

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



## **REGULAR MONTHLY BOARD MEETING**

**REVISED**

**September 27, 2011**

**7:00 P.M.**

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



- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
  - Edward Bain School of Language and Art English Battle of the Books Tournament Winners
- 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 8/23/11, 8/30/11 And 9/13/11 Special Meetings and Executive Sessions, 8/23/11 Regular Meeting, 8/16/11, 8/30/11 and 9/19/11 (2) Special Meetings, And 9/19/11 Annual Meeting of Electors ..... Pages 3-16
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers .... Pages 17-18
  - D. Consent/Approve Policy/Rule and Administrative Regulations (A & B) 1213 Web Page Publication ..... Pages 19-27 (Second Reading)

SCHOOL BOARD AGENDA

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XI. Old Business

A. Discussion/Action Kenosha eSchool Charter  
Contract Renewal ..... Pages 28-45

B. Discussion/Action Refinancing of Taxable G.O.  
Refunding Bonds,  
Series 2002B ..... Pages 46-47

XII. New Business

XIII. Other Business as Permitted by Law  
Tentative Schedule of Reports, Events and Legal  
Deadlines For School Board (September-October) ..... Page 48

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

XV. Adjournment

The Human Resources recommendations regarding the following actions:

Action	Board Date	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Step / Level	Letter or Contract
Appointment	9/13/11		Instructional	Mogensen	Bryan	Bradford High School	Physical Education	8/29/11	0	\$34,278.28	Appointment	B Step 3	Letter
Resignation	9/13/11		Instructional	Washington	Sandra	Lincoln Middle School	C.B.D.	8/15/11	6	\$71,166.00	Resignation/Personal	M24 Step 15	Contract
Resignation	9/13/11		Instructional	Dillion	Jill	Title 1/P5/ Bilingual	Secondary Level Corrections	8/12/11	3	\$58,664.00	Resignation/Personal	B24 Step 14	Contract
Appointment	9/13/11		Instructional	DeShaney	Joel	McKinley Middle School	Technology Education	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	9/13/11		Instructional	Revolinski	Abbey	Harborside Academy	CC Special Education	8/29/11	5	\$47,491.00	Appointment	M6 Step 6	Letter
Appointment	9/13/11		Instructional	Stempin	Jason	McKinley Middle School	Special Education Teacher	8/29/11	4	\$44,771.00	Appointment	M Step 5	Letter
Appointment	9/13/11		Instructional	Stenson	Joanna	Indian Trail	Italian	8/29/11	5	\$21,600.54	Appointment	B Step 6	Letter
Appointment	9/13/11		Instructional	Swanson	David	Indian Trail	Chemistry	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	9/13/11		Instructional	Guido	Silvana	Bradford High School	Nurse	8/29/11	13	\$56,517.00	Appointment	B Step 14	Letter
Appointment	9/13/11		Instructional	Wieszort	Mollie	Nash Elementary School	CDS Special Education	8/29/11	5	\$43,641.00	Appointment	B12 Step 6	Letter
Appointment	9/13/11		Instructional	Tuttle	Diane	Nash Elementary School	CDS Special Education	8/29/11	14	\$74,693.00	Appointment	M30 Step 15	Letter
Resignation	9/13/11		Service	Daniels	John	Washington Middle School	Night Custodian	8/15/11	11	\$42,640.00	Resignation		
Appointment	9/13/11		Administration	Daniels	John	Facilities Department	Facilities Specialist	8/16/11	0	\$53,323.00	Appointment		
Resignation	9/13/11		Instructional	Gilliland-Frykman	Jamie	Bose Elementary School	4K	8/8/11	3	\$40,071.00	Resignation/Personal	B05 Step 05	Contract
Resignation	9/13/11		ESP	Lumley	Jill	Head Start	Special Education	8/3/11	4	\$14.13	Resignation/Personal		Contract
Resignation	9/13/11		Instructional	Dowe	Dana	Fine Arts	Art	7/29/11	3	\$39,473.00	Resignation/Personal	B Step 05	Contract
Resignation	9/13/11		Instructional	Hill	Miranda	Stocker Elementary	Intervention Specialist (ARRA)	7/25/11	1	\$21,670.76	Resignation/Personal	B6 Step 06	Contract
Appointment	9/13/11		Miscellaneous	Hodges	Shauna	Bradford High School	Student Engagement Specialist	8/29/11	0	\$43,867.00	Appointment		Contract
Appointment	9/13/11		Instructional	Lux	Jessica	Indian Trail	LAP Senior ESL	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	9/13/11		Instructional	Aquino	Nicole	Lincoln Middle School	LAP Middle ESC	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Appointment	9/13/11		Instructional	Moreno	Michael	Lance Middle School	LAP Middle ESC	8/29/11	3	\$38,959.00	Appointment	B Step 4	Letter
Resignation	9/13/11		Instructional	Hood	Bridget	Bradford High School	F.A.C.E.	7/19/11	1	\$36,174.00	Resignation/Personal	B Step 3	Contract
Appointment	9/13/11		Instructional	Gomez	Sarah	Bradford High School	LAP Senior ESL	8/29/11	5	\$44,926.00	Appointment	B24 Step 6	Contract
Appointment	9/13/11		Instructional	Robinson	Jennifer	Bullen Middle School	LAP Middle ESC	8/29/11	10	\$64,044.00	Appointment	M30 Step 11	Contract
Leave of Absense	9/13/11		Supervisory	Hochevar	Lisa	Food Services	Food Ser.Prod. Mngr	8/17/11	3	\$63,125.00	Child Rearing	AST/04/04	Contract
Leave of Absense	9/13/11		Instructional	Onsager	Ashley	Grant Elementary	Grade 2	8/29/11	4	\$41,120.00	Child Rearing	B Step 6	Contract
Resignation	9/13/11		Instructional	Bishop	Tia	Teaching and Learning	Talent Development Ininerant	8/11/11	4	\$66,748.00	Resignation/Personal	M06 Step 15	Contract
Appointment	9/13/11		Miscellaneous	Koessl	Ryan	Business/Finance	Accounts Receivable Specialist	9/6/11	0	\$46,745.00	Appointment		Contract
Appointment	9/13/11		Instructional	Schemel	Maryellen	Special Education/Student Support	School Psychologist	8/29/11	9	\$27,678.00	Appointment	M Step 10	Letter
Appointment	9/13/11		Instructional	Venne	Robert	Tremper High School	Science	8/29/11	0	\$39,524.00	Appointment	B+24 Step 3	Letter
Appointment	9/13/11		Instructional	Beam	Clinton	Tremper High School	Math	8/29/11	3	\$28,315.98	Appointment	M Step 4	Letter
Appointment	9/13/11		Instructional	Rosillo	Carlos	Bullen Middle School	Grade 7/8 Bilingual	8/29/11	6	\$51,809.00	Appointment	M+18 Step 7	Letter
Appointment	9/13/11		Instructional	Landwehr	Luke	Lance Middle School	Self-Contained EBD Special Education	8/29/11	6	\$45,388.00	Appointment	B+12 Step 7	Letter
Appointment	9/13/11		Instructional	Roberts	Christopher	Special Education/Student Support	School Psychologist	8/29/11	11	\$66,709.00	Appointment	M+30 Step 12	Letter
Appointment	9/13/11		Instructional	Azmus	Scott	Tremper High School	Science	8/29/11	13	\$61,935.00	Appointment	B+24 Step 14	Letter
Appointment	9/13/11		Instructional	Johnson	Allison	Indian Trail	ROTC Business	8/29/11	10	\$50,849.00	Appointment	B Step 11	Letter
Appointment	9/13/11		Instructional	Singer	Kristen	Lincoln Middle School	Theater Arts	8/29/11	4	\$27,240.19	Appointment	B Step 5	Letter
Appointment	9/13/11		Instructional	Neururer	Kathleen	eSchool	CC Special Education	8/29/11	14	\$29,877.20	Appointment	M+30 Step 14	Letter
Appointment	9/13/11		Instructional	Sanborn-Novickas	Patricia	Dimensions of Learning	Art	8/29/11	3	\$15,583.60	Appointment	B Step 4	Letter
Appointment	9/13/11		Instructional	McKinnie	Dionne	Indian Trail	FACE	8/29/11	7	\$45,754.00	Appointment	B Step 7	Letter
Resignation	9/13/11		Instructional	Moss	Allison	Bradford High School	Math	8/24/11	1	\$36,174.00	Resignation/Personal	B Step 3	Contract
Resignation	9/13/11		Instructional	White	Deborah	Edward Bain School of Language&Art	Grade 2 (Sage)	8/25/11	10	\$60,131.00	Resignation/Personal	B24 Step 14	Contract
Appointment	9/13/11		Miscellaneous	Pace	Denise	Brompton	Student Support Specialist	8/25/11	0	\$15.64	Appointment		Contract
Appointment	9/13/11		Instructional	Goyette	Daniel	Reuther Central High School	Science	8/29/11	5	\$42,354.00	Appointment	B Step 6	Letter
Appointment	9/13/11		Instructional	Langer	Mark	Indian Trail	Chemistry/Geo Science	8/29/11	5	\$42,354.00	Appointment	B Step 6	Letter
Appointment	9/13/11		Instructional	Regel	Sheri	Lincoln Middle School	CC Special Education	8/29/11	4	\$19,921.53	Appointment	B Step 5	Letter
Appointment	9/13/11		Instructional	Leyva	Edgar	Lincoln Middle School	Spanish	8/29/11	0	\$37,259.00	Appointment	B Step 3	Letter
Appointment	9/13/11		Instructional	Schulte	Samantha	Special Education	Speech/Language Therapist	8/29/11	0	\$41,035.00	Appointment	M Step 3	Letter
Resignation	9/13/11		Instructional	McGehee	Michelle	Bradford High School	Math	7/15/11	3	\$40,670.00	Resignation/New Job	B12 Step 5	Contract
Resignation	9/13/11		Miscellaneous	Bryant	Liliana	Vernon Elementary School	Aims Specialist	8/29/11	0	\$13.92	Resignation/Personal		Contract
Resignation	9/27/11	**	ESP	Williams	Octavia	Charles Nash Elementary School	Special Education	6/13/11	8	\$13.64	Resignation/Personal		Contract
Resignation	9/27/11	**	Instructional	Kutz	Michelle	Bradford High School	Business	6/13/11	4	\$45,277.00	Resignation/Personal	M Step 7	Contract
Appointment	9/27/11	**	ESP	Hurd	Louis	Bullen Middle School	Opportunity Center	8/31/11	0	\$14.02	Appointment		Contract
Appointment	9/27/11	**	ESP	Zielsdorf	Brian	Washington Middle School	Technology Education	8/31/11	0	\$14.02	Appointment		Contract
Appointment	9/27/11	**	ESP	Thomey	Angela	Bose Elementary School	EC	8/31/11	0	\$14.13	Appointment		Contract
Appointment	9/27/11	**	Instructional	Dinic	Zabrina	LakeView Technology Academy	CC Special Education	8/29/11	0	\$26,919.63	Appointment	B Step 3	Letter
Appointment	9/27/11	**	ESP	Linn	Louise	Harvey Elementary School	Special Education	8/31/11	0	\$13.02	Appointment		Contract
Appointment	9/27/11	**	Miscellaneous	Rodriguez	Virgen	Bradford High School	Student Support Specialist	8/25/11	0	\$15.64	Appointment		Contract
Appointment	9/27/11	**	Instructional	Livingston	Heather	Tremper High School	Science	8/29/11	0	\$37,259.00	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Instructional	Payette	John	Lance Middle School	Technology Education	8/29/11	12	\$62,188.00	Appointment	M step 13	Letter
Appointment	9/27/11	**	Instructional	Toney	Mercilie	Lincoln Middle School	EBD Special Education	8/29/11	5	\$46,635.00	Appointment	M Step 6	Letter
Appointment	9/27/11	**	Secretarial	Cullotta	Jeanne	Reuther Central High School	Library Clerical Assistant	8/29/11	0	\$12.50	Appointment		Contract
Appointment	9/27/11	**	Instructional	Van Caster	Bryanna	KTEC	Art	8/29/11	0	\$29,807.20	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Instructional	Elmore	Jamie	Jeffery/Roosevelt Elem. Schools	LAP Elementary ESL	8/29/11	10	\$55,130.00	Appointment	B+24 Step 11	Letter
Appointment	9/27/11	**	Instructional	Hill	Jennifer	Harborside Academy	Special Education Teacher	8/29/11	0	\$37,259.00	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Instructional	Wilks	Kristyn	Reuther Central High School	EL Math Teacher	8/29/11	0	\$37,259.00	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Miscellaneous	Roman	Elia	Chavez Head Start	Family Service Provider	8/30/11	0	\$14.17	Appointment		Contract
Appointment	9/27/11	**	Miscellaneous	Morgan	Sharon	Business Services/Finance	Accounts Payable Specialist	9/6/11	12	\$46,745.00	Appointment		Contract
Appointment	9/27/11	**	Instructional	Thompkins	Satyra	Charters	LAP ESL Senior	8/30/11	14	\$67,186.00	Appointment	M Step 15	Letter

Kenosha Unified School District No. 1  
 Kenosha, WI  
 September 27, 2011

The Human Resources recommendations regarding the following actions:

Action	Board Date	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Step / Level	Letter or Contract
Appointment	9/27/11	**	Instructional	Hullum	Justin	Hillcrest School	Special Education Teacher	9/2/11	0	\$37,259.00	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Instructional	Sanders	Jamie	McKinley Middle School	LAP Middle ESL	8/29/11	1	\$38,959.00	Appointment	B 18 Step 4	Letter
Appointment	9/27/11	**	Instructional	Sebetic	Brittany	Dimensions of Learning	Band	9/1/11	0	\$7,451.80	Appointment	B Step 3	Letter
Appointment	9/27/11	**	Instructional	Marban	Jaye	EBSOLA	Bilingual/Dual Language Kindergarten	8/29/11	13	\$56,517.00	Appointment	B Step 14	Letter
Resignation	9/27/11	**	ESP	Cullotta	Jeanne	Pleasant Priarie Elementary	Information/Health Services	8/28/11	5	\$14.02	Resignation/Took Sec Position		Contract
Resignation	9/27/11	**	Secretarial	Morgan	Sharon	Bradford High School	Secretary III - 12 Month	9/5/11	2	\$19.37	Resignation/Took Misc Position		Contract
Resignation	9/27/11	**	Instructional	Jones	Lindy	Lance Middle School	Grade 7 - English	9/12/11	7	\$55,356.00	Resignation/Personal	M Step 10	Contract
Voluntary Layoff	9/27/11	**	Instructional	Liesch	Jacqueline	Harvey Elementary School	Library Media Specialist	8/29/11	4	\$43,617.00	Voluntary Layoff	B24 Step 6	Contract
Voluntary Layoff	9/27/11	**	Instructional	Corso	Anthony	Dimensions of Learning	Grade 8	8/29/11	3	\$40,071.00	Voluntary Layoff	B06 Step 05	Contract
Appointment	9/27/11	**	Instructional	Keating	Pamela	Special Education	Special Health Nurse	8/29/11	13	\$18,580.50	Appointment	B+24 Step 14	Letter
Appointment	9/27/11	**	Instructional	Jones	Malika	Teaching&Learning/Talent Development	Talent Development Itinerant Teacher	9/12/11	5	\$46,635.00	Appointment	M Step 5	Letter
Resignation	9/27/11	**	Instructional	Smurawa	Rebecca	Fine Arts	Music	6/14/11	4	\$41,120.00	Resignation/Personal	B Step 6	Contract

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 16, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 16, 2011, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for iPad Orientation for School Board Members.

The meeting was called to order at 5:12 P.M. with the following members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mr. Bryan, and Mrs. Snyder. Ms. P. Stevens was excused. Ms. R. Stevens was absent.

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. Paul Irvine, Instructional Technology Consultant, conducted an iPad orientation for School Board members which included information on Dropbox, Office<sup>2</sup> HD and Neu.Annotate.

Meeting adjourned at 7:08 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 23, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 23, 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 5:30 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: Evaluation Consideration and Property: Sale.

Mr. Bryan moved that this executive session be held. Mrs. Taube 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.

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

1. Property: Sale

Mr. Finnemore arrived at 5:32 P.M. and updated Board members on sale of several properties.

Mr. Finnemore was excused at 5:45 P.M.

2. Personnel: Evaluation Consideration

Dr. Hancock left the meeting at 5:46 P.M.

Board members discussed the Superintendent's evaluation.

Dr. Hancock returned to the meeting at 6:02 P.M. and discussion continued on the Superintendent's evaluation.

Meeting adjourned at 6:41 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 23, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 23, 2011, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Ms. R. Stevens, Mrs. Taube, Mr. 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 of Communications, presented a Veteran Diploma.

Dr. Hancock introduced Mrs. Teresa Osborne-Short who was appointed as the Director of Human Resources at the August 9, 2011 Special Meeting.

There was no Student Ambassador.

There was no Legislative Report.

Views and comments were made by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 7/21/11, 7/26/11 and 8/9/11 Special Meetings and Executive Sessions, 7/26/11 Regular Meeting, and 8/9/11 Special Meeting as presented in the agenda.

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

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



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

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

Consent-Approve item X-D – Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2011-12 Year submitted by Mr. Jeffrey Marx, Supervisor of Transportation; Mr. Patrick Finnemore, Director of Facilities Services; and Dr. Hancock, as presented in the agenda.

Consent-Approve item X-E – Revised Head Start Federal Grant Request for the 2011-12 School Year submitted by Ms. Melody Orban, Head Start Administrator; Ms. Belinda Grantham, Director of Preschool; Mrs. Vickie Brown-Gurley, Assistant Superintendent of Teaching and Learning; and Dr. Hancock, excerpts follow:

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

At their August 9, 2011 meetings, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward the revised grant to the Board for consideration. Administration recommends that the Board approve submission and implementation of the revised 2011-12 Federal Head Start Grant Request.”

Consent-Approve item X-F – Renewal of Southeastern Wisconsin Alliance Membership submitted by Mrs. Schmitz, Mrs. Glass, and Dr. Hancock, excerpts follow:

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

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

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

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

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

Mr. Vaillancourt presented Policy/Rule and Administrative Regulations (A &B) 1213 – Web Page Publication submitted by Mr. Vaillancourt, Mrs. Brown-Gurley, and Dr. Hancock, excerpts follow:

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

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

Ms. P. Stevens moved to approve Policy/Rule and Administrative Regulations (A &B) 1213 – Web Page Publication as a first reading. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Brown-Gurley, Mr. Vaillancourt, and Mrs. Glass presented the Transformation Design Update which was distributed and included information on Personalized Learning, the Transformation Vision and Mission, the Transformation Principles, the Transformation Goals, the Transformation Student Results, Common Themes, Performance Measures, Timelines, Information about KUSD and Area Municipalities, and the Transformation Design Team Members.

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

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

Meeting adjourned at 7:37 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 30, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 30, 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: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Mr. Bryan 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 Personnel: Evaluation Consideration.

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

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

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

1. Personnel: Evaluation Consideration

Board members discussed the Superintendent's evaluation.

Mr. Bryan arrived at 5:13 P.M.

Meeting adjourned at 5:15 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 30, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 30, 2011, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Discussion/Action on the 2011-2012 School Board Budget and Discussion on the School Board Self Evaluation Process/Leadership Styles/Board Protocols.

The meeting was called to order at 5:31 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. Tina Schmitz, Director of Finance, presented the 2011-2012 Board Budget as contained in the agenda and answered questions from Board members.

Dr. Hancock left the meeting at 5:58 P.M.

Mrs. Snyder distributed and presented the Board Self-Evaluation Process/Leadership Styles/Board Protocols which included information regarding Board Member code of conduct, roles of the Board and the Superintendent, governance policies, a Board performance evaluation survey, and an IEP training matrix.

Meeting adjourned at 6:20 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 13, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 13, 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 5:17 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mr. Bryan, and Mrs. Snyder. Ms. P. 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 Personnel: Evaluation Consideration.

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

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

Ms. P. Stevens arrived at 5:18 P.M.

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

1. Personnel: Evaluation Consideration

Board members discussed the Superintendent's evaluation.

Meeting adjourned at 5:30 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 19, 2011

A special meeting of the Kenosha Unified School Board was held on Monday, September 19, 2011 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 2011-12 District budget.

The meeting was called to order at 7:04 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.

Mr. Bryan offered brief comments regarding the proposed 2011-12 District budget.

Two Indian Trail High School and Academy students spoke on their experiences and opportunities while attending Kenosha Unified School District.

Mrs. Tina Schmitz, Director of Finance, gave a presentation regarding the District's 2011-12 budget which included information on the District's mission, vision and Transformation Plan, community challenges, KUSD challenges, federal and state impacts, fund structure, student enrollment trends, revenue per member history, revenue limit, budget revenue, budget expenses, tax levy history, tax levy impact, and points of pride.

There were citizen comments regarding the proposed 2011-12 budget.

Meeting adjourned at 8:50 P.M.

Stacy Schroeder Busby  
School Board Secretary

ANNUAL MEETING OF ELECTORS  
OF THE KENOSHA UNIFIED SCHOOL DISTRICT  
HELD SEPTEMBER 19, 2011

The annual meeting of the Kenosha Unified School District was held on Monday, September 19, 2011 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 8:55 P.M. and opened nominations for chairperson of the meeting.

Mr. Robert Nuzzo nominated Mrs. Mary Snyder for chairperson. Ms. Pamela Stevens seconded the motion. A show of hands voting on the nomination was held and Mrs. Snyder was elected chairperson.

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

Ms. Judith Lee moved to approve the Rules of Order as contained in the Agenda. Mrs. Jo Ann Taube 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.

Mr. Luis Rugani moved to add Referencing Kenosha Unified School District No. 1 as Kenosha Common School District to the agenda. Mrs. Deborah Prijic seconded the motion. Mrs. Snyder ruled the motion out of order.

There was a show of hands and Ms. Stevens' motion to approve the Agenda as contained in the packet, motion carried.

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

Mr. John Prijic moved that School Board members be paid \$1.00 per year and that a limit of \$1.00 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. Mr. Josh Tamayo seconded the motion. There was a show of hands, motion failed.

Mr. John Fox 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. Heideman seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder stated that the Board of Education recommends that the tax levy for 2011-2012 be approved at the maximum amount allowable by state law to support approximately \$80,223,800 for the General Fund, \$14,625,987 for the Debt Service Funds and \$1,981,240 for the Community Service Fund.

Mr. Joe Banaszynski moved to approve the 2011-12 tax levy at the maximum amount allowable by law. Mr. Marvin Modder seconded the motion. There was a show of hands, motion failed.

Mr. Dan Hunt moved that the 2011-12 tax levy remain the same as it was for the 2010-11 school year with funding to the General Fund in the amount of \$78,057,260, funding to the Debt Service Funds in the amount of \$14,625,987, and funding to the Community Service Fund in the amount of \$1,981,240. Mr. John Infante seconded the motion.

Mr. Gerald Wallace moved to amend the motion to state that the levy may not be adjusted by the School Board. Mrs. Snyder ruled the motion out of order.

There was a show of hands on Mr. Hunt's motion that the 2011-12 tax levy remain the same as it was for the 2010-11 school year with funding to the General Fund in the amount of \$78,057,260, funding to the Debt Service Funds in the amount of \$14,625,987, and funding to the Community Service Fund in the amount of \$1,981,240. Motion carried.

Mrs. Snyder asked for a motion on the following resolution:

BE IT RESOLVED by the electors of the Kenosha Unified School District No. 1 that the School Board be authorized, pursuant to Section 120.10(12) of the Wisconsin Statutes, to sell, under terms and conditions acceptable to the School Board, Columbus Elementary School which is located at 6410 – 25<sup>th</sup> Avenue, Kenosha, Wisconsin.

Ms. R. Stevens moved to approve Resolution VII as contained in the agenda. Mr. Robert Nuzzo seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion authorizing the School Board to establish the date for the 2012 annual meeting.

Ms. Behlke 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. Mr. Carl Bryan seconded the motion. There was a show of hands, motion carried.



Mr. Nuzzo moved to adjourn the meeting. Ms. R. Stevens seconded the motion. There was a show of hands, motion carried.

Meeting adjourned at 10:00 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 19, 2011

A special meeting of the Kenosha Unified School Board was held on Monday, September 19, 2011, at 7:45 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of the meeting was for Discussion/Action on 2011-2012 Short Term Borrowing.

The meeting was called to order at 10:00 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Ms. P. Stevens was excused.

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

Mrs. Tina Schmitz, Director of Finance, and Ms. Michele Wiberg, Director of Wisconsin Public Finance at PMA Financial Network, Inc., presented the Short Term Borrowing submitted by Mrs. Schmitz, Mrs. Sheronda Glass, Assistant Superintendent of Business, and Dr. Hancock, excerpts follow:

“As indicated at the Audit, Budget and Finance Committee meeting held September 13, 2011, our short-term borrowing needs are projected to be around \$49 million for this fiscal year. 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 \$45 million. Based on the results of the 2010-2011 fiscal year and our anticipated revenues and expenditures for the 2011-2012 fiscal year, our short-term borrowing needs are projected to be around \$49 million for this fiscal year.

Like last year, the District has structured the borrowing to repay \$15 million on February 23, 2012. Repaying this portion of the borrowing prior to the maturity in September 2012, will minimize the District’s overall borrowing interest cost for the year. The Tax and Revenue Anticipation Promissory Notes (TRANs) are scheduled to be sold on September 19, 2011. Attachment C is a draft resolution that will be presented to the Board to authorize the borrowing.

At its September 13, 2011 meeting, the Audit, Budget and Finance Committee voted to forward this recommendation for short-term borrowing. The Audit, Budget and Finance Committee and Administration recommend that the Board of Education approve the 2011-2012 short-term borrowing plan and to approve a resolution to borrow \$49 million to meet the District’s short-term cash flow needs during the 2011-2012 school year.”

Mr. Bryan moved to approve the 2011-12 short term borrowing plan and the resolution to borrow \$49 million to meet the District's short-term cash flow needs during the 2011-12 school year. Mr. Gallo seconded the motion. Unanimously approved.

Meeting adjourned at 10:05 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
September 27, 2011

CASH RECEIPTS	reference	total
<b>July 2011 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>aids register receipts</i>	\$ 3,693,850.96
Johnson Bank	<i>account interest</i>	\$ 220.26
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	\$ (2,506.50)
Wind River Financial	<i>school credit card receipts (net of fees)</i>	\$ 2,600.76
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	\$ 3,386.90
Total Incoming Wire Transfers		\$ 3,697,552.38
<b>July 2011 Deposit Batches - All Funds:</b>		
General operating	<i>CR052644 thru CR052844 (excluding credit cards)</i>	\$ 1,321,447.34
<b>TOTAL JULY CASH RECEIPTS</b>		<b>\$ 5,018,999.72</b>

CASH DISBURSEMENTS	reference	total
<b>July 2011 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual employee bank accounts	<i>general &amp; AST net payrolls by EFT</i>	\$ 8,064,349.64
WI Department of Revenue	<i>state payroll taxes</i>	916,539.87
WI Department of Revenue	<i>state wage attachments</i>	2,799.61
IRS	<i>federal payroll taxes</i>	3,009,516.42
Diversified Benefits Services	<i>health retirement account claims</i>	488,355.51
Diversified Benefits Services	<i>flexible spending account claims</i>	41,446.92
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,964,578.51
Delta Dental WI	<i>dental insurance premiums</i>	90,332.55
FICA Alternative	<i>federal payroll taxes</i>	2,560.36
Burkwald & Associates	<i>management fee</i>	36,714.16
Various	<i>TSA payments</i>	337,918.61
<i>general operating wires</i>		
Elan Financial	<i>elan p-card payment</i>	62,614.91
Aegis	<i>workers' compensation payment</i>	50,000.00
Total Outgoing Wire Transfers		\$ 15,067,727.07
<b>July 2011 Check Registers - All Funds:</b>		
General & AST net payrolls by paper check	<i>1014DP, 1015DP, 1214DP, 1615DP, 1915DP, 2013DP Check 470985 thru Check 470987 and Check 471209 thru Check 472275</i>	\$ 2,159.45
General operating		9,456,597.12
Total Check Registers		\$ 9,458,756.57
<b>TOTAL JULY CASH DISBURSEMENTS</b>		<b>\$ 24,526,483.64</b>

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, WI

September 27, 2011

**Summary of Cash Receipts and Disbursements**

The format of the Summary of Cash Receipts and Disbursements report has been modified this month in order to provide greater transparency in financial reporting. There are three significant modifications, which are to:

- 1) Provide more complete and timely information
- 2) Present receipts and disbursements for the same month, and
- 3) Provide greater details for the information reported.

**Administrative Recommendation**

It is recommended that the July 2011 cash deposit batches totaling \$1,321,447.34, and cash receipt wire transfers-in totaling \$3,697,552.38 be approved.

Check numbers 470985 through 470987 and numbers 471209 through 472275 totaling \$9,456,597.12, and general operating wire transfers-out totaling \$112,614.91 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2011 net payroll and benefit EFT batches totaling \$14,955,112.16, and net payroll check batches totaling \$2,159.45 be approved.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent of  
Business Services

Tina M. Schmitz  
Director of Finance

Heather J. Kraeuter, CPA  
Accounting Supervisor

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

September 27, 2011

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

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

**Administrative Recommendation:**

At their August 9, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward Policy 1213 to the School Board for a first and second reading. The Board approved Policy 1213 as a first reading at its August 23, 2011 regular meeting. Administration recommends that the Board approve the changes to Policy and Rule 1213 - Web Publication as a second reading this evening.

Dr. Michele Hancock  
Superintendent of Schools

Vickie Brown-Gurley  
Assistant Superintendent of Teaching and Learning

Gary Vaillancourt  
Chief Communications Officer

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

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

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

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

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

AFFIRMED: December 14, 2004

REVISED: December 19, 2006

RULE 1213  
WEB PAGE PUBLICATION

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



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

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# ADMINISTRATIVE REGULATION

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## 1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

### A. Documents

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

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

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

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

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

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

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

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

—————  
©2004 (or year created)

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

—————  
All rights reserved.

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

### B. Links

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

### C. Graphics

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

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

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

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# ADMINISTRATIVE REGULATION

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## 1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

Page 2

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

### ~~D. Navigation~~

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

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

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

### ~~F. Page Submission~~

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

### ~~G. Multimedia~~

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

### ~~H. Other~~

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

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# *ADMINISTRATIVE REGULATION*

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1213A WEB PAGE PUBLICATION TECHNICAL SPECIFICATIONS

Page 3

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

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

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# *ADMINISTRATIVE REGULATION*

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## 1213B WEB PAGE PUBLICATION

### ~~A. Wordmark~~

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

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

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

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

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

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# *ADMINISTRATIVE REGULATION*

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1213B WEB PAGE PUBLICATION

Page 2

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

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

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Kenosha Unified School District No. 1  
Kenosha, Wisconsin

September 27, 2011

**Kenosha eSchool CHARTER CONTRACT RENEWAL**

On July 1, 2006 the Board of Education first approved the request for charter school approval for the Kenosha eSchool, initially for a five (5) year period, and another renewal for three (3) years was granted on August 24<sup>th</sup>, 2010. There are a number of areas outlined below that initiated this new version of the charter.

The recently approved modifications to the KUSD graduation requirements were integrated with the eSchool charter. The only difference still resides in the eSchool laude recognition in place of assigning a valedictorian/ salutatorian.

The new KUSD transformational design goal (#1) addresses expansion of online learning opportunities to middle school students. The eSchool has always allowed for some specific participation (gifted and talented). We are now reaching a point of being able to offer expanded middle school curriculum, and hope to assist middle schools as we have aided the high schools. Conversations with the Wisconsin Department of Public Instruction encouraged us to clarify this language in our charter.

A minimum time frame for earning credit in an online course was established to accurately measure student comprehension and address NCAA accreditation concerns for online learning. Some minor phrasing was updated, such as the inclusion of the Wisconsin eSchool Network becoming a 501 (c)(3) and consistency using the term online in place of virtual.

The Kenosha eSchool continues to solidify itself as a leading model of online learning for the state of Wisconsin, with fiscal responsibility and educational accountability. We hope to continue to offer a quality experience to a larger base of interested and able students.

**RECOMMENDATION**

At its September 13, 2011 meeting, the Personnel/Policy Committee voted to forward the Kenosha eSchool revised charter contract to the full Board for consideration. The Kenosha eSchool Governance Board and Staff request that the School Board approve the proposed three (3) year contract for the Kenosha eSchool.

Dr. Michele Hancock  
Superintendent of Schools

Mr. Dan Tenuta  
Assistant Superintendent of Secondary School Leadership

Mr. Kris Keckler  
Principal



Kenosha Unified School District No. 1  
Kenosha, Wisconsin

September 27, 2011

Kenosha eSchool Charter Contract

This agreement is made as of the 27<sup>th</sup> day of September 2011 between the Board of Education for the Kenosha Unified School District No. 1 (“Board”) and the Kenosha eSchool.

**Terms of the Contract**

The term of this contract will be for a period of three (3) years commencing on the 27th day of September 2011, with a revised agreement for a successive three (3)-year period.

It is understood and agreed that the Kenosha eSchool will follow all of the established District Policies and Procedures, unless stipulated differently in other provisions in this contract or provided by law.

**Administrative/ School Services**

1. **eSchool Curriculum Sponsors.** The sponsors will be Mr. Kris Keckler and Mr. Dan Tenuta.

2. **Persons in Charge: Administrative Services.**

A. **Person(s) in Charge.** The person responsible for administrative leadership of the Kenosha eSchool will be Mr. Kristopher Keckler. He will serve as full-time Principal/Director of the school. Mr. Keckler will work closely with the Governance Board to ensure that the educational goals of the Kenosha eSchool are carried out. He will be responsible to the Board of Education for meeting the terms of the contract, financial accountability, serving as an instructional leader, overseeing instruction and staff development, managing the building, hiring of all personnel, and handling student discipline. Mr. Keckler will also be responsible for overseeing secretarial/clerical procedures such as attendance and health records. He will also oversee the administration of assessment and evaluation of programs and all staff. If the Principal/ Director should leave his position, central office personnel in consultation with the Kenosha eSchool Governance Board will choose a replacement. Any administrative appointments will be approved by the KUSD Board of Education based on the recommendation of a replacement from the KUSD superintendent.

B. **Governance Board.** The Kenosha eSchool Governance Board will be accountable to the District Board of Education in seeing that the District policies, rules, and academic standards are adhered to and maintained. The Governance Board will be independent as it relates to policies, procedures, rules, and programming not required by Board of Education policies, rules, and/or directives. The Governance Board and Board of Education will jointly meet periodically to discuss student achievement, student activities, parental involvement, reporting, and autonomy issues.

The Kenosha School Board will be the chartering agent, thus the eSchool will be considered an instrumentality charter. State exemptions for charter schools which Kenosha eSchool will take advantage of are as follows: flexible school day, flexible calendar, or inclement weather days, student created personal schedule, the definition of habitual truancy, teacher workload description, maximum age of student, and disciplinary process for removal. No Charter policies or procedures will be in conflict with existing School Board policies and rules, unless stipulated in this contract, or State and Federal laws and regulations. Where any of the above are silent the eSchool's Governance Boards policies, rules, and regulations will prevail.

The Kenosha eSchool will be an instrumentality charter that assumes authorization by the Kenosha Unified School District Board of Education and all personnel involved in the Kenosha eSchool will be employees of the Kenosha Unified School District. Kenosha Unified School District as well as Kenosha eSchool are not connected or affiliated with any religious denomination or organization and thus our practices, programs, admission policies, employment practices, and all other operations and practices are not directed or influenced by any religious denomination or organization.

The following KUSD policies are waived for the Kenosha eSchool. Kenosha Unified School District policy 5310-Student Attendance is waived as it relates to a student's physical presence in a KUSD building at prescribed times of the day. KUSD policy 4280-Employee Attendance and Punctuality is waived as it relates to a teacher's daily attendance for instructional purposes. The waiver does not apply to attendance at an IEP, ADEP, 504, District professional development, curriculum, and/or staff meetings. KUSD policy 4351- Staff Work Schedule is waived and modified to the extent that regular work hours are limited by specific time of the day. All KUSD policies must be in agreement with the collective bargaining agreement of the Kenosha Education Association.

The Governance Board may request of the KUSD Board a variance from or absolution from additional Board policies. The discretionary operational budget of the eSchool will be administered by the eSchool Principal/ Director and the Governance Board.

C. Nonsectarian. The Kenosha eSchool is nonsectarian in its programs, admissions policies, employment practices, and all other operations. The Kenosha eSchool faculty, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

### **3. Academic Program**

The Kenosha eSchool will use new and emerging technologies that expand the boundaries of space and time to provide high quality standards-driven curriculum. The staff, in collaboration with parents and guardians, will endeavor to empower all students to develop their potential to the fullest, while taking ownership of their individual academic progress. Kenosha eSchool will create a learning environment that is able to accommodate students' varying physical locations. The eSchool allows parents/guardians one more option to consider when determining their child's individual educational needs.

Students will be expected to have a home computer and Internet access. Students may also use community computer facilities (i.e. local libraries). District support would not be available for hardware and software on their personal computer. Students will be liable for any improper use

of the Internet and/or email. If using district Internet access, the email and Internet will be tracked. Any improper use will result in loss of use of district equipment and services and possible dismissal from the eSchool program.

The curriculum is designed to address the educational goals as described in Wisconsin Statutes 118.01(2). The curriculum course requirements and instructional programs will be consistent with the previously mentioned goals. Administrators, teachers, parent/guardians, and mentors share responsibilities for students meeting the goals and expectations as described in 118.01(2).

A. Community Need. The Kenosha community, through work on the Board approved Strategic Plan, has determined that there is a need for choice schools in the district. ~~Creating the Kenosha eSchool provides one option for answering Strategy #3.~~ Kenosha eSchool provides seats in numerous online courses. These courses do not have a need for physical classroom space since students can access their courses from anywhere there is Internet access. Some students could utilize computers on campus or other public locations.

The Kenosha eSchool offers students in the district additional choices to take ownership of their education and schedule. For a significant number of students the traditional curriculum, calendar, and school day do not meet their needs. For some students, various obstacles may interfere with the normal progression of educational experiences. For others, the eSchool can provide unique opportunities to enrich or expand their educational experiences. ~~As part of the research activities a survey was done of all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students in the district. 57% of those surveyed in 2006 indicated they would like to take one or more online classes.~~

Any students involved in the eSchool would benefit from the individualization and flexibility that can exist in **an online virtual** school environment. Although it is expected that a majority of the students would complete courses within a traditional course time frame, the eSchool makes it possible to compress or expand the time to best meet their educationally defined needs.

**The eSchool has established a minimum time frame for any accredited course. No credit will be awarded for any student enrolled in a course for less than 15 school days. This has been established to validate the understanding and progression of the student in the course, as well as to address NCAA endorsement of online courses. Online schedules may be modified to best fit the particular need of a student.**

B. Enrollment. ~~For the fall of 2010, the Kenosha eSchool, anticipates providing a course load equivalent of 175 FTE students for the school year.~~ **The enrollment for the eSchool** will be a mixture of both full-time and part-time students. As the staff develops additional skills in this unique environment, more courses are approved for use, and our partnership with **the** Wisconsin eSchool Network, **Inc.**, grows, the course offerings and students served are expected to increase each year.

The Kenosha eSchool will operate both as a full school program for some students and as a school within a school model for others. Kenosha eSchool will target the following age groups:

- Any high school age students living in Kenosha Unified School District.
- Any high school age students that have applied for open enrollment during the allowed time
- Home school students of high school age.
- Drop out students who have not turned 21, but are within 6 credits of graduation.

- **Any middle school age student who can be best served when middle school curriculum, staff, and resources are available.**

#### **4) Enrollment Process**

Kenosha eSchool will have a continuous enrollment in courses. During enrollment all students will be expected to complete the Kenosha eSchool enrollment form. KUSD students currently attending a district school will also be expected to complete a counselor form, complete with counselor/administrator signature, to ensure that their counselor is aware of the students' interest in eSchool classes. District residents who are not currently attending a KUSD school will complete an enrollment form and submit their course requests directly to the Kenosha eSchool. A transcript should accompany all student enrollment forms. Out of district students must have successfully applied for Open Enrollment during the state's window of opportunity and been accepted by the district before they submit an enrollment form. Once the enrollment form has been received, all students will participate in a mini-course (about 4 hours work) designed specifically for orientation. The Orientation Instructor will monitor progress. Finally, the students' coach/mentor and parent/guardian will **participate in attend** a mandatory **Parent/Mentor training session, taking advantage of available technologies and communication.** ~~content area orientation that is offered weekly, or as needed. If the coach/mentor and/or parent/guardian do not attend the required meetings, a new coach/mentor will be strongly encouraged.~~

Enrollments for each course will be filled on a first come first served basis and a waiting list will be kept for any additional requests for that course. Students from the waiting list would be allowed to begin the course whenever an opening becomes available. In the future if more students enroll who meet the criteria than openings would allow, the Kenosha eSchool would activate additional course offerings. If the enrollments during the open enrollment period exceed the slots allocated a lottery will be held. If a lottery is required, the ESEA guidelines under Title I will be followed and a "weight" will be given to low-income and credit deficient students.

The lottery will be conducted by a sitting Judge from Kenosha County and a Police Officer, following the state mandated procedures for lottery selection regarding charter school enrollment.

##### **A) Public school alternatives for resident students not attending the eSchool.**

Students not admitted to the eSchool or not choosing to attend the eSchool have other options or alternatives. They may apply to enroll in Harborside Academy, another ~~9-12~~ charter school. They may choose to enroll in one of Kenosha Unified School District's high schools of choice, Reuther Central High School, an Indian Trail Academy, or LakeView Technology Academy. They may also return to their boundary high school, Indian Trail HS, Bradford, or Tremper, **or respective middle school.** The Kenosha eSchool, Harborside Academy, as well as the high schools of choice are schools of voluntary attendance. No student is required to attend these schools.

**B. Mission.** The Kenosha eSchool, in partnership with Wisconsin eSchool Network, **Inc.**, exists to utilize new and emerging technologies providing students' access to high-quality standards-driven curriculum in an environment that is self-paced and accommodating to students' varying physical locations and individualized plans.

C. Curriculum. In order to provide high-quality, standards-driven, proven curriculum, courses will be provided through shared resources with other **online virtual** school providers or organizations that have developed and aligned these courses. Kenosha eSchool will be doing this in conjunction with the Wisconsin eSchool Network, **Inc.**, by using its research and present course list to provide the best ~~eSchool~~**online** product for our students. Courses will only be considered that have the ability to be modified to comply with the existing KUSD curriculum, KUSD standards and benchmarks, and allow for local teacher flexibility in the course delivery. Courses must also be ADA (American Disabilities Act) and SCORM (Shareable Content Object Reference Model) compliant. As the skill level and experience of ~~the virtual~~ **online** teachers develops, additional locally developed courses may become available.

## **5. Methods of Attaining Educational Goals.**

A. Assessment/Evaluation. Students, parents/guardians, or mentor/coaches will have access to their student's electronic grade book 24 hours a day, 7 days a week. Other individual testing and assessments will be available on an as needed basis. Some of the assessments included in the Kenosha eSchool will be: auto-graded quizzes, threaded discussions, worksheets, research papers, oral exams, presentations, letters, or brochures created as part of a project. A proctor will administer all course finals and a passing grade on the final exam must be achieved to receive credit for the course.

An Online Perceiver Instrument will be used to review the components of quality online schools and programs. Information will be gathered from the Governance Board, students, mentor/coach/parent, and online teachers to identify the strengths and effectiveness of the school and assist in future planning and goals.

B. Student Progress and Communication with Parents/ Mentors. Student progress is based on their pace chart. Their progress will be communicated to parents on an informal basis via emails and phone calls. Twice a month, progress will be reported more formally via a written report that compares the students' status with the benchmarks that would indicate whether or not the pace was appropriate to meet the goals set in the Individual Learning Plan.

C. School Day Structure. There is the potential for enrolling full time in Kenosha eSchool. Schedules for students enrolled part time and students enrolled full time will be different. Whether students are enrolled full or part time, they may take a maximum of 4 courses at once, unless approval is granted through mitigating circumstances, such as credit deficiency. The continuous enrollment gives students numerous options for a flexible schedule.

The flexibility of online learning allows students and their family the opportunity to determine what type of schedule is most feasible in their particular situation. Although the time and place where students work may be very different, their coursework and expectations will have significant structure. Students with extenuating circumstances might need to have an extension beyond the traditional time frame in order to complete their work. **Virtual Online** students have a great deal of flexibility in this fashion. Students would access their assignments on-line, communicating regularly with the teacher for clarification, explanation, or revisions in their work. Students would be able to work on their assignments at any time that is convenient for them. For example:

- Teen parents might do their coursework while their child or children are napping or in bed for the night.
- Self-supporting students might work full-time and do their coursework in the evening or on weekends.
- Voluntarily withdrawn or homebound students might work 6 hours one day and 3 hours the next.
- Students in a treatment program, or who are incarcerated, may be told when they will be working on their assignments.
- Other students might work on their course(s) at the same time every day from the LMC or another location in their local building where they might be multi-school enrolled.
- Students who are not effective at 7:30 a.m. might take one online course and begin school at 9:15 a.m.

The students will communicate with their teacher in several ways, though mostly electronically. The most typical method would be through emails. Some projects may have 3-dimensional components. Students can take pictures and send them electronically. Simple questions or clarifications on assignments would most often occur using this method. However, secondary forms of communication are used: chat rooms, white boards, telephones, and face-to-face contact.

Teachers would post office hours each week, at which time they would be available to students via a discussion group where several students could participate in a discussion or tutoring session synchronously. This option includes a white board that would be visible to all in the discussion group at that time. Teachers can call on individual students to solve a math problem or demonstrate an idea using a mapping or graphing technique. The teachers would be able to make changes or suggestions as the students are working on the white board and at the end of the session the students could print out all of the notes that would have been created on the white board during that session. Several students might work on a group project in this manner. Course discussions could also occur asynchronously. The teachers might start a discussion stream and students would be expected to participate over a week or two and be graded on the quality of their responses. Assignments might be submitted directly online, as email attachments, via the postal service, or some projects might actually be hand delivered to the eSchool office. Students would be expected to demonstrate regular progress with their work.

Student/teacher contacts would be expected at a minimum of 2-3 times per week. Contacts include feedback on assignments, responding to questions, clarifying assignments, or other grade reports. These contacts would typically be in the form of emails or phone calls. Minimally, twice each month, the students, as well as the designated adult (parent/mentor/coach) for the students would receive a written report of the students' progress as compared to the benchmarks showing whether or not their progress was on track to meet their course completion goals. If the teacher has not been able to contact students or see any signs of progress in their work, the designated adult would be contacted. This adult would also have online access to an individual student's current grade and progress. Students may forfeit their online opportunities if regular progress does not occur and they are not communicating any special needs to the teacher.

D. Special Education. The Kenosha eSchool will do everything within its power to recruit and maintain a student demographic that is similar to other schools within the community. All ADA requirements will be met. Successful online students have specific characteristics defining how

they operate. These skills are: time management, organization, ownership for learning, self-advocacy, problem solving, computer literacy, read and follow detailed directions, and have effective writing skills. The students in conjunction with their instructor and mentor/coach must work on any weakness in these skills. Since students will have an Individual Learning Plan based on their needs and goals, the learning team can determine whatever accommodations are needed for individual students, and the planning can occur to best provide for those needs.

Students with special needs are also eligible for Kenosha eSchool. They must have an updated IEP (Individualized Education Program) **for full time enrollment**. A special face-to-face meeting with the course instructor, special education teacher, student, and mentor/coach will occur to determine if the eSchool is the student's LRE (Least Restrictive Environment). The eSchool has found online learning to be successful for students with special needs. The following is a list of accommodations for students with special needs.

As defined by an IEP/ 504, some accommodations may include:

- Extended time on lessons and tests
- Flexibility in start and end dates
- Prepared notes and reviews of lessons
- Non-threatening means of communication with the instructor
- Clear rubrics for assessments
- Regular communication with parents on course progress
- Opportunity to revise and resubmit assignments
- No lost assignments

E. School Calendar. The Kenosha eSchool will generally follow the Kenosha Unified School District calendar. However, some flexibility in scheduling the school day may be necessary to accomplish the mission of the school.

F. Honors Programming/ AP Courses. "Weighted" honors credits will be offered at the Kenosha eSchool. However, these courses will be limited to courses that fall within the areas of Math, Science, English, and Social Studies. Elective area courses, outside of these academic areas, will not be offered at the honors level. AP courses will also be offered to juniors and seniors at the Kenosha eSchool in areas where certified staff and enough interested students are available. Similar to other district high school students, eSchool students will be allowed to travel to another school to take an AP course that is not offered at the eSchool.

## **6. Methods of Measuring Student Progress**

The Kenosha eSchool assessment and graduation process prepares students to gain experience in the emerging realm of **online virtual** instruction and individualization. Students graduate, and receive a diploma from the Kenosha eSchool by successfully meeting course standards that demonstrate essential skills and knowledge. Students will be regularly assessed, both formally and informally. The form of student assessment will vary depending on instructional goals but will include tests, quizzes, papers, projects, labs, oral exams, and presentations.

A. Academic Grading Scale. The existing KUSD grading scale will be used to establish the earned mark for each eSchool course.

B. Annual Testing. Students at the Kenosha eSchool will participate in annual state Standardized testing.

C. Report Cards/ Student Transcripts. Report cards will be completed quarterly. Transcripts are available upon request as they are at other district high schools. Kenosha eSchool transcripts will not include a class rank statistic. This information will be made available to students applying for scholarships, but will not generally be included as a statistical category.

D. Graduation Requirements. Students applying for graduation and diploma from the Kenosha eSchool will meet all the requirements as set forth in KUSD Board Policy 6456-Graduation Requirements. ~~Kenosha eSchool students must earn four credits in each Social Studies, Science, Mathematics, and English. They must also earn .5 credits in Consumer Education, 1.5 credits in Physical Education, .5 credit in Health, and 7.5 credits in electives for a total of 26 credits.~~ The eSchool will not assign a valedictorian/ salutatorian, but rather define and practice a “laude” component for graduation recognition.

## **7. Governance Method/Parental Involvement.**

A. Governance Method. The Kenosha eSchool will be governed by the Governance Board in conjunction with two nonvoting advisors, the Principal/Director and administrative assistant. The Governance Board will consist of at least five (5) to seven (7) members. Members may be parents, community organization representatives, or higher education members, and one member may be a KUSD employee but not an employee at the eSchool. A Kenosha eSchool student may serve in a nonvoting advisory capacity to the Governance Board. The Governance Board may be five (5) parents.

B. Parental Involvement. Since all students and parents will have email connections to the school, this will be a primary source of disseminating general information. Information will also be provided via the Kenosha eSchool website and other media. Opportunities for parent interaction with staff are planned in an online discussion format similar to that which students in the same course might have with their instructor. Formal and informal face-to-face meetings such as an orientation session may be planned as deemed appropriate.

C. Community Relations. The Kenosha eSchool will identify one or more community organizations and/or businesses that would be interested in providing an on-going relationship with the Kenosha eSchool. These relationships may provide any of the following: mentors, assistance in securing needed resources, and opportunities for community experiences for Kenosha eSchool students.

Information regarding Kenosha eSchool will be provided on a link from the district website. This site will be updated on a regular basis. Articles will be provided to the district newsletter and other appropriate district-wide publications. The eSchool will publish newsletters, promotional videos, and hold periodic informational sessions. A student service club will perform charitable work for the community. All promotional and advertising material will first go through the KUSD Public Relations Department.

D. Marketing. The Kenosha eSchool will actively participate in marketing the school program and offerings to the greater Kenosha area through a variety of means. These would include:

- Website link from the KUSD home page with application forms and contact information



- Informational brochures distributed to district schools and other community agencies
- Community Meetings
- Informational presentations for prospective students/ parents
- Articles in high school and district newsletters
- Articles in the Kenosha News
- News releases to area radio stations
- Personal contacts with key individuals such as Cluster Leaders, Guidance staff, School Board Members, etc.
- School Choice Presentations

## **8. Qualification for Individuals to be Employed.**

A. Teacher Qualifications. Qualified and certified staff will be employed for the Kenosha eSchool. Due to the need to evaluate, modify, and develop coursework, as well as performing teaching tasks, staff will be sought with a preferred 5 or more years of experience. Successful completion of the Wisconsin online training requirement is mandatory for instructional employment in the Kenosha eSchool. All eSchool staff will be required to participate in the assigned eSchool and district staff development programs.

B. Selection of Personnel. The posting of positions will follow the established format for Kenosha Unified School District. The eSchool Principal will recruit teachers through site based faculty meetings describing Kenosha eSchool as well as district wide emails. The Kenosha eSchool will adhere to all Human Resource posting and hiring policies. Instructional staff for the eSchool will be employed by the eSchool either by extended day contracts for existing teachers or full-time or part-time instructors. The selection of these instructors will be governed and decided by the existing KUSD hiring practice. The Kenosha eSchool Principal will conduct interviews in accordance with existing district guidelines. eSchool staff, students, and Governance Board members may participate on the interview team. All Hiring decisions will be finalized by the eSchool Principal.

C. Employee Status. All Kenosha eSchool staff members will be employees of KUSD and are entitled to all of the rights and benefits of other similar employees of KUSD following already established salary schedules and benefit programs. A consistent and agreed upon contract for extended day assignments will be used when necessary. Kenosha eSchool staff members are employed teaching staff of the Kenosha Unified School District and will be members of the Kenosha Education Association.

The eSchool Teacher Consultant will be responsible for the day-to-day operations of the eSchool dealing with coordination activities and teaching support. The Consultant will also be responsible to help promote and communicate information about Kenosha eSchool to the community, School Board, Guidance Counselors, and any other educational staff. The eSchool Teacher Consultant should have at least 5 years of teaching experience. A background in alternative education is extremely useful. Other positions will be needed based on the growth of the eSchool.

All district policies and procedures will be followed to the greatest extent possible. When the unique nature of **an online virtual high school** brings forth situations that do not fit the existing protocols, the Kenosha eSchool Principal will work through the issues in good faith with the

district and KEA utilizing existing processes until appropriate contractual language can be developed.

## **9. Health and Safety.**

All local and state health and safety regulations and building code standards will be followed, including but not limited to, fire drills and tornado safety practice. OSHA safety procedures will be in place.

## **10. Equity of Opportunity.**

A. Diversity. Every effort will be made to provide information to diverse populations about the opportunities that the Kenosha eSchool may have that could meet their individual needs. Additional efforts will be made to market Kenosha eSchool to low income students and their families. It will also be marketed to homeschooled students and at-risk students. The eSchool will collaborate with the Director of Title I and the Minority Academic Affairs Specialist regarding enrollment and awareness. Personal contacts will be made with the KUSD, community, and home-site guidance counselors to be sure that they are familiar with the Kenosha eSchool options. The Minority Academic Affairs Specialist will be consulted regarding minority enrollments and awareness.

Enrollment is open to all students in grades 9-12 throughout the District, **and students in grades 6-8 when the necessary resources are established (staff, curriculum, etc.)**. No student will be denied admission to the eSchool based on race or ethnic heritage. The eSchool seeks a student community that reflects the greater KUSD area in racial/ethnic, and gender balance. That continues to be a guideline for placement procedures. To accomplish this, information regarding the school will be disseminated throughout the community through various mediums to all public schools and through community agencies. Enrollment information meetings will be publicized through the eSchool website, newspaper articles, cable television, and local community service agencies.

B. Target Population. Although the Kenosha eSchool opportunities will be available to any high school/ **middle school** student, particular efforts will be made to recruit students who are not currently being served or are being served on a minimal basis. The population could include, but not be limited to, any of the following categories:

- Students who are attracted to an online experience.
- Students who are voluntarily withdrawn, are on a long- term suspension, expulsion, or are seen as a safety risk to the traditional school site
- Students who feel uncomfortable or unsafe in a traditional setting due to school phobia, anxiety disorders, or other mental or emotional health issues
- Homebound students with extended medical issues
- Incarcerated students who will be confined for an extended period of time
- Transient students who may be residing in a group home or other residence particularly if they are entering the district at other than the beginning of a new semester
- Students in treatment programs for an extended period of time
- School age parents, married students, and self-supporting students

- Students who left school without completing their diploma requirements, but are within 6 credits of graduation
- Students with extraordinary needs for acceleration or remediation
- Homeschooled students
- Economically disadvantaged students
- Students whose personal or family activities preclude traditional daily attendance such as temporary job relocations, involvement in professional level athletics, or other endeavors
- Students not on target to graduate with her/his cohort group

## **11. Requirements for Admission to the eSchool.**

Students must be Kenosha Unified School District students, reside in the Kenosha Unified School District, or have completed an Open Enrollment application within the state window of opportunity and received KUSD approval. Students must complete the application process and Orientation, which include a self-evaluation of the initiative, motivation, and self-discipline needed to have a reasonable expectation for success in this ~~online virtual~~ environment. Students are required to identify, on their enrollment form, a learning coach/mentor who will be the liaison between the students and the teacher in the monitoring process and an essential part of the communication process. The mentor/coach should be someone that has influence with the students and their learning. The students, parent/guardian, and the learning coach/mentor (if other than the parent) would ~~attend~~ **participate in** a mandatory orientation session held to ensure that the students' goals fit with the opportunities available at that time in the eSchool. At this time the processes, procedures, and expectations for all parties will be explained and discussed.

A. Discontinuance of Student Enrollment. Attendance at the Kenosha eSchool is based on student and parent choice. Non-compliance with KUSD policies, participation, and Code of Conduct will serve as a basis for consideration of transfer from the charter school.

## **12. Financial Arrangements.**

A. Tuition. The Kenosha eSchool will not charge any tuition. The school will collect activity and other fees of the type and amount charged to other KUSD students in other District schools following the District Student Fee Schedule. The Kenosha eSchool will collect and expend student fees at the building level for the purpose of defraying the costs of some instructional materials.

B. Budgeted Items. The cost of all salaries, benefits, rents, utilities, supplies, equipment, and similar items shall be detailed and included in the approved budget of the school. The Kenosha eSchool budgeting practices will adhere to District and State requirements for budget preparation and administration. The building Principal will approve all budget expenses.

A student cost per enrollment—to alleviate the need to purchase and develop our own Course Management System, will be shared at a pro-rated cost with the Wisconsin eSchool Network, **Inc.**, to provide this system to our students. This will be a shared expense with the Network based on the eSchool course enrollments.

C. Financial Records. All operational and personnel funds will flow through the District. The Kenosha eSchool will follow the same financial policies and practices required by the District for

all other District schools. A record for all transactions will, therefore, be available as financial records of the district. Financial records, including an activity account, will be maintained at the Kenosha eSchool and will be available for review. All of the financial and programmatic operations of the Kenosha eSchool will be available for review by District staff or any outside auditor employed by the District.

D. Payment by KUSD. For each full-time student enrolled at the eSchool on the official third Friday in September membership count, KUSD will credit Kenosha eSchool with eighty (80%) percent of the per membership cost determined by the State for the applicable school year (“Direct Cost Budget”).

Part-time students will be calculated on a course equivalent basis as the year progresses (FT/4/4). The eSchool will work in partnership with the Finance Department on an equitable distribution for potential increases in enrollment throughout the school year. The remaining twenty (20%) percent of the per member cost will be allocated directly to KUSD as reimbursement for administrative or other services furnished to the Kenosha eSchool. KUSD will pay the offset against the Direct Cost Budget, all teacher and staff salaries and benefits, rents, equipment and supplies, and other miscellaneous direct expenses of the Kenosha eSchool. Expenses other than established salaries, benefits, and rent shall be paid only upon written requisition to KUSD by the Kenosha eSchool. Any other funds raised by Kenosha eSchool from outside sources shall be delivered to and maintained by KUSD in a separate account subject to sole discretion of the Kenosha eSchool (“Discretionary Account”) following established District policies. Unspent discretionary funds can be carried over from one year to the next. Any saved monies will be designated for approved costs related to any short/ long term plans. The annual amount of the Direct Cost Budget shall be periodically allocated by KUSD for use by the Kenosha eSchool in the operation of the school as follows:

- (1) Twenty-five (25%) percent on the first day of July preceding the school year.
- (2) An additional fifty (50%) percent on the first day of October during the school year.
- (3) The remaining twenty-five (25%) percent on the first day of January during the year.

The eSchool will be included in any federal or state programs on the same basis as other eligible district schools, based on the requirements and stipulations outlined by the applicable program.

**E. Participation. When possible, KUSD MS/HS students may participate (part time enrollment) in eSchool. This arrangement will not interfere with any requests for full time enrollment with the eSchool program. Part time students will work with their managing counselor and the eSchool regarding appropriate course enrollments that follow district expectations and guidelines.**

F. Offsets. KUSD may offset part or all of any amount in the Discretionary Accounts against any amounts by which the Kenosha eSchool exceeds the Direct Cost Budget in any school year and for which KUSD is liable. Notwithstanding the foregoing, the Kenosha eSchool is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any amounts in the Discretionary Accounts.

G. Purchasing. All supplies and equipment of the Kenosha eSchool shall be requisitioned and purchased following standard financial procedures and District policy. This would include the periodic audit of the school capital assets in conformance with District policy.

H. Student Records. Copies of standardized testing results and all records required by Board policy or law will be maintained in the Kenosha eSchool office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

I. Transportation. Pursuant to Wisconsin Statutes, transportation shall be provided for children with exceptional education needs, regardless of distance, if such request (or such transportation) is approved by district authorities. Approval shall be based on whether or not the child can walk to school with safety and comfort. Students designated as economically disadvantaged will be able to participate in established KUSD transportation support. Any transportation costs will be the responsibility of the Kenosha eSchool.

J. KUSD Services. As part of the District's twenty percent (20 %) portion of the per member cost, KUSD will provide agreed upon services in addition to purchasing and other services described in this contract. These may include, at the District's discretion, services such as inclusion in district wide textbook and software adoption, professional development, federal and district breakfast/ lunch program, facilities services, maintenance and repairs, instructional consultation and inclusion in applicable federal or state programs.

When students are using district facilities or district equipment such as a computer, the appropriate staff at that facility or the district IT staff will provide these support services. The budget should include payment of the appropriate staff at the facility. When working at home, the family will be responsible for these issues. As mandated, Kenosha eSchool teachers would be legally bound to report suspected abuse or neglect for any students. Equipment will need to be in compliance with the requirements of the programs. KUSD will also furnish a nurse and nursing services based on full time student enrollment and available nursing services.

### **13. Disciplining Pupils.**

A. Behavior Policies. All KUSD student behavior policies and Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and their families will receive a copy of any rules and regulations.

B. Discipline Procedures. Due process procedures will be followed in reaching any discipline decision including removal from the Kenosha eSchool. All existing KUSD policies regarding student discipline will be followed. Discipline in an eSchool setting would be much different than in a traditional school. Discipline issues and concerns are likely to center on appropriate use of emails and other forms of communication. If students have not completed any work in a week without prior arrangements with the instructor, a communication would be sent to the parent to discuss the situation.

C. Resolution of Issues. Issues and concerns involving students, parent/guardians, and staff will be resolved following the same basic procedures as other staff in the district. The parties involved would first seek to resolve the issues amongst themselves. If this does not resolve the issues/concerns, they would be taken to the administrator of record and/or the Governance Board. If resolution is still not found, the issues/concerns can be referred to the KUSD administration and/or Board of Education (Appendix A).

#### **14. School Alternatives.**

No student shall be compelled to attend the Kenosha eSchool. Students who are not enrolled with the Kenosha eSchool will attend their regular attendance area high school, or another choice school.

#### **15. School Facilities.**

A. Description of School Facility. Students will primarily be working from their home so numerous classrooms will not be necessary. Some of the students may also work in KUSD areas with administrative approval from the respective buildings. The facility used to house the eSchool **until at least August 2013** ~~for at least the first three (3) years of this contract~~ will be 6121 Green Bay Rd. Suite #100 Kenosha, WI, 53142. This facility **has** ~~is~~ an office space with 5 closed offices, a meeting room, computer lab, storage, and reception area.

B. Liability of Insurance. Liability insurance coverage for the Kenosha eSchool is provided by the District and is the same as that which is provided for all District schools.

#### **16. Effect on the Liability of the School District.**

The Kenosha eSchool will adhere to all federal, state, and local laws and regulations and to the Board's insurance and risk management requirements. The Kenosha eSchool and the Governing Board will comply with the KUSD Code of Ethics. When students, staff, and parents are using district facilities they are covered by KUSD policies. When working from their home, their personal insurance and liability will apply. The eSchool is a named entity of the District's present liability insurance. The instructional staff working from her/his home or off campus site are covered by the District's liability insurance but not for liability of the condition of her/his individual work place.

#### **17. Termination of Contract.**

The Kenosha eSchool charter contract may be terminated by the Board of Education at any time upon the happening of any of the following circumstances:

A. Mutual Agreement. Both parties agree in writing to termination.

B. Contract Violation. The Board determines that the Kenosha eSchool has violated this contract.

C. Educational Goals. The Board determines that students enrolled in the Kenosha eSchool have failed to make sufficient progress toward attaining the educational goals under Wisconsin Statute 118.01. If an extension of time to attain such goals is requested in writing, such request shall include a written plan, acceptable to the District, setting out the additional steps the Kenosha eSchool will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the Kenosha eSchool's written plan for attaining its educational goals shall be final. If the Board accepts such written plan, or a modified plan, the Kenosha eSchool shall be allowed a reasonable time in which to correct such progress deficiencies.

D. Fiscal Management. The Board determines that the Kenosha eSchool has failed to comply with generally accepted accounting standards of fiscal management and Board policy.

E. Violation of WI Stat. 118.40. The Board determines that the Kenosha eSchool has otherwise violated Wisconsin Statute 118.40.

F. Insolvency. The Board determines that the Kenosha eSchool's revenues are insufficient to pay its expenses as they come due.

G. Sponsors. The Governance Board for the Kenosha eSchool notifies the Board that it desires to terminate this contract at the end of any school year. In the event of termination of this contract, written notice by certified or registered mail, return receipt requested, shall be provided and shall list the reason(s) for termination and the effective date of the termination.

In the event of contract termination, the Board of Education shall recover all funds advanced to the Kenosha eSchool under the contract to which the Kenosha eSchool is not entitled. The decision of the Board shall be final.

## Appendix Due Process

The Kenosha Unified School District and the Kenosha eSchool are committed to working closely with students, parents and guardians to resolve issues and concerns in a way that is mutually agreeable. These are the steps to follow if there is a concern, question, or problem that needs attention.

### KUSD Complaint Procedure:

#### Step One

- Contact the teacher. If it is a serious issue, you may wish to schedule a meeting, rather than discuss it on the phone.

#### Step Two

- If no resolution has been reached, or if your concern is broader than a single course issue, contact the Administrator of Record for KUSD eSchool at 262.359.7715.

#### Step Three

- If resolution is still not reached, please contact Mr. Dan Tenuta, the **Assistant Superintendent of Secondary School Leadership** ~~Executive director of School Leadership~~ at 262.359.6008.

#### Step Four

- Unresolved issues may be appealed to the Superintendent of Schools at 262.359.6320.

#### Step Five

- The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to:

President KUSD Board Of Education  
Education Support Center  
3600-52<sup>nd</sup> Street  
Kenosha, Wisconsin 53144-2697  
262.~~653~~.359.6300



Notice

Whenever under this contract notice must or may be given to the other party, or whenever information must or may be provided to the other party, the party who must or may give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided:

**To the Board: Kenosha eSchool Governance Board**

President  
KUSD Board of Education  
3600 52<sup>nd</sup> Street  
Kenosha, WI 53144  
Phone: 262.653.359.6300

In witness whereof, the parties have caused this contract to be executed by their duly authorized representatives on September 27, 2011:

**For Kenosha Unified School District:**

\_\_\_\_\_  
Mary Snyder, President  
Board of Education

\_\_\_\_\_  
Dr. Michele Hancock  
Superintendent of Schools

**For Kenosha eSchool:**

\_\_\_\_\_  
Kris Keckler  
eSchool Principal

**For Kenosha eSchool Governance Board:**

\_\_\_\_\_  
, President

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, WI

September 27, 2011

**Refinancing of Taxable G.O. Refunding Bonds, Series 2002B**

Administration seeks to refinance the Taxable G.O. Refunding Bonds, Series 2002B to take advantage of lower interest rates. The original 2002 Bonds were issued to refinance the District's Unfunded Pension Liability with the Wisconsin Retirement System. The original issue amount was \$16,710,000. The potential refinancing would refinance the callable maturities (eligible for prepayment – 2014 through 2018).

The 2011 refinancing would fund an escrow account (invested in U.S. Government Securities), which is an irrevocable trust set up for the purpose of paying off the 2002 bonds at the call date. The escrow account also disburses funds to pay interest on the callable maturities until the call date.

With today's low interest rates, refinancing the District's Taxable G.O. Refunding Bonds, Series 2002B could result in significant debt service savings. Based on a preliminary analysis provided by PMA, the District could reduce the debt service costs by approximately \$65,000 per year in 2013-2018 (net of estimated costs of issuance). This is Fund 38 debt; therefore, any debt service savings would provide additional dollars for operations.

The call date for the 2002 Bonds is April 1, 2013. The 2011 refinancing would be categorized as an advance refunding, which is a refinancing that is done more than 90 days before the call date. The 2011 refinancing would fund an escrow account (invested in U.S. Government Securities), which is an irrevocable trust set up for the purpose of paying off the 2002 bonds at the call date. The escrow account also disburses funds to pay interest on the callable maturities until the call date. The District can lock-in rates on the refinancing as early as the October Board meeting

**Administrative Recommendation**

At its September 13, 2011 meeting, the Audit/Budget/Finance Committee voted to forward the refinancing of the taxable G.O. Refunding Bonds to the full Board for consideration. Administration requests that the Board of Education approve the refinancing of the taxable G.O. Refunding Bonds, Series 2002B to take advantage of lower interest rates, saving the district approximately \$65,000 per year. Please see attached PMA schedule for more detail.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent  
of Business

Tina M. Schmitz  
Director of Finance

## Kenosha Unified School District Number 1

### Advance Refunding

Based on Market Conditions as of September 1, 2011

Calendar Year	BEFORE REFUNDING				TOTAL DEBT SERVICE	AFTER REFUNDING							GROSS ANNUAL SAVINGS*	
	\$16,710,000					\$16,710,000				\$9,305,000		TOTAL DEBT SERVICE		
	Taxable G.O. Refunding Bonds, Series 2002B					Taxable G.O. Refunding Bonds, Series 2002B				G.O. Refunding Bonds (AR)				
	Dated: November 26, 2002					Dated: November 26, 2002				Dated: December 1, 2011				
	Principal (4/1)	Rate	Interest (4/1 & 10/1)	Total		Principal (4/1)	Rate	Interest (4/1 & 10/1)	Total	Principal (4/1)	Interest (4/1 & 10/1)			
											Estimated TIC = 2.06%			
2012	\$1,175,000	4.70%	\$516,698	\$1,691,698	\$1,691,698	\$1,175,000	4.70%	\$89,363	\$1,264,363	\$280,000	\$144,553	\$1,688,915	\$2,782	
2013	\$1,300,000	4.75%	\$458,210	\$1,758,210	\$1,758,210	\$1,300,000	4.75%	\$30,875	\$1,330,875	\$190,000	\$171,618	\$1,692,493	\$65,718	
2014	<b>\$1,450,000</b>	4.85%	\$392,173	\$1,842,173	\$1,842,173	***	4.85%			\$1,615,000	\$160,574	\$1,775,574	\$66,599	
2015	<b>\$1,625,000</b>	4.95%	\$316,791	\$1,941,791	\$1,941,791	***	4.95%			\$1,740,000	\$136,125	\$1,876,125	\$65,666	
2016	<b>\$1,800,000</b>	5.05%	\$231,123	\$2,031,123	\$2,031,123	***	5.05%			\$1,860,000	\$104,565	\$1,964,565	\$66,558	
2017	<b>\$1,975,000</b>	5.05%	\$135,804	\$2,110,804	\$2,110,804	***	5.05%			\$1,980,000	\$64,590	\$2,044,590	\$66,214	
2018	<b>\$1,685,000</b>	5.10%	\$42,968	\$1,727,968	\$1,727,968	***	5.10%			\$1,640,000	\$20,910	\$1,660,910	\$67,058	
	<u>\$11,010,000</u>		<u>\$2,093,765</u>	<u>\$13,103,765</u>	<u>\$13,103,765</u>	<u>\$2,475,000</u>		<u>\$120,238</u>	<u>\$2,595,238</u>	<u>\$9,305,000</u>	<u>\$802,934</u>	<u>\$12,703,172</u>	<u>\$400,593</u>	

Callable: **\$8,535,000**

NOTE: Highlighted maturities are eligible for prepayment on April 1, 2013 or any date thereafter.  
30-day call notice required.

\*Net of all cost of issuance

Plus: Rounding (Available for Debt Service) **\$2,358**  
**Net Annual Savings \$402,952**

**Present Value Savings (in today's dollars) \$362,055**  
Present Value Savings Percentage **4.24%**

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

September 27, 2011

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

**September**

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

**October**

- October 11, 2011 - Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M., in ESC Board Meeting Room
- October 12, 2011 – Professional Inservice (half day for students)
- October 25, 2011 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room
- October 27 -28, 2011 – Teacher Convention – Schools Closed (ESC Closed on October 28<sup>th</sup>)