

**Kenosha Unified**  
**School District No.1**  
Kenosha • Pleasant Prairie • Somers



## **REGULAR MONTHLY BOARD MEETING**

**August 23, 2011**

**7:00 P.M.**

**Educational Support Center  
Board Meeting Room  
3600-52<sup>nd</sup> Street  
Kenosha, Wisconsin**



- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
  - Veteran Diploma Presentation
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1
  - B. Consent/Approve Minutes of 7/21/11, 7/26/11 And 8/9/11 Special Meetings and Executive Sessions, 7/26/11 Regular Meeting and 8/9/11 Special Meeting ..... Pages 2-13
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers ....Pages 14-15
  - D. Consent/Approve Provisions Governing the Transportation of Students Attending Public and Private Schools For the 2011-2012 Year ..... Pages 16-19

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- X. Consent Agenda – Continued
  - E. Consent/Approve Revised Head Start Federal Grant Request for the 2011-12 School Year ..... Pages 20-24
  - F. Consent/Approve Renewal of Southeastern Wisconsin School Alliance Membership ..... Pages 25-29
- XI. Old Business
  - A. Discussion/Action Policy/Rule and Administrative Regulations (A & B) 1213 – Web Page Publication ..... Pages 30-38 (First Reading)
- XII. New Business
  - A. Discussion Transformation Plan Update
  - B. Discussion/Action Donations to the District ..... Page 39
- XIII. Other Business as Permitted by Law
  - Tentative Schedule of Reports, Events and Legal Deadlines For School Board (August-September) ..... Page 40
- XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary
- XV. Adjournment

**Kenosha Unified School District No. 1**  
**Kenosha, Wisconsin**  
**August 23, 2011**

The Human Resources recommendations regarding the following actions:

Action	Board Date	Code	Staff	Employee Last Name	Employee First	School/Dept.	Position	Effective Date	Yrs. of	Salary or Hourly Rate	Reason	Step / Level	Letter or Contract
Resignation	8/9/11		Secretarial	Johnson	Lisa	Educational Support Center	Secretary II	6/30/11	1	\$37,377.60	Resignation		Contract
Appointment	8/9/11		Miscellaneous	Johnson	Lisa	Special Education	Medical Billing Specialist	7/1/11	1	\$42,000.00	Appointment		Contract
Resignation	8/23/11	**	Instructional	Rodgers	Mary	Human Resources	Teacher on Leave	07/16/11	10	\$60,131.00	Resignation	B24 Step 14	Contract
Resignation	8/23/11	**	Instructional	Arneberg	Jill	Teaching and Learning	Instructional Coach	7/21/11	1	\$36,725.00	Resignation	B6 Step 3	Contract
Resignation	8/23/11	**	Miscellaneous	Velazquez	Maria	Bradford High School	Student Support Specialist	8/4/11	1	\$32,531.20	Resignation		Contract
Resignation	8/23/11	**	Instructional	Monk	Trisha	Special Education	EBD Special Education	7/2/11	1	\$16,328.00	Resignation	B6 Step 5	Contract
Voluntary Layoff	8/23/11	**	ESP	Kazin	Nicole	HR Leave Status	ESP	8/31/11	2	\$14.13	Voluntary Layoff		Contract
Voluntary Layoff	8/23/11	**	ESP	Parmentier	Janet	Forest Park Elementary	Special Education	8/31/11	12	\$15.21	Voluntary Layoff		Contract
Voluntary Layoff	8/23/11	**	ESP	Jake	Carol	Wilson Elementary	Technolgy	8/31/11	12	\$15.21	Voluntary Layoff		Contract
Voluntary Layoff	8/23/11	**	ESP	Fuentes	Brenda	Wilson Elementary	Title 1 - Bilingual	8/31/11	5	\$13.02	Voluntary Layoff		Contract
Voluntary Layoff	8/23/11	**	ESP	Unger	Velia	Brass Community School	Special Education (IDEA)	8/31/11	9	\$13.64	Voluntary Layoff		Contract
Separation	8/23/11	**	Instructional	Holm	Karen	McKinley Elementary School	ED Special Education	7/3/11	3	\$67,345.00	Deceased	M30 Step 13	Contract
Appointment	8/23/11	**	Instructional	Mahn	Susan	Student Support	School Social Worker	8/1/11	5	\$32,644.50	Appointment	M Step 6	Letter
Appointment	8/23/11	**	Instructional	Modory	Andrew	Wilson Elementary/KTEC	Library Media Specialist	8/29/11	5	\$42,996.00	Appointment	B6 Step 6	Letter
Appointment	8/23/11	**	Instructional	Beyer	Kathleen	Frank Elementary School	LAP Elementary ESL	8/1/11	9	\$49,154.00	Appointment	B Step 10	Letter
Appointment	8/23/11	**	Instructional	Schlick	Erik	Bradford High School	CC Special Education	8/29/11	6	\$45,388.00	Appointment	B12 Step 7	Letter
Appointment	8/23/11	**	Instructional	Rucinski	Rita	Special Education and Student Support	Speech Language Therapist	8/29/11	14	\$67,186.00	Appointment	M Step 15	Letter
Appointment	8/23/11	**	Instructional	Thomas	Jodie	Bradford High School	ED Special Education	8/29/11	7	\$45,754.00	Appointment	B Step 8	Letter
Appointment	8/23/11	**	Instructional	Metaxa	Amy	Somers Elementary School	CDS Special Education	8/29/11	5	\$42,996.00	Appointment	B6 Step 6	Letter
Appointment	8/23/11	**	Instructional	Briggs	Kathryn	Special Education	STEP - Boys and Girls Club	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Hackeloer	Lisa	Tremper High School	Nurse	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Werve	Kathryn	Special Education	Speech Therapist	8/29/11	14	\$44,815.80	Appointment	M30 15	Letter
Appointment	8/23/11	**	Instructional	Cicchini	Rachel	Jefferson Elementary School	Early Childhood	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Zalokar	Colin	Tremper High School	CC Special Education	8/29/11	6	\$46,062.00	Appointment	B18 Step 7	Letter
Appointment	8/23/11	**	Instructional	Duchene	Karen	Bradford High School/LAP	LAP Senior ESL	8/29/11	5	\$46,635.00	Appointment	M Step 6	Letter
Appointment	8/23/11	**	Instructional	Crittendon	Carly	Bradford High School/LAP	LAP Senior ESL	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Rosin	Christina	Bradford High School	Math	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Adamczyk	Scott	EBSOLA	EBD Special Education	8/29/11	5	\$42,354.00	Appointment	B Step 6	Letter
Appointment	8/23/11	**	Instructional	Callender	Amber	Harborside Academy	Spanish	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	8/23/11	**	Instructional	Heberling	Theresa	Reuther Central High School	Infant Lab	8/29/11	7	\$50,786.00	Appointment	M Step 8	Letter
Appointment	8/23/11	**	Instructional	Allemand	Nathan	Lance Middle School	Grade 8 CC Special Education	8/29/11	2	\$37,259.00	Appointment	B Step 3	Letter

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JULY 21, 2011

A special meeting of the Kenosha Unified School Board was held on Thursday, July 21, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:00 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Mrs. Schmitz and Dr. Hancock were also present. Mr. Nuzzo and Mr. Bryan were excused.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Litigation and Personnel: Problems.

Ms. R. Stevens moved that this executive session be held. Mrs. Taube seconded the motion.

Roll call vote. Ayes: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Noes: None. Unanimously approved.

Ms. P. Stevens moved to adjourn to executive session. Ms. R. Stevens seconded the motion. Unanimously approved.

1. Litigation

Mrs. Glass joined the meeting via telephone conference at 5:03 P.M. and updated Board members on a litigation issue. Discussion followed.

Mrs. Glass concluded her presence via telephone at 5:12 P.M.

2. Personnel: Problems

Mrs. Schmitz and Dr. Hancock updated Board members on personnel issues.

Ms. P. Stevens departed the meeting at 5:35 P.M.

Meeting adjourned at 5:39 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JULY 26, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, July 26, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:47 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Mr. Nuzzo was excused.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments; Compensation and/or Contracts; and Evaluation Consideration.

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

Roll call vote. Ayes: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Noes: None. Unanimously approved.

Mr. Bryan moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

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

Mrs. Glass arrived at 5:53 P.M. and updated Board members on a personnel issue. Brief discussion followed.

Mrs. Glass was excused at 6:15 P.M.

Dr. Hancock presented information to Board members relating to her evaluation and discussion followed.

Meeting adjourned at 6:40 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JULY 26, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, July 26, 2011, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Mr. Nuzzo was excused.

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

There were no awards.

There were no Administrative or Supervisory Appointments.

There was no Student Ambassador.

There was no Legislative Report.

Views and comments were made by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 6/28/11 and 7/12/11 Special Meetings and Executive Sessions, 6/28/11 Regular Meeting, and 7/12/11 Special Meeting as presented in the agenda.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Mrs. Eileen Coss, Accounting Manager; Mrs. Sheronda Glass, Assistant Superintendent of Business Services; and Dr. Hancock, excerpts follow:

“It is recommended that receipt numbers CR051484 through CR052115 that total \$523,990.42 be approved.



Check numbers 469696 through 471208 totaling \$9,138,794.39 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated June 2, 16, (two deposits 6/16) and 30, 2011, totaling \$4,121,269.30; to US Bank of Milwaukee dated June 1, 15, and 30, 2011, totaling \$989,164.77 and to the Wisconsin Retirement System dated June 30, 2011, totaling \$1,363,168.62 be approved.”

Ms. P. Stevens moved to approve the Consent Agenda as presented in the agenda. Ms. R. Stevens seconded the motion. Unanimously approved.”

Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, presented the Harborside Community Urban Garden Project submitted by Mr. William Haithcock, Principal at Harborside Academy; Mr. Tenuta; and Dr. Hancock, excerpts follow:

“Due to the timing of the grant submission, School Board approval was not able to be obtained prior to the grant application deadline. Therefore, School Board approval is requested to accept and implement, if awarded, the State Farm Youth Advisory Board Grant.

With funding from the State Farm Youth Advisory Board grant, focus of HCUG is to provide Kenosha Unified School District students and community-at-large residents access to locally grown fresh produce using sustainable agriculture practices at local markets to be hosted at the different elementary schools involved in the project. In addition, students will provide education classes on nutrition, value, preparation, storage, consumption of fresh fruits and vegetables, and composting. This project builds on the current collaboration between Harborside Academy, the Teacher Education Program at Carthage College, and the Horticultural Program at Gateway Technical College (GTC) which launched a gardening program at two elementary schools in KUSD and responds to the goal of KUSD to establish edible gardens at all KUSD schools.

Funds from this grant will allow for the expansion of food production during the summer season to year round production utilizing a greenhouse as well as implement a model-demonstration vermicomposting program. This will allow the HCUG to expand our ability to provide local produce to the Kenosha community. In addition, we are proposing to create a “traveling” farmer’s market to bring our produce to the low-income neighborhoods in Kenosha on a weekly basis to allow access to families who may not have the ability to go to the Harbor Market.

Harborside students will educate the elementary students and families on the sustainability and environmentally responsible methods of composting.

Principals at each of the sites have committed to supporting collaboration and department training opportunities within their schools to share successes, increase teacher leader capacity, and inspire future interest in the garden program.

At is July 12, 2011 meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward this grant to the School Board for consideration.

Administration recommends that the Board grant approval to accept and implement the State Farm Youth Advisory Board Grant if awarded.”

Ms. P. Stevens moved to approve acceptance and implementation the State Farm Youth Advisory Grant if awarded. Ms. R. Stevens seconded the motion. Unanimously approved.

Mrs. Vickie Brown-Gurley, Assistant Superintendent of Teaching and Learning, presented the Head Start State Supplemental Grant Request for the 2011-12 School Year submitted by Ms. Melody Orban, Head Start Administrator; Ms. Belinda Grantham, Director of Preschool; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2011-12 school year. The funding for this grant is \$340,725. It is designed to supplement the operating costs of the Kenosha Unified School District Head Start Child Development Program.

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 59 high-risk children that will be three or four years of age on or before September 1, 2011. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

At its July 12, 2011 meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward the grant to the School Board for consideration. Administration recommends that the Board grant approval to submit and implement the 2011-12 Head Start State Supplemental Grant.”

Ms. P. Stevens moved to approve the 2011-12 Head Start State Supplemental Grant. Ms. R. Stevens seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Excess Property Recommendations submitted by Mr. Finnemore; Mrs. Sheronda Glass, Assistant Superintendent of Business Services; and Dr. Hancock, excerpts follow:

“Most of the tasks associated with the closing of Columbus Elementary School and the Jefferson Annex have been completed and the remaining tasks will be completed over the course of this summer. A decision needs to be made in regards to what should be done with the two buildings. It is recommended that the Columbus property be sold and that the Jefferson Annex building be retained by KUSD for at least another year. This report provides information used to serve as the basis for these recommendations.

The first attachment includes an aerial view of the Columbus site as well as floor and site plans of the school building and property. KUSD closed Columbus as an elementary school one other time previously and then reopened it several years later as the District’s enrollment grew. Retaining the building for possible future use is an option, but there are several reasons not to do this including the age and condition of the building and the size of the site as compared to a typical elementary school. In addition, if the building remains

closed for any tangible period of time, there may be requirements imposed to bring the building up to or close to today's standards including such things as a fire sprinkler system and ADA requirements. Using the building as a charter school location or some other use is also an option, but the shortcomings with the building and site do not make it the most attractive location for our continued use.

Selling the property eliminates costs associated with maintaining the building for possible future use. These costs include utility costs to maintain the building at a minimal temperature in the winter to prevent pipes from freezing and security related lighting. In addition there would be maintenance related costs to keep the integrity of the building intact. There are a handful of people that have already expressed an interest in purchasing the building, so selling the building in this market appears to be a viable option. Determining the value of an old school building on a small parcel is certainly not an exact science. In the past we have generally paid for an appraisal for any building or property that we have sold or purchased. Most recently we paid a more modest amount to have a market analysis performed for the building purchased on the property adjacent to Dimensions of Learning. These evaluations are difficult in general but even more difficult in today's market because of a lack of comparable sales. It is recommended that we either have a market analysis performed for a cost of approximately \$250 or have no analysis done at all and just sell the building for the highest offer we can obtain through a formal process. Our interest should be in selling the building and eliminating future operational costs more than trying to obtain a "market" or appraised value for the reasons highlighted above. It is expected that the sale of the property will not net more than \$100,000 based on preliminary feedback we have received.

The second attachment includes an aerial view of the Jefferson site as well as floor and site plans of the Annex. When looking at the options for the Jefferson Annex: sell, use for a different purpose, or hold onto for future use, there is not a clear choice. Selling is an option in that the Annex is situated on the property in such a way that would allow it to be split off from the main Jefferson building. At this point in time, we have not been contacted by a potential interested buyer, but that could change in the future. Unlike Columbus, the Annex is a building that we have not deferred any maintenance on and it has a very sound infrastructure, so reusing in some other capacity is a viable option provided a use can be identified and justified. It is recommended that we hold onto the Annex building for at least one more year and continue to explore options for the building in regards to either an alternative use or possible sale. In the interim, we are using the Annex to hold summer school at Jefferson this year, and will use for furniture and other equipment storage purposes until the building is either sold or repurposed for another use. This report was reviewed by the Planning, Facilities and Equipment Committee at their July 12, 2011 meeting, and the Committee unanimously approved forwarding the report on to the full Board for approval.

If Board approval is obtained tonight to sell Columbus Elementary, the next steps include pursuing Elector approval to sell the property and marketing the property to identify a prospective buyer. We currently have four parties that have expressed some level of interest in the property and more may be identified as part of the marketing effort. If Board approval is given this evening, the marketing effort will begin with the intent to receive bids

on the property in a format similar to what was done several years ago with the old Bain school property. Scheduling of the Elector meeting would be performed on a parallel path with the marketing effort.

Administration recommends Board approval to sell Columbus Elementary School pending approval from a meeting of the Electors and to retain the Jefferson Annex building as described in the report.”

Ms. P. Stevens moved to approve the Excess Property Recommendations to sell Columbus Elementary School pending approval from a meeting of the Electors and to retain the Jefferson Annex building as described in this report. Ms. R. Stevens seconded the motion. Unanimously approved.

Dr. Hancock presented Policy 3280 – Student Fees, Fines and Charges submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“A committee comprised of administrators, principals, parents and teachers reviewed Policy and Rule 3280, Student Fees, Fines and Charges. The committee met on December 13, 2010, January 10, 2011 and January 24, 2011 to review and recommend changes to Policy and Rule 3280. From these meetings, a revised policy was created to align with district criteria to include federal income eligibility guidelines for students that qualify for free/reduced lunches.

The attached Policy maintains the philosophy that no students will lose educational access or learning opportunities due to a family’s financial situation. Student fees will be kept to a minimal amount and principals may waive fees for families who do not have the ability to pay. The federal free/reduced lunch information may be used to determine families’ ability to pay but it is recognized that other situations may arise that may require waiving fees. The Policy does not address fines or charges so these words were removed from the title.

Administration recommends that the School Board approve Policy and Rule 3280 for a first and second reading this evening. Principals will then be notified and prepared for student registration in August.”

Ms. P. Stevens moved to approve Policy and Rule 3280 – Student Fees, Fines and Charges for a first and second reading. Mr. Gallo seconded the motion. Motion carried. Mr. Bryan dissenting

Mrs. Glass and Mrs. Tina Schmitz, Director of Finance, presented the Revised Preliminary Adoption of the 2011-12 Budget submitted by Mr. Tarik Hamdan, Financial and Budget Analyst; Mrs. Schmitz; Mrs. Glass; and Dr. Hancock, excerpts follow:

“At the April 20, 2011, Audit, Budget and Finance Committee, the 2011-2012 initial budget assumptions and process was presented. That report outlined the rationale for Administration’s initial revenue and expenditure additions or subtractions to the 2011-2012 budget. The Superintendent’s Leadership Council, has met on many occasions to review and evaluate the submitted budget assumptions and District contractual obligations. These discussions have become the basis of the budget assumption priorities that Administration is presenting to the Board for preliminary approval at the July regular meeting.

Below is a timeline of activities that have occurred and those that will be initiated prior to the end of October that forms the basis of the District's budget priorities for the 2011-2012 budget.

Preliminary Enrollment Projections presented to the Personal/Policy Committee in November; increase of 96 total students at that time.

Leadership Council reviewed and developed methodology and approach for developing the 2011-2012 budget in November and December.

Zero-based budget templates were distributed to budget managers in December, and a meeting was held in January to explain the zero-based budget process.

Budget documents were due back in February, and were then reviewed by the Leadership Council later that month.

Preliminary budget position and budget assumptions, including staffing projections, presented to the Board of Education at a special meeting on April 20th, and the regular meeting on April 26th.

The budget assumptions have also been discussed weekly at the Superintendent's regularly scheduled Leadership Council meetings.

Adoption of the 2011-2012 Preliminary Budget Assumptions occurred in April, and a revised adoption presented July 26th.

If necessary, additional budget review meetings to be held in August and early September.

Third Friday student count to occur on September 16th; we will adjust the projected student count at that time.

The Public Hearing on the 2011-2012 Budget and the Annual Meeting of the Electors is scheduled for Monday, September 19th.

Tax Appointment Values (Equalized Value) from the Department of Revenue is scheduled to be received by October 1st.

Certification of the 2011-2012 Aid Eligibility (amount of state aid) from the Department of Public Instruction is scheduled to be received by October 14th.  Formal adoption of the 2011-2012 Budget is scheduled to occur on October 25th.

Reporting Tax Levy information to Municipalities to occur by November 5, 2011.

Attachment B includes the Budget Assumptions that were shared with the Board of Education in April with a second column added to show the current revised budget. The column dated 7/26/11 contains Administration's recommended Assumptions, based on the review and prioritization of all the assumptions over the last three months. This document illustrates the budget impact for the next year in summary form and was built based on fiscal

year 2010-2011, except for the budget amounts identified in the attached document. The process examines the educational need for these assumptions using zerobased budgeting and adjustments to achieve a balanced budget. As in the past, grants are excluded from this budget assumption process since they are self sustaining (their revenues equal their expenditures). The projected decrease to General Fund revenue, as opposed to the increase last year, is \$18.9 million and is subject to change prior to the formal budget adoption in October. Some of the potential changes to the revenue limit budget are listed below.

Calculation of the official 2011-2012 membership based on the Third Friday enrollment count to be conducted on September 16th. The current budget projects an overall increase of 96 students in membership.

The State budget decrease of \$57.84 per pupil results in an overall funding deduction of \$12.7 million which significantly impacts the district.

Approval of the Transfer of Service Revenue Limit exemption due to students with special needs moving into the District during the 2010-2011 school year. The submission of this exemption request to the Department of Public Instruction (DPI) is due by August 1st. The projected exemption has been conservatively estimated to be \$1.4 million at this time.

Receipt of the actual property equalized valuation, the amount of general State Aid and the exempt computer aid amount. While these items may not affect the total increase in the District's revenue budget, under the current funding formula, the amount that is not provided in the form of General State Aid can be levied to the local taxpayers up to the Revenue Limit. As a result of the State budget, the 2011-2012 District budget was balanced through a zerobased budget method; however \$33.6 million in reductions were necessary to balance the budget. Also included in the 2011-2012 Revenue Limit formula is a portion of the \$2.5 million associated with the Indian Trail High School Referendum that passed in February 2008. Due to the inclusion of the \$28,184.402, pursuant to the Moral Obligation Agreement dated September 1, 2006, the budget assumptions presented in Attachment A are not balanced and has a deficit of \$28,184.402. Please refer to Attachment C for more information on this item. The total impact of all the operating general fund assumption changes presented in Attachment B provides a balanced budget. The caveat is that there are still several estimates contained in these assumptions, including an estimate of student enrollment, and the actual numbers to be received in the fall may require Administration to modify these budget assumptions to balance the budget. With these changes to the Budget Assumptions as presented on the attached, the Administration is recommending a revised preliminary budget to the Board for approval. Attachment B has been updated to reflect the recommendation of Administration that excludes the funding of the OPEB Trust Moral Obligation in the preliminary budget.

Based on the current projected General State Aid, the preliminary budget presented at the Public Hearing on the Budget will include the following preliminary tax levy: General Fund \$80,223,800 Debt Service Fund 14,625,987 Community Service Fund 1,981,240 \$96,831,027 This preliminary tax levy constitutes a projected increase of \$2,166,540 in the 2011-2012 tax levy for Kenosha Unified School District over last year. Also included is a carryover of \$3,665,077 from last year's levy authority and \$2,251,000 is new tax levy for the Indian Trail operating budget increase approved by the community in 2008. The total

mill rate per \$1,000 of equalized valuation is projected to be \$10.84, a 2.76% increase over the prior year. Attachment C delineates this tax levy scenario and the last 15 years equalized values and tax levies. The above tax levy scenario also presumes no change in the Equalized Property Values of the District.

The proposed 2011-2012 budget assumptions continue to support all of the current instructional programs of the district, taking into consideration the beliefs, parameters and objectives of the Transformation Design Plan. Budget development is a dynamic and continuous process until the Board formally adopts the budget on or before November 1st. Administration will be incorporating these budget assumptions into the District's Preliminary 2011-2012 Budget to be presented at the Public Hearing on the Budget scheduled for September 19th. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all the students in the District.

Administration requests that the Board of Education approve the revised preliminary 2011-2012 Budget Assumptions and that these assumptions be used in formulating the preliminary budget to be used at the Public Hearing on the Budget in September."

Mrs. Taube moved to approve the Revised Preliminary Adoption of the 2011-12 Budget Assumptions contained in Attachment B, which does not include \$28,184,402 funding to replenish the deficiency in the OPEB Indenture Trust, and that these assumptions be used in formulating the preliminary budget to be used at the Public Hearing on the Budget in September. Ms. R. Stevens seconded the motion. Unanimously approved.

Mrs. Snyder presented the Donations to the District as presented in the agenda.

Ms. R. Stevens moved to approve the Donations to the District as presented in the agenda. Ms. P. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 7:40 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 9, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 9, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:00 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments and Compensation and/or Contracts.

Ms. P. Stevens moved that this executive session be held. Mr. Bryan seconded the motion.

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

Ms. R. Stevens moved to adjourn to executive session. Ms. P. Stevens seconded the motion. Unanimously approved.

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

Dr. Hancock presented two Administrative appointments to Board members and a brief discussion followed.

Meeting adjourned at 5:10 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 9, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 9, 2011, at 5:20 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Discussion/Action on Administrative Appointments.

The meeting was called to order at 5:20 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present.

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

Dr. Hancock presented two Administrative Appointments.

Ms. P. Stevens moved to appoint Joel Kaufmann as Interim Assistant Principal at Lance Middle School effective August 10, 2011. Ms. R. Stevens seconded the motion. Unanimously approved.

Ms. P. Stevens moved to appoint Teresa Osborne-Short as the Director of Human Resources effective August 15, 2011. Ms. R. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 5:27 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Receipts and Disbursements  
August 23, 2011

	From	To	Date	Amount
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**Receipts:**

Total Receipts	CR052116	CR052643	06/01/11 - 06/30/2011	\$ 826,320.98
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**Wire Transfers from Johnson Bank to:**

First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			July 1, 2011	169,831.65
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			July 14, 2011	1,273,938.89
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			July 18, 2011	175,461.72
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			July 28, 2011	1,256,330.39
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			July 29, 2011	133,953.77
US Bank of Milwaukee <i>(for state payroll taxes)</i>			July 15, 2011	599,741.76
US Bank of Milwaukee <i>(for state payroll taxes)</i>			July 28, 2011	316,798.11
Wisconsin Retirement System			July 29, 2011	1,964,578.51
Total Outgoing Wire Transfers				\$ 5,890,634.80

**Check Registers:**

General	470985	470987	July 1, 2011	34,564.05
General	471209	471229	June 30, 2011	10,156.36
General	471230	471258	July 7, 2011	45,998.72
General	471259	471287	July 7, 2011	45,888.72
General	471288	471316	July 7, 2011	46,848.72
General	471317	471344	July 7, 2011	46,342.78
General	471345	471345	July 8, 2011	35,642.00
General	471346	471346	July 8, 2011	7,456.65
General	471347	471547	July 8, 2011	1,147,898.58
General	471548	471554	July 8, 2011	18,922.19
General	471555	471722	July 15, 2011	89,950.04
General	471723	471807	July 15, 2011	1,198,269.14
General	471808	471914	July 15, 2011	398,171.11
General	471915	471921	July 15, 2011	2,545.00
General	471922	471923	July 19, 2011	16,104.18
General	471924	472036	July 22, 2011	916,359.16
General	472037	472146	July 22, 2011	520,007.91
General	472147	472150	July 26, 2011	4,451.44
General	472151	472152	July 27, 2011	1,771.65
General	472153	472154	July 29, 2011	56,314.74
General	472155	472161	July 29, 2011	2,496.60
General	472162	472275	July 29, 2011	4,810,437.38

Total Check Registers				\$ 9,456,597.12
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## **Administrative Recommendation**

It is recommended that receipt numbers CR052116 through CR052643 that total \$826,320.98 be approved.

Check numbers 470985 through 470987 and numbers 471209 through 472275 totaling \$9,456,597.12 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated July 1, 14, 18, 28, and 29, 2011 totaling \$3,009,516.42; to US Bank of Milwaukee dated July 15, and 28, 2011 totaling \$916,539.87; and to the Wisconsin Retirement System dated July 29, 2011 totaling \$1,964,578.51 be approved.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent of  
Business Services

Tina M. Schmitz  
Director of Finance

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

**PROVISIONS GOVERNING THE TRANSPORTATION  
OF STUDENTS ATTENDING PUBLIC AND PRIVATE  
SCHOOLS FOR THE 2011-2012  
YEAR**

The following provisions for the transporting students attending public and private schools will become effective from and after the fifteenth day of August 2011. (These provisions relate to Board Policies 3545 and 3545.4.)

**Students Attending Public Schools**

1. Pursuant to Wisconsin Statutes, transportation shall be provided to all students residing in the City of Kenosha, Village of Pleasant Prairie, and Town of Somers who live two or more miles from the public school to which they are assigned.
2. Pursuant to Wisconsin Statutes relating to transportation in area of unusual hazards, transportation shall be provided to all elementary schools, kindergarten through grade 5, who resides in the Village of Pleasant Prairie, Town of Somers (except elementary school students residing within the attendance areas of Forest Park, Grant, Strange, and Harvey Elementary Schools), and certain designed areas in the district as described below.
3. Transportation will be provided for all students residing in the corporate limits of the City of Kenosha and living west of Highway 31 and for Bradford High School students where the only access road is Highway 31.
4. Transportation will be provided to students residing within the corporate limits of the City of Kenosha who attend kindergarten through grade 5 of the elementary school located outside the corporate limits of the City of Kenosha.
5. Transportation will be provided for students who reside within the Bose Elementary School attendance area east of the Chicago and Northwestern Railroad tracks and for students who reside west of 22<sup>nd</sup> Avenue.
6. Transportation will be provided for students who reside within the Jeffery Elementary School attendance area on the south side of 89<sup>th</sup> Street, west of 22<sup>nd</sup> Avenue, and east of 39<sup>th</sup> Avenue and for students residing within the corporate limits of the City of Kenosha north of 85<sup>th</sup> Street and west of 39<sup>th</sup> Avenue.

7. Transportation will be provided to students residing within the Strange Elementary School attendance area north of 52<sup>nd</sup> Street until such time that the City of Kenosha will provide improved walking areas.
8. On a temporary basis, subject to annual review, transportation will be provided for students attending and residing within the Grant Elementary School attendance area south of Highway 142 and west of the old Chicago-Milwaukee North Shore Railroad right-of-way.
9. No transportation will be provided for students who are voluntary enrolled in alternative programs, participating in part-time and full-time open enrollment programs, or participating in Recreation Department programs
10. Elementary students (grades 1 through 5) may be required to walk up to **1** mile to an authorized school bus pick-up point. Students in grades 6 through 12 may be required to walk up to **1** mile to a school bus pick-up point. Exceptions to these distances may occur in areas considered “unusually hazardous” and will be subject to approval by the Supervisor of Transportation.
11. Students supervised before and after school by a day car center located within the attendance area of the school may be bused to the school. The Superintendent will make recommendations to the Board relative to any exceptions to this policy.
12. Transportation will be provided to students attending Indian Trail Academy, residing less than two miles from school, until such time that the City of Kenosha will provide improved walking areas.
13. Students attending schools of choice are not provided transportation. Indian Trail Academy (ITA) and Lakeview Technology Academy (LTA) students may request bus service to their boundary high school and ride a District provided shuttle bus from their boundary high school to ITA or LTA. Students are then shuttled back to their boundary high school for transportation rides home.
14. Transportation will be provided to students who reside in Lance Middle School attendance area who live on Cooper Road or West of Cooper Road until such time that the Village of Pleasant Prairie provides improved walking areas. Students may be required to walk no more than 200 ft. on Cooper road.
15. Students who reside on Highway “H”, 39<sup>th</sup> Ave, and Springbrook Road may be required to walk no more than 200 ft. on these roads.
16. Transportation will be provided to students who reside in the Bradford High School attendance area who are less than 2 miles but become more than 2 miles due to the Hazardous walk zone along Washington Road from East of Highway 31 to 39<sup>th</sup> Ave.

### **Students Attending Private Schools**

1. Pursuant to Wisconsin Statutes, transportation shall be provided to students attending private schools on the same basis as set forth above for students attending public schools with the additional provisions listed below.
2. Pursuant to Wisconsin Statutes, students residing in the school district who attend private schools located not more than five miles beyond the boundaries of the school district but within the state are eligible for transportation. In lieu of district bus transportation, parent contracts will be offered to the parent or guardian of each eligible pupil in accord with Wisconsin Statutes.
3. Pursuant to Wisconsin Statutes, transportation will be provided as set forth above to the private school located in the attendance area in which the pupil resides.

### **Transportation for Students with Exceptional Needs**

1. Pursuant to Wisconsin Statutes, transportation shall be provided for children with exceptional education needs, regardless of distance, if such request (or such transportation) is approved by local and state authorities. Approval shall be based on whether or not the child can walk to school with safety and comfort.

### **Other Provisions Concerning the Transportation of Students**

1. Pursuant to Wisconsin Statutes, the Board is empowered to administer, set transportation routes and schedules, secure necessary information, make reports, and apply for and receive aids for the transportation of both public and private school pupils actually transported.
2. Insofar as possible, administrators of private schools shall be requested to coordinate their school calendars with the public school calendar.
3. Transportation will be provided for public and private school students as approved by the Board to implement state-mandated programs and federal programs.
4. Insofar as possible, bus stops for students with exceptional needs and Head Start students are to be designated near to and on the same side of the street as the residence unless bus aids are provided or other arrangements are made with the parent through the district Transportation Office.
5. The provisions of this policy statement as set forth above shall apply in all instances except those in which extraordinary conditions are held to prevail and shall be subject to further review pending any required adjustments due to unforeseen circumstances.

6. Administration will be responsible for establishing and maintaining bus routes in accordance with this policy and changes in student population.
7. Private Catholic Schools request a boundary change to create 2 elementary boundary schools only. The divided line would be 52<sup>nd</sup> Street. Holy Rosary would serve the North and St. Mary's would serve the south.

### **Recommendation**

At its August 9, 2011 meeting, the Personnel/Policy Committee voted to forward these provisions to the School Board for approval. Administration recommends that the Board approve the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2011-2012 Year as presented.

Dr. Michele Hancock  
Superintendent of Schools

Mr. Patrick Finnemore  
Director of Facilities Services

Jeffrey Marx  
Supervisor of Transportation Services

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

REVISED HEAD START FEDERAL GRANT REQUEST FOR THE 2011-12  
SCHOOL YEAR

Approval from the Board of Education is requested to submit and implement the revised Head Start Federal Grant for the 2011-12 school year. It is designed to fund the program operations with \$1,999,031 that includes cost of living adjustments of \$35,064 to the salaries/benefits of Head Start employees. The grant is designed to fund the operating costs of the Kenosha Unified School District Head Start Child Development Program.

**Grant Title**

Federal Head Start Grant

**Funding Source**

U.S Department of Health and Human Services  
Administration for Children and Families

**Grant Time Period**

July 1, 2011 to June 30, 2012

**Purpose**

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 330 high-risk children that will be three or four years of age on or before September 1, 2011. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

**Number of Students Served**

330 Eligible Head Start Students

**Relationship to District Plan and Goals**

The Head Start program goals directly correlate to the District's Mission to assure every child experiences high quality, personalized learning success, and the transformation Goals:

- Improve student achievement.
- Expand collaborative partnerships with families, community, and industry.
- Secure resources to support learning.

The Wisconsin Model Early Learning Standards and the Head Start Performance Standards serve as a framework for all Head Start programming. By working with the children early in their lives, we have an opportunity to imprint the value of education on the child and his/her family. A positive value of education will impact the District goals.



## **Fiscal Impact**

See attached Fiscal Impact statement.

## **Changes in Program Service**

As need for services expands in our community and funding decreases, the need for collaboration becomes vital. The KUSD Early Education Programs of Special Education, 4-Year Old Kindergarten (4K), and Head Start have collaborated in an effort to provide consistency to parents and to strengthen the services offered to families participating in early education. The braiding of the Early Education Programs of Head Start, Special Education Early Childhood, and 4K mean more students will be served and have the opportunity to attend their home school. Head Start will operate at fifteen sites next school year with twenty classrooms. The additional sites for Early Education, the final teacher assignment after layoff/recall, and increased costs of purchased services of bus monitors and food service create a need for Head Start to revise the budget proposal submitted in March. The changes in the revision include increased teacher costs, addition of one family service provider with focusing duties on Eligibility, Recruitment, Selection, Enrollment, and Attendance with a 260 day contract, reduced benefit costs for employees paying part of insurance/retirement, and reduction of one educational assistant paid by Head Start.

## **Program Services**

This federal grant will cover the cost for:

- 9.5 teachers (4 certified and 5.5 preschool associates)
- 8 educational assistants
- 1 Head Start Education Coordinator
- 6 Head Start Family Service Providers and 1 Family Coordinator
- Head Start principal, secretary and custodial services at Chavez Learning Station
- Funding for supplies (i.e. office and art supplies)
- Funding for nursing services to implement the Head Start health requirements.
- Funding for purchased services such as printing, school vans maintenance and copy machine
- Funding for food and bussing costs not covered by the state grant

## **Evaluation Plan**

- The Head Start program meets a community need for the services that it provides. This will be evident through the maintenance of a Head Start waiting list of families that qualify for the program.
- Student outcomes to be monitored in the eight outcome areas required by Head Start for each individual child and the growth of the child will be reported to parents/guardians three times during the school year.
- Semi-annual Program Report to the Policy Council and School Board.
- Semi-annual Program Plan Report to the Head Start Region V office in Chicago.
- Head Start monthly reports (HS 22) to the Policy Council and School Board.

**Staff Person in Charge of Program**

Melody Orban, Head Start Administrator

**Staff Persons involved in preparation of the grant application:**

Lynda Dower, Family & Community Coordinator

Kim Kurklis, Disabilities Coordinator

Samantha McGovern, Education Coordinator

Yolanda Nava, Policy Council Chair

Jodee Rizzitano, Health Coordinator

Edith Sanchez, Policy Council Vice-President

**Administrative Recommendation**

At their August 9, 2011 meetings, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward the revised grant to the Board for consideration.

Administration recommends that the Board approve submission and implementation of the revised 2011-12 Federal Head Start Grant Request.

Dr. Michele Hancock  
Superintendent of Schools

Vickie Brown-Gurley  
Assistant Superintendent of Teaching and Learning

Belinda Grantham  
Director of Preschool

Melody Orban  
Head Start Administrator

## Fiscal, Facilities and Personnel Impact Statement

**Title:** Revised Head Start Federal Grant Request      **Budget Year:** 2011-2012

**Department:** Head Start      **Budget Manager:** Melody Orban

### REQUEST

Approval from the Board of Education is requested to submit and implement the Revised Head Start Federal Grant for the 2011-12 school year. It is designed to fund the program operations with \$1,999,031 that includes \$35,064 as cost of living adjustments to the salaries/benefits of Head Start employees.

### RATIONALE/ INSTRUCTIONAL FOCUS

This grant serves the academic social/emotional and health needs of low-income three and four year old children and their families. Children who qualify must reside within the boundaries of KUSD. Providing these children a base of strong academic skills, self esteem, and a love of learning will lead to stronger attendance, academic performance and higher graduation rates.

### IMPACT

This Head Start grant provides:

- Funding for staffing (teachers and educational assistants) to serve 330 children within the guidelines of the Head Start Performance Standards.
- Funding for support staff (family service providers, coordinators, director) for families of Head Start children as specified in the Head Start Performance Standards.
- Funding for the lease of the Cesar Chavez Learning Station.
- All Head Start staff is employed through the Kenosha Unified School District and follow the contract agreements for their work classification. The grant includes \$35,604 as a cost of living adjustment that will be dedicated toward the annual raises that are mandated in those contract agreements.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$891,866.00
200's	Fringes	\$626,222.00
300's	Purchased Services	\$134,550.00
400's	Non-Capital Objects	\$76,648.00
500's	Capital Objects	\$208,775.00

	Dues/Fees	\$60,970.00
	<b>TOTAL</b>	<b>\$1,999,031.00</b>

This is a  one-time or a  recurring expenditure

<b>FUNDING SOURCES</b>
Select Funding Sources:

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

**Renewal of Southeastern Wisconsin School Alliance Membership**

For the past eight (8) years, the District has participated in the Southeastern Wisconsin School Alliance (SWSA) which provides school officials and parents with objective, non-partisan information and training needed to be strong advocates for educational excellence. The SWSA serves over 30 urban and suburban school districts with a combined enrollment of more than 240,000 students.

The mission of the SWSA is to support and promote world class schools through research, advocacy, public policy and effective communication for the benefit of students and the economic vitality of the region. The SWSA is guided by the following six core beliefs:

- A strong public school system is essential for educating all students to become contributing members of society.
- A world class education is an investment in a vibrant community and a strong economy.
- A collective commitment to high quality education requires strong, proactive, courageous leadership at all levels.
- Educating and informing stakeholders creates ownership and advocacy for public education.
- Regional collaboration and healthy dialogue among school, business, and government and community groups promote effective public policy.
- Objective and accurate information, research, and data provide the foundation for sound public policy.

The SWSA meets at least once a month and the annual membership fee is \$3,000. Attached is the required resolution to be approved by the Board to participate in the Alliance and the 66.0301 Agreement that authorizes the School District of South Milwaukee as the fiscal agent to manage the SWSA funds. Also included is the proposed budget for the SWSA and the current participating member school districts.

**RECOMMENDATION**

At its August 9, 2011 meeting, the Audit/Budget/Finance Standing Committee voted to forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board. Administration recommends that the Board approve the attached resolution and membership in SWSA for the 2011-2012 fiscal year and of authorization of Board Officers and District Administration to execute any and all documents related to the renewal.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent of Business

Tina Schmitz  
Director of Finance

## RESOLUTION

### SOUTHEASTERN WISCONSIN SCHOOL ALLIANCE

BE IT RESOLVED that the School District of South Milwaukee retain DeWitt, Ross, & Stevens, S.C., for the period of July 1, 2011 through June 30, 2012 as Legislative Counsel on a cooperative basis with the other school districts that are members of the Southeastern Wisconsin School Alliance, regarding matters of mutual interest as determined by the Alliance, including but not limited to, constitutional limitations on and legislative decisions related to funding for education, research, public awareness and information sharing.

BE IT FURTHER RESOLVED that the District share the fees for these services, plus reasonable and necessary expenses, with the other school districts that are members of the Southeastern Wisconsin School Alliance on the basis of:

Check One:

\_\_\_\_\_ \$3,000 annual fee for school districts participating in Southeastern Wisconsin School Alliance

\_\_\_\_\_ \$3,000 annual fee for school districts participating in Southeastern Wisconsin School Alliance and Chapter 220 (SSLC) affiliation (No fee for 2011-12)

\_\_\_\_\_ Not participating

\_\_\_\_\_ District

**Southeastern Wisconsin School Alliance Agreement**  
(Section 66.0301)

Pursuant to a resolution adopted by school districts participating in the Southeastern Wisconsin School Alliance (SWSA):

Participating school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said parties agree and contract with DeWitt, Ross, & Stevens, S.C., to serve as Legislative Counsel for the Southeastern Wisconsin School Alliance as hereinafter set forth;
2. That the School District of South Milwaukee is to be the operator and fiscal agent of the Southeastern Wisconsin School Alliance;
3. That the fiscal agent district shall establish and maintain records in accordance with the uniform financial accounting system prescribed by the Department of Public Instruction;
4. That the pro-ration of costs will be assessed equally to each participating school district as provided in the authorizing resolution;
5. That the estimated budget and plan of operation for this cooperative shall be approved in advance to contract signing by all school district parties hereto;
6. That variations from the budget will require prior approval of all school district parties hereto;
7. That the fiscal agent agrees to file the required financial reports with the Department of Public Instruction;
8. That attached hereto and incorporated herein by reference are the budget, the plan for operation and plan of payments to said operator of fiscal agent by each school district.

\_\_\_\_\_  
District

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

SCHOOL DISTRICT OF  
SOUTH MILWAUKEE



By \_\_\_\_\_

Director of Business Services  
Title

June 8, 2011

Date



2011-12 PROPOSED ANNUAL BUDGET

SOUTHEASTERN WISCONSIN SCHOOL ALLIANCE (SWSA)

June 8 , 2011

<b>EXPENSES:</b>	<b>PROPOSED BUDGET</b>
Legislative Liaison	\$29,000
Executive Director	36,500
Operational Expenses (Web development/host, travel, printing, telephone & supplies)	5,470
Personal Services (Advocacy training, economic study & general)	13,030
	<hr/>
<b>TOTAL EXPENSES</b>	<b><u><u>\$84,000</u></u></b>

<b>REVENUES:</b>	<b>PROPOSED BUDGET</b>
Fees from Participating School Districts (based on 28 members)	\$84,000
	<hr/>
<b>TOTAL REVENUE</b>	<b><u><u>\$84,000</u></u></b>

Basis for Prorating Costs: Equal distribution among member districts based upon 66.0301.

2010-11 Southeastern Wisconsin School Alliance Participant Listing:

District	SWSA Fee	SSLC
Brown Deer	\$ 3,000	
Cudahy	\$ 3,000	
Elmbrook	\$ 3,000	Yes
Fox Point / Bayside	\$ 3,000	Yes
Franklin	\$ 3,000	Yes
Glendale / River Hills	\$ 3,000	
Greendale	\$ 3,000	Yes
Greenfield	\$ 3,000	
Hamilton	\$ 3,000	Yes
Hartford Union	\$ 3,000	
Kenosha	\$ 3,000	
Kettle Moraine	\$ 3,000	
Milwaukee Public Schools	in-kind	in-kind
Menomonee Falls	\$ 3,000	Yes
Mequon / Thiensville	\$ 3,000	Yes
Muskego-Norway	\$ 3,000	
Nicolet	\$ 3,000	Yes
Oak Creek / Franklin	\$ 3,000	Yes
Oconomowoc	\$ 3,000	
Pewaukee	\$ 3,000	
Port Washington-Sauville	\$ 3,000	
Saint Francis	\$ 3,000	Yes
Shorewood	\$ 3,000	Yes
South Milwaukee	\$ 3,000	Yes
Waukesha	\$ 3,000	
Wauwatosa	\$ 3,000	Yes
Westosha Central High	\$ 3,000	
West Allis / West Milwaukee	\$ 3,000	Yes
West Bend	\$ 3,000	
Whitefish Bay	\$ 3,000	Yes
Whitnall	\$ 3,000	Yes
<b>Total</b>	<b>\$ 90,000</b>	<b>\$ -</b>

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

**POLICY/RULE AND ADMINISTRATIVE REGULATIONS (A & B) 1213**  
**WEB PAGE PUBLICATION**

Students and Staff throughout the district provide web content that promote and support the educational mission of the District, school curriculum, instruction, and school-authorized activities. Policy and Rule 1213, Web Page Publication has been reviewed and updated by the District Technology Policy Team consisting of administrators, teacher consultants, web 2.0 facilitators and the web specialist to include appropriate use and responsibility of the Internet system. Administrative Regulations A and B to Policy 1213 are also being eliminated and the policy is being renamed Web Publication.

**Administrative Recommendation:**

At their August 9, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward Policy 1213 to the School Board for a first and second reading. Administration recommends that the Board approve the changes to Policy and Rule 1213 - Web Publication as a first reading this evening and as a second reading at its September 27, 2011 meeting.

Dr. Michele Hancock  
Superintendent of Schools

Vickie Brown-Gurley  
Assistant Superintendent of Teaching and Learning

Gary Vaillancourt  
Chief Communications Officer

The purpose of the District's ~~World Wide W~~ website **and supported web environment** is to provide an **effective means to communicate, collaborate and disseminate District information** ~~training ground and learning environment for students and an informational guide for parents, teachers, administration and the community.~~ Students and staff **provide web content that promote and support** ~~are encouraged to produce materials for electronic publication on the Internet that promote~~ the educational mission of the District **and provide information about school curriculum, instruction, and school-authorized activities and other general information of interest to the community.**

All web pages content published on the **within the** District's ~~W~~ web site **environment** shall comply with District rules and regulations regarding content and technical specifications, and ~~shall be~~ **is** the property of the District.

- LEGAL REF     United States Congress  
                  Section 508 of the Rehabilitation Act 29 U.S.C. 794d  
                  Wisconsin Statutes  
                  Sections 19.31     [Public policy on access to record information]  
                            118.125     [Confidentiality of student records]  
                            120.12(1)   [Board duty; care and control of school district property]  
                            120.13     [Board power to do all things reasonable for the cause of  
  education]  
                            943.70     [Computer crime]  
                            947.0125   [Unlawful use of computerized communication systems]  
                  Family and Educational Rights and Privacy Act [Confidentiality of student  
                                record information]  
                  17 U.S.C.   [Federal Copyright Law]  
                  Children's Internet Protection Act  
                  Neighborhood Children's Internet Protection Act  
                  Children's Online Privacy Act

- CROSS REF.:   1200   Public Relations Program  
                  1210   Communication - School Sponsored (Including Crisis)  
                  1240,   Access to Public Records  
                  1510   Advertising/Promotions  
                  3531.1, Copyrighted Materials  
                  3535,   Electronic Communications **(Personnel)**  
~~3811   Use of District Owned Technology Equipment by Employees Off District  
                                Premises~~  
                  **4226   Online Forum**  
                  6110   Instructional Program Mission and Beliefs  
                  6470   Student Records

~~ADMINISTRATIVE REGULATIONS:   1213A   Web Page Publication Technical Specifications  
  1213B   Web Page Publication~~

AFFIRMED: December 14, 2004

REVISED: December 19, 2006

RULE 1213  
WEB PAGE PUBLICATION

1. ~~Web pages created for publication on the District's Web site should be approved by the District Web Specialist/designee before being placed on the District Web server. Designers of Web pages must adhere to all rules, regulations and obligations regarding Web page publication. Failure to comply may result in the created pages not being uploaded to the District Web server.~~
2. ~~Building administrators, District administrators and teachers, with input from the Public Relations Specialist and the Web Specialist, are responsible for Web page monitoring and approval to ensure compliance with content standards. Published Web pages will follow District policies regarding copyright and nondiscrimination and will not contain offensive material.~~
  - ~~a. All subject matter on Web pages published on the District Web site should relate to curriculum, instruction, school authorized activities or contain community information. Any content posted to the Web should relate to the District or the schools within the District.~~
  - ~~b. No text, image, movie or sound that contains pornography, profanity, obscenity or language that offends or degrades others or links to such material will be permitted.~~
  - ~~c. Any material that is copyrighted to someone else cannot be used unless written permission has been obtained from its owner. The original permission should be housed in the school building or department that obtained the permission. A copy of such written permission should be given to the District Web Specialist when the Web pages are submitted for inclusion in the District's Web pages.~~
  - ~~d. Web work must be free of spelling and grammatical errors.~~
  - ~~e. Questions regarding the quality or propriety of Web page material, appearance or content are the responsibility of the building or District Administrators and teachers, with oversight from the Public Relations Specialist and the District Web Specialist.~~
3. ~~Student Safeguards~~
  - ~~a. No personal information about a student may be included on Web pages published on the District Web site. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time, other than attendance at a particular school or participation in activities. This includes full names of other family members, or full names of friends.~~
  - ~~b. Student work may be signed with the student's first name and initial of their last name or just their initials. No pictures may identify students by name unless permission is given in writing by a parent/guardian.~~
  - ~~c. Individuals in pictures, movies or sound recordings that are put on the Internet may not be identified. No last names may appear in reference to individuals in any written work, image, movie or sound recording placed on the Web.~~
  - ~~d. Published e-mail addresses are restricted to staff members or to a generic classroom e-mail address where arriving e-mail is forwarded to students by a staff member.~~
4. ~~Those persons having access to the District Web server may not publish personal home pages as part of the District's Web site, or use District Web pages to provide access (links) to personal home pages or home pages of other individuals or organizations not directly governed by District policies. Staff pages, student work or reference links may be published if they relate to a class project, course or other school related activity.~~

- ~~5. It is inappropriate for District staff and/or parent organizations to house student work, assignments, directions for papers, grading scales, classroom rules or guidelines or student images on any Web site created by them, with or without the expectation that students and/or parents should go to such sites to get school information, class information or to see student work. All of the above should be part of the school's Web page, which is part of the District's Web site. School or class information may be housed on a District sanctioned site, which is monitored for content by the sponsor. This allows teachers to update information daily from their classrooms at no charge.~~
1. **Creator and publisher of District online content must adhere to all District Policies, rules, regulations, and obligations. Kenosha Unified has the right to approve the content.**
  2. **All web developers must communicate with the District Web Specialist for information and assistance. Developers are ultimately responsible and must ensure accurate and up to date content by maintaining this content or communicating changes to the Web Specialist. Developers are expected to ensure accurate spelling and grammar.**
  3. **Text, images, movies or sounds that contain pornography, profanity, obscenity, alcohol or tobacco usage, or language that bullies others will not be permitted. Web pages should not contain copyrighted material without proper permission.**
  4. **Student Identification Safeguards**
    - a. **No personal information about a student may be included on web pages published on the District website. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time, other than attendance at a particular school or participation in activities. This includes full names of other family members or full names of friends.**
    - b. **Elementary (PK-5) student work, photos, movies, or sound recordings that are supported through media release protocol may only be identified with the student's first name and initial of their last name. No media may identify elementary students by their full name unless permission is given in writing by a parent/guardian.**
    - c. **Student email addresses should not be published on District web content.**
  5. **Personal or commercial websites may not be linked from or published on the Kenosha Unified supported web environment.**
  6. **All main school websites will be hosted within the District domain.**
  7. **Staff, students, school clubs, groups, and organizations that wish to publish a website outside of the District supported web environment will adhere to District policies. Any links to these third party sites will utilize the external website District disclaimer.**
  8. **Staff, students, school clubs, groups, and organizations may not utilize District logos on non-District sites or sites not housed on the District servers, nor may they represent the website as sanctioned by the District.**
  9. **Published content cannot include any written statements, student images, or any references to students, parent/guardians, co-workers, or administrators on non-District sanctioned websites without their permission.**
  10. **The District provides a supported and secured online learning collaborative resource for classroom assignments, discussions and documentation. Teachers should utilize this environment for classroom content first before securing a third party alternate web resource.**

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# ADMINISTRATIVE REGULATION

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## 1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

### A. Documents

All documents must be created in HTML, PDF or other appropriate formats, or with a WYSIWYG software program, on any platform, so long as the file is in standard ASCII format and transmittable via FTP or other medium.

1. File names for Uploading to Web Servers — For consistency, adherence to the four rules outlined below is necessary:

a. Titles — Web pages must be given titles that clearly identify them so search engines can include the page(s). Example: <title> Kenosha Unified School District — insert specific page title according to department/school/subject <title>.

b. 13 Character Rule — No file name, with the intention of being linked to, or placed on the web server will contain a character length longer than 13 characters not including the ‘.’ And three letter file extension. It is a best practice, and a compatibility issue at the server level. Example: mynameissam.html instead of mynamissamsmith.html.

c. Capitalization — Do not use capital letters when naming a file, folder or image.

Do not use capital letters in file names, including the three letter extension. Use only lower case letters. Servers can be case sensitive. That is, “Cat” and “cat” can be two completely different words. If one uses upper and lower case letters inconsistently in file names and in the URLs which reference those filenames, servers may not be able to match URLs with filenames. URL links in HTML documents must exactly match, upper and lower case, the filenames one wishes to access. Consequently, Web page developers should cultivate the habit of using all lower case letters for file, folder and graphic names.

d. Spacing — Do not use spaces in file, folder or image names. Use only the underscore ( \_ ).

e. Copyright — The footer of any department or building Web page should include the following three lines:

—————  
©2004 (or year created)

—————  
Kenosha Unified School District No. 1

—————  
All rights reserved.

The copyright symbol is created with an Option Key G combination on a Mac, by typing (c) on a Windows operating system (Wintel) using MS Word, or by using the HTML code &copy;;

### B. Links

1. Pages to which the District provides links must not contain offensive material or have any intent of commercial gain. A page with no objectionable material may be considered offensive if it links to a site that has objectionable material. Commercial gain is defined as a site that is linked to and has the sole intent of monetary profit.

### C. Graphics

1. Put all graphical images, including icons, photos, etc., in gif or jpg format. Conversion tools are available for both platforms.

2. Use graphics that are no larger than 60k for ease and speed when downloading.

3. Comply with copyright laws when using graphics and text. Obtain permission to use someone else’s work and acknowledge the source of the work on the page that the graphic is used.



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# ADMINISTRATIVE REGULATION

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## 1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

Page 2

- ~~4. Use graphics sparingly. The quality of the information determines the lasting value of the site for teachers, students and the public.~~
- ~~5. Avoid using distracting animations. Not all browsers are formatted to work with them.~~
- ~~6. All graphics are to be placed in a single 'img' folder at the root of the site. Each image inside the folder should be uniquely named to identify the file. Observe the 13-character rule.~~
- ~~7. Re-use the same graphic on a variety of pages to speed up downloading.~~
- ~~8. Use images that are small, in-line thumbnails, icons, or use text that permits the visitor to download the large graphic.~~
- ~~9. Use descriptive captions on pictures.~~
- ~~10. Use ALT labels with all the pictures so users without graphical browsers or those visually impaired and using text readers will know what is missing (e.g., <IMG SRC="mountain.gif" ALT="Mt. Saint Helens">).~~

### ~~D. Navigation~~

- ~~1. Include a link at the top, bottom or both places on every page for ease in navigation to the site's home page; the District's home page, when appropriate; and the previous page.~~
- ~~2. Design menu pages so they enable viewers to move to more in-depth information as found on data pages. Pages may not contain links to pages not yet completed. The text for future pages may be present, but should not be linked.~~

### ~~E. Advertising/Sponsorship~~

~~District advertising/sponsorship, where the funds gained from the notation on the District Web server stay with the Kenosha Unified School District, is acceptable. Names and locations, hours, contact information and a description are allowed. Links to other servers for details may be provided.~~

### ~~F. Page Submission~~

- ~~1. All Web pages must be submitted to the District Web Specialist/designee for final review prior to placement on the District Web server(s).~~
- ~~2. No other District servers shall be configured as Web/FTP servers unless authorized by the District Web Specialist/designee.~~
- ~~3. No school sites may be housed on Web servers outside the District Web site.~~

### ~~G. Multimedia~~

- ~~1. Multimedia movie files, in any format, will not exceed 50mb in size. In order to accommodate this size restriction, it is advised that large files be broken into chapters.~~
- ~~2. Multimedia Flash, Shockwave, and emerging technologies will be reviewed for content and accessibility by the District Web Specialist.~~

### ~~H. Other~~

- ~~1. Material on Web pages reflect an individual's thoughts, interests and activities. Such information does not represent the District and is not endorsed or sanctioned by the District. Questions about content may be addressed to the District Web Specialist or the Human Resources office.~~
- ~~2. Staff, students, individuals, groups and organizations may not utilize school or District logos on non-District sites or sites not housed on the District server, nor may they represent themselves as a sanctioned branch of the District Web site.~~

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# ***ADMINISTRATIVE REGULATION***

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1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

Page 3

~~Technology changes quickly. It may, therefore, be possible that technical standards outlined in this regulation could require modifications during a school year. Such changes will be made by the Web Specialist with approval of the Superintendent of schools/designee.~~

~~A Section 508 checklist is available from WebAIM, <http://www.webaim.org/standards/508/checklist>. This checklist will be the measuring tool for compliance.~~

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# *ADMINISTRATIVE REGULATION*

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## 1213B WEB PAGE PUBLICATION

### ~~A. Wordmark~~

~~The Kenosha Unified School District wordmark is the primary means of communicating the District name. It consists of the words, "Kenosha Unified School District No. 1". It will be included as a part of the opening page of the District site, all index pages, and the front page of a departmental presence.~~

### ~~B. Establishing a Teacher, Building/Departmental Web Presence~~

- ~~1. Individuals or departments who wish to develop material or have material placed on the District Web Site should first contact the District Web Specialist or the Human Resources office. Before making this initial contact, the developer should have an idea of the content they wish to publish on the Web. If the content exceeds more than one page, an outline of the proposed content is necessary.~~
- ~~2. Buildings, departments, and developers ready to establish a Web presence have the following options:~~
  - ~~a. Someone within a building/department may develop a page. Individuals wishing to develop pages for their building, department or organization need to have some knowledge about HTML and WYSIWYG software and the Internet before contacting the District Web Specialist. This can be obtained by attending one of the HTML inservices offered by Professional Development.~~
  - ~~b. An individual within the building or department can coordinate the development, but seek assistance from another person to create the Web page(s).~~
  - ~~c. The building/department web page should contain an organizational list of administrative personnel with their e-mail addresses and may be composed from an already existing departmental brochure by transferring the information to a Web format.~~
- ~~3. In order to ensure consistency and quality in the overall District Web site, all potential Web developers need to follow the District's technical specifications for web pages. Developers can contact the District Web Specialist for information and assistance.~~
- ~~4. After the Web pages are completed and tested, the developer should contact the District Web Specialist for a review of information and additional testing. During this phase, links will be tested, graphics reviewed for quality, and content reviewed for appropriateness and correctness (e.g., spelling errors, grammatical errors, etc.). Any needed corrections or additions will be communicated to the developer.~~
- ~~5. Once approved, the District Web Specialist will move the pages into active Web server directories and will test them again. Links to the new pages will be set up and addresses conveyed to the developers.~~

### ~~C. Maintaining Building/Department Web Data~~

- ~~All information on the District's Web server should be maintained and kept current as outlined below.~~
- ~~1. To facilitate maintenance, personnel or building/department descriptions, changes need to be communicated to the Web Specialist regularly.~~
  - ~~2. Corrected Web pages should be forwarded to the District Web Specialist for posting to the District Web site.~~

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# *ADMINISTRATIVE REGULATION*

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1213B WEB PAGE PUBLICATION

Page 2

- ~~3. If the District Web Specialist has developed a basic department page for an office/department, but the office/department has embellished the page or requested information that requires frequent updates, the department is responsible for any maintenance and the forwarding of newly updated or completed pages.~~

~~If data on Web pages is not properly maintained and kept current, the building/office/department will be contacted by the District Web Specialist about updating the information. If the work is not completed in a reasonable amount of time, the out of date pages will be removed from the District's Web server and placed in off line, archival storage. Reactivation of such archived pages would require that appropriate revisions be re-submitted for approval.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Music Theatre International donated \$10,000.00 to the Bradford Theatre department for the 2011 International Thespian Festival.

Administrative Recommendation

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

Dr. Michele Hancock  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

August 23, 2011

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

**August**

- August 9, 2011 - Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M., in ESC Board Meeting Room
- August 22-26, 2011 – New Teacher Orientation
- August 23, 2011 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room
- August 29, 2011 – Convocation
- August 30, 2011 – Teacher Workday
- August 31, 2011 – Inservice Day

**September**

- September 1, 2011 – First Day of School
- September 5, 2011 – Labor Day – No School
- September 14, 2011 – ½ Day for Students – Professional Inservice