGTH: 118 2/3 YARDS (356'-0")  
WIDTH: 71 1/3 YARDS (214'-0")

INDIAN TRAIL HIGH SCHOOL (EXISTING SOCCER FIELD DIMENSIONS)

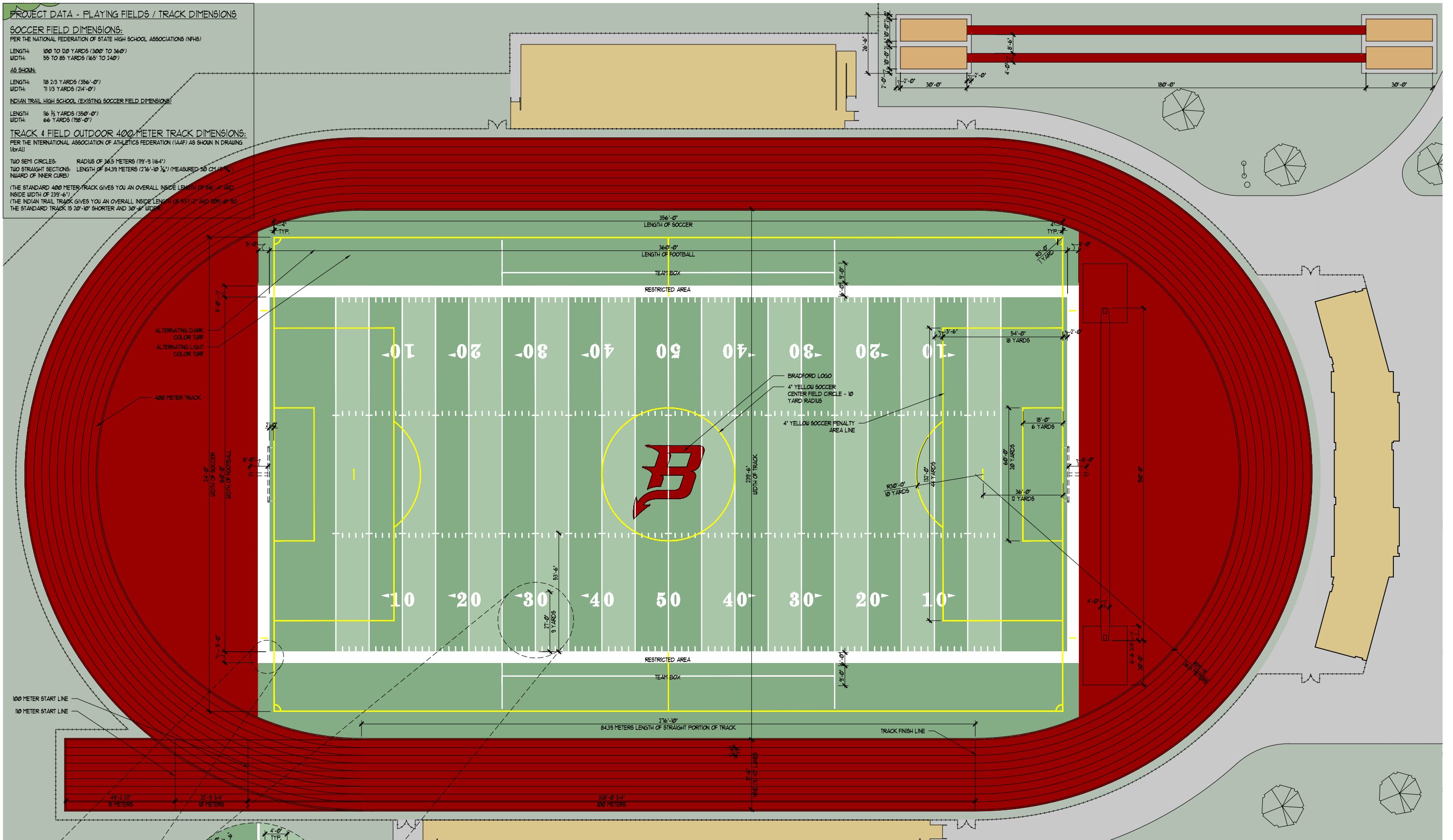
LENGTH: 116 1/2 YARDS (350'-0")  
WIDTH: 66 YARDS (198'-0")

TRACK & FIELD OUTDOOR 400 METER TRACK DIMENSIONS:

PER THE INTERNATIONAL ASSOCIATION OF ATHLETICS FEDERATION (IAAF) AS SHOWN IN DRAWING 1/6"=1'

TWO SEMI CIRCLES: RADIUS OF 36.5 METERS (119'-3 1/6")  
TWO STRAIGHT SECTIONS: LENGTH OF 84.39 METERS (276'-10 1/4") (MEASURED 50 CM (19 11/16") INWARD OF INNER CURVE)  
INWARD OF INNER CURVE

(THE STANDARD 400 METER TRACK GIVES YOU AN OVERALL INSIDE LENGTH OF 516'-4" AND INSIDE WIDTH OF 239'-6")  
(THE INDIAN TRAIL TRACK GIVES YOU AN OVERALL INSIDE LENGTH OF 531'-12" AND 209'-0" SO THE STANDARD TRACK IS 20'-10" SHORTER AND 30'-6" WIDER)



## Bradford High School - Track & Field Plan

Scale: not to scale

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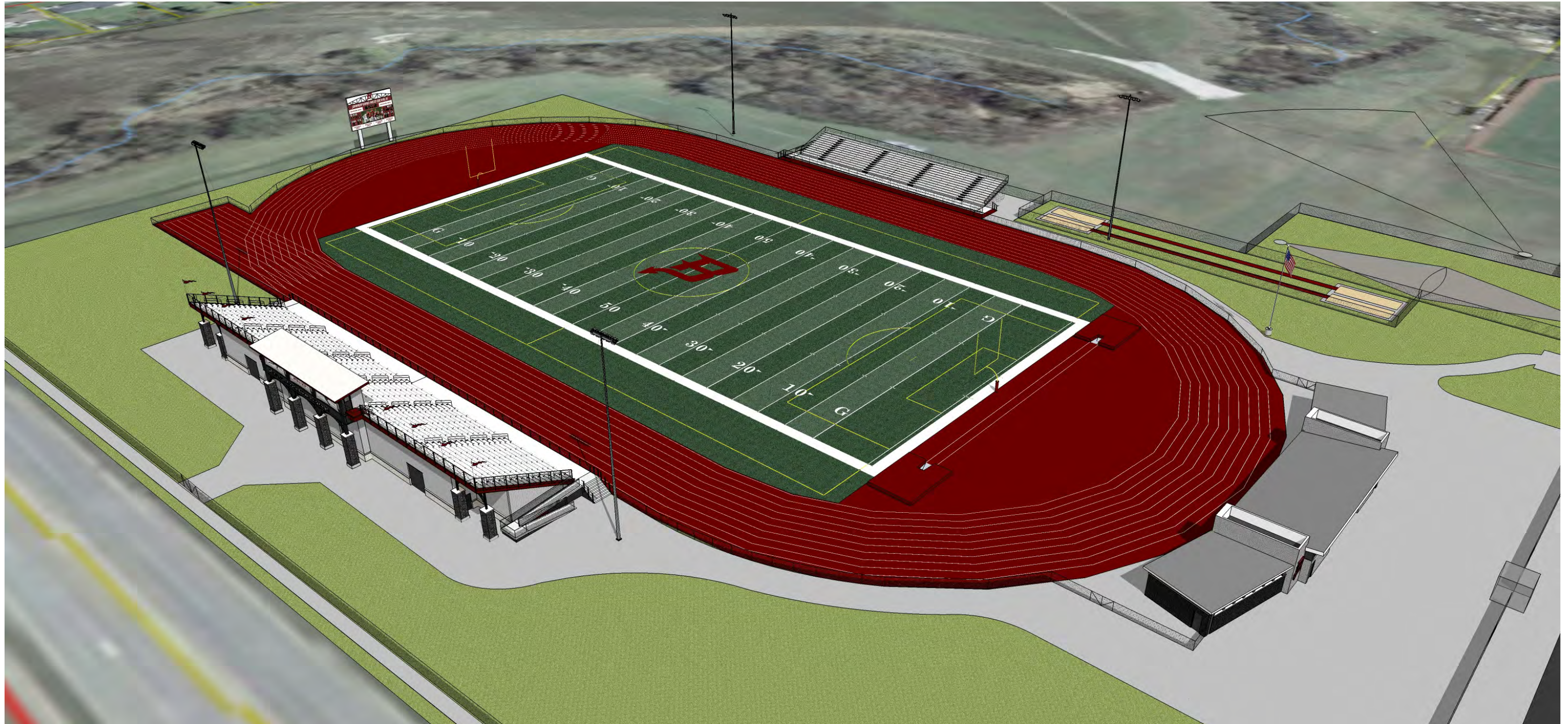
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## Bradford High School - Overall Site Rendering

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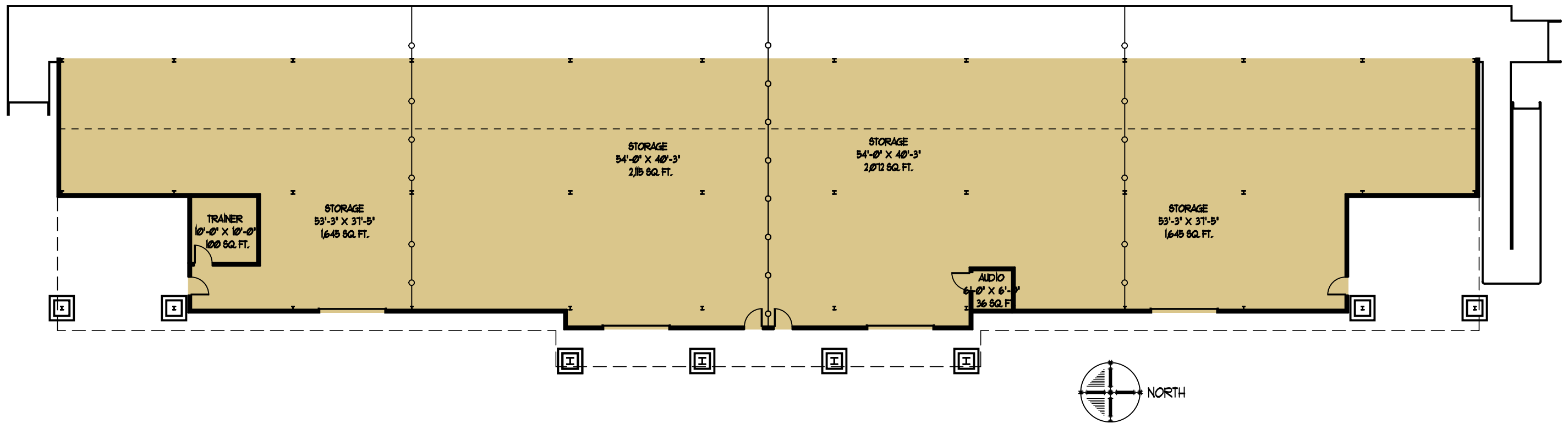
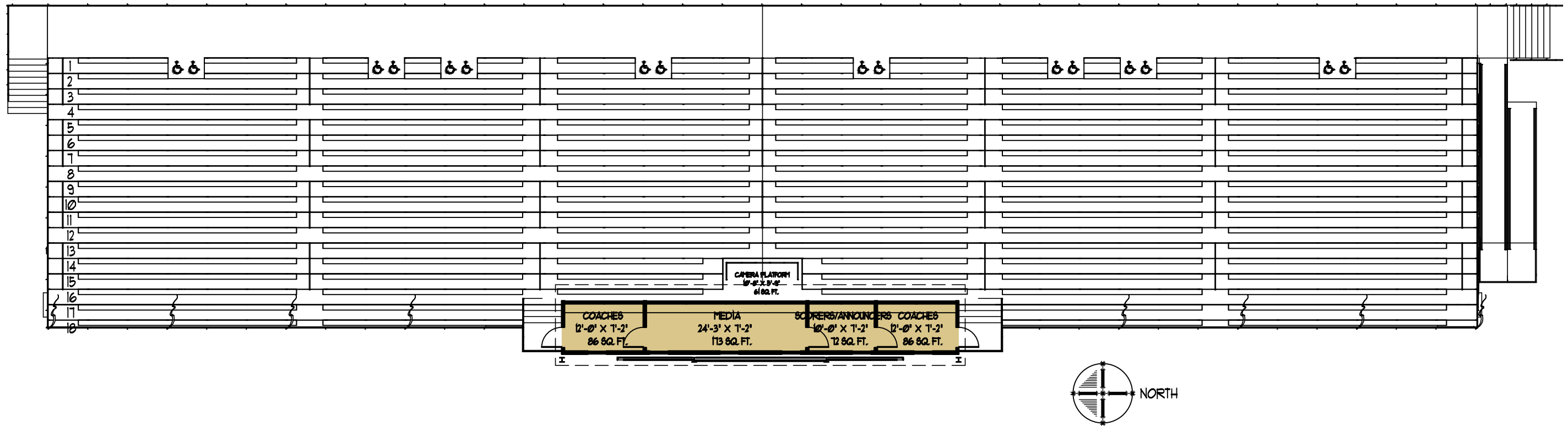


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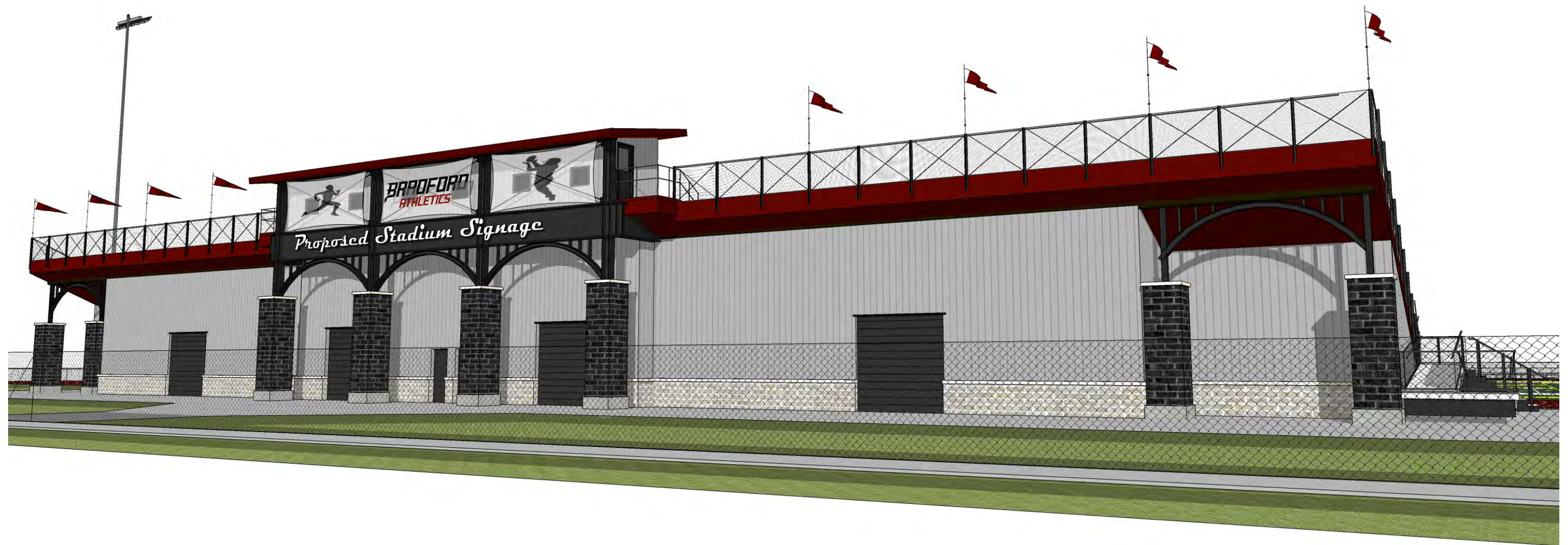
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## Bradford High School - Bleacher Plans

Scale: 1/16" = 1'-0"



## Bradford High School - Bleacher Rendering

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## Bradford High School - Bleacher Rendering

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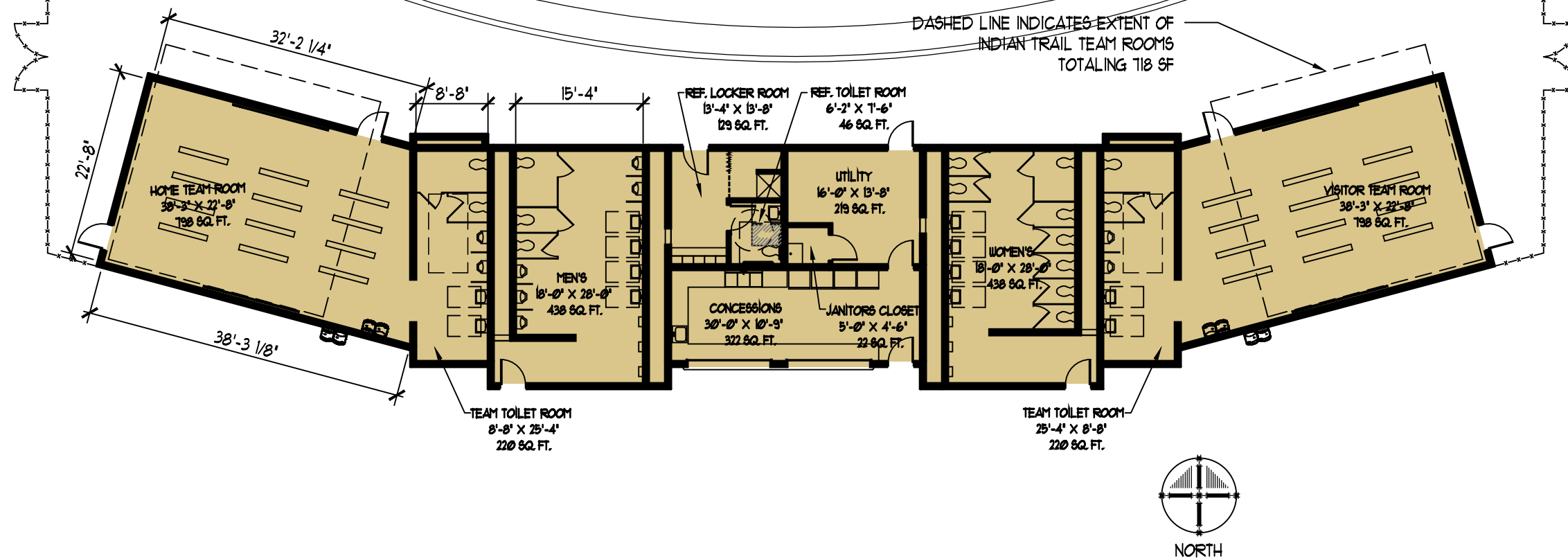


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## Bradford High School - Team Building Plan

Scale: 1/16" = 1'-0"

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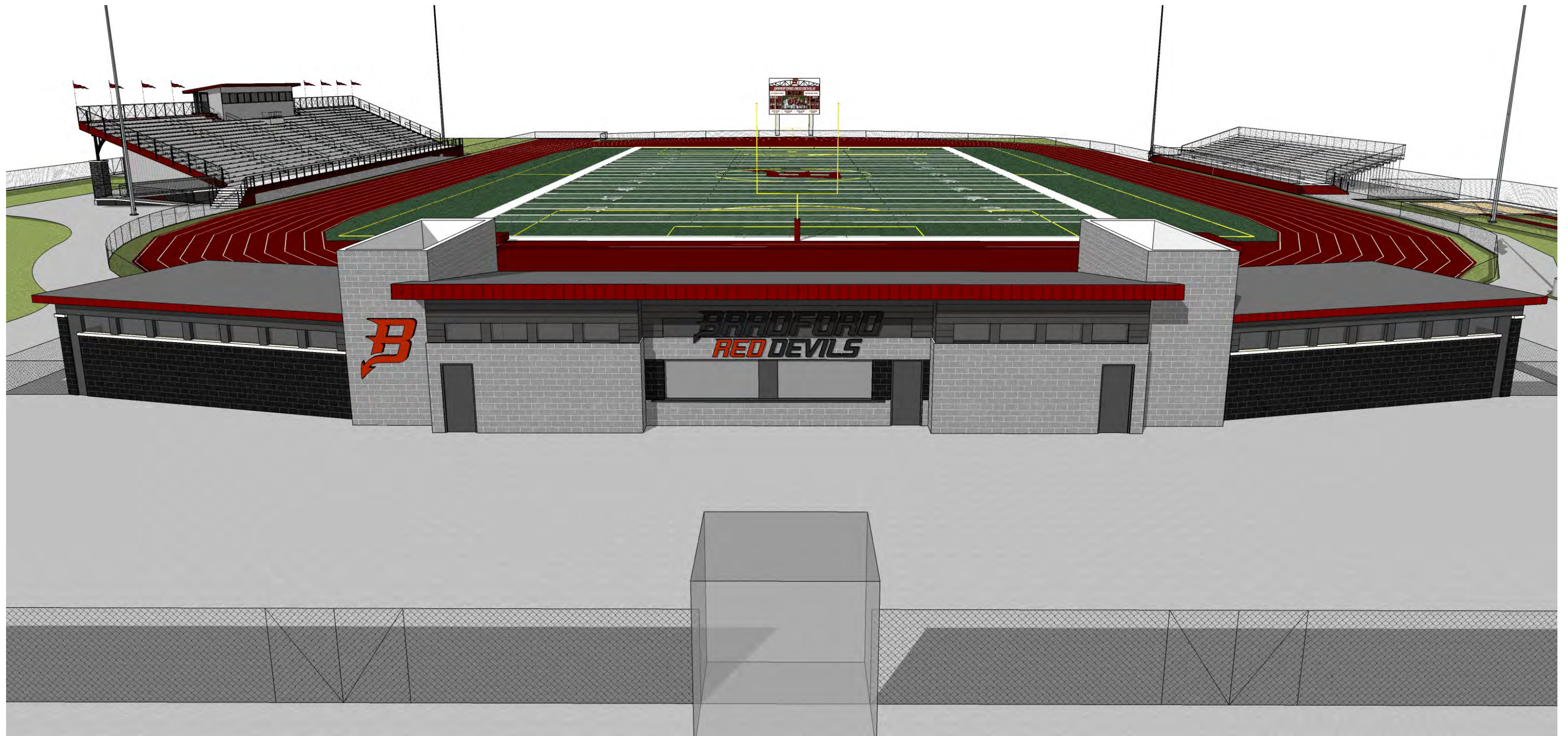
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## Bradford High School - Team Building Rendering: South Elevation

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Attachment 2 - Conceptual Plans  
October-2015

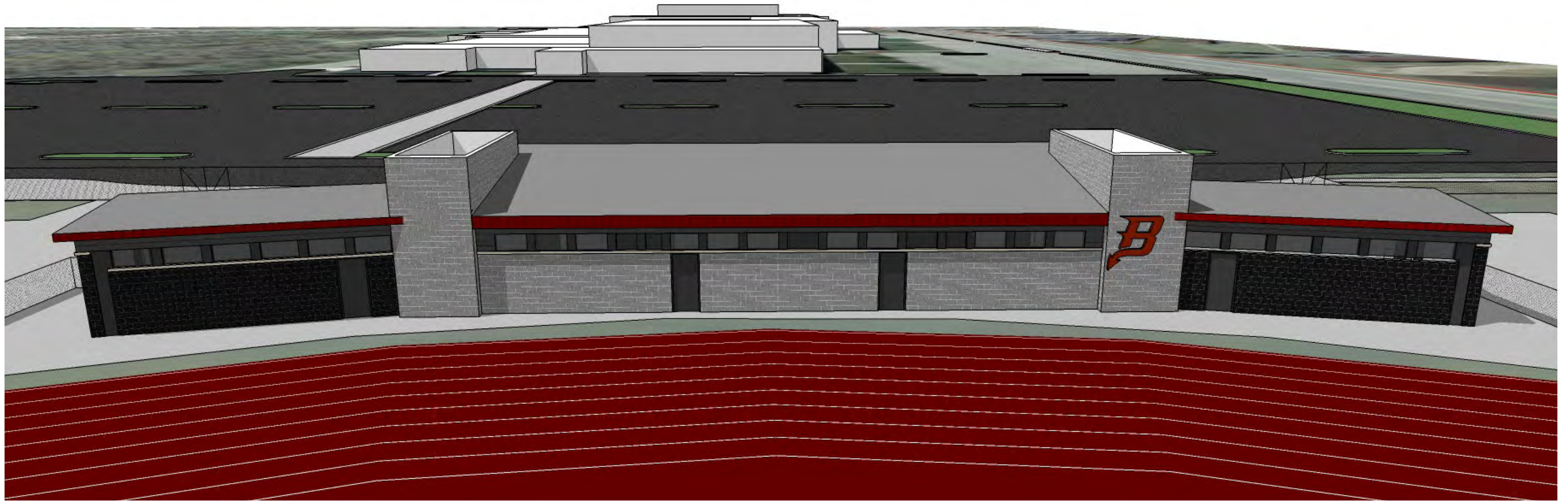


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## Bradford High School - Team Building Rendering: North Elevation

*NOT TO SCALE*

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KUSD Athletic Fields  
Attachment 2 - Conceptual Plans  
October-2015

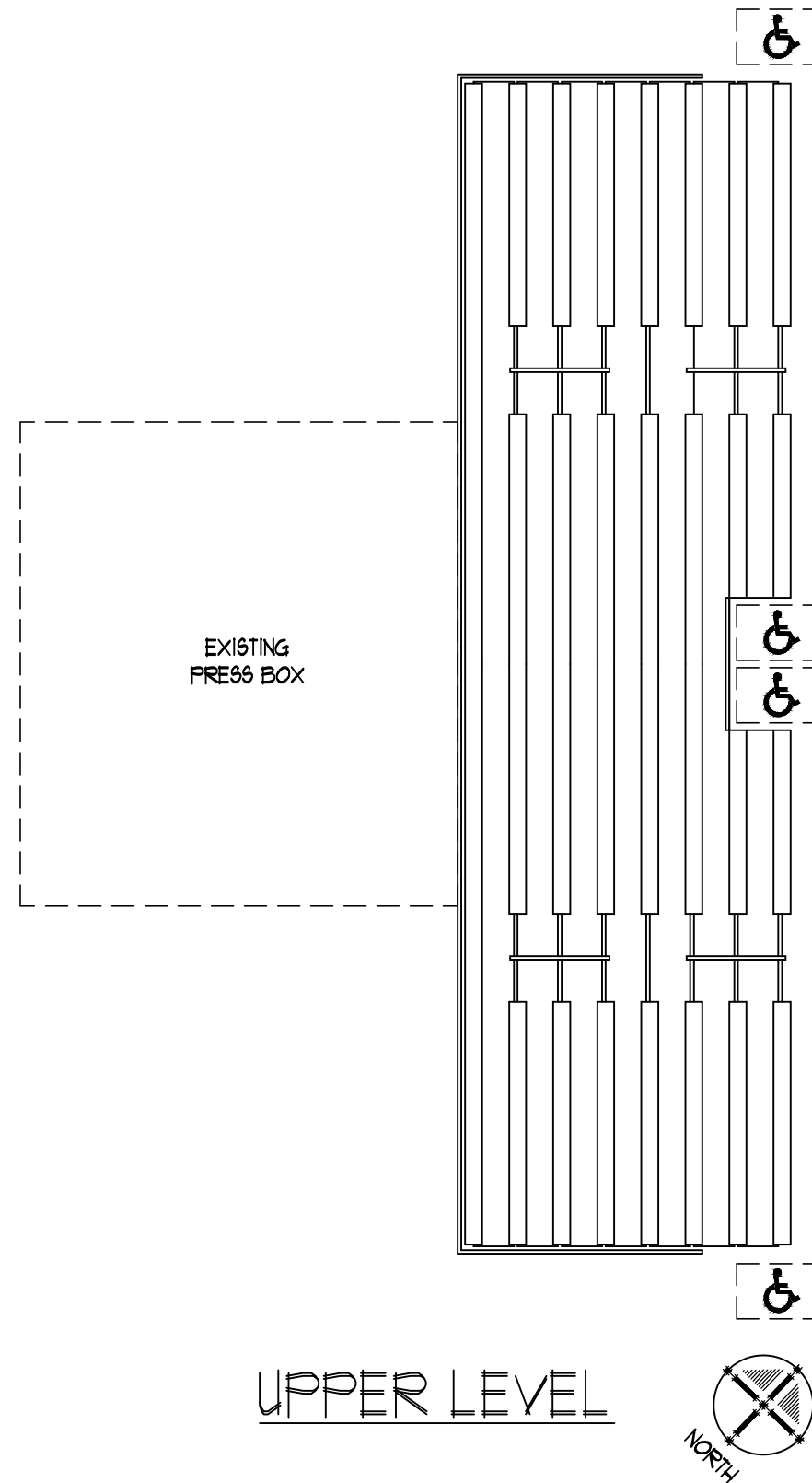


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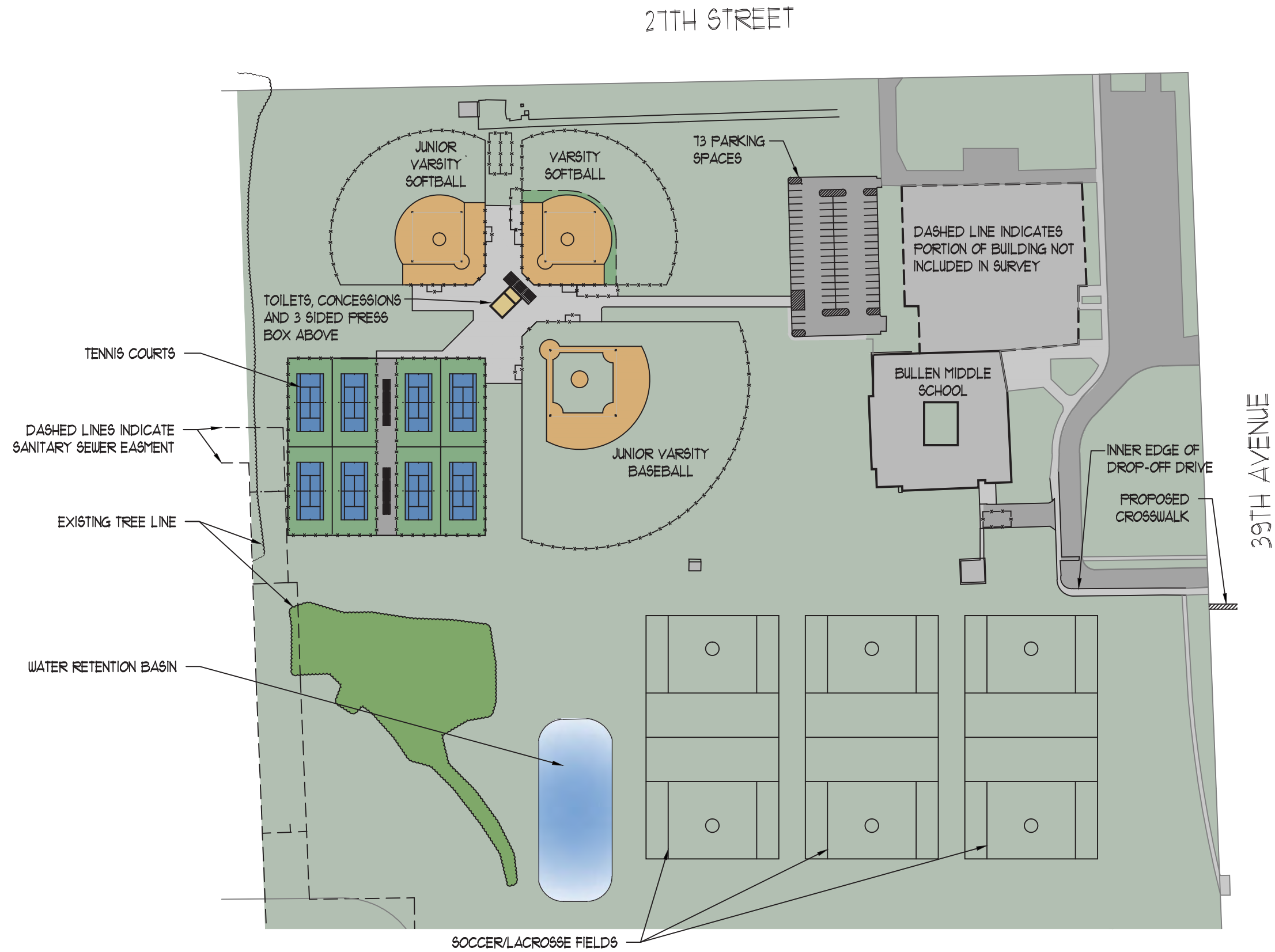




## Bradford High School - Baseball Bleachers

Scale: 3/16" = 1'-0"





# Bullen Middle School - Overall Site Plan

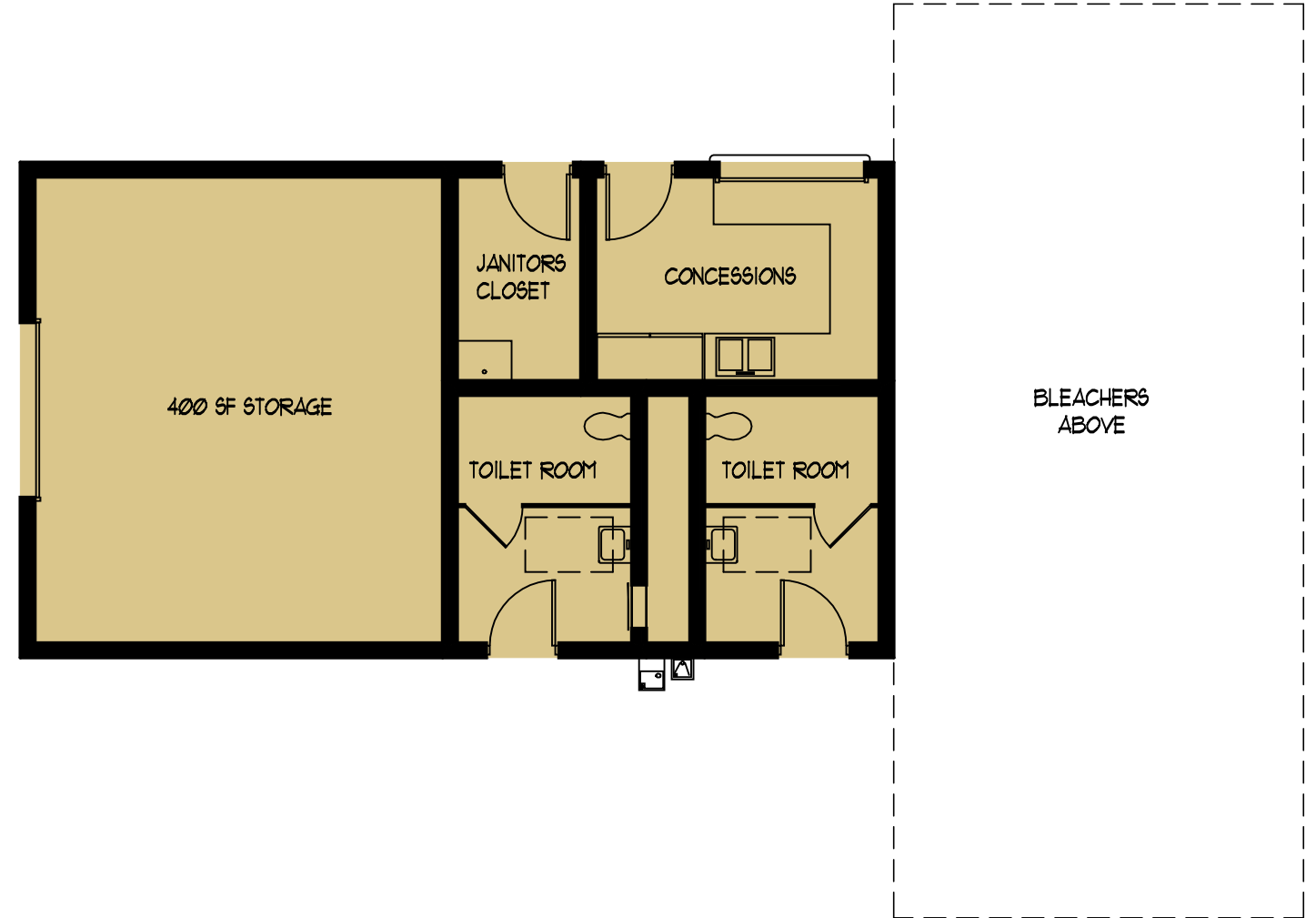
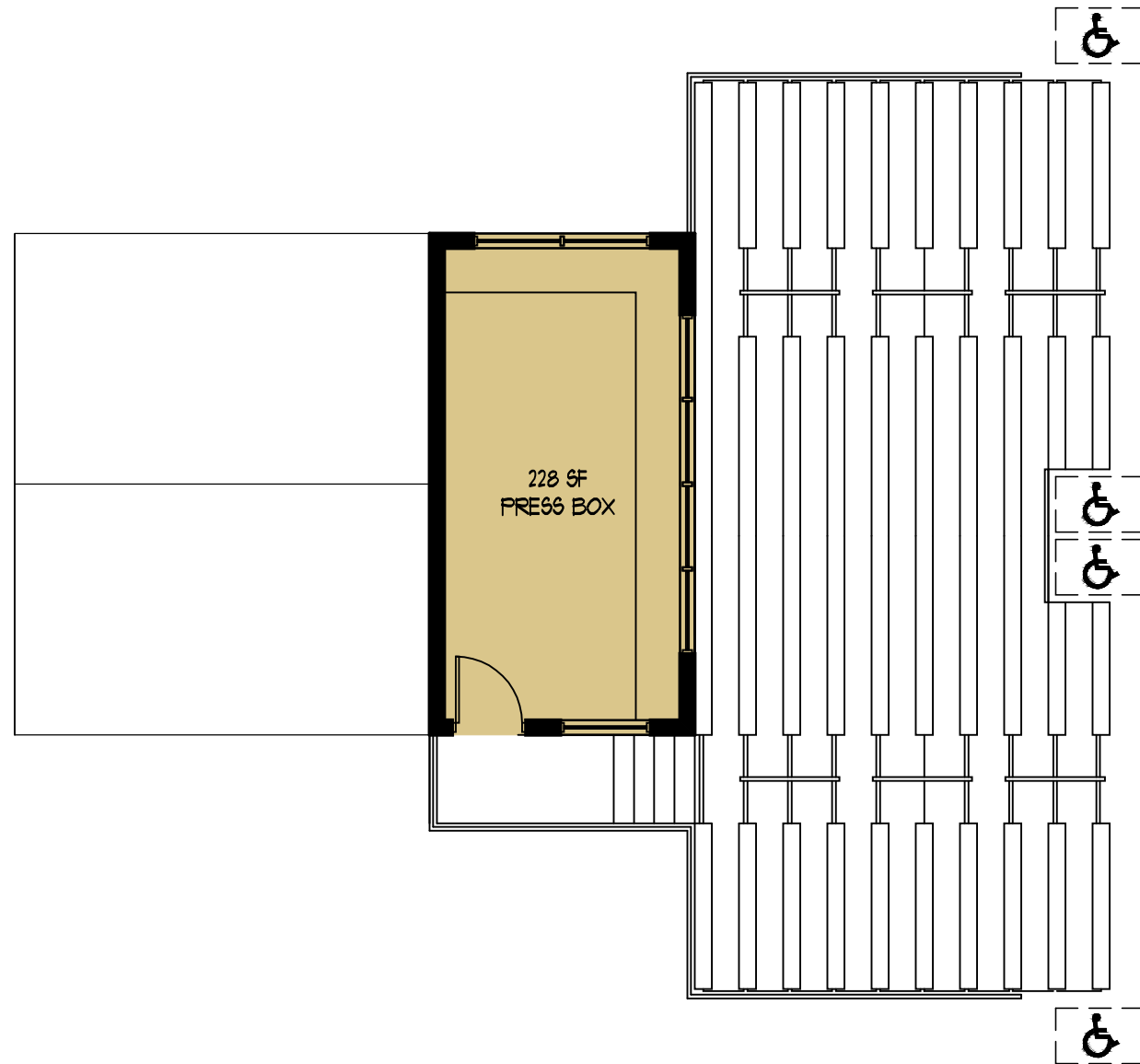
Scale: 1" = 150'-0"

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## Bullen Middle School - Press Box Building

Scale: 3/16" = 1'-0"

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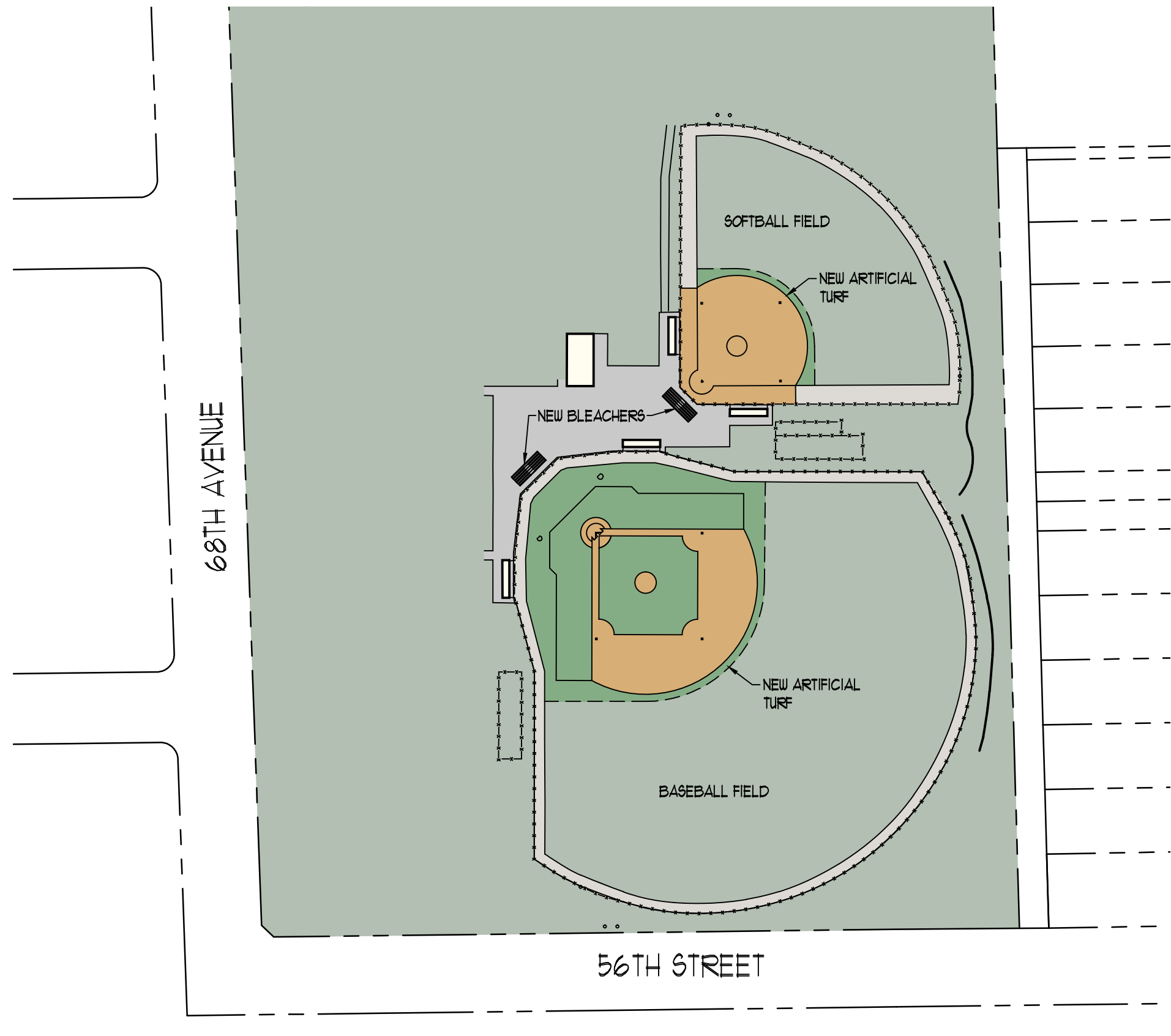
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## Indian Trail High School - Overall Site Plan

Scale: 1" = 100'-0"

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KUSD Athletic Fields  
Attachment 2 - Conceptual Plans  
October-2015



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**KENOSHA UNIFIED SCHOOL DISTRICT**  
**SPORT REFERENDUM PROJECT**

Conceptual Budget



21-Sep-15

**BRADFORD HIGH SCHOOL**

SITWORK	415,570	SF	\$	1,506,133
TEAM/ RESTROOM / CONCESSION BUILDING	4,195	SF	\$	916,244
FOOTBALL / SOCCER / TRACK & FIELD STADIUM	205,000	SF	\$	3,006,877
VARSITY BASEBALL FIELD	35,400	SF	\$	472,035
ADMINISTRATION COSTS			\$	537,150
SUBTOTAL				\$ 6,438,439

**BULLEN MIDDLE SCHOOL**

SITWORK	807,904	SF	\$	845,220
RESTROOM / CONCESSION BLDG	1,000	SF	\$	240,003
VARSITY SOFTBALL FIELD	39,115	SF	\$	413,205
JV BASEBALL FIELD	82,675	SF	\$	211,994
JV SOFTBALL FIELD	39,115	SF	\$	127,203
TENNIS COURTS	64,360	SF	\$	392,734
ADMINISTRATION COSTS			\$	203,013
SUBTOTAL				\$ 2,433,371

**TREMPER HIGH SCHOOL**

SITWORK	415,570	SF	\$	856,582
TEAM / RESTROOM / CONCESSION BLDG	4,528	SF	\$	934,641
FOOTBALL / SOCCER / TRACK & FIELD STADIUM	205,000	SF	\$	2,884,126
VARSITY BASEBALL FIELD	35,400	SF	\$	462,609
VARSITY SOFTBALL FIELD	11,840	SF	\$	300,920
TENNIS COURTS	64,360	SF	\$	397,734
BASE / SOFTBALL RESTROOM / CONCESSION / STOR BLDG	1,000	SF	\$	238,045
ADMINISTRATION COSTS			\$	552,931
SUBTOTAL				\$ 6,627,589

**INDIAN TRAIL HIGH SCHOOL**

VARSITY BASEBALL FIELD	39,850	SF	\$	359,631
VARSITY SOFTBALL FIELD	12,700	SF	\$	181,377
TRACK RESURFACING	52,715	SF	\$	128,823
ADMINISTRATION COSTS			\$	60,970
SUBTOTAL				\$ 730,800

Total Conceptual Project Construction Costs \$ 16,230,200

Architectural / Engineering Fees \$ 469,800

**TOTAL COSTS** \$ 16,700,000

Bradford North Parking Lot Renovation MM \$ 572,650

**September 15, 2015**  
**KUSD Outdoor Athletic Facilities**  
**Proposed Project Timeline:**

Oct 13 or 27, 2015	School Board Scope and Budget Approval
October 16, 2015	50% Arch/Eng Construction Documents Review Set
October 19, 2015	Plan Commission Submittal for all Sites
October 26, 2015 (tentative)	Parks Commission Meeting – Project Approval for Anderson Park
November 19, 2015	Plan Commission Meeting – Project Approval for all Sites
November 20, 2015	90% Arch/Eng Construction Documents Review Set
December 1, 2015	95% Plan Review Set to KUSD and Camosy
December 7, 2015	Common Council Meeting – Project Approval for all Sites
December 15, 2015	Release of Plans for Bidding
January 12, 2016	State of Wisconsin DSPS Plan Review and Approval
January 21, 2016	Receipt of Bids
March 2016	Construction Begins at Bullen MS Site
May 2016	Construction begins at Bradford Site
May 2016	Construction begins at Indian Trail and Tremper sites
Sept 2017	All construction complete



October 27, 2015

## **POLICY 5436 – WEAPONS**

### **Background:**

Policy and Rule 5436 - Weapons was last revised in 1999. School Board member Dan Wade has suggested revisions to the policy which would define any knife as a dangerous weapon as well as razor blades and box cutters.

### **Administration Recommendation:**

At its October 13, 2015, meeting the Personnel/Policy Committee voted to forward revisions to Policy 5436 to the School Board for consideration. Administration recommends that the School Board approve revisions to Policy 5436 – Weapons as a first reading on October 27, 2015, and a second reading on November 24, 2015.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Bethany Ormseth  
Assistant Superintendent  
Secondary School Leadership

POLICY 5436  
WEAPONS

The Kenosha Unified School District shall strive to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching this goal, the District will strictly enforce a zero tolerance policy that no one shall possess, use, or store a dangerous weapon on school property, school buses, or at any school related event. Furthermore, no student will use a dangerous weapon to threaten the life of another student, an employee, or any other person while on school property or engaged in a school activity on or off school property. "Dangerous weapons" include:

- A firearm, whether loaded or unloaded, operational or non-operational ;
- A weapon facsimile that could reasonably be mistaken for an actual firearm; or other weapon. A weapon facsimile includes any object, device, instrument, material, or substance that substantially mimics a weapon;
- Any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
- ~~A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one half inches; or~~
- Any object, device, **edged** instrument **which includes knives of any length, razor blades, box cutters**, material, or substance, whether animate or inanimate, that is used or intended to be used by the student to inflict death or serious bodily injury; or designed to inflict serious bodily injury or death, regardless of the student's intent.

The following are exempted from this policy: weapons under the control of law enforcement personnel, theatrical props used in appropriate settings, starter pistols used in appropriate sporting events, military personnel armed in line of duty, ROTC instructional activities under the supervision of a certified staff member, and items pre-approved by the building principal as part of a class or individual presentation under adult supervision. This approval must be in writing and granted prior to the weapon being brought to the school.

Persons violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

**LEGAL REF.:** Wisconsin Statutes

Sections:	120.13(1)	School government rules: suspension; expulsion
	930.22	Words and phrases defined
	948.60	Possession of a dangerous weapon for person under 18
	948.605	Gun-free school zones
	948.61	Dangerous weapons other than firearms on school premises
Federal Law		Gun-Free Schools Act of 1994

**CROSS REF.:** 5140.21 Harassment/Hate

- 5436.1 Fires, Fire Alarms, Explosives, Firecrackers and Spray Devices
- 5436.2 Missiles
- 5437 Threats and/or Assaults by Students
- 5430 Student Conduct and Discipline
- 5473 Student Suspension
- 5474 Student Expulsion
- 5475 Discipline of Students with Exceptional Educational Needs
- Current Employee Agreements



POLICY 5436  
WEAPONS  
Page 2

**ADMINISTRATIVE REGULATIONS:**      None

**AFFIRMED:**      August 13, 1991

**REVISED:**      October 8, 1996  
                     September 9, 1997  
                     May 11, 1999  
                     October 27, 2015

RULE 5436  
WEAPONS

Students violating the Board's policy on possession, use, storage of weapons, and use of weapons to threaten the life of others will be subject to disciplinary action including immediate suspension and a referral to the Board for expulsion from the regular school program. Except as otherwise specifically provided by law or the Board, a student found in possession of a dangerous weapon will be expelled from the regular school program for a minimum of one year or longer as determined by the Board. Such expulsion will not preclude the student violator's attendance in alternative programs or the receipt of educational services outside the regular school program during the period of expulsion. The Board may modify the expulsion requirement on a case-by-case basis.

Parent(s)/guardian(s) will be notified in all cases where this policy is violated. Law enforcement, criminal justice, and/or other juvenile justice system officials will also be notified. Weapons will be confiscated by the District and turned over to the proper law enforcement officials.

The District will comply with federal and state laws and reporting requirements including assurance of compliance with state regulations regarding student expulsion for firearms possession.

**Kenosha Unified School District  
Kenosha, Wisconsin**

**October 27, 2015**

**ACT 55—NOTICE OF ACADEMIC STANDARDS**

On July 12, 2015, the Wisconsin 2015-17 State Budget Bill, Act 55, was signed into law. It requires Kenosha Unified School District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography and history that have been adopted by the school board and that will be in effect during each school year. Accordingly, the district academic standards that will be in effect in these specific content areas for the 2015-16 school year are listed below. Electronic links to the detailed version of the applicable standards are provided pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes.

<b>CURRICULAR AREA</b>	<b>ACADEMIC STANDARDS</b>	<b>REFERENCE LINK</b>
Early learning	Wisconsin Model Early Learning Standards	<a href="http://ec.dpi.wi.gov/">http://ec.dpi.wi.gov/</a> <a href="http://ec.dpi.wi.gov/sites/default/files/imce/fscp/pdf/ec-wmels-rev2013.pdf">http://ec.dpi.wi.gov/sites/default/files/imce/fscp/pdf/ec-wmels-rev2013.pdf</a>
English/language arts (includes reading and writing)	Common Core Standards	<a href="http://dpi.wi.gov/ela/standards">http://dpi.wi.gov/ela/standards</a>  In kindergarten through fifth grade, the district has also adopted standards-based grading in English/ language arts. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.
Mathematics	Common Core Standards	<a href="http://dpi.wi.gov/math/standards">http://dpi.wi.gov/math/standards</a>  In kindergarten through fifth grade, the district has also adopted standards-based grading in mathematics. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.

<b>CURRICULAR AREA</b>	<b>ACADEMIC STANDARDS</b>	<b>REFERENCE LINK</b>
Science	Next Generation Science Standards	<a href="http://www.nextgenscience.org/next-generation-science-standards">http://www.nextgenscience.org/next-generation-science-standards</a>  In kindergarten through fifth grade, the district has also adopted standards-based grading in science. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.
Social studies	Common Core Standards	<a href="http://cal.dpi.wi.gov/cal_ss-standards">http://cal.dpi.wi.gov/cal_ss-standards</a>  In kindergarten through fifth grade, the district has also adopted standards-based grading in social studies. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.

Additionally, with regards to emphasizing content-area literacy in all subjects, the Kenosha Unified School District has adopted the Common Core Standards for Disciplinary Literacy. A link to this additional resource is: <http://dpi.wi.gov/standards/literacy-all-subjects>.

### **Recommendation**

At its October 13, 2015, meeting, the Curriculum/Program Committee voted to forward this report to the School Board for approval. Administration recommends that the School Board approve the annual declaration and parent notice of the district's student academic standards that will be in effect for the 2015-16 school year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Assistant Superintendent of Teaching and Learning

Dr. Floyd Williams  
Assistant Superintendent of Elementary School Leadership

Ms. Belinda Grantham  
Director of Early Education

Mr. Che Kearby  
Coordinator of Educator Effectiveness and Social Studies

Mrs. Jennifer Lawler  
Coordinator of Mathematics

Mrs. Susan Mirsky  
Coordinator of English/Language Arts

Mrs. Christine Pratt  
Coordinator of Science

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Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**2014-2015 Budget Carryovers to the 2015-2016 Budget**

Historically, Kenosha Unified School District (KUSD) has prohibited the carryover of unutilized budget authority from one fiscal year to the next. At the August 9, 2000 meeting of the School Board it was unanimously approved to discontinue the practice of site carryovers.

Occasionally, purchases that were authorized but not fully paid for by the close of the respective fiscal year lead to a request to carry budget dollars over to the next year to cover those expenses.

In addition, there are several exceptional items that are potentially carried over from year to year. Administration is requesting to carryover the following to the 2015-2016 fiscal year budget:

Site Requested Carryover	\$254,800
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Donation and Mini-Grant Carryover	\$197,836
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	<hr/>
	<b>\$452,636</b>
	<hr/>

Site Requested Carryovers

Reuther Central High School is requesting to carryover \$15,000 of unspent funds from their 2014-15 school operations budget to assist in purchasing a new outdoor sign and marquee. The current sign is about 18 years old and has not been operational since the fall of 2014. After review by a KUSD electrician and an outside sign vendor, it was determined that the old sign could not be fixed because it is too outdated for current technology. Without the functioning sign, the school is unable to display vital communications such as early releases, final exam dates, parent conference dates, and various events being held at Reuther.

McKinley Elementary is requesting to carryover \$7,800 of unspent funds from their 2014-15 school operations budget to help complete an office remodeling project in order to increase the safety of students and staff. The project was initiated following a staff climate survey which indicated that nearly half of the respondents did not feel safe as an employee in the building. A follow up to the survey revealed the main reason for the unsafe feelings was the current configuration of the main entrance that allows guests to enter the building and bypass the office without checking in. This remodeling project would direct the traffic through the main office and eliminate that problem by changing the office layout so that it would face north rather than west.

Teaching and Learning is requesting to carryover \$232,000 from the 2014-15 department budget. These funds will assist in purchasing curriculum resources for eleventh through twelfth grade math, kindergarten through second grade science, kindergarten through second grade social studies, and ninth through twelfth grade English Language Development III. In the absence of district set-aside funding for curriculum resources, the Teaching and Learning budget has been utilized to purchase essential resources as determined by the curriculum design teams.

Donations and Mini-Grants

During the 2014-15 school year, several schools/departments received cash donations or mini-grants from outside organizations, most notably from the Education Foundation of Kenosha (EFK). Some of the 2014-15 donated funds were not completely spent by the end of the school year; therefore the schools have requested that these funds be carried over to the next year so that they can be used to complete the programs intended by the donors.

### Charter Schools

The charter schools are allowed carryover of any unspent general fund dollars, as stipulated in their individual contracts with the district. This is necessitated due to the unique funding of the schools, the responsibility they have for their entire budget, and their responsibility for future major maintenance issues or technology replacement not funded by the district. Starting fiscal year 2013, charter school carryovers were accounted for as assigned portions of the general fund balance rather than be added as additional amounts in expense budgets as in the past. This method provides for more accurate year to year budgeting while preserving the charter school's access to their surplus funds. The schedule at the bottom of Attachment A shows the total balance in the charter fund balance reserve accounts as \$1,188,193 as of June 30, 2015.

### **Administrative Recommendation**

This report was reviewed by the Audit/Budget/Finance Committee at the October 13, 2015 meeting where it was recommended to be forwarded to the full School Board for approval. Administration requests that the School Board approve the report so that these carryover funds can be incorporated into the adopted 2015-16 budget.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

**Kenosha Unified School District**  
**Carryover Requested from the 2014-2015 to 2015-2016 Budget**

Loc #	Location	Site Requested Carryover	Site Donation and Mini- Grant Carryover	Total of Carryover from 2014-2015 for 2015-2016
145	Forest Park	\$ -	\$ 509	\$ 509
146	Frank	-	596	596
147	Grant	-	133	133
150	Harvey	-	-	-
153	Jefferson	-	5,584	5,584
155	McKinley	7,800	2,448	10,248
156	Pleasant Prairie	-	-	-
157	Prairie Lane	-	1,230	1,230
158	Roosevelt	-	334	334
160	Somers	-	3,997	3,997
161	Southport	-	3,592	3,592
162	Strange	-	-	-
163	Grewenow	-	97	97
164	Vernon	-	296	296
165	Brass	-	2,076	2,076
166	Whittier	-	1,561	1,561
167	Wilson	-	3,052	3,052
168	Bose	-	4,090	4,090
169	Stocker	-	3,917	3,917
170	Jeffery	-	3,328	3,328
173	EBSOLA-Creative Arts	-	67	67
175	EBSOLA-Dual Language	-	633	633
178	Nash	-	4,944	4,944
Elementary Subtotal		\$ 7,800	\$ 42,484	\$ 50,284
330	Lance	\$ -	\$ 217	\$ 217
331	Lincoln MS	-	7,437	7,437
333	Washington	-	282	282
334	Bullen	-	23,647	23,647
337	Mahone	-	6,292	6,292
Middle School Subtotal		\$ -	\$ 37,874	\$ 37,874
424	Indian Trail	\$ -	\$ 3,746	\$ 3,746
425	Bradford	-	2,859	2,859
426	Tremper	-	2,689	2,689
427	Reuther	15,000	799	15,799
428	Lakeview	-	2,391	2,391
High School Subtotal		\$ 15,000	\$ 12,485	\$ 27,485
102	Brompton	\$ -	\$ -	\$ -
112	Dimensions of Learning	-	64	64
113	KTEC	-	77	77
272	4K Program	-	-	-
421	E-School	-	26	26
422	Harborside	-	-	-
852	Hillcrest	-	70	70
871	Headstart	-	772	772
Other Schools Subtotal		\$ -	\$ 1,009	\$ 1,009
Total Schools		\$ 22,800	\$ 93,852	\$ 116,652

Loc #	Location	Site Requested Carryover	Site Donation and Mini- Grant Carryover	Total of Carryover from 2014-2015 for 2015-2016
801	Board of Education	\$ -	\$ -	\$ -
802	Superintendent	-	2,038	2,038
803	Special Projects	-	-	-
804	Human Resources	-	3,489	3,489
805	Information Services	-	-	-
806	Exec. Director of Business	-	-	-
807	Facilities Department	-	-	-
808	Finance Department	-	-	-
809	School To Career	-	395	395
810	Athletics/PE/Health	-	-	-
811	Dept. of Instruction	232,000	2,476	234,476
812	Fine Arts	-	58,433	58,433
815	Special Ed Instruction	-	-	-
816	Title 1/P-5/Bilingual	-	-	-
817	Instructional Media Center	-	-	-
818	Student Services	-	627	627
819	Staff Development	-	-	-
820	Purchasing	-	-	-
822	Transportation & Safety	-	-	-
823	Distribution and Utilities	-	-	-
824	Food Service	-	-	-
825	Copy Center	-	-	-
837	Community & Parent Relations	-	15,432	15,432
838	Public Information	-	14,972	14,972
839	School Leadership Middle & High	-	4,269	4,269
840	Student Engagement Office	-	-	-
841	School Leadership Elementary	-	-	-
851	Educational Accountability	-	1,852	1,852
874	Education Support Center	-	-	-
880	Recreation	-	-	-
999	Summer School	-	-	-
<b>Total Departments</b>		<b>\$ 232,000</b>	<b>\$ 103,984</b>	<b>\$ 335,984</b>
<b>Grand Total</b>		<b>\$ 254,800</b>	<b>\$ 197,836</b>	<b>\$ 452,636</b>

**Charter Fund Balance Reserves (Assignments) 2015-2016**

	102-Brompton	112-Dimensions	113-KTEC	422-Harborside	Totals
2015 Beginning Balance	\$ 136,136.61	\$ 254,432.57	\$ 206,514.47	\$ 645,104.25	\$ 1,242,187.90
2015 Net Rev(Exp)	65,826.08	54,276.85	(240,333.33)	66,235.47	(53,994.93)
<b>2015 Ending Balance</b>	<b>\$ 201,962.69</b>	<b>\$ 308,709.42</b>	<b>\$ (33,818.86) *</b>	<b>\$ 711,339.72</b>	<b>\$ 1,188,192.97</b>

\* KTEC will start the 2015-16 fiscal year with a \$0.00 reserve balance as they have reimbursed the district for the overage

Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**Change in the Fiscal Year 2014-15 Adopted Budget**

The Board of Education adopted the 2014-15 budget on October 28, 2014, as prescribed by Wisconsin State Statute 65.90. From time to time there is a need to modify or amend the adopted budget for a variety of reasons. State Statutes require that official modifications to the adopted budget be approved by two-thirds (2/3) majority of the Board of Education and that there be a publication of a Class 1 notice within ten (10) days of board approval. This document identifies budget modifications to the 2014-2015 Budget.

Below is a delineation of the actual budget modifications by fund and project:

Fund	Project	Revenue Change	Expense Change
<b>10-General</b>	0-Local Funding	126,451.00	120,949.00
	141-Title 1	805,181.00	805,181.00
	145-Title I Supplemental	84,000.00	84,000.00
	154-APPT-Acad Parent-Teach Teams	20,000.00	20,000.00
	322-Biling/Bicultural		5,172.00
	341-IDEA Flow Thru	18,615.00	18,615.00
	347-IDEA Pre School	-789.00	-789.00
	391-Title 3	54,047.00	54,047.00
	430-Carl Perkins	6,830.00	6,830.00
	583-Educator Effectiveness	130,400.00	130,400.00
	601-Head Start - Fed	-4,992.00	-4,992.00
	623-C.L.C	49,526.00	49,526.00
	750-Donations	141,652.07	132,922.82
	751-New School Grant	244,373.63	253,432.88
	604-Title II-A	238,095.00	238,095.00
<b>10-General Total</b>		<b>1,913,389.70</b>	<b>1,913,389.70</b>
<b>20-Special Projects</b>	0-Local Funding	274.00	
	19-Non-Aided Costs		274.00
	341-IDEA Flow Thru	1,012,199.00	1,012,199.00
	347-IDEA PreSchool	-360.00	-360.00
	601-Head Start - Fed	4,992.00	4,992.00
<b>20-Special Projects Total</b>		<b>1,017,105.00</b>	<b>1,017,105.00</b>
<b>50-Food Service</b>	376-Fruits & Veggies	219,974.00	219,974.00
<b>50-Food Service Total</b>		<b>219,974.00</b>	<b>219,974.00</b>
<b>Grand Total</b>		<b>3,150,468.70</b>	<b>3,150,468.70</b>

The majority of the changes are the result of carryover notifications determined to be available for various grants after the budget was formally adopted. Other grant awards (e.g. Ed Foundation, mini-grants) were also received after the adoption of the budget. These grant awards conform to existing board policy and have been previously shared with the Board of Education through the approval of the grant as well as grant summary reports submitted to the Audit/Budget/Finance Committee.

Since State Statutes authorize the budget to be adopted by function; administration also requests approval of additional budget modifications that did not add or subtract dollars to the overall budget, but may have changed the function or purpose of the funding.

These budget modifications include:

- Transferred budgets and expenditures from one salary account to another salary account resulting from a review of position control. Reclassifying the salary and benefit dollars from one account to another does not change the overall amount of the budget.
- Transferred operational line item budget dollars from one budget account to another as a result of ongoing review and monitoring of budgets. Reclassifying budget dollars from one account to another account does not change the overall amount of the budget.
- Transferred grant budgets to the appropriate function or object based on formal DPI grant modifications. Since the budget was formally adopted, some grant managers have requested that expenditure budget dollars be reassigned to the function or object where the dollars were expended. The grant budgets have been revised and the resulting modifications may have changed the function or object of the expenditures, but they did not change the total amount of the grant.

Attached is a copy of the Notice of Change in Adopted Budget in the proper State approved format that will need to be published in the Kenosha News after the board has approved these budget modifications.

### **Administrative Recommendation**

This report was reviewed by the Audit/Budget/Finance Committee at the October 13, 2015 meeting where it was recommended to be forwarded to the full School Board for approval. Administration requests that the School Board approve the report and that the attached Class 1 notice be published within ten (10) days of the official board adoption.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

**NOTICE OF CHANGE IN ADOPTED 2014-2015 BUDGET  
KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Kenosha Unified School District No.1, on October 27, 2015 adopted the following changes to previously approved budgeted 2014-2015 amounts.

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
<b>Fund 10 - General</b>				
<b>Anticipated Revenue:</b>	<b>Source</b>			
Operating Transfer	100	0	0	0
Local Sources	200	74,986,852	75,148,855	162,003
Other School Districts within Wisconsin	300 & 400	350,000	350,000	0
Intermediate Sources	500	20,383	35,383	15,000
State Sources	600	157,347,130	157,603,981	256,851
Federal Sources	700	11,610,843	12,881,356	1,270,513
Other Financing Sources	800 & 900	281,352	490,375	209,023
<b>Total Anticipated Revenue</b>		<b>244,596,560</b>	<b>246,509,950</b>	<b>1,913,390</b>
<b>Expenditure Appropriations:</b>	<b>Function</b>			
Instruction	100000	126,804,777	127,503,215	698,438
Support Services	200000	83,220,380	84,430,409	1,210,029
Non-Program Transactions	400000	35,790,414	35,795,337	4,923
<b>Total Expenditure Appropriations</b>		<b>245,815,571</b>	<b>247,728,961</b>	<b>1,913,390</b>
<b>Beginning Fund Balance</b>	930000	36,805,631	36,805,631	0
<b>Anticipated Ending Fund Balance</b>	930000	35,586,620	35,586,620	(0)
<b>Fund 20 - Special Projects</b>				
Beginning Fund Balance		0	0	0
Anticipated Ending Fund Balance		0	0	0
Total Revenues & Other Financing Sources	Total	52,932,337	53,949,442	1,017,105
Expenditures & Other Financing Use	Total	52,932,337	53,949,442	1,017,105
<b>Fund 30 - Debt Service</b>				
Beginning Fund Balance		3,278,974	3,278,974	0
Anticipated Ending Fund Balance		2,227,311	2,227,311	0
Total Revenues & Other Financing Sources	Total	16,565,909	16,565,909	0
Expenditures & Other Financing Use	Total	17,617,572	17,617,572	0
<b>Fund 40 - Capital Projects</b>				
Beginning Fund Balance		13,490,260	13,490,260	0
Anticipated Ending Fund Balance		765,260	765,260	0
Total Revenues & Other Financing Sources	Total	10,000	10,000	0
Expenditures & Other Financing Use	Total	12,735,000	12,735,000	0
<b>Fund 50 - Food Service</b>				
Beginning Fund Balance		2,763,872	2,763,872	0
Anticipated Ending Fund Balance		2,763,872	2,763,872	0
Total Revenues & Other Financing Sources	Total	8,299,373	8,519,347	219,974
Expenditures & Other Financing Use	Total	8,299,373	8,519,347	219,974
<b>Fund 80 - Community Service</b>				
Beginning Fund Balance		2,033,025	2,033,025	0
Anticipated Ending Fund Balance		2,006,072	2,006,072	0
Total Revenues & Other Financing Sources	Total	1,579,125	1,579,125	0
Expenditures & Other Financing Use	Total	1,606,078	1,606,078	0

Subtotals contain calculated fields and formulas which may result in rounded values

Dated this 27th day of October 2015  
Daniel Wade, School Board Clerk



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Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**OFFICIAL THIRD FRIDAY ENROLLMENT REPORT**

***(School Year 2015-16)***

**OVERVIEW**

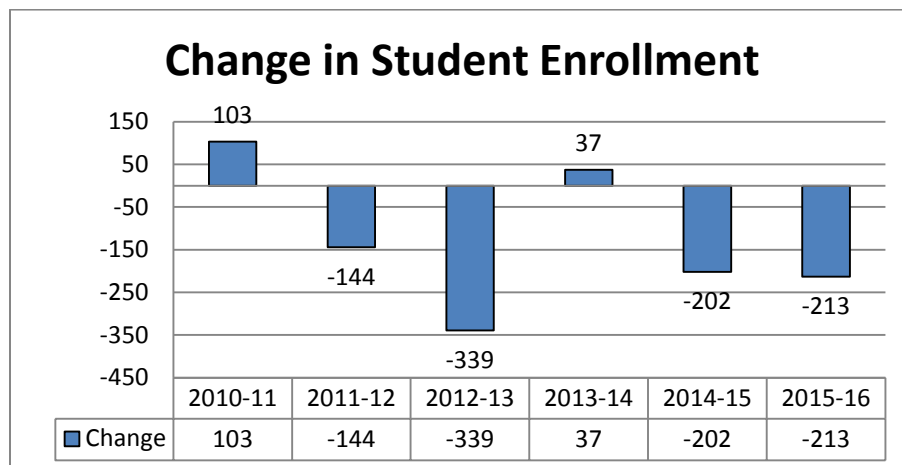
Annually, Administration provides the Kenosha Unified School Board with the District's *Official Third Friday Enrollment Report*. The data contained in this report are also reported to the Wisconsin Department of Public Instruction (DPI) in its designated format. The School Board should note that this report contains only *enrollment* data and does not contain student membership data that are used to develop revenue projections and budgetary planning documents.

**GENERAL FINDINGS**

1. District-wide, enrollment decreased -213 students, from 22,474 students in 2014-15 to 22,261 students in 2015-16. Kenosha Unified will continue to experience the effects of large decline in PK/K enrollments due to a decline in birth rates. The Kenosha community had 209 fewer births in 2010 when compared to 2009. This timeframe would align with the current Kindergarten grade level. The District's enrollment for the past six (6) years is shown below.

School Year	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Enrollment	23,122	22,978	22,639	22,676	22,474	22,261

2. The following chart illustrates the changes in overall student enrollment for School Years 2010-11 to 2015-16.



3. The District reported a decrease of -266 students in the elementary schools, but this decrease was mainly due to both the noticeable decline in birth rates and the continued KTEC growth. Middle school enrollment decreased by -216 students (also related to the grade 6 expansion for KTEC) and high school enrollment increased by +155 students.
4. The total enrollment for the Special Schools, which included all charter schools, Chavez Learning Station, Kenosha 4 Year Old Kindergarten, Hillcrest, and the Phoenix Project, reported an increase of +114 students. The number of community-based child care centers at Kenosha 4 Year Old Kindergarten was reduced from 9 in 2014-15 to 8 in 2015-16, as these locations are also experiencing decreased enrollments.
5. The following special schools reported increases in enrollment when compared to last year: KTEC increased by +204 students and Harborside increased by +12 students.
6. Grades 2, 4, 7, 9, 11, and 12 exhibited increases in enrollment when compared to the previous year, with +16, +6, +89, +15, +43, and +95 students, respectively.
7. Pre-Kindergarten, Kindergarten, and grades 1, 3, 5, 6, 8, and 10 reported decreases in student enrollment when compared to the previous school year, with -69, -164, -9, -3, -14, -74, -135, and -9 respectively.
8. Elementary schools with increases in student enrollment included Edward Bain – Dual Language, Jeffery, Roosevelt, Somers, and Whittier with gains of +3, +10, +20, +26, and +18 students respectively.
9. All comprehensive middle schools experienced a decrease in enrollment. Bullen, Lance, Lincoln, Mahone, and Washington decreased by -71, -43, -66, -24, and -12 students, respectively. These decreases were primarily due to KTEC expanding grade 6 at their West campus and a larger grade 8 cohort group transitioning to the various high schools.
10. Bradford, Indian Trail High School and Academy, LakeView, and Reuther reported an increase of +110, +73, +3, and +9 students, respectively. Tremper experienced a decrease in student enrollment with -40 students.
11. The number of English Language Learners (ELLs) continues to increase in Kenosha Unified. There are 2,137 ELLs in 2015-16, an increase of +67 students from 2014-15. The English Language Learners are reported out by those in Dual Language (Bilingual) and those in a traditional classroom (ESL). The number of Bilingual students increased from 174 in 2014-15 to 223 in 2015-16. ESL student also increased this year, from 1,896 in 2014-15 to 1,914 in 2015-16. *Please note that the Bilingual category includes only those students who are enrolled in the Dual Language Program at Edward*

*Bain – Dual Language or Bullen **and** are **not** English proficient. All other students who are not English proficient are identified as ESL.*

12. The enrollment for “students with disabilities” (as defined by NCLB-No Child Left Behind) and IDEA-Individuals with Disabilities Act) remained steady, with an increase of +6 students, from 2,657 in 2014-15 to 2,663 in 2015-16. These students account for 12.0% of the overall KUSD population.
13. Overall, the percent of enrollment represented by Hispanic students continues to increase each year, while the percent represented by White students continues to decrease. The enrollment distribution for Asian, Black or African American, and Native Hawaiian/Pacific Islander remains comparatively constant. In 2009-10, ethnic categories were expanded by the U.S. Department of Education/Wisconsin Department of Public Instruction to include “Native Hawaiian/Pacific Islander” and “Two or more Races”. An increase can be seen in the number of students identifying as having multiple races – the number in 2015-16 is more than double that reported in 2010-11. The chart below reports the changes in the distribution of each ethnic category for the past six years.

<b>Race/Ethnicity</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>
Asian	384 (1.7%)	382 (1.7%)	356 (1.6%)	335 (1.5%)	325 (1.4%)	313 (1.4%)
Black or African American	3,636 (15.7%)	3,599 (15.7%)	3,526 (15.5%)	3,508 (15.4%)	3,427 (15.2%)	3,350 (15.0%)
Hispanic of any Race	5,202 (22.5%)	5,347 (23.3%)	5,562 (24.5%)	5,819 (25.6%)	5,947 (26.5%)	6,048 (27.2%)
American Indian or Alaska Native	78 (0.3%)	63 (0.3%)	50 (0.2%)	57 (0.2%)	95 (0.4%)	50 (0.2%)
White	13,277 (57.4%)	12,933 (56.3%)	12,353 (54.7%)	12,056 (53.3%)	11,674 (51.9%)	11,351 (51.0%)
Native Hawaiian/ Pacific Islander	15 (0.1%)	20 (0.1%)	24 (0.1%)	24 (0.1%)	21 (0.1%)	17 (0.1%)
Two or More Races	530 (2.3%)	634 (2.8%)	768 (3.4%)	877 (3.9%)	985 (4.4%)	1,132 (5.1%)
<b>DISTRICT</b>	<b>23,122</b>	<b>22,978</b>	<b>22,639</b>	<b>22,676</b>	<b>22,474</b>	<b>22,261</b>

14. The average class sizes for students in traditional elementary schools were relatively stable, consistent with the minor changes from the previous report, from 2014-15 to 2015-16. Kindergarten reported the largest change for a single grade with an average classroom decrease of -1.2, from 22.8 in 2014-15 to 21.6 in 2015-16. A few elementary schools also added some instructional staff after the count day, which would only decrease the average class sizes for those schools and district wide. Grades 1-3 showed an average decrease of -0.9, while grades 4-5 showed a slight increase of +0.2 students per class. The K4 program was relatively consistent, with only a +0.1 student increase in 2015-16. The special programs of Dual Language reported a mild increase of +0.2, from 21.9 to 22.1. Enrichment had a slight increase of +0.7, from 21.3 to 22.0.
15. Middle schools reported an average class size of 26.5 students for the overall academic area, a decrease of -0.5 when compared to last year's average of 27.0. Elective courses (world language, art, performing arts, STEM) showed a minor decrease (-0.2) at the middle school level, from 21.7 in 2014-15 to 21.5 in 2015-16. Activity courses (physical education/health, and music) reported an average class size of 24.7, but this is noticeably down (-4.5) from 29.2 students in 2014-15. This decline is mainly attributed to a combination of the decreased traditional middle school enrollments and a change in student selection priorities (art, STEM). The Dual Language/ESL average of 20.3 is representative of the Bullen Dual Language Program, and consistent with 2014-15 (20.2).
16. The average high school class size in the overall academic areas rose slightly, +0.7 students, from 26.4 in 2014-15 to 27.1 in 2015-16. An identified large cohort group exited grade 8 in 2014-15 and transitioned to grade 9. Elective courses reported an increase (+1.7) from 23.7 to 25.4 students. The activity category (music, PE) once again showed the largest increase (+4.7), which was a larger increase than last year where the average activity course increased +4.2. The average high school activity course for 2015-16 is 44.2 students. Traditionally, these large class sizes are primarily attributed to the student enrollments in music courses (orchestra, band, choir). For example, Indian Trail and Tremper reported class size averages in the low 60s for music courses.
17. Class averages are based on teachers with established classrooms as recorded in the student information system (Infinite Campus). The averages do not incorporate additional teachers who support classroom teachers (i.e. Instructional Coaches, ESL teachers, Interventionists, etc.).

## APPENDIX 1 – Official Enrollment School Year 2015-16

- District enrollment by grade span
- District enrollment by grade level
- Total enrollment by school

*Enrollment information for six (6) school years is included, beginning with School Year 2010-11.*

## APPENDIX 2 – Total Enrollment by School

- Enrollment by building, category, and grade level, grouped by elementary, middle, high, and special schools
- Summary recapitulation by category and grade span, with six (6) years of data

## APPENDIX 3 – Class Size Averages by School

- Average class sizes for district schools and programs (middle and high school program averages are currently unavailable).
- Summary of average class sizes by elementary grade span and program, with six (6) years of data

Link to full Appendices: <http://www.kusd.edu/sites/default/files/document-library/english/APPENDIX%20FULL.pdf>

### **Administrative Recommendations**

At its October 13, 2015 meeting, the School Board Joint Audit/Budget/Finance & Personnel/Policy Standing Committee reviewed the 2015-16 Official Third Friday Enrollment Report and recommended that it be forwarded to the full School Board. Administration recommends that the School Board review the 2015-16 Official Third Friday Enrollment Report, which is an informational item.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Kristopher Keckler  
Executive Director  
Information and Accountability

Ms. Renee Blise  
Research Coordinator

Ms. Lorien Thomas  
Research Analyst

Ms. Erin Roethe  
Data Analyst

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# **WISCONSIN OPEN MEETINGS LAW**

**A COMPLIANCE GUIDE**

**August 2010**

**DEPARTMENT OF JUSTICE  
ATTORNEY GENERAL J.B. VAN HOLLEN**



Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle.

Promoting compliance with Wisconsin's open meetings law by raising awareness and providing education and information about the law is an ongoing part of the mission of the Wisconsin Department of Justice. Citizens and public officials who understand their rights and responsibilities under the law will be better equipped to advance Wisconsin's policy of openness in government.

*Wisconsin Open Meetings Law: A Compliance Guide* is not a comprehensive interpretation of the open meetings law. Its aim is to provide a workable understanding of the law by explaining fundamental principles and addressing recurring questions. Government officials and others seeking legal advice about the application of the open meetings law to specific factual situations should direct questions to their own legal advisors.

This Compliance Guide is also available on the Wisconsin Department of Justice website at [www.doj.state.wi.us](http://www.doj.state.wi.us), to download, copy, and share. The website version contains links to many of the opinions and letters cited in the text of the Guide.

As Attorney General, I cannot overstate the importance of fully complying with the open meetings law and fostering a policy of open government for all Wisconsin citizens. To that end, I invite all government entities to contact the Department of Justice whenever our additional assistance can be of help to you.

J.B. Van Hollen  
Attorney General  
August 2010

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# WISCONSIN OPEN MEETINGS LAW<sup>1</sup>

## I. POLICY OF THE OPEN MEETINGS LAW.

The State of Wisconsin recognizes the importance of having a public informed about governmental affairs. The state's open meetings law declares that:

In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

Wis. Stat. § 19.81(1).<sup>2</sup>

In order to advance this policy, the open meetings law requires that “all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.” Wis. Stat. § 19.81(2). There is thus a presumption that meetings of governmental bodies must be held in open session. *State ex rel. Newspapers v. Showers*, 135 Wis. 2d 77, 97, 398 N.W.2d 154 (1987). Although there are some exemptions allowing closed sessions in specified circumstances, they are to be invoked sparingly and only where necessary to protect the public interest. The policy of the open meetings law dictates that governmental bodies convene in closed session only where holding an open session would be incompatible with the conduct of governmental affairs. “Mere government inconvenience is . . . no bar to the requirements of the law.” *State ex rel. Lynch v. Conta*, 71 Wis. 2d 662, 678, 239 N.W.2d 313 (1976).

The open meetings law explicitly provides that all of its provisions must be liberally construed to achieve its purposes. Wis. Stat. § 19.81(4); *St. ex rel. Badke v. Greendale Village Bd.*, 173 Wis. 2d 553, 570, 494 N.W.2d 408 (1993); *State ex rel. Lawton v. Town of Barton*, 2005 WI App 16, ¶ 19, 278 Wis. 2d 388, 692 N.W.2d 304 (“The legislature has issued a clear mandate that we are to vigorously and liberally enforce the policy behind the open meetings law”). This rule of liberal construction applies in all situations, except enforcement actions in which forfeitures are sought. Wis. Stat. § 19.81(4). Public officials must be ever mindful of the policy of openness and the rule of liberal construction in order to ensure compliance with both the letter and spirit of the law. *State ex rel. Citizens for Responsible Development v. City of Milton*, 2007 WI App 114, ¶ 6, 300 Wis. 2d 649, 731 N.W.2d 640 (“The legislature has made the policy choice that, despite the efficiency advantages of secret government, a transparent process is favored”).

## II. WHEN DOES THE OPEN MEETINGS LAW APPLY?

The open meetings law applies to every “meeting” of a “governmental body.” Wis. Stat. § 19.83. The terms “meeting” and “governmental body” are defined in Wis. Stat. § 19.82(1) and (2).

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<sup>1</sup>The 2009 Open Meetings Law Compliance Guide was prepared by Assistant Attorneys General Thomas C. Bellavia and Bruce A. Olsen. The text reflects the continuing contributions of former Assistant Attorneys General Alan M. Lee and Mary Woolsey Schlaefer to earlier editions of the Guide. The assistance of reviewers Sandra L. Tarver, Steven P. Means, Kevin Potter, Kevin St. John, and Raymond P. Taffora, and the technical and administrative support of Connie L. Anderson, Amanda J. Welte, and Sara J. Paul is gratefully acknowledged.

<sup>2</sup>The text of this, and all other, sections of the open meetings law appears in Appendix A.

## **A. Definition Of “Governmental Body.”**

### **1. Entities that are governmental bodies.**

#### **a. State or local agencies, boards, and commissions.**

The definition of “governmental body” includes a “state or local agency, board, commission, committee, council, department or public body corporate and politic created by constitution, statute, ordinance, rule or order[.]” Wis. Stat. § 19.82(1). This definition is broad enough to include virtually any collective governmental entity, regardless of what it is labeled. It is important to note that a governmental body is defined primarily in terms of the manner in which it is created, rather than in terms of the type of authority it possesses. Purely advisory bodies are therefore subject to the law, even though they do not possess final decision making power, as long as they are created by constitution, statute, ordinance, rule, or order. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979).

The words “constitution,” “statute,” and “ordinance,” as used in the definition of “governmental body,” refer to the constitution and statutes of the State of Wisconsin and to ordinances promulgated by a political subdivision of the state. The definition thus includes state and local bodies created by Wisconsin’s constitution or statutes, including condemnation commissions created by Wis. Stat. § 32.08, as well as local bodies created by an ordinance of any Wisconsin municipality. It does not, however, include bodies created solely by federal law or by the law of some other sovereign.

State and local bodies created by “rule or order” are also included in the definition. The term “rule or order” has been liberally construed to include any directive, formal or informal, creating a body and assigning it duties. 78 Op. Att’y Gen. 67, 68-69 (1989). This includes directives from governmental bodies, presiding officers of governmental bodies, or certain governmental officials, such as county executives, mayors, or heads of a state or local agency, department or division. *See* 78 Op. Att’y Gen. 67. A group organized by its own members pursuant to its own charter, however, is not created by any governmental directive and thus is not a governmental body, even if it is subject to governmental regulation and receives public funding and support.<sup>3</sup> The relationship of affiliation between the University of Wisconsin Union and various student clubs thus is not sufficient to make the governing board of such a club a governmental body. Penkalski Correspondence, May 4, 2009.

The Wisconsin Attorney General has concluded that the following entities are “governmental bodies” subject to the open meetings law:

#### **State or local bodies created by constitution, statute, or ordinance:**

- A municipal public utility managing a city-owned public electrical utility. 65 Op. Att’y Gen. 243 (1976).
- Departments of formally constituted subunits of the University of Wisconsin system or campus. 66 Op. Att’y Gen. 60 (1977).
- A town board, but not an annual or special town meeting of town electors. 66 Op. Att’y Gen. 237 (1977).
- A county board of zoning adjustment authorized by Wis. Stat. § 59.99(3) (1983) (now Wis. Stat. § 59.694(1)). Gaylord Correspondence, June 11, 1984.

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<sup>3</sup>But see the discussion of quasi-governmental corporations in section II.A.1.d. of this Guide.

- A public inland lake protection and rehabilitation district established by a county or municipality, pursuant to Wis. Stat. §§ 33.21 to 33.27. DuVall Correspondence, November 6, 1986.

**State or local bodies created by resolution, rule, or order:**

- A committee appointed by the school superintendent to consider school library materials. Staples Correspondence, February 10, 1981.
- A citizen's advisory group appointed by the mayor. Funkhouser Correspondence, March 17, 1983.
- An advisory committee appointed by the Natural Resources Board, the Secretary of the Department of Natural Resources, or a District Director, Bureau Director or Property Manager of that department. 78 Op. Att'y Gen. 67.
- A consortium of school districts created by a contract between districts; a resolution is the equivalent of an order. I-10-93, October 15, 1993.
- An industrial agency created by resolution of a county board under Wis. Stat. § 59.071. I-22-90, April 4, 1990.
- A deed restriction committee created by resolution of a common council. I-34-90, May 25, 1990.
- A school district's strategic-planning team whose creation was authorized and whose duties were assigned to it by the school board. I-29-91, October 17, 1991.
- A citizen's advisory committee appointed by a county executive. Jacques Correspondence, January 26, 2004.
- An already-existing numerically definable group of employees of a governmental entity, assigned by the entity's chief administrative officer to prepare recommendations for the entity's policy-making board, when the group's meetings include the subject of the chief administrative officer's directive. Tylka Correspondence, June 8, 2005.
- A Criminal Justice Study Commission created by the Wisconsin Department of Justice, the University of Wisconsin Law School, the State Bar of Wisconsin, and the Marquette University Law School. Lichstein Correspondence, September 20, 2005.
- Grant review panels created by a consortium which was established pursuant to an order of the Wisconsin Commissioner of Insurance. Katayama Correspondence, January 20, 2006.
- A joint advisory task force established by a resolution of a Wisconsin town board and a resolution of the legislature of a sovereign Indian tribe. I-04-09, September 28, 2009.
- A University of Wisconsin student government committee, council, representative assembly, or similar collective body that has been created and assigned governmental responsibilities pursuant to Wis. Stat. § 36.09(5). I-05-09, December 17, 2009.

Any entity that fits within the definition of "governmental body" must comply with the requirements of the open meetings law. In most cases, it is readily apparent whether a particular body fits within the definition. On occasion, there is some doubt. Any doubts as to the applicability of the open meetings law should be resolved in favor of complying with the law's requirements.

**b. Subunits.**

A "formally constituted subunit" of a governmental body is itself a "governmental body" within the definition in Wis. Stat. § 19.82(1). A subunit is a separate, smaller body created by a parent body and composed exclusively of members of the parent body. 74 Op. Att'y Gen. 38, 40 (1985). If, for example, a fifteen member county board appoints a committee consisting of five members of the county board, that committee would be considered a "subunit" subject to the open meetings law. This is true despite the fact that the five-person committee would be smaller than a quorum of the county board. Even a committee with only two members is



considered a “subunit,” as is a committee that is only advisory and that has no power to make binding decisions. Dziki Correspondence, December 12, 2006.

Groups that include both members and non-members of a parent body are not “subunits” of the parent body. Such groups nonetheless frequently fit within the definition of a “governmental body”—*e.g.*, as advisory groups to the governmental bodies or government officials that created them.

#### **c. State Legislature.**

Generally speaking, the open meetings law applies to the state Legislature, including the senate, assembly, and any committees or subunits of those bodies. Wis. Stat. § 19.87. The law does not apply to any partisan caucus of the senate or assembly. Wis. Stat. § 19.87(3). The open meetings law also does not apply where it conflicts with a rule of the Legislature, senate, or assembly. Wis. Stat. § 19.87(2). Additional restrictions are set forth in Wis. Stat. § 19.87.

#### **d. Governmental or quasi-governmental corporations.**

The definition of “governmental body” also includes a “governmental or quasi-governmental corporation,” except for the Bradley sports center corporation. Wis. Stat. § 19.82(1). The term “governmental corporation” is not defined in either the statutes or the case law interpreting the statutes. It is clear, however, that a “governmental corporation” must at least include a corporation established for some public purpose and created directly by the state Legislature or by some other governmental body pursuant to specific statutory authorization or direction. *See* 66 Op. Att’y Gen. 113, 115 (1977).

The term “quasi-governmental corporation” also is not defined in the statutes, but its definition was recently discussed by the Wisconsin Supreme Court in *State v. Beaver Dam Area Dev. Corp.* (“BDADC”), 2008 WI 90, 312 Wis. 2d 84, 752 N.W.2d 295. In that decision, the Court held that a “quasi-governmental corporation” does not have to be *created* by the government or *per se* governmental, but rather is a corporation that significantly resembles a governmental corporation in function, effect, or status. *Id.*, ¶¶ 33-36. The Court further held that each case must be decided on its own particular facts, under the totality of the circumstances and set forth a non-exhaustive list of factors to be examined in determining whether a particular corporation sufficiently resembles a governmental corporation to be deemed quasi-governmental, while emphasizing that no single factor is outcome determinative. *Id.*, ¶¶ 7-8, 63 n.14, and 79. The factors set out by the Court in *BDADC* fall into five basic categories: (1) the extent to which the private corporation is supported by public funds; (2) whether the private corporation serves a public function and, if so, whether it also has other, private functions; (3) whether the private corporation appears in its public presentations to be a governmental entity; (4) the extent to which the private corporation is subject to governmental control; and (5) the degree of access that government bodies have to the private corporation’s records. *Id.*, ¶ 62.

In adopting this case-specific, multi-factored “function, effect or status” standard, the Wisconsin Supreme Court followed a 1991 Attorney General opinion. *See* 80 Op. Att’y Gen. 129, 135 (1991) (Milwaukee Economic Development Corporation, a Wis. Stat. ch. 181 corporation organized by two private citizens and one city employee, is a quasi-governmental corporation); *see also* Kowalczyk Correspondence, March 13, 2006 (non-stock, non-profit corporations established for the purpose of providing emergency medical or fire department services for participating municipalities are quasi-governmental corporations). Prior to 1991, however, Attorney General opinions on this subject emphasized some of the more formal aspects of quasi-governmental corporations. Those opinions should now be read in light of the *BDADC* decision. *See* 66 Op. Att’y Gen. 113 (volunteer fire department organized under Wis. Stat. ch. 181 is not a quasi-governmental corporation); 73 Op. Att’y Gen. 53 (1984) (Historic Sites Foundation organized under Wis. Stat. ch. 181 is not a quasi-governmental corporation); 74 Op. Att’y Gen. 38 (corporation established to provide financial support to public broadcasting stations organized under Wis. Stat. ch. 181 is not a quasi-governmental corporation). Geyer Correspondence, February 26, 1987 (Grant County Economic Development Corporation organized by private individuals under Wis. Stat. ch. 181 is not a quasi-governmental

corporation, even though it serves a public purpose and receives more than fifty percent of its funding from public sources).

In March 2009, the Attorney General issued an informal opinion which analyzed the *BDADC* decision in greater detail and expressed the view that, out of the numerous factors discussed in that decision, particular weight should be given to whether a corporation serves a public function and has any private functions. I-02-09, March 19, 2009. When a private corporation contracts to perform certain services for a governmental body, the key considerations in determining whether the corporation becomes quasi-governmental are whether the corporation is performing a portion of the governmental body's public functions or whether the services provided by the corporation play an integral part in any stage—including the purely deliberative stage—of the governmental body's decision-making process. *Id.*

## **2. Entities that are not governmental bodies.**

### **a. Governmental offices held by a single individual.**

The open meetings law does not apply to a governmental department with only a single member. *Plourde v. Habegger*, 2006 WI App 147, 294 Wis. 2d 746, 720 N.W.2d 130. Because the term “body” connotes a group of individuals, a governmental office held by a single individual likewise is not a “governmental body” within the meaning of the open meetings law. Thus, the open meetings law does not apply to the office of coroner or to inquests conducted by the coroner. 67 Op. Att’y Gen. 250 (1978). Similarly, the Attorney General has concluded that the open meetings law does not apply to an administrative hearing conducted by an individual hearing examiner. Clifford Correspondence, December 2, 1980.

### **b. Bodies meeting for collective bargaining.**

The definition of “governmental body” explicitly excludes bodies that are formed for or meeting for the purpose of collective bargaining with municipal or state employees under Wis. Stat. ch. 111. A body formed exclusively for the purpose of collective bargaining is not subject to the open meetings law. Wis. Stat. § 19.82(1). A body formed for other purposes, in addition to collective bargaining, is not subject to the open meetings law when conducting collective bargaining. Wis. Stat. § 19.82(1). The Attorney General has, however, advised multi-purpose bodies to comply with the open meetings law, including the requirements for convening in closed session, when meeting for the purpose of forming negotiating strategies to be used in collective bargaining. 66 Op. Att’y Gen. 93, 96-97 (1977). The collective bargaining exclusion does not permit any body to consider the final ratification or approval of a collective bargaining agreement in closed session. Wis. Stat. § 19.85(3).

### **c. Bodies created by the Wisconsin Supreme Court.**

The Wisconsin Supreme Court has held that bodies created by the Court, pursuant to its superintending control over the administration of justice, are not governed by the open meetings law. *State ex rel. Lynch v. Dancey*, 71 Wis. 2d 287, 238 N.W.2d 81 (1976). Thus, generally speaking, the open meetings law does not apply to the Court or bodies created by the Court. In the *Lynch* case, for example, the Court held that the former open meetings law, Wis. Stat. § 66.77(1) (1973), did not apply to the Wisconsin Judicial Commission, which is responsible for handling misconduct complaints against judges. Similarly, the Attorney General has indicated that the open meetings law does not apply to: the Board of Attorneys Professional Responsibility, OAG 67-79 (July 31, 1979) (unpublished opinion); the Board of Bar Examiners, Kosobucki Correspondence, September 6, 2006; or the monthly judicial administration meetings of circuit court judges, conducted under the authority of the Court's superintending power over the judiciary. Constantine Correspondence, February 28, 2000.

#### **d. Ad hoc gatherings.**

Although the definition of a governmental body is broad, some gatherings are too loosely constituted to fit the definition. Thus, *Conta* holds that the directive that creates the body must also “confer[] collective power and define[] when it exists.” 71 Wis. 2d at 681. *Showers* adds the further requirement that a “meeting” of a governmental body takes place only if there are a sufficient number of members present to determine the governmental body’s course of action. 135 Wis. 2d at 102. In order to determine whether a sufficient number of members are present to determine a governmental body’s course of action, the membership of the body must be numerically definable. The Attorney General’s Office thus has concluded that a loosely constituted group of citizens and local officials instituted by the mayor to discuss various issues related to a dam closure was not a governmental body, because no rule or order defined the group’s membership, and no provision existed for the group to exercise collective power. Godlewski Correspondence, September 24, 1998.

The definition of a “governmental body” is only rarely satisfied when groups of a governmental unit’s employees gather on a subject within the unit’s jurisdiction. Thus, for example, the Attorney General concluded that the predecessor of the current open meetings law did not apply when a department head met with some or even all of his or her staff. 57 Op. Att’y Gen. 213, 216 (1968). Similarly, the Attorney General’s Office has advised that the courts would be unlikely to conclude that meetings between the administrators of a governmental agency and the agency’s employees, or between governmental employees and representatives of a governmental contractor were “governmental bodies” subject to the open meetings law. Peplnjak Correspondence, June 8, 1998. However, where an already-existing numerically definable group of employees of a governmental entity are assigned by the entity’s chief administrative officer to prepare recommendations for the entity’s policy-making board, the group’s meetings with respect to the subject of the directive are subject to the open meetings law. Tylka Correspondence, June 8, 2005.

### **B. Definition Of “Meeting.”**

A “meeting” is defined as:

[T]he convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter . . . .

Wis. Stat. § 19.82(2). The statute then excepts the following: an inspection of a public works project or highway by a town board; or inspection of a public works project by a town sanitary district; or the supervision, observation, or collection of information about any drain or structure related to a drain by any drainage board. *Id.*

#### **1. The *Showers* test.**

The Wisconsin Supreme Court has held that the above statutory definition of a “meeting” applies whenever a convening of members of a governmental body satisfies two requirements: (1) there is a purpose to engage in governmental business and (2) the number of members present is sufficient to determine the governmental body’s course of action. *Showers*, 135 Wis. 2d at 102.

##### **a. The purpose requirement.**

The first part of the *Showers* test focuses on the purpose for which the members of the governmental body are gathered. They must be gathered to conduct governmental business. *Showers* stressed that “governmental business” refers to any formal or informal action, including discussion, decision or information gathering, on matters within the governmental body’s realm of authority. *Showers*, 135 Wis. 2d at 102-03. Thus, in

*Badke*, 173 Wis. 2d at 572-74, the Wisconsin Supreme Court held that the village board conducted a “meeting,” as defined in the open meetings law, when a quorum of the board regularly attended each plan commission meeting to observe the commission’s proceedings on a development plan that was subject to the board’s approval. The Court stressed that a governmental body is engaged in governmental business when its members gather to simply hear information on a matter within the body’s realm of authority. *Id.* at 573-74. The members need not actually discuss the matter or otherwise interact with one another to be engaged in governmental business. *Id.* at 574-76. The Court also held that the gathering of town board members was not chance or social because a majority of town board members attended plan commission meetings with regularity. *Id.* at 576. In contrast, the Court of Appeals concluded in *Paulton v. Volkmann*, 141 Wis. 2d 370, 375-77, 415 N.W.2d 528 (Ct. App. 1987), that no meeting occurred where a quorum of school board members attended a gathering of town residents, but did not collect information on a subject the school board had the potential to decide.

#### **b. The numbers requirement.**

The second part of the *Showers* test requires that the number of members present be sufficient to determine the governmental body’s course of action on the business under consideration. People often assume that this means that the open meetings law applies only to gatherings of a majority of the members of a governmental body. That is not the case because the power to control a body’s course of action can refer either to the affirmative power to pass a proposal or the negative power to defeat a proposal. Therefore, a gathering of one-half of the members of a body, or even fewer, may be enough to control a course of action if it is enough to block a proposal. This is called a “negative quorum.”

Typically, governmental bodies operate under a simple majority rule in which a margin of one vote is necessary for the body to pass a proposal. Under that approach, exactly one-half of the members of the body constitutes a “negative quorum” because that number against a proposal is enough to prevent the formation of a majority in its favor. Under simple majority rule, therefore, the open meetings law applies whenever one-half or more of the members of the governmental body gather to discuss or act on matters within the body’s realm of authority.

The size of a “negative quorum” may be smaller, however, when a governmental body operates under a super majority rule. For example, if a two-thirds majority is required for a body to pass a measure, then any gathering of more than one-third of the body’s members would be enough to control the body’s course of action by blocking the formation of a two-thirds majority. *Showers* made it clear that the open meetings law applies to such gatherings, as long as the purpose requirement is also satisfied (*i.e.*, the gathering is for the purpose of conducting governmental business). *Showers*, 135 Wis. 2d at 101-02. If a three-fourths majority is required to pass a measure, then more than one-fourth of the members would constitute a “negative quorum,” etc.

### **2. Convening of members.**

When the members of a governmental body conduct official business while acting separately, without communicating with each other or engaging in other collective action, there is no meeting within the meaning of the open meetings law. *Katayama Correspondence*, January 20, 2006. Nevertheless, the phrase “convening of members” in Wis. Stat. § 19.82(2) is not limited to situations in which members of a body are simultaneously gathered in the same location, but may also include other situations in which members are able to effectively communicate with each other and to exercise the authority vested in the body, even if they are not physically present together. Whether such a situation qualifies as a “convening of members” under the open meetings law depends on the extent to which the communications in question resemble a face-to-face exchange.

#### **a. Written correspondence.**

The circulation of a paper or hard copy memorandum among the members of a governmental body, for example, may involve a largely one-way flow of information, with any exchanges spread out over a considerable period of time and little or no conversation-like interaction among members. Accordingly, the Attorney General

has long taken the position that such written communications generally do not constitute a “convening of members” for purposes of the open meetings law. Merkel Correspondence, March 11, 1993. Although the rapid evolution of electronic media has made the distinction between written and oral communication less sharp than it once appeared, it is still unlikely that a Wisconsin court would conclude that the circulation of a document through the postal service, or by other means of paper or hard-copy delivery, could be deemed a “convening” or “gathering” of the members of a governmental body for purposes of the open meetings law.

**b. Telephone conference calls.**

A telephone conference call, in contrast, is very similar to an in-person conversation and thus qualifies as a convening of members. 69 Op. Att’y Gen. 143 (1980). Under the *Showers* test, therefore, the open meetings law applies to any conference call that: (1) is for the purpose of conducting governmental business and (2) involves a sufficient number of members of the body to determine the body’s course of action on the business under consideration. To comply with the law, a governmental body conducting a meeting by telephone conference call must provide the public with an effective means to monitor the conference. This may be accomplished by broadcasting the conference through speakers located at one or more sites open to the public. 69 Op. Att’y Gen. 143, 145.

**c. Electronic communications.**

Written communications transmitted by electronic means, such as email or instant messaging, also may constitute a “convening of members,” depending on how the communication medium is used. Although no Wisconsin court has applied the open meetings law to these kinds of electronic communications, it is likely that the courts will try to determine whether the communications in question are more like an in-person discussion—e.g., a rapid back-and-forth exchange of viewpoints among multiple members—or more like non-electronic written correspondence, which generally does not raise open meetings law concerns. If the communications closely resemble an in-person discussion, then they may constitute a meeting if they involve enough members to control an action by the body. Krischan Correspondence, October 3, 2000. In addressing these questions, courts are likely to consider such factors as the following: (1) the number of participants involved in the communications; (2) the number of communications regarding the subject; (3) the time frame within which the electronic communications occurred; and (4) the extent of the conversation-like interactions reflected in the communications.

Because the applicability of the open meetings law to such electronic communications depends on the particular way in which a specific message technology is used, these technologies create special dangers for governmental officials trying to comply with the law. Although two members of a governmental body larger than four members may generally discuss the body’s business without violating the open meetings law, features like “forward” and “reply to all” common in electronic mail programs deprive a sender of control over the number and identity of the recipients who eventually may have access to the sender’s message. Moreover, it is quite possible that, through the use of electronic mail, a quorum of a governmental body may receive information on a subject within the body’s jurisdiction in an almost real-time basis, just as they would receive it in a physical gathering of the members.

Inadvertent violations of the open meetings law through the use of electronic communications can be reduced if electronic mail is used principally to transmit information one-way to a body’s membership; if the originator of the message reminds recipients to reply only to the originator, if at all; and if message recipients are scrupulous about minimizing the content and distribution of their replies. Nevertheless, because of the absence of judicial guidance on the subject, and because electronic mail creates the risk that it will be used to carry on private debate and discussion on matters that belong at public meetings subject to public scrutiny, the Attorney General’s Office strongly discourages the members of every governmental body from using electronic mail to communicate about issues within the body’s realm of authority. Krischan Correspondence, October 3, 2000; Benson Correspondence, March 12, 2004. Members of a governmental body may not decide matters by email voting, even if the result of the vote is later ratified at a properly noticed meeting. I-01-10, January 25, 2010.

### **3. Walking quorums.**

The requirements of the open meetings law also extend to walking quorums. A “walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. *Showers*, 135 Wis. 2d at 92, quoting *Conta*, 71 Wis. 2d at 687. In *Conta*, the Court recognized the danger that a walking quorum may produce a predetermined outcome and thus render the publicly-held meeting a mere formality. *Conta*, 71 Wis. 2d at 685-88. The Court commented that any attempt to avoid the appearance of a “meeting” through use of a walking quorum is subject to prosecution under the open meetings law. *Conta*, 71 Wis. 2d at 687. The requirements of the open meetings law thus cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. Such a circumvention “almost certainly” violates the open meetings law. Clifford Correspondence, April 28, 1986; *see also* Herbst Correspondence, July 16, 2008 (use of administrative staff to individually poll a quorum of members regarding how they would vote on a proposed motion at a future meeting is a prohibited walking quorum).

The essential feature of a “walking quorum” is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such express or tacit agreement, exchanges among separate groups of members may take place without violating the open meetings law. The signing, by members of a body, of a document asking that a subject be placed on the agenda of an upcoming meeting thus does not constitute a “walking quorum” where the signers have not engaged in substantive discussion or agreed on a uniform course of action regarding the proposed subject. Kay Correspondence, April 25, 2007; Kittleson Correspondence, June 13, 2007. In contrast, where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation. Huff Correspondence, January 15, 2008; *see also* I-01-10, January 25, 2010 (use of email voting to decide matters fits the definition of a “walking quorum” violation of the open meetings law).

### **4. Multiple meetings.**

When a quorum of the members of one governmental body attend a meeting of another governmental body under circumstances where their attendance is not chance or social, in order to gather information or otherwise engage in governmental business regarding a subject over which they have decision-making responsibility, two separate meetings occur, and notice must be given of both meetings. *Badke*, 173 Wis. 2d at 577. The Attorney General has advised that, despite the “separate public notice” requirement of Wis. Stat. § 19.84(4), a single notice can be used, provided that the notice clearly and plainly indicates that a joint meeting will be held and gives the names of each of the bodies involved, and provided that the notice is published and/or posted in each place where meeting notices are generally published or posted for each governmental body involved. Friedman Correspondence, March 4, 2003.

The kinds of multiple meetings presented in the *Badke* case, and the separate meeting notices required there, must be distinguished from circumstances where a subunit of a parent body meets during a recess from or immediately following the parent body’s meeting, to discuss or act on a matter that was the subject of the parent body’s meeting. In such circumstances, Wis. Stat. § 19.84(6) allows the subunit to meet on that matter without prior public notice.

### **5. Burden of proof as to existence of a meeting.**

The presence of members of a governmental body does not, in itself, establish the existence of a “meeting” subject to the open meetings law. The law provides, however, that if one-half or more of the members of a body are present, the gathering is presumed to be a “meeting.” Wis. Stat. § 19.82(2). The law also exempts any “social or chance gathering” not intended to circumvent the requirements of the open meetings law. Wis. Stat. § 19.82(2). Thus, where one-half or more of the members of a governmental body rode to a meeting in the same vehicle, the law presumes that the members conducted a “meeting” which was subject to all of the requirements of the open meetings law. Karstens Correspondence, July 31, 2008. Similarly, where a majority of members of a common council gathered at a lounge immediately following a common council meeting, a

violation of the open meetings law was presumed. Dieck Correspondence, September 12, 2007. The members of the governmental body may overcome the presumption by proving that they did not discuss any subject that was within the realm of the body's authority. *Id.*

Where a person alleges that a gathering of less than one-half the members of a governmental body was held in violation of the open meetings law, that person has the burden of proving that the gathering constituted a "meeting" subject to the law. *Showers*, 135 Wis. 2d at 102. That burden may be satisfied by proving: (1) that the members gathered to conduct governmental business and (2) that there was a sufficient number of members present to determine the body's course of action.

Again, it is important to remember that the overriding policy of the open meetings law is to ensure public access to information about governmental affairs. Under the rule of liberally construing the law to ensure this purpose, any doubts as to whether a particular gathering constitutes a "meeting" subject to the open meetings law should be resolved in favor of complying with the provisions of the law.

### **III. WHAT IS REQUIRED IF THE OPEN MEETINGS LAW APPLIES?**

The two most basic requirements of the open meetings law are that a governmental body:

- (1) give advance public notice of each of its meetings, and
- (2) conduct all of its business in open session, unless an exemption to the open session requirement applies.

Wis. Stat. § 19.83.

#### **A. Notice Requirements.**

Wisconsin Stat. § 19.84, which sets forth the public notice requirements, specifies when, how, and to whom notice must be given, as well as what information a notice must contain.

##### **1. To whom and how notice must be given.**

The chief presiding officer of a governmental body, or the officer's designee, must give notice of each meeting of the body to: (1) the public; (2) any members of the news media who have submitted a written request for notice; and (3) the official newspaper designated pursuant to state statute or, if none exists, a news medium likely to give notice in the area. Wis. Stat. § 19.84(1).

The chief presiding officer may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the general public. 66 Op. Att'y Gen. 93, 95. As a general rule, the Attorney General has advised posting notices at three different locations within the jurisdiction that the governmental body serves. *Id.* Alternatively, the chief presiding officer may give notice to the public by paid publication in a news medium likely to give notice in the jurisdictional area the body serves. 63 Op. Att'y Gen. 509, 510-11 (1974). If the presiding officer gives notice in this manner, he or she must ensure that the notice is actually published. Meeting notices may also be posted at a governmental body's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. Peck Correspondence, April 17, 2006. Nothing in the open meetings law prevents a governmental body from determining that multiple notice methods are necessary to provide adequate public notice of the body's meetings. Skindrud Correspondence, March 12, 2009. If a meeting notice is posted on a governmental body's website, amendments to the notice should also be posted. Eckert Correspondence, July 25, 2007.



session unless an exemption in Wis. Stat. § 19.85(1) expressly authorizes voting in closed session. *Id.* The Court's statement was not essential to its holding and it is unclear whether the Supreme Court would adopt a similar interpretation of the current open meetings law.

Given this uncertainty, the Attorney General advises that a governmental body vote in open session, unless the vote is clearly an integral part of deliberations authorized to be conducted in closed session under Wis. Stat. § 19.85(1). Stated another way, a governmental body should vote in open session, unless doing so would compromise the need for the closed session. *Accord, Epping*, 218 Wis. 2d at 524 n.4 (even if deliberations were conducted in an unlawful closed session, a subsequent vote taken in open session could not be voided).

None of the exemptions in Wis. Stat. § 19.85(1) authorize a governmental body to consider in closed session the ratification or final approval of a collective bargaining agreement negotiated by or for the body. Wis. Stat. § 19.85(3); 81 Op. Att'y Gen. 139.

#### **F. Reconvening In Open Session.**

A governmental body may not commence a meeting, convene in closed session, and subsequently reconvene in open session within twelve hours after completion of a closed session, unless public notice of the subsequent open session is given "at the same time and in the same manner" as the public notice of the prior open session. Wis. Stat. § 19.85(2). The notice need not specify the time the governmental body expects to reconvene in open session if the body plans to reconvene immediately following the closed session. If the notice does specify the time, the body must wait until that time to reconvene in open session. When a governmental body reconvenes in open session following a closed session, the presiding officer has a duty to open the door of the meeting room and inform any members of the public present that the session is open. Claybaugh Correspondence, February 16, 2006.

### **V. WHO ENFORCES THE OPEN MEETINGS LAW AND WHAT ARE ITS PENALTIES?**

#### **A. Enforcement.**

Both the Attorney General and the district attorneys have authority to enforce the open meetings law. Wis. Stat. § 19.97(1). In most cases, enforcement at the local level has the greatest chance of success due to the need for intensive factual investigation, the district attorneys' familiarity with the local rules of procedure, and the need to assemble witnesses and material evidence. 65 Op. Att'y Gen. Preface, ii. Under certain circumstances, the Attorney General may elect to prosecute complaints involving a matter of statewide concern.

A district attorney has authority to enforce the open meetings law only after an individual files a verified open meetings law complaint with the district attorney. *See* Wis. Stat. § 19.97(1). Actions to enforce the open meetings law need not be preceded by a notice of claim. *State ex rel. Auchinleck v. Town of LaGrange*, 200 Wis. 2d 585, 594-97, 547 N.W.2d 587 (1996). The verified complaint must be signed by the individual and notarized and should include available information that will be helpful to investigators, such as: identifying the governmental body and any members thereof alleged to have violated the law; describing the factual circumstances of the alleged violations; identifying witnesses with relevant evidence; and identifying any relevant documentary evidence.<sup>6</sup> The district attorney has broad discretion to determine whether a verified complaint should be prosecuted. *State v. Karpinski*, 92 Wis. 2d 599, 607, 285 N.W.2d 729 (1979). An enforcement action brought by a district attorney or by the Attorney General must be commenced within 6 years after the cause of action accrues or be barred. *See* Wis. Stat. § 893.93(1)(a).

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<sup>6</sup>A model complaint appears in Appendix B.

Proceedings to enforce the open meetings law are civil actions subject to the rules of civil procedure, rather than criminal procedure, and governed by the ordinary civil standard of proof, rather than a heightened standard of proof such as would apply in a criminal or quasi-criminal proceeding. Accordingly, enforcement of the open meetings law does not involve such practices as arrest, posting bond, entering criminal-type pleas, or any other aspects of criminal procedure. Rather, an open meetings law enforcement action is commenced like any civil action by filing and serving a summons and complaint. In addition, the open meetings law cannot be enforced by the issuance of a citation, in the way that other civil forfeitures are often enforced, because citation procedures are inconsistent with the statutorily-mandated verified complaint procedure. Zwieg Correspondence, March 10, 2005.

If the district attorney refuses to commence an open meetings law enforcement action or otherwise fails to act within twenty days of receiving a complaint, the individual who filed the complaint has a right to bring an action, in the name of the state, to enforce the open meetings law. *Lawton*, 278 Wis. 2d 388, ¶ 15. Wis. Stat. § 19.97(4). See also *Fabyan v. Achtenhagen*, 2002 WI App 214, ¶¶ 10-13, 257 Wis. 2d 310, 652 N.W.2d 649 (complaint under Wis. Stat. § 19.97 must be brought in the name of and on behalf of the state; i.e., the caption must bear the title “State ex rel. . .,” or the court lacks competency to proceed). Although an individual may not bring a private enforcement action prior to the expiration of the district attorney’s twenty-day review period, the district attorney may still commence an action even though more than twenty days have passed. It is not uncommon for the review and investigation of open meetings complaints to take longer than twenty days.

Court proceedings brought by private relators to enforce the open meetings law must be commenced within two years after the cause of action accrues, or the proceedings will be barred. Wis. Stat. § 893.93(2)(a); *State ex rel. Leung v. City of Lake Geneva*, 2003 WI App 129, ¶ 6, 265 Wis. 2d 674, 666 N.W.2d 104. If a private relator brings an enforcement action and prevails, the court is authorized to grant broad relief, including a declaration that the law was violated, civil forfeitures where appropriate, and the award of the actual and necessary costs of prosecution, including reasonable attorney fees. Wis. Stat. § 19.97(4). Attorney fees will be awarded under this provision where such an award will provide an incentive to other private parties to similarly vindicate the public’s rights to open government and will deter governmental bodies from skirting the open meetings law. *Buswell*, 301 Wis. 2d 178, ¶ 54.

## **B. Penalties.**

Any member of a governmental body who “knowingly” attends a meeting held in violation of the open meetings law, or otherwise violates the law, is subject to a forfeiture of between \$25 and \$300 for each violation. Wis. Stat. § 19.96. Any forfeiture obtained in an action brought by the district attorney is awarded to the county. Wis. Stat. § 19.97(1). Any forfeiture obtained in an action brought by the Attorney General or a private citizen is awarded to the state. Wis. Stat. § 19.97(1), (2), and (4).

The Wisconsin Supreme Court has defined “knowingly” as not only positive knowledge of the illegality of a meeting, but also awareness of the high probability of the meeting’s illegality or conscious avoidance of awareness of the illegality. *Swanson*, 92 Wis. 2d at 319. The Court also held that knowledge is not required to impose forfeitures on an individual for violating the open meetings law by means other than attending a meeting held in violation of the law. Examples of “other violations” are failing to give the required public notice of a meeting or failing to follow the procedure for closing a session. *Id.* at 321.

A member of a governmental body who is charged with knowingly attending a meeting held in violation of the law may raise one of two defenses: (1) that the member made or voted in favor of a motion to prevent the violation or (2) that the member’s votes on all relevant motions prior to the violation were inconsistent with the cause of the violation. Wis. Stat. § 19.96.

A member who is charged with a violation other than knowingly attending a meeting held in violation of the law may be permitted to raise the additional statutory defense that the member did not act in his or her official capacity. In addition, in *Swanson*, 92 Wis. 2d at 319, and *Hodge*, 180 Wis. 2d at 80, the Supreme Court intimated

that a member of a governmental body can avoid liability if he or she can factually prove that he or she relied, in good faith and in an open and unconcealed manner, on the advice of counsel whose statutory duties include the rendering of legal opinions as to the actions of the body. See *State v. Tereschko*, 2001 WI App 146, ¶¶ 9-10, 246 Wis. 2d 671, 630 N.W.2d 277 (unpublished opinion declining to find a knowing violation where school board members relied on the advice of counsel in going into closed session); *State v. Davis*, 63 Wis. 2d 75, 82, 216 N.W.2d 31 (1974) (interpreting Wis. Stat. § 946.13(1) (private interest in public contract)). Cf. *Journal/Sentinel v. Shorewood School Bd.*, 186 Wis. 2d 443, 452-55, 521 N.W.2d 165 (Ct. App. 1994) (school board may not avoid duty to provide public records by delegating the creation and custody of the record to its attorneys).

A governmental body may not reimburse a member for a forfeiture incurred as a result of a violation of the law, unless the enforcement action involved a real issue as to the constitutionality of the open meetings law. 66 Op. Att'y Gen. 226 (1977). Although it is not required to do so, a governmental body may reimburse a member for his or her reasonable attorney fees in defending against an enforcement action and for any plaintiff's attorney fees that the member is ordered to pay. The city attorney may represent city officials in open meetings law enforcement actions. 77 Op. Att'y Gen. 177, 180 (1988).

In addition to the forfeiture penalty, Wis. Stat. § 19.97(3) provides that a court may void any action taken at a meeting held in violation of the open meetings law if the court finds that the interest in enforcing the law outweighs any interest in maintaining the validity of the action. Thus, in *Hodge*, 180 Wis. 2d at 75-76, the Court voided the town board's denial of a permit, taken after an unauthorized closed session deliberation about whether to grant or deny the permit. Cf. *Epping*, 218 Wis. 2d at 524 n.4 (arguably unlawful closed session deliberation does not provide basis for voiding subsequent open session vote); *State ex rel. Ward v. Town of Nashville*, 2001 WI App 224, ¶ 30, 247 Wis. 2d 988, 635 N.W.2d 26 (unpublished opinion declining to void an agreement made in open session, where the agreement was the product of three years of unlawfully closed meetings). A court may award any other appropriate legal or equitable relief, including declaratory and injunctive relief. Wis. Stat. § 19.97(2).

In enforcement actions seeking forfeitures, the provisions of the open meetings law must be narrowly construed due to the penal nature of forfeiture. In all other actions, the provisions of the law must be liberally construed to ensure the public's right to "the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." Wis. Stat. § 19.81(1) and (4). Thus, it is advisable to prosecute forfeiture actions separately from actions seeking other types of relief under the open meetings law.

### **C. Interpretation by Attorney General.**

In addition to the methods of enforcement discussed above, the Attorney General also has express statutory authority to respond to requests for advice from any person as to the applicability of the open meetings and public records laws. Wis. Stat. §§ 19.39 and 19.98. This differs from other areas of law, in which the Attorney General is only authorized to give legal opinions or advice to specified governmental officials and agencies. Because the Legislature has expressly authorized the Attorney General to interpret the open meetings law, the Supreme Court has acknowledged that the Attorney General's opinions in this area should be given substantial weight. *BDADC*, 312 Wis. 2d 84, ¶¶ 37, 44-45.

Citizens with questions about matters outside the scope of the open meetings and public records laws, should seek assistance from a private attorney. Citizens and public officials with questions about the open meetings law or the public records law are advised to first consult the applicable statutes, the corresponding discussions in this Compliance Guide and in the Department of Justice's Public Records Law Compliance Outline, court decisions, and prior Attorney General opinions and to confer with their own private or governmental attorneys. In the rare instances where a question cannot be resolved in this manner, a written request for advice may be made to the Wisconsin Department of Justice. In submitting such requests, it should be remembered that the Department of Justice cannot conduct factual investigations, resolve disputed issues of fact, or make definitive determinations on fact-specific issues. Any response will thus be based solely on the information provided.

Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

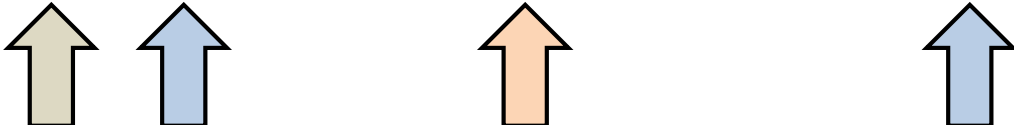
**Formal Adoption of the 2015-2016 Budget**

On July 28, 2015, the KUSD Board of Education approved the preliminary 2015-2016 budget with assumptions that were used as the guide to create the 2015-16 budget.

The Public Hearing on the 2015-16 Budget and the Annual Meeting of District Electors were held on September 14, 2015, in the auditorium of Indian Trail High School and Academy. The Board of Education has approved the budget assumptions which provided the direction to form the budget.

Since the public hearing and annual meeting, administration has updated the budget to reflect key variables such as student membership, equalized property valuations, certified state aid, and tax levies. In the official October 15 General Aid Certification the State has provided an increase of \$1,889,413 of general state aid as compared to last year which resulted in a reduction of our General Fund (10) tax levy.

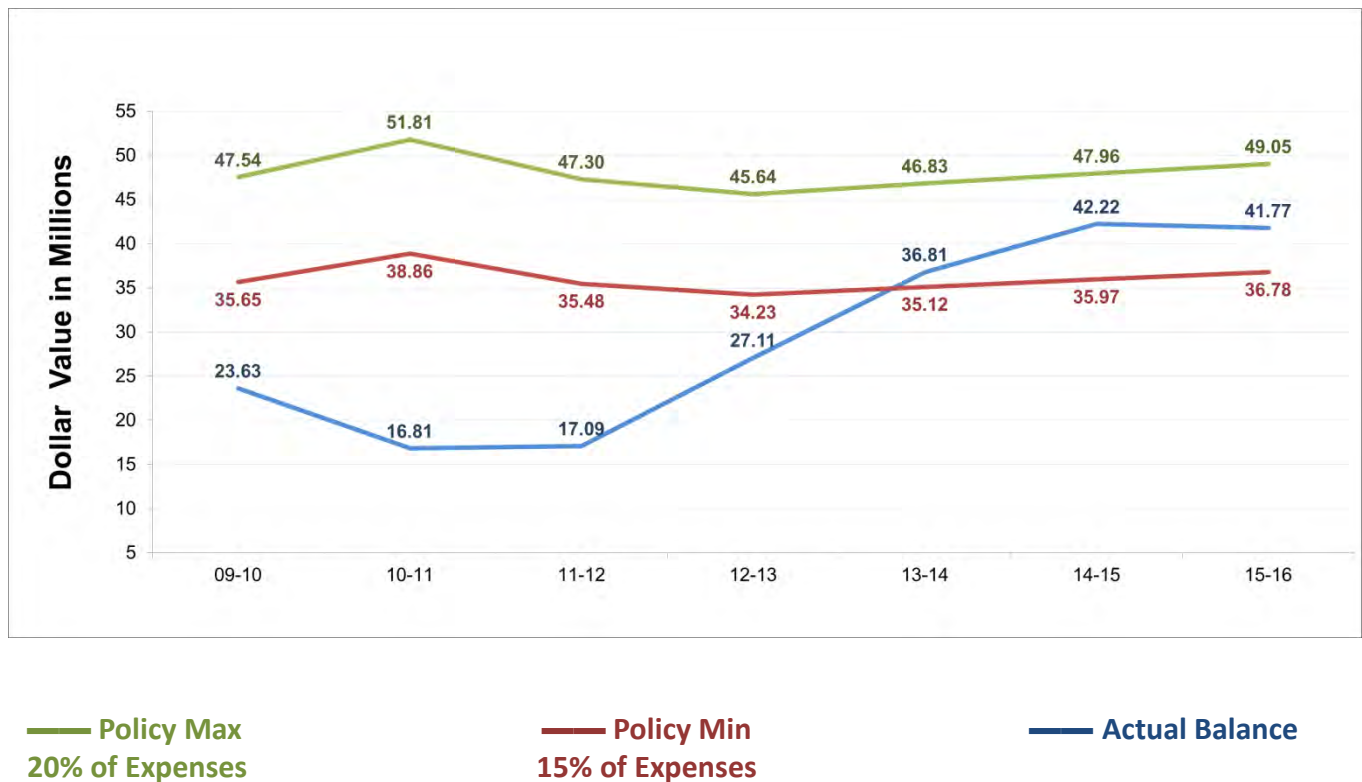
	2014-15 DPI Certified Aid	2015-16 (KUSD Estimate for Annual Meeting)	\$ Change From Prior Year	% Change from Prior Year	2015-16 (DPI October 15 Actual Certification)	\$ Change From Prior Year	% Change from Prior Year	2015-16 Variance from KUSD AM Est to Oct 15 Certification	% Variance
General State Aid	\$150,665,593	\$152,432,843	\$1,767,250	1.17%	\$152,555,006	\$1,889,413	1.25%	\$122,163	0.08%



**Fund Balance – General Fund (10)**

The 2015-16 General Fund (10) is being budgeted as a balanced budget in which expenditures are projected to equal revenues, however administration is also presenting a request to carryover spending authority for an additional \$452,636 that would be a one-time authorized use of fund balance reserves; therefore, the budget will show a deficit equal to the amount of carryover allowed. General Fund balance reserves are currently greater than 10% of budgeted expenditures; therefore, the portion of School Board Policy 3323 that requires a one million dollar budgeted surplus (if the fund balance is below the 10% threshold) will not be applicable for 2015-16.

## General Fund Ending Fund Balance



The total General Fund (10) ending fund balance is projected to be \$41.77 million dollars at the end of 2015-16 which represents 17.03% of the current year expenditures. Included in that number are the portions of the balance assigned to the charter schools (\$1,188,193). After adjusting for the charter balances, the district is left with a projected unassigned fund balance of \$40.58 million which represents 16.55% of the budgeted expenditures.

## Certification of the Tax Levy

The 2015-16 Budget will include the following proposed tax levy of \$89,365,681:

Fund	FY 2015-16	FY 2014-15	\$ Change	% Change
General	71,041,926	72,788,341	(\$1,746,415)	-2.34%
Debt Service	16,823,755	15,019,453	\$1,804,302	11.55%
Community Service	1,500,000	1,500,000	\$0	0.00%
<b>Total Tax Levy</b>	<b>\$89,365,681</b>	<b>\$89,307,794</b>	<b>\$57,887</b>	<b>0.06%</b>

The proposed tax levy for the General Fund (10) is the maximum amount allowable within State law without going to referendum. The overall 0.06% increase in total tax levy equates to \$57,887 additional tax dollars for the Kenosha Unified School District as compared to the previous year.

The total mill rate per \$1,000 of equalized valuation is \$10.88, a 3.06% decrease as compared to the prior year. The Equalized Property Values increased by 3.22% from last year which contributed to the overall mill rate decrease as the tax levy was spread over a larger base. Attachment A delineates this tax levy scenario and the last 10 years of equalized property values, tax levies, and mill rates.

### **Recommendation**

It is requested that the Board of Education accept the following recommendations:

1. Formally adopt the District's 2015-2016 Budget using the accompanying Budget Adoption Motion (Attachment B).
2. Direct Administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment C).
3. Approve the property tax levy to be collected from the municipalities within the School District in the amount of \$71,041,926 for the General Fund, \$16,823,755 for the Debt Service Fund, and \$1,500,000 for the Community Service Fund. The Board must approve levy amounts on or before November 1st each year, per Wis. Stats. 120.12 (3)(a).
4. Direct the District Clerk to certify and deliver the Board approved tax levy to the Clerk of each municipality on or before November 10, 2015.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

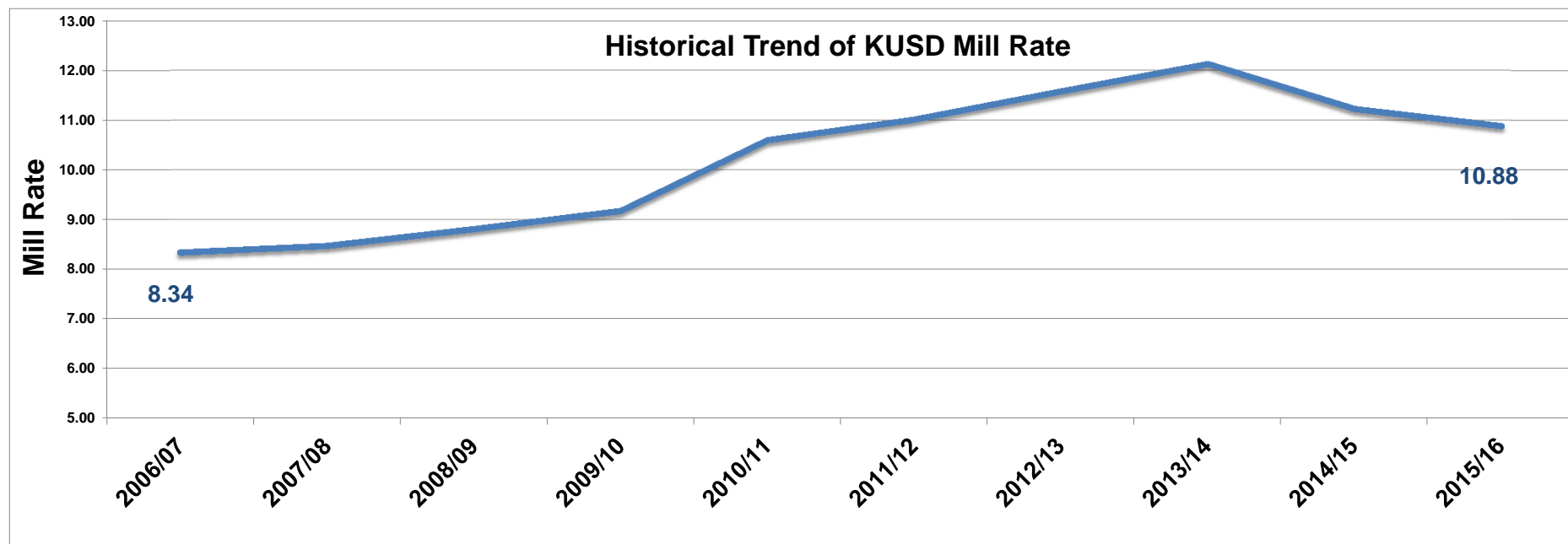


## KENOSHA UNIFIED SCHOOL DISTRICT TAX LEVY COMPARISON

School Year	Equalized Valuation	% Change	Fund 10 Levy	Fund 10 Chargeback Levy	Mill Rate	Fund 30 Debt Service Levy	Mill Rate	Fund 80 Community Service Levy	Mill Rate	Total Levy	Total Mill Rate	% Tax Levy Change	% Mill rate Change
2006/07	8,948,360,876	9.68%	61,386,666	15,075	6.862	11,611,911	1.2977	1,653,564	0.1848	74,667,216	8.3442	12.19%	2.29%
2007/08	9,499,722,109	6.16%	66,465,447	7,369	6.997	12,323,576	1.2973	1,714,513	0.1805	80,510,905	8.4751	7.83%	1.57%
2008/09	9,628,413,923	1.35%	70,705,971	18,570	7.345	12,264,373	1.2738	1,881,240	0.1954	84,870,154	8.8146	5.41%	4.01%
2009/10	9,510,858,704	-1.22%	73,218,329	6,733	7.699	12,168,871	1.2795	1,881,240	0.1978	87,275,173	9.1764	2.83%	4.10%
2010/11	8,931,500,985	-6.09%	79,133,470	29,422	8.863	13,520,354	1.5138	1,981,240	0.2218	94,664,486	10.5989	8.47%	15.50%
2011/12	8,503,804,152	-4.79%	77,070,827	-	9.063	14,625,987	1.7199	1,981,240	0.2330	93,678,054	11.0160	-1.04%	3.94%
2012/13	7,982,932,601	-6.13%	74,684,161	64,333	9.364	15,626,547	1.9575	2,050,267	0.2568	92,425,308	11.5779	-1.34%	5.10%
2013/14	7,693,298,078	-3.63%	75,664,429		9.835	16,152,697	2.0996	1,500,000	0.1950	93,317,126	12.1297	0.96%	4.77%
2014/15	7,956,343,824	3.42%	72,788,341		9.148	15,019,453	1.8877	1,500,000	0.1885	89,307,794	11.2247	-4.30%	-7.46%
<b>2015/16</b>	<b>8,212,853,321</b>	<b>3.22%</b>	<b>71,041,926</b>		<b>8.650</b>	<b>16,823,755</b>	<b>2.0485</b>	<b>1,500,000</b>	<b>0.1826</b>	<b>89,365,681</b>	<b>10.8812</b>	<b>0.06%</b>	<b>-3.06%</b>

Tax on \$100,000 Property	
14/15 Property Tax	\$ 1,122.47
15/16 Property Tax	\$ 1,088.12
Increase (Decrease)	\$ (34.35)
% Increase (Decrease)	-3.06%

2015/16	
Equalized Valuation	\$8,212,853,321
% Change in Valuation	3.22%
Total Levy	\$89,365,681
Total Mill Rate	\$10.88
% Tax Levy Change	0.06%
% Mill rate Change	-3.06%



Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**2015-2016 Budget Adoption Motion**

\_\_\_\_\_ move that the 2015-2016 Budget for Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary be adopted as set forth below.

	Tax Levy	Other Revenues	Total Revenue	Expenditures	Variance
General Fund (10)	\$ 71,041,926	\$ 173,737,680	\$ 244,779,606	\$ 245,232,241	\$ (452,636)
Special Projects Fund (20)	-	50,148,322	50,148,322	50,148,322	-
Debt Service Fund (30)	16,823,755	17,465,301	34,289,056	33,152,755	1,136,301
Capital Projects Fund (40)	-	16,717,700	16,717,700	8,115,823	8,601,877
Food Service Fund (50)	1,500,000	7,018,584	8,518,584	8,518,584	-
Community Service Fund (80)	-	1,550,000	1,550,000	1,611,566	(61,566)
	\$ 89,365,681	\$ 266,637,587	\$ 356,003,268	\$ 346,779,292	\$ 9,223,975

\_\_\_\_\_ second the motion.

# KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

## 2015-2016 BUDGET PUBLICATION

<b>GENERAL FUND (FUND 10)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	27,109,475	36,805,631	42,222,192
Ending Fund Balance	36,805,631	42,222,192	41,769,557
<b>REVENUES AND OTHER FINANCING SOURCES</b>			
Operating Transfer-In (Source 100)	0	0	0
Local Sources (Source 200)	77,962,264	75,074,875	73,084,784
Inter-district Payments (Source 300 & 400)	341,003	487,120	400,000
Intermediate Sources (Source 500)	17,117	21,478	0
State Sources (Source 600)	151,689,893	157,625,534	159,554,962
Federal Sources (Source 700)	12,856,960	11,151,377	11,339,826
All Other Sources (Source 800 & 900)	966,515	869,211	400,034
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>243,833,752</b>	<b>245,229,596</b>	<b>244,779,606</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>			
Instruction (Function 100000)	119,361,262	123,083,165	127,889,884
Support Services (Function 200000)	80,737,477	81,823,657	81,506,770
Non-Program Transactions (Function 400000)	34,038,857	34,906,213	35,835,587
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>234,137,596</b>	<b>239,813,035</b>	<b>245,232,241</b>

<b>SPECIAL PROJECTS FUND (FUND 20)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	0	0	10,347
Ending Fund Balance	0	10,347	10,347
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>46,851,487</b>	<b>47,889,234</b>	<b>50,148,322</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>46,851,487</b>	<b>47,878,887</b>	<b>50,148,322</b>

<b>DEBT SERVICE FUND (FUND 30)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	950,971	3,278,974	2,240,383
Ending Fund Balance	3,278,974	2,240,383	3,376,684
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>26,387,109</b>	<b>16,578,982</b>	<b>34,289,056</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>24,059,106</b>	<b>17,617,572</b>	<b>33,152,755</b>

<b>CAPITAL PROJECTS FUND (FUND 40)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	0	13,490,260	3,464,984
Ending Fund Balance	13,490,260	3,464,984	12,066,861
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>16,699,169</b>	<b>124,197</b>	<b>16,717,700</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>3,208,908</b>	<b>10,149,474</b>	<b>8,115,823</b>

<b>FOOD SERVICE FUND (50)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	1,646,432	2,763,872	2,579,425
Ending Fund Balance	2,763,872	2,579,425	2,579,425
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>8,300,239</b>	<b>8,466,812</b>	<b>8,518,584</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>7,182,799</b>	<b>8,651,260</b>	<b>8,518,584</b>

## KENOSHA UNIFIED SCHOOL DISTRICT NO. 1 2015-2016 BUDGET PUBLICATION

<b>COMMUNITY SERVICES FUND (FUND 80)</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
Beginning Fund Balance	1,564,679	2,033,025	2,368,848
Ending Fund Balance	2,033,025	2,368,848	2,307,282
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,584,523</b>	<b>1,577,007</b>	<b>1,550,000</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>1,116,177</b>	<b>1,241,184</b>	<b>1,611,566</b>

<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>			
<b>ALL FUNDS</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
<b>GROSS TOTAL EXPENDITURES - ALL FUNDS</b>	<b>316,556,073</b>	<b>325,351,411</b>	<b>346,779,292</b>
Interfund Transfers (Source 100) - ALL FUNDS	31,286,266	31,645,286	33,499,387
Refinancing Expenditures (Fund 30)	6,616,812	0	14,984,537
<b>NET TOTAL EXPENDITURES - ALL FUNDS</b>	<b>278,652,995</b>	<b>293,706,125</b>	<b>298,295,368</b>
<b>PERCENTAGE CHANGE FROM PRIOR YEAR</b>	<b>3.05%</b>	<b>5.40%</b>	<b>1.56%</b>

<b>PROPOSED PROPERTY TAX LEVY</b>			
<b>FUND</b>	<b>Audited 2013-2014</b>	<b>Unaudited 2014-2015</b>	<b>Budgeted 2015-2016</b>
General Fund	75,664,429	72,788,341	71,041,926
Referendum Debt Service Fund	12,299,413	11,596,806	11,986,597
Non-Referendum Debt Service Fund	3,853,284	3,422,647	4,837,158
Capital Expansion Fund	0	0	0
Community Service Fund	1,500,000	1,500,000	1,500,000
<b>TOTAL SCHOOL LEVY</b>	<b>93,317,126</b>	<b>89,307,794</b>	<b>89,365,681</b>
<b>PERCENTAGE INCREASE FROM PRIOR YEAR</b>	<b>0.96%</b>	<b>-4.30%</b>	<b>0.06%</b>

Note: Subtotals contain calculated fields and formulas which may result in rounded values

### **Addendum: Revenue Limit Exemption for Energy Conservation s.121.91(4)(b)1.**

The Kenosha Unified School District No.1 exercised its taxing authority to exceed the revenue limit on a non-recurring basis by \$567,660 on energy efficiency measures and energy efficiency products for the 2014-2015 school year. The district expended \$567,660 of this revenue limit authority. As a result of these expenditures, the district has met the following performance indicators : Measured Energy Savings of \$36,747 (\$8,029 electric utilities savings and \$28,718 gas utilities savings)

Dated this 27th day of October, 2015

Daniel Wade

District Clerk

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Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**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 September 22, 2015, 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 Contract in Aggregate of \$25,000**

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval:

- **Boys & Girls Club of Kenosha Gang Prevention Education - \$50,000**

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Tarik Hamdan  
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: Boys and Girls Club of Kenosha

Purchased Good/Program: Gang Prevention Education

Start Date/Date Needed: November 2015 – June 2016

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

The purpose of this proposed partnership is to work in collaboration with the Boys and Girls Club of Kenosha to address issues of gang involvement and delinquency throughout KUSD and in our community. This partnership provides the Boys and Girls Club of Kenosha with the support they need to monitor, supervise and mentor youth in gang prevention groups throughout KUSD. The youth served will remain in groups for approximately six months while working on anger management, team building, job skill development, gang resistance and social and delinquency issues.

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

Total Cost: \$50,000  
Fund: Community Service Funding – Fund 83

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?

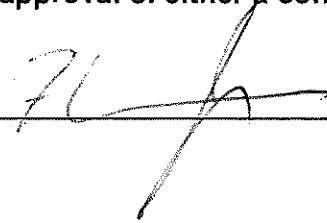
- Youth that participate in the program for at least three months will improve their academic achievement.
- Families will participate in at least two group activities or two one-to-one sessions per quarter.
- Youth that participate in the program for at least three months will improve school attendance.
- Youth will reduce or maintain their gang risk assessment score from program intake to completion.
- Youth will not commit a new offense while in the program.

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

November 1, 2015

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

Appropriate Leadership Signature

A handwritten signature in black ink, appearing to be "FL" followed by a stylized flourish.

Date

10/9/15

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

October 27, 2015

**GANG PREVENTION EDUCATION PROGRAM**

**Background:**

The Boys & Girls Club of Kenosha (BGC) and the Kenosha Unified School District (KUSD) have enjoyed a partnership over the last 20 years working collaboratively to address the issue of gang involvement and delinquency issues in our community. This partnership provides the Boys & Girls Club of Kenosha with the support they need to monitor, supervise and mentor youth in gang prevention groups, while working on anger management, team building, job skills development, gang resistance, and social and delinquency issues.

**Program Description:**

The Boys & Girls Club of Kenosha through a collaborative partnership with the Kenosha Unified School District provides educational gang prevention groups such as Smart Moves and Street Smarts at Bradford, Indian Trail High School and Academy, Tremper, Reuther Central, and Hillcrest High Schools, Bullen, Lance, Lincoln, Mahone, and Washington Middle Schools, and Curtis Strange, KTEC-East, Jefferson, Grant, Wilson, EBSOLA-CA, and Brass Elementary Schools in the Kenosha Unified School District and at the Boys & Girls Club. BGC gang prevention staff also provide extra security at KUSD and BGC sporting events. In addition, BGC staff provide ongoing in-service training and education throughout the school year. The BGC program plan includes the following objectives:

- I. BGC will monitor/supervise/mentor approximately 50 youth in gang prevention groups in Bradford, Indian Trail High School and Academy, Tremper, Reuther Central, and Hillcrest High Schools, Bullen, Lance, Lincoln, Mahone, and Washington Middle Schools, and Curtis Strange, KTEC-East, Jefferson, Grant, Wilson, EBSOLA-CA, and Brass Elementary Schools. There are approximately 8-10 youth in a group. The youth remain in their groups approximately 6 months working on anger management, team building, job skill development, gang resistance and social and delinquency issues.
- II. Additionally, BGC will organize and supervise incentive based activities for the youth in order to encourage and reinforce positive behavioral change. These incentive based activities will be granted on a case-by-case basis by BGC staff to recognize positive behavioral changes (socially, academically and within the family circle). These activities will include, but not be limited to, trips to professional and local sporting events, community service opportunities, cultural events, and local college events. Additional incentive based activities will include:
  - a. BGC will offer full scholarships for targeted youth who are interested in league sports programs at the BGC.

- b. Targeted youths interested in employment training will receive priority placement and be assessed for eligibility in the summer or year round program.
- III. BGC staff will maintain frequent contact with the families of program participants in order to gauge behavioral changes; as well as to provide referrals for additional resources within the community. BGC will organize family events throughout the year. Program staff will meet with families at least twice per quarter at sponsored activities and/or through individual home visits.
- IV. BGC staff will work with principals of individual schools as requested to assist with gang involvement and delinquency issues.

**Program Activities:**

The program activities for this year continue to focus on high school and middle school age students. In the previous years there was a heavier focus on middle school students dictated by need. High schools and middle schools continue to have an equal amount of students. BGC continues to assist all schools upon receiving calls for students regarding any gang threats; by assisting in identification of gangs, mediating disputes between youth and or gang members, investigating fights, and any other issues that the schools need.

BGC staff continues to provide support to Gary Vargas, Juan Cruz, and Sam Saucedo at Bradford, Tremper, and Indian Trail High School and Academy. The BGC staff will continue assisting and providing support to Reuther Central High School as well. BGC still provides schools with gang prevention and community service activities that assist with the safety of schools. BGC staff assists with gang prevention activities at Bradford High School on Saturday morning (groups, counseling, community service work, and other activities). BGC still has ongoing in-service gang trainings for school personal and staff upon request. There were also gang awareness trainings and youth panels at UW Parkside, Marquette University, Carthage College, and Moraine Technical College. Finally, one of most effective incentives for affecting behavioral changes has traditionally been and will continue to be offered employment opportunities for our youth. The BGC has been working to maintain unsubsidized employment opportunities in the private sector or enroll participants in the BGC Summer Youth Employment program for at risk youths in our community.

A major focus last year was centered on employment efforts for case managed youth. BGC staff facilitated Career Launch and a National Boys & Girls Club program. The curriculum was used to help youth with mock interviews, job searches, skill building techniques, coaching, job fairs and application review sessions. Many of the case managed youth were referred and are participating in the Summer Youth Employment Program (SYEP). There was a total of eleven case managed youth in the SYEP and a total of fourteen previous case managed youth in the SYEP. Eighteen previous and current case managed youth have obtained unsubsidized employment.

Another program that is offered at the Boys and Girls Club program is the BGC Youth Empowerment Program (YEP). This program is designed primarily for the middle school youth

that focuses on helping middle school youth with the tools to ensure a successful completion of high school. In addition, the staff will continue to encourage youth to participate at the BGC in order to benefit and maximize the offerings of the BGC national programs.

During the school year, BGC staff continued with Saturday morning gang diversion programming/activities groups and also started the Career Launch program. The Career Launch program is another BGC program that is utilized to recruit youth with an emphasis on obtaining employment. This program is used as a springboard to help the youth prepare for entrance in the job market by assisting with resume writing, interviewing skills, job searching and appropriate dress for success. Since jobs continue to be the number one driving force or tool to captivate the attention of young teenagers a major effort of BGC staff has been to transition youth into permanent employment instead of seasonal employment, which is not the current recruiting tool.

Another emphasis of BGC has been to encourage middle school youth to participate in BGC programming after school to enhance what they worked on during the school day. This has proven to be successful with more youth coming to the BGC for this support. In addition, BGC staff continued to provide support to middle schools through the BGC program at the following middle schools: Mahone, Lincoln, Bullen and Washington. In the months of January, February, and March, transportation was provided from Lincoln Middle School to the BGC several times a week; there were a large number of youth from Lincoln Middle School referred to the Be Great Graduate program. In addition, BGC provided and assisted with the following activities at Lincoln Middle School; Walk for Cancer event in Lincoln Park, spring sports-track and field, talent show in April and the graduation ceremony/program on June 11<sup>th</sup>.

Furthermore, BGC not only supported middle schools, but the staff continued to assist elementary schools with their students. The YEP staff was limited in ability to provide direct case managed services to the youth in kindergarten through fifth grade, but they have provided support for the primary grades by providing elementary principals and staff assistance with locating direct community resources and programs.

#### **Outcomes and Indicators:**

The BGC is evaluated on the percentage of progress made based on outcomes and indicators. The percentages below are based on 71 youth that participated in the Gang Education Program during the 2014-2015 school year. In addition, the BGC staff has established strong partnerships and relationships in the community. Through these partnerships, the BGC has utilized the following methods/tools to measure and assess BGC outcomes and indicators:

- Collecting grades, attendance, progress reports, and report cards from schools on a frequent basis
  - Perform school checks and review meeting of the school staff with the student
- Collecting and checking data from the juvenile intake office. In addition, collaborating with the Kenosha Police Department to obtain any police contact on student referrals

- Consistent and constant contact with parents and guardians to measure and assess behavior
  - Conduct home visits twice a month. Review goals and objectives quarterly with the parent/guardian

Overall results show that BGC staff has met all of their expected outcomes for the year. 97% of youth saw their gang risk scores quotient decrease. Over 90% of youth actively participated in at least four program activities per month. BGC staff exceeded their goal of 80% of youth in the program not committing a new offense. Only one youth committed a new offense 4<sup>th</sup> quarter. 75% of the youth who participated in the program improved their school attendance and grades. 70% of families participated in at least two groups or one-on-one educational activity this year.

#### **Current Progress and Future goals:**

##### **2014-2015- Goal 80% of youth would not have a new offense while in the program.**

Actual 96% of youth did not have a new offense while in the program.

- By collecting and checking data from the Juvenile Justice Office 68 youth out of 71 that participated did not have a new offense while in the program.
- 2015-2016- 85% of at least 50 youth will not have a new offense based on juvenile intake data.

##### **2014-2015-Goal 75% of youth will participate in at least 4 non-gang related activities per month.**

Actual 80% of youth participated in at least 4 non-gang related activities per month.

- Activities were measured by attendance taken at each activity. 57 out of 71 participants participated in 4 non-gang related program activities. Key activities included Street Smarts, Smart Moves and Career Launch.
- 2015-2016- 80 % of at least 50 youth will participate in at least 4 non-gang related program activities per month based on attendance taken at activities.

##### **2014-2015- Goal 70 % of Parents/Families will increase involvement in youth care.**

Actual 78% of families increased involvement in youth care.

- Activities were measured by attendance taken at each activity. 56 out of 71 families participated in at least 2 activities per quarter. Examples of activities are; Family resource fairs, adult computer classes, Boys & Girls Club sports family days and National Night out.
- 2015-2016- 70% of Parents Families will increase involvement in youth care by participating in at least 2 activities per quarter based on attendance at activities.

##### **2014-2015- Goal 80 % of youth will maintain or reduce their gang risk assessment score from program intake to program completion.**

Actual 95% of youth reduced their gang risk assessment score from program intake to program completion.



- Participants were assessed prior to intake using gang risk assessment. Assessment ranges from 1-20 with participants scoring 8 or above admitted into program.
- Progress is measured by reassessment upon program completion that reduces gang risk assessment score. Maintaining score is considered little progress, reducing score by 1-2 points is considered progress, reducing score by 3 or more is considered advanced progress.
- 4 participants made 0 progress, 10 participants made little progress, 52 participants progressed score and 5 advanced progress.
- 2015-2016 Goal- 80% of youth will maintain or reduce their gang risk assessment score from intake to completion.

**2014-2015 Goal- 75 % of youth that participate in the program for at least three months will improve school attendance.**

- Progress is measured by attendance records.
- 4 participants were excessively truant meaning 5 unexcused absences or more. 29 participants had 3-4 unexcused absences and 38 had 0-2 absences.
- 2015-2016 Goal-75% of youth that participate in the program for at least three months will improve school attendance.

**2014-2015 Goal- 75% of youth will improve their academic performance overall.**

- Progress is measured by collecting grades progress reports and report cards.
- 42 out of 71 improved their academic performance. 13 Maintained their performance and 16 had 0 Improvements.
- We would like to improve upon this metric next year by a more detailed progress scale. Maintaining grades will be considered little progress, improving grades by a half grade will be considered improving. Improving grades by one grade level will be considered advanced progress.
- 2015-2016 goal -75% of the youth will improve their academic performance by one grade level.

**Administration Recommendation:**

Administration recommends that the board approve the attached purchase/contract rationale per school board policy 3420 with the Boys and Girls Club of Kenosha and KUSD since the expenditure will exceed the \$25,000 threshold for contracts in the fiscal year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

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



## American Education Week 2015

November 16 - 20

### Great Public Schools: A Basic Right and Our Responsibility

*WHEREAS*, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

*WHEREAS*, by equipping Kenosha's youth with both practical skills and broader intellectual abilities, we give them hope for, and access to, a productive future; and

*WHEREAS*, education employees work tirelessly to serve our children and communities with care and professionalism; and

*WHEREAS*, schools encourage community, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District does hereby proclaim November 16–20 as the annual observance of American Education Week.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.

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*President, Board of Education*

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*Superintendent of Schools*

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*Secretary, Board of Education*

*Members of the Board:*

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*Resolution 320  
October 27, 2015*

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Kenosha Unified School District  
Kenosha, Wisconsin

October 27, 2015

**Resolution to Exceed Revenue Limit on Non-Recurring Basis  
(Debt Service Payments on Energy Efficiency Measures)**

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

Section 121.91(4)(o)1. of the Wisconsin Statutes provides that, upon the adoption by a school board of a resolution to do so, the District's revenue limit may be increased by the amount spent in that school year on a project to implement energy efficiency measures or to purchase energy efficiency products, including the payment of debt service on bonds or notes issued to finance an Energy Efficiency Project. Due to the adoption of new emergency rules issued by the Department of Public Instruction (DPI) at the end of September, 2015, school boards will no longer need to pass a resolution to exceed revenue limit for the net debt service amount each and every year of the debt service; rather they can pass a resolution that encompasses all future related debt payments.

**Administrative Recommendation**

Administration requests that the Board approve the attached resolution to exceed the revenue limit for 18 years, on a non-recurring basis, for the purpose of servicing debt issued to finance the current Energy Efficiency Project.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

**RESOLUTION TO EXCEED REVENUE LIMIT ON NON-RECURRING BASIS**  
(Debt Service Payments on Energy Efficiency Measures)

**WHEREAS**, the Kenosha Unified School District No.1 (the “District”) has approved a performance contract under Section 66.0133 of the Wisconsin Statutes with **Performance Services, Inc.** (the “Performance Contract”);

**WHEREAS**, the Performance Contract sets forth an Energy Efficiency Project for the District (the “Project”) designed to result in the avoidance of, or reduction in, energy costs or operational costs; and

**WHEREAS**, the District has elected to finance the cost of the Project with proceeds of Bonds issued in an amount of \$16,690,000, that have a maturity not exceeding twenty years.

**BE IT RESOLVED** that the School Board of the Kenosha Unified School District No. 1 (District) hereby exercises its authority under s. 121.91(4)(o), Wis. Stats., to exceed the revenue limit on a non-recurring basis by an amount the District will spend on principal and interest payments for 18 years of debt payments for the term of the following issue: \$16,690,000 G.O. Corporate Purpose Bonds, Series 2013 dated September 17, 2013.

The debt was issued for new energy efficiency measures and energy efficiency products.

The amount to be levied and expended for the debt issue is:

<u>Levy Year</u>	<u>Payment Year</u>	<b>2013 Bonds P&amp;I</b>
2015	2016	\$1,464,790
2016	2017	\$1,542,315
2017	2018	\$1,587,515
2018	2019	\$1,595,315
2019	2020	\$1,254,815
2020	2021	\$1,231,565
2021	2022	\$1,232,190
2022	2023	\$1,231,065
2023	2024	\$1,212,465
2024	2025	\$1,368,465
2025	2026	\$1,320,865
2026	2027	\$1,321,446
2027	2028	\$1,317,890
2028	2029	\$1,320,558
2029	2030	\$1,319,581
2030	2031	\$1,320,313
2031	2032	\$1,316,900
2032	2033	\$1,320,638

The board has identified the following required performance indicators that will measure the energy savings and/or energy cost avoidance in an amount equal to the exemption request and will include a timeline (Attachment A).

An evaluation of the energy performance indicators will be included as an addendum in the required 2015-2016 published budget summary document per s. 65.90, Wis. Stats., and in the school district's newsletter or in the published minutes of the school board meeting.

Motion by \_\_\_\_\_,  
Seconded by \_\_\_\_\_ to adopt Resolution  
Ayes \_\_\_\_\_ Nays \_\_\_\_\_



Project #	Location	Project Description	Project Cost	Financing Cost (Interest)	Total Project Cost With Financing	Performance Indicators	Timeline	Consultant	Projected Annual Utility Cost Savings	Projected Annual Non-Utility Savings (Operational Cost and Cost Avoidance Savings)	One-Time Savings	Projected Pay Back Period (Years) Without Financing	Projected Pay Back Period (Years) With Financing
1	Bose EI	Hot water boiler replacement, HVAC control system upgrades and improvements, lighting retrofits, vestibule door installation and roof replacement	1,518,329	777,286	2,295,615	91,612 Kilowatt-hour savings, 15,011 therm savings	October 2013-October 2015	Performance Services Inc.	22,661	216,024	26,747	6.25	9.51
2	Forest Park EI	Steam boiler replacement, hot water piping installation, multi-zone air handling unit replacement with VAV system, HVAC control system upgrades and improvements, T-12 lighting replacement and roof replacement	2,751,944	1,408,817	4,160,761	49,736 Kilowatt-hour savings, 19,930 therm savings	October 2013-October 2015	Performance Services Inc.	17,662	392,027	26,563	6.65	10.09
3	Grant EI	Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits, masonry repairs and roof replacement	1,737,348	889,409	2,626,757	31,193 Kilowatt-hour savings, 9,925 therm savings	October 2013-October 2015	Performance Services Inc.	9,971	244,773	24,267	6.72	10.22
4	Grewenow EI	Constant speed hot water pump replacement, unit ventilator replacement, HVAC control system upgrades and improvements, T-12 lighting replacement and roof replacement	896,050	458,719	1,354,769	42,235 Kilowatt-hour savings, 8,913 therm savings	October 2013-October 2015	Performance Services Inc.	12,671	119,844	11,080	6.68	10.14
5	Harvey EI	Steam boiler replacement, hot water piping installation, HVAC control system upgrades and improvements, lighting retrofits, window replacement and vestibule door installation	1,635,529	837,285	2,472,814	11,206 Kilowatt-hour savings, 11,675 therm savings	October 2013-October 2015	Performance Services Inc.	8,241	220,839	25,445	7.03	10.68
6	Jefferson EI	Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits, masonry renovation and roof replacement	1,472,860	754,009	2,226,869	30,727 Kilowatt-hour savings, 10,722 therm savings	October 2013-October 2015	Performance Services Inc.	10,441	208,212	20,755	6.64	10.09
7	Jeffery EI	Hot water boiler replacement, HVAC control system upgrades and improvements and vestibule door installation	735,776	376,670	1,112,446	33,199 Kilowatt-hour savings, 7,190 therm savings	October 2013-October 2015	Performance Services Inc.	9,588	106,537	25,611	6.12	9.36
8	Roosevelt EI	Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits, window replacement and masonry renovations	2,710,282	1,387,489	4,097,771	52,098 Kilowatt-hour savings, 12,990 therm savings	October 2013-October 2015	Performance Services Inc.	14,994	363,959	28,513	7.08	10.74
9	Vernon EI	Steam boiler replacement, hot water piping installation, Pool air handling unit replacement, Brompton Office air handling unit replacement, HVAC control system upgrades and improvements, constant volume air handling unit system conversion to VAV, lighting retrofits, window replacement and vestibule door installation	3,216,302	1,646,538	4,862,840	116,618 Kilowatt-hour savings, 26,907 therm savings	October 2013-October 2015	Performance Services Inc.	31,938	465,684	37,738	6.39	9.70
			<b>16,674,420</b>	<b>8,536,221</b>	<b>25,210,641</b>				<b>138,167</b>	<b>2,337,899</b>	<b>226,719</b>	<b>6.64</b>	<b>10.09</b>



October 27, 2015

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Pulse Workshop LLC. gave KUSD a \$3,500.00 discount on a CNC 3-Alix Router.
2. An anonymous donation of \$2,000.00 was given to the KUSD Kenosha Girls Wrestling Team.
3. Kiwanis Club of Kenosha donated \$1,500.00 to the Bradford Key Club.
4. Casa Capri donated \$1,000.00 to the Bradford Athletics Program.
5. Gregory Leech donated \$1,000.00 to the Bradford Boys Basketball Team.
6. The Kenosha Kingfish donated \$750.00 to the KUSD Band Program.
7. Kenosha County Deputy Sheriff's Association donated \$500.00 to the Bradford Cross Country Program.
8. Pacetti's Project donated \$200.00 to the KUSD Band Program.
9. The Target in Pleasant Prairie donated a \$100.00 gift card to purchase school supplies for KUSD students in need.
10. The Meijer in Kenosha donated a \$200.00 gift card to purchase school supplies to KUSD students in need.
11. Absolute Chiropractic and Wellness donated back packs filled with school supplies to KUSD students in need. The estimated value of this donation is unknown.

### Administrative Recommendation

Administration requests the Board of Education approve acceptance of the above listed gift(s), grant(s) or bequest(s) as per Board Policy 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. Sue Savaglio-Jarvis  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

October 27, 2015

**Tentative Schedule of Reports, Events,  
and Legal Deadlines for School Board  
October-November**

**October**

- October 13, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- October 27, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- October 30, 2015 – Staff Workday – No School for Students

**November**

- November 10, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- November 24, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- November 23, 2015 – Special School Board Meeting – 5:30 P.M.
- November 25, 2015 – ½ Day for Students and Instructional Staff
- November 26-27, 2015 – Thanksgiving Recess

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