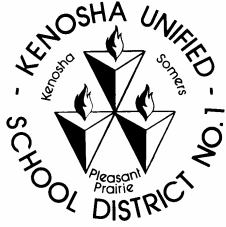




REGULAR MONTHLY BOARD MEETING

**September 25, 2007
7:00 P.M.**

**Educational Support Center
3600 – 52nd Street
Kenosha, Wisconsin**



KENOSHA UNIFIED SCHOOL BOARD

REGULAR SCHOOL BOARD MEETING

Educational Support Center

September 25, 2007

7:00 P.M.

AGENDA

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards, Board Correspondence, Meetings and Appointments
 - Festival of Arts and Flowers 2007 Award Recipients
- IV. Administrative and Supervisory Appointments
- V. Legislative Report
- VI. Views and Comments by the Public
- VII. Response and Comments by the Board of Education
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
 - A. Consent/Approve Proposed Facilities
Related Policy Changes.....Pages 1-34
(Second Reading)
 - B. Consent/Approve Draft Indoor Air Quality
Policy Pages 35-40
(Second Reading)
 - C. Consent/Approve Draft Integrated Pest
Management Policy Pages 41-50
(Second Reading)
 - D. Consent/Approve Recommendations
Concerning Appointments,
Leaves of Absence,
Retirements and ResignationsPage 51-53

SCHOOL BOARD AGENDA

Page 2

September 25, 2007

- X. Consent Agenda – Continued
 - E. Consent/Approve Minutes of 8/28/07, 9/4/07 and 9/11/07 Special Meetings and Executive Sessions, 8/14/07 Executive Session, 8/28/07 Regular Meeting, 9/11/07 and 9/17/07 Special Meetings, and 9/10/07 Public Hearing on Budget Budget and Annual Meeting of Electors Pages 54-70
 - F. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers..... Pages 71-72
 - G. Consent/Approve Donations to the District Page 73
- XI. Old Business
 - A. Discussion/Action City of Kenosha - Project Proposal Community Development Block Grant Program Pages 74-77
- XII. New Business
 - A. Discussion/Action Ratification of the KUSD/KEAA (Kenosha Educational Assistants Association) Collective Bargaining Agreement Page 78
 - B. Discussion/Action Administrative/Supervisory/ Technical Employee Compensation Policy
- XIII. Other Business as Permitted by Law
- XIV. Tentative Schedule of Reports, Events and Legal
- XV. Deadlines For School Board (September-October)..... Page 79
- XVI. Predetermined Time and Date of Adjourned Meeting, If Necessary

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

September 25, 2007

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 how the Planning, Facilities, and Equipment Committee and the School Board as a whole have requested information be provided and also on the frequency that the information is provided. 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. Some of the changes are general in nature while others are specific to one policy. The following discussion summarizes the changes being proposed and the basis for the proposed changes.

General Changes:

- A number of policies refer to the Assistant Superintendent of Business or Executive Director of Business position. Because that position no longer exists and because titles tend to change periodically, those references are being changed to Superintendent of Schools or designee.
- Several policies have been revised to include wording to be inclusive and reflect the diversity of the District. These changes are directly related to one of the action steps for Strategy 6 of the KUSD Strategic Plan.

Policy and Rule 3711 – Improvement of Maintenance Projects

- The current language in this Policy and Rule allows Administration to approve individual or cumulative change orders adding less than \$10,000 or 10% of the project amount, whichever is the smaller amount. We are proposing this language be changed to allow Administration to approve change orders adding less than \$10,000 (\$5,000 for projects under \$50,000). This results in a relatively slight increase in the change order authority of the Administration, e.g. Administration would have a \$10,000 limit on a \$70,000 project instead of a \$7,000 limit. The time frame that projects are performed is for the most part limited to the summer months and if changes are needed to be made, the approval process can make project management difficult. The increase in the Administration authority would help alleviate this to some extent, especially on smaller dollar value projects. In the past, we have had to delay completion of projects in the \$10,000 - \$15,000 range because of scope increases in the \$1,000 -

\$1,500 range. The Planning, Facilities, and Equipment Committee reviews the major maintenance project summary each month, and changes are described in that summary and also verbally summarized if they require additional funds.

- There was duplication of requirements between this policy and Policy 7210 regarding capacity related projects. The requirements in Policy 7210 are being deleted and will be discussed later, and Rule 3711 is being modified to state the following: “Capacity projects are considered individually once a year as the space needs for the coming year are reviewed based on enrollment projections and other space related factors.” This statement reflects what is done annually to address space needs in the District.

Policy and Rule 3750 – Playground Equipment

- Rule 3750 contains the following statement: “ Upon approval of the Director of Facilities Services, the District will assume the cost of installation of playground equipment.” This statement is misleading, especially to new administrators, as the District has a long-standing practice of not funding the purchase or installation of playground equipment. These costs have for the most part been funded by parent organizations or other fundraising efforts, and to indicate that District funding may be available is not accurate.

Policy and Rule 7200 – Facilities Planning

- Rule 7200 requires that a report from the Long Range Facilities Planning Committee (LRPC) be presented to the School Board no later than the first School Board meeting in February each year. This schedule has never been followed as LRPC reports are presented when the Board requests them or when the timing is appropriate based on District needs; therefore, we are proposing the language be changed to say that the reports will be presented periodically as directed by the School Board. This allows the School Board to direct the reporting schedule which in some cases may more frequent than once a year, but will in most cases be less frequent than that.
- The wording for Instruction Design should be modified from “an instructional design committee appointed by the Superintendent of Schools when new facilities, and when deemed necessary” to state “an instructional design committee appointed by the Superintendent of Schools when deemed necessary when new facilities” to reflect what is actually done. Instructional design committees are formed for projects that the Superintendent determines warrant a committee. In the past few years committees have been formed for the EBSOLA and Durkee/Lincoln projects to bring the two school communities together and create a philosophy and plan for the combined schools. Instructional committees have not been formed for projects like the additions to Bradford, Tremper and Prairie Lane or for the new Nash school. The instructional design

related activities have been rolled into the Facilities design process or were performed without the need of a specific committee.

Policy and Rule 7210 – Forecasting Enrollments and Evaluating Existing Buildings

- We are recommending that this policy be renamed to Forecasting Enrollments and that all of the language related to evaluating existing buildings be deleted. Policies 3711 and 7200 already cover all of the pertinent requirement to evaluating existing buildings from a physical facility and capacity perspective and so the wording in this policy is redundant.

Policy and Rule 7330 – Construction Contracts, Bidding, and Awards Policy and Rule 7332 – Change Orders

- It is recommended that these two policies be combined into one Policy and that Policy 7330 be renamed to Construction Contracts, Bidding and Awards, and Change Orders. The current language in Rule 7332 is very prescriptive and unlike any School Board Policy we could find across the State. It requires that any change order or cumulative change orders greater than \$10,000 or 10% of the project whichever is smaller be approved by the School Board. The average capital project governed by these policies is greater than \$10,000,000, which means that Administration has an approval authority of less than 0.1% of a typical project. Several years ago, we proposed increasing this authority to \$50,000 or 20% whichever is smaller, but that was not approved by the Board the time. We are now proposing the following language:

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 designate. 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 changes to the School Board. The School Board shall make the final decision in such cases.

This language better reflects what the Board had done on the last several projects and allows the School Board at the time of the project to set appropriate contingencies and change order approval authorities on a project-by-project basis. This proposed language is still more prescriptive than any other Board Policy language in the State that we could identify, but provides a much more realistic and practical approach than the current language.

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

- We are proposing that the following language in this policy be deleted: “The architect/engineer and/or general contractor shall make a monthly report of progress on the major construction, additions, or remodeling work. Copies of these reports shall be provided to the School Board’s Planning/Facilities/Equipment Committee.” We stopped requiring these special reports after the EBSOLA project in order to save money. The reports were nice to look at but did not serve any tangible value to Administration or the Board. We do require weekly or every other week summaries via e-mail from the contractors and/or architects as part of the construction meeting process. Administration uses written and verbal reports to keep the Planning, Facilities, and Equipment Committee and the full Board abreast of the projects in lieu of a formal report from the architects. This practice reflects in many ways the fact that KUSD has a very active construction program and that we have processes that help manage these projects well.

Administration Recommendation:

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the draft facilities related Policy changes be brought to the full Board on August 28, 2007 for a first reading. The Policy changes were approved on a first reading and it is recommended that the Board approve the facilities related Policy changes noted in this report on a second reading at its September 25, 2007 meeting.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

Ms. Kathleen M. Barca
Executive Director of School Leadership

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

POLICY 3711
IMPROVEMENT OR MAINTENANCE PROJECTS

A Major Maintenance Projects list shall be developed annually by the Department of Facilities Services. This list shall be reviewed by the Superintendent of Schools and/or ~~designee the Executive Director of Business Services~~ for adherence or compliance with the District's Strategic Plan and Goals. This list, with estimated costs, shall be presented to the School Board's Planning, Facilities and Equipment Committee for review and comment and then to the Board no later than April 1st of each year. A contingency of not more than 5% of the total budget for major maintenance projects shall be maintained at the beginning of the year for emergent and planned project needs.

Upon approval by the Board, plans and specifications for the projects included on the list shall be developed by the Department of Facilities Services. Required quotes or bids shall be obtained in accordance with established purchasing procedures. The Board may approve special rules for specific individual projects upon recommendation of the Superintendent.

If actual bids costs will exceed the approved budget for an individual project, the ~~Executive Director of Business Services~~ **Superintendent of Schools or designee** may approve exceeding the budget by the lesser of 10% or up to \$10,000 (**\$5,000 for projects under \$50,000**) prior to proceeding on the project. Board approval must be obtained for amounts greater than this.

Nothing in this policy or rule shall be construed so as to limit the Superintendent's authority to respond to emergency maintenance conditions that may endanger persons, land, physical plant or equipment, with timely reporting to the Board.

LEGAL REF.: Wisconsin Statutes

- Sections 101.11 [Provision of safe workplace]
- 115.33 [Inspection of school buildings]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.12(5) [Board duty; repair of school buildings]
- 121.02(1)(i) [Safe and healthful facilities standard]
- PI 8.01(2)(i), Wisconsin Administrative Code [Safe and healthful facilities regulations]

CROSS REF.: 3110, Annual Operating Budget

- 3420, Purchasing
- 3600, School Safety
- 3700, Facilities Management
- 3710, Facilities Maintenance
- 7200, Facilities Planning
- 7220, Financing Capitalization
- 7320, Consultant Services
- 7330, Construction Contracts, Bidding and Awards
- District Strategic Plans

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

POLICY 3711
IMPROVEMENT OR MAINTENANCE PROJECTS
Page 2

REVISED: August 13, 1996
December 17, 1996
August 22, 2000
July 24, 2001
January 28, 2003
October 28, 2003

RULE 3711
IMPROVEMENT OR MAINTENANCE PROJECTS

Major maintenance should generally be funded out of Fund 10 where possible and capacity enhancement should generally be funded out of Fund 40 where possible otherwise fund 10 will be used. In accordance with the District purchasing procedures, projects estimated to cost less than \$10,000 require approval of the Purchasing Agent. When Facilities Services employees are involved, projects estimated to exceed \$10,000 require at least three written price quotations. When it is not possible to obtain three quotations, approval of the Superintendent of Schools **or designee**, ~~upon recommendation of the Executive Director of Business Services~~ is required. Documentation must be maintained.

When an independent construction manager is utilized, contracts estimated to exceed \$10,000, but less than \$50,000, require at least three price quotations. When it is not possible to obtain three quotations, approval of the Superintendent **or designee** ~~upon recommendation of the Executive Director of Business Services~~ is required. Documentation must be maintained.

Projects estimated to exceed \$50,000 require formal bidding and approval of the **Superintendent of Schools or designee** ~~Executive Director of Business Services~~.

Notice of bids for projects in an appropriate trade publication and/or newspaper, may be done for all contracts, but is required for projects that are estimated to exceed \$50,000, unless the bidding has been limited through a formal pre-qualification process or single-source agreement.

For all major maintenance projects, individual or cumulative change orders adding less than \$10,000 (**\$5,000 for projects under \$50,000**) ~~or 10% of the project amount, whichever is the smaller amount~~, require approval of the **Superintendent of Schools or designee** ~~Executive Director of Business Services~~. Individual or cumulative change orders adding in excess of \$10,000 (**\$5,000 for projects under \$50,000**) ~~or 10% of the contract, whichever is the smaller amount~~, require the review of the Board's Planning, Facilities and Equipment Committee and the approval of the Board upon recommendation of the Superintendent **of Schools**.

Individual or cumulative change orders necessitated due to concealed conditions; e.g., sub soil, wall interior, sub roofing, that are not possible to anticipate, or where the extent of the specified work is not possible to predetermine, may be approved by the Superintendent **or designee**, and subsequently reported to the Board, if time is of the essence in order to mitigate costs and/or a delay in the completion schedule which will result in unduly disrupting District operations. This is subject to budget availability not to exceed \$25,000.

The criteria for selecting major maintenance and capital improvement on a District wide basis shall include the following:

PROJECTS PRIORITY SETTINGS

Level/Category	High (A)	Average (B)	Low (C)
Safety (1)	1A	1B	1C
Maintenance (2)	2A	2B	2C
Educational (3)	3A	3B	3C
Comfort (4)	4A	4B	4C
Enhancement (5)	5A	5B	5C
Capacity (6)	6A	6B	6C
Security (7)	7A	7B	7C

RULE 3711
IMPROVEMENT OR MAINTENANCE PROJECTS
Page 2

Category

- Safety – Possible danger may exist; Driven by Federal and/or State regulation(s)
- Maintenance – HVAC, roof, electric, plumbing, maintenance, preventive maintenance and other related issues
- Educational – Educational delivery may be affected
- Comfort – Student/Staff comfort
- Enhancement – Issues that can wait without any significant effect to the district operations. However, they will enhance the overall school function.
- Capacity – Projects that result in adding and/or enhancing school capacity.
- Security – Building security projects (locks, card readers, camera, etc.)

Level

- High – Standard, policy, regulation, recommended guidelines, liability
- Average – Public perception
- Low – No standard, no policy, no regulation

Numeric Ratings

1A=2	(1)	1B=3	(3)	1C=4	(6)
2A=3	(2)	2B=4	(4)	2C=5	(9)
3A=4	(5)	3B=5	(8)	3C=6	(12)
4A=5	(7)	4B=6	(11)	4C=7	(14)
5A=6	(10)	5B=7	(13)	5C=8	(16)

Numbers have been assigned to letters A, B and C as follows, A=1, B=2, C=3. These assigned number have been added in order to establish a unique rating number for each priority.

i.e., $1A = [1+A(A=1)]=2$
 $2B = [2+B(B=2)]=4$

Capacity & Security

Numeric ratings are not applied to capacity and security projects. Capacity projects are considered individually once a year as the space needs for the coming year are reviewed **based on enrollment projections and other space related factors.**

PRIORITIZATION WITHIN CATEGORY 2

Note: This prioritization ranking is for category 2 projects.

1. Boilers/Heating
2. Plumbing
3. Electrical
4. Roofs
5. Exterior Walls/Doors
6. Indoor Air Quality
7. Lighting

RULE 3711
IMPROVEMENT OR MAINTENANCE PROJECTS
Page 3

8. Security
9. Energy Management/Fire Alarm/Intercom/Sound Systems
10. Air Conditioning/Other HVAC
11. Flooring/Asbestos
12. Other Asbestos
13. Asphalt/Concrete
14. Interior Walls/Doors/Ceilings
15. Cabinetry/Carpentry
16. Other

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 basis for meeting District facilities needs in an orderly manner and making 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. 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

RULE 7200
FACILITIES PLANNING GUIDELINES

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 to determine long-range district facility needs and be presented to the School Board **periodically as directed by the School Board.** ~~no later than the first School Board meeting in February each year.~~
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.
 - f. The geographic and demographic characteristics of the District.
 - 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 new facilities,~~ and 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

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. 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 of plans for specific areas.

RULE 7200
FACILITIES PLANNING GUIDELINES
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 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
 - d. Special assessments for sewer, water and paving
 - e. Contingency

POLICY 7210
FORECASTING ENROLLMENTS ~~AND EVALUATING EXISTING BUILDINGS~~

Enrollment forecasts shall be prepared under the direction of the Superintendent of Schools, utilizing local, regional, state and national information. This information shall be used in planning school facilities and in making decisions regarding such matters as school admissions and assignment of students to schools **that reflect the diversity of the District.**

CROSS REF.: Policy 5120, Student Enrollment Reporting
Policy 5220, Admission of Nonresident Students (Other Than Public School Open Enrollment Students)
Policy 5320, School Attendance Areas
Policy 5330, Assignment of Students to Schools
Policy 5260, Full-Time Public School Open Enrollment
Policy 7320, Consultant Services

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001

RULE 7210
FORECASTING ENROLLMENTS AND
EVALUATING EXISTING BUILDINGS

Forecasting Enrollments

1. The Department of Educational Accountability will be responsible to the Superintendent of Schools for forecasting enrollments **delineated by race, needs, and special achievement** to be used in planning educational facilities and making decisions on such matters as school admissions and assignment of students to schools **that reflect the diversity of the District**. In forecasting enrollments, local, state and national trends and other data should be considered.
 - a. Local data includes information such as birth rate statistics, enrollments by grades and by schools, **diverse student demographic** trends of the School District, building construction permits issued, Chamber of Commerce records, annexations, and employment statistics.
 - b. National data includes information from such sources as the Bureau of Census, the Department of Health and Human Services, the Department of Education, the National Center of Educational Statistics and from federal publications.
2. District enrollment projections shall be released by the Department of Educational Accountability upon approval of the Superintendent and presented to the School Board no later than February 1st of each year.

Evaluating Existing Buildings

1. ~~A continuing effort shall be made to provide facilities, which will enable all District students to have a suitable~~ **diverse** ~~educational environment.~~
2. ~~Before renovating or adding to existing buildings, careful consideration shall be given to whether present and future needs can best be met in this manner:~~
 - a. ~~Population patterns within the School District, environmental changes, and inadequate sites are some external factors that shall be considered.~~
 - b. ~~Buildings shall be evaluated in terms of instructional developments and projections of future educational needs.~~
 - c. **Student demographics based on race, special needs and achievement levels.**

Annual Planning Report

1. ~~Upon the issuance of enrollment projections and the existing facilities ability to support the projections, a report will be presented to the School Board no later than April 1st outlining how the existing facilities would accommodate the projected enrollments and providing recommendations as related to capacity projects that may be required in event that projected enrollments would not be adequately served in the existing facilities.~~

POLICY 7220
FINANCING CAPITALIZATION

Major construction, additions or remodeling may be financed from the general fund budget or from notes or bonds approved in a capital project or TIF referendum in accordance with state law.

Upon approval of a major construction, additions or remodeling project, ~~the Assistant Superintendent of Business, as directed by the Superintendent of Schools~~ **or designee**, shall initiate the necessary procedure for securing financing.

In evaluating financing options, the borrowing term should not be longer than the life cycle of the project. Prior to engaging such financing, administration shall develop a financing plan and present it to the Board for approval.

LEGAL REF.: Wisconsin Statutes

Sections 67.03	[Limitations on indebtedness]
67.05	[Bond issues]
67.12	[Temporary borrowing]
120.10(6)	[Annual meeting power; tax for sites, buildings and maintenance]
120.10(10)	[Annual meeting power; debt service fund]
120.10(10m)	[Annual meeting power; school capital expansion fund]
120.13(29)	[Board power; borrow money and issue municipal obligations]
120.135	[Capital improvement fund]

CROSS REF.: 3100, Annual Operating Budget
3290, Borrowing
3291, Bonds and Promissory Notes
3293, Debt Limitations
3520, Maintenance of District Facilities
3521, Improvement or Maintenance Projects
3523, Emergency Maintenance Projects
3550, Debt Service
3551, Payment of Bonds
3710, Criteria for Determining Capital Improvement Projects
7320, Consultant Services
7330, Construction Contracts, Bidding and Awards

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: October 22, 2002

POLICY 7311
PRELIMINARY AND WORKING DRAWINGS

Preliminary plans and working drawings shall be developed in accordance with established District procedures and submitted to the School Board for approval. Preliminary plans shall give a clear idea of the basic design of the building, materials, built-in equipment and the approximate cost. Complete details of the building layout, design and construction materials shall be included in the working drawings.

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001

RULE 7311
GUIDELINES FOR 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 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 and reliability. A 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

RULE 7321
~~GUIDELINES FOR SELECTING AND HIRING~~
~~OF AN 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

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 bids may be made in various 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 7331
PROTECTION AND GUARANTEES

The contractor shall furnish the necessary protection and guarantees in accordance with School Board policy, state law and established rules and regulations.

LEGAL REF.: Wisconsin Statutes
Section 779.14 (Public works; form of contract, bond or remedy)

CROSS REF.: Policy 7330, Construction Contracts, Bidding and Awards

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001

GUIDELINES FOR PROTECTION AND GUARANTEES

The contractor shall furnish a bid security in an amount determined by the ~~Assistant Superintendent of Business~~ **Superintendent of Schools or designee**; a certificate of insurance indicating the liability and workers' compensation insurance as required by the bid documents, and all maintenance, workmanship and materials guarantees in writing, as designated by the bid documents.

The contractor shall abide by all local, state and federal regulations as designated by the bid documents, including provision of the performance bond as required by state law.

The School Board shall assume responsibility for the purchase of builders' risk insurance for materials and equipment used in the building process, not including contractor's owned, leased or rented equipment used for construction.

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

RULE 7340
~~GUIDELINES FOR 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 7350
PROJECT ADMINISTRATION/SUPERVISION

The architect/engineer shall be responsible to the Superintendent of Schools or designee for the major facility construction, additions or remodeling project as specified in the contract, including providing for regular observation and inspection of the project.

CROSS REF.: Policy 7321, Architect/Engineer
Policy 7330, Construction Contracts, Bidding and Awards
Policy 7360, Facilities Project Records and Reports
Policy 7500, Acceptance of Completed Construction Project

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: September 11, 2001

RULE 7350

GUIDELINES FOR PROJECT ADMINISTRATION/SUPERVISION

1. The Director of Facilities Services is assigned by the Superintendent of Schools to represent the District in matters involving the architect or engineer and project administration. All communications with the architect or engineer shall be channeled through the Director of Facilities Services.
2. The observation of the major facility construction, additions or remodeling project shall be performed by a qualified member of the architectural/engineering firm who is approved by the Director of Facilities Services. The architect/engineer shall give immediate written notice to the contractor and the Superintendent or designee when work is not being performed in accordance with contracts, plans and specifications or when work is not being performed as scheduled.

POLICY 7360
FACILITIES PROJECT RECORDS AND REPORTS

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

~~The architect/engineer and/or general contractor shall make a monthly report of progress on the major construction, additions or remodeling work. Copies of these reports shall be provided to the School Board's Planning/Facilities/Equipment Committee.~~

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

POLICY 7400
NAMING OR RENAMING DISTRICT BUILDINGS

The School Board shall be responsible for naming or renaming buildings in the District.

A Building Naming Committee may be appointed to present recommendations to the School Board for suitable names for District buildings. **Representation of the District's demographic will be reflected in the committee.** Name recommendations shall be made in accordance with established District guidelines.

LEGAL REF.: Wisconsin Statutes
Section 120.12(1) (Care and management of school property)

CROSS REF.: Policy 1131, Memorials/Dedications within Schools

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: January 12, 1999
September 11, 2001

RULE 7400

~~GUIDELINES FOR NAMING OR RENAMING DISTRICT BUILDINGS~~

1. At the request of the School Board, a Building Naming Committee shall advise on the naming or renaming of District buildings within 30 days of referral. Committee members shall include the School Board President, the Superintendent of Schools, and community representatives appointed by the Superintendent
2. The duties of the Building Naming Committee shall include compiling a list of name recommendations and setting up guidelines and criteria for the selection of name recommendations.
3. The committee may use the following sources for the suggestion of building names:
 - a. Public participation
 - b. Student participation
 - c. Previous file of suggested names

A permanent file of previously suggested names shall be maintained by the Superintendent of Schools.

4. When considering potential building names, the Committee shall keep in mind the following requirements:
 - a. Person or place names may be used from the following categories:

(1) Geographic areas within the District	(8) Industry
(2) Arts	(9) Inventions
(3) Business	(10) Labor
(4) Education	(11) Military Services
(5) Government	(12) Philanthropy
(6) History	(13) Professions
(7) Humanitarianism	(14) Science
	(15) Service to the District
	(16) Cultural Significance

- b. A person's name may be recommended only if the candidate has been dead for at least two years prior to the nomination. Consideration for nominations, which may be solicited from the public, must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership. First consideration shall be given to local persons, but additional consideration may be given to state, national and international persons.

Based on the above criteria and the permanent file of previously suggested names, the Committee shall present a list of building name recommendations to the School Board.

POLICY 7410

NAMING AN AREA WITHIN OR ON A DISTRICT SITE

The Board of Education shall be the body to approve the official naming of all District facilities. It is not the intention of this policy to initiate the naming of areas within existing facilities or on a District site. However, when a former student, staff or community member who has been deceased for more than two years has achieved national, state or local prominence, the School Board may name an area within a school or on a District site after that individual.

Staff or community members may nominate a name for a specific area within a school or on a District site to the Board of Education. The nomination must include background information and significance to the educational process **and cultural significance**.

The School Board will request the Superintendent to appoint a broad based committee, which will research the name. When a school is affected by the recommended name, it will be given the opportunity to offer input to the committee. This committee will develop and present to the School Board the process used and the rationale used in making their determination.

LEGAL REF.: Wisconsin Statutes
Section 120.12(1) (Care and Management of School Property)

CROSS REF.: Policy 1131, Memorials/Dedications Within Schools
Policy 7400, Naming or Renaming District Buildings

ADMINISTRATIVE REGULATION: None

AFFIRMED: May 14, 2002

REVISED:

POLICY 7500
ACCEPTANCE OF COMPLETED PROJECT

The School Board may accept a major construction, additions or remodeling project when final inspection has found construction to be completed in accordance with the plans, specifications and building codes.

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

GUIDELINES FOR 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 NO. 1
Kenosha, Wisconsin

September 25, 2007

DRAFT INDOOR AIR QUALITY POLICY

Background:

In 2001, the Facilities Department developed an indoor air quality (IAQ) strategy to promote providing safe and healthy environments for our students, staff and the public that use our buildings. This strategy has evolved into a program over the years that we believe rivals any school district program that exists in the State and maybe the entire country. Facilities Department staff members have been asked many times over the years to present our IAQ program at conferences and we have provided information to school districts, universities, and other organizations across the country as they developed programs of their own. A great deal of the background of our program has been documented on the facilities home page of the KUSD website; however, we have never formalized our program. Because so much of the history and background of the program existed only in the knowledge base of existing Facilities Department staff members, we felt it was important to document that information in a formal program in the event that a staff member would leave the District.

Attached is proposed School Board Policy 3653 and Revision 0 of the KUSD Indoor Air Quality Program for review. The Policy and the program were written to not be overly prescriptive, but instead to provide some formal requirements that provide direction to the District for now and in the future. Greater details will continue to exist on the website and within the Facilities Department practices, but they will now have formal direction governing them.

Administration Recommendation:

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the draft indoor air quality Policy and program be brought to the full Board on August 28, 2007 for a first reading. Policy 3653 was approved on a first reading and it is recommended that the Board approve the Indoor Air Quality Policy and Program on a second reading at its September 25, 2007 meeting.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

Ms. Kathleen M. Barca
Executive Director of School Leadership

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 Services 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]
	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:

REVISED:

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

INDOOR AIR QUALITY PROGRAM

Program Mission:

The Kenosha Unified School District is committed to providing a work environment that is free of recognized hazards and to investigating complaints that may be related to poor indoor air quality (IAQ). Though specific regulations have not been developed for IAQ in the work place, the Facilities Department considers recommendations from the American Conference of Governmental Industrial Hygienists (ACGIH), American Industrial Hygiene Association (AIHA), and the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) as the basis for our program.

Program Guidelines:

Acceptable indoor air quality is air in which there are no known contaminants at harmful concentrations as determined by the Facility Department and with which a substantial majority of people exposed do not express dissatisfaction.

In our School District we do occasionally receive IAQ complaints by building occupants. Most IAQ complaints are related to mucous membrane and/or respiratory irritation, headache, or fatigue. Office workers may report irritation of mucous membranes of the eye, nose, and throat. In such cases, eye symptoms include itching, redness, and irritation. Respiratory symptoms include nasal congestion, itching, coughing, and runny nose. Throat symptoms include feelings of dryness and irritation. However, these symptoms are not unique to IAQ issues. In most cases there are no definitive signs or laboratory tests available to differentiate building air quality related symptoms from other causes such as pollen, engine exhausts or other allergens.

Prevention of Indoor Air Quality Problems:

Many Indoor Air Quality issues can be avoided with timely maintenance and repair of building Heating Ventilating and Air Conditioning (HVAC) systems and rapid response to water intrusion into a building. Water damaged areas must be dried in 24 hours to prevent the initiation of fungal growth. Building occupants

should notify Facility Services as soon as possible of plumbing; roof and foundation leaks or HVAC malfunctions. Facility Services places a high priority and responds quickly to Indoor Air Quality related problems.

Facility Services Indoor Air Quality Investigation:

Evaluation of building related complaints requires the cooperative effort of the complainant and Facilities Services. Following the initial complaint, Facility Services will interview the complainant to determine if his or her symptoms are potentially related to Indoor Air Quality problems. When such a potential exists, Facility Services will conduct an Indoor Air Quality investigation with appropriate Facilities Services staff. The investigation may lead to plans for remediation.

A. Identification of IAQ Problems

1. Make sure that all vents are clear of clutter and that airflow is present. Many times, obstructions will cut down on the amount of air into an area and therefore decrease air quality. Notify the custodian and the principal of the problem. Many times the custodian may be able to address and fix the problem immediately. If the custodian cannot fix the problem, have the custodian fill out a work order as to the problem. Be as specific as possible to help facilitate a solution. If the problem requires immediate response, make sure that the custodian calls in the problem to the Facilities Department. We will respond to all emergencies calls ASAP.
2. If the Environmental Service Workers are surveying an area and an employee or building user believes there is a problem, they should let the Environmental Service Workers know of the potential problem. The Environmental Service Workers will submit their findings and any potential problems will generate a work order to investigate and fix a problem area.

B. On-Site IAQ Investigation

When notified and if warranted, the Environmental Service Workers will conduct an initial on-site investigation. The following conditions will typically be evaluated:

- Location of outside air intake(s)
- Immediate outside environment
- Ventilation rate
- Operation and maintenance of HVAC system
- Relative humidity
- Temperature
- Carbon dioxide level
- Carbon monoxide level
- Signs of water intrusion including plumbing, roof and foundation leaks

Environmental Service Workers will also evaluate the work area and building for probable sources of contaminants, such as chemical use and storage; general housekeeping; recent renovations and/or new furnishings, activities in work area, and the building HVAC system. Some investigations will require the assistance of other crews in the Facilities Services Department.

C. Limitations of IAQ Investigations

Sampling methodologies and acceptable limits have been established for many contaminants. However, occupants may continue to experience discomfort at contaminant levels below standards for occupational exposure since individual sensitivities vary.

Sampling and measuring indoor mold contamination on surfaces is of limited value because mold is found in virtually all environments, and because no consensus or regulatory standards have been established. One of the problems with establishing standards is that individual sensitivity to mold varies greatly.

Because of the small number of occupants and uncontrolled conditions, epidemiological studies are of no or very limited value.

Testing Program:

Kenosha Unified School District Indoor Air Quality checks are done annually by the Environmental Service Workers during the late fall and winter months on all occupied spaces within the district. All data that is collected by the Environmental Service Workers is then posted on the Facilities web site. The Maintenance Supervisor directs the HVAC department to investigate any areas with CO₂ levels greater than 700 ppm above background (1000-1100 ppm depending on outside levels). Upon HVAC's completion of an issued work order on those areas, the ESW crew revisits the affected areas and re-samples to ensure that all levels are within District specifications.

TEST SAMPLE PAGE:

INDOOR AIR ANALYSIS: BAIN

DATE: 3/12/07

ROOM	TEMP	HUM % RH	CARBON DIOXIDE PPM	CARBON MONOXIDE PPM	# OF OCCU.	DOOR OPEN OR SHUT	WINDOWS OPEN OR SHUT	AHU UNIVENT	COMMENTS
OUTSIDE	43.0	55.0	299	0.0					
1000	70.5	20.5	566	0.0	68	O	S	AHU	
1020	71.1	20.8	543	0.0	3	S	S	AHU	
1024	70.9	20.6	505	0.0	2	O	S	AHU	
1026	71.0	21.0	524	0.0	2	O	S	AHU	
1028	70.2	20.3	519	0.0	2	S	S	AHU	
1032	69.7	20.1	520	0.0	2	S	S	AHU	
1034	69.8	20.1	538	0.0	2	S	S	AHU	
1036	69.6	21.3	529	0.0	2	S	S	AHU	
1038	70.6	20.0	651	0.0	2	S	S	AHU	
1052	70.9	21.0	581	0.0	2	S	S	AHU	
1060	69.3	23.2	478	0.0	2	S	S	AHU	
1080	67.6	24.1	705	0.0	2	S	S	AHU	
1110	69.6	18.3	532	0.0	2	S	S	AHU	
1112	70.7	18.5	554	0.0	2	S	S	AHU	
1114	71.8	18.9	547	0.0	2	S	S	AHU	
1116	70.9	19.1	542	0.0	2	S	S	AHU	
1122	71.0	19.6	596	0.0	2	S	S	AHU	
1124	69.7	18.7	534	0.0	2	S	S	AHU	
1126	70.2	20.0	502	0.0	2	S	S	AHU	

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

September 25, 2007

DRAFT INTEGRATED PEST MANAGEMENT POLICY

Background:

Over the years, the Facilities Department has refined our pest management strategies to comply with Environmental Protection Agency (EPA) and the State of Wisconsin rules and guidelines. We have also worked with State agencies to proactively develop strategies that reflect what is commonly referred to as an Integrated Pest Management (IPM) Program. The IPM name was coined to describe a philosophy and strategy that promotes safety in dealing with structural and landscape pests.

A great deal of the background of the program we developed has been documented in various Facilities Department processes; however, we have never formalized our program. Because so much of the history and background of the program existed only in the knowledge base of existing Facilities Department staff members, we felt it was important to document that information in a formal program in the event that a staff member would leave the District.

Attached is proposed School Board Policy 3652 and Revision 0 of the KUSD Integrated Pest Management Program for review. The Policy and the program were written to not be overly prescriptive, but instead to provide some formal requirements that provide direction to the District for now and in the future. Greater details will continue to exist within the Facilities Department practices, but they will now have formal direction governing them.

Administration Recommendation:

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the draft Integrated Pest Management Policy and program be brought to the full Board on August 28, 2007 for a first reading. Policy 3652 was approved on a first reading and it is recommended that the Board approve the Indoor Air Quality Policy and Program on a second reading at its September 25, 2007 meeting.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

Ms. Kathleen M. Barca
Executive Director of School Leadership

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

**POLICY 3652
INTEGRATED PEST MANAGEMENT**

All District facilities shall be operated in compliance with federal, state and local laws, ordinances and regulations. This includes implementing an Integrated Pest Management Program to control pests in a safe manner.

The District shall have an Integrated Pest Management Program that provides direction for the control of structural and landscape pests. The Director of Facilities Services shall be responsible for the development and maintenance of the District Integrated Pest Management Program.

LEGAL REF.: Wisconsin Statutes

Sections	94.715	[Pest management for schools]
	101.11	[Provision of safe workplace]
	120.12(1)	[Board duty; care, control and management of district property]
	121.02(1)(i)	[Safe and healthful facilities standard]
	PI 8.01(2)(i), Wisconsin Administrative Code	[Safe and healthful facilities regulations]

**CROSS REF.: 3600 School Safety
3651 Hazardous Chemicals
3710 Facilities Maintenance**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED:

REVISED:

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

INTEGRATED PEST MANAGEMENT PROGRAM

Program Mission:

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of the Kenosha Unified School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests:

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether those species poses a threat to people, property, or the environment.

Pest Management:

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- Enhance the quality of life for students, staff, and others.

Integrated Pest Management Procedures:

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of Kenosha Unified School District to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, whenever possible the least hazardous material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), School District policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Education:

Staff, students, facility personnel, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Pesticide Storage:

Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations. Pesticide must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

Pesticide Applicators:

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by this School District, and they must follow regulations and label precautions. Applicators should be certified and comply with the Kenosha Unified School District IPM policy and this program.

IPM Strategies for Indoor Sites:

Typical Pests:

Mice, rats, cockroaches, ants, flies, wasps, hornets, yellow jackets, spiders, microorganisms, termites, carpenter ants, and other wood-destroying insects. Although beneficial as predators, wasps, hornets, yellow jackets, and spiders can be troublesome.

Entryways:

Entryways for pests can include but are not limited to the following. (Doorways, overhead doors, windows, holes in exterior walls, openings around pipes, electrical fixtures, or ducts):

- Keep doors shut when not in use.
- Place weather stripping on doors.
- Caulk and seal openings in walls.
- Install or repair screens.
- Install air curtains if applicable.
- Keep vegetation, shrubs, and wood mulch at least 1 foot away from structures.

Classrooms and Offices:

- Allow food and beverages only in designated areas.
- If indoor plants are present, keep them healthy. When small insect infestations appear, remove them manually.
- Keep areas as dry as possible by removing standing water and water damaged or wet materials
- In the science lab, store animal foods in tightly sealed containers and regularly clean cages. In all areas, remove dust and debris. Adherence to the Kenosha Unified School District policy on animals in the classroom is mandatory.
- Routinely clean lockers and desks a minimum of twice per year.
- Frequently vacuum carpeted areas.
- If students get head lice, consult with your local health department and have their parents contact a physician. Discourage students from exchanging hats or caps at school.

Food Preparation and Serving Areas:

Food preparation and serving areas can include but are not limited to the following. (Cafeteria, main kitchen, teachers' lounge, home economics kitchen, snack area, vending machines, and food storage rooms):

- Store food and waste in containers that are inaccessible to pests. Containers must have tight lids and be made of plastic, glass, or metal. Waste should be removed at the end of each day.
- Create inhospitable living conditions for pests by reducing availability of food and water--remove food debris, sweep up

all crumbs, fix dripping faucets and leaks, and dry out wet areas.

- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. (Note: Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily. Dispose of killed or trapped rodents within 24 hours.)

Rooms and Areas With Extensive Plumbing:

Rooms and areas with extensive plumbing can include but are not limited to the following. (Bathrooms, rooms with sinks, locker rooms, dishwasher rooms, home economics classrooms, science laboratories, swimming pools, and greenhouses):

- Promptly repair leaks and correct other plumbing problems to deny pest's access to water.
- Routinely clean floor drains, strainers, and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Store paper products or cardboard boxes away from moist areas and direct contact with the floor or the walls. This practice also allows for ease in inspection.

Maintenance Areas:

Maintenance areas can include but are not limited to the following. (Boiler room, mechanical room, janitorial-housekeeping areas, and pipe chases):

- After use, promptly clean mops and mop buckets; dry mop buckets and hang mops vertically on rack above floor drain.
- Allow eating only in designated eating areas.
- Clean trash cans regularly, use plastic liners in trashcans, and use secure lids.
- Keep areas clean and as dry as possible, and remove debris.

IPM Strategies for Outdoor Sites:

Typical Pests:

Turf pests--broad-leaf and grassy weeds, insects such as beetle grubs or sod webworms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests--plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.

Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters:

- Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.
- Secure lids on trash containers.
- Repair cracks in pavement and sidewalks.
- Provide adequate drainage away from the structure and on the grounds.

Turf:

Turf can include but are not limited to the following. (Lawns, athletic fields, and playgrounds):

- Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.
- Raise mowing height for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.
- Water turf infrequently but sufficiently during early morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.
- Provide good drainage, and periodically inspect turf for evidence of pests or diseases.
- Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.
- Have the soil tested to determine pH and fertilizer requirements.
- Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when overseeding operations are likely to be more successful.
- Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to

place soil on top of thatch so that microbes from soil can decompose thatch.

- Seed over existing turf in fall or early spring.

Shrubs and Trees:

- Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.
- If using a fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.
- Prune branches to improve plants and prevent access by pests to structures.
- Use the appropriate pest-resistant variety and properly prune for growth and structure.
- Correctly identify the pest in question.
- Use pheromone traps as a timesaving technique for determining the presence and activity periods of certain pest species.
- Select replacement plant material from among the many disease-resistant types being developed by plant breeders throughout the country.
- Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.

Applying Pesticides Judiciously:

Many different kinds of pesticides are currently available for use against urban and structural pests. An appropriate application uses the least toxic and most effective and efficient technique and material. Due to their potentially toxic nature, these materials should be applied by qualified applicators in a manner to ensure maximum efficiency, with minimal hazard. Pesticides should be applied only when occupants are not present in areas where they may be exposed to materials applied.

The following general recommendations should minimize exposure to people and other non-target species when the application of pesticides is being considered:

- Read and follow all label instructions.
- Choose a pesticide that is labeled for the specific site, intended for the pest you are trying to control, and as target specific as possible, rather than broad spectrum.
- Use a spot-treatment method of application when pesticide treatments are required. Treat only the obviously infested plants in an area. This procedure helps conserve predators and parasites needed to reduce future pest populations and increases the time between pest outbreaks.

- Limit the use of sprays, foggers, or volatile formulations. Instead use bait and crack and crevice application when possible. Look for crack and crevice label instructions on how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing pesticide exposure for the occupants.
- Place all rodenticides either in locations not accessible to children and non-target species or in tamper resistant bait boxes. Outdoors, place bait inside the entrance of an active rodent burrow, and then collapse the burrow entrance over the bait to prevent non-target species' access. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box. Never place bait in the runway of the box.
- Apply only when occupants are not present or in areas where they will not be exposed to the material applied. Note any re-entry time limits listed on the label, and be aware that some residues can remain long after application.
- Use proper protective clothing or equipment when applying pesticides.
- Properly ventilate areas after pesticide application.
- Notify students, staff, and interested parents of upcoming pesticide applications if that is part of the school pest management policy. Pay particular attention to those individuals that may be at higher risk.
- Keep copies of current pesticide labels, consumer information sheets, and Material Safety Data Sheets (MSDS) easily accessible.

Storing Pesticides:

Store pesticides off site or in buildings that are locked and inaccessible to all undesignated personnel. Be sure adequate ventilation is provided for the pesticide storage area. Store herbicides separately to avoid potential damage to plants from the absorption of vapors onto other pesticides stored nearby. Avoid storing pesticides in places where flooding is possible or in open places where they might spill or leak into the environment. Store flammable liquids away from an ignition source. Check for state recommendations and requirements for pesticide storage.

If pesticides are stored in occupied buildings, take special care to ensure that the air in the occupied spaces does not get contaminated. Place a notice outside the designated storage area. Store all pesticides in their original containers, and secure lids tightly. Make sure that childproof caps are properly fastened. However, even closed pesticide containers may release toxic chemicals to the air through volatilization. Therefore, store pesticides only in spaces that are physically separated and closed off from occupied spaces and where there is adequate exhaust ventilation (i.e., the air is vented directly to the outside). In addition, precautions are needed to ensure that the air in the storage space has no chance of mixing with the air in the central ventilation system. Mix only the amount of pesticide needed for the immediate application.

Posting and Notification:

Notify students and staff of impending pesticide applications. The policy should be explained so that it will not be misinterpreted to imply that more pesticides are being applied than necessary. Posting notices around the school and sending notices home to those parents who wish to be informed in advance of pesticide applications can accomplish notification. Schools should post notices in areas to be treated or that have been treated. The Facilities office will be prepared and be available to provide more specific information to concerned parents and others. A voluntary registry of individuals who could be adversely affected by exposure to pesticides can be kept at the school health or administrative offices. Information on how to contact the local poison control center and emergency personnel should be kept readily accessible.

Evaluating Results and Record Keeping:

A complete and accurate pest management log should be maintained for each property and kept in the Facilities Office and at each School. The logbook should contain the following items:

- A copy of the Pest Management Plan and service schedule for the property.
- A copy of the current EPA-registered label and the current MSDS for each pesticide product used on school property.
- Pest surveillance data sheets, which record, in a systematic fashion, the type and number of pests or other indicators of pest population levels revealed by the monitoring program for the site. Examples include date, number, location, and rodent species trapped or carcasses removed as well as date, number, and location of new rat burrows observed.
- A diagram noting the location of pest activity, including the location of all traps, trapping devices, and bait stations in or around the site.

**Kenosha Unified School District No. 1
Kenosha, Wisconsin**

Human Resources recommendations concerning the following actions:

September 25, 2007

Action	Board Date	Staff	Employee Last Name	Employee First Name	School/Dept	Position	Effective Date	Salary or Hourly Rate	Reason	Step / Level	Letter or Contract
Appointment	9/25/07	Instructional	Thayer	Tescha	Tremper High School	Math Teacher	08/29/07	41,052.00	New Hire	B Step 8	Letter
Appointment	9/25/07	Instructional	Venne	David	Lincoln Middle School	Science	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Malczewski	Kelli	Mahone Middle School	Family and Consumer Education	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Collins	Trisha	Student Support Services	School Counselor	08/29/07	48,110.00	New Hire	M+30 Step 7	Contract
Appointment	9/25/07	Instructional	Erb	Kevin	Wilson Elementary School	Library Media Specialist	08/29/07	34,954.00	New Hire	B Step 4	Letter
Appointment	9/25/07	Instructional	Ortiz	Willie	Bradford High School	E.D. - Special Education	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Solms	April	Lincoln Elementary School	Library Media Specialist	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Rosillo	Carlos	Bullen Middle School	Bilingual Grade 7	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Cabanillas	John	Bullen Middle School	Foreign Language - Spanish	08/29/07	40,169.00	New Hire	M Step 5	Letter
Appointment	9/25/07	Instructional	Chang	Betty	Student Support Services	School Counselor	08/29/07	36,817.00	New Hire	M Step 3	Contract
Appointment	9/25/07	Instructional	Schutz	Faye	Tremper High School	Cross Categorical - Special Education	08/29/07	55,570.00	New Hire	B+24 Step 14	Contract
Appointment	9/25/07	Instructional	Lindsay	Jennifer	K-Tech	Library Media Specialist	08/29/07	53,763.00	New Hire	M Step 12	Contract
Appointment	9/25/07	Instructional	Mitchell	Michele	Student Support Services	School Social Worker	08/29/07	52,808.00	New Hire	M+6 Step 11	Contract
Appointment	9/25/07	Instructional	Gilliland	Tiffany	Harborside/K-Tech	Foreign Language - Spanish	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Abrahamson	Kristin	Strange Elementary School	E.C.	08/29/07	33,430.00	New Hire	B Step 3	Contract
Retirement	9/25/07	Administration	Pierce	Richard	Superintendent	Superintendent	08/31/07	142,663.00	Early Retirement	Ast /26/01	Contract
Appointment	9/25/07	Educ. Assistant	Boehme	Sharon	Durkee Elementary School	Classroom - Reading First (.71%)	09/04/07	12.32	New Hire		Contract
Appointment	9/25/07	Instructional	Slemrod	Tal	Indian Trail Academy	Biology	08/29/07	37,833.00	New Hire	M+12 Step 3	Letter
Appointment	9/25/07	Instructional	Theisen	Adam	Bradford High School	Theater	08/29/07	11,031.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Thomey	Bane	Mahone Middle School	Business Education	12/03/07	44,351.00	New Hire	M + 18 Step 6	Letter
Appointment	9/25/07	Instructional	Zalokar	Colin	Tremper High School	Math Teacher	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Schneider	Heidi	Student Support Services	School Counselor	08/29/07	36,817.00	Contract	M Step 3	Letter
Appointment	9/25/07	Instructional	Demske	Lindsay	Lance Middle School	Music / Orchestra	08/30/07	33,430.00	New Hire	B Step 3	Contract
Appointment	9/25/07	Instructional	Fell	Emily	Harvey Elementary School	Special Education - L.D.	08/29/07	35,462.00	New Hire	B+24 Step 3	Letter
Appointment	9/25/07	Instructional	Norphlet	Tiffany	Student Support Services	Prevention Specialist	08/29/07	35,462.00	New Hire	B+24 Step 3	Letter
Appointment	9/25/07	Instructional	Sakalowski	Kelly	Mahone Middle School	Math	08/29/07	35,462.00	New Hire	B+24 Step 3	Contract
Appointment	9/25/07	Instructional	Smurawa	Rebecca	John Bullen Middle School	Music	08/29/07	33,430.00	New Hire	B Step 3	Contract
Appointment	9/25/07	Instructional	Roberts	Cassandra	Lincoln Middle School	Science Teacher	08/29/07	33,430.00	New Hire	B Step 3	Contract
Appointment	9/25/07	Instructional	Layden	Brenna	Whittier Elementary School	Kindergarten Teacher	08/29/07	35,462.00	New Hire	B+24 Step 3	Contract
Appointment	9/25/07	Instructional	Green	Sarah	Indian Trail Academy	Broadfield /Earth Science	08/29/07	33,430.00	New Hire	B Step 3	Letter

**Kenosha Unified School District No. 1
Kenosha, Wisconsin**

Human Resources recommendations concerning the following actions:

September 25, 2007

Appointment	9/25/07	Instructional	Noriega	Edna	EBSOLA / Head Start	Educational Assistant	08/29/07	12.32 Hr.	New Hire		
Appointment	9/25/07	Instructional	Schwenzen	Jill	Student Support Services	School Social Worker	08/29/07	47,615.00	New Hire	M Step 8	Letter
Appointment	9/25/07	Instructional	Anderson	Barbra	Student Support Services	School Social Worker	08/29/07	20,361.00	New Hire	M 6 Step 5	Contract
Appointment	9/25/07	Instructional	Kosman	Joseph	Mahone Middle School	Physical Education	08/29/07	36,817.00	New Hire	M Step 3	Letter
Appointment	9/25/07	Instructional	Adamczyk	Scott	EBSOLA	EBD Teacher	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Porter	Joshua	Grewenow Elementary	Teacher	08/29/07	34,447.00	New Hire	B Step 12	Letter
Appointment	9/25/07	Instructional	Hughes	Janet	Wilson Elementary	Teacher	08/29/07	40,813.00	New Hire	M+24 Step 4	Contract
Appointment	9/25/07	Instructional	Peters	Patricia	Reuther High School	Teacher	08/29/07	58,046.00	New Hire	M Step 14	Letter
Appointment	9/25/07	Instructional	Bowden	Edward	Forest Park Elementary	Teacher	08/29/07	41,544.00	New Hire	M+30 Step 4	Contract
Appointment	9/25/07	Instructional	Frohne	Kristin	Vernon Elementary School	Elementary Art Specialist	08/29/07	33,430.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Shapiro	Elika	Student Support Services	School Psychologist	08/29/07	39,357.00	New Hire	M+30 Step 3	Letter
Appointment	9/25/07	Instructional	Matera	Jennifer	EBSOLA	Teacher	08/29/07	33,430.00	New Hire	B Step 3	Contract
Resignation	9/25/07	Educ. Assistant	Leslie	Dionne	Mahone Middle School	Educational Assistant IDEA	08/28/07	12.33	Resignation/Accepted District Teaching Position		Contract
Resignation	9/25/07	Educ. Assistant	Roach	Jennifer	Hillcrest	Educational Assistant	08/21/07	12.32	Resignation/Accepted District Teaching Position		Contract
Resignation	9/25/07	Miscellaneous	Mosley	Ardis L	Lincoln Middle School	Parent Liason T1	09/02/07	12.37	Resignation/Accepted District Education Assistant		Contract
Resignation	9/25/07	Educ. Assistant	Muldoon-Glasse	Kathleen	Whittier Elementary School	Speacial Ed	08/28/07	11.75	Resignation/Accepted District Teaching Position		Contract
Resignation	9/25/07	Educ. Assistant	Boehm	Katherine	Mahone Middle School	Special Ed IDEA	08/29/07	11.75	Resignation/Accepted District Teaching Position		Contract
Resignation	9/25/07	Educ. Assistant	Webb	Randal	Bradford High School	Special Ed	08/21/07	10.75	Resignation/Personal		Contract
Resignation	9/25/07	Educ. Assistant	McTernan	Jane	Frank Elementary	Classroom Reading First	08/14/07	12.32	Resignation/Personal		Contract
Resignation	9/25/07	Instructional	Vanderloop	Robert	Bullen Middle School	Dean of Students	08/23/07	30.62	Resignation/Personal		Contract
Appointment	9/25/07	Instructional	Shike	Andrea	Harvey Elementary School	Teacher	08/29/07	41,052.00	New Hire	B Step 8	Letter
Appointment	9/25/07	Educ. Assistant	Shore	Pamela	Reuther High School	Educational Assistant	08/29/07	11.32	New Hire		Contract
Appointment	9/25/07	Miscellaneous	Smith	Tashika	Chavez / Head Start	50% Preschool Associate	08/29/07	14.90	New Hire		Contract
Appointment	9/25/07	Educ. Assistant	Owens	Charissa	Jefferson Elementary	Classroom / Reading First	09/04/07	11.75	New Hire		
Appointment	9/25/07	Educ. Assistant	Baratta	Amy	Wilson Elementary	Reading First Educational Assistant	09/04/07	12.32	New Hire		
Resignation	9/25/07	Instructional	Marzion	John	Mahone Middle School	Math Teacher	08/27/07	45,623.00	Resignation/Personal	B Step 11	Contract
Resignation	9/25/07	Instructional	Biese	Jessica	Dimensions of Learning	Teacher	08/29/07	33,028.00	Resignation/Personal	B Step 4	Contract
Resignation	9/25/07	Educ. Assistant	Gallagher	Elaine	Lance Middle School	Educational Assistant	08/30/07	11.75	Resignation/Personal		Contract
Appointment	9/25/07	Educ. Assistant	Bowie	Jeremy	Bradford High School	Educational Assitant / Security	09/04/07	11.75	New Hire		
Appointment	9/25/07	Educ. Assistant	Shore	Pamela	Reuther High School	Educational Assistant	08/31/07	11.32	Change from New Hire to Sub Ed Assit.		
Appointment	9/25/07	Instructional	Schlie	Jennifer	Tremper High School	Social Studies Teacher	08/29/07	35,462.00	New Hire	B +24 Step 3	Contract
Appointment	9/25/07	Educ. Assistant	Valladares	Erika	Chavez / Head Start	Clerical Ed Assistant	08/31/07	11.32	New Hire		Contract

**Kenosha Unified School District No. 1
Kenosha, Wisconsin**

Human Resources recommendations concerning the following actions:

September 25, 2007

Appointment	9/25/07	Educ. Assistant	Lange	Kelly	Lance Middle School	EA CDS Special Education Assistant	09/11/07	11.75	New Hire		Contract
Appointment	9/25/07	Instructional	Fortman	Julie	Brompton	Physical Education	09/04/07	7,906.00	New Hire	B Step 7	Contract
Appointment	9/25/07	Instructional	Trump - Miles	Roxanne	Lincoln Middle School	Choir	08/22/07	55,570.00	New Hire	B+24 Step 14	Contract
Appointment	9/25/07	Instructional	Retana	Mary	Edward Bain School of Language & Art	Grade 3 Bilingual	08/29/07	35,462.00	New Hire	B+24 Step 3	Letter
Appointment	9/25/07	Instructional	Asonwha	Floyd Carl	Student Support Services	AODA Prevention Specialist	08/29/07	26,806.00	New Hire	M+30 Step 15	Letter
Resignation	9/25/07	Instructional	Stohl	Kelley	Frank Elementary	Psychologist	08/22/07	42,459.00	Resignation/New Job	M+30 Step 5	Contract
Resignation	9/25/07	Instructional	Kollatz	Rebecca	Bullen Middle School	Music Teacher	08/20/07	40,308.00	Resignation/Personal	B+24 Step 06	Contract
Resignation	9/25/07	Instructional	Muehlenbach	Kristin	School Leadership	Speech Therapist	08/20/07	27,339.00	New Hire	M Step 8	Contract
Resignation	9/25/07	Instructional	Schani	Janet	Brompton	Music Teacher	08/07/07	21,580.40	Resignation/Personal	B+24 Step 14	Contract
Appointment	9/25/07	Instructional	Hassel	Debra	Lance Middle School	Educational Assistant / Special Ed	09/04/07	11.75	New Hire		Contract
Appointment	9/25/07	Instructional	Ruiz	Nancy	Indian Trail Academy	Spanish Teacher	08/29/07	16,715.00	New Hire	B Step 3	Letter
Appointment	9/25/07	Instructional	Gallitz	Jordan	Student Support Services	School Psychologist	09/17/07	61,033.00	New Hire	M +24 Step 13	Contract
Appointment	9/25/07	Instructional	Croix	Lauren	Prairie Lane	Grade 3	08/29/07	33,430.00	New Hire	B Step 3	Contract
Appointment	9/25/07	Instructional	McCoy	Pamela	Reuther High School	Educational Assistant (.43 hours)	09/04/07	11.32	New Hire		Contract
Appointment	9/25/07	Instructional	Hood	Mary	Chaves / Head Start	Educational Assistant	08/30/07	10.75	New Hire		Contract
Appointment	9/25/07	Instructional	Thompson	Thomas	Lance Middle School	EA CDS Special Education Assistant	09/04/07	11.75	New Hire		Contract
Appointment	9/25/07	Instructional	Leonard	Pamela	Washington Middle School	Business Education	08/29/07	33,430.00	New Hire	B Step 13	Letter
Appointment	9/25/07	Instructional	Unti Runnells	Amy	Bradford High School	English Teacher	08/29/07	33,430.00	New Hire	B Step 3	Contract
Appointment	9/25/07	Instructional	King	Sarah	Tremper High School	Math Teacher LOA	09/04/07	35,462.00	New Hire	B+24 Step 3	Letter

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 14, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 14, 2007, 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 8:47 P.M. with the following members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Olson, Mr. Ostman, and Mr. Fountain. Dr. Mangi was also present.

Mr. Fountain, 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. Fountain announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Problems; Personnel: Position Assignments; Personnel: Compensation and/or Contracts; and Collective Bargaining Deliberations not subject to S.S. 19.85(3).

Mr. Englund moved that this executive session be held. Mr. Ostman seconded the motion.

Roll call vote. Ayes: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Olson, Mr. Ostman, and Mr. Fountain. Noes: None. Unanimously approved.

1. Personnel: Problems; Position Assignments; Compensation and/or Contracts

Board members discussed Administration and the organizational chart. It was agreed to allow Dr. Mangi to review Administration and the organizational chart and implement changes that he felt would better serve and support the students and staff in the schools.

Meeting adjourned at 9:50 P.M.

These minutes were produced from notes taken by Mr. Hujik.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 28, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 28, 2007, in the Small Board Room of 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 6:06 P.M. with the following members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, and Mr. Fountain. Mr. Olson and Mr. Ostman arrived later. Dr. Mangi was also present.

Mr. Fountain, 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. Fountain announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Problems; Personnel: Position Assignments; Personnel: Compensation and/or Contracts; and Collective Bargaining Deliberations not subject to S.S. 19.85(3).

Mr. Englund moved that this executive session be held. Mrs. P. Stevens seconded the motion.

Roll call vote. Ayes: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, and Mr. Fountain. Noes: None. Unanimously approved.

1. Personnel: Problems; Position Assignments; Compensation and/or Contracts

Board members discussed personnel problems and position assignments.

Mr. Ostman arrived at 6: 08 P.M.

Mr. Olson arrived at 6:12 P.M.

2. Collective Bargaining Deliberations Not Subject to S.S. 19.85(3)

Mr. Fountain gave an update on collective bargaining.

Mrs. Glass, Mr. Johnston and Mr. Kiriaki arrived at 6:41 P.M. and a discussion followed regarding the status of collective bargaining regarding Educational Assistants.

Mr. Kiriaki was excused from the meeting at 6:58 P.M.

Meeting adjourned at 7:02 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 28, 2007

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 28, 2007, at 7:00 P.M. in the Board Room at the Educational Support Center. Mr. Fountain, President, presided.

The meeting was called to order at 7:06 P.M. with the following Board members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Olson, Mr. Ostman and Mr. Fountain.

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

Dr. Mangi recognized Former Standing Committee Community Advisors.

There were no Administrative and/or Supervisory Appointments or Legislative Report.

Views and comments were expressed by members of the public and Board members made their responses and/or comments.

Dr. Mangi gave his Superintendent's report.

Consent-Approve item X-A – Suggested Goals for 2007-2008 was pulled from the consent agenda.

The Board then considered the following Consent-Approve items:

Consent-Approve item X-B – Recommendations Concerning Appointments, Leave of Absence, Retirements and Resignations as presented in the agenda.

Consent-Approve item X-C – Minutes of 7/24/07, 8/7/07 and 8/14/07 Special Meetings and Executive Sessions, 7/24/07 Regular Meeting and 8/14/07 Special Meeting as presented in the agenda.

Consent-Approve item X-D – Summary of Receipts, Wire Transfers and Check Registers submitted by Mr. William L. Johnston, Director of Finance; Ms. Eileen Coss, Accounting Manager; and Dr. Pierce and excerpts follow:

“It is recommended that receipt numbers CR027589 thru CR027757 that total \$263,048.50 be approved.

Check numbers 397016 thru 398479 totaling \$9,353,560.10 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated July 2, 5, 16, 19, and 31, 2007 totaling \$2,385,998.49, to US Bank of Milwaukee dated July 2, 16, and 30, 2007 totaling \$771,298.67 and to the Wisconsin Retirement System dated July 31, 2007 totaling \$2,611,058.06 be approved.”

Mr. Olson moved to approve the consent agenda as revised. Mr. Ostman seconded the motion. Unanimously approved.

Dr. Mangi presented the Update on the Proposed High School Referendum submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Mangi, excerpts follow:

“This report is a follow-up to the Special Board Meeting held on May 22, 2007 regarding the proposed high school referendum. The purpose of this report is to provide additional information requested by the Board, and to begin discussions regarding the District’s referendum informational campaign.

The comments from Board members can be categorized into two areas, the first were comments related to the Addition/Renovation option and making sure that the current ITA academies were not lost in the proposed new school, and the second were comments related to getting a clear picture on what a separate school would look like and cost. With respect to the first set of comments, many of the concerns were answered at the last meeting, but one area that we wanted to evaluate further was to give each of the academies an identifier via signage as to where it is located in the building. A concept for this has been developed and is in the booklet under TAB A. This concept will be described at the meeting this evening. The use of a concept like this will provide a more defined physical identification for the various academies than currently exists at the school.

In regards to the second set of comments, the separation of the information in TAB A and TAB B provides a clear means to compare the concepts, construction costs, operational costs, and tax impacts of the two options. The concept for a separate school would have a 45-foot wide corridor connect the two schools so that students attending ITA would be able to access the new school for physical education, music and other purposes.

There were three other tasks performed since the last meeting, which will be discussed at tonight’s meeting. The first is an update to all of the cost estimates and related tax impact. As the concepts become more detailed and clearer, the cost estimates begin to become more accurate. Both the construction and operational cost estimates were reviewed and revised to reflect the greater understanding of the two options. In turn, the tax impact calculations have been further evaluated and updated as well. The second task was to start to gather greater input from the City and County on what the site and local infrastructural requirements might be especially as it relates to roads, traffic signals, sidewalk, etc. A meeting with the Department of City Development and the City Public Works Department was held on June 21st and a meeting with the County Public Works Department was held on June 27th. The results of these meetings will be discussed this evening and have been incorporated in the conceptual site plans and cost estimates. The

third task was to begin discussions with the local YMCA regarding the possibility of a cooperative effort to construct a pool. The first meeting regarding this was held on June 21st and the results of that meeting will be discussed at this evening's meeting.

Administration recommends Board action on the following: (1) Selection of either the Addition/Renovation Option (TAB A) or the Separate School Option (TAB B) in order to provide a focus for the Board, staff, and the public over the next few months. A final scope and cost estimate for the referendum can be voted on this fall, but we need a focus in order to best utilize our resources in the planning process, and to begin to plan the referendum campaign activities; (2) Decide as to whether a pool should be included in the base scope, considered as an option, or not considered at all. The Board may not feel comfortable making a decision on this until discussions with the local YMCA are concluded, but it would be helpful in the planning process to understand what the Board's preference is; (3) Decide as to whether we will have a second question to the referendum ballot requesting funding for the annual operating budget. Again, voting on the exact amount and wording of the referendum question can wait until fall, but for tax impact planning purposes it is valuable to make this decision now; and (4) That the proposed date for the referendum is the 2008 February Primary (February 19, 2008)."

Mr. Olson moved to approve Administration's recommendations to seek a referendum for a new high school, to not include a pool in the base scope, to have a second question on the referendum ballot requesting funding for the annual operating budget and to hold the referendum on the 2008 February Primary (February 19, 2008). Mr. Hujik amended the motion to select the addition/renovation option (Tab A) in regards to the new high school. Mrs. P. Stevens seconded the motion as amended. Unanimously approved.

Dr. Mangi presented the Proposed Facilities Related Policy Changes submitted by Mr. Finnemore; Mrs. Kathleen Barca, Executive Director of School Leadership; and Dr. Mangi, excerpts follow:

"It has been several years since the last time the facilities related Board policies were reviewed and revised. Since that time, there have been some changes in how the Planning, Facilities, and Equipment Committee and the Board as a whole have requested information be provided and also on the frequency that the information is provided. 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. Some of the changes are general in nature while others are specific to one policy.

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the draft facilities related Policy changes be brought to the full Board on August 28, 2007 for a first reading."

Mr. Olson moved to approve the Draft Facilities Related Policy Changes as a first reading. Mr. Hujik seconded the motion. Unanimously approved.

Dr. Mangi presented the Long Range Facilities Planning Committee Report as contained in the agenda.

Mr. Hujik moved to accept the Long Range Facilities Planning Committee Report. Mrs. P. Stevens seconded the motion. Unanimously approved.

Dr. Mangi presented the Draft Indoor Air Quality Policy submitted by Mr. Finnemore, Mrs. Barca and Dr. Mangi, excerpts follow:

“In 2001, the Facilities Department developed an indoor air quality (IAQ) strategy to promote providing safe and healthy environments for our students, staff and the public that use our buildings. This strategy has evolved into a program over the years that we believe rivals any school district program that exists in the State and maybe the entire country. Facilities Department staff members have been asked many times over the years to present our IAQ program at conferences and we have provided information to school districts, universities, and other organizations across the country as they developed programs of their own. A great deal of the background of our program has been documented on the facilities home page of the KUSD website; however, we have never formalized our program. Because so much of the history and background of the program existed only in the knowledge base of existing Facilities Department staff members, we felt it was important to document that information in a formal program in the event that a staff member would leave the District.

The Policy and the program were written to not be overly prescriptive, but instead to provide some formal requirements that provide direction to the District for now and in the future. Greater details will continue to exist on the website and within the Facilities Department practices, but they will now have formal direction governing them.

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the Draft Indoor Air Quality Policy and Program be brought to the full Board on August 28, 2007 for a first reading.”

Mr. Olson moved approve the Draft Indoor Air Quality Policy as a first reading. Mr. Ostman seconded the motion. Unanimously approved.

Dr. Mangi presented the Draft Integrated Pest Management Policy submitted by Mr. Finnemore, Mrs. Barca and Dr. Mangi, excerpts follow:

“Over the years, the Facilities Department has refined our pest management strategies to comply with Environmental Protection Agency (EPA) and the State of Wisconsin rules and guidelines. We have also worked with State agencies to proactively develop strategies that reflect what is commonly referred to as an Integrated Pest Management (IPM) Program. The IPM name was coined to describe a philosophy and strategy that promotes safety in dealing with structural and landscape pests.

A great deal of the background of the program we developed has been documented in various Facilities Department processes; however, we have never formalized our program. Because so much of the history and background of the program existed only in the knowledge base of existing Facilities Department staff members, we felt it was important

to document that information in a formal program in the event that a staff member would leave the District.

The Policy and the program were written to not be overly prescriptive, but instead to provide some formal requirements that provide direction to the District for now and in the future. Greater details will continue to exist within the Facilities Department practices, but they will now have formal direction governing them.

The Planning, Facilities, and Equipment Committee unanimously recommended, at its August 14, 2007 meeting, that the draft Integrated Pest Management Policy and program be brought to the full Board on August 28, 2007 for a first reading.”

Mr. Olson moved to approve the Draft Integrated Pest Management Policy as a first reading. Mrs. P. Stevens seconded the motion. Unanimously approved.

Dr. Mangi presented the Waiver of Policy 1330 – Use of School District Facilities submitted by Dr. Mangi, excerpts follow:

“First Step Services, Inc., a transitional day shelter serving the homeless, is requesting a waiver of user fees for use of District facilities. Specifically, First Step Services, Inc. is requesting a waiver of fees for use of the Reuther High School Auditorium on a Saturday to be determined for a fundraising event to raise awareness of the homeless and raise money to continue their efforts to help the less fortunate. Building rental charges for five hours at \$83 is \$415 and five hours of custodial overtime would be \$245.25 if the use of the building is not during the normal time a custodian is present.

At is August 14, 2007 meeting, the Audit/Budget/Finance Committee voted to forward to the Board a recommendation for approval of the waiver request with the stipulation that a refundable clean up deposit be charged in this instance and in the future. Administration recommends that the Board approve the recommendation of the Audit/Budget/Finance Committee for a waiver of the user fees for First Steps, Inc. as noted and implementation of a refundable \$100 clean up fee for groups/organizations utilizing School District facilities.”

Mrs. P. Stevens moved to approve Administration’s recommendation to approve the waiver request with the stipulation that a refundable clean up deposit be charged in this instance and in the future. Mr. Ostman seconded the motion. Unanimously approved.

Dr. Mangi presented the 2007-2008 Budget Assumptions submitted by Mr. Tarik Hamdan, Financial and Budget Analyst; Mr. William Johnston, Director of Finance and Dr. Mangi, excerpts follow:

“At the June Special Meeting to review the 2007-2008 Budget Assumptions, the Board requested that the Budget Assumptions be brought back to the Special Meeting in July. At that meeting, the Board requested that the Budget Assumptions, plus any requested budget assumptions from the Board, be brought back to the Board in August.

The projected increase to the General Fund revenue budget remains at \$10,622,751 and is subject to change prior to the formal budget adoption in October. The

projected increase to the expenditure budget is currently \$10,603,806. This is a decrease of \$28,946 from June. The total impact of all the assumption changes presented in Attachment A leaves \$28,946 to be allocated in the budget in order to have a balanced budget.

The proposed 2007-2008 budget assumptions continue to support all of the current instructional programs of the District, taking into consideration the beliefs, parameters and objectives of the Strategic Plan. Budget development is a dynamic and continuous process until the Board formally adopts the budget on or before November 1st and the tax levy certified on or before November 6, 2007.

Administration will be presenting these budget assumptions as the basis for the District's Preliminary 2007-2008 Budget at the Public Hearing of the Budget on September 10th (changed from August 27th). As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our students.

Administration requests that the Board of Education approve the 2007-2008 Budget Assumptions contained in Attachment A and to use these assumptions to formulate the preliminary budget to be used at the Public Hearing of the Budget."

Mr. Ostman moved to approve the 2007-2008 Budget Assumptions. Mrs. P. Stevens seconded the motion. Unanimously approved.

Dr. Mangi presented the Children at Risk 2007-2008 Plan submitted by Ms. Linda Langenstroer, Research Coordinator; Mr. Joseph Kucak, Coordinator of Student Support; Mrs. Sonya Stephens, Executive Director of Educational Accountability; and Dr. Mangi, excerpts follow:

"School districts in the state are eligible to apply for additional state aid reimbursement if they report 30 or more dropouts during the academic year. Kenosha Unified School District has applied and received this funding to help meet the needs of at risk students for many years. The state of Wisconsin requires that the district's plan to service children at risk of not graduating from high school be brought to the Board of Education for approval prior to August 15 on an annual basis. The Department of Public Instruction also requires a single-page report, PI-2375, that documents the number of students identified by the district according to state-established criteria and includes the number of those identified students who meet certain measurable objectives that signify continuing progress for these same students. Individual students are not identified to the state on this report. The district receives categorical aid for implementing a plan that helps students meet the following objectives: staying in school, improving attendance, earning credits, graduating, and improving skills in mathematics and reading. The Department of Public Instruction measures success for students who are able to meet three of these five criteria.

Administration recommends that the Children at Risk 2007-2008 Plan and required reports be approved and submitted to the Department of Public Instruction."

Mr. Olson moved to approve and submit the Children at Risk 2007-2008 Plan to the Department of Public Instruction. Mr. Hujik seconded the motion. Unanimously approved.

Dr. Mangi presented the Charters for Kenosha School of Technology Enhanced Curriculum and Kenosha eSchool submitted by Dr. Angela Andersson, Principal of Kenosha School of Technology Enhanced Curriculum; Mr. William Hittman, Principal/Director of LakeView Technology Academy; and Dr. Mangi, excerpts follow:

“This past May of 2007 the Board of Education approved the Charter Contracts of Kenosha eSchool and KTEC and the applications for implementation grants to be submitted to the Wisconsin Department of Public Instruction by June 1, 2007. On August 3, 2007 the District received notice from the DPI that the charter school grant applications are still under review and that modifications need to be made to the Charter Contracts and grant applications and the documents resubmitted on or before October 1, 2007 if the Charter Schools desire to be considered in the current funding round. It is the desire that Kenosha eSchool and KTEC receive grant funding in the current round. Therefore, the required modifications have been made to the Charter Contracts and grant applications and Board of Education action is necessary.

It is recommended that the Board of Education approve the modified Charter Contracts and grant applications for Kenosha eSchool and Kenosha School of Technology Enhanced Curriculum as presented.”

Mr. Olson moved to approve the modified Charter Contracts and grant applications for Kenosha School of Technology Enhanced Curriculum and Kenosha eSchool. Mrs. P. Stevens seconded the motion. Unanimously approved.

Dr. Mangi presented the Suggested Goals for 2007-2008 as presented in the agenda.

Mr. Hujik moved to approve the Suggest Goals for 2007-2008 with the change that goal number four, “The District will continue focus on student achievement during 2007-2008 school year”, be the first goal opposed to the fourth goal. Mr. Olson seconded the motion. Unanimously approved.

Board members indicated that a quarterly update on the Suggested Goals for 2007-2008 be presented to the PR/Goals/Legislative Standing Committee.

Meeting adjourned at 8:16 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 4, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 4, 2007, in the Small Board Room of 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 6:36 P.M. with the following members present: Mr. Englund, Mr. Hujik, Mr. Olson, Mr. Ostman and Mr. Fountain. Mrs. R. Stevens arrived later. Mrs. P. Stevens was excused. Dr. Mangi was also present.

Mr. Fountain, 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. Fountain announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Compensation and/or Contracts; Personnel: Evaluation Consideration and Collective Bargaining Deliberations not subject to S.S. 19.85(3).

Mr. Englund moved that this executive session be held. Mr. Ostman seconded the motion.

Roll call vote. Ayes: Mr. Englund, Mr. Hujik, Mr. Olson, Mr. Ostman and Mr. Fountain. Noes: None. Unanimously approved.

1. Personnel: Problems; Compensation and/or Contracts; and Evaluation Consideration

Mrs. R. Stevens arrived at 6:38 P.M.

Dr. Mangi informed Board members of personnel issues. A discussion followed.

Board members discussed when to start the search for a Superintendent. Board members were in agreement to issue an RFP to solicit a firm to assist in the Superintendent search.

Board members had a brief discussion regarding Administrative, Supervisory and Technical contracts.

2. Collective Bargaining Deliberations not subject to S.S. 19.85(3)

Mr. Olson gave Board members an update on Educational Assistants' collective bargaining. A discussion followed.

Meeting adjourned at 7:24 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 10, 2007

A special meeting of the Kenosha Unified School Board was held on Monday, September 10, 2007 at 7:00 P.M. in the Auditorium at Mahone Middle School. The purpose of this meeting was for the public hearing on the proposed 2007-08 District budget.

The meeting was called to order at 7:00 P.M. with the following members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Ostman and Mr. Fountain. Dr. Mangi was also present. Mr. Olson was excused.

Mr. Fountain, 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. William Johnston, Director of Finance, presented the District's 2007-08 budget.

There were no citizen comments regarding the proposed 2007-08 budget.

Meeting adjourned at 7:10 P.M.

Stacy Schroeder Busby
School Board Secretary

ANNUAL MEETING OF ELECTORS
OF THE KENOSHA UNIFIED SCHOOL DISTRICT
HELD SEPTEMBER 10, 2007

The annual meeting of the Kenosha Unified School District was held on Monday, September 10, 2007 at 7:00 P.M. in the Auditorium at Mahone Middle School.

Mr. J. David Fountain, School Board President, called the meeting to order at 7:11 P.M. and opened nominations for chairperson of the meeting.

Mr. Marc Hujik nominated Mr. J. David Fountain for chairperson. Mr. Robert Danbeck seconded the motion. A show of hands voting on the nomination was held and Mr. Fountain was elected chairperson.

Mr. Fountain asked for a motion to approve the Rules of Order.

Mrs. Pam Stevens moved to approve the Rules of Order. Mr. Bernard Englund seconded the motion. There was a show of hands, motion carried.

Mr. Fountain asked for a motion to approve the agenda.

Mr. William Johnston moved to approve the agenda as presented. Mr. Hujik seconded the motion. There was a show of hands, motion carried.

Mr. Fountain asked for a motion to approve the minutes of the Annual Meeting of School District Electors held on September 11, 2006.

Mrs. Pam Stevens moved to approve the minutes of the Annual Meeting of School District Electors held on September 11, 2006. Mr. Johnston seconded the motion. There was a show of hands, motion carried.

Mr. Fountain asked for a motion regarding salaries for School Board members.

Mr. Danbeck moved that School Board members continued to be paid \$4,500.00 per year and that a limit of \$60 continue to be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Mr. Frank Chianelli seconded the motion. There was a show of hands, motion carried.

Mr. Fountain asked for a motion regarding reimbursement of School Board members' expenses.

Mrs. Kathleen Barca moved that School Board members be reimbursed for actual and necessary expenses incurred in the performance of their duties as a member of the School Board. Mr. Chianelli seconded the motion. There was a show of hands, motion carried.

Mr. Fountain asked for a motion authorizing the School Board to establish the date for the 2008 annual meeting.

Mr. Hujik moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Mrs. Pam Stevens seconded the motion. There was a show of hands, motion carried.

Mr. Fountain stated that the Board of Education recommends that the tax levy for 2006-2007 be approved at the maximum amount allowable by state law to support approximately \$64,483,740 for the General Fund, \$12,481,297 for the Debt Service Funds and \$1,695,000 for the Community Service Fund.

Mrs. Pam Stevens moved to approve the tax levy as recommended by the Board of Education. Ms. Dorothy McMillian seconded the motion. There was a show of hands, motion carried.

Mrs. Pam Stevens moved to adjourn the meeting. Mrs. Rebecca Stevens seconded the motion. There was a show of hands, motion carried.

Meeting adjourned at 7:22 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 11, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 11, 2007, in the Small Board Room of 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 5:47 P.M. with the following members present: Mr. Englund, Mrs. R. Stevens, Mr. Ostman and Mr. Fountain. Dr. Mangi was also present. Mr. Hujik arrived later. Mrs. P. Stevens and Mr. Olson were excused.

Mr. Fountain, 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. Fountain announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments; Personnel: Compensation and/or Contracts; and Collective Bargaining Deliberations not subject to S.S. 19.85(3).

Mr. Englund moved that this executive session be held. Mrs. R. Stevens seconded the motion.

Roll call vote. Ayes: Mr. Englund, Mrs. R. Stevens, Mr. Ostman and Mr. Fountain. Noes: None. Unanimously approved.

1. Personnel: Position Assignments and Compensation and/or Contracts

Dr. Mangi gave Board members an update on various personnel positions and a brief discussion followed.

Mr. Hujik arrived at 5:59 P.M.

2. Collective Bargaining Deliberations not subject to S.S. 19.85(3)

A brief discussion took place on the status of Educational Assistants' collective bargaining.

Meeting adjourned at 6:03 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 11, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 11, 2007, in the Board Room at the Educational Support Center. The purpose of this meeting was for discussion/action on an Administrative Appointment, discussion/action on the 2007-2008 Short Term Borrowing and discussion regarding the Kenosha Police Department Street Crimes Unit.

The meeting was called to order at 7:39 P.M. with the following members present: Mr. Englund, Mrs. R. Stevens, Mr. Hujik, Mr. Ostman and Mr. Fountain. Dr. Mangi was also present. Mrs. P. Stevens and Mr. Olson were excused.

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

Dr. Mangi presented an Administrative Appointment.

Mrs. R. Stevens moved to approve Mrs. Terri Huck as Coordinator of Professional Development effective July 1, 2007. Mr. Hujik seconded the motion. Unanimously approved.

Dr. Mangi presented the Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$38,000,000 submitted by Ms. Eileen Coss, Accounting Manager; Mr. William Johnston, Director of Finance; and Dr. Mangi, excerpts follow:

“Due to the nature of the receipt of the majority of school districts’ funding (State Aid and Tax Levy), there are times throughout the year when expenditures payable are greater than cash on hand. In these cases, short term borrowing is required to meet the District’s current obligations.

Last fall, the Board of Education approved authorization for issuance and sale of 2006-2007 revenue anticipation promissory notes in the amount of \$42 million. Based on the results of the 2006-2007 fiscal year and our anticipated revenues and expenditures for the 2007-2008 fiscal year, our short-term borrowing needs are projected to be \$38 million for the next fiscal year.

Attachment A is the 2007-2008 cash flow projection that shows the District’s cash flow shortfall and supports the need to borrow funds. Due to the timing of the payoff of the 2006-2007 short term borrowing and the receipt of the first 2007-2008 aid payment, the short term borrowing needs to be approved and the financial settlement needs to occur before September 14th. Attachment B is the draft of the resolution authorizing the borrowing.

The Tax and Revenue Anticipation Promissory Notes (TRANS) will be sold on September 11, 2007, the day of the Committee Meeting and Special Board Meeting. As in the past, the District’s Financial Advisor is currently reviewing several short term borrowing

options that will be presented at the Committee Meeting and the most advantageous option will be recommended to the Committee and then to the Board.

It is always the desire of Administration to present the Board of Education an appropriate short term borrowing program, taking into consideration the beliefs, parameters and objectives of the Strategic Plan.

The Audit, Budget and Finance Committee and Administration recommend that the Board of Education approve the 2007-2008 short-term borrowing plan and approve the resolution to borrow \$38 million to meet our short term needs during the year. It is always the desire of Administration to present the Board of Education an appropriate short term borrowing program, taking into consideration the beliefs, parameters and objectives of the Strategic Plan.”

Mr. Hujik moved to recommend that the Board approve the 2007-2008 short-term borrowing plan and approve the resolution to borrow \$38 million to meet our short term needs during the year. Mr. Ostman seconded the motion. Unanimously approved.

The Board recessed at 7:47 P.M. and reconvened at 7:55 P.M.

Dr. Mangi presented the Kenosha Police Department Street Crimes Unit. Several Kenosha Police Department Street Crime Unit members were present and indicated how the District could assist in helping them with their roles within the District. Unit members also answered various questions from Board members regarding gang involvement within the District and community.

Meeting adjourned at 8:34 P.M.

Stacy Schroeder Busby
School Board Secretary

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Administrative Recommendation

It is recommended that receipt numbers CR027758 thru CR027860 that total \$272,825.44 be approved.

Check numbers 398480 thru 399419 totaling \$9,120,860.65 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated August 2, 16, 30 and 31, 2007 totaling \$2,385,998.49, to US Bank of Milwaukee dated August 15 and 30, 2007 totaling \$643,700.23 and to the Wisconsin Retirement System dated August 31, 2007 totaling \$259,550.63 be approved.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

William L. Johnston, CPA
Director of Finance

Eileen Coss
Accounting Manager

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

September 25, 2007

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. WE Energies donated equipment worth \$4,119.00 to the Career & Technical Education department. The Paxton module and the computer used to run the module will be used by the students in the Technical Education class at Lance Middle School.
2. Judith Ann Contract Furnishings, Ltd. donated 18 chairs worth \$1,500.00 to Kenosha Unified School District. The commercial grade chairs were sample products and are to be used as needed in the district.
3. Professional Services Group/Community Impact Programs donated \$400.00 for the SEA (Social, Emotional, and Academic) Learning School program at Tremper High School.
4. Jockey International donated 100 t-shirts to Kenosha Unified High Schools to be used in conjunction with the new dress code. These are worth an undetermined amount.
5. Proalliance donated Monet paintings for the office area at Whittier Elementary School and several other framed posters that are distributed throughout the building. They also donated a large amount of office supplies. The value of the items is unknown.

Administrative Recommendation

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

Joseph T. Mangi
Interim Superintendent of Schools

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**Kenosha Unified School District No. 1
Kenosha, Wisconsin**

September 25, 2007

**CITY OF KENOSHA - PROJECT PROPOSAL COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

Permission is requested to submit, accept, and implement funding from the Carpenter's Home Improvement, Inc. City of Kenosha - Project Proposal Community Development Block Grant Program. This funding is received in the form of reimbursement payments for the Carpentry Career & Technical Education Program. The District has received block grant funding through the Carpenter's Home Improvement, Inc. for the past eight years.

Title of the Grant

The title of the grant is the City of Kenosha – 2008 Community Development Block Grant. The application for funding was received on August 21, 2007 with a due date of September 13, 2007.

Funding Source

The funding source is the City of Kenosha – 2008 Community Development Block Grant.

Time Period Covered by the Grant

The time period for the grant is January 1, 2008 through December 31, 2008.

Purpose of the Grant Application

The 2008 Community Development Block Grant will assist in funding the salary and fringe benefits of the journeyman carpenter in the Kenosha Unified School District No. 1, Carpentry Career & Technical Education Program.

How the Grant Meets the Strategic Plan and Goals of the District

The grant supports the KUSD strategic plan in multiple ways. Math skills needed to succeed later in life enhance our goal in strategy #4 of meeting math standards by 2010. This program engages the students to improve graduation rates, as stated in strategy #7. By assisting various civic groups such as the Girl Scouts and Boys and Girls Club with community initiatives, the students understand the value of service projects as identified in strategy #2. Finally, by working as part of a diverse student group in an actual home building experience they develop respectful and responsible behavior, as identified in strategy #5.

Budget

The salary and benefits of the journeyman carpenter are estimates based upon 2007-2008 wages.

Estimated 2007-2008 Salary and Benefits	\$ 86,257.60
Amount awarded from the grant in 2007	<u>- 58,186.00</u>
Estimated KUSD Responsibility	\$ 28,071.60

Explanation of any District Resources that would be committed as a Result of Receiving the Grant

Although eighty six thousand dollars (\$86,000) was requested last year, fifty-eight thousand one hundred eighty six dollars (\$58,186) was awarded through the 2007 Community Development Block Grant. These funds are applied toward the salary and benefits of the journeyman carpenter. The remaining cost of the program is incorporated into the Career & Technical Education Department budget. The District also anticipates approximately twenty-five thousand dollars (\$25,000) in revenues from the City of Kenosha for the work completed by students. These revenues are deposited into the District's general fund.

Evaluation Plan with Indication of its Impact on District Benchmarks

The students receive regular evaluation of their work and specific skills must be achieved. The Building Trades Skill Development Program has specific benchmarks that students work to achieve. These benchmarks have been developed by the Wisconsin Building Trades industry, contractors, journeymen, and educators. In addition to the program benchmarks, all City of Kenosha projects must be evaluated and inspected on a regular basis.

Whether it is a Continuation or a New Project

This is a continuation of the Carpentry Career & Technical Education Department Program, which began in April 1991.

Whether the Grant Covers any Items that are already Part of the District’s Budget

This grant does not cover items that are already part of the District’s budget.

Staff Person(s) in Charge of the Program/Project

Mr. Greg Wright
Career & Technical Education Coordinator

Mr. William J. Greathouse
Carpentry Career & Technical Education Director

Staff Person(s) who were Involved in the Preparation of the Grant

Mr. Greg Wright
Career & Technical Education Coordinator

Mr. William J. Greathouse
Carpentry Career & Technical Education Director

Recommendation

At its September 11, 2007 meeting, the Curriculum/Program Committee moved to forward the Carpenter’s Home Improvement, Inc. City of Kenosha - Project Proposal Community Development Block Grant funding proposal to the full Board for review, acceptance and implementation.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

Dr. Edie Holcomb
Executive Director of Instructional Services

Mr. Greg Wright
Career & Technical Education Coordinator

Mr. William J. Greathouse
Carpentry Career & Technical Education Director



Kenosha Unified School District No. 1
Fiscal, Facilities and Personnel Impact Statement

Title: City of Kenosha Block Grant with the Carpenter's Home Improvement, Inc **Budget Year:** 2007-2008

Department: Career & Technical Education **Budget Manager:** Mr. Greg Wright

REQUEST

The District is requesting approval to submit, accept, and implement funding from the City of Kenosha to pay the salary and fringe benefits for the journeyman carpenter who provides instruction to students working on City of Kenosha HOMEBUYER and Grant Program projects.

RATIONALE/ INSTRUCTIONAL FOCUS

This grant supports the District's mission: "To successfully educate all students to reach their fullest intellectual, academic, social/emotional, and physical potential." The grant will enable students to gain work-based learning experience under a journeyman carpenter while improving Kenosha housing for low-to-moderate income individuals.

IMPACT

The Career & Technical Education (CTE) budget will be responsible for twenty-eight thousand seventy-one dollars and sixty cents (\$28,071.60) of the journeyman carpenter's salary and fringe benefits. This amount has been budgeted in this year's budget and next year's budget.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$19,087.80
200's	Fringes	\$ 8,983.80
300's	Purchased Services	
400's	Non-Capital Objects	
500's	Capital Objects	
TOTAL		\$28,071.16

*Note: To calculate the Total in the Amount column, select the Total Amount and press the F9 key.

Is this a one-time or recurring expenditure?

FUNDING SOURCES

The Career & Technical Education budget will be responsible for \$28,071.60 of the journeyman carpenter's salary. This amount has been budgeted for in this year's budget and next year's budget.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

September 25, 2007

RATIFICATION OF THE KUSD/KEAA (KENOSHA EDUCATIONAL ASSISTANTS ASSOCIATION) COLLECTIVE BARGAINING AGREEMENT

The District Negotiations Team has reached a tentative agreement with the KEAA (Kenosha Educational Assistants Association). The Union will be scheduled to ratify their contract agreement prior to the September 25, 2007 Board Meeting.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Education ratify the proposed agreement between the District and the KEAA (Kenosha Educational Assistants Association) contingent upon ratification by the Union.

Dr. Joseph T. Mangi
Interim Superintendent of Schools

Sheronda G. Glass
Executive Director of Human Resources

Bill Johnston
Director of Finance

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

September 25, 2007

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

September

- September 4, 2007 – First Day of School for Students
- September 11, 2007 – Standing Committee Meetings – 6:00 and 7:00 P.M. and Special Meeting – 8:00 P.M. in ESC Board Meeting Room
- September 17, 2007 – Special Meeting at 7:00 P.M. in Reuther Auditorium
- September 19, 2007 – Professional Inservice – Half Day for Students
- September 25, 2007 – PR/Goals/Legislative Standing Committee – 5:00 P.M. in Room 190B in Educational Support Center; Regular Board of Education Meeting – 7:00 in ESC Board Meeting Room

October

- October 9, 2007 – Standing Committee Meetings – 6:00 and 7:00 P.M. and Special Meeting at 8:00 P.M.
- October 10, 2007 – Professional Inservice – Half Day for Students
- August 23, 2007 - Regular Board of Education Meeting – 7:00 P.M. in Multipurpose Room at Charles Nash Elementary School
- October 25-26, 2007 – Teacher Convention – No school