





**KENOSHA UNIFIED SCHOOL BOARD**  
JOINT PERSONNEL/POLICY AND  
AUDIT/BUDGET/FINANCE MEETING  
Educational Support Center – Room 110  
July 9, 2013  
**MINUTES**

A joint meeting of the Kenosha Unified Personnel/Policy and Audit/Budget/Finance Committees chaired by Mr. Bryan was called to order at 5:37 P.M. with the following Committee members present: Mr. Flood, Mrs. Snyder, Mr. Jacobs, Mr. Retzlaff, Mr. Wamboldt, Mrs. Taube, Mr. Nuzzo, Mr. Aceto, and Mr. Holdorf. Dr. Hancock was also present. Mrs. Marcich, Mr. Kent, and Mrs. Dawson arrived later. Mr. Coleman and Ms. Adams were absent.

**Policy/Rule 3420 - Purchasing**

Mr. Robert Hofer, Purchasing Agent, presented Policy/Rule 3420 – Purchasing. He indicated that the policy revisions were brought forward at the request of the School Board; however, clarification was needed in order for him to implement, monitor, and enforce the policy as currently proposed.

Mrs. Taube indicated that in order to keep Board members informed on contracted services being made and be more transparent, she would like to see all purchases and /or contracted services over \$25,000 come to the School Board for approval.

Mrs. Marcich arrived at 5:43 P.M.

Mrs. Dawson arrived at 5:44 P.M.

Mr. Kent arrived at 5:49 P.M.

Mr. Hofer and Mr. Tarik Hamdan, Budget & Grant Manager, explained the current District purchasing process and procedures and answered questions from Committee members. Discussion took place on time-sensitive purchases, emergency related purchases, non-competitive purchases, and on-going contracts.

Mr. Nuzzo recommended that if there are specific purchases, such as contracted services, which are of a concern, the policy be revised to address just those purchases rather than all purchases in order to not delay purchases throughout the entire District. Mrs. Taube suggested that specific purchases that are of concern be forwarded to the Superintendent's Office.

Mr. Nuzzo moved to defer Policy/Rule 3420 – Purchasing until next month's meeting so that Administration can present a recommendation for wording in regards to the best process and/or procedures that should be used for specific purchases of concern. Mr. Flood seconded the motion. Unanimously approved.

**Future Agenda Items**

Mrs. Taube noted that follow-up from a previous motion at the April Organizational Meeting pertaining to an RFP for legal services has not been provided to the Board.





**KENOSHA UNIFIED SCHOOL BOARD**  
**AUDIT/BUDGET/FINANCE MEETING**  
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July 9, 2013  
**MINUTES**

A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mrs. Taube was called to order at 6:16 P.M. with the following Committee members present: Mr. Nuzzo, Mr. Bryan, Mrs. Marcich, Mr. Kent, Mr. Aceto, Mr. Coleman, Ms. Dawson, Mr. Holdorf, and Mrs. Taube. Dr. Hancock was also present. Ms. Adams was absent.

**Approval of Minutes – June 11, 2013 (2 sets)**

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

**FY14 Preliminary Budget**

Mr. Tarik Hamdan, Budget & Grant Manager, introduced the FY14 Preliminary Budget. Mrs. Taube presented the preliminary budget assumptions individually and Administration responded to questions from Committee members.

While answering questions from the Committee, Mrs. Glass, Executive Director of Business Services, indicated that she believed that budget assumption #10 - Unemployment Budget could be lowered; therefore, she will look at the last claims cycle and determine what the adjusted number should be.

While answering questions from the Committee, a copy of the market salary analysis was requested in regards to budget assumption #23 – Interactive Communications Specialist.

While answering questions from the Committee, Dr. Bethany Ormseth, Interim Assistant Superintendent of Secondary School Leadership, indicated that budget assumption #35 – High School Miscellaneous Staffing was initially submitted in correlation to the Infant Lab redesign that she did not believe was going to take place; therefore, that budget assumption may be deleted.

While answering questions from the Committee, a request was made for the amount budgeted and spent last year in reference to budget assumption #38 – NWEA Map Licensing.

While answering budget questions from Mr. Holdorf, he requested a detailed report for 2012-2013 conference/travel expenses as he noted that expenses were higher that year than the three previous years combined. He also requested a detailed advertising budget expense report which would include the total spent on billboards and television ads for the 2012-2013 fiscal year.

Mr. Bryan moved to forward the FY14 Preliminary Budget to the School Board with the directive that budget recommendations be adjusted to accommodate a teaching staffing allocation ratio of

25:1 at the elementary level and that the adjusted reallocations not increase total expenditures. Mrs. Taube passed the gavel and seconded the motion.

Roll call vote: Ayes: Mrs. Taube, Mr. Bryan, Mrs. Marcich, Mr. Kent, Mrs. Dawson, and Mr. Holdorf. Noes: Mr. Nuzzo, Mr. Aceto, and Mr. Coleman. Motion carried.

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 8:32 P.M.

Stacy Schroeder Busby  
School Board Secretary

**KENOSHA UNIFIED SCHOOL BOARD**

community liaison workers. Trinity All Nations Outreach Ministries will be responsible for all aspects of the program including staffing, training, supplies and all other costs. The cost of the program is \$70,000. It is Administration's recommendation that funding for the CAAAD program be included in the 2013-2014 budget.

Mr. Nuzzo moved to recommend that the School Board include the funding for the Changing Attitudes, Agendas, Actions, and Directions (CAAAD) Program in the 2013-2014 budget. Mrs. Coleman seconded the motion. Unanimously approved.

### **Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 8:59 P.M.

Stacy Schroeder Busby  
School Board Secretary





