



**REGULAR MONTHLY BOARD MEETING
REVISED**

November 26, 2013

7:00 P.M.

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

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- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - KTEC/Project Lead The Way: Integrating Engineering Lessons Presentation Proposal Accepted For Wisconsin State Education Convention
 - Wisconsin Health and Physical Education – JRFH/Hoops Educator of the Year
 - Wisconsin State Music Educators Conference
 - Wisconsin State Music Association Honors Projects for Band, Choir & Orchestra
- 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)
- XI. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
 - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1
 - B. Consent/Approve Minutes of 10/21/13, 10/22/13, 11/04/13 and 11/12/13 Special Meetings and Executive Sessions, 11/04/13, 11/09/13, 11/12/13 And 11/15/13 Special Meetings and 10/22/13 Regular Meeting Pages 2-22

XI. Consent Agenda - Continued

- C. Consent/Approve Summary of Receipts, Wire
Transfers and Check Registers Pages 23-31

XII. Old Business

- A. Discussion/Action Proposed Facilities
Related Policy Changes..... Pages 32-51
(First Reading)
- B. Discussion/Action School Board Policy 5431 -
Student Dress Code and
Formation of Ad Hoc Student
Dress Code Committee..... Pages 52-55
(First Reading)
- C. Discussion/Action School Board Policy/Rule 3110 -
Annual Operating Budget Pages 56-59
(First Reading)
- D. Discussion/Action School Board Policy/Rule 3111 –
School Board Budget Pages 60-61
(First Reading)
- E. Discussion/Action School Board Policy/Rule 3112 -
Budget Administration Pages 62-63
(First Reading)
- F. Discussion/Action School Board Policy/Rule 3121 –
Financial Accounting Pages 64-65
(First Reading)
- G. Discussion/Action School Board Policy/Rule 3122 –
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(First Reading)
- H. Discussion/Action School Board Policy/Rule 3323 –
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- I. Discussion/Action Cost Estimate for eSchool
Transition to the Jefferson
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- J. Discussion/Action Report of Contracts in
Aggregate of \$25,000 Pages 76-87
- K. Discussion/Action Wisconsin Educator
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- K. Discussion/Action Request to Implement Youth
Risk Behavior Survey –
Grades 7 and 8 Pages 94-106
- L. Discussion/Action Summer School Update
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- M. Discussion/Action Reconsideration of Vote
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Proposal For Mathematics
In Grades 6 Through 9 Pages 130-131

XIII. New Business

- A. Discussion/Action Donations to the District Page 132

XIV. Other Business as Permitted by Law

- Tentative Schedule of Reports, Events and Legal
Deadlines For School Board (November-December) Page 133

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

XVI. Adjournment

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Kenosha Unified School District

Kenosha, WI

November 26, 2013

REVISED

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Vaughn	Kimberly	Mahone Middle School	Special Education	ESP	10/07/2013	1	\$14.02
Appointment	Seis	Madelyn	Bradford High School	Special Education- Cross Categorical	Instructional	10/10/2013	1	\$48,916.00
Appointment	Diaz	Christina	Lincoln Middle School	Scheduling Secretary - 12 Months	Secretarial	10/14/2013	1	\$16.66
Appointment	Cruz	Diana	Lincoln Middle School	Special Educational	ESP	10/09/2013	1	\$13.02
Appointment	Chiappetta	Emiko	Southport Elementary School	Kindergarten	Instructional	10/14/2013	1	\$38,377.00
Appointment	Metzger	Pamela	Harvey Elementary School	Special Education	ESP	10/14/2013	1	\$14.02
Appointment	Villalobos	Maria	Bradford High School	Student Support Specialist	Miscellaneous	10/21/2013	1	\$15.64
Appointment	Williams	Rebecca	Vernon Elementary School	Special Education (IDEA)	ESP	10/17/2013	1	\$14.02
Appointment	Quezada	Zachariah	Tremper High School	Special Education	ESP	10/21/2013	1	\$13.02
Appointment	Pedicone	Kathryn	Frank Elementary School	Grade 4	Instructional	10/21/2013	1	\$42,266.00
Appointment	Bilotti	Mary Sue	EBSOLA-Dual Language	Grade 3	Instructional	10/21/2013	1	\$43,432.00
Appointment	Sutton	Sonya	ITA	Counselor	Instructional	08/12/2013	1	\$55,231.00
Appointment	Johnson	Susan	Lance Middle School	ELL Teacher	Instructional	10/15/2013	0.5	\$26,359.00
Appointment	MacKenzie	Clinton	Bradford High School	Security	ESP	10/21/2013	1	\$13.02
Appointment	Kaminski	Jennifer	Teaching & Learning	Secretary III	Secretarial	11/15/2013	1	\$18.36
Appointment	Froh	Melissa	Tremper High School	Special Education	ESP	10/30/2013	1	\$13.02
Early Retirement	Miller	Sharon	School Leadership - Middle School	Principal	Administration	06/30/2014	1	
Resignation	Smith	Stephanie	Brass Community School	Kindergarten	Instructional	10/22/2013	1	\$38,377.00
Resignation	Lacy	Kathleen	Human Resources	HR Specialist	Administration	11/29/2013	1	\$74,099.00
Retirement	Hancock	Michele	Superintendent	Superintendent	Administration	01/01/2014	1	\$195,000.00

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON OCTOBER 21, 2013

A special meeting of the Kenosha Unified School Board was held on Monday, October 21, 2013, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:03 P.M. with the following members present: Mrs. Taube, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present. Mr. Flood arrived later.

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

Ms. Stevens announced that an executive session had been scheduled to follow this special meeting for the purpose of Board Deliberations or Negotiations Regarding Specified Public Business Where Competitive or Bargaining Reasons Require Closed Session and Collective Bargaining Deliberations.

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

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

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

1. Board Deliberations or Negotiations Regarding Specified Public Business Where Competitive or Bargaining Reasons Require Closed Session

Mrs. Sheronda Glass, Executive Director of Business, and Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership, arrived at 5:05 P.M. They updated Board members on a District contract matter and sought direction.

Mr. Flood arrived at 5:14 P.M.

Dr. Williams was excused at 5:34 P.M.

2. Collective Bargaining Deliberations

Mrs. Glass updated Board members on collective bargaining issues and sought direction.

Mrs. Snyder departed the meeting at 6:20 P.M.

Meeting adjourned at 6:36 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON OCTOBER 22, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 22, 2013, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:37 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present.

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

Ms. Stevens announced that an executive session had been scheduled to follow this special meeting for the purpose of Review of Findings/Order by Independent Hearing Officer and Personnel: Problems, Compensation and/or Contracts, and Evaluation Consideration.

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

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

Mr. Flood moved to adjourn to executive session. Mrs. Snyder seconded the motion. Unanimously approved.

1. Review of Findings/Order by Independent Hearing Officer

Mr. Daniel Tenuta, Principal at Kenosha eSchool, arrived at 6:39 P.M. and presented an expulsion and an expulsion modification request.

Dr. Hancock and Mr. Tenuta were excused at 6:45 P.M.

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

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

2. Personnel: Employment Relationship, Problems, and Evaluation Consideration

Mrs. Sheronda Glass, Executive Director of Business, arrived at 6:47 P.M. and updated Board members on a personnel matter.

Meeting adjourned at 7:00 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 22, 2013

A regular meeting of the Kenosha Unified School Board was held on Tuesday, October 22, 2013, at 7:00 P.M. in the Board Room of the Educational Support Center. Ms. Stevens, President, presided.

The meeting was called to order at 7:07 P.M. with the following Board members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present.

Ms. Stevens, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District. Notice of this regular meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and at the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the NUMATS Award, the 2014 National Merit Scholarship Competition Finalist Award, the 2014 National Achievement Scholarship Program Finalists Awards, and the Festival of Arts and Flowers School Board Collection Award.

Mrs. Taube presented Resolution No. 298 – Resolution of Commemoration – American Education Week 2013, which read as follows:

“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, Kenosha Unified School District does hereby proclaim November 18–22 as the 92nd 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, and that a signed copy be printed in the school district's official newspaper of record.”

Mrs. Taube moved to approve Resolution No. 298 – Resolution of Commemoration – American Education Week 2013 as read and noted the removal of “be they substitute educators, custodians, teachers, bus drivers, or librarians” from the third paragraph. Mrs. Coleman seconded the motion. Unanimously approved.

There were no Administrative or Supervisory appointments.

Ms. Stevens introduced the Student Ambassador, Jakeem Brantley, from Reuther High School, and he made his comments.

Mr. Bryan gave the Legislative Report.

There were views and comments by the public.

Board members made their responses and comments.

Ms. Stevens made her remarks.

Mrs. Taube moved to defer the Superintendent’s Report, a presentation on Goal #2 – Expand Collaborative Partnerships with Families, Community, and Industry of the Transformation Plan. Mr. Flood seconded the motion. Unanimously approved.

The Board considered the following Consent-Approve items:

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

Consent-Approve item XI-B – Minutes of the 9/24/13, 10/03/13, 10/08/13, and 10/15/13 Special and Executive Sessions, 10/15/13 Special Meeting, and 9/24/13 Regular Meeting.

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

“It is recommended that the September 2013 cash receipt deposits totaling \$409,813.89 and cash receipt wire transfers-in totaling \$23,726,146.51 be approved.

Check numbers 498929 through 499896 totaling \$11,330,125.16, and general operating wire transfers-out totaling \$349,800.09 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2013 net payroll and benefit EFT batches totaling \$11,829,444.06 and net payroll check batches totaling \$49,662.13 be approved.”

Consent-Approve item XI-D – Policy/Rule 5280 – Education for Homeless Children and Youth (EHCY) submitted by Ms. Pamela Black, Coordinator of Special Education and Student Support; Ms. Valeri, Director of Special Education and Student Support; Dr. Sue

Savaglio-Javis, Assistant Superintendent of Teaching and Learning; and Dr. Hancock, excerpts follow:

“This Policy was last adopted in May of 2004 and no longer aligns with the Wisconsin Department of Public Instruction directives regarding students who are identified under the McKinney-Vento Act. The revision of Policy and Rule 5280 is a requirement for receiving an annual grant from DPI for the purpose of the District’s implementation of our responsibilities to homeless children and unaccompanied youth.

At its September 10, 2013, meeting, the Personnel/Policy Standing Committee voted to forward Policy and Rule 5280 to the School Board for consideration. The Board Approve Policy and Rule 5280 as a first reading on September 24, 2013. Administration recommends that the School board approve revised Policy and Rule 5280 - Education for Homeless Children and Youth (EHCY) as a second reading this evening.”

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

Mr. Kristopher Keckler, Executive Director of Information and Accountability, presented the Official Third Friday Enrollment Report submitted by Ms. Lorien Thomas, Research Analyst; Ms. Renee Blise, Research Coordinator; Mr. Keckler; and Dr. Hancock, excerpts follow:

“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.

District-wide, enrollment increased from 22,639 students in 2012-13 to 22,676 students in 2013-14. After two years of declining enrollment, the current year has shown a slight increase.

The District reported an increase of 269 students in the elementary schools, though this increase was mainly due to the universal expansion of the four-year old kindergarten (4K) program. Middle school enrollment decreased by 183 students, and high school enrollment increased by 23 students.

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 a decrease of 72 students. The number of community-based child care centers at Kenosha 4 Year Old Kindergarten was reduced from 15 in 2012-13 to 10 in 2013-14 due to the universal expansion of the K4 program in the traditional elementary schools.

At its October 8, 2013 meeting, the School Board Joint Audit/Budget/Finance & Personnel/Policy Standing Committee reviewed and accepted the 2013-14 Official Third Friday Enrollment Report and recommended that it be forwarded to the full School Board for

review and acceptance. Administration recommends that the School Board review and accept the 2013-14 Official Third Friday Enrollment Report.”

Mr. Flood moved to accept the 2013-14 Official Third Friday Enrollment Report. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Robert Hofer, Purchasing Agent, presented the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Hofer, Mr. Hamdan, and Dr. Hancock, excerpts follow:

“School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to October 18, 2013, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

The following contracts/agreements have not been added to the Contract Management Database and are being presented to the Board at this time for Board Approval: Solution Tree – Professional Learning Coaching Academy.

It is recommended that the Board of Education approve the Solution Tree– Professional Learning Coaching Academy contract in aggregate of \$25,000.”

Mr. Flood moved to approve the Solution Tree – Professional Learning Coaching Academy contract in aggregate of \$25,000. Mrs. Snyder seconded the motion. Unanimously approved.

Mr. Hamdan presented the Change in the Fiscal Year 2012-13 Adopted Budget submitted by himself and Dr. Hancock, excerpts follow:

“The Board of Education adopted the 2012-2013 budget on October 23, 2012, 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, including changes in individual program budgets. State Statute requires that any modifications to the adopted budget require the approval by two-thirds (2/3) majority of the Board of Education and publication of a Class 1 notice within ten (10) days of Board approval. This document identifies proposed budget modifications to the 2012-2013 Budget.

The majority of the required changes are the result of notifications of carryover funds determined to be available for various grants after the budget was formally adopted in October. Other Grant awards (i.e. 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 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.

Administration recommends that the Board approve the 2012-2013 budget modifications as described herein and that the attached Class 1 notice be published within ten (10) days of the official Board Adoption.”

Mr. Nuzzo moved to approve the 2012-2013 budget modifications as described herein and that the attached Class 1 notice be published within ten (10) days of the official Board adoption. Mr. Flood seconded the motion. Unanimously approved.

Mr. Hamdan presented the 2012-2013 Budget Carryovers to the 2013-2014 Budget submitted by himself and Dr. Hancock, excerpts follow:

“Historically, Kenosha Unified School District (KUSD) has prohibited the carryover of any administrative budget dollars to the next fiscal year. Starting in the 2002-2003 budget year, the Board approved the elimination of all carryover dollars from site budgets.

In previous years, outstanding purchase orders that were encumbered and not fully paid as of June 30th could lead to a request to carry dollars over to the next budget year. Due to stricter internal controls and scrutiny of late year purchase orders, no encumbrance carryovers are being requested this year.

However, there are several exceptional items that are potentially carried over from year to year. Administration is requesting to carryover the following to the 2013-2014 fiscal year:

Site Requested Carryover	\$ 22,832
Donation and Mini-Grant Carryover	<u>\$ 81,111</u>
	\$103,943

Administration recommends that the Board approve these carryover dollars and that they be incorporated into the 2013-2014 budget.”

Mrs. Taube move to approve the carryover dollars and that they be incorporated into the 2013-2014 budget. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Hamdan indicated that the Formal Adoption of the 2013-2014 Budget Update needed to be deferred due to new legislation. He explained that State aid amounts were originally to be released on October 15; however, are now scheduled to be released on October 31 and without the State aid numbers, the tax levy cannot be set. Once the final numbers are received, the final budget will be presented to the Board for approval.

Ms. Stevens indicated that agenda items XII(F) - School Board Policy/Rule 3110 – Annual Operating Budget; XII(G) – School Board Policy/Rule 3112 – Budget Administration, XII(H) – School Board Policy/Rule 3113 – Fiscal Impact Statement, XII(I) – School Board Policy/Rule 3121 – Financial Accounting, XII(J) – School Board Policy/Rule 3122 – Accounts Receivable/Uncollectible Accounts, and XII(K) – School Board Policy/Rule 3323 – Fund Balance were brought forward for review to address better communication with the Board in

relation to budget variances. The policies were reviewed and discussed by the Joint Audit/Budget/Finance and Personnel/Policy Committee at their October 8, 2013 Committee meetings.

Mr. Flood moved to postpone action on agenda items XII(F-K) and defer them back to the appropriate Committees for review of changes proposed by Administration and Board members submitted via the Superintendent's Office. Mrs. Coleman seconded the motion. Unanimously approved.

Ms. Stevens introduced the Adoption of the Employee Handbook.

Mrs. Taube moved (1) to postpone action on the Employee Handbook and any wage increase agreements until November 26, 2013, (2) that KUSD administration and members of the School Board begin to bargain with the respective represented groups regarding mandatory and permissive subjects to reach an agreement no later than November 15, 2013, and (3) that the School Board maintain the status quo with respect to all mandatory subjects of bargaining as provided for by the represented groups' respective 2011-13 agreements and the SEIU 2009-12 agreement until new agreements have been ratified. Mr. Bryan seconded the motion. Discussion followed.

Mr. Nuzzo asked that Mr. Bryan remove himself from the vote. Mr. Bryan indicated that he would be voting on the motion as he felt it was procedural.

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

Mr. Hamdan presented the Resolution to Exceed Revenue Limit on Non-Recurring Basis (Debt Service Payments on Energy Efficiency Measures) submitted by Ms. Kraeuter, Mr. Hamdan, and Dr. Hancock, excerpts follow:

"At the June 25, 2013, Board meeting the Board voted to approve a resolution authorizing the sale of general obligation bonds not to exceed \$17,000,000 in order to finance the Energy Efficiency 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. The Board must pass a resolution to exceed revenue limit for the net debt service amount each and every year of the debt service.

Administration requests that the Board approve the attached resolution to exceed revenue limit for the 2013-2014 fiscal year, on a non-recurring basis, for the purpose of servicing debt issued to finance the current Energy Efficiency Project."

Mrs. Snyder moved to approve the resolution to exceed revenue limit for the 2013-2014 fiscal year, on a non-recurring basis, for the purpose of servicing debt issued to finance the current Energy Efficiency Project. Mr. Flood seconded the motion. Unanimously approved.

Mrs. Taube noted that action on the Employee Wage Increase was included her motion made when addressing the Adoption of the Employee Handbook; therefore, no further action was needed for that agenda item.

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

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

Meeting adjourned at 8:47 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 4, 2013

A special meeting of the Kenosha Unified School Board was held on Monday, November 4, 2013, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Action on Adoption of the 2013-2014 Budget.

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

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

Mr. Tarik Hamdan, Interim Chief Financial Officer, presented the Adoption of the 2013-2014 Budget submitted by himself and Dr. Hancock, excerpts follow:

“The Public Hearing on the 2013-2014 Budget and the Annual Meeting of Electors was held on Thursday, September 2, 2013 in the Auditorium at Mahone Middle School. The Board of Education has reviewed the District’s budget assumptions, received public input at their meetings, and has provided the direction to form the budget. On August 19, 2013, the Board approved preliminary budget assumptions that were used as the guide to create the 2013-2014 Budget. With actual costs of new teachers coming in lower than projected, KUSD has also been able to add additional staff back into the classrooms (about 43 FTE), primarily at the Elementary Level. Administration is also requesting that the Board approve some additional staffing needs for “hot spots” as identified.

Since the Public Hearing and Annual Meeting, Administration has also updated the budget to reflect key variables such as student membership, property valuation, certified state aid, and tax levies. The new WI Act 46 Bill has provided KUSD with an additional 845,282 of state aid which helped to reduce our tax levy.

The 2013-2014 General fund is being budgeted as a balanced budget in which Expenditures are projected to equal Revenues. 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 applied for 2013-2014.

The levy for the General Fund is the maximum amount allowable within State law without going to referendum. The overall 0.96% increase in total tax levy equates to

\$891,818 of additional tax dollars in 2013-2014 for Kenosha Unified School District over last year.

The total mill rate per \$1,000 of equalized valuation is \$12.13, a 4.77% increase over the prior year. The Equalized Property Values decreased by 3.63% from last year which contributes to the overall mill rate increase.

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

1. Approval of the 2013-2014 Budget Assumptions (Attachments A & B);
2. Formally adopt the District's 2013-2014 Budget using the accompanying Budget Adoption Motion in Attachment E;
3. Direct Administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment C);
4. Direct the Clerk of Kenosha Unified School District to certify the property tax levy to be collected from the municipalities with the School District in the amount of \$75,664,429 for the General Fund, \$16,152,697 for the Debt Service Fund, and \$1,500,000 for the Community Service Fund;
5. Direct Administration to certify the Board approval tax levy on or before November 6, 2013;
6. Designate the portion of the General Funds' fund balance at June 30, 2013 as Unassigned for working capital that is not classified as Non-spendable (for inventories and pre-paid expenses)."

Mr. Nuzzo moved to:

1. Approval of the 2013-2014 Budget Assumptions (Attachments A & B);
2. Adopt the 2013-2014 Budget for Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary as set forth (Attachment E);
3. Direct Administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment C);
4. Direct the Clerk of Kenosha Unified School District to certify the property tax levy to be collected from the municipalities with the School District in the amount of \$75,664,429 for the General Fund, \$16,152,697 for the Debt Service Fund, and \$1,500,000 for the Community Service Fund;

5. Direct Administration to certify the Board approval tax levy on or before November 6, 2013;

6. Designate the portion of the General Funds' fund balance at June 30, 2013 as Unassigned for working capital that is not classified as Non-spendable (for inventories and pre-paid expenses). Mrs. Coleman seconded the motion.

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

Meeting adjourned at 5:45 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON NOVEMBER 4, 2013

A special meeting of the Kenosha Unified School Board was held on Monday, November 4, 2013, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:49 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Flood, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Mrs. Glass was also present.

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

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

Mrs. Taube moved that the executive session be held. Mr. Flood seconded the motion.

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

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

1. Personnel: Problems and Compensation and/or Contracts

Mrs. Sheronda Glass, Executive Director of Business Services, updated Board members on the status of a personnel issue and sought direction.

The minutes were composed from notes taken by Mrs. Taube.

Meeting adjourned at 6:37 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 9, 2013

A special meeting of the Kenosha Unified School Board was held on Saturday, November 9, 2013, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Action Regarding Commencing Collective Bargaining Negotiations With Collective Bargaining Representatives.

The meeting was called to order at 6:00 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Bryan, and Ms. Stevens. Mrs. Snyder and Mr. Nuzzo were absent. Mrs. Coleman was excused.

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

Mrs. Taube moved that the KUSD School Board and Administration commence collective bargaining negotiations with collective bargaining representatives to replace expired agreements for the respective groups once new agreements have been ratified. Mr. Bryan seconded the motion.

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

These minutes were composed from notes taken by Mrs. Taube.

Meeting adjourned at 6:08 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON NOVEMBER 12, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 12, 2013, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 4:35 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Flood, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens

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

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

Mrs. Taube moved that the executive session be held. Mr. Bryan seconded the motion.

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

Mr. Flood moved to adjourn to executive session. Mrs. Snyder seconded the motion. Unanimously approved.

1. Personnel: Problems and Compensation and/or Contracts

Mrs. Sheronda Glass, Executive Director of Business Services, arrived at 4:36 P.M. and Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson & Vliet, LLC joined the meeting via telephone at 4:38 P.M. Attorney Aziere updated Board members on the status of a personnel issue and sought direction.

Telephone contact with Attorney Aziere was ended at 5:11 P.M.

2. Collective Bargaining Deliberations

Mrs. Glass updated Board members on the status of collective bargaining deliberations and sought direction.

The Board recessed at 5:36 P.M. and reconvened at 8:03 P.M.

Discussion on collective bargaining deliberations continued.

Meeting adjourned at 8:20 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 12, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 12, 2013, at 8:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Action Regarding Ratification of Collective Bargaining Agreements, Board Policy 8870 – Public Participation at School Board Meetings, and Policy 1720 – Complaints about School Personnel.

The meeting was called to order at 8:28 P.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present.

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

Mr. Flood moved to postpone action on the Ratification of the Collective Bargaining Agreements until November 26, 2013. Mr. Nuzzo seconded the motion.

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

Ms. Stevens presented Policy 8870 – Public Participation at School Board Meetings and Policy 1720 – Complaints About School Personnel and indicated that she brought the policies forward for discussion and/or action as she believes there is a more constructive way to handle complaints, concerns, and/or problems during Board meetings. Board members made their comments and it was suggested that the policies be sent to the Personnel/Policy Standing Committee for review.

Meeting adjourned at 8:51 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD NOVEMBER 15, 2013

A special meeting of the Kenosha Unified School Board was held on Friday, November 15, 2013, at 10:00 A.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for discussion/action to amend the adopted motion to postpone action on the collective bargaining agreements for all employee groups at the regular school board meeting on November 26, 2013 to take immediate action to approve the collective bargaining agreements negotiated with all employee groups within the current session.

The meeting was called to order at 10:04 A.M. with the following members present: Mrs. Taube, Mr. Flood, Mr. Nuzzo, Mrs. Snyder, Mrs. Coleman, Mr. Bryan, and Ms. Stevens. Dr. Hancock was also present.

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

Mr. Nuzzo moved to allow public comments on the discussion/action item noticed. Mr. Flood seconded the motion.

Mrs. Taube called for a point of order stating the motion would violate the open meetings law due to the fact that public comments was not noticed. Mrs. Stevens ruled Mr. Nuzzo's motion out of order.

Mrs. Coleman moved to postpone the meeting so that it could be re-noticed to include public comments on the agenda. Motion failed due to lack of a second.

Mr. Flood moved to amend the adopted motion to postpone action on the collective bargaining agreements for all employee groups at the regular school board meeting on November 26, 2013 to take immediate action to approve the collective bargaining agreements negotiated with all employee groups within the current session. Mr. Bryan seconded the motion.

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

Mrs. Taube moved to ratify all collective bargaining agreements that have been brought forward. Mr. Bryan seconded the motion.

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

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

Meeting adjourned at 11:09 A.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
November 26, 2013

CASH RECEIPTS	reference	total
October 2013 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 37,141.22
Johnson Bank	<i>account interest</i>	123.13
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	174,913.59
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	10,604.77
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	24,013.13
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	5,223.14
Total Incoming Wire Transfers		\$ 252,018.98
October 2013 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 357,429.31
TOTAL OCTOBER CASH RECEIPTS		\$ 609,448.29

CASH DISBURSEMENTS	reference	total
October 2013 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 10,196,887.27
WI Department of Revenue	<i>state payroll taxes</i>	533,938.61
WI Department of Revenue	<i>state wage attachments</i>	3,217.42
IRS	<i>federal payroll taxes</i>	4,021,579.14
Diversified Benefits Services	<i>flexible spending account claims</i>	19,443.22
Employee Trust Funds	<i>wisconsin retirement system</i>	1,353,599.66
NVA	<i>vision insurance premiums</i>	13,065.88
Various	<i>TSA payments</i>	295,489.94
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	206,265.45 *
US Bank	<i>purchasing card payment-AP program</i>	52,346.53 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	17,453.54
Johnson Bank	<i>banking fees</i>	1,092.42
Various	<i>returned checks</i>	262.00
Total Outgoing Wire Transfers		\$ 16,714,641.08
October 2013 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01020DP, 01021DP, 01921DP, 01022DP</i>	\$ 40,973.83
General operating and food services	<i>Check #499897 thru Check #500965 (net of void batches)</i>	8,290,638.85
Total Check Registers		\$ 8,331,612.68
TOTAL OCTOBER CASH DISBURSEMENTS		\$ 25,046,253.76

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
MARKS PLUMBING PARTS	\$11,527.44
A BEEP, LLC	\$9,189.82
SCHOLASTIC INC. KEY 6	\$9,046.95
MENARDS 3032	\$8,948.22
HIGHWAY C SVC	\$8,534.14
AIRLINE	\$7,870.40
NELSON ELECTRIC SUPPLY	\$7,668.74
HOTELS	\$6,546.51
AMAZON.COM	\$6,084.02
MAYFAIR RENT A CAR - KENO	\$5,994.25
HALLMAN LINDSAY PAINTS	\$5,318.50
WW GRAINGER	\$5,212.96
NATIONAL ACADEMY SCIENCES	\$5,091.24
3654 INTERSTATE	\$4,756.94
SOUTHEASTERN PERFORMAN	\$3,239.96
SIMPLEX GRINNELL WEB P	\$3,144.04
VEHICLE MAINT. & FUEL	\$2,949.73
ULINE *SHIP SUPPLIES	\$2,602.00
BUYLIQUIDRING.COM	\$2,462.79
FASTENAL COMPANY01	\$2,427.79
STU*STUMPS	\$2,359.98
SHINERETROF	\$2,204.32
BEE'S LIGHTING	\$2,204.00
GAPPA SECURITY SOLUTIONS,	\$2,199.35
CLASS 1 AIR INC	\$2,156.63
RESTAURANTS & CATERING	\$1,979.97
CHESTER ELECTRONIC SUPPLY	\$1,970.92
SCHOLASTIC BOOK CLUB	\$1,922.00
LEARNING A-Z	\$1,869.05
A AND R DOOR SERVICE I	\$1,685.00
STAFF DEVELOPMENT RESOURC	\$1,603.00
ORIENTAL TRADNG CO	\$1,578.78
FIRST SUPPLY LLC #2033	\$1,426.29
TUNSTALL CORPORATION	\$1,351.57
IKEA CHICAGO	\$1,305.81
OBSERVINT TECHNOLOGIES	\$1,271.64
SOLUTION TREE INC	\$1,258.00
VEX ROBOTICS	\$1,203.05
USPS POSTAL ST66100207	\$1,199.50
ACT*AWSA	\$1,125.00

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

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
MHE*MCGRAW-HILL ECOMM	\$1,124.10
MCMaster-CARR	\$1,110.20
DASH MEDICAL GLOVES	\$1,105.00
STATE OF WI DPI REGONLINE	\$1,100.00
AMAZON MKTPLCE PMTS	\$1,054.88
FLAG CENTER	\$1,040.00
INDUSTRIAL CONTROLS	\$1,009.73
PAYPAL *CESA 4	\$1,000.00
GOLFSMITH INTERNATIONAL	\$979.82
KENOSHA CHAMBER OF COMMER	\$975.00
VISTA HIGHER LEARNING	\$962.08
OFFICE MAX	\$917.07
AMAZON SERVICES-KINDLE	\$913.21
APL*APPLE ONLINE STORE	\$910.47
WAL-MART #1167	\$860.56
SHERWIN WILLIAMS #3180	\$831.32
VIKING ELECTRIC	\$824.36
WI ASCD	\$806.00
LOWES #02560*	\$797.22
BECKER BOILER CO., INC	\$788.30
TCT*ANDERSON'S	\$768.94
ZORN COMPRESSOR	\$757.97
JOHNSTONE SUPPLY	\$729.65
AMERICAN TIME & SIGNAL	\$721.75
SCRIPPS SPELLING BEE	\$720.00
S-F ANALYTICAL LABORAT	\$704.00
WI ASSOC OF SCHOOL PERS	\$698.00
GUENTHER SUPPLY INC	\$659.62
TIMBER-LEE CHRISTIAN CENT	\$650.00
BEST BUY	\$634.33
IVIE ENTERPRISES INC	\$620.59
PATS SERVICES INC	\$605.00
MATH TEACHERS PRESS	\$599.69
SHIFFLER EQUIPMENT SAL	\$594.77
USPS	\$571.24
SIGN A RAMA KENOSHA	\$550.50
BADGER THERMAL UNLIMITED	\$546.04
MENTORING MINDS, L.P.	\$526.90
SQ *TECH HELP	\$521.45
AMERICAN OUTFITTERS LTD	\$490.50

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

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
SUPER DUPER PUBLICATIONS	\$480.90
THE BETTY MILLS COMPANY I	\$467.67
CLARK SECURITY PROD CHI	\$467.01
BOOT BARN #26	\$461.02
BATTERIES PLUS KEN	\$440.91
BENCHMARK EDUCATION CO	\$427.90
J W PEPPER	\$422.99
CVS WHOLESALE FLAGS	\$419.95
CONNEY SAFETY	\$409.10
AMERICAN LEAK DETECTION	\$395.00
REI*GREENWOODHEINEMANN	\$387.20
KENNY PRODUCTS, INC.	\$360.00
MARCO PRODUCTS	\$352.35
WUFOO.COM/CHARGE	\$348.85
GIH*GLOBALINDUSTRIALEQ	\$343.50
AQUA MAN AQUATIC SERVICE	\$331.86
JOHNSON PLASTICS	\$327.65
DG HARDWARE	\$317.25
ATLAS PEN & PENCIL	\$317.19
K12SCHOOLSUPPLIES.NET	\$315.69
TOWN & COUNTRY GLASS CO	\$311.89
PAYPAL *CESA 2	\$300.00
SOCIAL STUDIES SCH SRV	\$299.85
NATL ENGLISH HONOR SOC	\$294.00
WORDMASTERS	\$285.00
RGS PAY*	\$278.62
CROWDCONTROLEXPERTS.COM	\$269.80
THE RED BELL	\$263.60
BARNES & NOBLE #2037	\$255.84
FLORIDA VIRTUAL SCHOOL	\$250.00
OWW*ORBITZ.COM	\$249.48
LIGHTS FOR ALL OCCASIONS	\$249.31
LAKE GENEVA MARINE	\$245.00
MOTION INDUSTRIES WI04	\$241.90
CLI*NATIONAL GEO EXPLR	\$239.25
BATTERY BRO	\$235.72
USPS-NCMS 66100389	\$231.75
THE CONTINENTAL PRESS	\$226.80
ASSOC OF WISCONSIOO OF 00	\$224.00
TARGET 00001529	\$221.23

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

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
ATT*838594024 NBI	\$215.39
MOUSER ELECTRONICS DIS	\$214.98
IFIXIT	\$214.36
PHI DELTA KAPPA INTL	\$210.00
COASTAL BUSINESS SPLY	\$206.69
GOOD ARMSTRONG TRAINING	\$200.00
ERN WEBINARS	\$197.00
SQ *TEACHER'S PLANNING PA	\$189.50
WI ASSOC. FOR LANGUAGE	\$182.00
FILEMAKER,INC.	\$179.00
GFS MKTPLC	\$173.55
WANAKI GOLF COURSE	\$168.00
AED SUPERSTORE	\$164.00
BAYTEC SERVICE LLC	\$163.31
OFFICE DEPOT #1090	\$162.58
DOLLARTREE.COM	\$158.58
MAYFAIR RENT A CAR - RACI	\$157.59
KMART 3088	\$156.25
EB *10TH ANNUAL SYSTEM	\$150.00
GOVERNMENT FINANCE OFFIC	\$150.00
PAYPAL *WISCONSINED	\$142.00
SEARS ROEBUCK 2342	\$140.08
ZORO TOOLS INC	\$139.99
CC-27 INSULATION PLUS	\$136.71
KENOSHA FRESH MARKE	\$135.96
NATIONAL PEN	\$134.90
WISCONSIN MUSIC EDUCATORS	\$132.00
OLYMPIC KILNS	\$126.20
ENCHANTED LEARNING LLC	\$125.00
WI ASSN SCHOOL BOARDS	\$125.00
TPC*GOPHER	\$124.78
AIRGASS NORTH	\$124.71
ELECTRONIX EXPRESS	\$121.00
PAYPAL *ACSSW	\$120.00
THE MIDWEST CLINIC	\$120.00
BROOKSTONE 203	\$116.03
HOERNELL LOCK & KEY INC	\$116.03
KAIN ENERGY CORPO01 OF 01	\$115.00
LINCOLN CONTRACTOR	\$113.28
MUSIC CENTER INC.	\$112.50

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
CHILD AND FAMILY CENTERS	\$112.00
NAFME	\$112.00
ENTERPRISE RENT-A-CAR	\$104.79
STU*AMERICAN PROM	\$100.93
WIAA	\$100.00
ROTH PUMP CO	\$99.28
MATH OLYMPIADS	\$99.00
72100054	\$92.40
MICHAELS STORES 9192	\$90.20
ASSOC SUPERV AND CURR	\$89.00
COMMITTEE FOR CHILDREN	\$89.00
EDUCATION WEEK	\$84.94
RIBBONS GALORE	\$84.83
EDS ARCHITECTURAL OPENING	\$83.80
FACTORY CARD OUTLET #174	\$83.70
SQ *TAXI PAM TRANSPORTATI	\$82.40
WALMART.COM 8009666546	\$82.11
WISC DEPT OF PBL INSTR	\$81.95
BRICKYARD CERAMICS	\$80.24
AMAZONPRIME MEMBERSHIP	\$79.00
FARM & FLEET STURTEVANT	\$77.65
CAROLINA BIOLOGICAL SPLY	\$77.55
THE HOME DEPOT 4926	\$74.42
SECOND LANGUAGE PROMOT	\$69.00
B AND L OFFICE FURNITURE	\$60.00
CDW GOVERNMENT	\$59.90
WALGREENS #3153	\$59.35
LAKESHORE LEARNING MATER	\$57.48
A&B HARDWARE & LOCK SH	\$56.36
DOLRTREE	\$55.60
WASDA 00 OF 00	\$55.00
CBI*PARALLELS	\$49.99
ZAGG INC	\$49.99
PICK N SAVE 00068718	\$48.49
SOUTHPORT VACUUM INC	\$48.25
PAYPAL *IHSBSLLC	\$44.94
GOODWILL RETAIL #037	\$44.56
OVERTURE CENTER WEBSITE	\$44.50
L & M MEATS	\$43.40
VZWRLSS*IVR VN	\$37.04

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

Billing Cycle Ending October 15, 2013

Merchant/Vendor	Total Charge (Credit)
QUILL CORPORATION	\$36.87
VWR INTERNATIONAL INC	\$36.26
1ST-IN-PADLOCKS.COM, LLC	\$32.36
HOBBY LOBBY #350	\$32.28
FITNESS FINDERS INC	\$31.85
CIRCUITS AT HOME	\$31.00
EBOOKS.COM	\$24.95
DISCOUNT SCHOOL SUPPLY	\$24.81
PARKSIDE TRUE VALUE	\$24.68
PARTYPALOOZ	\$23.99
LUNABAZAAR.COM	\$22.35
FESTIVAL FOODS	\$21.66
DW DAVIES COMPANY INC	\$21.40
PAYPAL *ZIPZICLES	\$20.93
PIGGLY WIGGLY #009	\$20.18
AP BOOKSTORE.COM	\$20.00
THE TRANE COMPANY	\$19.61
WERNER ELECTRIC SUPPLY-RA	\$17.45
PAYPAL *KENOSHAAREA	\$15.00
PAYPAL *IDNTTEE	\$14.95
HON ACCESSORIES	\$12.00
BAUER PRODUCTS INC	\$9.00
AUER STEEL & HEATING SUPP	-\$564.71
US Bank Purchasing Card Payment - Individuals	\$206,265.45

KUSD Purchasing Card Program - Accounts Payable

Transaction Summary

Billing Cycle Ending October 15, 2013

Check #	Vendor ID	Vendor Name	Total
99000271	V01058	FIRST STUDENT	\$54,618.65
credit	V01229	APPLE COMPUTER	(\$1,977.22)
credit	V01229	APPLE COMPUTER	(\$294.90)
US Bank Purchasing Card Payment - Accounts Payable			\$52,346.53

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 26, 2013

Administrative Recommendation

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

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

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

Dr. Michele Hancock
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

Heather Kraeuter, CPA
Accounting & Payroll Manager

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

November 26, 2013

PROPOSED FACILITIES RELATED POLICY CHANGES

Background:

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

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

Policy 3653 – Indoor Air Quality

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

Policy and Rule 7200 – Facilities Planning

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

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

Policy and Rule 7311 – Preliminary and Working Drawings

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

Policy 7320 – Consultant Services

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

Policy and Rule 7321 – Architects/Engineers

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

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

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

Policy and Rule 7340 – Site Selection and Acquisition

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

Policy and Rule 7360 – Facilities Project Records and Reports

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

Policy 7500 – Acceptance of Completed Project

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

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

Administration Recommendation:

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

Dr. Michele Hancock
Superintendent of Schools

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

POLICY 3653
INDOOR AIR QUALITY

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3600 School Safety

3651 Hazardous Chemicals

3710 Facilities Maintenance

3711 Improvement or Maintenance Projects

7200 Facilities Planning

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 25, 2007

REVISED: December 18, 2008

POLICY 7200
FACILITIES PLANNING

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

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

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 25, 2001
September 25, 2007

RULE 7200
FACILITIES PLANNING

A. Long-Range Planning

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

B. Instructional Design

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

C. Facilities Design **Committee**

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

RULE 7200
FACILITIES PLANNING
Page 2

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

POLICY 7311

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001
September 25, 2007

RULE 7311
~~PRELIMINARY AND WORKING DRAWINGS~~

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

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

POLICY 7320
CONSULTANT SERVICES

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001

POLICY 7321
ARCHITECT/ENGINEERS

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

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

RULE 7321
ARCHITECT/ENGINEER

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

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

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

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

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

POLICY 7330

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS, AND CHANGE ORDERS

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

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

3520, Maintenance of District Facilities

3521, Improvement or Maintenance Projects

3523, Emergency Maintenance Projects

3710, Criteria for Determining Capital Improvement Projects

7331, Protection and Guarantees

7332, Change Orders

7370, Equipment and Furniture

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: February 13, 2001

October 22, 2002

September 25, 2007

RULE 7330
BIDDING AND AWARDING OF CONSTRUCTION CONTRACTS

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

RULE 7330
BIDDING AND AWARDING OF CONSTRUCTION CONTRACTS
Page 2

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

POLICY 7340
SITE SELECTION AND ACQUISITION

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001
September 25, 2007

RULE 7340
SITE SELECTION AND ACQUISITION

A. Site Selection

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

B. Site Acquisition

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

POLICY 7360
FACILITIES PROJECT RECORDS AND REPORTS

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001
September 25, 2007

POLICY 7500
ACCEPTANCE OF COMPLETED PROJECT

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001
September 25, 2007

RULE 7500
ACCEPTANCE OF COMPLETED PROJECT

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

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

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

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

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

Kenosha Unified School District
Kenosha, Wisconsin

November 26, 2013

School Board Policy/Rule 5431 – Student Dress Code
And Formation of Ad Hoc Student Dress Code Committee

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

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

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

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

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

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

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

Recommendation

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

Dr. Michele Hancock
Superintendent of Schools

POLICY 5431
STUDENT DRESS CODE

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

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

LEGAL REF.: Wisconsin Statutes

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

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

AFFIRMED: August 13, 1991

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

RULE 5431
STUDENT DRESS CODE

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

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

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

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

Tops

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

Footwear

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

Inappropriate attire:

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

RULE 5431
STUDENT DRESS CODE
PAGE 2

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

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

POLICY 3110
ANNUAL OPERATING BUDGET

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

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

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

POLICY 3110
ANNUAL OPERATING BUDGET
Page 2

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

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

RULE 3110
ANNUAL OPERATING BUDGET

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

A. Budget Document(s)

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

B. Budget Preparation

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

C. Budget Review/Adoption

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

RULE 3110
ANNUAL OPERATING BUDGET
Page 2

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

D. Budget Implementation

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

POLICY 3111
SCHOOL BOARD BUDGET

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

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

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: January 27, 1998

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

RULE 3111
SCHOOL BOARD BUDGET

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

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

B.A. Budget Implementation

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

POLICY 3112
BUDGET ADMINISTRATION

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

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

RULE 3112
BUDGET ADMINISTRATION

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

Administering Capital Appropriations

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

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

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

POLICY 3121
FINANCIAL ACCOUNTING

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

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3110 Annual Operating Budget

3112 Budget Administration

3122 Accounts Receivable

3124 Annual Financial Audit

3240 Investments

3430 Payments for Supplies, Equipment and Services

3440 Fixed Charges

3800 District Asset Management

WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

December 18, 2007

September 25, 2012

RULE 3121
FINANCIAL ACCOUNTING

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

POLICY 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

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

LEGAL REF.: Wisconsin Statutes

Sections 115.28(13) [Uniform financial fund accounting]

115.30(1) [Uniform recording of accounts]

CROSS REF.: 3121 Financial Accounting

3280 Student Fees

3313 Non-Sufficient Fund Checks (NSF)

3321 Student Activity Funds

3340 Monies in the Schools

5126.4 School Sale of Student Supply Items

WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

December 18, 2007

RULE 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

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

POLICY 3323
FUND BALANCE

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: January 12, 1999

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

|

|

RULE 3323
FUND BALANCE

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

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

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

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

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

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

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, WI

November 26, 2013

Cost Estimate for eSchool Transition to the Jefferson Annex

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

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

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

Administrative Recommendation:

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

Dr. Michele Hancock
Superintendent of Schools

Patrick M. Finnemore P.E.
Director of Facilities

Dan Tenuta
Principal of eSchool

Kris Keckler
Executive Director of Information
& Accountability

eSchool Transition to the Annex: Cost Estimate

Site Conditions	FY2 014	FY 2015
Site Design Work	\$ 8,450.00	
Asphalt Parking Areas & Concrete		\$ 65,000.00
Parking Lot Lighting (2)		\$ 17,000.00
Exterior Sign Changes		\$ 2,500.00
Office Renovation		
New Carpet	\$ 4,000.00	
Air Conditioning	\$ 4,625.00	
Wall Removal /Carpentry / Painting	\$ 500.00	
Rekey and Locks	\$ 1,100.00	
Classroom Renovations 101, 102, & 107 and Office 104		
Split System AC	\$ 13,875.00	
CPU Electrical Wiring (4) rooms	\$ 6,000.00	
Siemens Server	\$ 10,300.00	
Wall demolition between Rooms	\$ 1,000.00	
Electrical Panel Upgrade	\$ 1,950.00	
HVAC Electrical	\$ 1,200.00	
Toilet Room Renovations		
Partition Renovations	\$ 1,500.00	
Floor Repairs	\$ 1,000.00	
(2) New Bradley Sinks	\$ 4,500.00	
Wall Repair	\$ 1,200.00	
Exterior Door Replacements		
Main Entry - Special-Lite Door	\$ 7,000.00	
North Utility Entry	\$ 7,000.00	
Security Cards	\$ 1,500.00	
West Entry Flooring	\$ 1,300.00	
	FY2 014	FY 2015
Fiscal Year Totals	\$ 78,000.00	\$ 84,500.00
Project Total		\$ 162,500.00

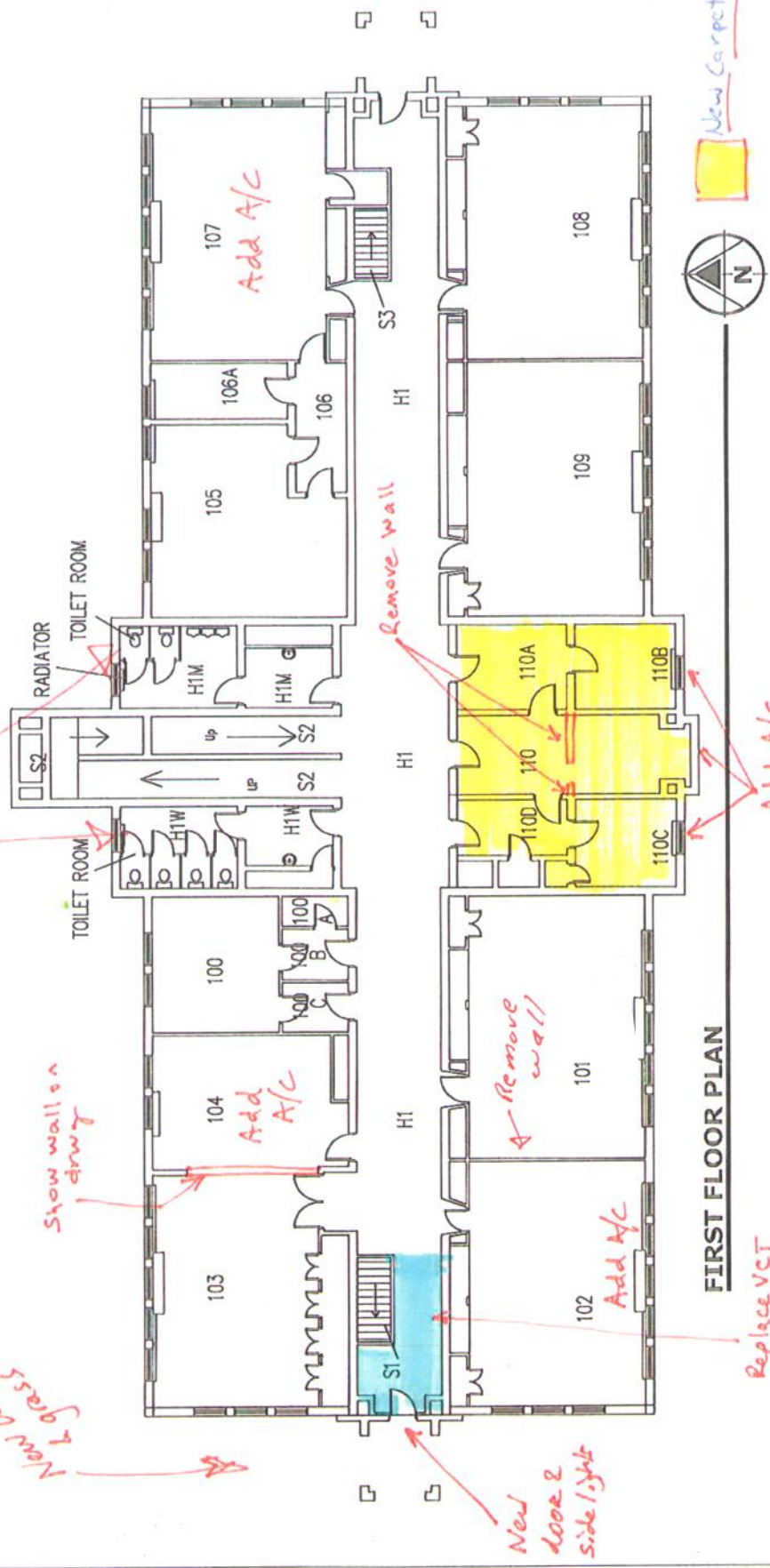
Asphalt Needs

* They have two Mitsubishi split systems @ Lincoln MS that could be relocated here (paid for by e-school)

Appl
be start
cent toilet
tr

New walkway
& grass

Show wall on
draw



FIRST FLOOR PLAN

JEFFERSON ANNEX ELEMENTARY SCHOOL
1832 43rd Avenue, Kenosha, WI

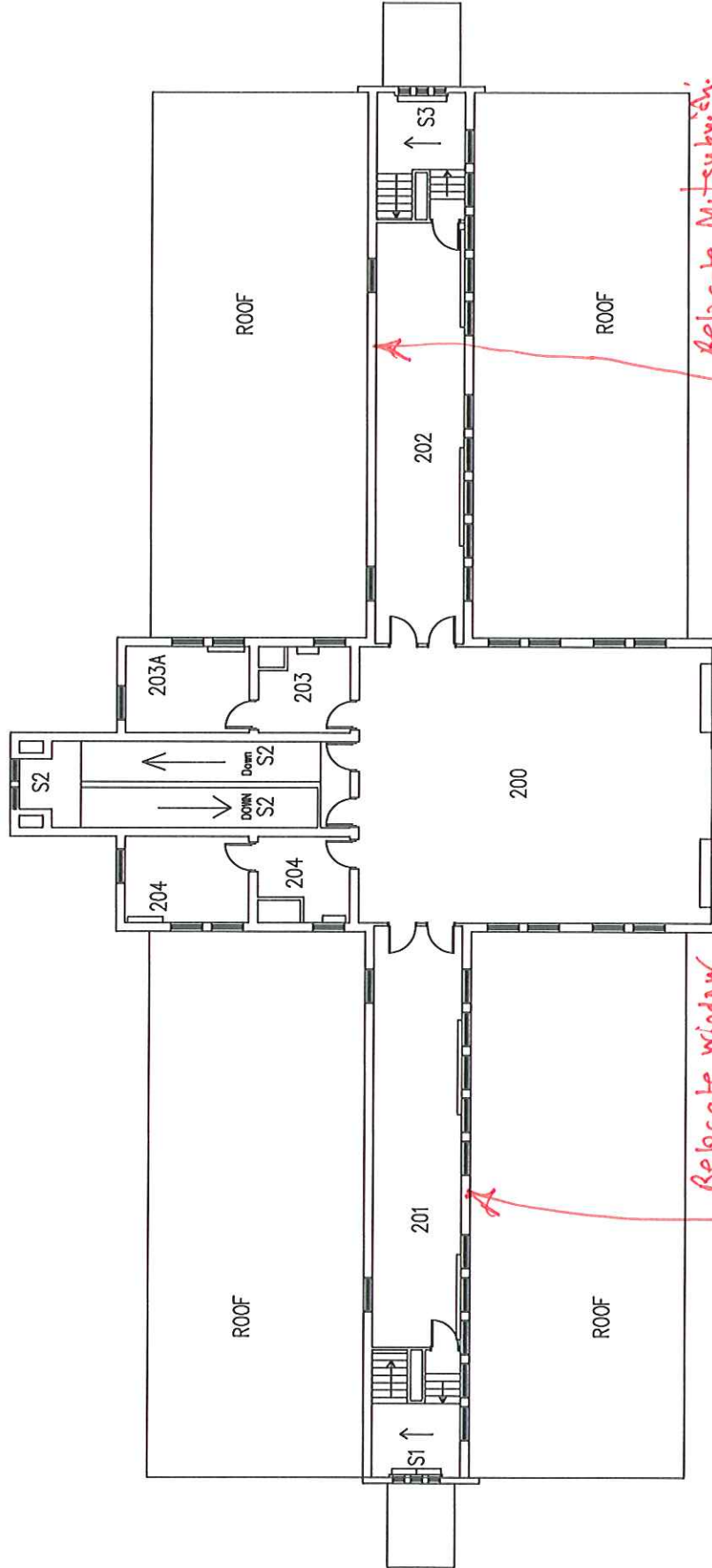


DATE
07-10-06

SHEET NUMBER
1 OF 3

DRAWING SCALE
N.T.S.

BUILDING NUMBER
153



SECOND FLOOR PLAN

JEFFERSON ANNEX ELEMENTARY SCHOOL
1832 43rd Avenue, Kenosha, WI



DATE 07-10-06

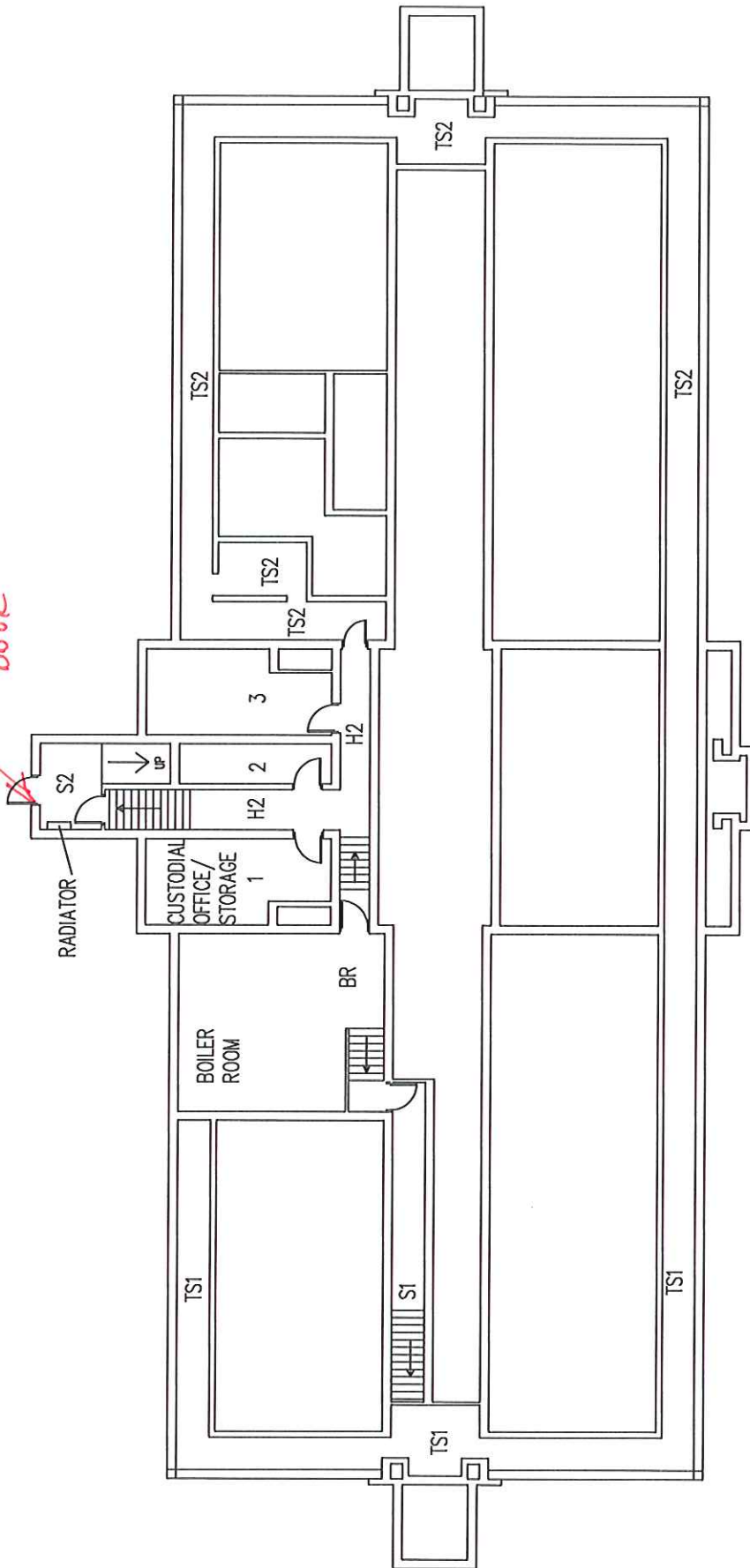
SHEET NUMBER 2 OF 3

DRAWING SCALE N.T.S.

BUILDING NUMBER 153

74

Replace
Door



FOUNDATION PLAN

JEFFERSON ANNEX ELEMENTARY SCHOOL
1832 43rd Avenue, Kenosha, WI

DATE 07-10-06

SHEET NUMBER 3 OF 3



BUILDING NUMBER 153

DRAWING SCALE

N.T.S.

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Kenosha Unified School District
Kenosha, Wisconsin

November 26, 2013

Report of Contracts in Aggregate of \$25,000

School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

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

[Link to Contract Management Database](#)

Approval of Contracts in Aggregate of \$25,000

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

Heartland Business Systems –

1. What is the purpose of the proposed purchase?

This proposal consists of three mobile telepresence carts. These carts will address a variety of needs across the District primarily addressing student learning opportunities, professional development, and pre-service teacher support.

Student Learning: Students will benefit from the relevant and authentic telepresence opportunities through:

- Virtual fieldtrips
- Author/Expert visits
- Connecting classrooms
- Global connections (Water for the World – Guatemala, Ecuador – Language Acquisition and Culture, China: The International Student Program)
- State Battle of the Books competitions
- Student-led video programs
- National Digital Day activities

Ongoing Professional Development: All teacher-leader teams and tech support personnel will be trained to build our capacity of trainers. This includes content coordinators, instructional technology teacher consultants, building instructional technology teachers, instructional coaches, professional development staff, library media teachers, and technical support staff. After these leaders learn how to successfully operate the Codex units, district professional development telepresence sessions can begin. Sessions will include:

- Workshops (interactive technologies, collaborative online learning environments, embedding media into lessons, using hand held devices for formative assessments, etc.)
- WTI Sharing Sessions
- Common Core Cadre Work
- Standards-Based Grading
- Work with Pre-Service Teachers and University Colleagues
- WebEx Conferencing

Pre-service Teachers: Ongoing educator support for pre-service teachers will be accessible through mobile codec equipment throughout District classrooms. This will enable candidates to connect and engage with their university supervisors in lieu of an onsite visit. The equipment can also be used to record authentic digital artifacts from their clinical field experiences.

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

Awarded grant dollars will cover TelePresence SX20 Codec Bundles which includes the remote control, microphone, 12xPHD Camera, and Touch, and Control Devices totaling up to \$25,000. No RFP is required. Grant group decides on vendor. The Cisco VAR for KUSD is Heartland Business Systems.

3. What is the educational outcome of this purchase?

Transformation Plan: Strategy B Action Steps in Support of WTI Proposed Project Design:

- Ensure that staff implements best practices and instructional strategies that embed 21st Century technology resources and tools in their teaching to assure student learning.
- Develop more opportunities for students to connect with local, national, and global communities through the technology resources and tools.
- Expand opportunities for students to participate in real world/problem-based learning using 21st Century technology resources and tools.

4. When is the anticipated start date?

Stage 1: Acquisition of Equipment November 2013

Stage 2: Scheduled Initial Vendor Training December 2013

Stage 3: Scheduled Lead Teacher Training January 2014

Stage 4: Sessions Begin January 2014

Stage 5: Evaluation Ongoing and June Reflection and Data Log

Compass Learning –

1. What is the purpose of the proposed purchase?

Based on the WKCE student results for the 2012-13 school year Lincoln Middle School's overall accountability score and rating was 60.6 percent, a decrease of 4.1 percent from the previous year. The Compass Learning program is a tool that will allow teachers to meet all students at their academic level and provide scaffolding to address skill gaps. Compass Learning will serve as a comprehensive assessment process used in every classroom as a method of mediation in response to RTI. Coupled with MAP testing compass learning will create individual learning paths that will assess and pinpoint skill gaps and accurately provide students with intervention material that will individually address skills they need to develop. Students will be able to utilize the program during their daily computer time as well as, intervention centers on computers that are currently in the classroom. Currently, teachers provide interventions three days per week during advisory. Because most teachers have 90 block scheduling, with the use of Compass Learning, additional intervention times for both literacy and math can be incorporated daily during classroom instruction.

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

The program's cost is \$24,163, and it will be funded out of Title dollars.

3. What is the educational outcome of this purchase?

The educational outcomes for this program are supported by a tiered intervention model...

Benchmarking, tier 1 students who generally make good progress often experience temporary or minor instructional difficulties. This program will engage and reteach skills to provide continual growth and progress while informing teachers of the progress through immediate progress monitoring tools and reporting.

Strategic, tier 2 students who are functioning below grade-level standards will receive additional systematic and explicit support based on their individual learning gaps and skills needed.

Intensive, tier 3 students who are at risk of failure and have demonstrated chronically low performance will receive support on multiple measures of instructional proficiency, systematic support based on individual needs, and explicit instructional support for all levels of deficiency in ELA and Math.

4. When is the anticipated start date?

The anticipated start date is January 2014 after teachers are trained December 2013.

MyOn/ Capstone Digital –

1. What is the purpose of the proposed purchase?

This purchase will cover the online subscription and reporting costs for 10,000 students in grades K-5. The subscription will run through June 30, 2014.

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

The cost is \$122,767.00. Teaching & Learning and Information Services will be covering the full cost of this subscription.

3. What is the educational outcome of this purchase?

The educational outcome will be to promote reading across all KUSD K-5 students, utilizing and online/offline digital subscription. Progress and performance monitoring will take place. Reading achievement and growth is one of the core ingredients of the new school and district report cards, and integrated with each school specific smart goal.

4. When is the anticipated start date?

November 1, 2003 through June 30, 2014.

Pacific Education Group – Professional Development Department

1. What is the purpose of the proposed purchase of Pacific Education Group?

** Please note on September 24, 2013, the Pacific Education Group (PEG) Purchase/Contract Rationale that you are viewing now was submitted for approval. After closer review of the September 24, 2013 final board report/agenda the last line in section 4, "Beyond Diversity Training will begin in October" was left off and the omission was not picked up until the contract was set to be signed. Therefore, we are resubmitting the report for approval. This purchase is part of the board approved 2013-2014 Professional Learning Plan.*

** Attachment A- Report submitted to Finance*

** Attachment B- September 24 Report from Board of Education Agenda Packet*

PEG Affiliate Program-\$21,167 (Board approved September 24, 2013)

5Beyond Diversity Trainings- \$51,500 (Line omitted on September 24, 2013)

Professional Learning surrounding cultural proficiency provides all staff with the knowledge, skills, and ability to reach and teach all students in multiple environments. As an organization that believes in academic success for all, Kenosha Unified School District must proactively build a system that encompasses cultural proficiency. Through changes to the policies and practices of

Kenosha Unified School District along with the values and behaviors of all staff, Kenosha Unified School District will become an organization that promotes inclusiveness and has an internal process for learning about and responding to differences. By promoting inclusiveness and creating a process for learning and responding to differences, Kenosha Unified School District will meet the social, emotional, and academic needs of all students.

2. What is the funding source for this purchase?

Funding for this professional learning will be through Title IIA.

3. What is the educational outcome of this purchase?

- Relationships are created with all students and their families
- Staff understands culture
- The classroom environment is welcoming and engaging
- Culture is embedded into teaching practices

4. When is the anticipated start date?

Affiliate Program will begin in September

Beyond Diversity Trainings will begin in October

Dr. Michele Hancock
Superintendent of Schools

Mr. Tarik Hamdan
Interim Chief Financial Officer

Mr. Robert Hofer
Purchasing Agent

PURCHASE/CONTRACT RATIONALE

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

Vendor: Heartland Business Systems

Purchased Good/Program: TelePresence SX 20Codec Bundles

Start Date/Date Needed: November 15, 2013

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

This proposal consists of three mobile telepresence carts. These carts will address a variety of needs across the District primarily addressing student learning opportunities, professional development, and pre-service teacher support.

Student Learning: Students will benefit from the relevant and authentic telepresence opportunities through:

- Virtual fieldtrips
- Author/Expert visits
- Connecting classrooms
- Global connections (Water for the World – Guatemala, Ecuador – Language Acquisition and Culture, China: The International Student Program)
- State Battle of the Books competitions
- Student-led video programs
- National Digital Day activities

Ongoing Professional Development: All teacher-leader teams and tech support personnel will be trained to build our capacity of trainers. This includes content coordinators, instructional technology teacher consultants, building instructional technology teachers, instructional coaches, professional development staff, library media teachers, and technical support staff. After these leaders learn how to successfully operate the Codex units, district professional development telepresence sessions can begin. Sessions will include:

- Workshops (interactive technologies, collaborative online learning environments, embedding media into lessons, using hand held devices for formative assessments, etc.)
- WTI Sharing Sessions
- Common Core Cadre Work
- Standards-Based Grading
- Work with Pre-Service Teachers and University Colleagues
- WebEx Conferencing

Pre-service Teachers: Ongoing educator support for pre-service teachers will be accessible through mobile codec equipment throughout District classrooms. This will enable candidates to connect and engage with their university supervisors in lieu of an onsite visit. The equipment can also be used to record authentic digital artifacts from their clinical field experiences.

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

Awarded grant dollars will cover TelePresence SX20 Codec Bundles which includes the remote control, microphone, 12xPHD Camera, and Touch, and Control Devices totaling up to \$25,000.

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

YES ☐

NO

☒

**No RFP is required. Grant group decides on vendor.
The Cisco VAR for KUSD is Heartland Business Systems.

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

Transformation Plan: Strategy B Action Steps in Support of WTI Proposed Project Design:

- Ensure that staff implements best practices and instructional strategies that embed 21st Century technology resources and tools in their teaching to assure student learning.
- Develop more opportunities for students to connect with local, national, and global communities through the technology resources and tools.
- Expand opportunities for students to participate in real world/problem-based learning using 21st Century technology resources and tools.

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

Stage 1: Acquisition of Equipment November 2013
Stage 2: Scheduled Initial Vendor Training December 2013
Stage 3: Scheduled Lead Teacher Training January 2014
Stage 4: Sessions Begin January 2014
Stage 5: Evaluation Ongoing and June Reflection and Data Log

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

Appropriate Leadership Signature  Date 10-28-2013

PURCHASE/CONTRACT RATIONALE

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

Vendor: **Compass Learning**

Purchased Good/Program:

Start Date/Date Needed: **January 2014**

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

Based on the WKCE student results for the 2012-13 school year Lincoln Middle School's overall accountability score and rating was 60.6 percent, a decrease of 4.1 percent from the previous year. The Compass Learning program is a tool that will allow teachers to meet all students at their academic level and provide scaffolding to address skill gaps. Compass Learning will serve as a comprehensive assessment process used in every classroom as a method of mediation in response to RTI. Coupled with MAP testing compass learning will create individual learning paths that will assess and pinpoint skill gaps and accurately provide students with intervention material that will individually address skills they need to develop. Students will be able to utilize the program during their daily computer time as well as, intervention centers on computers that are currently in the classroom. Currently, teachers provide interventions three days per week during advisory. Because most teachers have 90 block scheduling, with the use of Compass Learning, additional intervention times for both literacy and math can be incorporated daily during classroom instruction.

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

The program will be funded out of Title dollars.

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

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

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

The educational outcomes for this program are supported by a tiered intervention model...Benchmarking, tier 1 students who generally make good progress often experience temporary or minor instructional difficulties. This program will engage and reteach skills to provide continual growth and progress while informing teachers of the progress through immediate progress monitoring tools and reporting. Strategic, tier 2 students who are functioning below grade-level standards will receive additional systematic and explicit support based on their individual learning gaps and skills needed. Intensive, tier 3 students who are at risk of failure and have demonstrated chronically low performance will receive support on multiple measures of instructional proficiency, systematic support based on individual needs, and explicit instructional support for all levels of deficiency in ELA and Math.

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

The anticipated start date is January 2014 after teachers are trained December 2013.

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

Appropriate Leadership Signature  Date 11-18-13

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: myOn/ Capstone Digital

Purchased Good/Program: Online Reading Subscription, grade K-5

Start Date/Date Needed: December 2, 2013

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

This purchase will cover the online reading subscription and reporting costs for 10,000 students in grades K-5. The subscription will run until June 30, 2014.

2. **FUNDING** – What is the funding source for this purchase?

Teaching & Learning and Information Services will be covering the full cost of this subscription.

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

YES ☐

NO ☒

If no, please request an RFP packet

- The use of myOn is a continuation of an optional summer reading pilot which was expanded twice until October 31st. All KUSD elementary schools will now have the ability for large scale usage and progress monitoring, including professional development regarding the myOn reports and data.

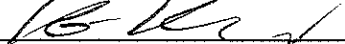
4. **EDUCATIONAL OUTCOME** – What is the educational outcome of this purchase?

To promote reading across all KUSD K-5 students, utilizing an online/ offline digital subscription. Progress and performance monitoring will take place. Reading achievement and growth is one of the core ingredients of the new school and district report cards, and integrated with each school specific smart goal.

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

November 1, 2013 through June 30, 2014.

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

Signature 

Date 11/13/13

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: Pacific Education Group

Purchased Good/Program: Beyond Diversity Training

Start Date/Date Needed: August 1, 2013 – June 30, 2014

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

**** Please note on September 24, 2013, the Pacific Education Group (PEG) Purchase/Contract Rationale that you are viewing now was submitted for approval. After closer review of the September 24, 2013 final board report/agenda the last line in section 4, "Beyond Diversity Training will begin in October" was left off and the omission was not picked up until the contract was set to be signed. Therefore, we are resubmitting the report for approval. This purchase is part of the board approved 2013-2014 Professional Learning Plan.***

**** Attachment A- Report submitted to Finance***

**** Attachment B- September 24 Report from Board of Education Agenda Packet***

PEG Affiliate Program- \$21,167 (Board approved September 24, 2013)

5 Beyond Diversity Trainings - \$51,500 (Line omitted on September 24, 2013)

Professional learning surrounding cultural proficiency provides all staff with the knowledge, skills, and ability to reach and teach all students in multiple environments. As an organization that believes in academic success for all, Kenosha Unified School District must proactively build a system that encompasses cultural proficiency. Through changes to the policies and practices of Kenosha Unified School District along with the values and behaviors of all staff, Kenosha Unified School District will become an organization that promotes inclusiveness and has an internal process for learning about and responding to differences. By promoting inclusiveness and creating a process for learning and responding to differences, Kenosha Unified School District will meet the social, emotional, and academic needs of all students.

2. FUNDING – What is the funding source for this purchase?

Funding for this professional learning will be through Title IIA.


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

- Relationships are created with all students and their families.
- Staff understands culture.
- The classroom environment is welcoming and engaging.
- Culture is embedded into teaching practices.

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

Affiliate Program will begin in September
Beyond Diversity Trainings will begin in October

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

Signature 

Date 11-19-2013

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 26, 2013

WISCONSIN EDUCATOR EFFECTIVENESS SYSTEM IMPLEMENTATION

Background

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

Under the state system, fifty percent (50%) of the total evaluation score assigned to a teacher or principal must be based on measures of student performance, and fifty percent (50%) of the total evaluation score must be based upon the extent to which the teacher's or principal's practice meets standards established under the 2011 Interstate Teacher Assessment and Support Consortium or under the 2008 Interstate School Leaders Licensure Consortium Educational Leadership Policy Standards, respectively. The equivalency process must be based upon the same interstate standards as the state system and must evaluate a teacher with reference to the following four domains: (a) planning and preparation; (b) the classroom environment; (c) instruction; and (d) professional responsibilities and development.

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

Wisconsin State Progress

Educator Effectiveness is the new evaluation system being implemented by DPI to:

- help measure educator effectiveness
- be credible, reliable, comparable and uniform across the state
- documents evidence of fifty percent (50%) teacher practice and fifty percent (50%) student outcomes
- Informs districts of the need for professional development and preparation programs
- Supports decisions made by human resources

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

The currently approved equivalency process was developed through a Cooperative Educational Service Agency, CESA 6. Approximately 130 small districts throughout the state have chosen this evaluation system out of 460 school districts.

KUSD Progress

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

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

A team of educators within the district came together representing various areas of interest and employee groups (a list of team members is attached at the end of this report, Appendix A). The purpose of this Evaluation Team would be to:

- Investigate the state system and equivalency process to determine KUSD's course of action.
- Complete a Readiness Survey provided by DPI to understand our greatest areas of need to prepare for training, system readiness, communication, funding and implementation.
- Create an implementation timeline and action plan to prepare the district for state implementation by the 2014-2015 school year.

The team has met three times thus far to gather information about both systems and complete the Readiness Survey on the following dates:

- September 25
- October 3
- November 6

Our KUSD grant application must be submitted to DPI prior to November 30 in order to receive initial funding for user licenses on the evaluation system. The evaluation model must be identified in that grant application.

Evaluation System Comparison

Teachscape DPI State Model

Presentations by the Educator Effectiveness and the CESA 6 models were shared with the Evaluation Team. Our District currently utilizes the Charlotte Danielson model for educator evaluation. In addition, our District professional development system utilizes My Learning Plan for sharing courses, signing up for them and tracking a professional development database.

The DPI state model includes Teachscape, a nationally calibrated model over 24 years of research across the country aligned with the Charlotte Danielson evaluation instrument covering four domains that includes 22 components of effective performance. The training requires evaluators to view 40-60 hours of videos compiled in a national bank of information, followed by a rigorous certification exam online. Four of the five largest urban districts in Wisconsin are utilizing this system and monthly meetings of

the CESA network along with the five urban districts meet regularly to share progress, gather insights and remark on feedback from districts that are piloting the system. Finally, feedback is provided after an evaluation to reflect on practice where educators can then access and view specific videos regarding suggestions for improvement. This provides embedded professional development as an enhancement to this model. Currently, the teacher evaluation instrument is in place through pilots for feedback and the principal evaluation instrument is being finalized. Evaluation instruments for support personnel are not yet developed and a clear timeline has not been identified for all the specialty groups yet since they are not identified in Wisconsin Act 166.

CESA 6 Equivalency Model

The state equivalency system was created and approved through CESA 6 as a state model. This model is aligned with James Stronge and utilizes My Learning Plan with six standards of effective performance measurements. My Learning Plan has been difficult to utilize for the applications we now use because of the size of our district and the complex nature of multiple sites, multiple needs to coordinate authorization, and support resources/funding of professional development among multiple sources. Out of 460 districts across the state, the model has been adopted by approximately 130 districts throughout the state and can be customized for each district. The training is completed with face to face presentations over 5 days with hands on training. This model is supported by CESA 6 staff and others who have been trained in the state. There is no defined method to certify evaluators on this system yet, but it will be required to be as vigorous as the state model. The instruments available include teachers, principals and support staff. The support staff instrument summarizes all support staff rather than delineating specialized employee groups.

Recommendation

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

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

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

Dr. Michele Hancock
Superintendent of Schools

Ms. Sheronda Glass
Executive Director of Business Services

Mr. Edward M. Kupka
Director of Human Resources

Ms. Kathleen Lacy
Coordinator of Human Resources

APPENDIX A

2012-2013 Educator Evaluation Team

Jonathan Bar-Din, elementary principal
Chad Dahlk, middle school principal
Meg Fisher, elementary teacher
Shane Gayle, elementary principal
Juan Jimenez, Asst. Director of KEA
Kristopher Keckler, Executive Director of Info Systems, Data & Evaluation
Anne Knapp, elementary teacher
Ed Kupka, Director of Human Resources
Kathy Lacy, Human Resources Coordinator
April Nelson, elementary principal
Bethany Ormseth, Asst. Superintendent for Secondary Leadership
Sue Savaglio-Jarvis, Asst. Superintendent for Teaching & Learning
Peggy Schofield, Coordinator for Special Education & Student Support
Gina Schwartz, elementary teacher
Diane Sockness, elementary teacher/instructional coach
Daniel Tenuta, high school principal
David Tuttle, Talent Development Coordinator
Susan Valeri, Director of Special Education & Student Support
Ruth Walls, elementary teacher/instructional coach
Floyd Williams, Asst. Superintendent for Elementary Leadership

Fiscal, Facilities and Personnel Impact Statement

Title: Educator Effectiveness Grant from DPI

Budget Year: 2013-2014

Department: Human Resources

Budget Manager: Ed Kupka

REQUEST

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

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

It is recommended that the Personnel/Policy Committee forward this report to the School Board for consideration.

RATIONALE/ INSTRUCTIONAL FOCUS

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

Under the state system, fifty percent (50%) of the total evaluation score assigned to a teacher or principal must be based on measures of student performance, and fifty percent (50%) of the total evaluation score must be based upon the extent to which the teacher's or principal's practice meets standards established under the 2011 Interstate Teacher Assessment and Support Consortium or under the 2008 Interstate School Leaders Licensure Consortium Educational Leadership Policy Standards, respectively. The equivalency process must be based upon the same interstate standards as the state system and must evaluate a teacher with reference to the following four domains: (a) planning and preparation; (b) the classroom environment; (c) instruction; and (d) professional responsibilities and development.

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

IMPACT

Our KUSD grant application must be submitted to DPI prior to November 30 in order to receive initial funding for user licenses on the evaluation system. The evaluation model must be identified in that grant application. This grant will initially approve 1479 licenses for district teachers and principals, allowing initial training modules to begin in December through next September when full implementation across the state is mandated.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$118,320.00
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$0.00
		\$0.00
	TOTAL	\$118,320.00

This is a ☐ one-time or a ☒ recurring expenditure

FUNDING SOURCES

Select Funding Sources: New Funds Requested
Grant funded from DPI

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 26, 2013

**Request to implement the Youth Risk Behavior Survey
Grades 7 and 8**

Background

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

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

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

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

Request

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

The approved district protocol for conducting the Youth Risk Behavior Survey will be followed. Informational letters will be sent to the parents of the students in grades 7th and 8th of the schools selected to participate.

Included in this informational packet to parents is:

- 1) Passive Parental Permission Form
- 2) 2013 Youth Risk Behavior Survey Questionnaire

The Youth Risk Behavior Questionnaire will also be on the District's website for parents to view.

There is no cost associated with this online survey.

Recommendation

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

Dr. Michele Hancock
Superintendent

Dr. Bethany Ormseth
Assistant Superintendent of Secondary
School Leadership

Susan Valeri
Director of Special Education and
Student Support

Peggy Schofield
Coordinator of Special Education and
Student Support

Patricia Demos
Coordinator of Community School Relations

Survey

Survey Name: Middle School Youth Risk Behavior Survey

Survey ID: 3358

Question # 1

Cluster: Demographics

How old are you?

1 : 10 years old or younger

2 : 11 years old

3 : 12 years old

4 : 13 years old

5 : 14 years old

6 : 15 years old

7 : 16 years old or older

Question # 2

Cluster: Demographics

What is your sex?

1 : Female

2 : Male

Question # 3

Cluster: Demographics

In what grade are you?

1 : 6th grade

2 : 7th grade

3 : 8th grade

4 : Other

Question # 4

Cluster: Demographics

Are you Hispanic or Latino?

1 : Yes

2 : No

Question # 5

Cluster: Demographics

What is your race? (Select one or more responses.)

1 : American Indian or Alaska Native

2 : Asian

- 3 : Black or African American
- 4 : Native Hawaiian or Other Pacific Islander
- 5 : White

Question # 6

Cluster: Demographics

During the past 12 months, how would you describe your grades in school?

- 1 : Mostly A's
- 2 : Mostly B's
- 3 : Mostly C's
- 4 : Mostly D's
- 5 : Mostly F's
- 6 : None of these grades
- 7 : Not sure

Question # 7

Cluster: Traffic Safety

When you ride a bicycle, how often do you wear a helmet?

- 1 : I do not ride a bicycle
- 2 : Never wear a helmet
- 3 : Rarely wear a helmet
- 4 : Sometimes wear a helmet
- 5 : Most of the time wear a helmet
- 6 : Always wear a helmet

Question # 8

Cluster: Traffic Safety

When you rollerblade or ride a skateboard, how often do you wear a helmet?

- 1 : I do not rollerblade or ride a skateboard
- 2 : Never wear a helmet
- 3 : Rarely wear a helmet
- 4 : Sometimes wear a helmet
- 5 : Most of the time wear a helmet
- 6 : Always wear a helmet

Question # 9

Cluster: Traffic Safety

How often do you wear a seat belt when riding in a car?

- 1 : Never
- 2 : Rarely
- 3 : Sometimes

4 : Most of the time

5 : Always

Question # 10

Cluster: Traffic Safety

Have you ever ridden in a car driven by someone who had been drinking alcohol?

1 : Yes

2 : No

3 : Not sure

Question # 11

Cluster: Weapons

Have you ever carried a weapon, such as a gun, knife, or club?

1 : Yes

2 : No

Question # 12

Cluster: Weapons

Have you ever carried a weapon, such as a gun, knife, or club on school property?

1 : Yes

2 : No

Question # 13

Cluster: Threats and Personal Safety

Have you ever been in a physical fight?

1 : Yes

2 : No

Question # 14

Cluster: Threats and Personal Safety

Have you ever not gone to school because you felt unsafe at school?

1 : Yes

2 : No

Question # 15

Cluster: Threats and Personal Safety

Have you ever not gone to school because you felt unsafe on your way to or from school?

1 : Yes

2 : No

Question # 16

Cluster: Bullying

Have you ever been bullied on school property ?

1 : Yes

2 : No

Question # 17

Cluster: Bullying

Have you ever been electronically bullied? (Count being bullied through e-mail, chat rooms, instant messaging, web sites, or texting.)

1 : Yes

2 : No

Question # 18

Cluster: Bullying

Do you agree or disagree that bullying by other students is a problem at your school?

1 : Strongly agree

2 : Agree

3 : Not Sure

4 : Disagree

5 : Strongly disagree

Question # 19

Cluster: Tobacco Use

Have you ever tried cigarette smoking, even one or two puffs?

1 : Yes

2 : No

Question # 20

Cluster: Tobacco Use

How old were you when you smoked a whole cigarette for the first time?

1 : I have never smoked a whole cigarette

2 : 8 years old or younger

3 : 9 years old

4 : 10 years old

5 : 11 years old

6 : 12 years old

7 : 13 years old or older

Question # 21

Cluster: Tobacco Use

During the past 30 days, on how many days did you smoke cigarettes?

- 1 : 0 days
- 2 : 1 or 2 days
- 3 : 3 to 5 days
- 4 : 6 to 9 days
- 5 : 10 to 19 days
- 6 : 20 to 29 days
- 7 : All 30 days

Question # 22

Cluster: Tobacco Use

During the past 30 days, how did you usually get your own cigarettes? (Select only one response.)

- 1 : I did not smoke cigarettes during the past 30 days
- 2 : I bought them in a store such as a convenience store, supermarket, discount store, or gas station
- 3 : I bought them from a vending machine
- 4 : I gave someone else money to buy them for me
- 5 : I borrowed (or bummed) them from someone else
- 6 : A person 18 years old or older gave them to me
- 7 : I took them from a store or family member
- 8 : I got them some other way

Question # 23

Cluster: Tobacco Use

During the past 30 days, on the days you smoked, how many cigarettes did you smoke per day?

- 1 : I did not smoke cigarettes during the past 30 days
- 2 : Less than 1 cigarette per day
- 3 : 1 cigarette per day
- 4 : 2 to 5 cigarettes per day
- 5 : 6 to 10 cigarettes per day
- 6 : 11 to 20 cigarettes per day
- 7 : More than 20 cigarettes per day

Question # 24

Cluster: Tobacco Use

During the past 30 days, on how many days did you use chewing tobacco, snuff, or dip, such as Redman, Levi Garrett, Beechnut, Skoal, Skoal Bandits, or Copenhagen?

- 1 : 0 days
- 2 : 1 or 2 days
- 3 : 3 to 5 days
- 4 : 6 to 9 days
- 5 : 10 to 19 days

6 : 20 to 29 days

7 : All 30 days

Question # 25

Cluster: Tobacco Use

During the past 30 days, on how many days did you smoke cigars, cigarillos, or little cigars?

1 : 0 days

2 : 1 or 2 days

3 : 3 to 5 days

4 : 6 to 9 days

5 : 10 to 19 days

6 : 20 to 29 days

7 : All 30 days

Question # 26

Cluster: Tobacco Use

How wrong do your parents feel it would be for you to smoke cigarettes?

1 : Very wrong

2 : Wrong

3 : A little bit wrong

4 : Not at all wrong

5 : Not sure

Question # 27

Cluster: Alcohol Use

Have you ever had a drink of alcohol, other than a few sips?

1 : Yes

2 : No

Question # 28

Cluster: Alcohol Use

How old were you when you had your first drink of alcohol other than a few sips?

1 : I have never had a drink of alcohol other than a few sips

2 : 8 years old

3 : 9 years old

4 : 10 years old

5 : 11 years old

6 : 12 years old

7 : 13 years old or older

Question # 29

Cluster: Alcohol Use

During the past 30 days, did you have at least one drink of alcohol other than a few sips?

1 : Yes

2 : No

Question # 30

Cluster: Alcohol Use

During the past 30 days, did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?

1 : Yes

2 : No

Question # 31

Cluster: Alcohol Use

How wrong do your parents feel it would be for you to drink alcohol?

1 : Very wrong

2 : Wrong

3 : A little bit wrong

4 : Not at all wrong

5 : Not sure

Question # 32

Cluster: Marijuana Use

Have you ever used marijuana?

1 : Yes

2 : No

Question # 33

Cluster: Marijuana Use

During the past 30 days, did you use marijuana?

1 : Yes

2 : No

Question # 34

Cluster: Marijuana Use

How wrong do your parents feel it would be for you to smoke marijuana?

1 : Very wrong

2 : Wrong

3 : A little bit wrong

4 : Not at all wrong

5 : Not sure

Question # 35

Cluster: Weight Loss

Have you ever increased your physical activity to lose weight or to keep from gaining weight?

1 : Yes

2 : No

Question # 36

Cluster: Weight Loss

Have you ever chosen healthier foods (fruit, vegetables, whole grains) to lose weight or to keep from gaining weight?

1 : Yes

2 : No

Question # 37

Cluster: Eating Habits

Today did you eat breakfast?

1 : Yes

2 : No

Question # 38

Cluster: Eating Habits

Yesterday, how many times did you drink a can, bottle, or glass of soda or pop, such as Coke, Pepsi, or Sprite? (Do not include diet soda or diet pop)?

1 : I did not drink soda or pop yesterday

2 : 1 time

3 : 2 times

4 : 3 times

5 : 4 times

6 : 5 or more times

Question # 39

Cluster: Eating Habits

During the past 7 days, how many times did you drink a can, bottle, or glass of a sugar-sweetened beverage such as lemonade, sweetened tea or coffee drinks, flavored milk, Snapple, or Sunny Delight? (Do not count soda or pop, energy drinks, or 100% fruit juice.)

1 : I did not drink sugar-sweetened beverages during the past 7 days

2 : 1 to 3 times during the past 7 days

3 : 4 to 6 times during the past 7 days

4 : 1 time per day

5 : 2 times per day

6 : 3 times per day

7 : 4 or more times per day

Question # 40

Cluster: Physical Activity

During the past 7 days, on how many days were you physically active for a total of at least 60 minutes per day? (Add up all the time you spent in any kind of physical activity that increased your heart rate and made you breathe hard some of the time.)

1 : 0 days

2 : 1 day

3 : 2 days

4 : 3 days

5 : 4 days

6 : 5 days

7 : 6 days

8 : 7 days

Question # 41

Cluster: Physical Activity

On an average school day, how many hours do you watch TV?

1 : I do not watch TV on an average school day

2 : Less than 1 hour per day

3 : 1 hour per day

4 : 2 hours per day

5 : 3 hours per day

6 : 4 hours per day

7 : 5 or more hours per day

Question # 42

Cluster: Physical Activity

On an average school day, how many hours do you play video or computer games or use a computer for something that is not school work? (Count time spent on things such as Xbox, PlayStation, an iPod, an iPad or other tablet, a smartphone, YouTube, Facebook or other social networking tools, and the Internet.)

1 : I do not play video or computer games or use a computer for something that is not school work

2 : Less than 1 hour per day

3 : 1 hour per day

4 : 2 hours per day

5 : 3 hours per day

6 : 4 hours per day

7 : 5 or more hours per day

Question # 43

Cluster: Physical Activity

In an average week when you are in school, on how many days do you go to physical education (PE) classes?

- 1 : 0 days
- 2 : 1 day
- 3 : 2 days
- 4 : 3 days
- 5 : 4 days
- 6 : 5 days

Question # 44

Cluster: Physical Activity

During the past 12 months, on how many sports teams did you play? (Include any teams run by your school or community groups.)

- 1 : 0 teams
- 2 : 1 team
- 3 : 2 teams
- 4 : 3 or more teams

Question # 45

Cluster: Health Check-Up

Has a doctor or nurse ever told you that you have asthma?

- 1 : Yes
- 2 : No
- 3 : Not sure

Question # 46

Cluster: Health Practices

On an average school night, how many hours of sleep do you get?

- 1 : 4 or less hours
- 2 : 5 hours
- 3 : 6 hours
- 4 : 7 hours
- 5 : 8 hours
- 6 : 9 hours
- 7 : 10 or more hours

Question # 47

Cluster: Social Support

Do you agree or disagree that your family loves you and gives you help and support when you need it?

- 1 : Strongly agree
- 2 : Agree
- 3 : Disagree
- 4 : Strongly disagree
- 5 : Not sure

Question # 48

Cluster: Social Support

Do you agree or disagree that your teachers really care about you and give you a lot of encouragement?

- 1 : Strongly agree
- 2 : Agree
- 3 : Disagree
- 4 : Strongly disagree
- 5 : Not sure

Question # 49

Cluster: Social Support

Do you agree or disagree that you feel like you belong at this school.

- 1 : Strongly agree
- 2 : Agree
- 3 : Disagree
- 4 : Strongly disagree
- 5 : Not sure

Question # 50

Cluster: Social Support

Is there at least one teacher or other adult in this school that you can talk to if you have a problem?

- 1 : Yes
- 2 : No
- 3 : Not sure

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Kenosha Unified School District
Kenosha, Wisconsin

November 26, 2013

SUMMER SCHOOL UPDATE AND RECOMMENDATIONS

Historical Background
2009-2013

Summer School 2009

The district used a Regional Site Partner-School Plan at the elementary level. An additional elementary site was added with the opening of Brass Community School. Elementary enrichment programs were limited to Nash Elementary School, Edward Bain School of Language and Art, and Frank Elementary School due to budget constraints.

Middle schools continued at their own buildings with the implementation of the Forward Progress program. This program moved fifth grade students to their middle school building to help ease the transition to middle school.

Programs for elementary and middle school students grades 3 through 8 mandated students attend Summer School in reading and math if their scale scores, using the Wisconsin Knowledge and Concepts Examination-Criterion Reference Test (WKCE—CRT) placed them in the minimal and basic proficiency score range. Students in grades 1 and 2 were not tested, but recommended by their teachers. Principals could also mandate students to attend Summer School as a condition of promotion. Principals were also able to waive mandatory Summer School attendance for students who had shown sufficient academic progress.

Elementary and middle school level schedules created two sessions, blocked into four-hour classes, for 12 days each.

Getting Reading for Kindergarten and Getting Ready for First Grade continued using the curriculum based on the standards and benchmarks used in kindergarten and first grade math, reading, and language arts. All elementary reading students in grades 1-5 used Houghton Mifflin's summer reading materials. The first and second grade students used Early Success. The third and fourth grade students used Soar to Success, with the exception of Brass Community School and Strange Elementary School, who used their own programs. English as a Second Language (ESL) classrooms at Edward Bain School of Language and Art and Frank Elementary School supplemented instruction with their own resources.

The elementary Summer School math curriculum was developed as a reinforcement of the regular school year math program. This curriculum was based on the Everyday Mathematics program taught in the elementary school math classrooms during the regular school year.

All middle school reading programs used Scholastic's summer reading programs. Students entering grade 6 used Early Success and Summer Success was used in grades 7 and 8.

The math curriculum was built for the seventh and eighth grade middle school math students based on the curriculum used during the school year, Holt Mathematics.

High school programs were offered at Bradford High School, Indian Trail Academy, and Tremper High School. Students entering grade 9 took part in a program at the high school buildings called Early Start. Instruction for these students focused on language arts skills. High school students had the opportunity to make up one-half to one full class credit. They could also obtain credit in physical education and health.

Accelerated Independent Study (AIS) was offered in all subject areas for students who were credit deficient. AIS students could make up multiple credits. The course offerings through eSchool were expanded.

The Life, Learning, and Leisure Program is designed for students with significant developmental needs. Students whose Individual Education Plans (IEP) indicated Extended School Year (ESY) services, enrolled in Life, Learning, and Leisure. Students participated in activities that focused on the skills that related to each student's Individual Education Plan. Students were bussed to the school sites.

The Summer School music program provided instructional opportunities for students beginning at the third grade level with string instruments and at the fourth grade level with wind and percussion instruments. At the middle and high school levels, students advanced their individual and group performance skills.

The theater arts summer program, Kenosha Youth Performing Arts Company (KYPAC), was available for students from kindergarten through twelfth grade.

The Recreation Department Summer Activities for Children held an instructional program for students. Swimming, soccer, basketball, tennis and baseball/softball were offered. Certified teaching staff developed lessons and provided instruction based on physical education standards.

The 21st Century Community Learning Center (CLC) summer programs were located at Brass Community School, Edward Bain School of Language and Art, and Frank Elementary School. Enrollment was offered to Summer School students as well as others in nearby neighborhoods.

In collaboration between Kenosha Unified School District, the Boys and Girls Club, and Kenosha County Division of Children and Family Services, the Employability Skills program provided children at risk with opportunities which link academic and occupational standards to workplace skills and experiences. Students had eight weeks of two-hours per week classroom instruction on work readiness. Students were employed for 20 hours per week at various worksites. Students who successfully completed the program received one-half elective credit.

Staffing at the elementary and middle levels was increased from a teacher-student ratio of 13:1 in reading to 15:1 and 15:1 in math to 18:1. Support of special education staffing at all levels was increased. Every building site hired at least one special education teacher. Four teacher consultants were hired to support the teachers at elementary and middle school sites.

Before Summer School began, a two-hour staff development was conducted to inservice new teachers on the current Summer School reading program.

The budget for the 2009 Summer School program was \$1,036,737.80.

Summer School 2010

The schedule for the elementary and middle school math and reading programs was changed to a 2-hour, 24-day block schedule from a 4-hour, 12-day block schedule. Elementary and middle school Summer School was conducted five days a week for five weeks, rather than four days a week for six weeks.

The Assistant Superintendent of Teaching and Learning, teacher consultants, and elementary principals determined that the existing Summer School curriculum was not meeting the needs of Summer School program students. The teacher consultants explored various programs that would focus on the most essential benchmarks identified as areas of need for students and developed a lesson framework for teachers that could be used for instruction. In elementary school, Moving with Math—Extensions and Summer Success: Reading were selected because each aligned with and extended the same skills and concepts learned during the regular school year. The middle school math curriculum did not change and the middle school reading curriculum was realigned to the reading curriculum to better address the needs of all students. In addition, Read 180 and System 44 were used at Washington Middle School.

The 21st Century Community Learning Center summer program also provided support for students in grades K-8 at Coleman Chapel, where two certified teachers worked with students directly on math, reading, and study skills.

In previous years it was determined that the Summer School credit recovery programs for students that failed at least one of the four core academic class had not been effective. The secondary teacher consultants in language arts, math, science, and social studies worked with high school teachers in their content areas to develop a framework for the Summer School credit recovery program.

Teaching and Learning was given the supervision and management of the Summer School program. The Assistant Superintendent of Teaching and Learning served as the administrator in charge of all programs. Additionally there were two full-time teacher coordinators, three full-time teacher consultants, and five part-time teacher consultants supporting the program. Inservice sessions were offered to Summer School teachers at all levels during May and June to receive training on the curriculum.

The recommended staffing ratio continued as 15:1 in reading and 18:1 in math, but classes that had 20 or more students, had an educational assistant hired to help the teacher.

The rate of pay for certified teachers was increased from \$18 per hour to \$25 per hour. The Summer School budget was decentralized, giving sites control of their own budgets. The budget amount was based on each school's Summer School attendance for the past five years. The budget for the 2010 Summer school program was \$1,559,396.

Summer School 2011

Due to the adoption of the extended school year calendar for Frank and Wilson Elementary Schools, those schools did not participate in the KUSD Summer Program. Instead, each school offered their students extended learning opportunities during their enrichment weeks.

Summer School attendance, while not mandated as in the past, was highly encouraged for students in grades 3 through 8 whose scale scores on the Wisconsin Knowledge and Concepts Examination Criterion Reference Test (WKCE-CRT) placed them in the minimal and/or basic proficiency score range in reading and/or math. Students in grades 1 and 2 are not tested using the WKCE and were encouraged to attend Summer School based on teacher and principal recommendation.

The elementary program focused on personalized math and literacy enrichment opportunities for all students. It was up to each site to provide engaging, high quality programs, which addressed most essential benchmarks based on the student need. The focus of Summer School was not remediation, but acceleration. Many schools adopted a theme-based approach.

The middle school math curriculum provided the foundation for instruction. Bullen Middle School added a summer math enrichment program for students entering algebra in the fall.

Middle school reading focused on developing the most essential strategies used by good readers and writers, including reading stamina. Instruction was provided to accommodate the student's skill level and learning style and incorporated a variety of media and teaching strategies while using a balance of nonfiction and fiction texts.

With the adoption of the theme-based approach at the elementary level, enrichment opportunities were embedded in the curriculum at all elementary schools except Edward Bain School of Language and Art who offered classes in music and art.

Each site was responsible for their own hiring based on the Summer School parameters and budget provided. It was up to each site administrator to determine how much to allocate for salaries and benefits for both certified and noncertified staff, supplies, and purchased services. The recommended staffing ratio continued as 15:1 in reading and 18:1 in math, but classes that had 20 or more students, no longer had an educational assistant to help the teacher. Summer School Department staff was reduced to one teacher-coordinator and two teacher consultants.

The total amount budgeted for Summer School was \$1,322,920.

Summer School 2012

The Department of Organizational Training and Development brought in two trainers from the Illinois Mathematics and Science to provide a three-day problem-based learning (PBL) training for a team of teachers from each elementary and middle school. Teachers attending the training developed a PBL unit to incorporate into their summer curriculum.

Assessment and Learning in Knowledge Spaces (ALEKS) a web-based, intelligent assessment and learning system was used to personalize math instruction for middle school students. Teachers were offered the opportunity to attend a two-hour training session by ALEKS trainers prior to Summer School. Susan Mirsky, Coordinator of Literacy, offered middle school reading teachers a two-hour training on using Reading/Writing Workshop to personalize reading instruction.

World language classes were offered at the high school level to allow students to make the transition from semester classes to year-long classes. Students were given the chance to enroll in Spanish, French or German at Tremper and Chinese or Spanish at Indian Trail. Due to low enrollment numbers, the only class to run was Spanish at Indian Trail.

Due to the growth in the number of students registering for the summer band program, American Band was formed. American Band took only students entering 8th grade. Rambler band, previously for students entering grades 8 and 9, was now only for students entering 9th grade.

Due to the results of the finance audit, all Summer School fees were eliminated. If a district claims state aid, DPI doesn't allow any cost to students beyond incidental supplies

Due to district funding setbacks, the budget was reduced by 20 percent. The recommended staffing ratio was raised to 20:1 for both math and reading. 40 fewer teachers were hired – 20 elementary, 15 middle school and 5 high school. In order to keep staffing ration below 28:1, schools created waiting lists. Brass, EBSOLA, Whittier and Lincoln Middle had waiting lists for students. Unduplicated student enrollment decreased by 400 students.

The total amount budgeted for Summer School was \$1,058,336.00.

2013 Program Overview

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

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

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

Central High School, and Tremper High School. The high school program included future ninth graders enrolled in the Early Start program.

See APPENDIX A for summer school sites and student enrollment figures.

Elementary Program

Getting Ready For Kindergarten

Getting Ready for Kindergarten classes were available for students at Bose, Brass, EBSOLA, Jefferson, Southport, Stocker, Curtis Strange and Whittier. Sites offered either two-hour or four-hour sessions. Two-hour sessions were offered at Bose, EBSOLA, Southport, Curtis Strange and Whittier. Four-hour sessions were offered at Brass, Jefferson, and Stocker. The curriculum is based on state standards used in kindergarten math, reading, and language arts, as well as physical development, readiness skills, conduct, and work habits.

Getting Ready For First Grade

Getting Ready for First Grade classes were available for all students entering first grade. Sites offered either two-hour or four-hour sessions. Two-hour sessions were offered at Bose, EBSOLA, Southport, Pleasant Prairie, Curtis Strange and Whittier. Four-hour sessions were offered at Brass, Jefferson, Nash and Stocker. The curriculum is based on state standards used in first grade math, reading, and language arts, as well as physical development, readiness skills, conduct, and work habits.

Grades 2-5

Summer reading and math programs for elementary were available to students entering grades 2 through 5. Summer school attendance was open to all students, but highly encouraged for students who met the identification criteria. This year data triangulation was used to identify students. Students meeting two or more of the identification criteria were recommended for Summer School.

Identification Criteria:

- Scoring minimal or basic on Wisconsin Knowledge and Concepts Examination Criterion Reference Test (WKCE-CRT)
- Scoring below the 40th percentile on Measure of Academic Progress (MAP)
- Below grade level mastery of standards as reported by teacher

The elementary program focused on personalized learning in math and literacy. It was up to each site to provide engaging, high quality programs, which addressed Common Core State Standards for English Language Arts and math, based on student need. A variety of resources were used for instruction.

Resources

- Moving with Math—Extensions
- Summer Success: Reading
- Journeys
- Everyday Math
- Fraction Nation
- FASTT Math
- Accelerated Reader
- myOn
- KUSD online resources for students

See APPENDIX B for summary of site programs

Middle School Program

Summer reading and math programs for middle school were available to students entering grades 6 through 8. Summer school attendance was open to all students, but highly encouraged for students who met the identification criteria. This year data triangulation was used to identify students. Students meeting two or more of the identification criteria were recommended for Summer School.

Identification criteria:

- Scoring minimal or basic on Wisconsin Knowledge and Concepts Examination Criterion Reference Test (WKCE-CRT)
- Scoring below the 40th percentile on Measure of Academic Progress (MAP)
- D or F on report card in math or English

The middle school math program focused on Common Core State Standards aimed at improving student skills in computation, number sense, and problem solving through a variety of activities. Personalized learning opportunities were provided for students through the use of Compass Learning, Study Island and Moby Math.

The middle school reading focused on meeting the Common Core standards for literacy. This included developing the most essential strategies used by good readers and writers, including making connections, asking questions, making predictions, summarizing both fiction and non-fiction texts, and building reading stamina. Instruction was provided to accommodate the student's skill level and learning style and incorporated a variety of media and teaching strategies, while using a balance of non-fiction and fiction texts.

In addition, a core group of Summer School teachers from each middle school attended a two-day training workshop with trainers from the Illinois Math and Science Academy. Through their work with the trainers, the teachers created problem-based learning units to incorporate into their summer curriculum. Through this work three middle school units were produced.

Problem-based Units:

- Bullying Prevention
- Healthy Living
- Financial Literacy

See APPENDIX B for summary of site programs

High School Program

At the high school level, students had the opportunity to recover credits. Credit Recovery and Accelerated Independent Study (AIS) credits could be obtained at Bradford High School, Indian Trail High School and Academy, Reuther Central High School, and Tremper High School. Bradford High School, Indian Trail High School and Academy, Kenosha eSchool and Tremper High School offered physical education and health for credit. Additionally, Early Start Math and English Language Arts was available to incoming ninth graders.

Early Start Math and English Language Arts

The Early Start classes provided students with the opportunity to improve their skills in algebra, geometry, non-fiction reading, writing, and study techniques. Students who successfully completed both courses received a 0.5 elective credit.

These classes were open to all students, but highly encouraged for students who met the identification criteria. This year data triangulation was used to identify students. Students meeting two or more of the identification criteria were recommended for Summer School.

Identification Criteria:

- Scoring minimal or basic on Wisconsin Knowledge and Concepts Examination Criterion
- Reference Test (WKCE-CRT)
- Scoring below the 40th percentile on Measure of Academic Progress (MAP)
- D or F on report card in math or English

High School Credit Recovery

The credit recovery program used district developed curriculum and Compass Learning. Once students successfully completed the course of study, they were awarded credit for the failed course. Credits for recovery were available in English language arts, math, science and social studies.

Employability Skills Programs

In collaboration between KUSD, the Boys and Girls Club, and Kenosha County Division of Children and Family Services, the Employability Skills program provided children at risk with opportunities which link academic and occupational standards to workplace skills and

experiences. The course included 6 weeks of classroom instruction on work readiness skills including money and banking, social skills, higher education opportunities, resume writing and interviewing, conflict management, job seeking skills, safety in the workplace, and employer expectations. Students were employed for 20 hours a week for 8 weeks at the Kenosha County Park System and other work sites. Of the 167 high school students who participated, 117 successfully completed the program and received the 0.5 elective credit.

Life, Learning, and Leisure Program

The Life, Learning, and Leisure Program is designed for students with significant developmental needs. Students whose Individual Education Plans (IEP) indicated Extended School Year (ESY) services, enrolled in Life, Learning, and Leisure. Students participated in activities that focused on the skills that related to each student's Individual Education Plan. Students were bussed to the school sites.

Fine Arts Programs

Instructional Music

Instructional music labs were available for orchestra students entering grades 4-12. 489 students attended the summer orchestra music labs. All four strings groups held a final concert.

1. Beginning Strings (Grades 3-6)
2. Intermediate Strings (Grades 5-6)
3. Middle School Strings (Grades 7-9)
4. High School Strings (Grades 10-12)

Music instruction was offered for band students entering grades 6-12. 428 students enrolled in the summer band program. The bands rehearsed and performed at various venues throughout the summer. Summer bands marched in parades in Kenosha, Waterford, Somers, Bristol, and Geneva, Illinois. Concert performances included the Verzal Memorial Concert, the Ice Cream Social and the Festival of Arts and Flowers.

1. K-L Band (Grade 6)
2. Continental Band (Grade 7)
3. American Band (Grade 8)
4. Rambler Band (Grade 9)
5. Band of the Black Watch (Grades 10-12)

Theater Arts

The Kenosha Youth Performing Arts Company (KYPAC) Theater arts programs involved 204 students in kindergarten through twelfth grade. KYPAC presented six performances of Seussical Jr.

See APPENDIX A for student enrollment figures.

Recreation Department Summer Activities for Children

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

See APPENDIX A for student enrollment figures.

Summer School Advisory Groups

An advisory group made up of principals, Teaching and Learning Coordinators, and the Summer School Teacher-Coordinator was created at each level – elementary, middle, and high – to review information from the 2012 Summer School program to help plan for 2013 Summer School program year. These groups made the following enhancements to the 2012 Summer School program:

Enhancements for 2013 Summer School

Elementary School

- New identification criteria
- New progress report

Middle School

- New identification criteria
- Problem-based learning units

High School

- Problem-based learning units

Summer School 2013 Staffing

Each site was responsible for their own hiring based on the Summer School parameters and budget provided. The recommended staffing ratio was 15:1 in elementary math and reading classes. This was a reduction from 2012 recommendation of the 24:1.

The Summer School department was staffed by one part-time teacher-coordinator and supported by one Teaching and Learning secretary.

See APPENDIX C for staffing by position.

Summer School 2013 Evaluation Feedback

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

Summer School 2013 Budget

The total amount budgeted for Summer School was \$1,241,336. This was an increase of \$183,000 over the 2012 budget of \$1,058,336. A budget assumption was created for this increase. The decentralized Summer School budget gave sites and departments control of their own budgets. The budget amount was based on each school's Summer School attendance for the previous years. It was up to each site administrator to determine how much to allocate for salaries and benefits for both certified and noncertified staff, supplies, and purchased services.

See APPENDIX D for additional budget information.

The following sections are included in the Appendices:

APPENDIX A – Summer School Enrollments by Site

- 2012 and 2013 enrollment at elementary regional sites
- 2012 and 2013 enrollment at middle schools
- 2012 and 2013 enrollment at high schools
- 2012 and 2013 enrollment in summer fine arts
- 2012 and 2013 enrollment in Recreation Department Summer Activities for Children

APPENDIX B – Program Highlights

- Elementary program highlights
- Middle school program highlights
- High School program highlights

APPENDIX C – Comparison of 2012-2013 Summer School Staffing

- Teachers
- Educational Support Personnel
- Interpreters
- Non-certified fine arts
- Non-certified recreation
- Substitutes
- Summer School department

APPENDIX D – 2013 Summer School Budget

- Individual schools
- Athletics (Department Summer Activities for Children)
- Teaching and Learning
- Fine Arts
- Special Education

2014 SUMMER SCHOOL PROGRAM ADMINISTRATIVE RECOMMENDATIONS

2014 Calendar

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

- Teacher workday-June 20
- Elementary and middle school: June 23-July 25
- High school session 1: June 23-July 14
- High school session 2: July 15-August 4
- No school for staff or students: July 4

2014 Budget

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

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

Dr. Michele Hancock
Superintendent of Schools

Dr. Sue Savaglio-Jarvis
Assistant Superintendent of Teaching and Learning

Mrs. Debra Giorno
Summer School Teacher-Coordinator

APPENDIX A

Summer School Enrollments by Site

Summer School Enrollments by Site

ELEMENTARY SCHOOL			
Host School	Partner School(s)	2012 Student Enrollment	2013 Student Enrollment
Bose	Harvey Somers	125	150
EBSOLA		107	125
Brass	Roosevelt	92	208
Jefferson	Grant	68	86
Nash		75	79
Pleasant Prairie		47	56
Southport	Grewenow Vernon	100	137
Stocker	Forest Park	156	193
Strange	McKinley	133	222
Whittier	Jeffery Prairie Lane	86	103
Life, Learning, and Leisure - Stocker		28	28
STUDENT TOTALS		1017	1387
Based on Zangle data, unduplicated count			

With the increased budget, more teachers were hired to keep classes at an average of 15:1.

MIDDLE SCHOOL		
School	2012 Student Enrollment	2013 Student Enrollment
Bullen	107	122
Lance	55	107
Lincoln	51	74
Mahone	69	93
Washington	108	99
Life, Learning, and Leisure - Mahone	45	53
STUDENT TOTALS	435	548
Based on Zangle data, unduplicated count		

HIGH SCHOOL		
School	2012 Student Enrollment	2013 Student Enrollment
Bradford	441	537
Indian Trail	233	420
Reuther/Harborside	203	176
Kenosha eSchool	88	83
Tremper	454	487
STUDENT TOTALS	1419	1703
Based on Zangle data, unduplicated count		

FINE ARTS		
	2012 Student Enrollment	2013 Student Enrollment
Band	484	426
Orchestra	546	489
Theater	207	204
STUDENT TOTALS	1237	1119
Based on instructor attendance sheets, unduplicated count		

RECREATION DEPARTMENT SUMMER ACTIVITIES FOR CHILDREN		
	2012 Student Enrollment	2013 Student Enrollment
Swimming	1119	1117
Baseball/softball	218	182
Basketball	238	199
Tennis	342	289
Soccer	231	192
STUDENT TOTALS	2148	1979
Based on instructor attendance sheets, unduplicated count		

APPENDIX B

Program Highlights

Elementary Program Highlights

SITE	PROGRAM HIGHLIGHTS
Brass	<ul style="list-style-type: none"> • Getting Ready For Kindergarten • Getting Ready for First Grade • Integrated math and reading grades 2-5 • School wide theme: Community and Working Together
Bose	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Reading grades 2-5 • Math grades 2-5
Curtis Strange	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Math grades 2-5 • Reading grades 2-5 • Math Camp • School wide theme: Strawberries
EBSOLA	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Math grades 2-5 • Reading grades 2-5
Jefferson	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Math grades 1-5 • Reading grades 1-5 • Garden project with Harborside
Nash	<ul style="list-style-type: none"> • Getting Ready for First Grade • Math grades 2-5 • Reading grades 2-5
Pleasant Prairie	<ul style="list-style-type: none"> • Getting Ready for First Grade • Math 2-5 • Reading 2-5 • School wide theme: Outdoor Adventure

Southport	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Math 2-5 • Reading 2-5 • Employed personalized learning • Cornell University's Seed to Salad Program
Stocker	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Math 2-5 • Reading 2-5 • Technology and science integration - building bridges, gardening and creating solar ovens
Whittier	<ul style="list-style-type: none"> • Getting Ready for Kindergarten • Getting Ready for First Grade • Math 2-5 • Reading 2-5 • School wide theme: Leadership • myOn

Middle School Program Highlights

SITE	PROGRAM HIGHLIGHTS
Bullen	<ul style="list-style-type: none"> • Reading • Math • Compass Learning
Lance	<ul style="list-style-type: none"> • Reading • Math • Problem based learning: Financial Literacy
Lincoln	<ul style="list-style-type: none"> • Reading • Math • Problem-based Learning: Healthy Living • Study Island • Moby Math
Mahone	<ul style="list-style-type: none"> • Reading • Math • Problem/project based learning • Compass Learning

Washington	<ul style="list-style-type: none"> • Reading • Math
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High School Program Highlights

SITE	PROGRAM HIGHLIGHTS
Bradford	<ul style="list-style-type: none"> • Early Start English Language Arts and Math • Physical Education • Credit Recovery (English language arts, math, science, social Studies) • Accelerated Independent Study (AIS) • Compass Learning
Indian Trail	<ul style="list-style-type: none"> • Early Start English Language Arts and Math • Physical Education • Credit Recovery (English language arts, math, science, social Studies) • Accelerated Independent Study (AIS) • Compass Learning
Kenosha eSchool	<ul style="list-style-type: none"> • Physical education • Health
Reuther/Harborside	<ul style="list-style-type: none"> • Credit Recovery (English language arts, math, science, social Studies) • Accelerated Independent Study (AIS) • Physical education
Tremper	<ul style="list-style-type: none"> • Early Start English Language Arts and Math • Physical Education • Credit Recovery (English language arts, math, science, social Studies) • Accelerated Independent Study (AIS) • Compass Learning • Problem-based learning (PBL) – Ethical Treatment of Animals

APPENDIX C
Comparison of 2012-2013 Summer School
Staffing

Comparison of 2012-2013 Summer School Staffing

	2012	2013
Teacher	240	262
Educational Support Personnel (Clerk, special education, security)	53	66
Interpreter	2	2
Fine arts, non-certified instructor	11	9
Recreation, non-certified instructor	15	15
Substitutes	31	54
Summer School Department	3	1

APPENDIX D
2013 Summer School Budget

2013 Summer School Budget

Location	Sum of Budget
146-Frank	\$4,323.00
153-Jefferson 8	\$23,525.00
156-Pleasant Prairie	\$23,525.00
161-Southport	\$45,140.00
162-Strange	\$45,140.00
165-Brass	\$45,140.00
166-Whittier	\$34,330.00
167-Wilson	\$2,594.00
168-Bose	\$45,140.00
169-Stocker	\$45,140.00
175-EBSOLA	\$45,140.00
178-Nash	\$34,330.00
330-Lance	\$22,365.00
331-Lincoln	\$22,365.00
333-Washington	\$22,365.00
334-Bullen	\$22,365.00
337-Mahone	\$22,365.00
421-E-School	\$9,000.00
424-Indian Trail	\$65,900.00
425-Bradford	\$65,900.00
426-Tremper	\$65,900.00
427-Reuther	\$44,000.00
810-Athletics	\$58,500.00
811-Teaching and Learning	\$38,844.00
812-Fine Arts	\$88,000.00
999-Special Education	\$300,000.00
Grand Total	\$1,241,336.00

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Kenosha Unified School District
Kenosha, Wisconsin

November 26, 2013

**Reconsideration of Vote Regarding Curriculum Proposal
for Mathematics In Grades 6 Through 9**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mrs. Taube returned the gavel to Mrs. Taube.

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

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

Below is a proposed motion for board consideration:

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



November 26, 2013

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Wisconsin Architects Foundation donated 24 copies of the “Simply Wright: A journey into the ideas of Frank Lloyd Wright’s architecture” book. The value of this donation is \$430.00.
2. Super Sports donated \$100.00 to the Lance Softball scoreboard collection.
3. Dr. Crawford donated \$250.00 to the Lance Softball scoreboard collection.
4. Subway on 80th St. donated 10 free sub coupons to the Lance Red Ribbon Week. The value of this donation is unknown.

Administrative Recommendation

Administration requests the Board of Education approve acceptance of the above listed gift(s), grant(s) or bequest(s) as per Board Policy 1400, to authorize the establishment of appropriate accounts to monitor fiscal activity, to amend the budget to reflect this action and to publish the budget change per Wisconsin Statute 65.90(5)(a).

Dr. Michele Hancock
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 26, 2013

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

November

- November 1, 2013 – First Quarter Ends – No School for Students
- November 12, 2013 – Standing Committee Meetings – 5:30 P.M. in ESC Board Room
- November 26, 2013 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- November 27, 2013 – ½ Day for Students & Staff
- November 28-29, 2013 – Thanksgiving Recess

December

- December 3, 2013 – Standing Committee Meetings – 5:30 P.M. in ESC Board
- December 10, 2013 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- December 23, 2013 – January 1, 2014 – Winter Recess