



## **REGULAR MONTHLY BOARD MEETING**

**December 18, 2007  
7:00 P.M.**

**Educational Support Center  
3600 – 52<sup>nd</sup> Street  
Kenosha, Wisconsin**



## KENOSHA UNIFIED SCHOOL BOARD

REGULAR SCHOOL BOARD MEETING

Educational Support Center

December 18, 2007

7:00 P.M.

### AGENDA

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards, Board Correspondence, Meetings and Appointments
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by the Board of Education
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations ..... Page 1
  - B. Consent/Approve Minutes of 11/27/07 Special Meeting and Executive Session and 11/27/07 Regular Meeting ..... Pages 2-6
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers ..... Pages 7-8

SCHOOL BOARD AGENDA

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December 18, 2007

- XI. Consent Agenda – Continued
  - D. Consent/Approve Donations to the District ..... Page 9
  
- XII. Old Business
  - A. Discussion/Action Policy 3000 Series - Business Operation..... Page 10-11 (Second Reading-See Separate Appendix)
  
- XIII. New Business
  - A. Discussion/Action WASB Recommended Resolutions ..... Pages 12-16
  
- XIV. Other Business as Permitted by Law
  - Tentative Schedule of Reports, Events and Legal Deadlines For School Board (December-January)..... Page 17
  
- XV. Predetermined Time and Date of Adjourned Meeting, If Necessary

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

Human Resources recommendations concerning the following actions:

**December 18, 2007**

Action	Board Date	Staff	Employee Last Name	Employee First Name	School/Dept	Position	Effective Date	Salary or Hourly Rate	Reason	Step / Level	Letter or Contract
Retirement	12/18/07	Secretarial	Koker	Varilee G	Lance Middle School	Secretary	11/16/07	15.90	Retirement		Contract
Appointment	12/18/07	Educ. Assistant	Ruffolo	Andrea	Lincoln Elementary	Reading First Classroom EA	11/29/07	12.72	New Hire	Step 1	Contract
Appointment	12/18/07	Educ. Assistant	Wollnik	Mary	Lincoln Elementary	Reading First Classroom EA	11/28/07	12.72	New Hire	Step 1	Contract
Appointment	12/18/07	Educ. Assistant	Angelo	Laura	Durkee Elementary School	Reading First Classroom EA	11/29/07	12.72	New Hire	4 step 1	Contract
Resignation	12/18/07	Instructional	Kozel	Travin	Washington Middle School	Cross Categorical - Special Education	11/23/07	49,464.00	Resignation	B+24 step 11	Contract
Resignation	12/18/07	Educ. Assistant	Gomez	Carla	Indian Trail Academy	Educational Assistant - Security	11/30/07	12.13	Resignation	Step 1	Contract
Resignation	12/18/07	Instructional	Feider	Laura	Columbus Elementary School	Elementary Teacher - 3rd Grade	11/21/07	33,430.00	Resignation	B step 3	Contract
Resignation	12/18/07	Miscellaneous	Dame	Carolyn	Chavez Learning Station	Family Literacy Service Provider	11/30/07	12.72	Resignation	Step 1	Contract
Separation	12/18/07	Instructional	Chatman	Gloria	Bradford	Bridges (Site)	11/21/07	40,308.00	Separation	B 24 Step 6	Contract
Appointment	12/18/07	Instructional	Prideaux	Theodore	EBSOLA	Cross Catagorical	12/03/07	33,430.00	New Hire	B Step 3	Contract
Appointment	12/18/07	Educ. Assistant	Lumley	Jill	Frank Elementary	Reading First Educational Assistant	11/19/07	12.72	New Hire	Step 1	Contract
Resignation	12/18/07	AST	Lamos	Jaime	Information Services	Computer Technical	01/04/08	55,928.00	Resignation	02 Step 7	Contract
Early Early Retirement	12/18/07	Instructional	Shuter	Diana	Prairie Lane	School Counselor	01/22/08	67,015.00	Retirement	M30 Step 15	Contract
Resignation	12/18/07	Instructional	Pritchard	Margaret	School Leadership	P-T Occupational Therapist	10/02/07	18,249.20	Resignation	B Step 11	Letter
Retirement	12/18/07	Secretarial	Evans	Janet	Tremper High School	Secretary I - 12 month	01/31/08	15.99	Retirement		Contract
Early Early Retirement	12/18/07	Instructional	Robillard	Kathleen	ESC / IMC	Teacher Consultant	01/23/08	67,015.00	Retirement	M30 Step 15	Contract
Termination	12/18/07	Educ. Assistant	Jenison	Crista	McKinley Middle	Special Educ	12/04/07	11.13	Job Abandonmen		Contract
Appointment	12/18/07	Service Empl	Capozza	Dennis	Bose Elementary School	Custodian	12/19/07	16.88	New Hire		Contract

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 27, 2007

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 27, 2007, in the Teachers' Lounge at Lincoln Middle School. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:04 P.M. with the following members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Olson and Mr. Fountain. Dr. Mangi was also present. Mr. Ostman arrived later.

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

Mr. Fountain announced that an executive session had been scheduled to follow this special meeting for the purpose of Reviewing Findings/Orders of Independent Hearing Officers; Litigation; Personnel: Employment Relationship; Personnel: Position Assignments; Personnel: Compensation and/or Contracts; Property: Lease/Rental and Collective Bargaining Deliberations not subject to S.S. 19.85(3).

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

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

1. Review Findings/Orders by the Independent Hearing Officers

Mr. Jones arrived at 6:05 P.M. and provided Board members with information regarding four expulsions.

Mr. Ostman arrived at 6:10 P.M.

Dr. Mangi and Mr. Jones were excused at 6:20 P.M.

Mr. Olson moved to remove the Hillcrest Bridges Program option in the recommendation of the hearing officer with respect to the first expulsion. Mr. Hujik seconded the motion. Unanimously approved.

Mr. Olson moved to extend the length of the second expulsion through the end of the 2009-2010 school year. Mrs. P. Stevens seconded the motion. Unanimously approved.

Mr. Olson moved to concur with the recommendation of the hearing officer with respect to the third expulsion. Mr. Hujik seconded the motion. Motion carried. Mrs. P. Stevens dissenting.

Mr. Hujik moved to extend the length of the fourth expulsion through the end of the 2008-2009 school year. Mr. Olson seconded the motion. Unanimously approved.

Dr. Mangi returned to the meeting at 6:34 P.M.

Ms. Glass arrived at 6:35 P.M.

2. Litigation

Mrs. Glass provided Board members with information regarding two student injury claims.

Mr. Olson moved to disallow the first student injury claim. Mr. Ostman seconded the motion. Unanimously approved.

Mr. Olson moved to disallow the second student injury claim. Mr. Ostman seconded the motion. Unanimously approved.

Mrs. Glass was excused from the meeting at 6:37 P.M.

3. Personnel: Employment Relationship; Position Assignments and Compensation and/or Contracts

Mr. Tenuta and Mr. Johnston arrived at 6:37 P.M. and presented a proposed partnership with Kenosha Public Library. A discussion followed.

Mr. Tenuta and Mr. Johnston were excused at 6:50 P.M.

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

Mrs. Glass and two Educational Interpreters arrived at 6:50 P.M. and gave a presentation regarding educational interpreters' job description, duties and responsibilities.

Mrs. Glass and the Educational Interpreters were excused at 7:00 P.M.

Meeting adjourned at 7:02 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 27, 2007

A regular meeting of the Kenosha Unified School Board was held on Tuesday, November 27, 2007, at 7:05 P.M. in the Auditorium at Lincoln Middle School. Mr. Fountain, President, presided.

The meeting was called to order at 7:05 P.M. with the following Board members present: Mr. Englund, Mrs. P. Stevens, Mrs. R. Stevens, Mr. Hujik, Mr. Olson, and Mr. Fountain. Mr. Ostman arrived later. Dr. Mangi was also present.

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

Mr. Ostman arrived at 7:06 P.M.

Dr. Mangi presented Bullen Middle School and Paideia Academy with an AWSA Exemplary Middle School award.

Dr. Mangi introduced four guest middle and high school teachers from the Haidian Experimental Middle/High School in Beijing, China who are participating in the Guest Teacher Exchange Program.

A presentation was given by the Lincoln Middle School choir students.

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

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

Dr. Mangi introduced the Student Ambassador, Alex Roberson, from Bradford High School and he made his comments.

Dr. Mangi gave his Superintendent's report.

The Board then considered the following Consent-Approve items:

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



Consent-Approve item XII-B – Minutes of 10/23/07, 10/30/07, 11/05/07 and 11/10/07 Special Meetings and Executive Sessions, 10/30/07 and 11/13/07 Special Meetings and 10/23/07 Regular Meeting as presented in the agenda.

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

“It is recommended that receipt numbers CR028366 thru CR028906 that total \$622,374.62 be approved.

Check numbers 400867 thru 402608 totaling \$11,569,528.20 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 October 2, 11, 16 and 24, 2007 totaling \$2,695,531.61 to US Bank of Milwaukee dated October 1, 16, and 30, 2007 totaling \$828,832.68 and to the Wisconsin Retirement System dated October 31, 2007 totaling \$1,062,236.45 be approved.”

Consent-Approve item XII-D – Donations to the District as presented in the agenda.

Mr. Hujik moved to approve the consent agenda as presented. Mr. Ostman seconded the motion. Unanimously approved.

Dr. Mangi presented the Additional Proposed Changes in Course Offerings for the 2008-09 School Year submitted by Mrs. Jolene Schneider, Teacher Consultant; Talent Development and World Language; Mr. William Hittman, Principal of LakeView Technology Academy; Dr. Edie Holcomb, Executive Director of Curriculum and Instructional Services; and Dr. Mangi, excerpts follow:

“In October 2007 recommendations were brought forward and approved according to the regular timeline. This addendum contains five additional courses that could not be presented at that time. In one case the latest data and recommendations from the College Board were only received recently. The other three courses were still in development as part of Project Lead the Way, and full information was not yet available.

The new course offerings were submitted by the appropriate administrators and have been reviewed by teacher consultants and coordinators responsible for each content area.

On November 13, 2007, the Curriculum/Program Committee reviewed and approved the new courses described above. The report is now being forwarded to the Kenosha Unified School District No. 1 Board of Education for final approval.”

Mr. Hujik moved approve the Additional Proposed Changes in Course Offerings for the 2008-09 School Year. Mr. Englund seconded the motion. Unanimously approved.

Dr. Mangi presented the Policy 3000 Series – Business Operations submitted by Mr. William Johnston, Director of Finance; Mrs. Kathleen Barca, Executive Director of School Leadership; and Dr. Mangi, excerpts follow:

“The Kenosha Unified School District mission defines the District as an educational system, which values our multi-cultural heritage. Our mission is to empower all students to reach their unique capabilities, contribute to our community, and compete in a global society by providing diverse and challenging opportunities to learn through the collaborative efforts of students, families, community and staff.

Strategy 6: We will celebrate and embrace the rich cultural diversity of the student body and community in order to achieve our mission and objectives was developed to align with this mission. The action plan addresses incorporation of cultural diversity into administrative and School Board policies and strategies. Suggested changes were received from WASB along with updated legal cross references and administrative regulations which were added. Departments that execute and monitor the implementation of these policies also reviewed them and made changes as needed.

The Personnel and Policy Committee and the Audit, Budget and Finance Committee reviewed and approved Policy Series 3000 on November 13, 2007, and recommended it be brought to a full Board on November 27, 2007, for a first reading.

Administration recommends that the full Board approve Policy Series 3000 for a first reading on November 27, 2007, and be brought back to the Board for a second reading on December 18, 2007.”

Mr. Hujik moved to approve Policy 3000 Series for a first reading and to bring back it back on December 18, 2007 for a second reading. Mr. Ostman seconded the motion. Unanimously approved.

Meeting adjourned at 8:15 P.M.

Stacy Schroeder Busby  
School Board Secretary

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Kenosha Unified School District No. 1  
 Kenosha, Wisconsin  
 Summary of Receipts, Wire Transfers, and Check Registers  
 December 18, 2007

	From	To	Date	Amount
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**Receipts:**

Total Receipts	CR028907	CR029318	10/17/2007 - 11/21/2007	\$ 334,496.31
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**Wire Transfers from Johnson Bank to:**

First Natl Bank of Chicago/NationsBank			October 30, 2007	109,865.11
First Natl Bank of Chicago/NationsBank			November 8, 2007	1,249,197.95
First Natl Bank of Chicago/NationsBank			November 16, 2007	107,962.22
First Natl Bank of Chicago/NationsBank			November 23, 2007	1,253,031.89
First Natl Bank of Chicago/NationsBank			November 30, 2007	133,969.56
US Bank of Milwaukee	(for federal payroll taxes)		November 15, 2007	278,132.97
US Bank of Milwaukee	(for state payroll taxes)		November 30, 2007	32,194.45
Wisconsin Retirement System			November 30, 2007	1,066,227.39
Total Outgoing Wire Transfers				\$ 4,230,581.54

**Check Registers:**

General	402609	402930	November 2, 2007	356,369.10
General	402931	402937	November 7, 2007	6,671.16
General	402938	403653	November 9, 2007	2,775,923.07
General	403654	403660	November 12, 2007	3,287,617.64
General	403661	403671	November 14, 2007	10,296.23
General	403672	403673	November 15, 2007	2,623.81
General	403674	403848	November 16, 2007	203,586.04
General	403849	404235	November 21, 2007	2,287,243.26
General	404236	404332	November 27, 2007	357,572.11
General	404333	404343	November 27, 2007	10,268.53
General	404344	404361	November 28, 2007	81,753.28

Total Check Registers				\$ 9,379,924.23
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## **Administrative Recommendation**

It is recommended that receipt numbers CR028907 through CR029318 that total \$334,496.31 be approved.

Check numbers 4020609 through 404361 totaling \$9,379,924.23 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 October 30, November 8, 16, 23 and 30, 2007 totaling \$2,854,026.73 to US Bank of Milwaukee dated November 15, and 30, 2007 totaling \$310,327.42 and to the Wisconsin Retirement System dated November 30, 2007 totaling \$1,066,227.39 be approved.

Dr. Joseph T. Mangi  
Interim Superintendent of Schools

William L. Johnston, CPA  
Director of Finance

Eileen Coss  
Accounting Manager

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

December 18, 2007

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Kenosha Bible Church donated \$915.68 to the families in need at Stocker Elementary School.
2. VFW Post 1865 donated \$300.00 to the Kenosha Military Academy at Indian Trail Academy.
3. Cherry Corporation donated \$250.00 to Indian Trail Academy Honor Society.

Administrative Recommendation

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

Joseph T. Mangi  
Interim Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

December 18, 2007

**POLICY 3000 SERIES – BUSINESS OPERATIONS**

The Kenosha Unified School District mission defines the District as an educational system, which values our multi-cultural heritage. Our mission is to empower all students to reach their unique capabilities, contribute to our community, and compete in a global society by providing diverse and challenging opportunities to learn through the collaborative efforts of students, families, community and staff.

Strategy 6: We will celebrate and embrace the rich cultural diversity of the student body and community in order to achieve our mission and objectives was developed to align with this mission. The action plan addresses incorporation of cultural diversity into administrative and School Board policies and strategies. Suggested changes were received from WASB along with updated legal cross references and administrative regulations, which were added. Departments that execute and monitor the implementation of these policies also reviewed them and made changes as needed.

As a result of title change, the Director of Finance has been changed to the Executive Director of Business and the Accounting Manager will assume the Director of Finance role in Rule 3122. Administrative Regulation 3520 has been changed to read “the food service department” and delete building principals’ role because all applications are now submitted to the food service department. The title also aligns with the policy and rule.

The Personnel and Policy Committee and the Audit, Budget and Finance Committee reviewed and approved Policy Series 3000 on November 13, 2007, and recommended it be brought to a full Board on November 27, 2007, for a first reading where it was approved for a second reading on December 17, 2007.

The Board asked questions regarding the following policies:

- Policy 3270 – Rental and Sale of District Owned Real Estate – The Board approves any purchase for vacant land and rental agreements are approved by the Superintendent which are minimal amounts.
- Policy 3520 – School Nutrition Programs – The 3% verification is what the federal guidelines request.
- Policy 3523 – Vending Machines for Food Items – The U.S. Congress is considering a change in the definition of “foods of nutritional value” per the Wisconsin Association of School Boards (WASB), so the specific examples were deleted.



**Administrative Recommendation:**

Administration recommends that the full Board approve Policy Series 3000 for a second reading on December 18, 2007.

Dr. Joseph T. Mangi  
Interim Superintendent of Schools

Kathleen M. Barca  
Executive Director of School Leadership

William Johnston  
Executive Director of Business

[LINK TO APPENDIX](#)

Kenosha Unified School District No. 1  
Kenosha, Wisconsin

December 18, 2007

**WASB Resolutions**

The Wisconsin Association of School Boards (WASB) has developed positions on key policy issues that are forwarded to the State Legislature annually. These positions are developed through a continuous review process coordinated by the WASB Policy and Resolutions Committee.

During the fall of each year, the Committee solicits input on significant policy issues from many sources, including those submitted by school district boards and at the fall regional meetings. In November each year, the Committee reviews the material and begins the selection process to formalize the policy positions for the current year.

These WASB positions on policy issues are presented and generally decided by the WASB Delegate Assembly, which meets annually in Milwaukee at the time of the WASB-WASDA-WASBO State Education Convention. The WASB Delegate Assembly is comprised of one (1) representative from each WASB member school board. Those positions that are approved at the Delegate Assembly are added to the overall WASB resolution document presented to the State Legislature at the beginning of each legislative session.

Administration has reviewed the attached resolutions and does not have any reason why the Board of Education should not support these positions.

**Administrative Recommendation**

Administration recommends that the Board of Education review the attached resolutions and authorize the Board's delegate to the WASB Delegate Assembly to vote in favor of those resolutions.

Dr. Joseph T. Mangi  
Interim Superintendent of Schools

William L. Johnston, CPA  
Executive Director of Business

1 **WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.**

2 Madison, Wisconsin

3 November 5, 2007

4  
5 **REPORT TO THE MEMBERSHIP ON 2008 RECOMMENDED RESOLUTIONS**

6 WASB Policy & Resolutions Committee

7 Tim Sivertson, Elk Mound School Board, Chair

8  
9  
10 ***Resolution 08-1: Two-Thirds State Funding Commitment***

11 Create: The WASB supports a state commitment to provide two-thirds state funding of state-  
12 wide school costs and ensure that school districts receive state budget information and state aid  
13 payments in a timely manner.

14  
15 **Rationale:**

16 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
17 address the state's failure to retain its commitment to provide two-thirds funding of school costs.  
18 The state Legislature's recent delay in passing the biennial state budget highlighted the need for  
19 the two-thirds funding commitment as school districts were unable to receive a general school  
20 aid increase for this school year. In years past, the commitment required the Legislature to meet  
21 its statutory obligation and provide two-thirds of state funding regardless of on-going political  
22 debates.

23  
24  
25 ***Resolution 08-2: School Security***

26 Create: The WASB supports exempting the costs of school security measures from revenue  
27 limits.

28  
29 **Rationale:**

30 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
31 determine whether additional revenues and/or revenue limit flexibility should be sought to  
32 address school security costs given recent events in school districts across the state.

33  
34  
35 ***Resolution 08-3: Growth Model Assessment System***

36 Create: The WASB supports the use of a growth model for demonstrating student proficiency for  
37 the purposes of meeting state and federal accountability standards.

38  
39 **Rationale:**

40 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
41 address whether Wisconsin should adopt a computer-enabled, growth model assessment system  
42 and/or support use of a growth model for determining student proficiency that gives schools  
43 credit for student improvement over time by tracking individual student achievement year to  
44 year. Proponents of growth models suggest that they provide more timely results, better meet the  
45 needs of individual students and permit adjustment of instructional practices as needed.

1 **Resolution 08-4: Timely Test Results**

2 Amend Policy 3.10 (2c): Establish timely state test administration, *scoring schedules and*  
3 *reporting procedures* ~~and, scoring schedules~~ that enhance the ability of districts to improve  
4 student achievement, placement and classroom teaching.

5  
6 Rationale:

7 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
8 address concerns that results from statewide pupil assessments have typically been received by  
9 districts too late to adjust instructional practices or curriculum.

10  
11  
12 **Resolution 08-5: Tax Disclosure**

13 Create: The WASB supports enactment of a comprehensive state Tax Disclosure Law that  
14 includes the following elements:

- 15 • Requires the Wisconsin Department of Revenue to publish on a regular, periodic basis a  
16 study showing how tax responsibility is distributed among income groups and other  
17 categories;
- 18 • Requires the Department of Revenue to publish on a regular, periodic basis a full list of state  
19 tax credit, deduction and exemption programs that reduce state and local revenue and to  
20 notify school boards and municipal governing bodies when the report is published; and
- 21 • Allows an individual taxpayer to request information on Wisconsin corporate income tax  
22 liability and payments made to Wisconsin by a corporation and by all subsidiaries and  
23 affiliates of that corporation that are required to file a Wisconsin tax return by naming the  
24 parent corporation or holding company at the time of making the request.

25 Rationale:

26 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
27 discuss ways to provide school board members and the public with ready access to accurate and  
28 current information about which entities pay Wisconsin taxes, how much they pay, and to what  
29 extent various taxes are shifted (passed on from one entity to another) in our state to promote a  
30 reasoned discussion of Wisconsin's tax structure.

31  
32  
33 **Resolution 08-6: Secondary Aid Guarantee Increase**

34 Create: The WASB supports adding a portion of the school levy credit to general school aids to  
35 increase the secondary aid guarantee.

36  
37 Rationale:

38 The Policy and Resolutions Committee advanced this proposal to foster a discussion on whether  
39 the equalization aid formula warrants attention for the following reasons:

- 40 • 42 districts received primary aid or were eligible only for special adjustment aid in 2006-07.  
41 • 372 districts received positive or negative tertiary aid in 2006-07.  
42 • The secondary cost ceiling was \$148 per student below the low-revenue ceiling in 2006-07.  
43 • The state has contributed to the erosion of tax base equalization by directing additional funds  
44 to categorical aid and the school levy credit.

- 1 • WASB policy 2.20(a) supports at least 82 percent of direct aid to schools be in the form of  
2 equalization aids, but the actual level will drop to 76.2 percent of total state school funding in  
3 the second year of the 2007-09 biennial budget.  
4  
5

6 ***Resolution 08-7: Special Education Revenue Limit Exemption***

7 Amend Policy 2.41(q): Exempt the difference between *each district's expenditures for special*  
8 *education* ~~the statutory special education target reimbursement rate of 63 percent~~ and the current  
9 reimbursement amount received from the state.  
10

11 Rationale:

12 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
13 address the combined effects of the increasing costs of special education services and the  
14 declining proportion of state reimbursement. In 1993-94, state categorical aid reimbursed more  
15 than 44 percent of special education costs. Currently, it covers slightly more than 28 percent of  
16 costs. There is a debate over whether the state should be providing additional funds to cover the  
17 increasing costs or if local districts should have the flexibility to seek funding through the  
18 property tax levy. There is also a debate over the impact of the funding mechanism on special  
19 education services and the ability to control costs.  
20  
21

22 ***Resolution 08-8: Special Education Services***

23 Create: The WASB supports full state and federal government funding of services provided by  
24 cooperative public agencies for students with the most severe disabilities.  
25

26 Rationale:

27 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
28 discuss whether additional options for providing educational and other services should be made  
29 available to children with severe disabilities in order to improve the quality of services on a more  
30 cost-effective basis.  
31  
32

33 ***Resolution 08-9: SAGE Flexibility***

34 Create: The WASB supports legislation to give school districts the flexibility to implement the  
35 student achievement guarantee in education (SAGE) program in a manner that preserves lower  
36 class sizes, but allows for greater local control.  
37

38 Rationale:

39 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
40 determine whether additional flexibility should be sought for the SAGE program to ensure that it  
41 remains a viable program for the participating school districts. Flexibility could include allowing  
42 districts to target the lower class sizes in certain grades or in core curriculum classes such as  
43 math and reading.  
44

1 ***Resolution 08-10: Motor Vehicle Fuel Tax Exemption***

2 Create: The WASB supports creating an exemption from the state motor vehicle fuel tax for fuel  
3 sold to school districts and transportation contractors when used for school-related purposes.  
4

5 Rationale:

6 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
7 consider an option for reducing districts' increasing pupil transportation costs by eliminating the  
8 cost of the state motor vehicle fuel tax liability. The committee notes school districts are exempt  
9 from other taxes, such as the state sales tax and the federal motor vehicle fuel tax.  
10

11  
12 ***Resolution 08-11: Renewable Energy Projects***

13 Create: The WASB supports authorizing school districts to use all grants, loans and other  
14 financing methods allowed by law for energy conservation and renewable energy projects.  
15

16 Rationale:

17 The Policy and Resolutions Committee advanced this proposal to allow the membership to  
18 address whether the WASB should support authorizing districts to make capital investments and  
19 construct or acquire an interest in renewable energy projects. It was brought to the committee's  
20 attention that a statutory change would be necessary to allow districts to participate in a  
21 renewable energy project designed to generate revenue for school districts.  
22  
23

24 ***Resolution 08-12: Cable and Video Services***

25 Create: The WASB supports measures to ensure that when the state grants providers exclusive  
26 cable and video rights, the providers must offer free, basic service to all public school facilities  
27 and fund public access channels.  
28

29 Rationale:

30 The Policy and Resolutions committee advanced this proposal to allow the membership to  
31 determine how schools should respond to changes in the technology used by cable operators and  
32 telecommunications providers to deliver cable and video services, and how to respond to changes  
33 in the way these services are regulated that may result in services being lost to school districts or  
34 drive their cost considerably higher.  
35

36 Currently, cable operators enter into exclusive agreements with municipalities. These  
37 contracts typically require cable operators to provide channel capacity for a specified number of  
38 public access channels as well as no-cost connection and basic service to local public  
39 schools. Pending legislation would shift these exclusive cable agreements to state control and  
40 place video services under state regulation and control, jeopardizing the continuation of the  
41 benefits and services schools currently receive.  
42  
43  
44  
45  
46

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

December 18, 2007

**Tentative Schedule of Reports, Events,  
and Legal Deadlines for School Board  
December-January**

**December**

- December 11, 2007 – Standing Committee Meetings **Canceled**
- December 18, 2007 - Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room (rescheduled from December 25)
- December 24, 2007 through January 1, 2008 – Winter Recess

**January**

- January 2, 2008 – Schools Reopen
- January 21, 2008 – Dr. Martin Luther King, Jr. Day – ½ Day for Students & Staff
- January 23, 2008 – Teacher Workday – No School for Students

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**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

**December 18, 2007**

**Regular School Board Meeting**

**XII-A Old Business**

**Policy 3000 Series – Business Operations**

POLICY 3110  
ANNUAL OPERATING BUDGET

The School Board shall establish an annual operating budget in accordance with state law. This budget is the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities for the District. The purpose of the annual operating budget is to identify financial resources for the educational program of the District and to provide a basis for accountability in fiscal management. Budgets will be developed to include funds categorized under the Wisconsin Uniform Financial Accounting Requirements (WUFAR), ~~formerly known as WESSAS, accounting system.~~

The Superintendent of Schools and staff will assume responsibility for the preparation of the budget for presentation and review by the Board. ~~The budget shall provide the framework for both expenditures and revenues for the year, and translate into financial terms the educational programs and priorities for the school system.~~ The budget shall be developed in accordance with established guidelines and within the time frame outlined in the annual decision-making and budget calendar.

The Board shall hold a public hearing on the proposed budget and annual meeting with sufficient advance notice. The Executive Director of Business ~~Services Finance~~ shall be responsible for providing this notice and for publishing a summary of the proposed budget in accordance with state law requirements. The Board shall adopt the final operating budget at a Board meeting held after the budget hearing and annual meeting.

Following adoption, the Executive Director of Business ~~Services Finance~~ shall be responsible for the administration of the budget in accordance with state law and District policies. The Board expects the administrative staff to operate the District within the budget amounts established for their particular school, department, or program.

LEGAL REF.: Wisconsin Statutes

- Sections 65.90 (School district) budgets
- 125.08(1) (Annual meeting)
- 120.10 (Annual meeting powers)
- 120.11(3) Board review of district accounts/report to annual meeting)

CROSS REF.: Exhibit 3110 Annual Operating Budget (Calendar)

- 3111 School Board Budget
- 3112 Budget Administration
- 3113 Fiscal Impact Statement
- 3121 Financial Accounting
- 3220 Funding Proposals and Grants**
- 3230 Borrowing, Bonds and Promissory Notes
- 3323 Fund Balance
- 3420 Purchasing
- 3711 Improvement for Maintenance Projects**
- 4310 Instructional Staffing
- 8750 Annual School District Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

POLICY 3110  
ANNUAL OPERATING BUDGET  
Page 2

REVISED: February 14, 1995  
December 17, 1996  
March 24, 1998  
November 9, 1999  
November 26, 2002  
October 28, 2003

RULE 3110  
ANNUAL OPERATING BUDGET

The District shall adhere to the following guidelines and decision-making procedures and develop an annual budget based on the identified budget calendar. The following administrative decision-making and budget development responsibilities shall be completed according to the prescribed time frame.

A. Budget Document(s)

1. The annual operating budget shall be the financial plan for the operation of the District and shall provide authority for the obligation of funds, except for School Board expenditures and all major maintenance projects. Separate budgets shall be developed for the Board and major maintenance projects.
2. The budget document shall include all existing indebtedness, anticipated revenues, proposed appropriations for the following year, and include all anticipated unexpended or unappropriated balances and surpluses for each budgetary fund. It also must show actual revenues and expenditures for the preceding year, and actual revenues and expenditures for at least the first six months of the current year.

B. Budget Preparation

1. The Executive Director of ~~Business Services Finance~~ shall be responsible to the Superintendent for the preparation of the budget.
2. A budget preparation manual shall be furnished by the Finance Office to all principals and District departmental administrators. This manual will include the operating budget calendar, samples of budget forms to be used, instructions for use of these forms, expenditure account titles, definitions and code numbers, administrative responsibilities for budget accounts, budget formulas where applicable, a listing of standard items of equipment with estimated prices, a supply and equipment criteria, and a glossary of supply and equipment items and any other appropriate information.
3. All major maintenance projects, shall be submitted to the School Board in priority order for approval. Any subsequent changes to the ranking of priorities must be communicated to the Board in writing and approved by a majority vote of the Board before any work begins except emergency maintenance conditions which may endanger persons, land, physical plant or equipment. Emergency maintenance may be carried out with the approval of the ~~Executive Director of Business Services~~ **Facilities** and timely reporting to the Board at the next regular School Board meeting.

C. Budget Review/Adoption

1. The Superintendent shall review the proposed budget with the Board according to the time line listed on the annual operating budget calendar. The District will account for all eligible activities within the community service fund 80. Administration will annually designate the services/programs that are eligible. A fiscal note will be attached to recommendations for new programs or revisions of existing programs.
2. Community budget reviews will also be conducted according to the time line listed on the annual operating budget calendar.
3. A summary of the proposed budget, notice of the place where the detailed budget may be examined, and notice of the time and place of the public hearing on the proposed budget will be published as a Class I notice (one insertion) at least 15 days prior to the time of the public hearing on the budget and the annual meeting. The Executive Director of ~~Business Services Finance~~ is responsible to the Superintendent for providing this notice.

RULE 3110  
ANNUAL OPERATING BUDGET  
Page 2

4. The budget hearing and annual meeting shall be conducted in accordance with state law. Only those residents of the Kenosha Unified School District who attend may speak, make or second motions, and vote at the annual meeting of the District electors.
  5. The Board shall, after the public hearing and annual meeting, adopt the annual operating budget for the District. Certification of the tax levy required by the budget shall be made to the clerks of the District's municipalities, in accordance with state law. The Executive Director of Business ~~Services Finance~~ will prepare the necessary tax levy certification forms for the signature of the School District Clerk and deliver them to the appropriate municipal clerks.
  6. Following adoption of the budget, the Finance Office shall prepare and distribute copies of the adopted budget and supporting detail as soon as possible.
- D. Budget Implementation
1. The Executive Director of Business ~~Services Finance~~ will be responsible to the Superintendent for the supervision of the adopted budget.

RULE 3110

ANNUAL OPERATING BUDGET (CALENDAR)

<b>ISSUE</b>	<b>ACTION</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE</b>
Enrollment Projections	Administrative review of enrollment projections by building	Exec. Dir. of Ed. Accountability	November
	School Board review of historical and projected enrollments	Exec Dir. of Ed. Accountability	November
	Third Friday Count and enrollment report sent to DPI	Exec. Dir. of Ed. Accountability	September
Staff Allocations	Building administrators develop tentative staffing and class organizational pattern – elementary/secondary/Special Education	Coord. of Position Control	December
Staff Allocations AST	Board/Superintendent set in motion to comply with state statute 118.24 contract renewal of ASTs	Superintendent	December
	Board review of possible allocation needs based on enrollment projections	Coord. of Position Control	January
	Board non-renewal processes set in motion to comply with the BOE/KEA agreement and state statutes as well as to develop an operational plan with the (potentially) available budgetary funds	Exec. Dir. of Human Resources	January-February
Budget	Board of Education review of budget timetable	<b>Exec. Dir. of Finance Business</b>	November
	Board review of tentative summer school plan and budget for the next summer	Exec Dir. of Instructional Services	November
	Staff review of budget guidelines, instructions and forms	<b>Exec. Dir. of Finance Business</b>	December
	Distribution of budget preparation instructions and forms to schools/departments and budget managers	<b>Exec. Dir. of Finance Business</b>	January
	Board review of preliminary budget assumptions	Exec. Dir. of Business Svcs	January
	Budget preparation input complete	<b>Exec. Dir. of Finance Business</b>	February
	Administrative team development of budget first drafts	Exec. Dir. of Business Services	January-March

<b>ISSUE</b>	<b>ACTION</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE</b>
	Administrative reviews/adjustments of budget	Exec. Dir. of Business Services	February-April
	Administrative compilation of District budget	<b>Exec. Dir. of Finance Business</b>	March-May
	Review of Budget Assumptions	Exec. Dir. of Business Services	March-July
	Board – community budget reviews	Exec. Dir. of Business Services	April-June
	Board completion of budget reviews and final action	Exec. Dir. of Business Services	April through adoption in July
	Annual Meeting	Exec. Dir. of Business Services	September
	Spending Authority Resolution	Exec. Dir. of Business Services	June
	Preliminary Budget Adoption	Exec. Dir. of Business Services	July
	Formal Budget Adoption	Exec. Dir. of Business Services	October
	Certify Tax Levy (by state statute, the final date the Board can adopt a tax levy)	Dir. of Finance	November 1 <sup>st</sup>
	Submit Certified Tax Levy to Municipalities	Dir. of Finance	November
	Budget Report due to DPI	Dir. of Finance	November
Fiscal	Board authorize a licensed accountant to audit the School District accounts and to certify the audit	Exec. Dir. of Business Services	As needed
	File a financial audit statement with the DPI and the State Superintendent and provide a copy to the Board	<b>Exec. Dir. of Finance Business</b>	September 15 <sup>th</sup>
	Board to receive the final audit report from the auditors	<b>Exec. Dir. of Finance Business</b>	November



POLICY 3111  
SCHOOL BOARD BUDGET

In addition to the District's annual operating budget, the School Board shall establish annually a separate and distinct Board budget consistent with state law. This budget shall be the financial plan for the operation and expenditure of separate Board funds and shall provide authority for the obligation of such funds. The budget is for sole use by the Board.

It is the responsibility of the Board to adopt the annual Board budget, to ensure compliance with the Board's short and long-term strategic goals and objectives, and to approve and initiate all measures necessary to react to variances in the actual budget performance.

The Board budget shall be developed in accordance with the same budget development process; i.e., standard format, preparation and presentation format and time frame development, used for the District's annual operating budget. The Board budget will also include a line item entitled, "School Board Special Projects Reserve Account". The Administration shall be responsible for presenting the requested budget and expense items to the Board for approval and for implementing any modifications necessary.

The Board President and Treasurer shall approve and sign off on all payment requests and requisitions to be applied against the Board accounts. The Board President and Treasurer shall receive a monthly detailed expenditure report of all transactions to the Board accounts.

Following budget adoption, the Board and the Superintendent will be responsible for the administration of the budget in accordance with state law and District policies.

LEGAL REF.: Wisconsin Statutes

Sections 65.90 [School district budgets]  
120.08(1) [Annual meeting]  
120.10 [Annual meeting powers]  
120.11(3) [Board review of district accounts/report to annual meeting]  
120.12(3) [Board duty; operation and maintenance tax authority]

CROSS REF.: 3110 Annual Operating Budget  
3112 Budget Administration  
3121 Financial Accounting  
3323 Fund Balance  
3420 Purchasing  
8850 Board Committees  
District Strategic Plans

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: January 27, 1998

REVISED: March 24, 1998  
October 28, 2003

RULE 3111  
SCHOOL BOARD BUDGET

- A. School Board Special Projects Reserve Account
  - 1. The School Board Special Projects Reserve Account will be under the control of the Board (801 account). The cost of Board approved projects will be charged to this account.
  - 2. The amount appropriated to the Special Projects Reserve Account will be that established as part of the annual budget development process. The unexpended balance of this account will not carryover to the subsequent year at the end of the District's fiscal year, but shall be placed in the District's fund balance.
  - 3. The Superintendent of Schools may make recommendations regarding the use of this fund and forward such recommendations to the Board.
  
- B. Budget Implementation
  - 1. Following adoption of the Board budget, the Executive Director of Business ~~Services Finance~~ shall prepare and distribute copies of the budget and supporting detail as soon as possible.
  - 2. The Executive Director of Business ~~Services Finance~~ shall will be responsible for the management of the adopted budget.
  - 3. The Board Treasurer shall be responsible for reviewing all requests of Board budget expenditures in excess of \$5,000 to ensure funds are allocated appropriately and for making recommendations to the full Board for approval. All expenditures must be accompanied with sufficient reporting detail.
  - 4. Adjustments to the Board budget shall be made in accordance with District policies and procedures and state law requirements.

POLICY 3112  
BUDGET ADMINISTRATION

The Superintendent of Schools and/or designee is granted authority by the **School Board of Education** to make transfers of budgetary appropriations within similar account types such as salary or non-salary items within the control group.

Transfers of budgetary appropriations between dissimilar account types may be made only by a two-thirds vote of the full Board of Education. Notice of such transfer shall be published as required by state law.

LEGAL REF.: Wisconsin Statutes  
Section 65.90(5)(a) [Budget appropriation transfer requirements]

CROSS REF.: 3110 Annual Operating Budget  
3111 School Board Budget  
3113 Fiscal Impact Statement  
3121 Financial Accounting  
3323 Fund Balance  
3420 Purchasing

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: March 24, 1998  
June 12, 2001  
October 22, 2002  
October 28, 2003  
March 22, 2005

RULE 3112  
BUDGET ADMINISTRATION

Budget transfers within control groups, commonly budgetary locations, may be approved by the Executive Director of Business ~~Services Finance~~, within, but not between, salary/benefit and non-salary/benefit categories, with the exception of capital appropriation budgets.

Administering Capital Appropriations

For purposes of this rule, capital appropriation budgets shall be defined as those items budgeted and accounted for in budgetary codes that require capitalization under rules, policies or guidelines of the District, Department of Public Instruction and/or United States Government. Transfers to or from such budgetary accounts would be approved using the process for transferring between dissimilar account types.

All capital appropriation budgets must maintain a three – year plan that shall be reviewed, amended and approved by the Superintendent or designee as necessary as part of the annual budget process. The Executive Director of Business ~~Services Finance~~ shall establish guidelines in the development of such plans and approve changes throughout the year that do not exceed \$5,000.00 or 10%, whichever is greater of the annual plan being amended. Any plan modifications over this amount require the approval of the Superintendent.

All budgeted and planned capital appropriations must be made by January 1<sup>st</sup> of each budget year.

POLICY 3113  
FISCAL IMPACT STATEMENT

The District annually prepares and approves annual operating, capital improvement, special projects and grant budgets. Once approved by the School Board, these budgets are regularly monitored to ensure the appropriate and timely expenditure of District funds. During this budget preparation and approval period, the Board evaluates the various budget assumptions, alternative funding recommendations, and current programs to allocate the available financial, human and physical resources to effectively implement the policies and programmatic objectives of the District. After the budget is approved, the Board periodically, on an as needed basis, considers various resolutions and programmatic recommendations related to the current budget year and future annual budgets.

To ensure that each of these recommendations is evaluated in a consistent manner, and in terms of its specific budgeting impact on the current and future District budgets, it is recommended that all such actions include a fiscal note prepared by administration. Said fiscal note will delineate, in detail, the fiscal impact of the recommended action and the recommended source or sources, currently and prospectively. The fiscal note should include the cost of staffing, facilities, administration, etc. No recommendations shall be presented to the Board without the fiscal note.

LEGAL REF.: Wisconsin Statutes  
Section 65.90 [School district budgets]

CROSS REF.: 3110 Annual Operating Budget  
3111 School Board Budget  
3112 Budget Administration  
3121 Financial Accounting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 13, 2001

REVISED: October 28, 2003



Kenosha Unified School District No. 1

Fiscal, Facilities and Personnel Impact Statement

Title:  Budget Year:

Department:  Budget Manager:

**REQUEST**

**RATIONALE/ INSTRUCTIONAL FOCUS**

Insert narrative (*relate to District goals, student achievement and student population served*)

**IMPACT**

Enter Impact (*Programmatic, personnel, fiscal and/or facility*)

<b>BUDGET IMPACT</b>		
<b>Object Level</b>	<b>Descriptive</b>	<b>Amount</b>
100's	Salaries	\$
200's	Fringes	\$
300's	Purchased Services	\$
400's	Non-Capital Objects	\$
500's	Capital Objects	\$
	<b>TOTAL</b>	<b>\$ 0.00</b>

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

Is this a  one time or  recurring expenditure?

**FUNDING SOURCES**

Enter Funding Sources (*Additional revenues, re-allocation of existing budgeted funds, donations and/or request for new funds*)

POLICY 3121  
FINANCIAL ACCOUNTING

The Executive Director of Business ~~Services-Finance~~ shall be responsible for maintaining accurate and current financial accounts for the District and making necessary changes to those accounts. The accounts shall be maintained to meet the needs of the District. In addition to providing financial information for the District, the accounts will also provide necessary information for state and federal reports and for budgeting purposes.

District accounts shall be maintained in such a way as to meet all the requirements of the Department of Public Instruction and give assurance to the School Board and its constituents that funds are being accounted for and administered in a proper manner. The accounts will show the appropriated budgetary amount, actual revenues, actual expenditures, encumbrances and the account fund balances.

Periodic reports of the financial condition of the District and status of the expenditure of funds shall be provided to the Board by the Superintendent of Schools.

LEGAL REF.: Wisconsin Statutes

Sections 115.28(13) [Uniform financial fund accounting]  
115.30(1) [Uniform recording of accounts]  
120.18 [Annual school district report]  
121.05 [Budget and membership report]

CROSS REF.: 3110 Annual Operating Budget

3112 Budget Administration  
3122 Accounts Receivable  
3124 Annual Financial Audit  
3240 Investments  
3430 Payments for Supplies, Equipment and Services  
3440 Fixed Charges  
3800 District Asset Management  
WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

RULE 3121  
FINANCIAL ACCOUNTING

The Executive Director of Business shall be responsible for providing the School Board, administrators and supervisory staff with monthly financial reports. The financial reports will show the appropriated amount for each District financial account, the expenditure to date, encumbrances and the account balance. These reports will be prepared as soon after the close of the month as possible.



POLICY 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

A central accounts receivable system shall be maintained to meet the needs of the District and provide necessary accounting information for financial reports. The Superintendent of Schools shall have the authority to declare any accounts receivable uncollectible and direct such to be properly recorded in all account books. All accounts so declared shall be reported to the School Board.

LEGAL REF.: Wisconsin Statutes

Sections 115.28(13) [Uniform financial fund accounting]

115.30(1) [Uniform recording of accounts]

CROSS REF.: 3121 Financial Accounting

3280 Student Fees, Fines and Charges

3313 Non-Sufficient Fund Checks (NSF)

3321 Student Activity Funds

3340 Monies in the Schools

5126.4 School Sale of Student Supply Items

WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

RULE 3122

ACCOUNTS RECEIVABLE/UNCOLLECTIBLE ACCOUNTS

1. Financial Services shall invoice and maintain accurate and appropriate accounts receivable records on a current basis. District staff authorized to create accounts receivable transactions shall provide necessary information to the Accounting Manager for invoicing purposes.
2. Uncollectible Accounts – The Executive Director of Business ~~Services Finance~~ shall be responsible to the Superintendent of Schools for handling all uncollectible accounts receivable cancellations from financial records.
  - a. The Accounting Manager shall review and investigate outstanding accounts receivable. After all reasonable attempts to collect accounts receivable fail, the Accounting Manager may recommend to the Executive Director of Business ~~Services Finance~~ that collection procedures be discontinued and the unpaid items be recorded in all account books as uncollectible.
  - b. The debtor may be required to advance pay in the future and/or make payment for previous uncollected accounts receivable.

POLICY 3124  
ANNUAL FINANCIAL AUDIT

An annual certified financial audit of District accounts shall be made in accordance with state law.

The School Board shall be presented the final audit by November 1 of each year.

LEGAL REF.: Wisconsin Statutes  
Section 120.14 [Audit of school district accounts]  
PI 14, Wisconsin Administrative Code [School Finance; audits]

CROSS REF.: **3110 Annual Operating Budget (Calendar)**  
~~3124 Annual Financial Audit~~  
3121 Financial Accounting  
3321 Student Activity Funds  
WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

RULE 3124  
ANNUAL FINANCIAL AUDIT

1. The Executive Director of Business ~~Services~~ Finance shall make arrangements for the annual financial audit of District accounts.
2. The audit shall be made and certified by a certified accounting firm approved by the School Board.

POLICY 3210  
REVENUES FROM LOCAL SOURCES

The local tax levy for District purposes shall be determined by electors at the annual School District meeting in accordance with state law. If the annual meeting does not vote a tax sufficient to operate and maintain the schools for the ensuing year, the School Board shall determine and levy the amount of tax necessary for such purposes on or before November 1.

LEGAL REF.: Wisconsin Statutes

- Sections 120.10 [Annual meeting powers; taxing authority]
- 120.12(3) [Board duty; tax for operation and maintenance]
- 120.13(4) [Board power; tax for debt retirement]

CROSS REF.: 3110 Annual Operating Budget

- 3220 Funding Proposals and Grants
- 3230 Borrowing
- 8750 Annual School District Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

POLICY 3220  
FUNDING PROPOSALS AND GRANTS

In order to offer the best educational opportunities possible for Kenosha Unified School District students, the ~~School Board of Education~~ **School Board of Education** will consider proposals for grant applications that meet the strategic plans and goals of the District. A grant is defined as any financial support from the public or private sector that is accessed through an application process. Schools and departments are encouraged to apply and/or implement grants individually or with educational partners that align with the District, school, and department goals.

Grant proposals for external funds must be approved by the principals and shall be submitted to the Superintendent or the Board for review and approval. All grants, regardless of amount, will be included in the quarterly report to the Board.

The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes

- Sections 115.36 [Assistance for alcohol and other drug programs]
  - 115.361 [AODA prevention and intervention program grants]
  - 115.365 [Suicide prevention program assistance]
  - 115.366 [Alternative education program grants]
  - 115.368 [Assistance for protective behaviors instruction]
  - 115.405 [Peer review and mentoring grants]
  - 115.45 [Preschool to grade 5 program grants]
  - 118.13 [Student nondiscrimination]
  - 118.27 [Gifts and grants]
  - 120.13 [Board power; do all things reasonable for cause of education]
- PI 9.03(1), Wisconsin Administrative Code [Student nondiscrimination rules]

CROSS REF.: 1400 Gifts, Grants and Bequests  
3720 Energy Management  
5110 Equal Educational Opportunity/Student Discrimination Complaint  
**6100 Mission, Beliefs and Learning Objectives**  
**6110 Instructional Program Mission and Beliefs**  
District Strategic Plans

ADMINISTRATIVE REGULATIONS: 3220 Funding Proposals and Grants

AFFIRMED: March 24, 1998

REVISED: October 22, 2002  
October 28, 2003

RULE 3220  
FUNDING PROPOSALS AND GRANTS

Staff members are to submit grant proposals that exceed \$25,000.00, to the **School Board of Education** through the Superintendent of Schools. A summary of the proposal is to be prepared for Board review and approval. This summary shall include the following:

- Title of the grant
- Funding source
- Time period covered by the grant
- Purpose of the grant application
- Explanation of how the grant meets the strategic plan and goals of the District
- Budget including a list of personnel funded
- Explanation of any District resources that would be committed as a result of receiving the grant
- Evaluation plan with indication of its impact on District benchmarks
- Whether it is a continuation or a new project
- Whether the grant covers any items that are already part of the District's budget
- Staff person(s) in charge of the program/project
- Staff person(s) who were involved in the preparation of the grant
- Administrative recommendation

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the Superintendent shall be authorized to use his/her judgment in approving it for submission. As soon as practical thereafter, the grant proposal will be placed on the Board agenda for discussion and approval of the budget.

Grants under \$25,000.00, which do not involve contracted positions, or commitment of additional District funds, may be approved by the Superintendent.

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# *ADMINISTRATIVE REGULATION*

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ADMINISTRATIVE REGULATION 3220  
FUNDING PROPOSALS AND GRANTS

APPLICATION FOR PERMISSION TO SUBMIT AND IMPLEMENT GRANTS OF \$25,000 OR LESS  
THAT DOES NOT IMPACT STAFFING OR A COMMITMENT OF DISTRICT FUNDS

Grant title: \_\_\_\_\_

Funding source: \_\_\_\_\_

Grant amount: \_\_\_\_\_ Date due: \_\_\_\_\_ Length of grant: \_\_\_\_\_

Purpose of grant: \_\_\_\_\_

\_\_\_\_\_

Program goals: \_\_\_\_\_

\_\_\_\_\_

Program description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District resources committed: \_\_\_\_\_

\_\_\_\_\_

Evaluation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grant request submitted by: \_\_\_\_\_

Principal/Supervisor signature: \_\_\_\_\_

Approve       Disapprove      Date: \_\_\_\_\_

Superintendent signature: \_\_\_\_\_

Approve       Disapprove      Date: \_\_\_\_\_



POLICY 3230  
BORROWING, BONDS AND PROMISSORY NOTES

Borrowing in the name of the School District shall be made in accordance with state law.

Bonds and promissory notes shall be issued to secure the most favorable loan for the District. Payment of bonds for both principal and interest, shall be handled by a designated paying agent. Debt service payments shall be scheduled in the most advantageous manner to the District.

LEGAL REF.: Wisconsin Statutes

Chapter 67	[Borrowing and bonds]
Sections 120.10(10)	[Annual meeting power; debt service fund]
120.10(10m)	[Annual meeting power; school capital expansion fund]
120.115	[Report on debt service]
120.13(29)	[Board power; borrowing]

CROSS REF.: 3110 Annual Operating Budget  
3240 Investments  
7220 Financing Capitalization

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: March 26, 1991  
April 9, 1991

REVISED: October 28, 2003

RULE 3230  
BORROWING, BONDS AND PROMISSORY NOTES

The Superintendent of Schools may recommend that the School Board borrow funds to meet expenses until state aids or tax monies are available to purchase, erect or improve school buildings, acquire sites, equip school buildings, refund indebtedness, meet contracted obligations and for other purposes. The Superintendent and/or designee may recommend to the Board that such loans may be obtained in the form of short-term promissory notes, long-term promissory notes and bonds. School District debt limits shall be governed by state law.

Bonds – The District shall attempt to obtain the lowest possible interest rates and maximum economic returns on bonds through competitive bids or negotiations. The Executive Director of Business ~~Services~~ Finance shall select bonding attorneys for legal advice and assistance for the entire period of bond approval and issuance consistent with Board policies.

The Executive Director of Business ~~Services~~ Finance shall be responsible for recommending the designated paying agent for bonds and for recommending debt service payments.

- a. The designation of paying agent may be specifically made in the bond prospectus or left to the discretion of the successful bidder.
- b. The disbursement of funds from a bond issue will be limited to a period ending one year prior to the last principal payment on that particular bond issue. At the end of the period, all remaining funds in the bond issue shall be placed in the sinking fund for payment of principal and interest on that bond issue.

POLICY 3240  
INVESTMENTS

The ~~School Board of Education~~ **School** Board supports and authorizes a safe and sound investment program. Such a program is viewed as a critical ingredient of sound fiscal management. The Board authorizes an investment program for the purpose of gaining additional revenues to support the educational program of the District. All funds not required for the immediate needs of the District are available for investment and shall be deposited in authorized depositories. The objectives with respect to the investment of all funds, in order of priority, are (1) diversification, (2) safety of principal, and (3) yield.

LEGAL REF.: Wisconsin Statutes

Sections 66.0603 [Investments]

120.12(1) [Board duty; designation of depositories for district funds]

120.16(5) [Interest derived from district funds paid to district treasury]

CROSS REF.: 3110 Annual Operating Budget

3121 Financial Accounting

3310 Depository of Funds

3321 Student Activity Funds

ADMINISTRATIVE REGULATIONS: None

APPROVED: August 24, 1999

REVISED: May 22, 2001

July 23, 2002

October 28, 2003

RULE 3240  
INVESTMENTS

1. All District investments will be made in compliance with Wisconsin state law with those institutions registered to do business in the State of Wisconsin. Authorized investment instruments categories are:
  - a. Certificates of Deposit
  - b. Federal government bonds and securities guaranteed as to principal and interest by the federal government
  - c. Federal government agency bonds and securities
  - d. Repurchase agreements that are collateralized by federal government bonds and securities, or federal government agency bonds and securities. If the market value of the bonds or securities fall below the repurchase price, additional collateral must be provided
  - e. Commercial securities of the highest or second highest rating
  - f. State of Wisconsin Local Government Investment Pool
  - g. Wisconsin School District Liquid Asset Fund
2. The District shall diversify its investments by category and institution. With the exception of government and agency securities, guaranteed investment contracts, and insured certificates of deposit, no more than 50 percent of the District's total investment portfolio; i.e., 1.a.-g., shall be invested in a single category and no more than 33 percent may be with one issuer within a category. No more than \$500,000 of uninsured certificates of deposit shall be invested in any single financial institution at a time.
3. The District's working capital funds will be maintained in School Board approved public depositories and shall not exceed 20% of the District's cash, except for state aid payments that may be maintained in a working depository on a temporary basis, until the appropriate investment vehicle is determined.
4. All District debt service funds will be made in compliance with Wisconsin state law. Authorized investment instruments are:
  - a. Direct obligations of the federal government
  - b. State of Wisconsin Local Government Investment Pool

Delegation of Authority

The Board authorizes the Superintendent of Schools, Executive Director of Business ~~Services Finance~~, and Accounting Manager to manage all activities associated with the investment program in such manner as to accomplish the objectives of Board policy and these guidelines. This responsibility includes an annual review, assessment and reporting of the District's investment program in September following the end of the previous fiscal year, including the rate of return on investments, as well as recommendations for changes to this policy.

The Executive Director of Business ~~Services Finance~~ and Accounting Manager are further authorized to execute, in the Board's name, any and all documents relating to the investment program in a timely manner.

Reporting

The Executive Director of Business ~~Services Finance~~ /designee, shall maintain a detailed list of all investments. A written report of the status of all investments shall be made quarterly to the Board.

POLICY 3260  
SCHOOL SALE OF STUDENT SUPPLY ITEMS

Student school store items may be sold to students by individual schools at the discretion of the building principal. Principals may use vending machines for the sale of such items or establish a school store when it serves a convenience need.

Only those items carried on an approved list of school supplies shall be sold. Any sale of supply items to students shall be at or near cost as a service.

The principal shall be responsible for accounting for these funds and any proceeds shall be used for student purposes.

LEGAL REF.: Wisconsin Statutes  
Sections 77.54(4) [Sales tax exemption]  
118.12 [Sales of goods at schools]

CROSS REF.: 3121 Financial Accounting  
3122 Accounts Receivable  
3280 Student Fees, Fines and Charges  
3310 Depository of Funds  
3340 Monies in School Buildings  
3420 Purchasing  
3523 Vending Machines for Food Items  
3800 District Asset Management  
**5580 School Wellness**  
6740 Student Fundraising Activities

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: October 28, 2003

POLICY 3270

RENTAL AND SALE OF DISTRICT OWNED REAL ESTATE

The Superintendent of Schools/designee has the authority to enter into rental agreements for vacant land owned by the District, with annual information reports to the School Board.

The sale of real estate owned by the District may only be made as authorized by the electors at an annual School District meeting, and by the Board.

LEGAL REF.: Wisconsin Statutes

Sections 120.10(12) [Annual meeting power; sale of district property]

120.13(17) [Board power; temporary use of school facilities]

120.13(25) [Board power; lease of school property]

CROSS REF.: 1330 Use of School Facilities and Grounds

3121 Financial Accounting

3122 Accounts Receivable

3310 Depository of Funds

8750 Annual School District Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

RULE 3270

RENTAL AND SALE OF DISTRICT OWNED REAL ESTATE

The Executive Director of Business Services Finance is responsible to the Superintendent of Schools for the management of real estate owned by the District but not presently used for school purposes including buildings and land rental.

In addition to requiring electoral approval at an annual School District meeting, the sale of any District-owned real estate shall be approved by the Board publicly, in accordance with state law.

All proceeds from the rental and sale of District owned real estate will be deposited in the General Fund or as directed by the Board.

POLICY 3280  
STUDENT FEES, FINES AND CHARGES

The District recognizes the need for student fees to fund certain school activities that are not financed through the District budget. The Superintendent of Schools shall have the authority to establish schedules of student fees, fines and charges.

The District recognizes that some students may not be able to pay these fees or charges. No student shall be denied the opportunity to participate in school programs or activities because of his/her family's inability to pay necessary fees and charges. This does not apply to before and after school programs with District costs, athletics, driver education or programs or activities that take students out of the state or country.

The Superintendent shall have the authority to declare a student debt to the District voided.

**LEGAL REF.: Wisconsin Constitution, Article X-Section 3 [district public schools free and without charge for tuition]**

Wisconsin Statutes	
Sections 118.03(2)	[Sale of textbooks to students]
118.04(4)	[Fees for social, recreational or extracurricular summer classes or programs]
120.12(11)	[Board duty; provide books and school supplies to indigent students]
120.12(22)	[Board duty; pay costs of advanced placement courses for indigent students]
120.13	[Board power to do all things reasonable for the cause of education]
120.13(5)	[Board power to purchase books that are needed by students whose parents are unable to furnish such books]
120.13(10)	[Board power to charge for the cost of school meals]
121.41	[Driver education fees]
121.54(7)(b)2	[Extracurricular transportation fees]
895.035	[Parental liability for acts of minor child, including damage to property]

**CROSS REF.:** 3121 Financial Accounting  
3122 Accounts Receivable  
3260 School Sales of Student Supply Items  
3313 Non-Sufficient Funds Checks  
3321 Student Activity Funds  
3340 Monies in School Buildings  
3520 School Nutrition Programs  
3522 Milk Program  
5110 Equal Educational Opportunity/Student Discrimination Complaint  
6520 Field Trips/Co-Curricular Trips  
6521 Foreign Education Tours  
6600 Instructional Resources



POLICY 3280  
STUDENT FEES, FINES AND CHARGES  
Page 2

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: April 9, 1991  
September 24, 1991  
March 22, 1994  
November 28, 1995  
April 8, 1997  
October 28, 2003

RULE 3280  
STUDENT FEES, FINES AND CHARGES

1. The Executive Director of Business ~~Services-Finance~~ shall be responsible to the Superintendent for an annual review of fees, fines and charges to students.
2. A schedule of appropriate fees and charges to students shall be prepared and issued each year from the Office of Financial Services as approved by the Superintendent. Charges to students shall be kept to a minimum. Textbooks will be furnished at no cost to the student.
3. Established District procedures for the accounting and transfer of funds shall be followed. All proceeds shall be deposited in the General Fund.
4. The building principal shall investigate all claims of inability to pay student fees or charges. Upon the presentation of evidence meeting District criteria, or if such fees cannot be paid by a welfare agency, such charges shall be waived by the principal. District criteria shall include the federal income eligibility guidelines used in the school nutrition program. Fees for credit producing examinations, such as, the advanced placement tests will be paid by the District for students whose family income qualifies the student for free or reduced price lunch under the established federal income guidelines.
5. The Executive Director of Business ~~Services-Finance~~ shall be responsible to the Superintendent for handling all voided student debts and recording such in the financial records of the District. The building principal will promptly investigate uncollectible student debts with the family responsible by promptly making a telephone call or sending a letter to a responsible adult family member. If payment is not received within 15 working days from the date of contact, the Accounting Manager shall be informed. The Accounting Manager shall determine which of these uncollectible student debts warrant further action. The Executive Director of Business ~~Services-Finance~~ shall recommend final disposition of the uncollectible student debt to the Superintendent. This may include referral to an attorney and/or a collection agency for resolution. The debtor may be required to pay in advance in the future and/or make payment for previous uncollectible student debts.

POLICY 3310  
DEPOSITORY OF FUNDS

All funds received by the District from various sources shall be deposited in bank accounts designated by the School Board.

LEGAL REF.: Wisconsin Statutes

- Sections 34.05 [Designation of public depositories]
- 34.09 [Financial institutions eligible as public depositories]
- 34.105 [Withdrawal of public funds]
- 66.0603 [Investments]
- 66.0607 [Withdrawal or disbursement from local treasury]
- 120.12(7) [Board duty; designation of depositories for district funds]
- 120.16(5) [Board treasurer duty; receive and deposit district funds]
- 120.16(6) [Board treasurer duty; withdraw funds]

- CROSS REF.: 3240 Investments  
3311 Authorized Signatures  
3313 Non-Sufficient Fund Checks  
3321 Student Activity Funds  
3340 Monies in School Buildings  
8412 Board Officer Duties

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 28, 2003

POLICY 3311  
AUTHORIZED SIGNATURES

Checks for the expenditure of District funds, except for School Board approved secondary school activity accounts, shall be signed by the Board President, Clerk and Treasurer.

Facsimile signatures may be used.

LEGAL REF.: Wisconsin Statutes

- Sections 66.0607 [Withdrawal or disbursement from local treasury]
- 120.15(1) [Board president duty; countersign all district checks]
- 120.16(2) [Authorized signatures on district checks; use of facsimile signatures]
- 120.16(6) [Board treasurer duty; withdraw funds and authorized signatures]
- 120.17(5) [Board clerk duty; draw orders on district treasury]

- CROSS REF.: 3310 Depository of Funds  
3321 Student Activity Funds  
3430 Payment for Supplies, Equipment and Services  
3440 Fixed Charges  
8412 Board Officer Duties

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 28, 2003

POLICY 3313  
NON-SUFFICIENT FUNDS CHECKS (NSF)

The Executive Director of Business ~~Services Finance~~ shall have the authority to declare a receipt to the District to be voided in the event it is the result of a “non-sufficient funds” (NSF) check received by the District.

LEGAL REF.: NONE

CROSS REF.: 3280 Student Fees, Fines and Charges  
3310 Depository of Funds

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: February 24, 1998  
October 28, 2003

RULE 3313  
NON-SUFFICIENT FUNDS CHECKS (NSF)

The Executive Director of Business Services Finance will be responsible to the Superintendent for handling all “non-sufficient funds” (NSF) checks and recording such in the financial records of the District.

The Accounting Manager will promptly investigate uncollectible checks with the issuer.

The maker of uncollectible checks may be required to pay in cash or certified check in future payments to the District.

POLICY 3321  
STUDENT ACTIVITY FUNDS

Funds of all student groups or organizations, shall be maintained by the District Finance Office.

Funds of secondary school student groups or organizations that are not subsidized by District funds, or funds raised for activities of such groups or organizations, shall be maintained in separate accounts at the individual school and administered by the building principal. A complete and accurate accounting of such funds shall be kept by the principal.

Student activity funds shall be collected, deposited and disbursed in accordance with established District procedures. Funds raised by students shall be used for the benefit of students, the school or charitable purposes.

An audit of all student activity funds shall be made at the same time as the annual audit of District funds. The cost of such audit shall be borne by the District.

LEGAL REF.: Wisconsin Statutes  
                  Sections 120.14(1) [Audit of school district accounts]  
                                  120.16(2) [Board treasurer duty; receive extracurricular activity funds]

CROSS REF.: 3121 Financial Accounting  
                  3124 Financial Audits  
                  3240 Investments  
                  3310 Depository of Funds  
                  3311 Authorized Signatures  
                  3340 Monies in the School Buildings  
                  6710 School Organizations  
                  6740 Student Fundraising Activities  
                  6741 Raffles  
                  WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: October 28, 2003

RULE 3321  
STUDENT ACTIVITY FUNDS

1. Secondary schools, and those elementary schools managing their own student activity accounts that have activity funds collected in excess of \$250 shall deposit such funds within 24 hours in their designated depository. The building principal shall be responsible for any expenditure of these funds. Expenditures shall be consistent with School Board policy. Funds will be transferred from their designated depositories to the Finance Office in accordance with established procedures.
2. All elementary schools not managing their own activity accounts that have activity funds collected in excess of \$250 shall deposit such funds within 24 hours in their designated depository. Expenditure of these funds will be made by the Finance Office only upon written authorization of the principal or District departmental administrator. Expenditures shall be consistent with Board policy.

Any elementary principal wishing to change the designation of their school's activity fund may do so by submitting a memo to Financial Services by September 15 of any school year. By the first Board meeting in October, a report will be taken to the Board on these elementary school activity fund changes.

3. No direct purchase of equipment shall be made from student activity funds. Purchase of equipment must be processed through the Purchasing Agent.



POLICY 3323  
FUND BALANCE

Kenosha Unified School District recognizes that an adequate operating fund balance (unrestricted net assets) is necessary to maintain a strong fiscal position in order to meet unanticipated expenditures or emergencies and to reduce the costs of borrowed funds. Operating fund balance is defined as total assets minus total liabilities of the General Fund.

As part of the budget development process, the administration shall annually review and determine the amount to be designated for appropriate encumbrances, outstanding contractual commitments, and the carryover of unexpended funds for specific projects as approved by the Superintendent of Schools. The Administration's recommended budget to the School Board will include a reserve fund balance recommendation for carryover of unexpended funds for specified projects, a reserve for encumbrances, and a designated fund balance for cash flow purposes.

LEGAL REF.: Wisconsin Statutes  
Section 65.90 [School district budgets]

CROSS REF.: 3110 Annual Operating Budget  
3111 School Board Budget  
3711 Improvement of Maintenance Projects

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: January 12, 1999

REVISED: December 12, 2000  
October 28, 2003  
December 14, 2004

RULE 3323  
FUND BALANCE

The District will strive to maintain a fund balance in the operating fund equal to a minimum of 15% of budgeted appropriation, representing approximately 45 days of operations. At most, Kenosha Unified will maintain a maximum fund balance in the operating fund equal 20% of budgeted appropriation, representing approximately 90 days of operations.

These unrestricted net assets are to provide for:

- Adequate working cash for budgeted operating activities without cash flow borrowing.
- Unanticipated expenditures.
- Orderly adjustment resulting from termination or reduction of revenue sources.
- Unanticipated fluctuations in revenues.

To maintain the required operating fund balance at the desired level, the District shall:

- Eliminate the budgeted use of fund balance (deficit spending) if said use would reduce fund balance below established minimums.
- Require a one million dollar budget surplus in the annual operating budget if the fund balance is below ten percent.
- Apply remaining unexpected general fund resources at the end of each fiscal year to add the cash flow portion of to the reserve for designation for operations, if necessary to meet established minimums.
- Designate a portion of the annual operating budget to add to the reserve for operations, if necessary to meet policy minimums.
- Designate a portion of the annual operating budget to reduce the general fund tax levy, if necessary to meet policy maximums.
- ~~Encourage using a portion of the tax levy generated by equalized evaluation, which may be higher than used for budget development, to add to the cash portion of the reserve for designation for operations, if necessary to meet established minimums.~~

To provide the best fiscal management of the operating fund balance, any appropriation of expenditures from fund balance must be adopted by, at least, a majority of the Board present at the meeting that the appropriation is considered.

POLICY 3330  
BONDED EMPLOYEES AND OFFICERS

School Board officers and staff shall be bonded as directed by the Board.

LEGAL REF.: Wisconsin Statutes  
Section 120.13(23) [Board power to require bonds and sureties of any district officer]

CROSS REF.: 8411 Appointment of School Board Officers

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 28, 2003

POLICY 3340  
MONIES IN SCHOOL BUILDINGS

The Executive Director of Business Services Finance shall be responsible for accounting for all monies under the direct control of the School Board in all schools and departments.

Monies in District buildings shall be accounted for in accordance with established procedures. Deposits will be made in depositories designated by the Board.

LEGAL REF.: Wisconsin Statutes  
                  Sections 115.28(13) [Uniform financial fund accounting]  
                                  120.16(5) [Board treasurer duty; receive and deposit district funds]

CROSS REF.: 3121 Financial Accounting  
                  3124 Annual Financial Audit  
                  3280 Student Fees, Fines and Charges  
                  3310 Depository of Funds  
                  3321 Student Activity Funds  
                  WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

RULE 3340  
MONIES IN SCHOOL BUILDINGS

All School District monies collected in excess of \$250 shall be deposited within 24 hours in designated depositories. Monies in excess of \$200 shall not be left in the schools or departments over the weekend.

Schools that are managing their own activity accounts that have activity funds collected in excess of \$250 shall be deposited within 24 hours in their designated depository. The principal shall be responsible for any expenditure of these funds.

Deposit pickup delivery service shall be available for the transmittal of bank deposits. All monies collected shall be receipted according to established procedures.

Principals and other District department administrators shall be responsible for informing all personnel under their supervision of established District procedures to be used in the handling of monies in the schools.

POLICY 3412  
MILEAGE REIMBURSEMENT

The School Board recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the District and employees, District guidelines shall be observed for eligibility for mileage reimbursement.

LEGAL REF.: Wisconsin Statutes

Sections 118.21(1) [Teacher travel reimbursements]  
118.24(2)(e) [Administrator travel reimbursements]  
120.16(2) [Disbursements from district treasury]

CROSS REF.: 3514 Use of Private Vehicles to Transport Students  
3900 Insurance Management  
4370 Staff Development Opportunities  
Current Employee Agreements

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 22, 2000

REVISED: October 28, 2003

RULE 3412  
MILEAGE REIMBURSEMENT

To use a personal vehicle for school purposes, the employee must have the written permission of the Superintendent of Schools/designee and must have on file a current driver license and proof of insurance. Additional requirements apply when transporting students in private vehicles, consistent with established Board policy.

Employees so authorized to use their personal vehicle for school business purposes may claim mileage reimbursement from the District at the rate established by the Internal Revenue Service. The District shall assume no responsibility for liability in case of accident, unless the employee has the authorization described above. The individual's own insurance is primary coverage in case of an accident and the school's liability insurance is secondary.

POLICY 3420  
PURCHASING

Purchasing in the School District shall be in accordance with state law, accepted purchasing **practices, procedures, ethical business practices, and the District's purchasing guidelines and aligned with the District strategic plan, ethical business practices, and the District's purchasing guidelines.**

Purchases of supplies and equipment shall be made through the established requisition procedure. Approved purchase orders shall be required prior to all purchases.

Any public officer or public employee is prohibited from having any private interest in a public contract except as permitted by state law.

LEGAL REF.: Wisconsin Statutes

Sections	19.59	[Ethical standards for public officials]
	66.0131	[Local government purchasing]
	66.0607	[Disbursements from the local treasury]
	66.0901	[Public works contracts/bids]
	120.13(5)	[Purchase of books, materials and equipment]
	20.13(33)	[Spending authority]
	175.10	[Procurement for sale to employees prohibited]
	946.10	[Bribery of public officers or employees prohibited]
	946.13	[Private interest in public contracts prohibited]

CROSS REF.: 3121 Financial Accounting  
3321 Student Activity Funds  
3422 Exclusivity Agreements with Vendors  
3430 Payment for Supplies, Equipment and Services  
3522 Milk Program  
3651 Hazardous Chemicals  
3711 Improvement or Maintenance Projects  
3750 Playground Equipment  
3800 District Asset Management  
4224 Employee Code of Ethics  
7330 Construction Contracts, Bidding and Awards  
8651 School Board Member Conflicts of Interest  
*District Purchasing and Requisition Procedure Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: August 13, 1996  
January 12, 1999  
October 26, 1999  
October 28, 2003



RULE 3420  
PURCHASING

A. General

1. The Purchasing Agent will be responsible for the procurement of all District supplies and equipment.
2. In making a selection for purchase, the Purchasing Agent shall attempt to achieve maximum price advantage within quality specifications.
3. Bid specifications shall be developed for larger dollar volume purchases and will be coordinated between the user and the Purchasing Agent.
4. Continuing efforts shall be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the District. Proprietary specifications or source procurement for items that will allow such standardization for security or confidentiality requires the approval of the Executive Director of Business ~~Services Finance~~.
5. Impartial and open consideration shall be given to bids and quotations received from vendors. There will be prompt follow-up on questions concerning vendor orders and vendor services. The Purchasing Agent shall maintain a vendor performance record.
6. Authorized employees are encouraged to purchase high quality items and to make purchases of non-stock items having a value of less than \$30 out of petty cash.
7. The Purchasing Agent shall furnish a current *Requisitioning and Purchasing Procedures Manual* to all principals and departmental administrators.

B. Bidding Requirements

1. A minimum of three bids shall be obtained and documented for all individual purchases over \$10,000.
2. All ongoing purchase of supplies, materials, maintenance and repairs should be bid out annually to obtain and ensure the most competitive bidding unless long-term agreements are entered into, which shall be approved by the Executive Director of Business ~~Services Finance~~.
3. An individual, independent of the bid approval process, shall be responsible for sending out bid requests to vendors, maintaining a record of the bids, documenting the receipt of the quotation and sending letters to all vendors informing them of the bid results. This process should be performed for all District purchases over \$10,000 for all departments. Bids for contracted services will have qualification factors identified and included as part of the bid document.
4. Bids shall be evaluated on the basis of District specifications and the selection for purchase shall be made on the basis of the low qualified bid. In the event of identical bids, and all other conditions being equal, a local manufacturer or business merchant shall be given preference in purchases and contracts.

C. Purchasing Authority

Requisitions for equipment, supplies and services shall be approved for funding and coding before the Purchasing Agent proceeds with the purchase. The levels of authority for purchase approval are as follows:

1. The Purchasing Agent shall be authorized to approve purchases up to \$50,000 for equipment or services. If the purchase value is from \$10,000 to \$50,000, three price quotations shall be obtained wherever possible. When it is not possible to obtain three written quotations, approval of the Executive Director of Business ~~Services Finance~~ is required. Documentation must be maintained.

2. Purchases of \$50,000 and over for equipment or services shall require the approval of the Executive Director of Business ~~Services~~ ~~Finance~~.
3. The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures.

D. Requisitions

1. The principal or departmental administrator shall approve all requisitions. In the processing of requisitions, consideration will be given to availability of service, staff, budgetary appropriations and priority of District needs.
2. Requisitions shall be checked by the Finance Office for authorization, funding and coding prior to forwarding to the Purchasing Office for processing.
3. Each principal or departmental administrator shall keep a record of requisitions submitted for budget control uses.
4. Approved District requisition forms shall be used for specific requisitioning applications.
5. The *Requisition and Purchasing Procedures Manual* will include procedures for preparing, processing and routing of requisitions, information on warehouse items, criteria for supply and equipment items and a listing of samples of requisition forms in use, and year-end requisitioning procedures.

E. Purchase Orders

1. The authority for issuing purchase orders is delegated to the Purchasing Agent by the Superintendent.
2. Confirmation requisitions/orders require advance approval, by telephone, from the Purchasing Agent before committing the District to a purchase of supplies or equipment. Failure to follow proper procedures may result in disciplinary action, personal liability or return of the merchandise.
3. Only approved District purchase order forms shall be used. The *Requisition and Purchasing Procedures Manual* shall include instruction for use of requisition/purchase order forms, distribution of purchase order copies, and a sample of the purchase order form in use.

POLICY 3422  
EXCLUSIVITY AGREEMENTS WITH VENDORS

The School Board recognizes that various sole source vendors are selected to provide various services, goods or materials to the District. Services, goods and/or materials that students come into direct contact with as users, shall not be exclusive to a particular vendor via an exclusivity agreement unless approved by the Board.

LEGAL REF.: Wisconsin Statutes

- Sections 66.0607 [Withdrawal or disbursement from local treasury]
- 118.12 [Sales and promotions in the schools]
- 120.13 [Board power to do all things reasonable to promote cause of education]
- 120.13(5) [General school board purchasing authority]

CROSS REF.: 3420 Purchasing

- 3523 Vending Machines for Food Items**
- 5580 School Wellness**
- 6100 District Vision
- 6110 Instructional Program Mission and Beliefs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 11, 2000

REVISED: October 28, 2003

POLICY 3430  
PAYMENT FOR SUPPLIES, EQUIPMENT AND SERVICES

Supplies, equipment and services shall be paid in accordance with established administrative procedures and in compliance with all state and federal laws.

LEGAL REF.: Wisconsin Statutes

- Section 66.0135 [Interest on late payments; improper invoices]
- 66.0607 [Disbursements from local treasury]
- 120.12(1) [Board duty; care, control and management of district property]
- 120.16(2) [Board treasurer duty; disbursement of funds]

CROSS REF.:

- 3121 Financial Accounting
- 3230 Borrowing, Bonds and Promissory Notes
- 3311 Authorized Signatures
- 3420 Purchasing
- 3440 Fixed Charges

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 26, 1999  
October 28, 2003

RULE 3430

PAYMENT FOR SUPPLIES, EQUIPMENT AND SERVICES

1. The Accounting Manager will be responsible for the payment to vendors for supplies, equipment and services received.
2. The Accounting Manager will be required to support all voucher checks drawn with a proper invoice and a signed receiving report, or other evidence that the supplies, equipment or services were received.
3. Invoices shall be verified in the Purchasing Department for correct pricing and conformance with purchase orders before being certified for payment by the **Executive** Director of Finance **Business**.
4. A list of bills and warrants for payment shall be presented to School Board members for approval at the next regular meeting following the date of issuance. A signed copy of such approved list shall be kept on file in the Finance Office.
5. Although included on the schedule of vouchers, those checks required for payment of fixed charges, contracts approved by the Board, discounts, payroll items, postage and travel vouchers may be released or mailed on issue.
6. After 48 hours, or two working days, following receipt of the bills by Board members (exclusive of weekends and holidays), and if no objection is raised, all other voucher checks may be released.

POLICY 3440  
FIXED CHARGES

Fixed charges shall be administered in accordance with Board policies, agreements and other requirements. Fixed charges shall include worker's compensation insurance, liability insurance, property insurance, group life insurance, group long-term disability insurance, social security, retirement fund contributions, unemployment compensation, health insurance and employee health examinations.

The Executive Director of Business Services Finance shall be responsible for administering the fixed charges and the Accounting Manager shall be responsible for administering employee fringe benefits programs.

LEGAL REF.: Wisconsin Statutes  
Chapter 40 [Public employee retirement, social security and other benefits]  
Chapter 102 [Worker's compensation]  
Chapter 108 [Unemployment insurance]

CROSS REF.: 3311 Authorized Signatures  
3430 Payment for Supplies, Equipment and Services  
3900 Insurance Management  
4231 Staff Physical Examinations  
Current Employee Agreements

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

POLICY 3511  
TRANSPORTATION

The School Board shall transport students as required by state law. Other student transportation may be provided by the Board as recommended by the Superintendent of Schools, consistent with legal requirements and District policies and rules.

Students supervised before and after school by a day care center located within the attendance area of the school and two or more miles from the school they attend may be bused to the school. The Superintendent will make recommendations to the Board relative to any exceptions to this policy.

Authorized student transportation shall be by contract carrier or use of a public transportation system. Parent contracts may be offered in lieu of this type of transportation in accordance with state law.

The Board shall review and approve the student transportation program annually. The Supervisor of Transportation Services, under the direction of the Executive Director of Business Services Finance shall be responsible for administering the student transportation services provided by the District in accordance with the approved program.

LEGAL REF.: Wisconsin Statutes

- Sections 115.787(2)(c) [Individualized education programs - services for students with disabilities]
- 118.51(14) [Full-time public school open enrollment transportation]
- 120.13(27) [Board power; transportation of persons who are not students]
- 120.13(27m) [Board power; transportation of indigent students]
- 121.51-121.58 [Student transportation requirements/authority]

**PI 7 [transportation in areas of unusual hazard and parent contracts]**

TRANS 300, Wisconsin Administrative Code [Student transportation rules]

CROSS REF.: 3511.5 Use of Privately Owned Vehicles to Transport Students

- 3643 Emergency School Closings (Inclement Weather)
  - 5260 Full Time Public School Open Enrollment
  - 5320 School Attendance Areas
  - 5330 Assignment of Students to Schools
  - 5432 School Buses
  - 5570 Crisis Management/Suicide Prevention Program
  - 6520 Field Trips/Co-Curricular Trips
- Special Education Program and Procedure Manual*  
*Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: 3643 Emergency School Closings (Inclement Weather)

AFFIRMED: April 9, 1991

REVISED: June 8, 1993

December 14, 1999

October 28, 2003

RULE 3511  
TRANSPORTATION

~~The Supervisor of Transportation, under the direction of the Executive Director of Business Services~~ **Facilities** shall be responsible for supervising the student transportation services provided by the School District. These services shall be administered in accordance with the transportation program annually reviewed and approved by the Board.

~~The Executive Director of Business Services~~ **Facilities**/designee shall arrange for the transportation of handicapped students ~~with disabilities~~ through the Supervisor of Transportation.



POLICY 3514

USE OF PRIVATELY OWNED VEHICLES TO TRANSPORT STUDENTS

Generally, students should be transported by commercial carrier. However, in some instances, this may not be practical. When a commercial carrier is not available or practical, students may be transported by District employees in private vehicles, upon written approval of the building principal or other supervisor, and in compliance with the terms of this policy and state law. Such approval shall not be granted unless the employee has been determined eligible by the Office of the Executive Director of Business ~~Services~~ Finance.

LEGAL REF.: Wisconsin Statutes

Sections 121.55 [Methods of providing student transportation]

121.555 [Alternative transportation]

CROSS REF.: 3412 Eligibility for Mileage Reimbursement

3511 Student Transportation Services

6520 Field/Co-Curricular Trips

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

POLICY 3520  
SCHOOL NUTRITION PROGRAMS

**School nutrition programs** A school lunch program may be provided at District schools as determined by the School Board. The Director of Food Services shall be responsible for providing food services in accordance with the program and procedures approved by the Board and consistent with applicable legal requirements.

Meal pricing strategy shall be approved by the Board. The Board shall supply school meals free or at a reduced price to students whose parents/guardians are unable to pay the prevailing price as determined by criteria based on state and federal guidelines. The Director of Food Services shall be delegated authority to determine eligibility.

The District shall not discriminate in school-sponsored food services programs on the basis of sex, race, religion, age, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes

- Sections 115.34 [School lunch program]
- 115.341 [School breakfast program]
- 115.345 [Elderly lunch program]
- 118.13 [Student nondiscrimination]
- 120.10(16) [Annual meeting power; direct board to furnish school lunches and appropriate funds]
- 120.13(6) [Board power; apply, receive and expend federal funds for school food services]
- 120.13(10) [Board power; furnish school meals and charge for them]
- PI 9.03(1), Wisconsin Administrative Code [Student nondiscrimination policy requirements]
- PI 42 Wisconsin Administrative Code [School breakfast program]
- National School Lunch Act (42 USC 1751 et.seq.)**
- Child Nutrition Act of 1966 (42 USC 1771 et.seq.)**
- Child Nutrition and WIC Reauthorization Act of 2004**
- ~~PL 91-248 [Federal school nutrition programs]~~
- ~~PL 94-105 [Federal school nutrition programs]~~

CROSS REF.:

- 3110 Annual Operating Budget
- 3420 Purchasing
- 3422 Exclusivity Agreements with Vendors
- 3522 Milk Program
- 3523 Vending Machines for Food Items
- 3600 School Safety
- 3643 Emergency School Closings (Inclement Weather)
- 5110 Equal Educational Opportunity/Student Discrimination Complaint
- 5533 Communicable Disease Control
- 5580 School Wellness**
- Crisis Response Manual*

ADMINISTRATIVE REGULATION: 3520 School Nutrition Programs Free and Reduced Price Meal Eligibility

AFFIRMED: April 9, 1991

REVISED: August 8, 1995  
July 27, 1999  
October 28, 2003

RULE 3520  
SCHOOL NUTRITION PROGRAMS

Family income guidelines set by state and federal authorities shall serve as the basis for determining eligibility for free or reduced price meals. Eligibility for the program will be determined by completing and forwarding the appropriate application materials to the Food Services Department, or through pre-qualification through the Wisconsin Department of Health and Family Services.

The Director of Food Services shall be responsible for the compilation of all reports concerning the school nutrition programs.

POLICY 3522  
MILK PROGRAM

The School Board may make additional milk available to students participating in the school **nutrition programs** ~~lunch program~~. Also, milk may be made available to students who do not participate in the school lunch program and may be made available at other times to elementary students as determined by the Board.

The District shall purchase milk free from synthetic bovine growth hormone (rBGH) if it does not jeopardize federal subsidies that the District receives to offset the cost of school **meals** ~~lunches~~.

When milk is made available to students who do not participate in the school **nutrition programs** ~~lunch program~~ or is made available at times other than ~~lunch~~ **meal** periods, an established fee shall be charged for the milk.

LEGAL REF.: Wisconsin Statutes  
                  Sections 115.343 [Wisconsin school day milk program]  
                                  120.13(10) [Board power; charge for school food services]

CROSS REF.: 3280 Student Fees, Fines and Charges  
                  3420 Purchasing  
                  3520 School Nutrition Programs  
                  3523 Vending Machines with Food Items  
                  5110 Equal Educational Opportunity/Student Discrimination Complaint  
                  **5580 School Wellness**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: July 26, 1994  
                  October 28, 2003

POLICY 3523  
VENDING MACHINES FOR FOOD ITEMS

Vending machines for soft drinks and other food items may be made available in employee lounge areas at all District schools for exclusive use of employees.

Vending machines may be made available for the use of middle and high school students.

To protect the nutritional integrity of school meals, the sale of foods with minimal nutritional value shall be prohibited in food service areas; e.g., cafeteria, during school meal periods. ~~Foods of minimal nutritional value include soft drinks, water ices, chewing gum and certain types of candies (hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn).~~ This prohibition applies to all food sales in the food service areas, including sales from vending machines.

The Executive Director of Business Services Finance office shall be responsible for the overall supervision of vending machines on District property.

LEGAL REF.: Wisconsin Statutes

Sections 77.54(4) [Sales tax exemption]

118.12 [Sales on school property]

**National School Lunch Act (42 USC 1751 et.seq.)**

**Child Nutrition Act of 1966 (42 USC 1771 et.seq.)**

**Child Nutrition and WIC Reauthorization Act of 2004**

~~PL 91-248 [Federal school nutrition programs]~~

~~PL 94-105 [Federal school nutrition programs]~~

CROSS REF.: 3260 School Sale of Student Supply Items  
3340 Monies in the School Buildings  
3420 Purchasing  
3422 Exclusivity Agreements with Vendors  
3520 School Nutrition Programs  
**5580 School Wellness**  
6740 Student Fund Raising Activities

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

RULE 3523  
VENDING MACHINES FOR FOOD ITEMS

Proceeds from employee vending machines may be used for social and welfare purposes of the building employees under the direction of the building principal or supervisor.

Proceeds from vending machines available to students may be used only for social and welfare purposes of the entire student body or of the student organization sponsoring the vending machine. All receipts and expenditures from those proceeds will be under the supervision of the building principal.

POLICY 3531.1  
COPYRIGHTED MATERIALS

The District recognizes and respects intellectual property rights. Therefore, the District shall require all employees and students to comply with copyright laws.

Members of the learning community who choose to use copyrighted materials are individually responsible for making a good faith determination as to whether the use falls within the “fair use” exemption. When necessary, users shall obtain written permission of copyright owners for the use of their work.

Violation of this policy may result in disciplinary action. In addition, employees and students who violate copyright laws may be held individually responsible for infringement and subject to civil penalties and criminal sanctions.

LEGAL REF.: Wisconsin Statutes  
Section 943.70 [Computer crimes]  
Federal Copyright Act (Title 17 of the U. S. Code) [Federal copyright provisions,  
including Fair Use]  
Technology, Education, and Copyright Harmonization Act (TEACH Act)  
[Copyright provisions related to transmissions of performances and displays of  
copyrighted materials]  
Digital Millennium Copyright Act [Distance education copyright provisions]

CROSS REF.: 3535, Electronic Communications  
3811, Use of District-Owned Technology Equipment by Employees Off District  
Premises  
6600, Instructional Resources  
6610, Selection of Instructional Materials  
6620, Library Resources  
6633, Use of Internet System

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: November 22, 2005



RULE 3531.1  
COPYRIGHTED MATERIALS

1. The District is committed to complying with all laws pertaining to copyright. In addition to maintaining exclusive rights to creators of protected works, the federal Copyright Act also creates exceptions to those rights. “Fair use” and educational and library uses are permitted when specific criteria are met.
2. Fair Use - Section 107 of the Copyright Act provides that the “Fair Use” of a copyrighted work is not an infringement of copyright. There are four factors involved in determining whether the use can be considered "fair use" and all four factors must be considered in order to determine the “fair use”. The four factors are:
  - The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
  - The nature of the copyrighted work.
  - The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
  - The effect of the use upon the potential market for or value of the work.
3. Use of Copyrighted Materials in Distance Education Courses – The use of certain copyrighted materials in distance education courses, without permission by faculty and students, is permitted. According to the Technology, Education and Copyright Harmonization Act (TEACH Act), it is not copyright infringement for faculty and students of accredited, nonprofit education institutions to transmit performances or display copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material will have to qualify as a “fair use” or, permission from the copyright holder must be obtained.
4. Library Use of Copyrighted Materials – Under certain conditions, school libraries may reproduce copyrighted works. Photocopies made for library use are not to be used for any purpose other than private study, scholarship or research.
5. Use of Peer-to-Peer File Sharing – The District expects all employees and students to use electronic communications and computer resources made available through the District in a responsible way and to comply with copyright laws relative to such use. Peer-to-peer file sharing is not allowed.
6. **Computer Operating Systems and Software – These are copyright protected and are governed by individual software license agreements that define the conditions of use and restrict the number of copies that may be retained and/or used at any given time. All software loaded on an individual computer or file server must be in compliance with the license agreement. The person responsible for the computer is responsible to make certain that no unauthorized software is loaded on the equipment.**
7. **Educational Multimedia – Fair use guidelines apply to student or teacher-created multimedia projects incorporating copyrighted works. Fair use ends when the multimedia project creator (educator or student) releases the project for general use, such as when others access it over the internet or on a non-closed circuit distribution system. If broader dissemination occurs, the creator must then obtain permissions for all copyrighted portion and must include on the opening screen of the program that their presentation has been prepared under the fair use exemption of the U.S. Copyright Law and is restricted from further use.**
8. **Web Page Information – Web based material is copyrighted just as print and audiovisual materials are and fair use guidelines apply.**

POLICY 3535  
ELECTRONIC COMMUNICATION (Personnel)

The District provides electronic communication tools to enhance productivity and enable employees to achieve an efficient, high quality educational environment. Electronic communication refers to all aspects of voice, video and data communications including, but not limited to voice mail, e-mail, EDI (Electronic Data Interchange), fax, Internet, etc.

Available Internet networking resources are limited and should be used for District-related purposes. Good judgment should be used to avoid wasteful practices. All employees must abide by Board policies and rules with respect to District and personal use, access and security of the District's electronic communication tools and observe all applicable laws, including copyright.

The District's electronic communications tools are considered District assets, and while the District respects the privacy and security needs of all individuals, authorized District representatives may access these assets for legitimate District-related reasons. An employee's use of such tools shall constitute consent to such access. The District shall notify individuals when it accesses their electronic files.

Failure to comply with the terms of this policy and its implementing rules will result in disciplinary action being taken against the user. Such action shall be in accordance with Board policy regarding employee discipline.

Employees shall be notified of this policy and its' implementing rule annually through the Office of the Superintendent.

LEGAL REF.: Wisconsin Statutes

- Sections 118.125 [Confidentiality of student records]
- 120.12(1) [Board duty; care, control and management of district property]
- 947.0125 [Prohibited conduct via electronic communication systems]
- 943.70 [Computer crimes]
- 17 U.S.C., Federal Copyright Law [Use of copyrighted materials]
- Children's Internet Protection Act [On-line safety]
- Federal Family Educational Rights and Privacy Act [Confidentiality of student records]

CROSS REF.:

- 1240, Access to Public Records
- 3531.1, Copyrighted Materials
- 3811, Use of District-Owned Technology Equipment by Employees Off School Premises
- 4111, Employee Harassment
- 4224, Employee Code of Ethics
- 4260, Personnel Records
- 4362, Employee Discipline
- 6120, Core Values
- 6470, Student Records
- 6633, Student Use of Internet System

POLICY 3535  
ELECTRONIC COMMUNICATION (Personnel)  
Page 2

ADMINISTRATIVE REGULATIONS: 3535 Electronic Communications

AFFIRMED: November 23, 1999

REVISED: April 24, 2000  
October 28, 2003  
May 22, 2007

RULE 3535

ELECTRONIC COMMUNICATION (Personnel)

A. District/Personal Use of Electronic Communication Systems

1. All electronic and telephonic systems and communications transmitted by, received from or stored on the District storage devices are the property of the District.
2. The District reserves the right to inspect and/or monitor messages and materials transmitted over all communications media, including the monitoring of Internet connect time and sites accessed. Information services staff members are not authorized to access, open or delete individual files, mailboxes, messages or other electronic transactions unless authorized in writing by the Superintendent/designee or the individual owner of the information. The District shall provide written notice to individuals within 48 hours each and every time such access occurs. Such notice shall include the probable cause justifying access and any changes made to an individual's electronic file.
3. All electronic communication tools are to be used for District-related purposes, and employees must use these in accordance with their access privileges. Personal use of these tools is allowed only if it:
  - Is incidental in nature,
  - Does not interfere with the District's business/is not detrimental to the District,
  - Does not affect productivity, quality or constituent service,
  - Does not create a conflict of interest,
  - Does not contribute to a personal financial gain,
  - Does not use a significant amount of computing or network resources,
  - Does not conflict with the District's rules for acceptable use of electronic communications tools, and
  - Does not constitute an illegal activity, including, but not limited to: copyright violations; modification, acquisition of or access to passwords, files, accounts or other electronic information that belongs to another person; use of the system(s) to harass, threaten or interfere with the business of others; or downloading, displaying or printing of distasteful or offensive materials, including without limitation "adult," racist or hateful materials or visual depictions that are obscene or child pornography. It is within the District's sole discretion to determine what is distasteful, offensive or has the potential of causing the creation of a "hostile" work environment.
4. District employees shall not include their District e-mail address on personal commercial business cards. District employees who are involved in a personal business that requires access to an e-mail account must contract with a commercial Internet provider.
5. The contents of e-mail signatures is restricted to the following: employee name, title, school/department name, building address, telephone number, fax number, e-mail address and District or school mission. The signature will not include any personal or business logos, addresses or phone numbers, nor should it include any slogans, quotes, e-mail or Web hotlinks.
6. District server storage for electronic communications is limited to 100MB. Anything in excess should be deleted or kept on the local workstation.
7. Processes that consume excessive system resources or that are objectionably degrading system response and network access may be terminated without warning by system staff. If an employee wishes to conduct an activity related to the mission of the District that will consume a significant amount of system resources, he/she should contact the system staff to alert them to the activity and to attempt to schedule the activity at a time when it will have the least impact on other District use of the system resources. Internal and external e-mail transfer sizes should be limited to 10MB per message.

RULE 3535

ELECTRONIC COMMUNICATION (Personnel)

Page 2

Messages larger than 10MB, including attachments, will not be sent. They will need to be compressed or sent another way.

8. The transmission of chain letters, jokes and cartoons is strictly prohibited.
9. Access to personal email accounts such as yahoo, gmail, hotmail, etc. is not allowed and is blocked by the District's filtering software.
10. Software installed on District computers must be related to the District's educational mission and/or the individual's academic work. Downloading/installing of screen savers, wallpaper, gadgets, widgets, utilities, and games without the prior written consent of Information Services is prohibited.

B. Authorized Access/Security/Privacy

1. Generally, the internal safeguards established by the District, and the use of passwords, are designed to protect the confidentiality of information exchanged over these electronic communications networks. These safeguards are not foolproof and employees should, therefore, be aware that there is no guarantee of confidentiality.
2. The primary responsibility for ensuring the confidentiality of personal communications lies with the employee. Employees should use strong passwords to prevent unauthorized access to files, and should observe procedures that prevent others from viewing materials on screen. Strong passwords are 10 to 14 characters long and contain upper case and lower case letters, numbers and special characters such as # and !. Employees should log out of their account(s) whenever they leave the office for the evening or for an extended period of time and, where applicable, laptop/notebook computers should be secured when not in use. Employees should never share or divulge their password(s) as they may be held liable for any access by their account even if the actions were undertaken by another individual.
3. Abuse of access privileges or passwords by unauthorized entry into another employee's system or files or into the District's internal or external networks, or the distribution of messages or materials that are not consistent with the policies for appropriate workplace conduct, is subject to appropriate disciplinary action. If the abuse of access privileges is illegal, the violator may be subject to legal penalties.
4. Employees shall not use the mailbox of another employee for transmitting a message that appears to be from that staff member. Changing the content of forwarded messages without the consent of the originator of the message is prohibited. Likewise, attempting to access the voice mail or e-mail messages of another employee, without their consent or authorization, is prohibited.
5. The use of external communications, such as Internet, are not secure and information communicated may be intercepted and accessed illegally. Therefore, users should take the following precautions to protect against security violations:
  - Never transmit or discuss sensitive information
  - Never give access or passwords to anyone internally or over the Internet
  - Never use another employee's Internet account
6. The confidentiality of student record information is protected by the Family Educational rights and Privacy Act (FERPA) and the state student records law. Designated school officials may review electronic transactions to ensure that systems are being used properly. Confidentiality shall be maintained in accordance with the District's student records policy and procedures and applicable legal requirements. District employees are prohibited from connecting non-District technology of any kind to any District network be it hard-wired or wireless.

RULE 3535  
ELECTRONIC COMMUNICATION (Personnel)  
Page 3

C. Use of Copyright Protected Materials  
See policy 3531.1 *Copyrighted Materials*

D. System Security After Employment

When an employee leaves the District for any reason, the immediate supervisor must:

1. Notify the appropriate phone and system administrators to delete the employee's name and passwords from the systems at the earliest possible time after the employee departs.
2. Notify Information Services to have the computer reconfigured for replacement staff.

3535A - ELECTRONIC COMMUNICATION (Personnel)

The District provides and maintains voice-mail, facsimile machines, computers, Internet access and e-mail for employees' use in order to provide a high quality, efficient environment in which to fulfill District responsibilities. To that end, these systems should only be used for valid work-related purposes.

Your communications and use of these systems shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including discharge. Inappropriate uses include, but are not limited to:

- Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene or harassing messages that would constitute harassment of others,
- Unauthorized attempts to access, retrieve, read or listen to another person's computer, e-mail or voice-mail account without prior authorization,
- Transmission of sensitive, confidential or proprietary information to unauthorized persons or organizations,
- Downloading, displaying or printing distasteful or offensive materials, including without limitation "adult", racist or hateful materials, or visual depictions that are obscene, or child pornography, and
- Illegal or unethical activities or other activities that could adversely impact the District.

In accordance with Board Policy 3535 and its implementing rules, the District reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the District's computer or electronic communication systems. Deleting an e-mail message does not guarantee that it has been erased from the Internet server system.

The District is obligated to notify employees when electronic communication systems have been accessed.

I have received and read Board Policy 3535 – Electronic Communication (Personnel) and it's implementing rules, and agree to comply with the terms delineated within the policy and rules. I understand that failure to abide with these terms may result in discipline, up to and including discharge.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

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# ***ADMINISTRATIVE REGULATION***

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## 3535B - ELECTRONIC COMMUNICATION (Personnel)

The Superintendent of Schools/designee will ensure that all District employees receive notice of the Board's policy on electronic communications and its implementing rules and that each District employee is has been given the acknowledgment form, "Employee Use of Voice-Mail, Facsimiles, E-Mail, Computers and Internet Systems", to sign stating that they have received and read the policy and rules.



POLICY 3600  
SCHOOL SAFETY

Kenosha Unified School District has, as one of its prime concerns, the health, safety and welfare of all students, employees and visitors. A safe and orderly environment is necessary for a healthy learning situation. It is to be an objective of the School Board through its staff to make the District properties safe, healthful and hazard free.

All employees are responsible and accountable for the practice of safety. The Director of Facilities Services/designee shall serve as District Safety Coordinator and coordinate all activities related to the safe and health of school facilities.

A school safety plan shall be developed and in effect in each school in the District. Each school safety plan shall be developed consistent with District policies and legal requirements, and shall be reviewed and updated on a regular basis. District employees shall receive a copy of the school safety plan for their assigned school. A copy of each school safety plan shall also be filed in the District office.

LEGAL REF.: Wisconsin Statutes

Sections 101.11	[Safe employment and place]
118.07	[Safety requirements]
118.09	[Safety zones]
118.10	[School safety patrols]
118.164	[Removal of dangerous, disruptive and unruly students from class]
120.12(1)	[Board duty; care, control and management of district property]
120.12(5)	[Board duty; building maintenance]
120.12(26)	[Board duty; school safety plans]
120.13(1)	[Board power to set rules to maintain good decorum and a favorable academic atmosphere]
121.01(2)(i)	[Safe and healthful facilities standard]
121.56	[Safe student transportation]
167.32	[Safety at sporting events]
PI 8.02(1)(i), Wisconsin Administrative Code	[Safe and health facilities regulations]

CROSS REF.:

- 1600 School Visitors
- 2810 Incident Reporting
- 3622 Access to School Buildings and Grounds
- 3631 Accident Reports
- 3643 Emergency School Closings (Inclement Weather)
- 3651 Use of Hazardous Chemicals
- 3700 Facilities Management
- 3710 Facilities Maintenance
- 3750 Playground Equipment
- 4111 Employee Harassment
- 4235 Employee's Right to Know (Toxic Substances and Infectious Agents)
- 5111 Student Hate/Harassment

- 5138.1 Entering and Leaving the Building
- 5430 Student Conduct and Discipline
- 5432 Student Conduct on School Buses
- 5436 Weapons
- 5436.1 Fires, Fire Alarms, Explosives, Firecrackers and Spray Devices
- 5436.2 Missiles
- 5437 Threats and/or Assaults by Students
- 5438 Gang and Gang-Related Activities
- 5531 Emergency Care Services
- 5551 Supervision of Students
- 5552 Student Use of Motor Vehicles
- 5570 Crisis Management/Suicide Prevention Program
- 6100 **Mission, Beliefs and Learning Objectives** ~~District Vision~~  
School Safety Plans  
*Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: October 28, 2003

POLICY 3622

ACCESS TO SCHOOL BUILDINGS AND GROUNDS

Except as otherwise provided, no person may remain in any District building within the School District without obtaining permission immediately upon entering the building from the building principal or Superintendent/designee. Such permission shall authorize the person to conduct official or personal business within the building or a designated portion thereof for a given period of time on the day designated within the scope of the permission. Permission may be denied where the need for the permission does not outweigh the disruption or school authorized business that would or may be caused if the permission were to be granted. Students attending school in the building are exempted from this requirement, as are parents/guardians of students enrolled in the school, School Board members, teachers and other employees of the District.

Except as otherwise provided, no person may enter into and remain on any public school grounds within the District between the hours of 10:00 p.m. and 6:00 a.m. without obtaining a written permit from the building principal or Superintendent/designee. Such permit shall authorize the person to conduct school or school authorized business on the school grounds for the given period of time on the day designated within the permit. The following persons are exempt from this permit requirement: Board members, the teachers and administrators of the school, employees of the school, maintenance and construction personnel performing work for the school, and persons conducting school authorized business during the hours authorized for the conduct of said business.

Any person who is on school grounds that are properly posted under any ordinance and/or policy may be asked by a building principal/designee or law enforcement officer as to his/her business for being there. Any person who fails to show that he/she is on school grounds for bona fide reasons may be asked to leave the premises.

LEGAL REF.: Wisconsin Statutes

- Sections 120.13(1) [Board power to set conduct rules and to maintain good decorum and a favorable academic atmosphere]
- 120.13(35) [Board power; presence of persons in school buildings]
- 121.02(1)(i) [Safe and healthful facilities standard]
- 947.01 [Disorderly conduct]
- 947.013 [Harassment]

CROSS REF.:

- 1330 Use of School Facilities and Grounds
- 1330 General Public Conduct on School Property
- 1331 Classification of Groups Using School District Facilities
- 1600 Visitors to the Schools
- 3600 School Safety
- 3645 Emergency Use of School Building
- 5138.1 Entering and Leaving the Building
- 5436 Weapons
- 5439 Care of School/Personal Property
- 5551 Supervision of Students

POLICY 3622  
ACCESS TO SCHOOL BUILDINGS AND GROUNDS  
Page 2

5570 Crisis Management/Suicide Prevention Program  
6840 Student Personal Work Restrictions  
*Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: October 28, 2003

POLICY 3623

LOSS OR DAMAGE OF PERSONAL PROPERTY ON DISTRICT PREMISES

The District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District.

Any exception to this policy requires the approval of the Superintendent of Schools, upon recommendation of the Executive Director of Business ~~Services~~ Finance.

LEGAL REF.: Wisconsin Statutes  
Section 895.035 [Parental liability for acts of minor child]

CROSS REF.: 5439 Care of School/Personal Property  
Current Employee Agreements

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003

POLICY 3631  
ACCIDENT REPORTS

It is essential that all accidents occurring on school property concerning students, employees or members of the public, and casualty losses, be reported promptly to the ~~Executive Director of Business Services~~ **Office of Human Resources**. Accidents shall be reported in accordance with established District procedures.

LEGAL REF.: Wisconsin Statutes

- Sections 121.02(1)(g) [Emergency nursing services standard]
- 121.02(1)(i) [Safe and healthful facilities standard]
- PI 8.01(2)(g) Wisconsin Administrative Code [Accident reporting procedures required]

CROSS REF.: 1240 Access to Public Records

- 3600 School Safety
- 3710 Facilities Maintenance
- 4260 Personnel Records
- 5531 Emergency Care Services
- 5534 Administering Medication to Students
- 5570 Crisis Management/Suicide Prevention Program
- 6470 Student Records
- Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: October 28, 2003

POLICY 3643  
EMERGENCY SCHOOL CLOSINGS  
(Inclement Weather)

The Superintendent of Schools/designee is the only person authorized to determine whether schools shall be closed in inclement weather.

A public announcement of school closings shall be made through the various available media. Schools shall be expected to be open on regular schedules if no public announcement is made to the contrary by **6:00 a.m.** ~~5:45 A.M.~~ on any given day. Schools may be open when bus transportation or food services are not in operation.

The same announcement, when made, shall specify whether all District personnel are expected to report to work at their regularly scheduled time. The Superintendent shall determine which personnel are expected to report.

LEGAL REF.: Wisconsin Statutes

Sections 115.01(10) [School day definition]

121.02(1)(f) [School district standard; minimum number of school days and hours of instruction/authority to close schools for inclement weather]

121.56 [Safe student transportation]

CROSS REF.: 3511 Transportation

6210 School Day/Year/Calendar

Current Employee Agreements

*Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: 3643 Emergency School Closings (Inclement Weather)

AFFIRMED: September 24, 1991

REVISED: January 29, 2002

October 28, 2003

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# *ADMINISTRATIVE REGULATION*

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## 3643 EMERGENCY SCHOOL CLOSINGS (Inclement Weather)

The following procedures shall apply when deciding whether buses will run and if schools will be closed because of inclement weather:

1. Early in the morning, on days of inclement weather, the Supervisor of Transportation Services shall drive the streets and roads in the District checking to see if they are safe for buses to travel. He/she shall also check official weather forecasts with the County Highway Department, the Sheriff's Department, the Police Department, the school bus company (Laidlaw Transit, Inc.), and with the City Transit Office.
2. The Director of Facilities Services/designee shall check to see that all school parking lots can be plowed or made safe by the time staff members are scheduled to arrive, and shall report his/her findings and recommendations to the Supervisor of Transportation.
3. The Supervisor of Transportation shall call the Superintendent of Schools by 5 a.m. and a determination shall be made as to which of the four set inclement weather procedures outlined below will be followed by the District that day. Student and staff safety is the primary consideration in the decision to close schools.
  - Procedure 1: "All schools in the Kenosha Unified School District will be open today. Students and personnel will be expected to attend as normally scheduled."
  - Procedure 2: "All schools in the Kenosha Unified School District will be open today, but no school bus transportation will be furnished to or from school. School personnel are expected to report as normally scheduled. Classes will be held for students. Parent discretion in sending children to school is advised."
  - Procedure 3: "All schools in the Kenosha Unified School District will be open one hour later this morning and buses that transport students will be running approximately one hour late. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time."
  - Procedure 4: "All schools in the Kenosha Unified School District will be closed and no students are expected to report. The Senior Citizens Center will be closed. Secretaries should not report to work, with the exception of secretaries assigned to the Educational Support Center and the Department of Recreation, Health and Physical Education who may report to work. The only persons required to report to work today are: full time custodial employees, full time food service workers, maintenance personnel, carpenters and painters, warehouse personnel, and administrative, supervisory and technical personnel."

The District uses as a guideline for closing schools due to extreme temperatures, the following: a sustained temperature of minus 20°F or a sustained wind chill of minus 34°F or lower.

4. Radio stations WLIP (1050 AM), WIIL (95.1 FM) and WGTD (91.1 FM) shall be notified as to the procedure to be followed. If the stations are not contacted by District personnel, it means Procedure 1 is in effect – that schools are open as normally scheduled. If schools are closed as per Procedure 4, radio stations WISN, WLTQ, WKKV, WTMJ, WMIL, WOKY, WMYX, WEMP, WLUM and Sunny 104.7 shall be contacted, as well as, Milwaukee television stations WTMJ (Channel 4), WITI (Channel 6), WISN (Channel 12), Kenosha's WHKE (Channel 55), and Time Warner Cable's Channel 34. The inclement weather procedure that is being followed shall also be placed on the Cable Channel 20 message bulletin board. Cable Channel 20 is available to local Time Warner Cable subscribers. A message outlining the inclement weather procedure shall also be available by calling 653-6356 after 6:00 a.m.



POLICY 3645  
EMERGENCY USE OF SCHOOL BUILDINGS

All school buildings suitable for use as shelters are available in the event of a major disaster.

The Superintendent of Schools or designee shall be advised immediately of the need for the use of buildings in the event of a major disaster.

LEGAL REF.: Wisconsin Statutes  
Section 120.13(17) [Board power; temporary use of school property]

CROSS REF.: *Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: October 28, 2003

POLICY 3651  
HAZARDOUS CHEMICALS

The District shall strive to provide a safe and healthy environment for all persons on its premises including those working in science, art and technical education laboratories. To aid in reaching this goal, the District shall implement a Chemical Hygiene Plan for Laboratory Operations. This plan shall meet legal requirements and include the following:

1. An Authorized Use List (ALL) of chemicals currently approved for classroom and laboratory use within the District. All chemicals must be approved for instructional use and appear on this list prior to requisitioning chemical substances from the Purchasing Department. Chemicals or chemical substances not on this list are prohibited from use. Students and/or staff members found using any unauthorized chemical shall be subject to disciplinary action.
2. Standard operating procedures developed to ensure that certain classes of hazardous materials (corrosives, flammables, oxidizers, etc.) are handled safely and used in a manner protective of employee and student health.

Staff members shall be expected to comply with other regulations and/or District programs, including all potential revisions that support the Chemical Hygiene Plan. Related District programs include the Personal Protection Equipment Program, Flammable and Combustible Materials Code and Hazard Communication Standard. Related regulations include those dealing with occupational exposure to hazardous chemicals in laboratories, hazard communication, personal protective equipment, and flammable and combustible liquids. Staff members found in violation of these regulations and/or programs shall be subject to disciplinary action.

The Chemical Hygiene Plan and related regulations and programs shall be made available to those persons working in science, art and technical education laboratories. The Chemical Hygiene Plan shall be reviewed annually and updated as necessary.

This policy does not apply to chemicals used for facility maintenance purposes.

LEGAL REF.: **COMM 32 HLR-32**, Wisconsin Administrative Code [Bloodborne Pathogens Standard]  
29 CFR 1910.1450 [Occupational Exposure to Hazardous Chemicals in Laboratories]  
20 CFR 1910.1200 [Hazard Communication Standard]  
NFPA 30 (National Fire Protection Association) [Flammable and Combustible Liquids Code]

CROSS REF.: 3600 School Safety  
4235 Employee's Right to Know (Toxic Substances and Infectious Agents)  
4362 Employee Discipline  
5430 Student Conduct and Discipline  
Current Employee Agreements  
District Chemical Hygiene Plan for Laboratory Operations  
District Exposure Control Plan  
District Personal Protection Equipment Program  
District Flammable and Combustible Materials Code  
District Hazard Communication Standard  
*Crisis Response Manual*

POLICY 3651  
HAZARDOUS CHEMICALS  
Page 2

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 28, 1997

REVISED: October 28, 2003

RULE 3651  
HAZARDOUS CHEMICALS

1. The Environmental Services crew, Maintenance Supervisor and the District's designated Chemical Hygiene Officer shall be cognizant of chemicals included on the Authorized Use List and the chemicals categorized for restricted use; e.g., instructor use only, advanced science students only grades 9-12, or general use.
2. Instructional employees found in violation of the Chemical Hygiene Plan for laboratory operations, including the possession of any unauthorized chemical in the District, shall be reported to the Chemical Hygiene Officer and appropriate building principal. Students found in violation of the Chemical Hygiene Plan for laboratory operations, including the possession of any unauthorized chemical in the District, shall be reported to the appropriate building principal. The Chemical Hygiene Officer, in cooperation with the building principal, shall recommend appropriate discipline of staff members and/or students according to established District policies and procedures.
3. Staff members found in violation of the District's Hazard Communication Standard, Flammable and Combustible Materials Code, Personal Protective Equipment Program, or related regulations, shall be reported to the Director of Facilities Services and the appropriate building principal. The Director of Facilities Services, in cooperation with the building principal, shall recommend appropriate discipline of staff members according to established District policies and procedures.

POLICY 3652  
INTEGRATED PEST MANAGEMENT

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 25, 2007

REVISED:

POLICY 3653  
INDOOR AIR QUALITY

All District facilities shall be operated in compliance with federal, state and local laws, ordinances and regulations. This includes providing healthy indoor air quality environments for all users of the facilities.

The District shall have an Indoor Air Quality Program that supports providing healthy environments and that provides a mechanism to address indoor air quality concerns. The Director of Facilities shall be responsible for the development and maintenance of the District Indoor Air Quality Program.

LEGAL REF.: Wisconsin Statutes

Sections	101.11	[Provision of safe workplace]
	101.123	[Smoking prohibited]
	120.12(1)	[Board duty; care, control and management of district property]
	121.02(1)(i)	[Safe and healthful facilities standard]
	254.22	[Indoor air quality]
	PI 8.01(2)(i), Wisconsin Administrative Code	[Safe and healthful facilities regulations]

CROSS REF.: 3600 School Safety  
3651 Hazardous Chemicals  
3710 Facilities Maintenance  
3711 Improvement or Maintenance Projects  
7200 Facilities Planning

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 25, 2007

REVISED:

POLICY 3700  
FACILITIES MANAGEMENT

All District facilities shall be operated in compliance with federal, state and local laws, ordinances and regulations. Operational conditions shall provide for the comfort, health, safety and welfare of all that use the facilities.

The operation of the District facilities shall include provision for custodial staff, custodial supplies, utilities and contracted services according to District needs. The Director of Facilities Services shall be responsible for the operation of District facilities and the supervision of the custodial staff.

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.:

- 1300 Use of School Facilities
- 3600 School Safety
- 3622 Access to School Buildings and Grounds
- 3645 Emergency Use of School Buildings
- 3710 Facilities Maintenance
- 3711 Improvement or Maintenance Projects
- 3720 Energy Management
- 7200 Facilities Planning

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003

POLICY 3710  
FACILITIES MAINTENANCE

The Director of Facilities Services shall be responsible for the supervision of the maintenance staff and the maintenance of District facilities. District facilities shall be maintained in accordance with state and local codes, laws and policies. Maintenance programs shall provide for the comfort, health and safety of all that use the facilities.

Facilities maintenance shall include annual and long-range programs as well as emergency procedures. The annual maintenance program shall include the inspection and repair of heating plants, mechanical equipment, fire suppression equipment and other related equipment. Immediate attention shall be directed to cover emergency repairs.

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3110 Annual Operating Budget

- 3420 Purchasing
- 3600 School Safety
- 3700 Facilities Management
- 3711 Improvement or Maintenance Projects
- School Safety Plans
- Crisis Response Manual*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003



POLICY 3711  
IMPROVEMENT OR MAINTENANCE PROJECTS

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

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

If actual costs will exceed the approved budget for an individual project, the Superintendent of Schools or designee may approve exceeding the budget by up to \$10,000 (\$5,000 for projects under \$50,000). Board approval must be obtained for amounts greater than this.

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3110, Annual Operating Budget

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

POLICY 3711  
IMPROVEMENT OR MAINTENANCE PROJECTS  
Page 2

REVISED: August 13, 1996  
December 17, 1996  
August 22, 2000  
July 24, 2001  
January 28, 2003  
October 28, 2003  
September 25, 2007

RULE 3711  
IMPROVEMENT OR MAINTENANCE PROJECTS

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

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

Projects estimated to exceed \$50,000 require formal bidding and approval of the Superintendent of Schools or designee.

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

For all major maintenance projects, individual or cumulative change orders adding less than \$10,000 (\$5,000 for projects under \$50,000) require approval of the Superintendent of Schools or designee. Individual or cumulative change orders adding in excess of \$10,000 (\$5,000 for projects under \$50,000) require the review of the Board's Planning, Facilities and Equipment Committee and the approval of the Board upon recommendation of the Superintendent of Schools.

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

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

PROJECTS PRIORITY SETTINGS

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

RULE 3711  
IMPROVEMENT OR MAINTENANCE PROJECTS  
Page 2

Category

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

Level

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

Numeric Ratings

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

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

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

Capacity & Security

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

PRIORITIZATION WITHIN CATEGORY 2

Note: This prioritization ranking is for category 2 projects.

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

RULE 3711  
IMPROVEMENT OR MAINTENANCE PROJECTS  
Page 3

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

POLICY 3720  
ENERGY MANAGEMENT

The District shall participate in energy conservation programs approved by the School Board. Energy management is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the Board and the administration is important to an effective energy management program. It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal and local rules.

The Director of Facilities Services/designee shall implement, direct, monitor, evaluate and report District energy conservation efforts to the Board.

LEGAL REF.: Wisconsin Statutes

Sections	1.12	[State energy policy]
	66.0133	[Energy savings performance contracting]
	101.027	[Energy conservation]
	115.001(3)	[Energy emergency]
	120.12(1)	[Board duty; care, control and management of school district property]
	COMM 63, Wisconsin Administrative Code	[Energy conservation regulations]
	COMM 64.05, Wisconsin Administrative Code	[Inside design, temperature and ventilation requirements]

CROSS REF.: 3600 School Safety  
3700 Facilities Management  
3710 Facilities Maintenance  
7200 Facilities Planning  
Crisis Response Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003  
October 25, 2005

RULE 3720

ENERGY MANAGEMENT GUIDELINES

Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission of the District. The building Principal and Head Custodian and their supervisors will share the accountability for ensuring that this policy is followed. All operations of District facilities shall be governed by the following and participation is mandatory for all staff and students of Kenosha Unified School District.

A. Lighting

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes except in corridors, stairwells and at exits as required by code.
2. During design and re-lamping projects, consideration should be given to provide lighting within the following range:
  - a. Classrooms and offices 62-65 foot-candles (fc) but not less than 50 fc
  - b. Corridors 20 fc but not less than 10 fc
  - c. Storage Not less than 10 fc
  - d. Gyms 55 – 95 fc but not less than 30 fc

Natural lighting shall be used where possible to attain lighting levels within the above ranges. For cleaning during off hours and in the morning when the building is being opened the custodial staff shall only turn on lighting where needed. Building should be fully illuminated no more than ½ hour before the normally scheduled arrival time for teaching and administrative staff.

B. Temperature Control

1. For the heating season, which generally runs from October 15 through May 15, temperatures in classrooms and offices will be maintained at a 68° set point in occupied mode and at 55° in unoccupied mode.
2. In those facilities that are air conditioned, a 76° occupied set point with a 82° unoccupied set point will be maintained during the cooling season, which generally runs from May 15<sup>th</sup> to October 15<sup>th</sup>. The cooling systems in auditoriums shall maintain a 74° occupied set point.
3. The cooling systems in auditoriums shall maintain a 74° occupied set point.
4. Locker rooms shall maintain a 72° occupied set point during the heating season.
5. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at 55° during the heating season.
6. Special consideration will be given to certain preschool and special education classrooms where possible.
7. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants.
8. All windows and doors must be kept closed during the heating season or when air conditioning units are in operation.
9. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
10. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc., shall be reported to the building custodian in a timely manner.
11. Unauthorized personnel or students found tampering (e.g., placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be subject to disciplinary action.

RULE 3720  
ENERGY MANAGEMENT GUIDELINES  
PAGE 2

12. Portable space heaters or air conditioners of any kind are banned from use within District facilities, except where provided by Facilities Services.
  13. Employees and students are encouraged to wear sweaters, sweatshirts or similar clothing during the heating season.
- C. Scheduling
1. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the custodial staff to enable reduced lighting and heating during periods of non-use.
  2. At the end of the school or office day, all windows shall be closed, the blinds or shades drawn to approximately  $\frac{3}{4}$  the distance from the top of the window to the windowsill, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. On windows with a western exposure, the blinds should be adjusted to allow the sun to warm building during heating season or to block out the sun during cooling season where appropriate.
- D. Other
1. The domestic hot water temperature set point will be 120°. Food Services operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
  2. Pools shall be kept at a temperature of no less than 78°, but no warmer than 82°, consistent with the recommendation of the National Federation of State High School Association for school pools, with the exception of Jane Vernon Elementary School, that shall be maintained at 90°, and Reuther Central High School that shall be maintained at 85°
  3. Office Equipment - shut off copiers, laminators, etc., at the end of the day. Computers should utilize energy savings options within the operating system.
  4. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers and/or other cooking or refrigeration appliances will not be allowed without the prior approval of the Superintendent. The use of small fans, radios and desk lamps is allowed, but should be turned off when not in use.
  5. Request for exemptions and hot and cold complaints must be addressed in writing to the Facilities Services Supervisor, at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Director of Facilities Services shall make the determination as to what action, if any, will be taken. The Department of Facilities Services reserves the right to adjust set points up or down in a given area to provide the best overall performance of the HVAC system.
  6. Vending Machines – Only energy efficient vending machines will be allowed within the District.



POLICY 3750  
PLAYGROUND EQUIPMENT

Within the financial limitations of the District, the School Board recognizes the need to provide playground equipment. Playground equipment shall be selected with primary consideration given to developmental qualities and safety factors.

No moving equipment such as swings, seesaws, slides, merry-go-rounds or steel horseshoe equipment shall be installed on any school playground.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1) [Board duty; care, control and management of district property]

121.02(1)(i) [Safe and healthful facilities standard]

PI 8.01(2)(i), Wisconsin Administrative Code [Safe and healthful facilities regulations]

CROSS REF.: 3420 Purchasing

3600 School Safety

3631 Accident Reports

5138.1 Entering and Leaving the Building

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: January 29, 2002

October 28, 2003

September 25, 2007

RULE 3750  
PLAYGROUND EQUIPMENT

When new playground equipment is considered for purchase and installation on any school playground, these steps shall be followed:

1. Factors to be considered will include space, type of surface, terrain, area and equipment safety and anything else pertinent to the recommendation. The committee's written recommendation shall be forwarded to the Superintendent of Schools for decision.
  2. Approval for installation must first be obtained from the Director of Facilities Services.
  3. ~~Upon approval of the Director of Facilities Services, the District will assume the cost of installation of playground equipment.~~
- 3. The Department of Facilities will monitor the installation of the equipment, which will be completed on a first come-first serve basis. Installation will be completed as rapidly as possible pending other District priorities.**

POLICY 3800  
ASSET MANAGEMENT

The Executive Director of Business Services Finance shall have overall responsibility for asset management in the District, including the receipt, warehousing, inventory and disposal of all District supplies and equipment.

Supplies and equipment shall be received at the central warehouse and delivered in accordance with established administrative procedures.

Inventories of District property shall be maintained. All items purchased with a value of \$1,000 or greater or a life of three years or more shall receive a tag containing a bar code symbol and the identifying words "Property of Kenosha Unified School District". All items with a value of \$5,000 or greater shall be recorded as fixed assets on the District's financial accounting system.

Furniture, equipment and supply items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization in quantity lots or by periodically holding public sales. Public notice will be given concerning details for the disposition of these items. Non-saleable items will be sold for salvage or destroyed.

Textbooks, library books and other instructional materials no longer needed by the District may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

Obsolete central warehouse materials shall be disposed of in accordance with established procedures.

Any sale of property belonging to and no longer needed by the District shall be authorized at the District's annual meeting. All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

LEGAL REF.: Wisconsin Statutes

Sections 120.10(12) [Annual meeting power; sale of district property]  
120.12(1) [Board duty; care, control and management of district property]

CROSS REF.: 1240 Access to Public Records

1330 Use of School Facilities and Grounds  
1331 Classification of Groups Using School District Facilities  
1350 Use of District Equipment by Community Groups  
3121 Financial Accounting  
3270 Rental and Sale of School-Owned Real Estate  
3420 Purchasing  
3810 Employee Use of District Equipment (Other Than Technology Equipment)  
3811 Use of District-Owned Technology Equipment by Employees Off District Premises  
3900 Insurance Management  
6600 Instructional Resources

ADMINISTRATIVE REGULATIONS: None

POLICY 3800  
ASSET MANAGEMENT  
Page 2

AFFIRMED: March 26, 1991

REVISED: April 9, 1991  
September 9, 1991  
October 26, 1999  
October 28, 2003

RULE 3800  
ASSET MANAGEMENT

A. Receipt of Supplies and Equipment

1. The Distribution and Utilities Manager shall be responsible to the Purchasing Agent for receiving, warehousing and inventory of supplies and equipment in the central warehouse and shall be responsible to the **Executive Director of Finance Business** for the delivery of supplies and equipment from the central warehouse.
2. The principal or departmental administrator shall be responsible for the receipt of supplies and equipment delivered to the school or department.
3. Receiving reports shall be signed upon receipt of materials and forwarded to the Purchasing Office.
4. Current procedures for the receipt of supplies and equipment by purchase order, from warehouse stores or by transfer, shall be incorporated into the *Requisitioning and Purchasing Procedure Manual*.

B. Inventory of Supplies and Equipment

1. A physical inventory of all District buildings and equipment, including textbooks and library books, will be made with District staff or by an independent appraisal firm to provide a record for insurance values and for management information. The physical inventory will be updated on a three-year rotating basis, with one-third of the inventory being updated annually. The Purchasing Office will furnish the necessary information concerning purchases of new and additional equipment, replacement of equipment, transfers of equipment between buildings, disposal of equipment, and casualty losses of equipment. A report will be provided to the **Executive Director of Finance Business** of all fixed assets with a value of \$5,000 or greater. An updated copy of the physical inventory shall be provided to each principal and departmental administrator annually.
2. A physical inventory of all central warehouse items shall be taken annually. The Distribution and Utilities Manager, under the supervision of the **Executive Director of Finance Business**, shall be responsible for the warehouse inventory. A record of the number of units received, number of units issued, unit cost, number of units on hand, and value of units on hand will be provided for each stores item.
3. Each principal or departmental administrator will be informed of their responsibilities regarding the physical inventory of supplies and equipment under their charge. The responsibilities are as follows:
  - a. Provide written acceptance of the physical inventory of supplies and equipment under their charge at the start of their appointment to the position.
  - b. Upon receipt of an updated copy of the physical inventory record for their respective school or department, review it for accuracy and report any discrepancies to the Purchasing Office whenever there is a change in administrative personnel.
  - c. Furnish the necessary information on the transfers of equipment on forms located on the District intranet program, Advisor.
  - d. Maintain internal inventory records of equipment in classrooms and other areas of the building as part of closing each school year.
4. Information on disposal of equipment will be furnished by the Distribution and Utilities Manager and on casualty losses by the Executive Director of Business ~~Services Finance~~.
5. The Executive Director of Business ~~Services Finance~~ shall have the authority to adjust inventory records to reflect variances determined by comparing physical inventory and accounting records.

C. Disposal of Furniture and Equipment

1. The Finance Office is responsible for the disposal or redistribution of items no longer needed by the District in accordance with District policy and established procedures.

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ASSET MANAGEMENT  
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2. The Purchasing Department, with the assistance of the Distribution and Utilities Department, will determine whether or not an item is no longer needed by the District. The following factors are to be considered in determining when an item is no longer needed in the District:
    - a. The item cannot be repaired
    - b. The cost of/to repair is excessive
    - c. It is not feasible to use the item for trade-in purposes
    - d. The item is obsolete
    - e. The item has been replaced by a different kind of item, process or procedure
  3. Prices will be established by the Purchasing Department, with the assistance of the Distribution and Utilities Department.
  4. Arrangements for periodic public sales and sale of salvaged materials will be handled by the Purchasing Department, with the assistance of the Distribution and Utilities Department.
  5. The Purchasing Department will maintain a record of each item sold or destroyed and the value received, if any.
- D. Disposal of Textbooks, Library Books and Other Materials
1. The review process for disposal or redistribution of textbooks, library books and other instructional materials will be coordinated by the Purchasing Agent and the Executive Director of Instructional Services. All of the above procedures identified for furniture and equipment disposal will apply.
  2. Books/instructional materials for disposal or redistribution will be picked up annually. Detailed information and required forms will be distributed in the spring, each year.
- E. Disposal of Warehouse Inventory
1. Items stored in the Central Warehouse are used on a repetitive basis by a number of schools and departments. When conditions change and an item is no longer needed or shows a low level of activity, the existing stock becomes obsolete. If practicable, the item should remain in stock until a zero balance is reached. This should be done before acquiring stock of a new standard.
  2. It is the function of the Purchasing Department to handle obsolete warehouse material. The disposal of obsolete warehouse materials may be handled in one of the following ways:
    - a. Return to the manufacturer or supplier
    - b. Substitute or exchange for updated material
    - c. Scrap and charge off the resulting loss

The first method to investigate is to return the material to the supplier. Most vendors will accept the return of good saleable material at its original cost less a restocking charge. Substitutions and exchanges should also be explored. Scrapping should only be done if the cost of attempting to return the material is more than the value of the material.
  3. When it is determined a warehouse item is to be scrapped or disposed of, the Purchasing Department will issue a report including the following information:
    - a. Quantity and Unit
    - b. Description (Part number, Size, Material)
    - c. Condition
    - d. Date of Purchase
    - e. Original Cost
    - f. Present Value
    - g. Location

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This information will go to the Executive Director of Business Services Finance for final approval. Upon approval, the Purchasing Department will notify the Distribution and Utilities Department to dispose of the material in the same manner as outlined above for furniture and equipment disposal.

POLICY 3810  
EMPLOYEE USE OF DISTRICT EQUIPMENT  
(Other Than Technology Equipment)

Employees may use District equipment outside of the District schools for job-related purposes with the written approval of the Superintendent of Schools or designee.

Employees are prohibited from using District equipment for personal purposes inside or outside of the District, unless written approval is obtained from the Superintendent or designee.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1) [Board duty; care, control and management of district property]

120.13(17) [Board power; temporary use of school facilities or equipment]

CROSS REF.: 1330 Use of School Facilities and Grounds

1350 Use of District Equipment by Community Groups

3535 Electronic Communications

3811 Use of District-Owned Technology Equipment by Employees Off District  
Premises

~~Administrative Regulation 3811 Use of District Owned Technology Equipment Off  
District Premises~~

ADMINISTRATIVE REGULATIONS: **3811 Use of District Owned Technology Equipment Off  
District Premises**

APPROVED: March 26, 1991

REVISED: October 28, 2003



RULE 3810  
EMPLOYEE USE OF DISTRICT EQUIPMENT  
(Other Than Technology Equipment)

An employee wishing to use District equipment outside of the District schools must complete a "Request for Use of District Equipment" form and obtain the appropriate approval signatures from his/her immediate supervisor and the department head or building administrator. Use of equipment with a replacement value of \$1,000 or more must have the written approval of the Superintendent of Schools/designee.

The "Request for Use of District Equipment" form shall provide assurance that the employee making the request for use of District equipment accepts full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost.

POLICY 3811  
USE OF DISTRICT TECHNOLOGY EQUIPMENT  
BY EMPLOYEES OFF DISTRICT PREMISES

It is the intention of the District to encourage the use of technology in areas that can increase the general understanding of computer equipment and applications and enrich the professional experience and abilities of its faculty and staff. Applications to teaching, research, public service and administration are some, but by no means all, of the activities that contribute to these ends. With this in mind, District employees shall be permitted to use District owned technology equipment off District premises with appropriate approval and in accordance with established equipment use guidelines.

Technology equipment may not be removed from a school building if its removal in any way causes disruption of the learning environment or decreases access to technology for District students.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1) [Board duty; care, control and management of district property]  
120.13(17) [Board power; temporary use of school facilities or equipment]

CROSS REF.: 1330 Use of School Facilities and Grounds

1350 Use of District Equipment by Community Groups

3535 Electronic Communications

3800 District Asset Management

3810 Employee Use of District Equipment (Other than Technology Equipment)

6633 Student Use of Internet System

ADMINISTRATIVE REGULATIONS: 3811 Use of District Technology Equipment off District Premises

AFFIRMED: May 9, 2000

REVISED: October 28, 2003

RULE 3811

USE OF DISTRICT TECHNOLOGY  
EQUIPMENT BY EMPLOYEES OFF DISTRICT PREMISES

A. Requests for Use of Technology Equipment Off District Premises

1. Any employee wishing to use District owned technology equipment off District premises shall submit for approval the required request form to the department head or building administrator who is responsible for the equipment. Approval shall be granted in accordance with District policy and guidelines. The equipment request form shall provide assurance that the employee making the request for use of District technology equipment accepts full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost.
2. If approval is granted, the department head or building administrator shall notify Information Services, via electronic mail, of the following:
  - a. The name of the employee granted use of the equipment
  - b. The date the technology equipment is to be removed from District premises and the date it is to be returned
  - c. Any damage to or loss of the equipment

B. Conditions for Using District Technology Equipment Off District Premises

District employees may only use District owned technology equipment off District premises if they agree to adhere to the following equipment use guidelines:

1. Respect the privacy of other users; e.g., employees shall not intentionally seek or reveal information, obtain copies of, or modify files, tapes or passwords belonging to other users or misrepresent other users.
2. Respect the legal protection provided by copyright and license to programs and data; e.g., employees shall not make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
3. Respect the intended usage of which access to technology resources was granted; e.g., employees shall use the technology resources only for the purpose specified by the individual who granted equipment use approval. Examples of inappropriate use may include the use of technology resources for purely recreational purposes, the production of output that is unrelated to the objectives of a school-related project, personal or for-profit activity and, in general, the use of technology simply to use the resource.
4. Respect the integrity of technology systems; e.g., employees shall not intentionally develop or use programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system. Software not supported by the District should not be loaded; i.e., games, web browsers, plug-ins, etc. Any defects discovered in system accounting or system security should be reported to the systems administrator so that steps can be taken to investigate and solve the problem.
5. Respect the rights of other users; e.g., employees shall not engage in private or public behavior that creates an intimidating, hostile or offensive environment for other users.

Employees using District owned technology equipment off District premises shall also be expected to comply with other District policies and procedures applicable to use of District technology resources; i.e., electronic communications, Internet system use. Noncompliance to any of the guidelines listed above will be subject to appropriate disciplinary action.

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# ***ADMINISTRATIVE REGULATION***

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## 3811 USE OF DISTRICT TECHNOLOGY EQUIPMENT BY EMPLOYEES OFF DISTRICT PREMISES

### A. Equipment User Responsibilities

An employee wishing to use District owned technology equipment off District premises shall:

1. Submit a "Request for Use of District Equipment" form to the department head or building administrator responsible for the equipment for approval
2. Upon approval, remove, use and return the equipment
3. Upon return of the equipment, notify the department head or building administrator responsible for the equipment

### B. Department Head or Building Administrator Responsibilities

The department head or building administrator responsible for the technology equipment shall:

1. Review and act on the employee's "Request for Use of District Equipment" form
2. If the request is approved, complete the "Approval" section of the "Request for Use of District Equipment" form and provide the requestor with a copy of the form
3. Notify Information Services, via electronic mail, as to the requestor's name, date equipment will be removed and date equipment is due back
4. When equipment is returned, complete the "Equipment Return" section of the "Request for Use of District Equipment" form and provide the requestor with a copy of the form
5. Notify Information Services of any damage to or loss of District technology equipment

POLICY 3900  
INSURANCE MANAGEMENT

Insurance coverages shall be provided in accordance with good business practices, insurance coverages shall include worker's compensation, health, dental, life, fire, extended coverage, liability, vandalism, burglary, theft, fidelity, boiler insurance and insurance for school-owned and non-owned vehicles.

Periodic reviews of settlements of liability claims shall be held with District insurance company representatives and reports made to the School Board.

LEGAL REF.: Wisconsin Statutes

Sections	66.0137	[Provision of insurance]
	120.10(7)	[Annual meeting power; transportation vehicle insurance]
	120.12(6)	[Board duty; insurance on school buildings and grounds]
	120.13(2)	[Board power; accident and health care insurance]
	120.53(1)	[School bus insurance]
	Chapter 102	[Worker's compensation]
	Chapter 108	[Unemployment insurance]

CROSS REF.: 3440 Fixed Charges  
3800 District Asset Management  
7331 Protection and Guarantees

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: October 28, 2003