REGULAR MONTHLY BOARD MEETING

September 25, 2012 - REVISED

7:00 P.M.

Educational Support Center
Board Meeting Room
3600-52\textsuperscript{nd} Street
Kenosha, Wisconsin
I. Pledge of Allegiance

II. Roll Call of Members

III. Awards
   • Kenosha Area Convention & Visitors Bureau Third Grade Essay Contest Grand Champions
   • Wisconsin Schools of Recognition
   • State Skills USA Competition

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 1-2

   B. Consent/Approve Minutes of 8/27/12 and 9/12/12 Special Meetings, 8/28/12 Regular Meeting and 9/12/12 Annual Meeting of Electors ....................... Pages 3-11

   C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers .... Pages 12-13

   D. Consent/Approve Policies/Rules 3110, 3112, 3121, 3230, and 3240 ................... Pages 14-28 (Second Reading)
XI. Old Business

A. Discussion/Action Waiver of Policy 1330 - Use of District Facilities.................. Pages 29-30

XII. New Business

A. Discussion/Action Donations to the District ........................................ Page 31

XIII. Other Business as Permitted by Law

Tentative Schedule of Reports, Events and Legal Deadlines For School Board (September-October) ....................... Page 32

XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary

XV. Adjournment
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Name</th>
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A special meeting of the Kenosha Unified School Board was held on Monday, August 27, 2012, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for an Inservice on the 2011 Wisconsin Act 10 and the Wisconsin Public Records Law.

The meeting was called to order at 6:04 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock and Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson & Vliet were also present. Mr. Bryan was excused.

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

Attorney Aziere distributed, presented, and discussed information pertaining to the 2011 Wisconsin Act 10 which included the following topics: Role of the Union, Bargaining, Personnel Policies/Handbooks, Salaries and Base Wages, Dues Deduction, Recertification Elections, Vested Benefits, Layoffs and Nonrenewals, and Individual Contracts.

Attorney Aziere discussed the Wisconsin Public Records Law; specifically, the definition of a “record” and examples of what does and does not constitute a record.

Meeting adjourned at 7:57 P.M.

Stacy Schroeder Busby
School Board Secretary
A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 28, 2012, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, 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.

There were no awards to be presented.

Dr. Hancock presented the following Administrative and Supervisory Appointments:

- Sue Savaglio-Jarvis as the Assistant Superintendent of Teaching & Learning effective July 1, 2012;
- Kristopher Keckler as the Executive Director of Information Systems, Data Management, & Evaluation effective July 1, 2012;
- Tanya Ruder as the Executive Director of Community Partnerships & Media Relations effective August 31, 2012;
- Kurt Sinclair as Principal at Bradford High School effective August 13, 2012;
- Terri Huck, Principal at Mahone Middle School effective July 1, 2012;
- Steven Germain as Assistant Principal at Mahone Middle School effective July 1, 2012;
- Brett Basley as Assistant Principal at Washington Middle School effective August 1, 2012;
- Betzaida Gomez as Dual Language Principal at EBSOLA effective August 1, 2012; and
- Paris Echoles as the Coordinator of Student Engagement and Equity effective July 30, 2012.

Mrs. Taube moved to approve the Administrative and Supervisory Appointments as presented. Ms. Stevens seconded the motion. Unanimously approved.

There was no Legislative Report.

There was one view and comment by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent’s Report.
The Board then considered the following Consent-Approve items:

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

Consent-Approve item IX-B – Minutes of 7/24/12 Regular Meeting and 7/24/12 Special Meeting and Executive Session.

Consent-Approve item IX-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Ms. Heather Kraeuter, Accounting Supervisor; Mrs. Tina Schmitz, Chief Financial Officer; Mrs. Sheronda Glass, Assistant Superintendent of Business Services; and Dr. Hancock, excerpts follow:

“It is recommended that the July 2012 cash receipts deposits totaling $2,281,709.38 and cash receipt wire transfers-in totaling $3,426,839.06, be approved.

Check numbers 485104 through 485459 totaling $2,096,244.50, and general operating wire transfers-out totaling $832,937.79, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2012 net payroll and benefit EFT batches totaling $12,623,641.55 and net payroll check batches totaling $24,306.36, be approved.”

Mrs. Taube moved to approve the consent agenda as presented. Ms. Stevens seconded the motion. Unanimously approved.

Mrs. Schmitz presented Policies/Rules 3110, 3112, 3121, 3230, and 3240 submitted by Mrs. Schmitz and Dr. Hancock, excerpts follow:

“Kenosha Unified School District Policies/Rules, 3110 Annual Operating Budget, 3112 Budget Administration, 3121 Financial Accounting, 3230 Borrowing, Bonds and Promissory Notes, and 3240 Investments all are due for updated information. As part of the District’s transformation design, all policies and procedures that impact the finances of the District are considered for improvement in an effort to tighten controls and improve processes.

Policy/Rule 3110 - Annual Operating Budget - Aside from personnel title updates, the proposed changes bring the policy in alignment to current financial, budgeting and planning practices. The proposal includes eliminating the detailed Annual Operating Budget Calendar in its entirety. Each year the budget calendar, budget process and parameters are presented to the board during regular updates or presentations on the budget. The process and calendar are also discussed in the annual Budget Book. While timing is fairly consistent, some task items may vary due to new state laws or initiatives in place where the calendar is updated accordingly to meet all deadlines.

Policies/Rules 3112, 3121, 3230, and 3240 - The major update to these policies reflects a personnel title change and minor adjustments for current practices.
Administration reviewed the proposed changes to the above policies with the Personnel/Policy and Audit, Budget and Finance Committees at their August 14, 2012 meeting and agreed to forward the changes in Policies/Rules 3110, 3112, 3121, 3230 and 3240 to the full Board for a first and second reading at its August 28, 2012 and September 25, 2012 regular meetings."

Mr. Bryan moved to approve the changes in Policies/Rules 3110, 3112, 3121, 3230 and 3240 as a first reading. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 7:33 P.M.

Stacy Schroeder Busby
School Board Secretary
A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 12, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 12, 2012 at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for the public hearing on the proposed 2012-13 District budget.

The meeting was called to order at 7:04 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder.

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.

Mr. Bryan offered brief comments regarding the proposed 2012-13 District budget.

Mrs. Tina Schmitz, Chief Financial Officer, gave a presentation regarding the District’s 2012-13 budget which included information on the 2012-13 financial priorities, budget variables, KUSD fund structure, student enrollment trends, per student revenue, revenue limit calculation, revenue limit history, tax levy history, tax levy comparison, how your dollar is spent, 2012-13 budget assumptions, Moody’s bond rating, transformation progress, and how the budget supports the plan.

There were citizen comments regarding the proposed 2012-13 budget.

Meeting adjourned at 7:49 P.M.

Stacy Schroeder Busby
School Board Secretary
ANNUAL MEETING OF ELECTORS
OF THE KENOSHA UNIFIED SCHOOL DISTRICT
HELD SEPTEMBER 12, 2012

The annual meeting of the Kenosha Unified School District was held on Wednesday, September 12, 2012 at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy.

Mrs. Mary Snyder, School Board President, called the meeting to order at 7:50 P.M. and opened nominations for chairperson of the meeting.

Ms. Kathleen Lusiak nominated Mr. Eric Olson for chairperson. Mr. Dennis Flath seconded the motion.

Mr. Mark Modory nominated Mr. Scott Barter for chairperson. Mr. Bruce Taylor seconded the motion.

Mr. Robert Nuzzo nominated Mrs. Mary Snyder as chairperson. Ms. Pamela Stevens seconded the motion.

A show of hands voting on the nominations was held and Mrs. Snyder was elected chairperson.

Mrs. Snyder asked for a motion to approve the Rules of Order.

Mr. Carl Bryan moved to approve the Rules of Order as contained in the Agenda. Ms. Pamela Stevens seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion to approve the Agenda.

Ms. Pamela Stevens moved to approve the Agenda as contained in the packet. Ms. Rebecca Stevens seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion regarding salaries for School Board members.

Ms. Jennifer Burns moved that the Kenosha Unified School District Board of Education work closely and effectively with the Kenosha Education Association to complete a fair and equitable employee handbook for all Kenosha Unified School District represented groups consistent with the existing collective bargaining agreements by May 1, 2013. Mrs. Snyder ruled the motion out of order.

Ms. Joyce Behlke moved that School Board members continue to be paid $4,500 per year and that a limit of $60 continued to be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Ms. Sally Heideman seconded the motion. There was a show of hands, motion carried.
Mrs. Snyder asked for a motion regarding reimbursement of School Board members’ expenses.

Ms. Joyce Behlke moved that School Board members be reimbursed for actual and necessary expenses incurred when traveling in the performance of their duties as a member of the School Board. Ms. Pamela Stevens seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion regarding the approval of the 2012-13 tax levy.

Mr. Dennis Flath moved to approve the 2012-2013 tax levy at the maximum allowed by the State. Ms. Barbara Meyocks seconded the motion.

Mr. Greg Retzlaff moved to amend the motion to approve the tax levy not to exceed the maximum allowed by the State. Mr. John Infonte seconded the amendment.

Mr. William Hittman moved to call the question. Mr. Sam Martin seconded the motion. There was a show of hands, motion carried.

There was a show of hands on Mr. Retzlaff’s amendment to the motion to approve the tax levy not to exceed the maximum allowed by the State, motion failed.

There was a show of hands on Mr. Flath’s original motion to approve the tax levy at the maximum allowed by the State, motion carried.

Mrs. Snyder asked for a motion authorizing the School Board to establish the date for the 2013 annual meeting.

Mr. Dennis Flath moved to establish the date of May 15th for the District’s Annual Meeting. Ms. Barbara Meyocks seconded the motion. There was a show of hands, motion failed.

Ms. Pam Stevens moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Ms. Raydene Edenhofer seconded the motion. There was a show of hands, motion carried.

Ms. Pam Stevens moved to adjourn the meeting. Ms. Jennifer Burns seconded the motion. There was a show of hands, motion carried.

Meeting adjourned at 8:15 P.M.

Stacy Schroeder Busby  
School Board Secretary
A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 12, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 12, 2012 at 7:45 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for Discussion/Action on the 2012-2013 Short Term Borrowing.

The meeting was called to order at 8:24 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder.

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. Tina Schmitz, Chief Financial Officer, and Brett Weeden, representative from PMA Financial Network, Inc., presented the 2012-2013 Short Term Borrowing submitted by Mrs. Schmitz, and Dr. Hancock, excerpts follow:

“Due to the timing of the receipt of the majority of school districts’ funding (State Aid and Tax Levy), there are periods throughout the year when expenditures payable are greater than cash on hand. In these cases, short-term borrowing is required to meet the District’s current obligations. Last fall, the Board of Education approved authorization for issuance and sale of revenue anticipation promissory notes for $49 million. Based on the results of the 2011-2012 fiscal year and our anticipated revenues and expenditures for the 2012-2013 fiscal year, our short-term borrowing needs are projected to be around $46 million for this fiscal year.

Attachment A is a monthly summary of the 2012-2013 cash flow projection that has been reviewed by the District’s financial advisor, PMA, and shows the District’s projected cash flow shortfalls and supports the need to borrow funds. The document shows that November has the greatest month-end cash flow deficit.

Attachment B is a daily projection of the anticipated revenues and expenditures for November and shows that November 27th has the greatest cash flow deficit for the year. The deficit is projected to be $44,526,020. The following Monday, the State is scheduled to provide the 2nd of the five (5) state aid payments for the 2011-2012 school year.

Attachment C is a draft resolution that will be presented to the Board to authorize the borrowing. Like last year, the District is plans to repay a portion of the $46 million in February. This is when the 2nd tax levy payment is scheduled to be received. This action will reduce the District’s overall interest cost of the debt service. The Tax and
Revenue Anticipation Promissory Notes (TRANs) are scheduled to be sold on September 12, 2012.

Attachment D is a recent Moody’s report. The District had the promissory notes rated this year. Moody’s Investors Service has assigned a MIG 1 rating (highest rating available on short-term borrowing) to the $46,000,000 promissory notes. This rating expands the District’s ability to sell the notes outside of a private placement, and is expected to save the District approximately $60,000 in interest expense.

Administration recommends that the Board approve the authorization for issuance and sale of the revenue anticipation promissory notes for $49 million.”

Mr. Nuzzo moved to approve the authorization for issue and sale of the revenue anticipation promissory notes for $49 million. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 8:30 P.M.

Stacy Schroeder Busby
School Board Secretary
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Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
September 25, 2012

### CASH RECEIPTS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Total</th>
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<tr>
<td>WI Department of Public Instruction</td>
<td>$2,073,339.49</td>
</tr>
<tr>
<td>District Municipalities</td>
<td>20,904,931.80</td>
</tr>
<tr>
<td>Johnson Bank</td>
<td>105.46</td>
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<tr>
<td>Bankcard Services</td>
<td>10,029.29</td>
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<tr>
<td>Wind River Financial</td>
<td>18,611.23</td>
</tr>
<tr>
<td>Meridian Bank (RevTrak)</td>
<td>249,774.69</td>
</tr>
<tr>
<td>Retired &amp; Active Leave Benefit Participants</td>
<td>40,340.88</td>
</tr>
<tr>
<td>HHS</td>
<td>166,928.94</td>
</tr>
<tr>
<td>Various Sources</td>
<td>9,766.26</td>
</tr>
<tr>
<td><strong>Total Incoming Wire Transfers</strong></td>
<td>$23,473,828.04</td>
</tr>
</tbody>
</table>

**August 2012 Deposits to Johnson Bank - All Funds:**

- General operating and food services receipts (excluding credit cards) $790,849.79

**TOTAL AUGUST CASH RECEIPTS** $24,264,677.83

### CASH DISBURSEMENTS

<table>
<thead>
<tr>
<th>Reference</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>WI Department of Revenue</td>
<td>557,526.92</td>
</tr>
<tr>
<td>IRS</td>
<td>2,505,837.12</td>
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<tr>
<td>Diversified Benefits Services</td>
<td>15,617.23</td>
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<tr>
<td>Diversified Benefits Services</td>
<td>40,380.05</td>
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<tr>
<td>Employee Trust Funds WRS</td>
<td>917,446.26</td>
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<tr>
<td>Delta Dental WI</td>
<td>86,003.42</td>
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<tr>
<td>FICA Alternative</td>
<td>2,808.83</td>
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<tr>
<td>Burkwald &amp; Associates</td>
<td>26,665.50</td>
</tr>
<tr>
<td>Various</td>
<td>325,316.69</td>
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<tr>
<td><strong>Total Outgoing Wire Transfers</strong></td>
<td>$11,683,984.81</td>
</tr>
</tbody>
</table>

**August 2012 Check Registers - All Funds:**

- Net payrolls by paper check Register# 01916-DP, 01016-DP, 01017-DP $6,768.79
- General operating and food services Check #485460 thru Check #486085 $12,324,509.73

**TOTAL CHECK Registers** $12,331,278.52

**TOTAL AUGUST CASH DISBURSEMENTS** $24,015,263.33
**Administrative Recommendation**

It is recommended that the August 2012 cash receipts deposits totaling $790,849.79 and cash receipt wire transfers-in totaling $23,473,828.04, be approved.

Check numbers 485460 through 486085 totaling $12,324,509.73, and general operating wire transfers-out totaling $170,592.89, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2012 net payroll and benefit EFT batches totaling $11,513,391.92, and net payroll check batches totaling $6,768.79, be approved.

Dr. Michele Hancock  
Superintendent of Schools

Tina M. Schmitz  
Chief Financial Officer

Heather J. Kraeuter, CPA  
Accounting Supervisor
Policies/Rules 3110, 3112, 3121, 3230, 3240
Second Reading

Kenosha Unified School District Policies/Rules, 3110 Annual Operating Budget, 3112 Budget Administration, 3121 Financial Accounting, 3230 Borrowing, Bonds and Promissory Notes, and 3240 Investments all are due for updated information. As part of the District’s transformation design, all policies and procedures that impact the finances of the District are considered for improvement in an effort to tighten controls and improve processes.

Policy/Rule 3110 Annual Operating Budget
Aside from personnel title updates, the proposed changes bring the policy in alignment to current financial, budgeting and planning practices. The proposal includes eliminating the detailed Annual Operating Budget Calendar in its entirety. Each year the budget calendar, budget process and parameters are presented to the board during regular updates or presentations on the budget. The process and calendar are also discussed in the annual Budget Book. While timing is fairly consistent, some task items may vary due to new state laws or initiatives in place where the calendar is updated accordingly to meet all deadlines.

Policies/Rules 3112, 3121, 3230, and 3240
The major update to these policies reflects a personnel title change and minor adjustments for current practices.

Administrative Recommendation

Administration reviewed the proposed changes to the above policies with the Personnel/Policy and Audit, Budget and Finance Committees at their August 14, 2012 meeting and agreed to forward said changes to the full Board. The Board approved the proposed changes at their first reading on August 28, 2012. There have been no other recommendations or changes. Administration recommends that the Board approve these changes at its second reading, September 25, 2012.

Dr. Michele Hancock       Tina M. Schmitz
Superintendent of Schools  Chief Financial Officer
The School Board shall establish an annual operating budget in accordance with state law. This budget is the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities of the District. The purpose of the annual operating budget is to identify financial resources for the educational programs of the District and to provide a basis for accountability in fiscal management. Budgets will be developed to include funds categorized under the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

The Superintendent of Schools and staff will assume responsibility for the preparation of the budget for presentation and review by the Board. The budget shall be developed in accordance with established guidelines and within the time frame outlined in the annual decision-making and budget calendar.

The Board shall hold a public hearing on the proposed budget and annual meeting with sufficient advance notice. The Assistant Superintendent of Business Services Chief Financial Officer shall be responsible for providing this notice and for publishing a summary of the proposed budget in accordance with state law requirements. The Board shall adopt the final operating budget at a Board meeting held after the budget hearing and annual meeting, but no later than November 1st of each year.

Following adoption, the Assistant Superintendent of Business Services Chief Financial Officer shall be responsible for the administration of the budget in accordance with state law and District policies. The Board expects the administrative staff to manage the District within the budget amounts established for their particular school, department, or program.

LEGAL REF.: Wisconsin Statutes
Sections 65.90 (School district) budgets 125.08(1) (Annual meeting) 120.10 (Annual meeting powers) 120.11(3) Board review of district accounts/report to annual meeting)

CROSS REF.: Exhibit 3110 Annual Operating Budget (Calendar)
ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: February 14, 1995
   December 17, 1996
   March 24, 1998
   November 9, 1999
   November 26, 2002
   October 28, 2003
   December 18, 2007
The District shall adhere to the following guidelines and decision-making procedures and develop an annual budget based on the annual identified budget calendar. The following administrative decision-making and budget development responsibilities shall be completed according to the prescribed time frame.

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

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

C. Budget Review/Adoption
   1. The Superintendent shall review the proposed budget with the Board according to the time line listed on the annual operating budget calendar. The District will account for all eligible activities within the community service fund 80. Administration will annually designate the services/programs that are eligible. A fiscal note report will be attached to recommendations for new programs or revisions of existing programs.
   2. Community budget reviews will also be conducted according to the time line listed on the annual operating budget calendar.
   3. A summary of the proposed budget, notice of the place where the detailed budget may be examined, and notice of the time and place of the public hearing on the proposed budget will be published as a Class I notice (one insertion) at least 10 days prior to the time of the public hearing on the budget and the annual meeting. The Executive Director of Business Services Chief Financial Officer is responsible to the Superintendent for providing this notice.
4-3. The budget hearing and annual meeting shall be conducted in accordance with state law. Only those residents of the Kenosha Unified School District who attend may speak, make or second motions, and vote at the annual meeting of the District electors.

5-4. The Board shall, after the public hearing and annual meeting, adopt the annual operating budget for the District by **November 1st of each year**. Certification of the tax levy required by the budget shall be made to the clerks of the District’s municipalities, in accordance with state law. The **Executive Director of Business Services Chief Financial Officer** will prepare the necessary tax levy certification forms for the signature of the School District Clerk and deliver them to the appropriate municipal clerks.

6-5. Following adoption of the budget, the Finance Office shall prepare and distribute copies of **publish** the adopted budget and supporting detail as soon as possible.

D. Budget Implementation

1. The **Executive Director of Business Services Chief Financial Officer** will be responsible to the Superintendent for the supervision of the adopted budget.
**RULE 3110**

**ANNUAL OPERATING BUDGET (CALENDAR)**

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>ACTION</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Projections</td>
<td>Administrative review of enrollment projections by-building</td>
<td>Exec. Dir. of Ed. Accountability</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>School Board review of historical and projected enrollments</td>
<td>Exec. Dir. of Ed. Accountability</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Third Friday Count and enrollment report sent to DPI</td>
<td>Exec. Dir. of Ed. Accountability</td>
<td>September</td>
</tr>
<tr>
<td>Staff Allocations</td>
<td>Building administrators develop tentative staffing and class organizational pattern—elementary/secondary/Special Education</td>
<td>Exec. Dir. of Human Resources</td>
<td>December</td>
</tr>
<tr>
<td>Staff Allocations AST</td>
<td>Board/Superintendent set in motion to comply with state statute 118.24 contract renewal of ASTs</td>
<td>Superintendent</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Board review of possible allocation needs based on enrollment projections</td>
<td>Exec. Dir. of Human Resources</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Board non-renewal processes set in motion to comply with the BOE/KEA agreement and state statutes as well as to develop an operational plan with the (potentially) available budgetary funds</td>
<td>Exec. Dir. of Human Resources</td>
<td>January-February</td>
</tr>
<tr>
<td></td>
<td>Administrative team development of budget first drafts</td>
<td>Exec. Dir. of Business Services</td>
<td>January-March</td>
</tr>
</tbody>
</table>

<p>| Budget               | Board of Education review of budget timetable                           | Exec. Dir. of Business Services        | November      |
|                      | Board review of tentative summer school plan and budget for the next summer | Exec. Dir. of Instructional Services    | November      |
|                      | Staff review of budget guidelines, instructions and forms               | Exec. Dir. of Business Services         | December      |
|                      | Distribution of budget preparation instructions and forms to schools/departments and budget managers | Exec. Dir. of Business Services         | January       |
|                      | Board review of preliminary budget assumptions                          | Exec. Dir. of Business Services         | January       |
|                      | Budget preparation input complete                                       | Exec. Dir. of Business Services         | February      |</p>
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>ACTION</th>
<th>PERSON(S) RESPONSIBLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative reviews/adjustments of budget</td>
<td>Exec. Dir. of Business Services</td>
<td>February-April</td>
<td></td>
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<tr>
<td>Administrative compilation of District budget</td>
<td>Exec. Dir. of Business Services</td>
<td>March-May</td>
<td></td>
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<tr>
<td>Review of Budget Assumptions</td>
<td>Exec. Dir. of Business Services</td>
<td>March-July</td>
<td></td>
</tr>
<tr>
<td>Board—community budget reviews</td>
<td>Exec. Dir. of Business Services</td>
<td>April-June</td>
<td></td>
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<tr>
<td>Board completion of budget reviews and final action</td>
<td>Exec. Dir. of Business Services</td>
<td>April through adoption in July</td>
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</tr>
<tr>
<td>Annual Meeting</td>
<td>Exec. Dir. of Business Services</td>
<td>September</td>
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<tr>
<td>Spending Authority Resolution</td>
<td>Exec. Dir. of Business Services</td>
<td>June</td>
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<tr>
<td>Preliminary Budget Adoption</td>
<td>Exec. Dir. of Business Services</td>
<td>July</td>
<td></td>
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<tr>
<td>Formal Budget Adoption</td>
<td>Exec. Dir. of Business Services</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>Certify Tax Levy (by state statute, the final date the Board can adopt a tax levy)</td>
<td>Exec. Dir. of Business Services</td>
<td>November 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Submit Certified Tax Levy to Municipalities</td>
<td>Exec. Dir. of Business Services</td>
<td>November</td>
<td></td>
</tr>
<tr>
<td>Budget Report due to DPI</td>
<td>Exec. Dir. of Business Services</td>
<td>November</td>
<td></td>
</tr>
<tr>
<td>Fiscal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board authorize a licensed accountant to audit the School District accounts and to certify the audit</td>
<td>Exec. Dir. of Business Services</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>File a financial audit statement with the DPI and the State Superintendent and provide a copy to the Board</td>
<td>Exec. Dir. of Business Services</td>
<td>September 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Board to receive the final audit report from the auditors</td>
<td>Exec. Dir. of Business Services</td>
<td>November</td>
<td></td>
</tr>
</tbody>
</table>
POLICY 3112
BUDGET ADMINISTRATION

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: March 24, 1998
June 12, 2001
October 22, 2002
October 28, 2003
March 22, 2005
December 18, 2007
RULE 3112
BUDGET ADMINISTRATION

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

Administering Capital Appropriations

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

All capital appropriation budgets must maintain a three year plan that shall be reviewed, amended and approved by the Superintendent or designee as necessary as part of the annual budget process. The Executive Director of Business Services Chief Financial Officer shall establish guidelines in the development of such plans and approve changes throughout the year that have a financial impact on the District do not exceed $5,000 or 10%, whichever is greater of the annual plan being amended. Any plan modifications over this amount require the approval of the Superintendent.

All budgeted and planned capital appropriations must be made by January 1st of each budget year.
The Assistant Superintendent of Business Services Chief Financial Officer shall be responsible for maintaining accurate and current financial accounts for the District and making necessary changes to those accounts. The accounts shall be maintained to meet the needs of the District. In addition to providing financial information for the District, the accounts will also provide necessary information for state and federal reports and for budgeting purposes.

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

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

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

CROSS REF.: 3110 Annual Operating Budget
3112 Budget Administration
3122 Accounts Receivable
3124 Annual Financial Audit
3240 Investments
3430 Payments for Supplies, Equipment and Services
3440 Fixed Charges
3800 District Asset Management
WUFAR Accounting Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003
December 18, 2007
The Executive Director of Business Services **Chief Financial Officer** shall be responsible for providing the School Board, administrators and supervisory staff with monthly financial reports. The financial reports will show the appropriated amount for each District financial account, the expenditure to date, encumbrances and the account balance. These reports will be prepared as soon after the close of the month as possible.
POLICY 3230
BORROWING, BONDS AND PROMISSORY NOTES

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

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

REVISED: October 28, 2003
December 18, 2007
RULE 3230
BORROWING, BONDS AND PROMISSORY NOTES

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

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

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

a. The designation of paying agent may be specifically made in the bond prospectus or left to the discretion of the successful bidder.

b. The disbursement of funds from a bond issue will be limited to a period ending one year prior to the last principal payment on that particular bond issue. At the end of the period, all remaining funds in the bond issue shall be placed in the sinking fund for payment of principal and interest on that bond issue.
POLICY 3240
INVESTMENTS

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

LEGAL REF.:
Wisconsin Statutes
Sections 66.0603 [Investments]
120.12(1) [Board duty; designation of depositories for district funds]
120.16(5) [Interest derived from district funds paid to district treasury]

CROSS REF.:
3110 Annual Operating Budget
3121 Financial Accounting
3310 Depository of Funds
3321 Student Activity Funds

ADMINISTRATIVE REGULATIONS: None

APPROVED: August 24, 1999

REVISED: May 22, 2001
July 23, 2002
October 28, 2003
December 18, 2007
March 23, 2010
RULE 3240
INVESTMENTS

1. All District investments will be made in compliance with Wisconsin state law with those institutions registered to do business in the State of Wisconsin. Authorized investment instruments categories are:
   a. Certificates of Deposit
   b. Federal government bonds and securities guaranteed as to principal and interest by the federal government
   c. Federal government agency bonds and securities
   d. Repurchase agreements that are collateralized by federal government bonds and securities, or federal government agency bonds and securities. If the market value of the bonds or securities fall below the repurchase price, additional collateral must be provided
   e. Commercial securities of the highest or second highest rating
   f. State of Wisconsin Local Government Investment Pool
   g. Wisconsin School District Liquid Asset Fund

2. The District shall diversify its investments by category and institution. With the exception of government and agency securities, guaranteed investment contracts, and insured certificates of deposit, no more than 50 percent of the District’s total investment portfolio; i.e., 1.a.-g., shall be invested in a single category and no more than 33 percent may be with one issuer within a category. No more than $500,000 of uninsured certificates of deposit shall be invested in any single financial institution at a time.

3. The District’s working capital funds will be maintained in School Board approved public depositories and shall not exceed 20% of the District’s cash, except for state aid payments that may be maintained in a working depository on a temporary basis, until the appropriate investment vehicle is determined.

4. All District debt service funds will be made in compliance with Wisconsin state law. Authorized investment instruments are:
   a. Direct obligations of the federal government
   b. State of Wisconsin Local Government Investment Pool

5. Investments that are not part of the District’s operating, debt service and capital project funds that are placed outside of the District’s approved public depositories and not listed in number 1 above (except for 1.e. above) may only be considered if it meets the following criteria. The Securities must be reviewed by an independent Financial Advisor experienced with such securities who will not receive compensation based on the District purchasing the proposed investment. The Advisor will evaluate the risk of the investment, review all documents relating to the investment and ensure that the investment meets the intent of this policy prior to being presented to the Board of Education for approval.

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

The Executive Director of Business Services Chief Financial Officer is further authorized to execute, in the Board’s name, any and all documents relating to the investment program in a timely manner.

Reporting
The Executive Director of Business Service Chief Financial Officers/designee, shall maintain a detailed list of all investments. A written report of the status of all investments shall be made quarterly to the Board.
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WAIVER OF POLICY 1330 – USE OF DISTRICT FACILITIES

The National Alliance on Mental Illness (NAMI) Kenosha County, Inc. is requesting a waiver of user rental fees for the Reuther High School auditorium on Saturday, September 15, 2012 for a performance of *Pieces in My Own Voice* which depicts the lives of people living with mental health diagnosis.

NAMI performed *Pieces* last year on October 5th and felt it was very well received and helped educate the community about mental illness; therefore, NAMI is once again asking for waiver of user rental fees.

The estimated user rental fee being requested to be waived for use of the Reuther auditorium is $288.00. The estimated custodial fee is $117.99 which will not be waived and will be the responsibility of NAMI as there is no custodial coverage on that date and the District would have to have a custodian open, clean, and close the auditorium for their performance. The $20.00 permit filing fee has been paid.

Board Policy 1333, Facility Charges, states that the Board retains the right to waive or adjust any fees associated with use of District facilities; therefore, the following recommendation is being brought forward for consideration.

RECOMMENDATION

At its September 11, 2012 meeting, the Audit/Budget/Finance Committee voted to forward this waiver request to the full Board for approval. Administration recommends that the Board approve of the request from NAMI Kenosha County for waiver of user rental fees in the estimated amount of $288.00 for the use of the Reuther High School auditorium on Saturday, September 15, 2012 for a performance of *Pieces in My Own Voice*.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Executive Director of Business Services
DATE: August 7, 2012

FROM: NAMI-Kenosha County

TO: KUSD School Board
c/o Kathy DeLabio
3600-52nd Street
Kenosha, WI 53144

SUBJECT: Waiver on Rental Fee for Reuther Central High School Auditorium

On behalf of the National Alliance on Mental Illness (NAMI) Kenosha County, I am requesting a waiver on the rental fee for Reuther Central High School Auditorium on September 15, 2012. Once again, NAMI Kenosha County is sponsoring a performance of Pieces In My Own Voice. Pieces is written and produced by Brenda Wesley of NAMI Greater Milwaukee. The thought provoking theatrical production depicts the lives of people living with a mental health diagnosis. The audience can experience the darkness of stigma and the light of recovery. The performance will begin at 7 PM and a Q&A session following the performance at approximately 8 PM. There is no charge for admission and the program is open to the public. The October 5, 2011 performance of Pieces was very well received and we are very excited to be able to offer it again.

Mental Health Awareness is so important and Pieces this is an excellent way to help educate the public about mental illness. As you know, we are an all volunteer organization whose reliance on the generosity of the community and friends of NAMI make it all possible. This is our 29th year of consecutive, all volunteer service to the community. Our mission is to improve the quality of life for folks affected with mental illness here in Kenosha County. We do this through education, support, and advocacy while promoting recovery and fighting stigma associated with mental illness.

Thank you again for your consideration of this waiver request. Please let me know if there are any questions. We look forward to your continued support.

Sincerely,

Jack Rose, President
NAMI-Kenosha County
(262-605-9038)
KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin  

September 25, 2012  

DONATIONS TO THE DISTRICT  

The District has received the following donations:  

1. David Fricke from Creative Advertising donated labor and materials for PBIS signage at Indian Trail High School and Academy. The value of this donation is unknown.  

2. Jockey International, Inc. donated 500 t-shirts to Somers Elementary School. The value of this donation is unknown.  

3. The Haidian Experimental Middle/High School, Kenosha Unified School District's partner school in Beijing, China, donated a set of twenty-five Travel Around China DVDs to the IMC for use in the District's classrooms. The value of this donation is unknown.  

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 1400, 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  

September 25, 2012  

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

September  

• September 4, 2012 – First Day of School for Students  
• September 11, 2012 - Standing Committee Meetings in ESC Board Room  
• September 12, 2012 – Public Hearing on Budget/Annual Meeting of Electors/Special School Board Meeting – 7:00 P.M. in Indian Trail High School & Academy Auditorium  
• September 25, 2012 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room  

October  

• October 9, 2012 – Standing Committee Meetings in ESC Board Room  
• October 23, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room  
• October 25-26, 2012 – Teachers’ Convention – No School for Students. ESC Closed on 10/26/12