



KENOSHA UNIFIED SCHOOL BOARD
PLANNING/FACILITIES/EQUIPMENT MEETING
Educational Support Center – Room 110
October 8, 2013
MINUTES

A meeting of the Kenosha Unified Planning/Facilities/Equipment Committee chaired by Mr. Bryan was called to order at 5:33 P.M. with the following Committee members present: Mrs. Coleman, Mrs. Snyder, Mr. Valeri, Mrs. Bothe, Mr. Zielinski, and Mr. Bryan. Dr. Hancock was also present. Mr. Nuzzo was excused. Ms. Iqbal was absent.

Approval of Minutes – August 13, 2013

Mrs. Coleman moved to approve the minutes as contained in the agenda. Mrs. Snyder seconded the motion. Unanimously approved.

Information Items

Mr. Patrick Finnemore, Director of Facilities, presented the Utility Budget & Energy Savings Program Update as contained in the agenda and answered questions from Committee members.

Mr. Finnemore presented the Energy Efficiency Project Update. He indicated that the bonding for the project has been implemented, the HVAC design work scheduled for 2014 is underway, the test wall areas at Harvey and Vernon Elementary Schools have been identified, and the primary contract with Performance Services has been completed. He informed the Committee that due to the size of the project, he would be providing a monthly update to the Committee.

Future Agenda Items

Mr. Bryan indicated that a Board member requested Policy 7200 – Facilities Planning be added to a future agenda for discussion.

Meeting adjourned at 5:39 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT PLANNING/FACILITIES/EQUIPMENT &
AUDIT/BUDGET/FINANCE MEETING
Educational Support Center – Room 110
October 8, 2013
MINUTES

A joint meeting of the Kenosha Unified Planning/Facilities/Equipment and Audit/Budget/Finance Committees chaired by Mr. Bryan was called to order at 5:40 P.M. with the following Committee members present: Mrs. Coleman, Mrs. Snyder, Mr. Valeri, Mrs. Bothe, Mr. Zielinski, Mrs. Taube, Mr. Kent, Mr. Aceto, Ms. Dawson, Mr. Holdorf, and Mr. Bryan. Dr. Hancock was also present. Mr. Nuzzo and Mrs. Marcich were excused. Ms. Iqbal, Mr. Coleman, and Ms. London were absent.

Information Item

Mr. Patrick Finnemore, Director of Facilities; Mr. William Hittman, Principal at LakeView Technology Academy; Mr. Bryan Albrecht, President at Gateway Technical College (GTC); and Mr. Todd Battle, President of the Kenosha Area Business Alliance (KABA), presented the Proposed Expansion of LakeView Technology Academy. They indicated that due to enrollment numbers growing from 184 students in 2002 to a current enrollment of 427, excellent test scores, and the fact that this year there was a total of 94 students who had to be turned away by the school because of lack of space to serve them, a study was done to evaluate a possible expansion of the building. The proposed financing plan is for KABA to fund the construction of the addition, remodeling, and associated improvements and then passing those costs along to KUSD (and GTC through our sublease to them) via a new lease that would most likely be for 20 years. A preliminary timeline, based on the approval process taking place in the summer of 2014, targets a project completion date in time for the 2015-2016 school year. The intent of the report is to begin the public discussion of the proposed project. More information will be brought forward at future Committee and Board meetings prior to Board consideration of a recommendation related to the project. In addition to Board approval, Elector approval will be required for any associated lease agreement. It is expected that this would be done at a Special Meeting of Electors sometime in 2014. Questions of Committee members were then answered by the presenters.

Meeting adjourned at 6:16 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
AUDIT/BUDGET/FINANCE MEETING
Educational Support Center – Room 110
October 8, 2013
MINUTES

A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mrs. Taube was called to order at 6:17 P.M. with the following Committee members present: Mr. Bryan, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Dawson, Mr. Holdorf, Ms. London, and Mrs. Taube. Dr. Hancock was also present. Mr. Nuzzo and Mrs. Marcich were excused.

Mrs. Taube welcomed the new student advisor, Kami London, to the Committee.

Approval of Minutes – September 10, 2013

Mr. Bryan moved to approve the minutes as contained in the agenda. Mr. Kent seconded the motion. Unanimously approved.

Information Items

Mr. Tarik Hamdan, Interim Chief Financial Officer, presented the Monthly Financial Statements and noted that the statements were still marked “preliminary” as the final budget will not be adopted until later in the month. There were no questions by Committee members.

Future Agenda Items

There were no future agenda items were noted.

Meeting adjourned at 6:20 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT AUDIT/BUDGET/FINANCE AND
PERSONNEL/POLICY MEETING
Educational Support Center – Room 110
October 8, 2013
MINUTES

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Personnel/Policy Committees chaired by Mr. Bryan was called to order at 6:24 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Ms. Burns, Ms. Butler, Ms. Hamilton, Mr. Wamboldt, Mrs. Dahl, Mr. Kent, Mr. Aceto, Mr. Coleman, Mr. Dawson, Mr. Holdorf, Ms. London, and Mr. Bryan. Dr. Hancock was also present. Ms. Marcich and Mr. Nuzzo were excused. Ms. Morgan was absent.

Official Third Friday Enrollment Report

Mr. Kristopher Keckler, Executive Director of Information Systems, Data Management & Evaluation, distributed and presented the Official Third Friday Enrollment Report. He noted a slight overall enrollment increase of 37 students this year after two years of declining enrollment. An increase of 269 students was reported at the elementary level which mainly was due to the universal expansion of the four-year old kindergarten (4K) program, a decrease of 183 students at the middle school level, and an increase of 23 students at the high school level. Per a request, Mr. Keckler also distributed and presented supplemental information pertaining to District open enrollments for the last three years along with information pertaining to District students exiting.

Mrs. Coleman moved to forward the Official Third Friday Enrollment Report to the full Board for review and acceptance. Mr. Flood seconded the motion. Unanimously approved.

School Board Policy/Rule 3110 – Annual Operating Budget

Mrs. Taube indicated that Policy/Rule 3110 was being brought forward for review to make sure the policy is being followed, that everyone has a clear understanding, and to see if any revisions need to be made to it.

Ms. Stevens suggested that the policy be revised to add wording ensuring that all questions, suggestions, and input from Board members be reviewed prior to adoption of a budget as she did not feel Board members have had a chance in the past to ask questions. She also suggested that the guidelines, time frame, and budget calendar motioned in paragraph two of the policy be clarified in more detail.

School Board Policy/Rule 3112 – Budget Administration

Mrs. Stevens stressed the importance of Administration keeping the Board informed of any budget variances and any budget transfers related to variances.

Mrs. Coleman suggested that Board members forward their suggested changes to the policies to the Superintendent's Office. Mrs. Stevens indicated that the main purpose of bringing the policies forward was for review with the new Interim Chief Financial Officer and Committee

members to make sure everyone has a clear understanding of the policies and to see if any changes needed to be made.

School Board Policy/Rule 3113 – Fiscal Impact Statement

Ms. Stevens stressed the importance of Administration providing periodic review and updates of the annual operating, capital improvement, special projects, and grant budgets.

Mrs. Taube indicated that the use of the fiscal note template is very helpful when considering a recommendation and noted that the policy states that no recommendation shall be presented without it.

School Board Policy/Rule 3121 – Financial Accounting

Ms. Stevens noted that last sentence of Policy 3121 includes budget variances.

School Board Policy/Rule 3122 – Accounts Receivable/Uncollectible Accounts

Mrs. Taube requested information pertaining to student meal accounts, more specifically:

- Is there a policy/procedure in relation to collection of unpaid student meal accounts?
- At what amount are parents notified of delinquencies?
- How are parents notified of delinquent accounts?
- At what point do students get offered a substituted lunch?
- What is the status of uncollected lunch accounts?

Mr. Hamdan indicated that the student meal accounts are handled directly by the Food Service department; therefore, the information would have to be provided at a future meeting.

Mrs. Taube noted that the policy states that all accounts declared uncollectable shall be reported to the Board.

School Board Policy/Rule 3323 – Fund Balance

Mrs. Taube suggested that the last sentence of the policy be reworded so that it can be understood more easily.

Meeting adjourned at 7:21 P.M.

Stacy Schroeder Busby
School Board Secretary



A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mr. Bryan was called to order at 7:22 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Ms. Burns, Ms. Butler, Ms. Hamilton, Mrs. Morrison, Mr. Wamboldt, Mrs. Dahl, and Mr. Bryan. Dr. Hancock was also present. Ms. Morgan was absent.

Mr. Bryan welcomed Ms. Burns and Ms. Butler to the Committee and they gave a brief introduction of themselves.

Approval of Minutes – September 10, 2013

Mrs. Snyder moved to approve the minutes as contained in the agenda. Mr. Flood seconded the motion. Unanimously approved.

Information Items

There were no questions or comments on the Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations.

Future Agenda Items

Mr. Flood requested that Policy 5431 – Student Dress Code be added to next month's meeting agenda. He indicated that he would email his proposed changes to Mr. Bryan and the Superintendent's Office.

Ms. Stevens asked that Policy 3111 - School Board Budget be added to a future agenda for review.

Ms. Burns requested an update from the Bullying Committee when available.

Ms. Butler requested the review of the policy and/or procedure in relation to student meal accounts as it relates to alternative lunches.

Ms. Dahl requested that Policy 1400 – Gifts, Grants and Bequests be added to a future agenda for review.

Meeting adjourned at 7:29 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT PERSONNEL/POLICY AND
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
October 8, 2013
MINUTES

A joint meeting of the Kenosha Unified Personnel/Policy and Curriculum/Program Committees chaired by Mr. Bryan was called to order at 7:32 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Ms. Burns, Ms. Butler, Ms. Hamilton, Mrs. Morrison, Mr. Wamboldt, Mrs. Dahl, Mr. Flood, Mrs. Taube, Mrs. Coleman, Mrs. Daghfal, Ms. Karabetsos, Ms. Kenefick, Ms. Santoro, Mrs. Renish-Ratelis, Ms. Galli, and Mr. Bryan. Dr. Hancock was also present. Ms. Morgan was absent.

Policy/Rule 6300 – Curriculum Development and Improvement

Mr. Flood indicated that this policy was brought forward due to the fact that several months ago the policy was revised; however, the policy listed on the District's website does not reflect the changes. Ms. Busby indicated that she would follow up on this and make sure the policy on the website is corrected to reflect the revised policy.

Meeting adjourned at 7:34 P.M.

Stacy Schroeder Busby
School Board Secretary



A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mr. Flood was called to order at 7:35 P.M. with the following Committee members present: Mrs. Taube, Mrs. Coleman, Mrs. Daghfal, Mrs. Karabetsos, Ms. Kenefick, Mrs. Santoro, Mrs. Renish-Ratelis, Ms. Galli, and Mr. Flood. Dr. Hancock was also present.

Approval of Minutes – August 13, 2013

Mrs. Coleman moved to approve the minutes as contained in the agenda. Mrs. Renish-Ratelis seconded the motion. Unanimously approved.

Information Items

Mr. Kristopher Keckler, Executive Director of Information & Accountability, presented the Information and Technology Literacy Plan Update as contained in the agenda. He indicated that the current Information & Technology Literacy Plan is set to expire at the end of the 2013-14 school year. Consistent with DPI expectations, the District will work over the next several months to build and adopt a new three-year plan by June, 2014. Although Wisconsin has no formal law or administrative rule requiring a Local Education Agency (LEA) to create/submit a combined Information & Technology Plan for certification, DPI strongly encourages LEAs to continue the process. A planning committee will work to review the expiring 2011-14 plan and work to identify the needs and action steps for the next plan. A formal presentation of the Plan will take place in the spring, prior to the formal Board adoption in May, 2014. There were no questions from Committee members.

Mr. David Tuttle, Coordinator of Talent Development, presented the Advanced Placement Update, as contained in the agenda which included information on the history, future action steps to improve the program, and various five-year scoring summaries for the different schools and subjects. Mr. Tuttle and Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning, answered questions from Committee members.

Future Agenda Items

Dr. Savaglio-Jarvis indicated that she would have a Next Generation Science Standards Update and a Summer School Update for next month's meeting.

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

Meeting adjourned at 8:25 P.M.

Stacy Schroeder Busby
School Board Secretary