

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



REGULAR MONTHLY BOARD MEETING

May 24, 2011

7:00 P.M.

**Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, Wisconsin**



Regular School Board Meeting
 Tuesday, May 24, 2011
 Educational Support Center
 7:00 P.M.

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
 - KUSD QuizMasters
 - American Association of Teachers of French-Concours Oral
 - AAUW Educational Excellence Award
 - District 7 Athletic Director of the Year
 - Wislalia Outstanding Service Award
 - EBSOLA Exemplary Use of Technology
 - Wavro Press Box
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
 - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations..... Page 1
 - B. Consent/Approve Minutes of 4/26/11 and 5/10/11 Special Meetings and Executive Sessions, 4/26/11 Organizational Meeting, 4/26/11 Regular Meeting and 4/20/11 Special Meeting Pages 2-15
 - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers Pages 16-17

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- D. Consent/Approve Waiver of Policy 1330 - Use Of District Facilities Pages 18-19
- E. Consent/Approve Middle School Waiver For 2011/2012 School Year Page 20
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- B. Discussion/Action Policy/Rule 3811 – Use of District Technology Equipment By Employees Off District Premises, Administrative Regulation 3811 and Policy And Rule 3535 Electronic Communication (Personnel), Administrative Regulations 3535A and 3535B Pages 28-40
- C. Discussion/Action Policy/Rule and Administrative Regulation 6633 - Student Use of Internet System Pages 41-46
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XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary

XV. Adjournment

Kenosha Unified School District No. 1
Kenosha, Wisconsin
May 24, 2011

The Human Resources recommendations regarding the following actions:

Action	Board Date	Code	Staff	Employee Last Name	Employee First	School/Dept.	Position	Effective Date	Yrs. of	Salary or Hourly Rate	Reason	Step / Level	Letter or Contract
Retirement	5/10/11		ESP	Lesnik	Carol	EBSOLA	Head Start ESP	6/13/11	27	\$16.21	Retirement		Contract
Retirement	5/10/11		ESP	Anderson	Kathleen	Vernon Elementary	Classroom	6/13/11	24	\$16.21	Retirement		Contract
Resignation	5/10/11		Instructional	Loe	Carrie	Lincoln Middle	Business	6/14/11	2	\$38,397.00	Resignation	B6 Step 4	Contract
Resignation	5/10/11		Instructional	Robinson	Sarah	Stocker Elementary	Kindergarten	4/21/11	10	\$17,951.00	Resignation	M Step 9	Contract
Retirement	5/10/11		Administrative	Modory	Margaret	Tremper High School	Assistant Principal	7/1/11	13	\$110,123.00	Correction		Contract
Resignation	5/24/11	**	Instructional	Donald	Jennifer	Human Resources	Teacher on Leave	6/13/11	10	\$45,763.00	Resignation	B12 Step 8	Contract
Early Early Retirement	5/24/11	**	Instructional	Lewis	Diane	Harborside Academy	Cross Categorical Special Ed	6/13/11	16	\$72,517.00	Early Early Retirement	M30 Step 15	Contract
Retirement	5/24/11	**	Administrative	Chianelli III	Frank	Facilities	Supervisor	5/13/11	19	\$87,164.00	Correction		Contract
Retirement	5/24/11	**	Secretarial	Koderca	Debra	Jeffery Elementary	Head Secretary	6/30/11	28	\$20.73	Retirement		Contract

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A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 20, 2011

A special meeting of the Kenosha Unified School Board was held on Wednesday, April 20, 2011, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Presentation of the 2011-2012 Preliminary Budget Assumptions.

The meeting was called to order at 6:01 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo, and Mrs. Snyder. Dr. Hancock was also present.

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

Mrs. Sheronda Glass, Assistant Superintendent of Business, presented a budget overview of the 2011-2012 Preliminary Budget Assumptions which included information on the Budget Timeline, the Financial and Process Assessment, Summary of Revenue Changes, Loss of Revenue, Expenditure Changes, and Recommendations to Balance the Budget.

Mr. Ronald Vavrik, Interim Chief Financial Officer, presented the 2011-2012 Preliminary Budget Assumptions submitted by Mr. Tarik Hamdan, Financial and Budget Analyst; Mr. Vavrik; Mrs. Glass; and Dr. Hancock, excerpts follow:

“The Kenosha Unified School District (KUSD) budget is in the preliminary stages of development by Administration based on Board Policy 3100, Annual Operating Budget.

The current budget assumption document is the preliminary revenue and expenditure changes to be evaluated and discussed in the development of the 2011-2012 budget. This document illustrates the budget impact for the next year in summary form and presumes the specific budgeted amounts and categories from last year will stay the same and serve as the starting point for this year, except for areas identified in the Budget Assumption Document.

The process throughout the spring and summer examines the educational need for these documented assumptions and then attempts to balance any additional revenue additions and subtractions with additional Expenditure additions and subtractions to maintain a balanced budget. Unlike the past, grants that have been or are proposed to be eliminated are included in this budget assumption process. These grants are included since the funding decreases will have a significant impact on school and program operations and the use of available funds. As in the past grants that are not eliminated are excluded from the budget development process since they are self-sustaining (their revenues equal their expenditures).

This Budget Assumption Document is presented in a format consistent with past years and has a Revenue section, Required Expenditure section, a Proposed Expenditure Section and a Proposed Expenditure Budget Decreases. The Required Expenditure section contains current known contractual obligations, based on either previous Board action or the District's fiduciary responsibility.

The initial projection of a revenue decrease is determined to be \$19,304,471. The decrease is comprised of \$9,853,604 of anticipated decreases to the District's Revenue Limit, \$6,834,297 of decreases attributed to the loss of ARRA and Education Jobs federal funding, \$1,616,570 of decreases attributed to the elimination of state grant funding and an anticipated \$1,000,000 decrease due to the elimination of the student base registration fee.

This projection accounts for the anticipated overall increase of 128 full time equivalent students. Administration will continue to analyze the projected student enrollment throughout the process and may make recommendations to modify the revenue projection.

Also included in the projection is \$1,860,101 that was not levied in the 2010-2011 school year to keep the tax levy increase to as low as possible. Current State law requires that this amount be levied the following year or this authority will be lost. In addition, \$1,725,352 of the \$2.47 million operating budget increase approved as part of the 2008 Referendum will be included in the 2011-2012 budget, based on the corresponding expenditure increases in the increased operating costs of Indian Trail High School for the next year.

The initial projections have balanced the anticipated revenue decreases with expenditure decreases of \$19,304,471. The expenditure projections include an estimation of increases in salary and benefits for existing staff, a decrease in salaries and benefits for required staff reductions and other contractual and non-contractual obligations. The salary and benefit projections are based on actual known contract amounts and for health insurance increase costs of 5.0%.

The Kenosha Unified School District's proposed budget for 2011-2012 will be prepared in accordance with the budgeting and financial operations policies for the District and will be prepared to conform to existing State of Wisconsin requirements. It is always the desire of Administration to present the Board of Education an appropriate balanced budget, taking into consideration the beliefs, parameters and objectives of the Transformation Design Plan and the ongoing instructional and fiscal responsibilities of Administration. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our students.

Administration requests that the Board of Education review the initial budget assumptions that will be the basis for ongoing budget discussions to be scheduled throughout the spring and early summer. Any proposed changes to the budget will require that a revenue increase or expenditure decrease be recognized in the amount of the proposed changes. It is the recommendation of Administration that the Board of Education formally adopt the initial Fiscal 2011-2012 Budget Assumptions at its April 26, 2011 regular meeting."

Meeting adjourned at 7:53 P.M.

Stacy Schroeder Busby
School Board Secretary

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

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

The meeting was called to order at 5:05 P.M. with the following members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens arrived later.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Evaluation Considerations.

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

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

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

1. Personnel: Evaluation Considerations

Mr. Tenuta arrived at 5:07 P.M. and updated Board members on evaluation considerations. Discussion followed.

Ms. R. Stevens arrived at 5:30 P.M.

Dr. Hancock arrived at 5:35 P.M.

Mr. Tenuta was excused at 5:43 P.M.

Mrs. Glass and Mr. Vavrik arrived at 5:44 P.M. and discussion on evaluation considerations continued.

Meeting adjourned at 6:32 P.M.

Stacy Schroeder Busby
School Board Secretary

ORGANIZATIONAL MEETING OF THE
KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 26, 2011

An organizational meeting of the Kenosha Unified School Board was held on Monday, April 26, 2011, at 6:30 P.M. in the ESC Board Meeting Room. Mrs. Snyder, President, presided.

Mrs. Snyder called the meeting to order at 6:42 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Bryan, Ms. P. Stevens, Mr. Gallo, Mr. Nuzzo, and Mrs. Snyder.

Mrs. Snyder opened the meeting by announcing that this was the organizational meeting of the School Board of Kenosha Unified School District No. 1. Notice of this organizational 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.

Nominations were then in order for Board President, Vice-President, Treasurer, Clerk and Secretary.

Ms. P. Stevens moved to nominate Mrs. Snyder for President. Mrs. Taube seconded the motion. Unanimously approved.

Ms. R. Stevens moved to nominate Mrs. Taube for Vice-President. Mr. Bryan seconded the motion. Unanimously approved.

Ms. P. Stevens moved to nominate Mr. Bryan for Treasurer. Ms. R. Stevens seconded the motion. Unanimously approved.

Mrs. Taube moved to nominate Mr. Gallo for Clerk. Ms. R. Stevens seconded the motion.

Mr. Bryan moved to nominate Ms. P. Stevens for Clerk. Mr. Gallo seconded the motion.

Mrs. Taube withdrew her motion nominating Mr. Gallo for Clerk. Ms. R. Stevens withdrew her second.

The original motion to nominate Ms. P. Stevens for Clerk was unanimously approved.

Ms. P. Stevens moved to nominate Ms. Busby for Board Secretary. Ms. R. Stevens seconded the motion. Unanimously approved.

Ms. P. Stevens moved that the School Board meetings continue to be held at 7:00 P.M. on the fourth Tuesday of each month at the Educational Support Center and school sites to be determined. Ms. R. Stevens seconded the motion. Unanimously approved.

Ms. P. Stevens moved that the School Board adopt the Schedule of Authorized Public Depositories as contained in the agenda. Mr. Nuzzo seconded the motion. Unanimously approved.

Ms. P. Stevens moved that the School Board approve the Legal Services as contained in the agenda. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Taube moved that the Board authorize the President's signature to appear on all checks as the third signature with the Clerk and Treasurer and authorize the use of facsimile signatures of the President, Clerk and Treasurer on all checks. Ms. R. Stevens seconded the motion. Unanimously approved.

The voting order will be Mrs. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mrs. P. Stevens, Mr. Bryan and Mrs. Snyder.

Meeting adjourned at 6:49 P.M.

Stacy Schroeder Busby
School Board Secretary

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

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

The meeting was called to order at 7:03 P.M. with the following Board members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a 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. Gary Vaillancourt, Chief Communications Officer, presented the Black History Bee Awards, the Kenosha Girls Wrestling Team Awards, and the International Society for Technology in Education (ISTE) Emerging Leader Award.

There were no Administrative or Supervisory Appointments.

Ms. P. Stevens introduced the Student Ambassador, Victoria Rhee, from Bradford High School and she made her comments.

There was no Legislative Report.

Views and comments were made by the public.

The Board recessed at 8:05 P.M. and reconvened at 8:20 P.M.

Mrs. Snyder made her comments.

Dr. Hancock gave the Superintendent's report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 3/21/11 Special Meeting and Executive Session, 3/22/11 Regular Meeting, and 4/12/11 Special Meeting as presented in the agenda.

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

“It is recommended that receipt numbers CR049637 through CR050266 that total \$650,554.47 be approved.

Check numbers 465123 through 466749 totaling \$8,930,310.84 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 March 1, 10, 16, 24, and 31, 2011 totaling \$3,143,826.26; to US Bank of Milwaukee dated March 15, and 31, 2011 totaling \$658,268.92 and to the Wisconsin Retirement System dated March 31, 2011 totaling \$1,388,958.28 be approved.”

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

Mr. Ronald Vavrik, Interim Chief Financial Officer, presented the Resolution Authorizing the Borrowing of \$9,500,000 from the Board of Commissioners of Public Lands submitted by Mrs. Coss, Mr. Vavrik, Mrs. Glass and Dr. Hancock, excerpts follow:

“At the July 24, 2006 Board Meeting, the School Board approved a resolution authorizing the borrowing of not to exceed \$9.5 million and provided for the issuance of taxable general obligation promissory notes. The purpose of the borrowing was to fund approximately 8% of the district’s July 2006 unfunded Other Post Employment Benefit (OPEB) obligation. At the August 29, 2006 Board Meeting the Board authorized the issuance and sale of \$9,500,000 Taxable Note Anticipation Notes. On September 29, 2006, Administration issued Taxable Note Anticipation Notes in the amount of \$9,500,000 with an interest rate of 5.58% and a maturity date of September 1, 2011. Principal in the amount of \$9,500,000 is due and payable on September 11, 2011.

The administration has reviewed various options available to the district to refinance the \$9,500,000. Two options were available. The district could either borrow funds from the State Trust Fund or issuing taxable general obligation refunding bonds. Administration’s analysis of the options indicated that the interest costs for the general obligation bonds averaged 5.24% while the State Trust Fund loan would average 3.75%. The analysis showed that the best option available to the District would be to borrow the funds from the State Trust Fund. The District’s request for loan application was approved by the Board of Commissioners of Public Lands at their March meeting. The process for borrowing State Trust Funds now requires that the Board adopt a resolution that authorizes the application for loan.

Once the Boards' application is approved by the Commissioners, the Board Officers and District Administration will execute all documents related to this borrowing.

At its April 12, 2011 meeting, the Audit/Budget/Finance Committee voted to forward the resolution to the full Board for consideration. Administration requests that the Board (1) approve the attached resolution to apply for a State Trust Fund Loan and (2) authorize Board Officers and District Administration to execute all documents relating to the borrowing.”

Mrs. Taube moved to approve the attached resolution, with the change of the date noted on the resolution to April 26, 2011, to apply for a State Trust Fund Loan and authorize Board Officers and District Administration to execute all documents relating to the borrowing. Mrs. R. Stevens seconded the motion. Motion carried. Mr. Nuzzo dissenting.

Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, presented Policy/Rule 6456 – Graduation Requirements submitted by Mr. Tenuta; Mrs. Kathleen Barca, Assistant Superintendent of Strategic Planning, Innovation and Community Partnerships; and Dr. Hancock, excerpts follow:

“Kenosha Unified School District Policy/Rule 6456, Graduation Requirements, addresses academic credits for mastery of standards to award a Kenosha Unified School District Diploma. This policy was reviewed to determine the financial impact on the district budget. High School Principals, Teaching and Learning Coordinators and Assistant Superintendents studied the current high school graduation requirements and practices. In addition to the budgetary impact, alignment with the district's transformation design was a major focus.

Personnel/Policy and Curriculum/Program Standing Committees reviewed the revised policy and received feedback from parents and students during the April 12, 2011 meeting. Based on this information additional changes in the policy will allow students to expand schedule options. There are three avenues for students who may choose to enroll in courses beyond the 28 credit cap. At the April 20th Personnel/Policy and Curriculum/Program Standing Committee Meeting an extensive overview that included additional responses and questions submitted by parents and students was presented. Examples of actual student schedules, college entrance criteria, service learning projects and use of seminar time were shared. A motion to forward the graduation policy to the full Board for review and action at the April 26, 2011 Board meeting was passed by the Curriculum/Program Standing Committee but failed by the Personnel/Policy Standing Committee.

Currently students must earn 26 high school credits to graduate and complete four credits in the academic areas of English, Math, Science and Social Studies. These requirements are among the highest in the state with most districts requiring 22 credits for graduation. This practice delays some of our students from graduating with their cohort and, in some cases, never receiving a diploma. Administration recommends changing Policy/Rule 6456, Graduation Requirements by requiring students to earn 23

credits including four English, three Math, three Social Studies and three Science credits.

Students earning a diploma with honors distinction would be required to complete 4 credits of advanced placement courses during their sophomore, junior and senior year. Records show that some students were earning well beyond the 26 required credits up to 37 credits. Most districts have a maximum number of credits each student can earn based on the high school schedule. The recommendation is to establish a maximum credit attainment of 28. Middle school students who complete high school courses may be awarded high school credit toward the overall district credit requirement, but not for the credit specified in WI State Statues.

The previous district strategic plan included a specific action plan to address service learning at all grade levels. An implementation team that addressed the service learning strategy is recommending that service learning be a graduation requirement for all students. In addition students who want to have a greater affect on society can complete one credit of service learning and be recognized with a service learning diploma of distinction.

Since 1997, our high schools, Bradford and Tremper, have been exceeding their enrollment capacities. As a response, the District developed strategies to reduce overcrowding. First, Indian Trail and Lakeview were created followed by charter schools. These choice and charter schools are staffed at a lower student to teacher ratio. In addition, students were allowed to take releases, summer school advanced credit courses, Youth Option courses, and contracted services were made available and encouraged. Now that enrollment at the high school level is trending toward building capacity with the construction at Indian Trail, we see the need to staff our high schools more efficiently especially in light of the current budget crisis.

Historically, in the block schedule, a high school has been staffed for students to take 32 credits, or 8 classes a year. In reality many of these students did not actually take all of the courses they signed up for during the school year. Many students opted for a release or study hall in lieu of a credited class. Since students withdrew from classes after they were staffed, some high schools ended-up running classes with lower class sizes. To compound this problem of inefficiency, we created a system that encouraged students to take more than 8 credits per year. In some instances students signed up for 8 credits during the school year and additional credits at eSchool. KUSD pays to staff for full-time students at high schools and as part-time students at eSchool. If a student elects for a release during the school day and takes an eSchool course online, the District is double staffing for that student. This includes students who register for classes and drop them for Youth Option courses. Futhermore, it is not uncommon for students to maximize their ability to take as many credits as they can during their high school career. Many students will take their PE requirement during summer school or eSchool courses to take advantage of post secondary opportunities earlier in high school. Since college tuition is expensive, it is appealing for parents to allow the school district to cover the cost of these courses. The School District does this while enduring the staffing costs of high school classes, eSchool classes and Youth Option classes to allow unlimited credit acquisition.

KUSD is currently in a budget crisis. The unrestricted access to courses at high school is not fiscally responsible. We simply can not continue to staff high schools in an unrestricted manner. KUSD needs to staff high schools more efficiently. Providing students the ability to earn a maximum of 7 credits each year maximizes staffing while continuing to provide students the courses needed to be successful in post secondary studies, or the workforce. KUSD will continue to offer choices for students to take courses through eSchool, auditing, Youth Options and summer school. While maximizing our staffing, high school schedules will allow for all students to increase their participation in rigorous classes. Furthermore, the proposal ensures students are empowered with multiple opportunities for challenging and rigorous studies, while maintaining the integrity of the high school program of study.

At its April 20th meeting, the Personnel/Policy Committee failed on a tie vote to forward Policy 6456 to the School Board. However, the Curriculum/Program Committee voted to forward Policy/Rule 6456 to the full Board for a first and second reading at its April 26, 2011 meeting. Administration recommends that the Board approve updated Policy/Rule 6456 – Graduation Requirements on both a first and second reading this evening due to the impact on student course selection and scheduling.”

Mr. Bryan moved to deny approval of revised Policy/Rule 6456 – Graduation Requirements. Motion failed due to lack of a second.

Mrs. Taube moved to approve revised Policy/Rule 6456 - Graduation Requirements with the addition that courses be specified at a later date. Mrs. R. Stevens seconded the motion. Motion carried. Mr. Bryan dissenting.

Mrs. Glass and Mr. Vavrik presented the Initial Fiscal 2011-2012 Budget Assumptions submitted by Mr. Tarik Hamdan, Financial and Budget Analyst; Mr. Vavrik; Mrs. Glass and Dr. Hancock, excerpts follow:

The Kenosha Unified School District (KUSD) budget is in the preliminary stages of development by Administration based on Board Policy 3100, Annual Operating Budget.

The current budget assumption document is the preliminary revenue and expenditure changes to be evaluated and discussed in the development of the 2011-2012 budget. This document illustrates the budget impact for the next year in summary form and presumes the specific budgeted amounts and categories from last year will stay the same and serve as the starting point for this year, except for areas identified in the Budget Assumption Document.

The process throughout the spring and summer examines the educational need for these documented assumptions and then attempts to balance any additional revenue additions and subtractions with additional Expenditure additions and subtractions to maintain a balanced budget. Unlike the past, grants that have been or are proposed to be eliminated are included in this budget assumption process. These grants are included since the funding decreases will have a significant impact on school and program operations and the use of available funds. As in the past grants that are not eliminated are excluded from the budget development process since they are self-

sustaining (their revenues equal their expenditures).

This Budget Assumption Document is presented in a format consistent with past years and has a Revenue section, Required Expenditure section, a Proposed Expenditure Section and a Proposed Expenditure Budget Decreases. The Required Expenditure section contains current known contractual obligations, based on either previous Board action or the District's fiduciary responsibility.

The initial projection of a revenue decrease is determined to be \$19,304,471. The decrease is comprised of \$9,853,604 of anticipated decreases to the District's Revenue Limit, \$6,834,297 of decreases attributed to the loss of ARRA and Education Jobs federal funding, \$1,616,570 of decreases attributed to the elimination of state grant funding and an anticipated \$1,000,000 decrease due to the elimination of the student base registration fee.

This projection accounts for the anticipated overall increase of 128 full time equivalent students. Administration will continue to analyze the projected student enrollment throughout the process and may make recommendations to modify the revenue projection.

Also included in the projection is \$1,860,101 that was not levied in the 2010-2011 school year to keep the tax levy increase to as low as possible. Current State law requires that this amount be levied the following year or this authority will be lost. In addition, \$1,725,352 of the \$2.47 million operating budget increase approved as part of the 2008 Referendum will be included in the 2011-2012 budget, based on the corresponding expenditure increases in the increased operating costs of Indian Trail High School for the next year.

The initial projections have balanced the anticipated revenue decreases with expenditure decreases of \$19,304,471. The expenditure projections include an estimation of increases in salary and benefits for existing staff, a decrease in salaries and benefits for required staff reductions and other contractual and non-contractual obligations. The salary and benefit projections are based on actual known contract amounts and for health insurance increase costs of 5.0%.

The Kenosha Unified School District's proposed budget for 2011-2012 will be prepared in accordance with the budgeting and financial operations policies for the District and will be prepared to conform to existing State of Wisconsin requirements. It is always the desire of Administration to present the Board of Education an appropriate balanced budget, taking into consideration the beliefs, parameters and objectives of the Transformation Design Plan and the ongoing instructional and fiscal responsibilities of Administration. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our student.

Administration presented the initial budget assumptions to the Board of Education and Standing Committee Community Advisors on April 20, 2011. These assumptions will be the basis for ongoing budget discussions to be scheduled throughout the spring and early summer. Any proposed changes to the budget will require that a revenue increase or expenditure decrease be recognized in the amount of

the proposed changes. It is the recommendation of Administration that the Board of Education formally adopt the initial Fiscal 2011-2012 Budget Assumptions this evening.”

Mr. Bryan moved to approve the Initial Fiscal 2011-2012 Budget Assumptions. Ms. P. Stevens seconded the motion.

Mrs. Taube moved to amend the motion to approve the Initial Fiscal 2011-2012 Budget Assumptions with a hold being placed on spending for items in Section III, Proposed Expenditure Budget Assumptions (Increases), until the budget is finalized. Discussion followed. Mrs. Taube withdrew her amendment.

The original motion to approve the Initial Fiscal 2011-2012 Budget Assumptions passed unanimously.

Ms. P. Stevens presented the Donations to the District as presented in the agenda.

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

Meeting adjourned at 9:46 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 10, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 10, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:06 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present.

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

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

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

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

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

1. Personnel: Position Assignments

Mrs. Sheronda Glass, Mrs. Gutierrez, Mr. Vavrik, and Mrs. Barca arrived at 5:10 P.M.

Mrs. Gutierrez provided Board members with an up date relating to proposed position assignments.

Mrs. Gutierrez was excused at 5:13 P.M.

2. Personnel: Compensation and/or Contracts

Mr. Vavrik presented contract information to the Board and discussion followed.

Meeting adjourned at 5:35 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No. 1

Kenosha, Wisconsin

Summary of Receipt

May 24, 2011

	From	To	Date	Amount
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Receipts:

Total Receipts	CR050267	CR050911	03/01/2011 - 03/31/2011	\$ 566,352.99
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Wire Transfers from Johnson Bank to:

First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>	April 7, 2011	1,327,415.72
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>	April 18, 2011	146,682.74
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>	April 21, 2011	1,463,018.00
US Bank of Milwaukee <i>(for state payroll taxes)</i>	April 15, 2011	329,144.83
Wisconsin Retirement System	April 29, 2011	1,370,355.31
Total Outgoing Wire Transfers		\$ 4,636,616.60

Check Registers:

General	466750	466937	April 1, 2011	465,016.10
General	466938	466945	April 8, 2011	5,550.35
General	466946	467343	April 8, 2011	1,403,520.75
General	467344	467355	April 8, 2011	7,548.05
General	467356	467356	April 11, 2011	10.00
General	467357	467359	April 13, 2011	41,079.02
General	467360	467362	April 14, 2011	2,425.63
General	467363	467857	April 15, 2011	6,110,067.53
General	467858	468147	April 21, 2011	571,828.03
General	468148	468160	April 21, 2011	7,553.54
General	468161	468164	April 26, 2011	13,082.80
General	468165	468167	April 29, 2011	35,221.86
General	468168	468173	April 29, 2011	47,004.33
General	468174	468509	April 29, 2011	1,352,462.06
Total Check Registers				\$ 10,062,370.05

Administrative Recommendation

It is recommended that receipt numbers CR050267 through CR050911 that total \$566,352.99 be approved.

Check numbers 466750 through 468509 totaling \$10,062,370.05 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 April 7, 18, and 21, 2011 totaling \$2,937,116.46; to US Bank of Milwaukee dated April 15, 2011 totaling \$329,144.83 and to the Wisconsin Retirement System dated April 29, 2011 totaling \$1,370,355.31 be approved.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of
Business Services

Eileen Coss
Accounting Manager

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

WAIVER OF POLICY 1330 – USE OF DISTRICT FACILITIES

Crossway Community Church is requesting a waiver of user fees for the ITA/Mahone field rental for a benefit soccer tournament which was held on June 25, 2010 to raise money to help dig deep wells for fresh water in third world countries. (See attached supporting documents.) The rental fee is \$300. There were no custodial charges and the \$20 permit filing fee has been paid.

Board Policy 1330, Facility Use, defines requirements for outside groups to use school district facilities. Specifically, Policy 1333, Facility Charges, states that "...the Board retains the right to waive or adjust any fees associated with use of District facilities."

RECOMMENDATION

At its May 10, 2011 meeting, the Audit/Budget/Finance Committee voted to forward this waiver request to the full Board for consideration. Administration recommends that the Board approve the request from Crossway Community Church for waiver of rental fees in the amount of \$300.00 for the use of the ITA/Mahone field.

Sheronda Glass
Assistant Superintendent of Business

Dr. Michele Hancock
Superintendent of Schools

Dear Board Members,

On June 25th 2010 a group of men and women and youth from Kenosha came together and put on a benefit soccer tournament, The Renner Cup. This tournament was in honor of my son Renner who died two years ago, to raise money to help dig deep wells for fresh water in third world countries. The Renner Cup raised \$1500, from concession sells, team donations as well as many local business owners contributing funds and prizes. I know this is a little late in coming, but what I am asking from you is that you would consider waiving the fee for the field. I know that there is a cost to the school board with lights, field, upkeep, janitorial staff etc, but it would be greatly appreciated if those fees could be waived and those funds be used to help drill these fresh water well. I have seen first hand what fresh drinking water can do for a poor community and that is why I come to you with this request. Thank you for your time in considering this matter. If there are any questions please feel free in contacting me, I would love to answer them for you.

Thank You
Donald P. Lehmann
262-620-3980

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

MIDDLE SCHOOL WAIVER
FOR 2011/2012 SCHOOL YEAR

School Board approval is requested to implement the following waiver for the 2011/2012 school year. This waiver request does not negatively impact student contact time, District budget, transportation or food service. This request supports the District's focus as defined in the Transformation Design, as it relates to professional development, community involvement and student achievement.

One hundred percent (100%) of the staff at Washington Middle School supports this waiver to extend their first three Wednesday staff development days until 4:30 p.m. and allow the teachers to leave at 3:10 p.m. on the fourth and fifth Wednesday of each month. This will provide a longer block of time for quality staff development, discussion of school governance issues, examination of school data, and planning and implementing the School and District Strategic Plan.

Administrative Recommendation

At its May 10, 2011 meeting, the Personnel & Policy Committee voted to forward the middle school waiver request to the full Board for consideration. Administration recommends that the Board approve the middle school waiver request for the 2011-2012 school year.

Dr. Michele Hancock
Superintendent of Schools

Nancy Weirick
Principal, Washington Middle School

Daniel Tenuta
Assistant Superintendent
Secondary School Leadership

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

WAIVER REQUEST FROM HEAD START PERFORMANCE STANDARDS

Approval from the Board of Education is requested to submit to Head Start Region V two waivers to the Head Start Performance Standards.

The requests are for:

1. A waiver from Head Start Performance Standard 1306.21 which requires that all Head Start teachers must have a minimum of an associates degree in early childhood education by October 1, 2011.
2. A waiver from Head Start Performance Standard 1306.32 which requires class size to be between 15 and 17 children based on 35 square feet per child in a classroom.

Three of the six KUSD Head Start teachers currently meet the minimum requirement of holding an associates degree. However, two staff will not have completed coursework to meet this requirement until Spring 2012. The Head Start Program is requesting a waiver for an extension of the staffing requirement to June 30, 2012, so that these employees may retain their positions and the program will remain in compliance with the Performance Standard.

Class size is based on 35 square feet per child. The number of students in each classroom is dependent upon the total square footage of that classroom. Because compliance with the square footage requirement mandates less than 15 students in some Head Start classrooms, a waiver from the number of students in a classroom is being requested.

Approval of these waivers by Region V will allow KUSD Head Start to remain in compliance with the Head Start Performance Standards.

Recommendation

At its May 10, 2011 meeting, the Personnel/Policy Committee voted to forward this request to the School Board for consideration. Administration recommends that the Board approve the Head Start Performance Standards waiver request as presented.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Belinda Grantham
Director of Preschool Education

Melody Orban
Head Start Principal

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

TOSA Wisconsin Technology Initiative Grant

Due to the timing of the grant submission, School Board approval was not able to be obtained prior to the grant application deadline. Therefore, School Board approval is requested to accept and implement, if awarded, the TOSA Wisconsin Technology Initiative Grant.

Grant Title:

TOSA Wisconsin Technology Initiative
Lighthouse District Grant

Grant Request: \$150,000 base grant; \$450,000 in incremental grant additions

Grant Purpose:

With funding from the TOSA Foundation, the Wisconsin Technology Initiative (WTI) seeks to enhance student academic achievement, 21st-century skills, attendance, and engagement through the effective use of interactive classroom technologies in K–12 schools and preservice teaching institutions. The WTI Lighthouse District Grant provides funding for classroom interactive white boards, software and related peripherals, and is designed to achieve the following specific goals:

1. Leverage students' innate curiosity and passion for technology to increase their achievement and their engagement with a rigorous, accountability-driven, standards-based curriculum;
2. Provide professional development to teaching staff on the effective use of interactive classroom technologies to increase student achievement and engagement; and
3. Evaluate the degree to which the interactive technologies appraise the impact of the proposed project on student achievement and engagement, alignment of the curriculum with common core standards, and student-teacher collaboration

Vision

Kenosha Unified Transformation Design planning identifies that every student will be engaged in learning activities that facilitate academic proficiency and continued individualized growth. Recognizing opportunity gaps among our ethnic, special needs, economically disadvantaged and ELL populations, the vision includes identifying individual student learning profiles to enhance instructional practices. Focused efforts designed for coaching educators in embedding 21st Century tools, resources and formative and summative assessment practices will enable teachers to bridge the gap and deepen learning. Continuous collaboration between educators, building staff, district administrators and post secondary connections is vital to building capacity and increasing our academic successes within the District.

Proposed Project Design

The initial Lighthouse District Grant request will target the core content areas at our three comprehensive high schools. Outfitting six classrooms at each school with interactive boards, hand-held learning response devices, a document camera, and a slate will be the beginning of their journey as they acquire teaching practices that capture students' innate curiosity and passion for technology. The expectation is that student engagement will improve, and ultimately foster improved student achievement. Acknowledging the importance of teacher leaders, an additional two teachers, that already utilize the interactive board, will be outfitted with the hand-held devices, a document camera, and a slate to complete their classrooms. This individual will be an on-site lead as we embed further professional development and sharing opportunities throughout the upcoming school year. Administrators are encouraged to select interested teachers that partner with Special Education or English Language Learner teachers. These partner teachers would be invited to attend all training events and collaborative discussions. Two additional boards are requested to update the models in our training facility at the Educational Support Center so that we can continue to provide training in a central location after the summer academies.

The journey for the teacher participants will start with a week-long tech academy this July. These teachers will attend 30 hours of training on all three pieces of equipment. An online collaboration site, My Big Campus, will be rolled out at this event for further support as the District begins the school year. District Teacher Consultants will utilize this online environment to provide continual training and support. My Big Campus will also allow for students to join the collaborative learning environment after further training later in the school year. Although our target teachers will be grouped together, the tech academy will offer 15-hour sessions for other District teachers. In the past Kenosha Unified has also opened up this enrollment to private, parochial, and post secondary administrators and teachers throughout the city.

Principals at each of the sites have committed to supporting collaboration and department training opportunities within their schools to share successes, increase teacher leader capacity, and inspire future interest in the importance of integrated interactive technology. These principals have also agreed to explore various evaluative tools that can analyze any increases in student engagement. This group of administrators will be led by Beth Ormseth, Principal of Indian Trail High School and Academy, whose dissertation focused on the correlation of 8th grade academic data and success during the first year of high school. Both affective and physical engagement was measured in the analysis. Beth Ormseth and Annie Fredriksson, Coordinator of Instructional Technology and Library Media, will partner to offer a course at Carthage College in Spring 2012 for pre-service teachers.

Additional Incremental Projects

- I. Our first incremental project request is to target our middle schools. We currently have three middle schools, Lance, Mahone, and Washington, which are behind in interactive technology acquisition compared to the other three in the District. The breakdown of interactive classrooms would be the following: Mahone – 10, Lance – 5, Washington – 4. Mahone is our summer training site so a particular interest in building capacity among the teacher leaders and outfitting their classrooms with the tools would assist in making this environment a strong Lighthouse school. Two lead teachers in each school that already utilize the whiteboard will also receive a dedicated set of the hand-held devices and a slate.

This replicates what we are doing at the high school level. The cost of this extension to the middle level is \$150,000.

- II. Our second and third incremental project requests are for \$150,000 each to carry this initiative to the elementary level. There is a large gap of technology tools and resource acquisition at six of our 23 elementary schools. The intent is to provide teacher leaders with 21st Century technology integration and interactive tools in all of our schools. This inspiration to engage our learners will assist the administrative leaders to pursue continued effective methods of engaging our 21st Century learners with interactive technology tools and resources.

Relationship to District Information and Technology Plan:

The District’s approved 2011-2014 Information and Technology Plan goals are to “increase educator proficiency in the use of information and technology literacy by integrating information and technology in to the curriculum, developing assessment strategies, and gathering and using assessment data” and to “use technology strategically to improve administrative processes and operations.”

Relationship to District Budget:

These funds cover items over and above the District budget. The TOSA Foundation grant does not support position costs or costs associated with substitutes. The summer tech academy is supported by District Organizational and Training Development dollars.

District Staff Persons Involved in Developing/Implementing the Grant:

Annie Fredriksson, Coordinator – Instructional Technology and Library Media
Mary Salani - Instructional Technology Teacher Consultant

Administrative Recommendation:

At its May 10, 2011 meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward this grant to the full Board for consideration. Administration recommends that the Board grant approval to accept and implement if awarded the TOSA Wisconsin Technology Initiative Grant.

Dr. Michele Hancock
Superintendent of Schools

Mrs. Vickie J. Brown-Gurley
Assistant Superintendent of Teaching and Learning

Annie Fredriksson
Coordinator - Library Media/Instructional Technology/Media Production

Fiscal, Facilities and Personnel Impact Statement

Title: Instructional Technology **Budget Year:** 2011-2012

Department: Instructional Technology **Budget Manager:** Annie Fredriksson

REQUEST

We are requesting approval to submit and implement the TOSA Wisconsin Technology Initiative Grant for the 2011-2012 school year. The total funding for the base grant is \$150,000. In addition, three incremental grants of up to \$150,000 might be awarded.

RATIONALE/ INSTRUCTIONAL FOCUS

The WTI Lighthouse District Grant provides funding for classroom interactive white boards, software and related peripherals, and is designed to achieve the following specific goals:

1. Leverage students’ innate curiosity and passion for technology to increase their achievement and their engagement with a rigorous, accountability-driven, standards-based curriculum;
2. Provide professional development to teaching staff on the effective use of interactive classroom technologies to increase student achievement and engagement; and
3. Evaluate the degree to which the interactive technologies appraise the impact of the proposed project on student achievement and engagement, alignment of the curriculum with common core standards, and student-teacher collaboration.

IMPACT

The Educational Technology grant provides training opportunities and hardware for participating schools.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$0.00
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$150,000.00
		\$.00
	TOTAL	\$150,000.00

This is a one-time or a recurring expenditure

FUNDING SOURCES

Select Funding Sources:

Kenosha Unified School District No. 1
Kenosha, Wisconsin

May 24, 2011

Youth Options Program (YOP) Appeal

A Bradford High School parent, Mr. Jeff Ward, is appealing to the Kenosha Unified School Board to allow his daughter, who is a junior at Bradford, to take a Youth Options course even though no Youth Options Program request form, (PI-8700-A), was turned in by the March 1st deadline. His rationale is that courses for his daughter's fall schedule were cancelled with no valuable alternative classes available at Bradford.

His initial contact for the appeal and justification was handled by Dr. Sue Savaglio-Jarvis, Principal of Bradford High School, and Mr. Willie Days, counselor. After Dr. Savaglio-Jarvis explained the process and policy for Youth Options, Dr. Savaglio-Jarvis and board president, Mary Snyder, referred the parent to Greg Wright, Coordinator of Career and Technical Education, who coordinates the Youth Options process for Kenosha Unified with all post-secondary institutions. Mr. Wright reinforced the explanation from Principal Savaglio-Jarvis and counselor Willie Days, and then involved the State coordinator, Beth Lewis, from the Department of Public Instruction.

Ms. Lewis supported the explanation that Dr. Savaglio-Jarvis, Mr. Days and Mr. Wright shared with Mr. Ward.

State statute (s.118.55) and administrative code (PI 25) require students to submit their requests for youth options by March 1 for the fall semester and October 1 for the spring semester. The form offers the opportunities to submit alternative courses in case the course(s) requested are full. It also allows students to work around their schedules to some extent - - frequently students will have to make tough choices between a college course and a high school course and not be able to take both when schedules conflict. The form and the submission of alternate courses are designed to assist the student and school staff in preparing information for school board approval.

Ms. Lewis reinforced that the KUSD school district is not responsible to provide YOP courses especially "because the family missed the March 1st deadline that is established in State statute." Courses at KUSD are cancelled each semester and KUSD offers a wide variety of courses to meet the needs to students.

The 3 options that Mr. Wright initially explained to Mr. Ward were:

1. Double up on KUSD courses first semester to free up time during the second semester to take multiple YOP courses.
2. Look into Contracted Services Gateway Technical College courses offered at our high schools for first and second semester.
3. The final decision rest with the school board. Mr. Ward can contact the superintendent's office and get his appeal on the committee agenda for the May 10th standing committee meeting and May 24th regular board meeting for a final decision.

The 3 additional options emailed to Mr. Ward on April 28th were:

1. Investigate courses at Kenosha eSchool.
2. Investigate courses offered at other KUSD high schools.

3. Personally enroll his daughter in a post-secondary school and wait for the decision from the board appeal.

If (the student) plans to apply for Youth Options for second semester next year, that application would be due by October 1, 2011. She may attach extra pages of alternate courses if that will be of assistance.

If more information is needed on Youth Options (including the statutes and administrative code) it may be accessed at our youth options website: <http://www.dpi.wi.gov/youthoptions/index.html>

Persons in charge of the program / project

Dr. Michele Hancock
Superintendent of Schools

Ms. Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Dr. Sue Savaglio-Jarvis
Bradford High School Principal

Mr. Greg Wright
Career & Technical Education Coordinator

Recommendation

At its May 10, 2011 meeting, the Curriculum/Program Committee voted to forward the appeal to the School Board with the recommendation that the Board not approve the appeal. Administration requests that the School Board not approve the appeal by Mr. Ward to allow and pay for any college courses because no Youth Options PI-8700-A form was submitted by the March 1st deadline. If the Board approves this appeal, it will set a precedent for future appeals and be contrary to the state statutes and administrative code. More importantly, such a ruling will open up the School Board for potential future financial liability and possibly for prior appeals that were denied by the District.

Dr. Michele Hancock
Superintendent of Schools

Ms. Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Greg Wright
Career & Technical Education Coordinator

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

**POLICY AND RULE 3811 – USE OF DISTRICT TECHNOLOGY EQUIPMENT
BY EMPLOYEES OFF DISTRICT PREMISES, ADMINISTRATIVE
REGULATION 3811**

And

**POLICY AND RULE 3535 ELECTRONIC COMMUNICATION (PERSONNEL),
ADMINISTRATIVE REGULATIONS 3535A AND 3535B**

Students and staff throughout the district have access to the District Internet System and use in accordance with the established standards and benchmarks. Policy, Rule and Administrative Regulation 3811, Use of District Technology Equipment by Employee Off District Premises, and Policy/Rule 3535 and Administrative Regulation 3535A and 3535B, Electronic Communication (Personnel), has been reviewed and updated by the District Technology Policy Team consisting of administrators, teacher consultants, web 2.0 facilitators and web specialists. It was determined that the Administrative Regulations to Policy 3811 and Policy 3535 be eliminated as they are no longer necessary and that Policy and Rule 3811 be combined with Policy/Rule 3535 as their procedures and practices are similar in nature and better addressed in one Policy called Technology Acceptable Use Policy.

Administrative Recommendation:

At its May 10, 2011 meeting the Personnel/Policy and Curriculum/Program Committees voted to forward Policy and Rule 3535 Technology Acceptable Use Policy to the Board for consideration. Administration recommends that the Board approve revised Policy 3535 as a first reading this evening and as a second reading on June 28, 2011.

Dr. Michele Hancock
Superintendent of Schools

Kathleen M. Barca
Assistant Superintendent of Strategic Planning,
Innovation and Community Partnerships

POLICY 3535
TECHNOLOGY ACCEPTABLE USE POLICY

The District provides electronic communication resources to enhance productivity and enable users 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.

The District's technology resources are District assets. While the District respects the privacy and security needs of all individuals, authorized District representatives may review, audit, intercept, access and/or disclose all communications created, received or sent using District or personal technology resources including the use of personal email accounts at any time, with or without notice. Use of such resources shall constitute consent to monitoring and/or 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.

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 [unlawful use of computerized 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
4111, Employee Harassment
4224, Employee Code of Ethics
4260, Personnel Records
4362, Employee Discipline
6120, Core Values
6470, Student Records
6633, Student Technology Acceptable Use Policy

AFFIRMED: November 23, 1999

REVISED: April 24, 2000

October 28, 2003

May 22, 2007

December 18, 2007

RULE 3535

TECHNOLOGY ACCEPTABLE USE POLICY

A. Use of Technology Resources

1. All electronic and telephonic systems and communications transmitted by, received from or stored on 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 by the Superintendent/designee or the individual user.
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:
 - Does not interfere with student instruction or District's business,
 - Does not compromise district infrastructure,
 - Does not create a conflict of interest,
 - 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 .
4. 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.
5. District employees shall not include their District e-mail address for personal commercial business.

B. Authorized Access/Security/Privacy

1. The primary responsibility for ensuring the confidentiality of personal communications lies with the user. Users should not 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.
2. Abuse of access privileges or passwords by unauthorized entry into another users 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 disciplinary action. If the abuse of access privileges is illegal, the violator may be subject to legal penalties.
3. The use of external communications, such as Internet, are not secure and information communicated may be intercepted and accessed illegally. Therefore,
 - never transmit or discuss sensitive information
 - use another users electronic credentials
4. 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.

POLICY 3535

~~ELECTRONIC COMMUNICATION (Personnel)~~ **TECHNOLOGY ACCEPTABLE USE POLICY**

The District provides electronic communication ~~tools~~ **resources** to enhance productivity and enable ~~employees~~ **users** 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 **technology resources** are considered District assets, and ~~while the District respects the privacy and security needs of all individuals, authorized District representatives may review, audit, intercept, access and/or disclose all communications created, received or sent using District or personal technology resources including the use of the personal email accounts at any time, with or without notice.~~ **u**Use of such tools **resources** shall constitute consent to **monitoring and/or** 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~~
[unlawful use of computerized 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~~ **Technology Acceptable Use Policy**

POLICY 3535

~~ELECTRONIC COMMUNICATION (Personnel)~~ **TECHNOLOGY ACCEPTABLE USE POLICY**

Page 2

~~ADMINISTRATIVE REGULATIONS: 3535 Electronic Communications~~

AFFIRMED: November 23, 1999

REVISED: April 24, 2000
October 28, 2003
May 22, 2007
December 18, 2007

RULE 3535

~~ELECTRONIC COMMUNICATION (Personnel)~~ **TECHNOLOGY ACCEPTABLE USE POLICY**

~~A. District/Personal Use of Electronic Communication Systems~~ **Technology Resources**

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 ~~user/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 **student instruction** or the District's business, ~~is not detrimental to the District,~~
 - ~~Does not affect productivity, quality or constituent service,~~
 - **Does not compromise district infrastructure,**
 - 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. **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.**
5. ~~District employees shall not include their District e-mail address on for 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.~~
~~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~~

RULE 3535

TECHNOLOGY ACCEPTABLE USE POLICY

Page 2

7. ~~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.~~

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.~~
- 1.2. The primary responsibility for ensuring the confidentiality of personal communications lies with the employee **user**. 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 **Users** should **never not** 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.
- 2.3. Abuse of access privileges or passwords by unauthorized entry into another employee's **users** 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.~~
- 3.5. 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 **users** Internet account **electronic credentials**.
- 6.4. 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.~~

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~~

~~December 18, 2007~~

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.~~

ADMINISTRATIVE REGULATION

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~~

~~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 its 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): _____

ADMINISTRATIVE REGULATION

~~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 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.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

POLICY/RULE AND ADMINISTRATIVE REGULATION 6633 –
STUDENT USE OF INTERNET SYSTEM

Students throughout the district have access to the District Internet System and use in accordance with the established standards and benchmarks. Policy, Rule and Administrative Regulation 6633, Student use of Internet System has been reviewed and updated by the District Technology Policy Team consisting of administrators, teacher consultants, web 2.0 facilitators and web specialists to include appropriate use and responsibility of the internet system. The Administrative Regulation to Policy 6633 is being eliminated and the Policy is being renamed the Student Technology Acceptable Use Policy.

Administrative Recommendation:

At its May 10, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward Policy and Rule 6633 Student Technology Acceptable Use Policy to the Board for consideration. Administration recommends that the Board approve revised Policy 6633 as a first reading this evening and as a second reading on June 28, 2011.

Dr. Michele Hancock
Superintendent of Schools

Kathleen Barca
Assistant Superintendent of Strategic Planning,
Innovation and Community Partnerships

POLICY 6633
STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Kenosha Unified School District expects students to use technology in ways that promote a productive educational environment. Technology includes, but is not limited to, electronic devices, private and public networks. With this educational opportunity comes personal responsibility. Primary responsibility for appropriate use of technology resources resides with the student. School and network administrators and staff will review files and communications to maintain system integrity and to ensure that the network is being used responsibly. All communication including text and images may be disclosed to third parties and/or law enforcement without prior consent of the sender or receiver.

In accordance with requirements of the Children's Internet Protection Act (CIPA), technology protection measures shall be used, to the extent practical, to promote the safety and security of users. Access to inappropriate electronic material and communications will be filtered. As part of its Internet safety practices, Kenosha Unified School District is educating students about appropriate online behavior, including interacting with other individuals on social networking websites, and chat rooms as well as cyberbullying awareness and response.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1) [Board duty; care and control of school district property]
120.13 [Board power to do all things reasonable for the cause of education]
121.01(1)(h) [Instructional materials standard]
943.70 [Computer crimes]
947.0125 [Unlawful use of computerized communication systems]
U.S.C. 17, Federal Copyright Law [Use of copyrighted materials]
Children's Internet Protection Act [Online safety]
Neighborhood Children's Internet Protection Act [Online safety]
Children's Online Privacy Act [Online privacy protection]

CROSS REF.: 3535, Technology Acceptable Use Policy
3531.1, Copyrighted Materials
5111, Bullying/Harassment/Hate
5430, Student Conduct and Discipline
5437, Threats and/or Assaults by Students
6110, Instructional Program Mission and Beliefs
6210, Core Values
6470, Student Records
6600, Instructional Resources
6610, Selection of Instructional Materials
6620, Library Resources
6634, Assistive Technology

AFFIRMED: November 28, 1995

REVISED: January 29, 2002
May 22, 2007
July 28, 2009

RULE 6633

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

General school rules for behavior and communications apply, including the District's anti-harassment policies. Students shall abide by District guidelines governing Internet safety and acceptable use. Misuse of electronic resources including the Internet may result in loss of access privileges and school disciplinary action may be taken. Appropriate legal action may also be taken against students performing illegal activities using electronic resources.

- Students shall not engage in an electronic activity that disrupts, distracts, or compromises the learning process or the environment.
- Electronic activities must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate.
- Students shall not use District technology resources for personal commercial activities not related to instruction. Personal purchase or sale of products or services is prohibited.
- Students must abide by all applicable copyright and licensing laws when using technology resources within the District.
- Students shall maintain confidentiality of their usernames and passwords and shall not utilize usernames and passwords of others.
- All Student produced web pages are subject to approval and ongoing review by staff. All web communication should reflect the mission and character of the school and District.
- Students shall not breach or disable network security mechanisms or compromise network stability or security in any way. Student shall refrain from utilizing proxy gateways to bypass monitoring or filtering.
- Students are responsible for reporting any inappropriate media or resources they encounter.

Electronic information, including the Internet, is dynamic. This makes it challenging to predict or reliably control what information students may encounter. District staff makes every reasonable effort to filter inappropriate content.

POLICY 6633

~~STUDENT USE OF INTERNET SYSTEM~~ **TECHNOLOGY ACCEPTABLE USE POLICY**

~~Students in the District may have access to and use the District Internet system at school in accordance with established teaching and learning guidelines. The schools support and respect each family's right to decide whether or not to apply for independent access.~~

~~Student use of the Internet shall be viewed as a privilege not a right. School Internet access will be used for educational and research purposes, consistent with the educational objectives of the District. Students should understand that Internet access, including electronic mail (E-mail), are not guaranteed to be private and may be monitored by District staff if there is reason to suspect that they are violating state and federal laws and to see that they are being used in accordance with Board policy and the District's Internet system user rules and regulations.~~

The Kenosha Unified School District expects students to use technology in ways that promote a productive educational environment. Technology includes, but is not limited to, electronic devices, private and public networks. With this educational opportunity comes personal responsibility. Primary responsibility for appropriate use of technology resources resides with the student. School and network administrators and staff will review files and communications to maintain system integrity and to ensure that the network is being used responsibly. All communication including text and images may be disclosed to third parties and/or law enforcement without prior consent of the sender or receiver.

In accordance with requirements of the Children's Internet Protection Act (CIPA), technology protection measures shall be used, to the extent practical, to promote the safety and security of users. Access to inappropriate electronic material and communications will be filtered. As part of its Internet safety practices, Kenosha Unified School District is educating students about appropriate online behavior, including interacting with other individuals on social networking websites, and chat rooms as well as cyberbullying awareness and response.

LEGAL REF.: Wisconsin Statutes

- Sections 120.12(1) [Board duty; care and control of school district property]
- 120.13 [Board power to do all things reasonable for the cause of education]
- 121.01(1)(h) [Instructional materials standard]
- 943.70 [Computer crimes]
- 947.0125 [Unlawful use of computerized communication systems]
- U.S.C. 17, Federal Copyright Law [Use of copyrighted materials]
- Children's Internet Protection Act [Online safety]
- Neighborhood Children's Internet Protection Act [Online safety]
- Children's Online Privacy Act [Online privacy protection]

CROSS REF.: 3535, ~~Electronic Communications~~ **Technology Acceptable Use Policy**

- 3531.1, Copyrighted Materials
- 3811, ~~Use of District Owned Technology Equipment by Employees Off District Premises~~
- 5111, ~~Student Harassment/Hate~~ **Bullying/Harassment/Hate**
- 5430, Student Conduct and Discipline
- 5437, Threats and/or Assaults by Students
- 6110, Instructional Program Mission and Beliefs

- 6210, Core Values
- 6470, Student Records
- 6600, Instructional Resources
- 6610, Selection of Instructional Materials
- 6620, Library Resources
- 6634, Assistive Technology

~~ADMINISTRATIVE REGULATIONS: 6633, Student Use of Internet System Use Procedures~~
~~Guidelines~~

AFFIRMED: November 28, 1995

REVISED: January 29, 2002
May 22, 2007
July 28, 2009

RULE 6633

STUDENT USE OF INTERNET SYSTEM TECHNOLOGY ACCEPTABLE USE POLICY

General school rules for behavior and communications apply, including the District's anti-harassment policies. ~~Also, s~~ Students shall abide by District guidelines governing Internet safety and acceptable use. ~~The District is educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.~~ Misuse of Internet access **electronic resources including the Internet** may result in loss of ~~Internet use~~ access privileges and school disciplinary action may be taken. Appropriate legal action may also be taken against students performing illegal acts **activities using electronic resources on the Internet.**

- **Students shall not engage in an electronic activity that disrupts, distracts, or compromises the learning process or the environment.**
- **Electronic activities must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate.**
- **Students shall not use District technology resources for personal commercial activities not related to instruction. Personal purchase or sale of products or services is prohibited.**
- **Students must abide by all applicable copyright and licensing laws when using technology resources within the District.**
- **Students shall maintain confidentiality of their user names and passwords and shall not utilize user names and passwords of others.**
- **All Student produced web pages are subject to approval and ongoing review by staff. All web communication should reflect the mission and character of the school and District.**
- **Students shall not breach or disable network security mechanisms or compromise network stability or security in any way. Student shall refrain from utilizing proxy gateways to bypass monitoring or filtering.**
- **Students are responsible for reporting any inappropriate media or resources they encounter.**

Electronic information, including the Internet, is dynamic. This makes it challenging to predict or reliably control what information students may encounter. District staff makes every reasonable effort to filter inappropriate content.

~~Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears and changes, it is not possible to predict or reliably control what information students may locate. However, Internet resources are viewed as educational resources like textbooks and library materials and they are subject to the same selection criteria as accorded other educational materials. The District has installed software that is intended to protect against access to visual depictions that are obscene, child pornography or harmful to minors and to filter out Internet sites that serve no educational or research purpose and do not conform to accepted instructional material selection criteria as outlined in District policy and procedures. This should not be construed by the public to mean that students may not encounter objectionable material on the Internet as accessed via District facilities. District staff will make every reasonable effort to filter unsuitable sites, but they will not be able to do this with all sites.~~

~~School library media specialists and teachers will work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Parents, guardians and caregivers are responsible to set the standards that their children should follow when using the Internet outside of the school.~~

~~The Board authorizes the Superintendent to provide appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.~~

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

POLICY 6100 - MISSION, BELIEFS AND OBJECTIVES

The Board of Education approved a new District mission, beliefs, parameters and objectives in April 2005, as part of the strategic plan process. An updated plan intended to personalized students' learning and assessment to better prepare them for the future was requested from the Superintendent's Office.

A team of 25 consisting of teachers, parents and administrators worked together to begin developing a new plan called a Transformation Design modeled after the strategic planning process. A set of guiding principles were written, a new mission created, student results were defined and general goals were developed.

At its meeting held on December 14, 2011, the Board of Education approved the new framework modeled after the District's Strategic Plan.

Attached is the revised School Board Policy 6100 that states the work of this committee.

Administrative Recommendation:

At its May 10, 2011, meeting the Personal/Policy and Curriculum/Program Committees voted to forward Policy 6100 Mission, Principles, Goals, Results to the Board for consideration. Administration recommends that the Board approve revised Policy 6100 as a first reading this evening and as a second reading at its June 28, 2011 meeting.

Dr. Michele Hancock
Superintendent of Schools

Kathleen M. Barca
Assistant Superintendent of Strategic Planning,
Innovation and Community Partnerships

MISSION, PRINCIPLES, GOALS, RESULTS BELIEFS AND LEARNING OBJECTIVES

The mission of the Kenosha Unified School District **Mission is to assure every child experiences high quality, personalized learning success.** ~~an educational system which values our multicultural heritage, 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.~~

The District believes:

- Everyone can learn
- All people have equal intrinsic worth and unique potential
- High expectations yield higher levels of performance
- Success is the result of hard work, discipline and perseverance
- Individuals are responsible for their attitudes and actions
- Family relationships are critical to the healthy development of a child
- A safe, supportive environment is essential for learning
- Trust is built through honesty and ethical behavior
- Collaboration, cooperation and commitment are essential for organizational success
- The quality of education directly affects the quality of life in a community
- Excellence in education expands opportunities throughout life
- Educated and involved citizens are necessary to sustain a democracy

The parameters within which the District will accomplish these beliefs are:

- The District will always operate safe schools with environments conducive to learning.
- The District will not tolerate behavior that demeans the dignity or self-worth of any individual or group.
- The District will not tolerate ineffective performance by any staff member.
- Site-based decisions will always be consistent with the strategic plan.
- No program or service will be retained unless it continues to make an optimal contribution to the mission, and benefits continue to justify cost.
- No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify costs, and provisions are made for professional development and program evaluation.
- The District will strive to maintain a fund balance in the operating fund equal to a minimum of 15%.

District objectives for student learning are:

- No later than 2010, all students will meet or exceed the District and state-identified proficiency levels for performance in reading, math, science and social studies
- Annually, all students will participate in meaningful service projects at the elementary, middle and high school levels.
- All students will consistently demonstrate respectful and responsible behavior within our diverse school community.
- All students will meet our requirements for graduation.

MISSION, PRINCIPLES, GOALS, RESULTS BELIEFS AND LEARNING OBJECTIVES

Transformation Principles

We value...

Blended Personalized Learning

(Adaptable to individual needs, flexible in access and delivery and interactive, engaging learning)

Multi-Dimensional Life and Career Skills

(Creativity and innovation, critical thinking and problem solving and communication and collaboration)

Relevant Global Knowledge

(Content/information/media literacy and social and cross-cultural competencies)

Transformation Goals

We will...

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

Transformation Student Results

Every student will...

- **be engaged**
- **demonstrate proficiency**
- **show continuous growth**
- **graduate**

LEGAL REF.: Wisconsin Statutes

Sections 118.01	[Instructional program goals requirements] [educational goals and expectations]
118.13	[Student pupil discrimination prohibited]
118.30	[Academic standards] [pupil assessment]
120.13	[Board power to do all things reasonable for the cause of education]
121.03 02(1)	[School district standards]
No Child Left Behind Act of 2001	[Federal academic requirements for all students]

POLICY 6100
MISSION, PRINCIPLES, GOALS, RESULTS
Page 3

CROSS REF.: 1120, Parent/Caregiver Involvement
2110, ~~Accountability~~ **Benchmarks**
2720, Shared Decision Making
3600, School Safety
4370, Staff Development Opportunities
5110, Equal Educational Opportunities
5430, Student Conduct and Discipline
6110, Instructional Program Mission and Beliefs
6456, Graduation Requirements
8520, Board Goal Setting
~~Board Adopted Academic Standards~~
~~District Learning and Content Standards~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: October 10, 2000
January 29, 2002
December 13, 2005

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Rust-oleum Corporation donated \$500.00 to the LakeView Legends Robotics Team.
2. Nancy Quist donated \$100.00 to the Bradford Rowdy Reporter Club.

Administrative Recommendation

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

Dr. Michele Hancock
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

May 24, 2011

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board**
May-June

May

- May 10, 2011 – Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M. in ESC Board Meeting Room
- May 11, 2011 – Professional Service ½ Day – ½ Day for Students
- May 24, 2011, – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room
- May 30, 2011 – Memorial Day – Schools Closed

June

- June 13, 2011 – Last Day of School - ½ Day for Students
- June 14, 2011 – Teacher Workday
- June 14, 2011 - Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M. in ESC Board Meeting Room
- June 28, 2011 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room