

*Please review prior to the October 29 Board meeting.*

**MINUTES FOR APPROVAL AT THE  
OCTOBER 29, 2013,  
BOARD MEETING:**

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**BOARD OF SCHOOL DIRECTORS  
MILWAUKEE, WISCONSIN  
SEPTEMBER 12, 2013**

Special meeting of the Board of School Directors called to order by President Bonds at 7:16 PM.

Present—Directors Falk, Holman, Joseph, Miller, Spence, Woodward, Zautke, and President Bonds—8.

Absent and excused—Director Sain—1.

The Board Clerk read the following call of the meeting:

September 11, 2013

Office of Board Governance

TO THE MEMBERS OF THE BOARD OF SCHOOL DIRECTORS:

At the request of President Michael Bonds, a special meeting of the Board of School Directors will be held at 7:00 p.m. (or immediately following the meeting of the Committee on Parent and Community Engagement scheduled to begin at 6:30 p.m.) on Thursday, September 12, 2013, in the Auditorium of the Central Services Building, 5225 West Vliet Street, Milwaukee, Wisconsin, to consider the following items of business:

1. Action on a Recommendation for Approval of the Head Start Federal Grant Application and Report and Possible Action on Head Start State Application
2. Consideration of, and Possible Action on, Strategies Regarding the Potential Sale or Lease of District Property Located at 2760 N. First Street (Former Malcolm X Academy).

In regard to item 2, above, the Board may retire to executive session pursuant to Wisconsin Statutes, Section 19.85(1)(e), which allows a governing body to go into closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Also in regard to item 2, above, the Board will accept public testimony.

The Board may reconvene in open session to take action on matters considered in executive session. Otherwise, the Board will adjourn from executive session.

LYNNE A. SOBCZAK  
Board Clerk

(Item 1) Action on a Recommendation for Approval of the Head Start Federal Grant Application and Report and Possible Action on Head Start State Application

Background

1. The Administration for Children and Families (ACF) requires the participation — through review, feedback, and approval — of the Milwaukee Public Schools Head Start Policy Council and the Milwaukee Board of School Directors in the MPS Head Start federal grant application.

2. The Head Start federal grant application information was presented to and discussed and approved by the Policy Council on September 11, 2013.

3. The federal application submittal deadline is September 16, 2013.

4. On August 6, 2013, the district submitted an application to the Wisconsin Department for Public Instruction for state supplemental Head Start funds.

5. On August 27, 2013, Department of Public Instruction awarded the district \$421,575 in state supplemental Head Start funds to operate the Head Start program at Hampton School during 2013-14.

6. The Head Start state supplemental grant application information was presented to and discussed by the Policy Council on September 11, 2013.

Fiscal Impact Statement

7. This item does not authorize expenditures. The federal grant is expected to be \$7,828,644.

Implementation and Assessment Plan

8. Upon approval of this item, the Milwaukee Public Schools Head Start program will submit the federal grant application in order to continue providing and expanding services to Head Start students.

Administration’s Recommendation

The Administration recommends that the Board approve the submission of the 2013-2014 Head Start federal grant application.

Director Miller moved to approve the submission of the 2013-2014 Head Start federal grant application as provided under separate cover.

The motion prevailed, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Spence, Woodward, Zautke and President Bonds—8.

Noes—None.

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With respect to Item 2, and after public hearing was given, Director Miller moved that the Board retire to executive session, pursuant to Wisconsin Statutes, Section 19.85(1)(e), to deliberate or negotiate the potential sale or lease of District Property Located at 2760 N. First Street (Former Malcolm X Academy).

The motion prevailed, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Spence, Woodward, Zautke and President Bonds—8.

Noes—None.

The Board retired to executive session at 9:25 PM.

The Board reconvened in open session at 10:10 PM.

Director Miller moved that the Board direct the administration to consult with the District's legal counsel regarding strategies related to the potential sale or lease of the property noticed in this item.

The motion prevailed, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Spence, Woodward, Zautke and President Bonds—8.

Noes—None.

The Board adjourned at 10:12 PM.

LYNNE A. SOBCZAK  
Board Clerk



# **BOARD OF SCHOOL DIRECTORS MILWAUKEE, WISCONSIN SEPTEMBER 26, 2013**

Regular meeting of the Board of School Directors called to order by President Bonds at 6:33 PM.

Present—Directors Falk, Holman, Joseph, Miller, Sain, Spence, Woodward, Zautke, and President Bonds—9.

Absent—None.

The President requested a moment of silence to commemorate the passing of two Milwaukee Public School students:

- Dominique Collins, an 18-year-old Lad Lake Synergy student, who was shot to death on September 18, 2013; and
- James Jones, a 17-year-old Bradley Tech student, who passed away due to an accident on September 3, 2013.

## **AWARDS AND COMMENDATIONS**

Each month, the Milwaukee Board of School Directors recognizes an outstanding school, student, staff member, parent, or community member for a display of excellence, achievement, and innovation that may serve as an example to our school district and the entire Milwaukee community. This month, the Milwaukee Board of School Directors is pleased to present the “Excellence in Education Award” to:

The Salvation Army of Milwaukee County and WISN Channel 12

Heading back to school can be stressful for students and their parents when they don’t have the school supplies necessary for academic success. Starting the school year with new backpacks filled with school supplies can help students feel confident and ready to meet the educational challenges during the school year and to achieve success. The Salvation Army’s Back to School Backpack distribution program provides backpacks filled with school supplies to all of the children attending schools that have been identified and selected by MPS as needing these supplies. The schools selected to receive backpacks and school supplies in 2013 are Auer, Emerson, Hi Mount, and Lancaster. Thanks to the generous donations to The Salvation Army through WISN Channel 12’s phone-a-thon, backpacks and supplies will be delivered to 1,385 children.

The Milwaukee Board of School Directors and the entire school community recognize the Salvation Army of Milwaukee County and WISN Channel 12 for dedication, outstanding leadership, and commitment to excellence on behalf of the students of the Milwaukee Public Schools.

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**APPROVAL OF MINUTES**

The minutes of the regular and special Board meetings of August 20 and 29, 2013, were approved as printed.

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**REPORTS OF STANDING COMMITTEES**

Separate consideration was requested of the following item:

Report of the Legislation, Rules and Policies Committee, Item 1, a report on a communication requesting a hearing on a “Call for Legislation” related to educational incentives in the rehabilitation of incarcerated offenders.

On the motion of Director Falk, the balance of the reports of the Standing Committees was approved, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Sain, Spence, Woodward, Zautke and President Bonds—9.

Noes—None.

**COMMITTEE ON PARENT AND COMMUNITY ENGAGEMENT**

Director Woodward presented the following report for the Committee on Parent and Community Engagement:

TO THE BOARD OF SCHOOL DIRECTORS:

Your Committee on Parent and Community Engagement presents the following report:

(Item 1) Action on a Request to Enter into Contracts for the Partnership for the Arts and Humanities

Background

1. The Partnership for the Arts (since the 2006-2007 school year) and Humanities (since the 2010-2011 school year) has served as a unique resource for local arts- and humanities-based organizations and schools interested in partnering to design afterschool and summer arts and humanities programs that serve students and the community. Since 2006, over 73 different partner organizations have served an average of 31,000 youth annually.

2. Through a dollar-for-dollar matching requirement, the Partnership for the Arts and Humanities encourages partner organizations and schools to seek out additional resources that can also be used during the regular school day. The matching requirement doubles the resources for arts and humanities opportunities and builds a network of partnerships among schools, community organizations, and the philanthropic community.

3. The goals of the MPS Partnership for the Arts and Humanities are to:

- increase access to arts- and humanities-related experiences for all City of Milwaukee children, youth, and families;
- strengthen existing and establish new community partnerships that motivate students to higher levels of achievement through creative academic/cognitive, social emotional, and physical/skill-based learning; and
- expand resources and support for arts and humanities education and build the collective capacity of community-based partners to effectively serve children, youth and families.

4. The Administration established and communicated the 2013-14 application guidelines and eligibility criteria to hundreds of schools, community organizations, and individuals via Thursday Updates, local listservs, newsletters, a Constant Contact e-mail service, and informational meetings. Information was also accessible online at <http://www.MilwaukeeRecreation.net/ArtsAndHumanities>.

5. After a rigorous application process, 43 proposals totaling \$1,876,722 were received. The funding requests ranged in size from \$5,000 to \$100,000 (the maximum allowable). A review panel comprising eight community members with expertise in the arts, humanities, education, youth work, afterschool programming, and program evaluation reviewed proposals based on a detailed rubric created in collaboration with the University of Wisconsin-Milwaukee's Center for Urban Initiatives and Research (CUIR).

6. Forty-two projects (including four new proposals) are being recommended for funding totaling \$1,416,646. An estimated 36,984 children — representing 72 MPS schools, 12 private/non-MPS schools, and 26 community centers or city-wide locations — will be served. Furthermore, 12 partners intend to recruit participants from the MPS district as a whole.

#### Strategic Plan Compatibility Statement

7. This item reflects Goal 8 of the Strategic Plan, that the district builds partnerships to support student achievement.

#### Statute, Administrative Policy, or Board Rules Statement

8. This item complies with Administrative Policy 3.09, Purchasing and Bidding Requirements.

#### Fiscal Impact Statement

9. This item authorizes expenditures in the amount of \$1,416,646 to support arts and humanities educational programs to be implemented outside the regular school day during the 2013-14 school year and summer of 2014. The funds are available in budget code CSV-0-0-ART-DW-ECTS CONTRACT SERVICES — Extension Fund. Although contracts extend into Summer 2014, all contracts are budgeted in FY14.

#### Committee's Recommendation

Your Committee recommends that the Board approve the request to enter into contracts for the Partnership for the Arts and Humanities contracts with the agencies that have secured the dollar-for-dollar matching requirement and for the amounts listed in Attachment 1 to the minutes of your Committee's meeting.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

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(Item 2) Report and Possible Action on Services Provided to Students with Disabilities in the Least Restrictive Environment (LRE)

Your Committee reports having received the following report from the Administration.

Administration’s Report

1. LRE is one of the most significant components in the Individuals with Disabilities Education Act(IDEA)-2004. It requires, to the maximum extent appropriate, that children with disabilities be educated with children who are not disabled. Special classes, separate schooling, or removal of children with disabilities from the regular educational environment occurs only when the severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

2. The Milwaukee Public Schools is committed to ensuring that students with special needs are educated in environments with their non-disabled peers. The preference of the law is that students be educated using the general curriculum in the regular education classroom. Best practices and research strongly support education in the least restrictive environment (LRE), with access to the general curriculum, because it leads to high expectations and achievement outcomes for students with disabilities.

3. As part of its focus on increasing academic and behavioral outcomes for students with disabilities, the Department of Specialized Services has developed a plan of support to ensure that every child is receiving special education services in the least restrictive environment (LRE). The LRE Plan became part of the School Improvement Plan (SIP) in the 2011-12 school year, and all schools are required to complete. Within the plan, schools must identify a team to work on LRE, set a target goal, and include steps to reach that goal.

Strategic Plan Compatibility Statement

4. This item reflects Goal 5 of the Strategic Plan, that school staffs be supportive and responsive to students and families.

Fiscal Impact Statement

5. This item entails no fiscal impact

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(Item 3) Report and Possible Action on the Parental Involvement Summer Activities and Opportunities at Milwaukee Public Schools District Parent Resource Centers

Your Committee reports having received the following report from the Administration.

Administration’s Report

1. There are clear indications of early success with services provided through Milwaukee Achiever Literacy Services at two of the District Parent Resource Centers. The agency began providing services to MPS parents and caregivers in May 2013. As of August 23, 2013, Milwaukee Achievers has had approximately 176 visits from parents at Washington High School.

2. The majority of the program participants are working towards receiving their GEDs. In addition, several have visited for help with writing resumes and to increase their reading competencies through the Emergent Reader Program. Presently, two GED participants have successfully completed the math test, which earned them GEDs; one student will take the writing exam on August 28, 2013, and, if successful, will earn a GED; three other participants have begun the testing process. One emergent reader has completed eight units and has increased his/her reading vocabulary by 60 words.

3. At North Division, Milwaukee Achiever has had a total of 159 visits for services. One parent has completed the tutoring services and has obtained the required reading score to be accepted into the CNA program. Three students have successfully completed one GED test. Another student is scheduled for the first test on August 28, 2013.

4. On August 17, 2013, MPS Parent Centers partnered with the Hmong Wisconsin Chamber of Commerce and Hmong community leaders to host an educational conference for Hmong/Southeast Asian students, parents and educators. 111 Hmong students, parents, businessmen, professionals, and community leaders participated in the annual “Vang Council of Wisconsin 2013 Conference: Hmong in the 21<sup>st</sup>

Century,” which was held at Morse•Marshall High School. The topics addressed were high-school and college education; business, economic, and community development; cultural education; and youth leadership. The keynote speakers for the event were Dr. Chia Youyee Vang, who talked about Hmong women in the 21<sup>st</sup> Century, and Dr. Vincent K. Her, whose talk focused on cultural preservation. In an effort to promote Hmong-English bilingualism among the younger community members, talks and workshops were in Hmong with little English translation. The entire event was videotaped as part of a project to document the history of the growing Hmong population in Wisconsin and in the United States.

5. The District Advisory Council also held its annual parent training and conference on Saturday August 17, 2013, at North Division High School. Thirty-one parents and 17 children took part in the event. The theme of the conference was Wellness and Healthy Living. Workshop topics included Title I, nutrition awareness, second-generation parenting, bullying prevention and yoga — just to name a few. Lincoln Avenue Principal, Miguel Sanchez, gave an inspiring keynote address. School Board Directors Woodward and Miller greeted the parents and thanked them for their continued dedication to the students of Milwaukee Public Schools.

6. Two new Community Relations Specialists have been hired in an effort to increase parental involvement and engagement throughout the District. Part of their new responsibilities will be to hold schools accountable for the selection of active Parent Coordinators, the adherence to a self-determined parent-involvement plan, and connecting district goals to school activities and outcomes.

Strategic Plan Compatibility Statement

7. This item reflects Goal 5 of the Strategic Plan, that school staffs be supportive and responsive to students and families

Fiscal Impact Statement

8. There is no fiscal impact from this item.

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**COMMITTEE ON STUDENT ACHIEVEMENT AND SCHOOL INNOVATION**

Director Miller presented the following report for the Committee on Student Achievement and School Innovation:

TO THE BOARD OF SCHOOL DIRECTORS:

Your Committee on Student Achievement and School Innovation presents the following report:

(Item 1) Report and Possible Action on the Recommendations of the Student Enrollment Task Force

Your Committee reports having received the following report from the Administration.

Administration’s Report

1. In January 2013, the Administration presented an informational item to the Board on the school-selection process for the 2013-14 school year. Director Falk requested that an Enrollment Task Force be assembled for the purpose of recommending possible changes to the current enrollment process.

2. The Enrollment Task Force used the Affinity exercise to generate suggestions, recommendations, and questions regarding improving the enrollment process.

3. The Administration will continue to work to improve the enrollment/admissions process by obtaining feedback from staff, constituents, and stakeholders.

Strategic Plan Compatibility Statement

4. This item reflects Goal 1 of the Strategic Plan, that students meet and exceed Wisconsin academic standards and graduate prepared for higher education, careers, and citizenship.

Statute, Administrative Policy, or Board Rules Statement

5. This item conforms to Administrative Policy 9.04, Community Involvement in Decision Making.

Fiscal Impact Statement

6. This item bears no fiscal impact.

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**COMMITTEE ON ACCOUNTABILITY, FINANCE, AND PERSONNEL**

Director Spence presented the following report for the Committee on Accountability, Finance, and Personnel:

TO THE BOARD OF SCHOOL DIRECTORS:

Your Committee on Accountability, Finance, and Personnel presents the following report:

(Item 1) Action on Monthly Finance Matters: Report on Administrative and School Fund Transfers; Report on Contracts under \$50,000 and Cumulative Total Report; Report on Monthly Grant Awards; Acceptance of Donations

1. The report on administrative and school fund transfers, the monthly report on contracts awarded with a value under \$50,000 and cumulative total report, and the report on monthly grant awards are attached to the minutes of your Committee’s meeting. These are informational reports, and no action is required.

2. The listing of donations offered to schools and departments is presented below:

School	Donor	Amount	Gift or Purpose
Carmen	Milwaukee College Access Project for Success	500.00	Monetary donation to school for completion of climate survey
Lowell	M&M Sub Ventures, LLC	177.00	Monetary donation to students/school
Lowell	Chuck E. Cheese’s	53.68	Monetary donation to students/school
Recreation & Community Services	MetLife	1,000.00	Sponsorship of Run Back to School
Rufus King HS	Debra Jupka	2,400.00	Monetary donation for student scholarships
School of Career & Tech Ed	Seven-Eleven	500.00	Community coffee/snacks
WCLL	Bach Copy Systems, Inc.	850.00	Monetary donation to students/school
Wedgewood Park	Planning Council for Health and Human Services	500.00	Monetary donation for mental health education
Wedgewood Park	American Psychiatric Foundation	1,000.00	Monetary donation for mental health education

Strategic Plan Compatibility Statement

3. This item reflects Goal 6 of the Strategic Plan, that the district be accountable for measurable results.

Statute, Administrative Policy, or Board Rules Statement

4. This item adheres to Administrative Policy 3.06, Fiscal Accounting and Reporting.

Fiscal Impact Statement

This item does not authorize expenditures.

Committee’s Recommendation

Your Committee recommends that the Board accept the donations as listed, with appropriate acknowledgement to be made on behalf of the Board.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

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(Item 2) Action on Monthly Personnel Matters: Action on Classified Personnel Transactions, Action on Leaves of Absence, Report on Certificated Resignations and Classified Retirements, and Affirmative Action Report

Action on Classified Personnel Transactions

<u>Name and Assignment</u>	<u>Position and Salary</u>	<u>Date</u>
New Hires		
5 Daniel Waraxa \$38,727.00	School Engineer I	08/26/2013
5 Mark Frederick \$26.05 Per hour	Building Laborer	09/09/2013
5 Colin Wachowiak \$26.05 Per hour	Building Laborer	08/26/2013
5 Kieth Crum \$22,445.64	School Secretary — 10-Month	08/20/2013
6 Mary Boerschinger \$ 22,445.64	School Secretary — 10-Month	08/20/2013
4 Erica Matthews \$22,445.64	School Secretary — 10-Month	08/20/2013
4 Maya Reyes \$22,445.64	School Secretary — 10-Month	08/23/2013
2 Lisa Faye Loving \$22,445.64	School Secretary — 10-Month	08/26/2013
2 Chimere K. Myatt \$25,600.00	School Secretary — 10-Month	08/23/2013
2 Tobasha R. Wilks \$22,445.64	School Secretary — 10-Month	08/20/2013
2 Jacqueline Fears \$22,445.64	School Secretary I — 10 month	09/04/2013
2 Vanta Jones \$22,206.57	School Safety Assistant	08/19/2013
2 Leon R. Haynes \$22,206.57	School Safety Assistant	08/19/2013
2 Crystal Wilks \$22,206.57	School Safety Assistant	08/19/2013

4	Nicolas Gonzalez \$22,206.57	School Safety Assistant	08/19/2013
2	Devonna Rushing \$22,206.57	School Safety Assistant	08/19/2013
2	Teresa Tucker \$22,206.57	School Safety Assistant	08/19/2013
2	Cheree Sprewer \$22,206.57	School Safety Assistant	08/19/2013
2	Doycellour Neal \$22,206.57	School Safety Assistant	08/19/2013
2	Jennifer Jenkins \$22,206.57	School Safety Assistant	08/19/2013
2	Jarvis Roberts \$22,206.57	School Safety Assistant	08/19/2013
6	Robert Uniewski \$22,206.57	School Safety Assistant	08/19/2013

## Promotions

2	Gregory Bailey \$22,206.57	School Safety Assistant	08/19/2013
5	Sandra Hardy \$22,206.57	School Safety Assistant	08/19/2013
5	Melaney Wyble \$22,206.57	School Safety Assistant	08/19/2013
2	Emmanuel Ohene \$22,206.57	School Safety Assistant	08/19/2013
2	Robert Young, III \$22,206.57	School Safety Assistant	08/19/2013

Action on Leaves of Absence

	<u>Present Assignment</u>	<u>Effective From</u>
Illness Leave Extension, Oct. 2013 Reyes, Mary	Leave	August 27, 2013
Illness Leave Extension, Dec. 2013 Stapleton, Linda	Leave	August 27, 2013
Illness Leave Extension, June. 2014 D'Alessio, Paul	Leave	August 27, 2013
Edwards, Bonnie	Leave	August 27, 2013
Goodrum, Marion	Leave	August 27, 2013
Smith, Kathleen	Leave	August 27, 2013
Illness Leave, June. 2014 Allison, Jerry	LaFollette	September 16, 2013
Personal Leave Ext., Oct 2013 Chirafisi, Loli	Leave	August 27, 2013
Personal Leave Ext., June 2014 Lawrence, Justina	Leave	August 27, 2013
Vega, Emily	Leave	August 27, 2013
Personal Leave, June. 2014 Arnhold, Susan	Parkview	August 27, 2013
Gilliam, Leah	A/P, Pulaski	August 16, 2013
Guerrero, Fernando	North Division	August 27, 2013
Hurse, Kyleta	Roosevelt	August 27, 2013

Kachelmeyer, Jaclyn	Carver	August 27, 2013
Krenn, Amy	Dr. King, Jr.	August 27, 2013
Lara, Veronica	Specialized Service	November 13, 2013
McClain, Kathleen	Hamilton	August 27, 2013
Ross-Houston, Katie	Office of Innovation	September 4, 2013
Tendick, Shane	SCTE	Sept 3, 2013
Woo, Lia	Craig Montessori	November 26, 2013

Report on Certificated Resignations and Classified Retirements

Certificated Resignations

Name	Position	Effective Date
Angelique Ayala	Teacher	08/15/13
Cheryl Belott	Teacher	08/30/13
Sandra Bishop	Teacher	08/16/13
Michael Bonnie	Teacher	12/31/12
Jennifer Bowen	Teacher	08/24/13
Scott Byers	Teacher	08/15/13
Kevin Carnes	Teacher	08/09/13
Maria Castaneda Rodriguez	Teacher	08/02/13
James Chamberlain	Teacher	08/10/13
Eamonn Collins	Teacher	08/08/13
David Coyle	Teacher	08/20/13
Zachary Dienberg	Teacher	09/23/13
Thomas Diener	Teacher	08/09/13
Thad Dulde	Teacher	08/28/13
Ashley Eberle	Teacher	07/29/13
Bridget Finnegan	Teacher	08/23/13
Itzel Galindo	Teacher	08/26/13
Krystal Ganz	Teacher	08/23/13
Hilda Garcia	Teacher	08/16/13
Alissa Gemske	Teacher	08/29/13
Evan Gosa	Teacher	08/29/13
Amanda Haakenson Cinadr	Nurse	09/05/13
Terri Halwig	Teacher	08/26/13
Darin Haugom	Teacher	08/15/13
Brian Klappenbach	Teacher	08/22/13
Angelia Lalich	Teacher	08/27/13
Jennifer LaSaracina	Teacher	08/22/13
Heather Lawnicki	Teacher	07/30/13
Jason Lemke	Teacher	08/12/13
Julie Love	Teacher	08/22/13
Kathleen McCain	Teacher	08/22/13
Megan McCarthy	Teacher	08/27/13
Sarah McClendon	Teacher	08/26/13
Pamela Moore	Teacher	08/01/13
Susan Nolan Nakatsuji	Teacher	08/05/13

Kristin Olderman	Teacher	08/14/13
Sarah Olson	Teacher	08/19/13
Michael Omo	Teacher	08/13/13
Shoshannah Pass	Teacher	08/08/13
Emily Paul	Teacher	08/01/13
Heather Petersons	Teacher	08/28/13
Katherine Radeck	Teacher	08/01/13
Jennifer Rath	Teacher	08/23/13
Kayla Russick	Asst Princ	08/14/13
Christopher Schroeder	Teacher	08/20/13
Abby Schwede	Teacher	08/05/13
Jared Simons	Teacher	08/09/13
Sarah Sleider	Teacher	08/12/13
Chad Stelse	Teacher	08/05/13
Jeffrey Torosian	Teacher	07/31/13
Julie Trachliev	Teacher	08/26/13
Jennifer Turner	Teacher	08/11/13
LuAnn Vielbaum	Teacher	08/22/13
Nikoll Wencka	Teacher	06/14/13
Joseph Wichgers	Teacher	08/29/13
La Conia Williams	Teacher	08/17/13
Micaela Williams	Teacher	08/19/13

Classified Retirements

Name	Position	Effective Date
James Anderson	Engineer III	08/03/13
Michael Graham	Gen Ed Asst	08/10/13
Mary Mantel	Health Asst	08/10/13
Michael Taylor	Para Ed Asst	08/04/13

Monthly Affirmative Action Report

The Affirmative Action Report for August 2013 is attached to the minutes of your Committee’s meeting. This is an informational report, and no action is required.

Committee’s Recommendation

Your Committee recommends that the Board approve the individuals to be promoted or appointed as listed for classified personnel transactions and approve the leaves of absences, to be effective upon approval of the Board.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

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(Item 3) Action on Appointments and Action on Recommended Administrative Appointments, Promotions, and Limited-Term Employment (LTE) Contracts Exceeding Sixty Days

Committee’s Recommendation

1. Your Committee recommends that the following individuals be appointed to the classifications indicated, to be effective upon approval by the Board.

(5)(r)	G. Scott Davis	Research and Performance Analyst Office of the Chief Innovation Officer	Schedule 03, Range 07A \$77,770.00
(5)(r)	Blake Ward	Research and Performance Analyst Office of the Chief Innovation Officer	Schedule 03, Range 07A \$68,313.00
(5)(r)	Anne Knackert	Instructional Technology Curriculum Specialist Office of the Chief Academic Officer	Schedule 03, Range 11A \$103,983.00
(5)(r)	Ruth Messnick	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$81,230.00
(5)(nr)	Steven Bold	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$81,230.00
(5)(r)	Monica Moe	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$81,230.00
(5)(nr)	Karen Utech	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$79,623.00
(5)(r)	Heather Trotter	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$73,429.00
(5)(nr)	Susanne Lilly	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$73,358.00
(5)(nr)	Heidi Preul	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$69,112.00
(5)(r)	Dorothy Watters	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$68,874.00
(5)(r)	Paul Zajichek	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$68,874.00
(5)(nr)	Jane Lundin Utnehmer	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$64,900.00
(2)(r)	Tamika Boone	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$62,044.00
(5)(r)	Julie Judkins	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$59,768.00
(2)(r)	Catherine Visor	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$57,494.00
(2)(r)	Kelle Williams	Special Education Supervisor Office of the Chief Academic Officer	Schedule 03, Range 09C \$57,494.00
(5)(r)	Serra Sudemir	Head Start Health Coordinator Office of the Chief Academic Officer	Schedule 03, Range 06A \$62,000.00
(2)(r)	Janet M Jordan	Administrative Assistant II Office of the Chief Human Capital Officer	Schedule 03, Range 02A \$54,000.00
(4)(r)	Maria Navarro	Administrative Assistant II Office of the Chief Human Capital Officer	Schedule 03, Range 02A \$48,000.00

(2)(r)	Courtney C. Hoze	Management Intern* Office of the Superintendent	\$32,000.00
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\*Management interns are paid a flat rate of \$32,000.00 for the first year of employment.

Note: The above recommendations are for positions that are approved in the FY14 budget.

2. Your Committee recommends that the Board review and approve the following LTE Contracts exceeding sixty days, pursuant to Administrative Policy 6.23(4)(b):

(5)(r)	Monica Beitzel	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Doris Bisek	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Celinda Dyer	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Karen Flanagan	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(2)(r)	Mary Fowlkes	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Karen Green	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(1)(r)	Rosann Hollinger	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Debbie Karow	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Maureen Mallo	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Joan Peifer	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Teri Quam	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Julia Toepfer	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Robin Waeltz	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Joyce Werner	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Damon White	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Blaine Wisniewski	LTE Organizational Development Office 9/1/13 to 1/31/14	\$30.00 per hour
(5)(r)	Patricia Cimperman	LTE Office of the Chief Academic Officer 9/3/13 to 11/28/13	\$50.00 per hour
(5)(r)	Randi Clark	LTE Office of the Chief Academic Officer 9/3/13 to 11/28/13	\$50.00 per hour

(5)(r)	Christina Rill	LTE Office of the Chief Academic Officer 9/3/13 to 11/28/13	\$50.00 per hour
(5)(r)	Linda Bolin	LTE Office of the Chief Academic Officer 8/1/13 to 10/18/13	\$40.00 per hour
(5)(r)	Joan Crisostomo	LTE Office of the Chief Academic Officer 7/1/13 to 12/31/13	\$40.00 per hour
(2)(r)	Minnie Pulliam-Novy	LTE Office of the Chief Academic Officer 7/1/13 to 12/31/13	\$40.00 per hour
(5)(nr)	Linda Thews	LTE Office of the Chief Academic Officer 8/7/13 to 2/7/14	\$40.00 per hour
(5)(nr)	Audrey Potter	LTE Office of the Chief Academic Officer 8/1/13 to 12/31/13	\$35.00 per hour
(5)(r)	Debra Zaffiro	LTE Office of the Chief Innovation Officer 7/29/13 to 1/31/14	\$40.00 per hour
(5)(r)	Michael Brennan	LTE Office of the Chief Operation Officer 7/29/13 to 1/31/14	\$34.98 per hour
(5)(r)	Linda Besting	LTE Office of the Chief Human Capital Officer 10/1/13 to 3/31/14	\$28.48 per hour
(5)(r)	Jeanette Norwood	LTE Office of the Chief Financial Officer 9/9/13 to 11/29/13	\$22.42 per hour

Codes:

- |   |                                 |    |                  |
|---|---------------------------------|----|------------------|
| 1 | Native American                 | 2  | African American |
| 3 | Asian/Oriental/Pacific Islander | 4  | Hispanic         |
| 5 | White                           | 6  | Other            |
| r | Resident                        | nr | Non-resident     |

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 4) Action on Monthly Facilities Matters: FMS Award of Contracts, Recommendation and Request for Contract Extension

Background

1. Recommended for the Board’s approval at this meeting are:
  - a. a construction contract with Burkhart Construction Corp. for cold-storage remodeling at Vincent High School; and
  - b. an extension of a contract with Filtration Services, LLC, which has agreed to an additional one-year extension to the blanket contract under the existing pricing and terms in order to prevent a disruption in supplying needed heat, ventilation, and air-conditioning (HVAC) filters to the district as the administration of this contract changes from Procurement to Facilities and Maintenance Services.

Strategic Plan Compatibility Statement

2. This item reflects Goal 6 of the Strategic Plan, that the district be accountable for measurable results.

Statute, Administrative Policy, or Board Rules Statement

- 4. This item conforms to Administrative Policy 3.09, Purchasing and Bidding Requirements.

Fiscal Impact Statement

- 5. This item authorizes expenditures:
  - a. Construction contract with Burkhart Construction Corp. for cold-storage remodeling at Vincent High School, Code FAR00MM2VN ECNCMIS3 .....\$158,888.00
  - b. Extension of a contract with Filtration Services, LLC, Code to vary by school; not to exceed.....\$73,000.00

Committee’s Recommendation

Your Committee recommends that the Board authorize the above contracts as described in the attachments to the meeting of your Committee’s meeting.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 5) Action on the Award of Professional Services Contracts

Background

1. Recommended for the Board’s approval at this meeting are the following professional services contracts:

- Cardinal Stritch University for tutoring services .....\$245,000
- Educate Online for tutoring services.....\$2,745,000
- All Aboard Tours and Travel, LLC, for TEAM GEAR UP out-of-state college tour.....\$90,000
- Education 2020 (dba Edgenuity) for online credited courses .....\$400,000
- United Mailing Systems, Inc., for mailing services .....\$100,000
- EdTech Strategies, LLC, for eRate consulting services .....\$243,500
- Melk Music and Family Music Center, Inc., for summer cleaning and minor repairs to musical instruments .....\$190,000

Strategic Plan Compatibility Statement

2. This item reflects Goal 7 of the Strategic Plan, that the district’s central services departments support student learning.

Statute, Administrative Policy, or Board Rules Statement

- 3. This item conforms to Administrative Policy 3.09, Purchasing and Bidding Requirements.

Fiscal Impact Statement

- 4. This item authorizes expenditures:
  - Cardinal Stritch University, GEN-0-I-1S4-DW-ECTS.....\$245,000
  - Education Online, GEN-0-I-1S4-DW-ECTS.....\$2,745,000
  - All Aboard Tours and Travel, LLC, GEN-0-1-GQ4-CI-ECTS .....\$90,000
  - Education 2020 (d.b.a Edgenuity), AGP-0-I-AGN-1S-ECTS .....\$400,000

- United Mailing Systems, Inc., MAL-0-0-MAL-MM-EPSWT .....\$100,000
- EdTech Strategies, LLC, TSV-0-0-TEC-TC-ECTS .....\$243,500
- Melk Music and Family Music Center, Inc., IMS-0-0-IMC-DW-EMTC .....\$190,000

Committee’s Recommendation

Your Committee recommends that the Board authorize the following professional services contracts as set forth in the attachments to the minutes of your Committee’s meeting:

- Cardinal Stritch University, GEN-0-I-1S4-DW-ECTS.....\$245,000
- Education Online, GEN-0-I-1S4-DW-ECTS.....\$2,745,000
- All Aboard Tours and Travel, LLC, GEN-0-1-GQ4-CI-ECTS .....\$90,000
- Education 2020 (d.b.a Edgenuity), AGP-0-I-AGN-1S-ECTS .....\$400,000
- United Mailing Systems, Inc., MAL-0-0-MAL-MM-EPSWT .....\$100,000
- EdTech Strategies, LLC, TSV-0-0-TEC-TC-ECTS .....\$243,500
- Melk Music and Family Music Center, Inc., IMS-0-0-IMC-DW-EMTC .....\$190,000

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 6) Action on the Award of Exception-to-Bid Contracts

Background

1. Recommended for the Board’s approval at this meeting are exception-to-bid contracts with:
  - College Board to provide Springboard professional development training .....\$250,000
  - YMCA South Shore to provide student recreational programming with I.D.E.A.L.....\$65,000

Strategic Plan Compatibility Statement

2. This item reflects Goal 6 of the Strategic Plan, that the district be accountable for measurable results.

Statute, Administrative Policy, or Board Rules Statement

3. This item conforms to Administrative Policy 3.09, Purchasing and Bidding Requirements.

Fiscal Impact Statement

4. This item authorizes the following expenditures:
  - College Board, SDV-0-0-BDF-CI-ECTS .....\$250,000
  - YMCA South Shore, GEN-0-S-BDS-ID-ECTS .....\$65,000

Committee’s Recommendation

Your Committee recommends that the Board authorize the exception-to-bid contracts, as attached to the minutes of your Committee’s meeting, with:

- College Board, SDV-0-0-BDF-CI-ECTS .....\$250,000
- YMCA South Shore, GEN-0-S-BDS-ID-ECTS .....\$65,000

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 7) Action on Resolution 1112R-020 by Directors Falk and Miller Regarding the Rehiring of or Contracting with Recent MPS Retirees

Background

1. At its meeting on December 13, 2011, the Board referred Resolution 1112-020 by Directors Falk and Miller to the Committee on Accountability, Finance and Personnel:

WHEREAS, Healthcare costs across the nation are escalating at rates faster than revenues can handle, despite the steps which employers and unions are taking to reduce these costs; and

WHEREAS, Over the next five years, healthcare costs are projected to climb by approximately 40%; and

WHEREAS, the Wisconsin State Legislature currently has three bills which have been introduced relating to post-retirement benefits (2011 Assembly Bills 219, 318, and 352) and the framework through which a retiree may be rehired by his or her employer; and

WHEREAS, MPS provides competitive benefit packages for active employees, along with comprehensive health benefits for retirees; and

WHEREAS, The MPS five-year forecast confirms that the district is facing a financial crisis that affects its ability to continue to provide employee and retiree benefits as currently structured; and

WHEREAS, Approximately 41% of the MPS workforce is age 50 or older, versus the average national rate of “Baby Boomers” in the work population of 26%; and

WHEREAS, Due to both declining enrollment and expected retirements, the district is fast approaching the point where it will have one retiree for every active employee — paying two healthcare premiums per active employee; and

WHEREAS, MPS continues to seek out alternate strategies to improve its financial outlook, while sustaining access to healthcare and pension for its employees; and

WHEREAS, MPS retirees rehired by the district already receive post-employment benefits that include pension and healthcare insurance, and therefore, the district forgoes paying healthcare premiums and pension benefits for this population of MPS employees; and

WHEREAS, MPS retirees hold a wealth of knowledge, skills, and abilities that positions them to be rehired by the district, without the district expending significant dollars to train these employees; and

WHEREAS, The district is aware of the performance spectrum of retirees, which allows MPS to be selective in determining which retirees it chooses to rehire; now, therefore, be it

RESOLVED, That the Administration, in collaboration with the Office of Accountability and Efficiency, research the costs and benefits associated with rehiring retirees, using a five-year forecast model, and report out its findings by the February 2012 Board cycle; and be it

FURTHER RESOLVED, That the Administration and the Office of Accountability and Efficiency develop a district-wide policy that codifies when and under what conditions an employee retired from the district may be rehired.

Administration’s Analysis

2. Since the resolution was first introduced, the Administration has moved forward, with the City Attorney’s guidance and the Board’s support, in developing a structure for rehiring retirees. In June 2012, the Milwaukee Board of School Directors approved the creation of the limited-term employment positions. This action allows MPS to hire employees on a temporary basis, up to a maximum of one year. This allows MPS a lower-cost solution to temporary-hiring firms to fill immediate short-term vacancies due to the lower fringe-benefit rate, as these positions are not eligible for medical and pension benefits.

3. In August 2012, Board passed action allowing MPS retirees who are enrolled in MPS retiree medical and life insurance benefits to not lose eligibility for these benefits by being rehired in MPS benefit-eligible positions. It also stipulated that the retirees would not be eligible to enroll in active medical and life insurance benefits unless they submit an irrevocable signed waiver of their retiree benefits. This allows retirees to lock in their current retiree medical and life insurance benefits.

4. Per these Board actions, MPS can utilize retirees to help fill short-term vacancies throughout the District. Filling vacancies with retirees would allow retirees to earn competitive compensation and still collect their retiree medical and life insurance benefits without having to enroll in active healthcare benefits.

Strategic Plan Compatibility Statement

5. This item reflects Goal 1 of the Strategic Plan, that students meet and exceed Wisconsin academic standards and graduate prepared for higher education, careers, and citizenship.

Statute, Administrative Policy, or Board Rules Statement

6. This item conforms to Administrative Policy 6.23, Recruitment and Hiring: Staff.

Fiscal Impact Statement

7. This item does not authorize expenditures.

Committee’s Recommendation

Your Committee recommends that the Board place Resolution 1112R-020 by Directors Falk and Miller on file.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 8) Action on the Adoption of the Fiscal Year 2014 Annual Audit Plan

Background

1. Annually, the Board of School Directors adopts a Plan of Audits which identifies audit activities that the Office of Board Governance-Audit Services will conduct during the fiscal year. After first determining the continuing and required audits, the next step in developing the annual audit plan involves soliciting input on potential audit topics from the Board of School Directors, the Superintendent, the Chief Accountability Officer, the Director of the Office of Board Governance, and Central Services’ department

heads. Audit Services staff also reviews Board proceedings to identify possible audit topics for Departmental, Program, and Special Audit Projects. These audit topics then serve as the basis for drafting the annual audit plan, which provides information on possible audit objectives and anticipated resources required to complete each audit.

2. The proposed FY14 Annual Plan of Audits has been completed and is being submitted for review and approval. The plan includes continuing and required audits and proposed audits. Included with the recommendation is a summary of available days which identifies estimated resource requirements for each audit and shows how available days will be used to support the audit plan.

3. The proposed FY14 Annual Plan of Audits includes audit activities for the Board-approved Audit Services areas, including financial audits, departmental and program audits, fraud investigations and other reviews, and school audits with corresponding days.

4. Per Board Governance Policy 2.12, Board Audits: Annual Plan and Coordination, audits not ordered in the Audit Plan, but later determined to have major implications to the District, require the Board's approval to amend the annual plan of audits. This policy also provides for the Director of the Office of Board Governance to have the authority to approve critical and emergency audits during the year.

#### Strategic Plan Compatibility Statement

5. This item reflects Goal 6 of the Strategic Plan, that the district be accountable for measurable results.

#### Statute, Administrative Policy, or Board Rules Statement

6. This item conforms to Board Governance Policy 2.12, Board Audits: Annual Plan and Coordination.

#### Fiscal Impact Statement

7. This item entails no fiscal impact.

#### Committee's Recommendation

Your Committee recommends that the Board adopt the following FY14 Annual Plan of Audits:

**OFFICE OF AUDIT SERVICES  
ANNUAL PLAN OF AUDITS —FISCAL YEAR 2014**

**CONTINUING AND REQUIRED AUDITS FOR FISCAL YEAR 2014 (FY14)**

#### ***FINANCIAL AUDIT***

##### **A) Audit: Basic Financial Statements**

MPS is required to have an annual examination of the MPS basic financial statements. The Office of Audit Services has overall responsibility for the annual year-end examination and contracts with a certified public accounting firm to perform the audit. The accounting firm conducts the audit in accordance with government auditing standards to form an opinion on the basic financial statements. The audit includes audits of the two early retirement pension plans, a Report on Internal Control, and a Status Report on the Prior Year's Internal Controls. In addition to the financial statement audits, the district is also required to have a Report on Federal and State Awards (Single Audit), Student Membership (general, summer school, and integration transfer program) Audits, and a Parent Consent Audit.

- The Single Audit satisfies the audit requirements of both the state and federal governments for all state and federal funds received by MPS.
- The Student Membership Audits and Parent Consent for Transportation Audit satisfy the audit requirements mandated by the state of Wisconsin statutes and the Wisconsin Department of Public Instruction.

- The Report on Internal Control details areas where internal accounting controls need to be enhanced. A separate report is also provided which reports on prior year management comments and management’s progress in implementing those recommendations.

In addition to coordinating and monitoring the year-end audit activities, Audit Services is responsible for completing various segments of the year-end audit.

<i>Estimated Resource Allocation — Internal</i> .....	<i>100 days</i>
<i>Estimated Resource Allocation — External</i> .....	<i>246 days</i>
<i>Estimated Start Date</i> .....	<i>July 2013</i>
<i>Estimated Completion Date</i> .....	<i>December 2013</i>

**DEPARTMENTAL AND PROGRAM AUDITS**

**B) Audit: Review of Accounts Payable Internal Controls (Carryover from FY10)**

Non-payroll expenditures — or costs other than salaries, wages, and benefits — represent approximately 25%-35% of the district’s total operations budget. In order to properly safeguard the assets of the district, it is critical that all processes and procedures relating to the payment of non-payroll expenditures are designed with adequate internal controls. A comprehensive review of the accounts payable system will be conducted. Payment approval, processing, recording, reporting, and review activities will be reviewed to determine whether controls exist to ensure that non-payroll expenditures are (a) properly authorized, (b) processed and reported accurately, and (c) properly supported by adequate documentation. The audit will also seek to identify opportunities to improve the effectiveness and efficiency of non-payroll processing procedures and internal controls.

<i>Estimated Resource Allocation</i> .....	<i>90 days</i>
<i>Estimated Start Date</i> .....	<i>January 2014</i>
<i>Estimated Completion Date</i> .....	<i>June 2014</i>

**C) Audit: Follow-up on Previously Issued Audit Reports**

In order to ensure that all audit recommendations have been properly implemented, Audit Services tracks and follows-up on the audit recommendations to determine the status of district administration’s corrective actions. Follow-up reviews are planned for four previously issued reports.

<i>Estimated Resource Allocation</i> .....	<i>60 days</i>
<i>Estimated Start Date</i> .....	<i>July 2013</i>
<i>Estimated Completion Date</i> .....	<i>June 2014</i>

**D) Program Evaluations — To Be Determined, per Ongoing Requests from Board of School Directors, Director of Office of Board Governance, Superintendent, Chief Accountability Officer, and others**

<i>Estimated Resource Allocation</i> .....	<i>40 days</i>
<i>Estimated Start Date</i> .....	<i>July 2013</i>
<i>Estimated Completion Date</i> .....	<i>June 2014</i>

**FRAUD INVESTIGATIONS AND OTHER REVIEWS**

**E) Audit: Special Audits and Projects**

Staff from the Office of Audit Services have the responsibility for special audits, fraud investigations, and other projects. Requests for analysis, investigations, and specific information are received from Board members, the Superintendent, Chief Accountability Officer, and the Director of the Office of Board Governance. In addition, Audit Services operates a Fraud Hotline. Upon receipt, complaints are reviewed and, if deemed appropriate, investigated. A Fraud, Waste

and Abuse Annual Report is issued to the Board, Superintendent, and the Public summarizing the results of fraud complaints and tips received. Special Projects may include reviews of schools with overspent budgets, student enrollment processes, accounting for bus tickets, and high-school incident reporting.

*Estimated Resource Allocation* ..... 340 days  
*Estimated Start Date* ..... Ongoing  
*Estimated Completion Date* ..... Ongoing

**SCHOOL AUDITS**

**F) Audit: Alternative/Early Childhood Partnership Schools**

The district contracts with schools to provide alternative education and early childhood education to MPS students. The audit will review the operations of these schools to determine the extent to which the schools: (1) comply with Board policy and contract provisions and (2) appropriately use the financial resources provided by MPS. Schools are selected for review on a rotating basis. Six early childhood or partnership programs and a related management letter are proposed to be completed in FY14.

*Estimated Resource Allocation* ..... 100 days  
*Estimated Start Date* ..... January 2014  
*Estimated Completion Date* ..... June 2014

**G & H) Audit: Charter School Financial and Performance Audits**

Charter schools are required by the charter school contract to contract for a financial audit, an annual performance and compliance audit. The audits are conducted in accordance with government auditing standards.

One of the objectives of the financial audit for MPS charter schools is to express an opinion on the fairness of the schedule of revenues and expenditures. The objective of the performance/compliance audits is to report on the charter school’s compliance with the performance, administrative, and fiscal provisions of the contract.

The charter school has the option to contract with Audit Services or an independent certified public accountant to perform the audits for FY14. Fifteen charter schools have contracted with Audit Services.

*Estimated Resource Allocation* ..... 165 days  
*Estimated Start Date* ..... July 2013  
*Estimated Completion Date* ..... January 2014

**I) Audit: School Audits**

The Board, in recognition of the school’s authority to make key decisions about the operations of the school, directed Audit Services to initiate a continuous program of individual school audits. Schools presently have control over a significant portion of their local school budget. In addition, schools are expected to achieve accountability standards, meet the Board’s strategic objectives for student achievement and equity, and comply with fiscal and administrative guidelines. The program continues the cyclical audits of MPS schools. Fifteen (15) schools will be selected for audit during FY14.

The purpose of the review is to assess whether the existing internal controls over the school’s financial activities can be relied upon to ensure that student activity fund, fixed asset, and payroll exception reporting financial transactions are properly authorized, recorded, documented, and safeguarded. Compliance with Fire Drill and Student Attendance procedures is also reviewed.

*Estimated Resource Allocation* ..... 135 days  
*Estimated Start Date* ..... July 2013  
*Estimated Completion Date* ..... June 2014

**J) Audit: School Audits — New Principal, Follow-up, and School Closing**

Newly assigned principals may request an audit to assist them in determining the financial and other conditions at a school. The review conducted is identical to the continuous program of school audits. Follow-up reviews may be conducted for those schools where prior audits determined that internal controls were significantly deficient. School closing audits with a focus on financial transactions are conducted to assist the Administration with close-out activities at these schools. Twenty new principal audits and two school closing audits are scheduled.

*Estimated Resource Allocation ..... 177 days*  
*Estimated Start Date ..... August 2013*  
*Estimated Completion Date ..... June 2014*

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 9) Possible Action on a Report by the Chief Accountability and Efficiency Officer (CAEO) on the Status of Current Projects

Background

Your Committee reports having received a report on the status of current projects from the Chief Accountability and Efficiency Officer (CAEO). Over the last several reports, the Office of Accountability and Efficiency (OAE) has provided updates on the major projects to improve both the contracting and grant processes and on the new work being started in two areas identified by the Superintendent — the District’s payables and Facilities and Maintenance (F&M). This report, as attached to the minutes of your Committee’s meeting, highlights the continued process improvements made in the contracting area that were identified through the monitoring tools created in previous projects and on the status of the work in the areas of District payables processing and Facilities and Maintenance processes.

\* \* \* \* \*

(Item 10) Action on a Request to Approve District Purchases, in Compliance with Administrative Policy 3.09

Background

1. The Administration, in conjunction with the Office of Accountability and Efficiency (“OAE”), has reviewed expenditures that individually or cumulatively exceed \$50,000 in FY13 for compliance with administrative policies and district-wide procedures.

2. The District’s purchasing and bidding policy, Administrative Policy 3.09, was updated in December of 2012. The policy requires that the Finance Department report all purchases of goods and services from vendors whose cumulative fiscal-year totals not previously approved by the Board exceed \$50,000. This policy was intended to ensure that the Board is informed of all vendor expenditures exceeding \$50,000. Individual service contracts less than \$50,000 have been reported to the Board in the monthly report of contracts less than \$50,000.

Strategic Plan Compatibility Statement

3. This item reflects Goal 6 of that Strategic Plan, that the district be accountable for measurable results.

Statute, Administrative Policy, or Board Rules Statement

4. This item conforms to Administrative Policy 3.06, Fiscal Accounting and Reporting.

Fiscal Impact Statement

5. The fiscal impact of this item will not exceed the total of all estimated blanket purchase amounts in FY13 and the projected blanket amounts for FY14, as listed in the attachment to the minutes of your Committee’s meeting.

Committee’s Recommendation

Your Committee recommends that the Board approve all estimated blanket amounts in FY13 and the projected blanket amounts for FY14, as presented below:

Vendor	Product/Service	FY13 YTD	Estimated FY13 Blanket Amount
Industrial Controls (V016393)	Electric Controls	\$176,792.21	\$177,000
Hein Electric Supply Co (V0124796)	Electrical Supplies	\$128,610.24	\$129,000
Grainger (V0777498)	Industrial/Electrical Supplies	\$95,307.48	\$96,000
Hallman Lindsay Quality Paints (V0129844)	Paint	\$82,893.93	\$83,000
American Millwork & HDWE Inc (V0295604)	Hardware	\$72,805.13	\$73,000
Milwaukee Chalkboard & Specialties (V0233030)	Chalkboards/boards	\$63,977.50	\$64,000

Vendor	Product/Service	FY13 YTD	Estimated FY14 Blanket Amount
Industrial Controls (V016393)	Electric Controls	\$176,792.21	\$200,000
Hein Electric Supply Co (V0124796)	Electrical Supplies	\$128,610.24	\$150,000
Grainger (V0777498)	Industrial/Electrical Supplies	\$95,307.48	\$115,000
Hallman Lindsay Quality Paints (V0129844)	Paint	\$82,893.93	\$105,000
American Millwork & HDWE Inc (V0295604)	Hardware	\$72,805.13	\$95,000
Milwaukee Chalkboard & Specialties (V0233030)	Chalkboards/boards	\$63,977.50	\$85,000

Any exceptions to these amounts will be reported back to the Board for approval.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

\* \* \* \* \*

(Item 11) Report and Possible Action on 2012-2013 Grants-Development and Community-Partnership Activities

Your Committee reports having received the following report on grants-development and community-partnership activities.

Administration’s Report

1. The District applied for a total of \$94 million through 43 competitive grants during FY13. Through August 19, 2013, those applications resulted in \$22.9 million in awards, with \$20.9 million still pending.

2. The Milwaukee Public Schools Foundation awarded the 4<sup>th</sup> annual MPS Public Scholars Scholarships to five graduates of MPS high schools in June. The MPS Public Scholars program was established in 2009 through a generous anonymous donation to the MPS Foundation. The donor provided funding as a show of support for public education in Milwaukee and in the state of Wisconsin. Students receive \$5,000 scholarships, renewable for up to three years as long as students meet certain criteria. To date, more than \$210,000 has been provided to MPS graduates through this program.

Strategic Plan Compatibility Statement

3. This item reflects Goal 7 of the Strategic Plan, that the district’s central services departments support student learning.

Fiscal Impact Statement

4. This item does not authorize expenditures.

\* \* \* \* \*

(Item 12) Report with Possible Action Regarding the Proposed Framework for a Customer Service Bureau

Your Committee reports having received the following report on grants-development and community-partnership activities.

Background

1. In November 2012, the Board referred Resolution 1213R-012 by Directors Bonds and Sain to the Committee on Accountability, Finance, and Personnel:

WHEREAS, Milwaukee Public Schools is facing increased competition from private and voucher schools, which has resulted in approximately 40% of Milwaukee children now attending non-MPS schools; and

WHEREAS, When families shop for schools, the first impressions are often the most critical, making it crucial for MPS to become more cognizant of our reputation in the community and of our role as an educational organization; and

WHEREAS, Creating a culture of exceptional customer service may be an effective way for MPS to increase its market share; and

WHEREAS, Our internal customers are defined as all employees of MPS, while our external customers are defined as our parents, students, and community stakeholders; and

WHEREAS, We recognize that our external customers are the primary motivation for our work, not an interruption of our work, and, therefore, our focus must be to satisfy them as best we can; and

WHEREAS, Acknowledging a sense of urgency about the quality of our customer service, valuing our customers, and demonstrating respectful behavior are all examples of the exceptional customer service that MPS must provide; and

WHEREAS, Employees must create an internal culture of superior customer service by developing a team-oriented work environment, cooperating across departments and upholding the goals of the district’s Strategic Plan; and

WHEREAS, The more that employees, as internal customers, have positive and productive interactions with one another, the better they will treat the external customers that MPS serves; and

WHEREAS, Our commitment to superior customer service must permeate every aspect of the organization in order for MPS to position itself as a school district of choice; now, therefore, be it

RESOLVED, That representatives from the Administration, the Office of Board Governance, and the Office of Accountability and Efficiency are to develop a framework for the creation of a Customer Service Bureau; and be it

FURTHER RESOLVED, That the framework is to include identification of customer-service standards, professional development opportunities to improve customer service, and a timeline for implementation; and be it

FURTHER RESOLVED, That a 24-hour call center, potentially to be managed by members of the MPS security team, be included as a component of the Customer Service Bureau’s framework; and be it

FURTHER RESOLVED, That the Administration, the Office of Board Governance, and the Office of Accountability and Efficiency are to report back to the Board with this framework no later than the March 2013 Board cycle.

2. In February 2013, the Board adopted the resolution and directed the Administration and the Offices of Board Governance and Accountability and Efficiency (“Customer Service Team”) to collaborate in developing a framework for the creation of a Customer Service Bureau and report back to the Board with this framework. Since that time, there has been extensive collaboration among the three areas. Below are the Proposed Customer Service Standards that resulted from the Team’s work:

*Service Philosophy*

Milwaukee Public Schools is committed to providing the highest quality service by not only meeting but exceeding the expectations of everyone we serve. We must communicate with courtesy, respect, and dignity in every interaction, and we must strive to promote an environment of educational excellence at all times.

*Proposed Customer Service Standards*

Environment

*We will create a clean, safe and inviting environment in all district facilities.*

- All of our buildings will be appropriately and attractively maintained and monitored.
- Upon entering any of our facilities, every individual will be greeted and met with a willingness to provide the requested assistance.
- All facilities will be navigable with signage that is visible and understandable for our customers.

Communication

*We will ensure that everyone is treated with courtesy, respect, and dignity throughout all forms of communication.*

- All staff will respond in a manner that is courteous, respectful and sensitive to their customer's needs while maintaining confidentiality and privacy to the greatest extent possible.
- All staff will personally assume responsibility for assisting their customer or directing their customer to the appropriate person.

<ul style="list-style-type: none"> <li>• All staff members will use active listening and questioning techniques to understand the customer's needs.</li> <li>• All staff will display honesty, fairness and truthfulness in all that we do.</li> <li>• All staff are responsible for providing accurate and consistent information to all customers, including follow-up, when needed.</li> </ul> <p>Commitment</p> <p><i>We will strive for excellence in all that we do in order to meet and exceed the expectations of our customers.</i></p> <ul style="list-style-type: none"> <li>• All staff are committed and dedicated to persisting through challenges to provide the best customer-service possible.</li> <li>• All staff will uphold the highest ethical standards in all of our personal and business interactions.</li> <li>• Every staff member will recognize the importance of his or her role in promoting MPS and our mission to provide educational excellence.</li> <li>• All staff will consistently assess, evaluate and refine our actions to continually improve our customer service.</li> </ul>
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3. These Standards were developed based on a review of current approaches relative to successful customer-service models and corresponding standards, as well as the collective customer-service expertise/experience of the Team. To ensure seamless alignment, the Team suggests there be a method (e.g., online surveys, focus groups) for gathering input on the Standards from the greater MPS community, including students and families.

#### Administration's Analysis

4. The Team has worked closely with the Directors of School Safety and Technology regarding the 24-hour call center as one component of the framework. The Division of School Safety currently has a 24/7 hotline which is dedicated to anti-bullying efforts and is monitored by School Safety administrators. A 24/7 customer-service hotline could be replicated.

5. The Customer Service Bureau will continue developing the framework. Some of its components, such as the 24/7 call center, can be implemented more quickly than can other components. Other elements, such as the professional development plan, will require additional planning and research. The Team projects the model will be up and running for the start of the 2014-15 school year.

6. The Team recognizes the importance of developing and implementing a high-quality professional development plan to support the MPS customer-service model. There are many considerations associated with this, including further research on successful customer-service models; internal capacity relative to effective and efficient customer-service professional development; and the identification of potential external vendors that have proven successful in providing customer-service training, as aligned to Administrative Policy 3.09, Purchasing and Bidding.

7. Leadership of the initiative will be shared. It is proposed that each Office, to include the seven that the Administration comprise, will identify an individual to serve on the Customer Service Bureau. The Customer Service Bureau will be responsible for the design and implementation of the MPS customer-service model and associated professional development plan.

8. Any contracting associated with the implementation of the Customer Service Bureau will go through the normal process, as dictated by Administrative Policy 3.09, and will be brought to the Board for final approval.

Strategic Plan Compatibility Statement

9. This item reflects Goal 5 of the Strategic Plan, that school staffs be supportive and responsive to students and families.

Statute, Administrative Policy, or Board Rules Statement

10. This item conforms to Board Governance Policy 1.01, Vision and Mission.

Fiscal Impact Statement

11. This item does not authorize expenditures.

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**COMMITTEE ON LEGISLATION, RULES AND POLICIES**

Director Sain presented the following report for the Committee on Legislation, Rules and Policies:

TO THE BOARD OF SCHOOL DIRECTORS:

Your Committee on Legislation, Rules and Policies presents the following report:

(Item 1) Report on Communication 1314C-003 from Mr. Ross Torsrud Requesting a Hearing on a “Call for Legislation” Related to Educational Incentives in the Rehabilitation of Incarcerated Offenders

Background

1. On Monday, July 8, 2013, Mr. Ross Torsrud delivered a Communication, as attached to the minutes of your Committee’s meeting, to the Office of Board Governance, requesting a hearing on a “Call for Legislation” regarding a proposed program to aid in the rehabilitation of incarcerated offenders via educational incentives.

2. At its regular monthly meeting on July 30, 2013, the Board referred the Communication to the Committee on Legislation, Rules and Policies.

3. Your Committee reports having given hearing to Mr. Ross Torsrud and other interested parties regarding Communication 1314C-003 at its meeting of September 10, 2013. No further action is required.

Strategic Plan Compatibility Statement

4. This item reflects Goal 2 of the Strategic Plan, that school communities work together for improvement in academic achievement.

Statute, Administrative Policy, or Board Rules Statement

5. This item conforms to Board Rule 1.10, Communications, Petitions, Resolutions, New Business.

Fiscal Impact Statement

6. This item bears no fiscal impact.

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(Item 2) Action on Resolution 0910R-028 by Former Board Director Blewett Regarding Reporting of Appointments and Reassignments of Principals and Assistant Principals

Background

1. At its meeting on October 22, 2009, the Board referred Resolution 0910R-28 by former Director Blewett to the Committee on Legislation, Rules and Policies:

WHEREAS, Administrative Policy 6.01 states that the Milwaukee Board of School Directors is committed to employing the most effective staff possible for all schools and departments; and

WHEREAS, School principals set the tone for everything that happens in the schools that they administer, and a school that is kept on track will be more likely to be a school of high achievement; and

WHEREAS, Milwaukee Public Schools principals are charged with key duties that include planning the school's budget, overseeing staff, coordinating professional development, and evaluating both faculty and students; and

WHEREAS, Principals must also be skilled at facilitating communication among parents and teachers and community members and must be adept at addressing poverty, social needs, and academic shortcomings; and

WHEREAS, Schools need administrators who can effectively handle emergency situations, mitigate tensions between students, and create a school environment where students and staff feel safe; and

WHEREAS, MPS must have highly qualified individuals in place as principals to ensure that these duties are carried out effectively; and

WHEREAS, Administrative Policy 2.01(2)(g) charges the Superintendent with the responsibility of nominating for appointment and assigning the duties of principals and assistant principals; and

WHEREAS, Principals and assistant principals become part of the school community, so when changes are made in their assignments, it affects parental trust, stability, and, oftentimes, part of the continuity that keeps students that have connected with a principal in school; now, therefore, be it

RESOLVED, Administrative Policy 2.01(2)(g) be amended to include a requirement that the Superintendent is to report to the Board all appointments and reassignments of principals and assistant principals on a monthly basis; and be it

FURTHER RESOLVED, That this change become effective upon the Board's adoption of this resolution.

2. Since the Resolution was introduced during the 2009-10 school year, the Administration has been presenting the appointments and reassignments of principals and assistant principals for approval via the monthly administrative appointments Board item.

3. During FY14, the Administration will be undertaking a review of all administrative policies and procedures

4. .Since the intent of the resolution is already being implemented by the Administration, the Administration recommends that the resolution be placed on file.

Strategic Plan Compatibility Statement

5. This item reflects Goal 1 of the Strategic Plan, that students meet and exceed Wisconsin academic standards and graduate prepared for higher education, careers, and citizenship.

Statute, Administrative Policy, or Board Rules Statement

6. This item conforms to Administrative Policy 6.01, General Personnel Policies.

Fiscal Impact Statement

7. This item does not authorize expenditures.

Committee’s Recommendation

Your Committee recommends that, in light of the Administration’s continued efforts to report the requested information on a monthly basis, the resolution be placed on file.

*Adopted with the roll call vote to approve the balance of the Committee reports.*

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**NEW BUSINESS**

(Item A) Reports of the Board’s Delegates

The Board received the report of the Delegate to the Milwaukee Partnership Academy and the report of the Delegate to the Library Board.

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The Board adjourned at 6:55 PM.

LYNNE A. SOBCZAK  
Board Clerk

**BOARD OF SCHOOL DIRECTORS  
MILWAUKEE, WISCONSIN  
SEPTEMBER 26, 2013**

Special meeting of the Board of School Directors called to order by President Bonds at 7:05 PM.

Present—Directors Falk, Holman, Joseph, Miller, Sain, Spence, Woodward, Zautke, and President Bonds—9.

Absent—None.

The Board Clerk read the following call of the meeting:

September 24, 2013

Office of Board Governance

TO THE MEMBERS OF THE BOARD OF SCHOOL DIRECTORS:

At the request of President Michael Bonds, a special meeting of the Board of School Directors will be held at 7:00 p.m. (or immediately following the regular monthly meeting of the Board scheduled to begin at 6:30 p.m.) on Thursday, September 26, 2013, in the Auditorium of the Central Services Building, 5225 West Vliet Street, Milwaukee, Wisconsin, to consider the following item of business:

1. Consideration of, and Possible Action on, Strategies Regarding the Potential Sale or Lease of District Property Located at 2760 N. First Street (Former Malcolm X Academy) and 619 E. Dover Street (Former Dover School).

In regard to Item 1, above, the Board may retire to executive session pursuant to Wisconsin Statutes, Section 19.85(1)(e), which allows a governing body to go into closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Board may reconvene in open session to take action on matters considered in executive session. Otherwise, the Board will adjourn from executive session.

LYNNE A. SOBCZAK  
Board Clerk

Director Spence moved that the Board retire to executive session, pursuant to Wisconsin Statutes, Section 19.85(1)(e), for the purpose of deliberating or negotiating the sale or lease of district property located at 2760 N. First Street (Former Malcolm X Academy) and 619 E. Dover Street (Former Dover School).

The motion prevailed, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Sain, Spence, Woodward, Zautke and President Bonds—9.

Noes—None.

The Board retired to executive session at 7:08 PM.

The Board reconvened in open session at 8:43 PM.

Director Miller moved that the Board adopt the following resolution regarding the property at 2760 North First Street:

Whereas, the Board received from 2760 Holdings, LLC, an Option-to-Purchase Agreement (the “Option”) covering the former Malcolm X Academy located at 2760 N. 1<sup>st</sup> Street (the “Property”); and

Whereas, the Board is interested in commencing discussions with 2760 Holdings, LLC, in order to determine whether mutually agreeable terms can be reached regarding the disposition of the Property; and

Whereas, 2760 Holdings, LLC, has expressed an interest in exploring whether mutually agreeable terms can be reached regarding the Property; and

Whereas, should 2760 Holdings, LLC, agree to pay \$10,000 for the exclusive right to negotiate for a period of 90 days; and

Whereas, should 2760 Holdings, LLC complete the purchase of the Property within the 90-day period, the \$10,000 will be credited against the purchase price. Should the transaction not proceed to closing, the \$10,000 shall be retained by the Board. Should the Board exercise its right to terminate 2760 Holdings, LLC’s Exclusive Right to Negotiate, then a *pro rata* portion of the \$10,000 shall be refunded to 2760 Holdings, LLC; therefore, be it

Resolved, that the proper Administration officials are authorized and directed to enter into negotiations and direct the Administration to initiate negotiations consistent with this resolution with 2760 Holdings, LLC, for the disposition of the Property; and

Further Resolved, that for a period of 90 days following adoption of this item, the Board and the Administration shall not entertain any other offers from other parties for the Property in order that full attention may be given to negotiations with 2760 Holdings, LLC; and

Further Resolved, that should mutually agreeable terms be reached between the Administration and 2760 Holdings, LLC, the Administration is directed to bring the terms back before the Board, in the form of a term sheet, for further consideration and action consistent with Board and City of Milwaukee real estate disposition policy; and be it

Further Resolved, that the Administration is directed to entertain proposals to engage the community regarding the possible sale and/or development of the property at 619 E. Dover Street.

The motion prevailed, the vote being as follows:

Ayes—Directors Falk, Holman, Joseph, Miller, Sain, Spence, Woodward, Zautke and President Bonds—9.

Noes—None.

The Board adjourned at 8:55 PM.

LYNNE A. SOBCZAK  
Board Clerk