

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



## **REGULAR MONTHLY BOARD MEETING**

**November 22, 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
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1
  - B. Consent/Approve Minutes of 10/24/11 and 10/25/11 Special Meetings And Executive Sessions and 10/25/11 Regular Meeting.....Pages 2-15
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers ....Pages 16-18
  - D. Consent/Approve School District Self-Evaluation of the Status Of Pupil Nondiscrimination And Equality of Educational Opportunities .....Pages 19-22  
(Also see link to complete report)

SCHOOL BOARD AGENDA

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XI. Old Business

- A. Discussion/Action Advanced Placement Examination Fees ..... Pages 23-25
- B. Discussion/Action Four Year Graduation - Cohort Analysis..... Pages 26-29  
**(Also see link to complete report)**
- C. Discussion/Action Policy and Rule 6300 - Curriculum Development And Improvement and Administrative Regulation 6300..... Pages 30-32  
**(First Reading)**
- D. Discussion/Action Policy and Rule 6621 - Interlibrary Loan Procedures ..... Pages 33-35  
**(First Reading)**
- E. Discussion/Action Policy/Rule 3420 - Purchasing ..... Pages 36-39  
**(First Reading)**

XII. New Business

- A. Discussion/Action Donations to the District..... Page 40

XIII. Other Business as Permitted by Law

- Tentative Schedule of Reports, Events and Legal Deadlines For School Board (November-December)..... Page 41

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

XV. Adjournment



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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD OCTOBER 24, 2011

A special meeting of the Kenosha Unified School Board was held on Monday, October 24, 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 5:03 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 Collective Bargaining Deliberations.

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

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

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

Mrs. Glass, Mrs. Schmitz, and Mrs. Wiberg, representative from PMA Financial Services, arrived at 5:08 P.M.

Mr. Vaillancourt arrived at 5:10 P.M.

1. Collective Bargaining Deliberations

Mrs. Glass updated Board member on collective bargaining issues and discussion followed.

Meeting adjourned at 6:52 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD OCTOBER 25, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 25, 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 5:04 P.M. with the following members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens and 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 Property: Lease/Rental and Collective Bargaining Deliberations.

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

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

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

1. Property: Lease/Rental

Mr. Finnemore, Ms. Davis, and Mr. Tenuta arrived at 5:06 P.M. and presented two lease proposals to the Board.

Ms. R. Stevens arrived at 5:20 P.M.

Mr. Finnemore, Ms. Davis, and Mr. Tenuta were excused at 5:30 P.M.

2. Collective Bargaining Deliberations

Board members discussed collective bargaining issues.

Mr. Bryan arrived at 5:41 P.M.

Meeting adjourned at 5:43 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD OCTOBER 25, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, October 25, 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 7:01 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 the Recipients of the Annual National OfficeMax "A Day Made Better" awards.

Mrs. Snyder presented Resolution No. 287 – Resolution of Commemoration – American Education Week 2011 which read as follows:

*"WHEREAS*, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

*WHEREAS*, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

*WHEREAS*, education employees, be they teachers, education support professionals, custodians, bus drivers, secretaries or administrators, work tirelessly to serve our children and communities with care and professionalism; and

*WHEREAS*, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise, the Kenosha Unified School District No. 1 has celebrated American Education week for four decades;

*NOW, THEREFORE, BE IT RESOLVED*, that this expression of celebration commemorating the 88<sup>th</sup> annual American Education Week, November 13 through November 19, 2011, be adopted, and

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be printed in the school district's official newspaper of record."



Ms. P. Stevens moved to approve Resolution 287 - Resolution of Commemoration – American Education Week 2011 as presented. Ms. R. Stevens seconded the motion. Unanimously approved.

There were no Administrative or Supervisory Appointments.

Ms. P. Stevens introduced the Student Ambassador, Marqanette Shepard, from Reuther High School and she made her comments.

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 – Revised Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations as presented.

Consent-Approve item X-B – Minutes of the 9/27/11 Special Meeting and Executive Session and the 9/27/11 Regular Meeting as presented in the agenda.

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

“It is recommended that the August 2011 cash deposit batches totaling \$658,172.19, and cash receipt wire transfers-in totaling \$27,400,935.26, be approved.

Check numbers 472276 through 473176 totaling \$8,678,323.85, and general operating wire transfers-out totaling \$78,360.54, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2011 net payroll and benefit EFT batches totaling \$13,357,411.14, and net payroll check batches totaling \$904.11, be approved.”

Consent-Approve item X-D – Classification, Compensation and Personnel Policy for Non-Represented, Non-Supervisory, Miscellaneous Employees submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“Approval from the Board of Education is requested for proposed changes to the Classification, Compensation and Personnel Policy for Non-Represented, Non-Supervisory, “Miscellaneous Employees.”

Following are the proposed changes:

Salary – Section IV.

0% salary increase July 1, 2011 through June 30, 2012

0% salary increase July 1, 2012 through June 30, 2013

Benefit – Section IV.

2011 – 13 Policy Year: 12% health insurance premium contribution and 5.8% WRS Retirement Contribution.

At its October 11, 2011 meeting, the Personnel/Policy Committee voted to forward to the School Board the proposed salary increase and language changes to the Miscellaneous Classification, Compensation and Personnel Policy. Administration recommends that the School Board approve the proposed salary increase and language changes to the Miscellaneous Classification, Compensation and Personnel Policy as presented.”

Consent-Approve item X-E – Barbara Bush Foundation for Family Literacy submitted by Mr. Vaillancourt; Ms. Patricia Demos, Community School Relations Manager; and Dr. Hancock, excerpts follow:

“School Board approval is requested to submit and implement a one-year proposal to expand the District’s Kenosha Even Start Family Literacy Program. This proposal is being submitted to the Barbara Bush Foundation for Family Literacy which will announce the awards in April 2012.

The all-encompassing program will strengthen the following components: 1) Adult ESL Instruction, 2) Early Childhood Development, 3) Parent Education, and 4) Parent-Child Interactive Literacy Activities. The program serves the most underserved (economic need) families, with children ages 2-10, who have low literate skills and in need of learning English. In addition to classes four days a week, local community partnerships provide family learning opportunities beyond the weekly class instruction. Partnerships include Children’s Literature Center – Carthage College, Gateway Technical College, Kenosha Public Library, Urban Outreach Center, and UW Extension. Carthage College provides opportunities for the families to visit the Children’s Literature Center. Kenosha Public Library has special story times that are presented English and Spanish with a special activity related to the story. Urban Outreach Center provides GED Instruction in Spanish, with free child care, reimbursement for the GED Tests, and transportation to and from the testing site if needed. Our adult learners are able to learn English and then proceed to the GED classes at the Center. UW Extension provides a series of parenting classes on health and nutrition. This grant would provide support to increase the number of families served from twenty to twenty five, with their children, as well as provide an additional day per week for instruction.

At its October 11, 2011 meeting, the Curriculum/Program Committee voted to forward this grant request to the School Board for consideration. Administration recommends that the School Board approve submission and acceptance if received of the Barbara Bush Foundation for Family Literacy Grant for expansion of the Kenosha Even Start Family Literacy Program for the 2012/13 school year.”

Consent-Approve item X-F – Waiver of Policy 1330 – Use of District Facilities submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“National Alliance on Mental Illness (NAMI) Kenosha County, Inc. is requesting a waiver of user fees for the Reuther High School auditorium on Wednesday, October 5, 2011 for a performance of *Pieces in My Own Voice* which depicts the lives of people living with mental health diagnosis. October 2-9, 2011 is Mental Illness Awareness Week and *Pieces* is an excellent way to help educate the public about mental illness.

The rental fee is \$249.00. Any additional custodial fees will be the responsibility of NAMI Kenosha County and the \$20.00 permit filing fee has been paid.

Kenosha Public Library is requesting a waiver of user fees for the Mahone Middle School auditorium on Saturday, March 3, 2012 to engage the entire county in reading and discussing *Sun, Stone and Shadows: 20 Great Mexican Short Stories*.

The rental fee is \$305.00. Any custodial charges will be the responsibility of the Kenosha County Library and the \$20 permit filing fee has been paid.

At its October 11, 2011 meeting, the Audit/Budget/Finance Committee voted to forward Administration’s recommendations to the full Board regarding these waiver requests.

Administration recommends that the School Board approve the request from NAMI Kenosha County for waiver of rental fees in the amount of \$249.00 for the use of the Reuther High School auditorium on October 5, 2011.

Administration also recommends that the School Board approve the request from Kenosha Public Library for waiver of rental fees in the amount of \$305.00 for the use of the Mahone Middle School auditorium on March 3, 2012.”

Consent-Approve item X-G – Columbus School Property Sale submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Hancock, excerpts follow:

At the end of the 2010-11 school year, Columbus Elementary School was closed permanently as part of a comprehensive plan to address the large structural deficit that KUSD was facing. Several options regarding what should be done with the building and property were considered before the decision was made to pursue selling the property. The School Board approved pursuing a sale of the property at its July 26, 2011 regular meeting.

A Request for Proposal (RFP) was developed and issued to interested buyers, several local real estate agents, and also posted on the KUSD website. Proposals were due on September 20, 2011. We received one valid offer from AMY 1, LLC for \$110,000, a copy of that offer is attached to this report. The offer does not contain any contingencies and the prospective buyer has had discussions with the City of Kenosha regarding their proposed use which would be as a childcare center. They operate a similar center on a property adjacent to the Columbus School site currently.

The offer is less than the market analysis we performed on the building which was approximately \$185,000; however the market analysis was based on the property being on the market for however long it takes to sell which when looking at similar buildings could be years. In addition, we benefit from avoiding the operations and maintenance costs

projected for the building and also putting the building to use instead of being another vacant building in the community. Therefore, Administration considers this offer to be acceptable in terms of price and other conditions and recommends that the district proceed with the sale of the property to AMY 1, LLC.

Elector approval to sell the building was obtained at the Annual Meeting on September 19, 2011. This report was reviewed by the Planning, Facilities and Equipment Committee at its October 11, 2011 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

Administration recommends Board approval of the sale of the Columbus Elementary School property as described in this report.”

Consent-Approve item X-H – 5512 Green Bay Road Property Sale submitted by Mr. Finnemore and Dr. Hancock, excerpts follow:

“One of the infrastructure improvements for the Indian Trail addition/renovation project was the construction of a new east-west public street. The construction of 56<sup>th</sup> Street required the acquisition of additional property so that the street can be extended to 64<sup>th</sup> Avenue. It was decided when the project was first considered that KUSD would use the services of the City of Kenosha to acquire the property and construct the road and associated improvements using funding from the referendum.

The existing Indian Trail property contained most of the land needed to construct 56<sup>th</sup> Street; however one additional strip of land was needed. An agreement was developed that authorized the City to purchase the land needed for the road construction with KUSD reimbursing the City for its services to acquire the property including the purchase price of the property. That agreement was approved by the School Board at their September 23, 2008 regular meeting.

Shortly after KUSD and the City approved the agreement, the parcel needed for the road and an adjoining parcel which included a home and other improvements was foreclosed on by the lending institution from the previous owner. The lending institution immediately placed both parcels on the market and listed them as one property priced to sell quickly at a property auction. In order to ensure that we obtained the parcel needed for the road, the City purchased the property for the asking price. The total price for the property and associated fees, including the City’s time in acquiring the property was \$136,482. This amount was built into the Indian Trail project budget.

The City performed the survey work and processed all of the forms to split the property into two separate parcels, so that KUSD could the eastern portion that was not needed for 56<sup>th</sup> Street (the area highlighted in yellow on the attached aerial picture). Elector approval to both purchase and sell the property was obtained at the Annual Meeting on September 14, 2009, and Board approval was obtained on September 22, 2009.

A Request for Proposal (RFP) was developed and issued to interested buyers, several local real estate agents, and also posted on the KUSD website. Proposals were due on September 20, 2011. We received one valid offer from PL Ruffolo, LLC for \$50,000, a copy of that offer is attached to this report. The offer contains only one contingency and

that is for an inspection of the home. The offer is less than the market analysis we performed on the building which was approximately \$70,000; however it is exactly the amount estimated that we could sell it for based on the current market conditions without putting any additional money into the home. Therefore, Administration considers this offer to be acceptable in terms of price and other conditions and recommends that the district proceed with the sale of the property to PL Ruffolo, LLC.

This report was reviewed by the Planning, Facilities and Equipment Committee at its October 11, 2011 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

Administration recommends Board approval of the sale of the property located at 5512 Green Bay Road as described in this report.”

Ms. P. Stevens moved to approve the Consent Agenda with the Revised Recommendations Concerning Appointments, Leaves of Absence, and Retirements as presented. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Finnemore presented the Elimination of Energy Rebates submitted Mr. Finnemore, Mrs. Schmitz, and Dr. Hancock, excerpts follow:

The operational energy program just finished its seventh and most successful year. It began in response to a proposal by an outside company to implement an operational energy savings program for KUSD in exchange for a significant fee. This firm was hired by a number of districts in Wisconsin, but KUSD determined that we could implement this program in-house and realize all of the savings without paying a consultant. The operational energy savings program has been extremely successful and helped KUSD get our energy costs under control. We have saved almost \$3.9M of the seven years just from this program alone.

At the September 13, 2011 Planning, Facilities and Equipment Committee meeting, we provided a table showing the individual rebates that each school would receive as part of their 2011-12 budget. The rebates were determined based on the savings generated versus the base year along with a comparison versus the previous year and 5-year average. We also incorporated a scorecard system for each school using the results of our building walkthroughs. It was discussed at the meeting that in light of the budget challenges that this would be the last year of rebates to the schools. Upon further consideration based on the significant financial issues that KUSD is facing, Administration is recommending that the rebates from last year's program are not issued to the schools. It is difficult to make this change after previously announcing the rebates; however, understanding that more cuts still need to be made it is felt that eliminating something that has not already been added to any individual budget is easier than cutting something that already has.

The energy savings projects have already been implemented or are in the process of being implemented so those funds will still be reinvested in the schools. It is our intent to continue investing in energy saving projects in future years and we are currently working on a plan for funding them. This plan will be a part of the budget process for the 2012-13 fiscal year.

This report was reviewed by the Planning, Facilities and Equipment Committee at its October 11, 2011 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

In light of the financial issues that the District is facing, Administration recommends Board approval to eliminate the financial rebates given to schools for active participation in the operational energy savings program.”

Ms. P. Stevens moved to eliminate the financial rebates given to schools for active participation in the operational energy savings program. Mr. Nuzzo seconded the motion. Unanimously approved.

Mr. Anderson Lattimore, Assistant Superintendent of Educational Accountability, presented the Official Third Friday Enrollment Report (School Year 2011-12) submitted by Ms. Lorien Thomas, Research Analyst; Ms. Renee Blise, Senior Research Analyst; Mr. Lattimore; and Dr. Hancock, excerpts follow:

“Annually, Administration provides the Kenosha Unified School Board with the District’s Official Third Friday Enrollment Report. The data contained in this report are also reported to the Wisconsin Department of Public Instruction (DPI) in its designated format. The School Board should note that this report contains only enrollment data and does not contain student membership data that are used to develop revenue projections and budgetary planning documents.

District-wide, enrollment decreased from 23,122 students in SY 2010-11 to 22,978 students in SY 2011-12. With the exception of SY 2011-12, the decrease of -144 students this year was significantly lower than yearly increases in student enrollment (average of +160 students) the District had been experiencing the past seven years.

At its October 11, 2011 meeting, the School Board Personnel and Policy Standing Committee reviewed and accepted the 2011-12 Official Third Friday Enrollment Report and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the School Board review and accept the 2011-12 Official Third Friday Enrollment Report. The Office of Educational Accountability will continue to monitor enrollment and submit the 2012-13 Official Third Friday Enrollment Report to the School Board Personnel and Policy Standing Committee in October of 2012.”

Ms. P. Stevens moved to accept the 2011-12 Official Third Friday Enrollment Report, that the Office of Educational Accountability continue to monitor enrollment, and submit the 2012-13 Official Third Friday Enrollment Report to the School Board Personnel/Policy Standing Committee in October of 2012. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Glass presented the Employee Complaint (Grievance) Procedure submitted by Mrs. Teresa Osborne-Short, Director of Human Resources; Mrs. Glass, and Dr. Hancock, excerpts follow:

“The Wisconsin State Budget Repair Bill, also known as Act 10, requires a school district (or other local governmental unit) that does not have a civil service system to create and adopt an employee grievance policy not later than October 1, 2011. Although the District currently has a collective bargaining agreement in place, Sec. 60.0509(1m) Wis. Stats., mandates that a grievance policy be initiated to address concerns brought forward by all non-represented groups (Administrative, Supervisory and Technical as well as Miscellaneous Employees are currently non-represented). For represented groups (teachers, educational assistants, service employees, secretaries, interpreters and substitute teachers), this policy will be implemented upon expiration of the collective bargaining agreement.

Any grievance procedure under this law must contain at least all of the following provisions: (a) a grievance procedure that addresses employee terminations; (b) employee discipline; and (c) workplace safety. The procedure must contain at least all of the following elements: a written document specifying the process that a grievant and an employer must follow; a hearing before an impartial hearing officer; and an appeal process in which the highest level of appeal is the governing body of the local governmental unit (Board of Education).

At its October 11, 2011 meeting, the Personnel/Policy Committee voted to forward the proposed Employee Complaint (Grievance) Procedure to the School Board for a simultaneous first and second reading. Administration recommends that the School Board approve Policy 4271 - Employee Complaint (Grievance) Procedure as a first and second reading at its October 25, 2011 meeting with the understanding that the policy will be finalized to include legal references and cross references prior to distribution and posting on the KUSD Website.”

Ms. P. Stevens moved to approve proposed Policy 4271 - Employee Complaint (Grievance) Procedure as a first and second reading with the removal of the first sentence “Unless mutually agreed to in writing by the Employee and the District in advance of the expiration of the timeline, the timelines provided in this policy must be strictly adhered to” under the “Time Limits” section and the removal of “Normally” at the beginning of the second paragraph in subsection E of the “Procedure” section with the understanding that the policy will be finalized to include legal references and cross references prior to distribution and posting on the KUSD Website. Mr. Nuzzo seconded.

Roll call vote: Ayes: Mr. Nuzzo, Mr. Gallo, and Ms. P. Stevens. Noes: Ms. R. Stevens, Mrs. Taube, Mr. Bryan and Mrs. Snyder. Motion failed.

Mr. Nuzzo moved to approve Policy 4271 - Employee Complaint (Grievance) Procedure as a first and second reading with the understanding that the policy will be finalized to include legal references and cross references prior to distribution and posting on the KUSD Website. Ms. P. Stevens seconded the motion. Motion carried. Mrs. Taube dissenting.

Mrs. Tina Schmitz, Director of Finance, presented the Change in the Fiscal Year 2010-11 Adopted Budget submitted by Mr. Tarik Hamdan, Financial & Budget Analyst; Mrs. Schmitz; Mrs. Glass, and Dr. Hancock, excerpts follow:

“The Board of Education adopted the 2010-2011 budget on November 1, 2010, as prescribed by Wisconsin State Statute 65.90. From time to time there is a need to modify or amend the adopted budget for a variety of reasons, including changes in individual program budgets. State Statute requires that any modifications to the adopted budget require the approval by two-thirds (2/3) majority of the Board of Education and publication of a Class 1 notice within ten (10) days of Board approval. This document identifies proposed budget modifications to the 2010-2011 Budget.

The majority of the required changes are the result of notifications of carry over funds determined to be available for various grants after the budget was formally adopted in October. Other Grant awards (i.e. Ed Foundation, Mini-Grants) were also received after the adoption of the budget. These Grant awards conform to existing board policy.

Higher numbers of free and reduced lunch students throughout the State led to a pro-rating of the SAGE per pupil amount from \$2,250 per child to \$1,998.79. This trend may also continue to negatively impact the actual SAGE funding received by Districts in the future. Please note that KUSD has elected to no longer participate in the SAGE program starting 2011-2012.

Since State Statutes authorize the budget be adopted by function, Administration also requests approval of additional budget modifications that do not add dollars to the budget, but change functions (primarily the first two digits of the function). These budget modifications include:

- Transfer budgets and expenditures from one salary account to another salary account resulting from a review of position control. Reclassifying the salary and benefit dollars from one account to another does not change the overall amount of the District budget.
- Transfer discretionary line item budget dollars from one budget account to another as a result of ongoing review and monitoring of budgets. Reclassifying budget dollars from one account to another account does not change the overall amount of the Grant or District budget.
- Transfer Grant budgets to the appropriate function or object based on formal DPI Grant Modifications. Since the budget was formally adopted, some Grant Managers have requested that expenditure budget dollars be reassigned to the function or object where the dollars would be expended. The grant budgets have now been revised and the resulting modifications may have changed the function or object of the expenditures, but they did not change the awarded amount of the grant.

The Audit, Budget & Finance Committee reviewed the 2010-2011 Budget Modifications at the October 11th committee meeting and unanimously approved forwarding this recommendation to the full Board of Education for approval.

Administration recommends that the Board of Education review and approve the 2010-2011 budget modifications as described herein and that the attached Class 1 notice be published within ten (10) days of the official Board Adoption.”



Ms. P. Stevens moved to approve the 2010-2011 budget modifications and that the attached Class 1 notice be published within ten (10) days of the official Board Adoption. Mr. Gallo seconded the motion. Unanimously approved.

Mrs. Schmitz presented the 2010-2011 Budget Carryovers to the 2011-2012 Budget submitted by Mr. Hamdan, Mrs. Schmitz, Mrs. Glass, and Dr. Hancock, excerpts follow:

“An integral part of the budget development process is the disposition of unspent budget dollars at the end of the fiscal year. Historically, Kenosha Unified School District (KUSD) has prohibited the carryover of any administrative budget dollars to the next fiscal year. Starting in the 2002-2003 budget year, the Board approved the elimination of all discretionary carryover dollars from site budgets.

Normally as a result of the outstanding purchase orders that were encumbered and not fully expended as of June 30, 2011, there would be requests to carry dollars over to the next budget year. As a result of a tremendous District-wide effort this past June, no encumbrance carryovers are being requested this year.

There are several additional items that are potentially carried over from year to year. Administration is requesting to carryover the following to the 2011-2012 fiscal year. Some of these have been previously been reviewed or approved by the Board or a Committee.

Charter School Carryover	\$1,436,514
Donation and Mini-Grant Carryover	\$ 70,385
Capital Bank Projects	<u>\$ 10,000</u>
	\$1,516,899

Administration recommends that the Board of Education review the carryovers and that these carryover dollars be incorporated into the 2011-2012 budget.”

Ms. P. Stevens moved to incorporate the 2010-2011 carryovers into the 2011-2012 budget. Mr. Nuzzo seconded the motion. Unanimously approved.

A PowerPoint presentation was given by Dr. Hancock regarding the Kenosha Unified School District’s Finance History and Future which included information on the Major Events Impacting KUSD, Current Budget Trends, Revenue Per Member History, KUSD Challenges, KUSD Vision and Mission, and the Transformation Plan.

Mrs. Schmitz presented the Formal Adoption of 2011-2012 Budget submitted by Mr. Hamdan, Mrs. Schmitz, Mrs. Glass, and Dr. Hancock, excerpts follow:

“The Public Hearing on the 2011-2012 Budget and the Annual Meeting was held on Monday, September 19, 2011 in the Auditorium at Indian Trails High School and Academy. In addition, the Board of Education has reviewed the District’s budget assumptions and received public input at their meetings held in July. The Board adopted the preliminary budget assumptions on July 26, 2011 (see Attachment B from July, 2011).

Since the Public Hearing and Annual Meeting, Administration has found further budget challenges. The expected revenues this year are not adequate to cover expenses

for the 2011-2012 fiscal year. This shortfall is primarily due to contracted salaries and benefits. Further, the District will be using \$8,200,000 of General Fund balance to make up the difference at this time. Administration has developed a plan of action and will be communicating our strategy in the months ahead.

Based on the current projected General State Aid, the preliminary budget presented at the Public Hearing on the Budget will include the following preliminary tax levy:

General Fund	\$77,070,827
Debt Service Fund	14,625,987
Community Service Fund	<u>1,981,240</u>
	\$93,678,054

This total tax levy includes a decrease of \$988,432 in 2011-2012 for Kenosha Unified School District over last year. Due to the final pupil counts and the Certified State Aid that was released by the Department of Public Instruction on October 14, 2011, the District's overall revenue limit was decreased. The levy shown above for the General Fund is the maximum amount allowable within State law without going to referendum. This represents a decrease of \$2,092,065 in tax levy to the General Fund from last year.

The total mill rate per \$1,000 of equalized valuation is \$11.02, a 3.94% increase over the prior year. The Equalized Property Values decreased by 4.79% from last year which contributes to the overall mill rate increase. Attachment A delineates this tax levy scenario and the last 15 years equalized values and tax levies.

It is requested that the Board of Education accept the following recommendations:

1. Approval of the 2011-2012 Budget with the use of \$8,200,000 from General Fund Balance;
2. Formally adopt the District's 2011-2012 Budget using the accompanying Budget Adoption Motion in Attachment C;
3. Direct Administration to prepare a class one legal notice to be published within ten (10 days of the modification whenever this Adopted Budget is modified;
4. Direct the Clerk of the Kenosha Unified School District to certify the property tax levy to be collected from the municipalities with the School District in the amount of \$77,070,827 for the General Fund, \$14,625,987 for the Debt Service Fund, and \$1,981,240 for the Community Service Fund.
5. Direct Administration to certify the Board approved tax levy on or before November 5, 2011; and
6. Designate the portion of the General Fund's fund balance at June 30, 2011 as Unassigned for working capital that is not classified as Nonspendable (for inventories and prepaids)."

Ms. P. Stevens moved that the 2011-2012 Budget for the Kenosha Unified School District No. 1 be approved, for all funds to show expenditures, other revenues, and tax levies in summary as presented. Mr. Nuzzo seconded the motion. Unanimously approved.

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

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

Meeting adjourned at 8:58 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
November 22, 2011

CASH RECEIPTS	reference	total
<b>September 2011 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>aids register receipts</i>	\$ 22,305,215.26
US Treasury	<i>tax refund - ITA BAB borrowing</i>	280,000.00
Johnson Bank	<i>account interest</i>	16.99
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	190,652.23
Wind River Financial	<i>school credit card receipts (net of fees)</i>	3,504.69
Retired Benefit Participants	<i>premium reimbursements</i>	21,330.50
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	276.50
Total Incoming Wire Transfers		\$ 22,800,996.17
<b>September 2011 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 1,101,690.06
<b>TOTAL SEPTEMBER CASH RECEIPTS</b>		<b>\$ 23,902,686.23</b>

CASH DISBURSEMENTS	reference	total
<b>September 2011 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT</i>	\$ 7,703,884.52
WI Department of Revenue	<i>state payroll taxes</i>	298,292.99
IRS	<i>federal payroll taxes</i>	2,717,612.53
Diversified Benefits Services	<i>health retirement account claims</i>	429,909.87
Diversified Benefits Services	<i>flexible spending account claims</i>	19,778.40
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,110,590.71
Delta Dental WI	<i>dental insurance premiums</i>	91,684.22
FICA Alternative	<i>federal payroll taxes</i>	4,182.86
Burkwald & Associates	<i>management fee</i>	33,033.84
Various	<i>TSA payments</i>	335,847.70
<i>general operating wires</i>		
Elan Financial	<i>elan p-card payment</i>	73,910.67
Aegis	<i>workers' compensation payment</i>	50,000.00
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Harland Clarke	<i>banking supplies</i>	90.10
Various	<i>returned checks</i>	1,885.30
Total Outgoing Wire Transfers		\$ 12,888,157.25
<b>September 2011 Check Registers - All Funds:</b>		
Net payrolls by paper check	<i>01018DP, 01019DP, 01218DP, 01918DP</i>	\$ 41,208.09
General operating and food services	<i>Check #473177 thru Check #474226</i>	4,622,705.59
Total Check Registers		\$ 4,663,913.68
<b>TOTAL SEPTEMBER CASH DISBURSEMENTS</b>		<b>\$ 17,552,070.93</b>

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
November 22, 2011

CASH RECEIPTS	reference	total
<b>October 2011 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>aids register receipts</i>	\$ 369,086.87
Payment Management System - HHS	<i>headstart revenue</i>	392,070.17
Johnson Bank	<i>account interest</i>	5.92
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	174,601.53
Wind River Financial	<i>school credit card receipts (net of fees)</i>	4,026.49
Retired Benefit Participants	<i>premium reimbursements</i>	21,655.98
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	110.17
Total Incoming Wire Transfers		\$ 961,557.13
<b>October 2011 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 1,941,002.90
<b>TOTAL OCTOBER CASH RECEIPTS</b>		<b>\$ 2,902,560.03</b>

CASH DISBURSEMENTS	reference	total
<b>October 2011 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT</i>	\$ 7,641,004.59
WI Department of Revenue	<i>state payroll taxes</i>	917,204.36
WI Department of Revenue	<i>state wage attachments</i>	1,631.68
IRS	<i>federal payroll taxes</i>	2,955,891.08
Diversified Benefits Services	<i>health retirement account claims</i>	252,425.20
Diversified Benefits Services	<i>flexible spending account claims</i>	26,628.51
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,279,291.21
Delta Dental WI	<i>dental insurance premiums</i>	92,109.92
FICA Alternative	<i>federal payroll taxes</i>	7,136.27
Burkwald & Associates	<i>management fee</i>	32,855.76
Various	<i>TSA payments</i>	552,242.49
<i>general operating wires</i>		
Elan Financial	<i>elan p-card payment</i>	76,628.42
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Harland Clarke	<i>banking supplies</i>	135.15
Various	<i>returned checks</i>	686.70
Total Outgoing Wire Transfers		\$ 13,953,324.88
<b>October 2011 Check Registers - All Funds:</b>		
Net payrolls by paper check	<i>01020DP, 01021DP, 01820DP</i>	\$ 10,730.85
General operating and food services	<i>Check #474227 thru Check #475190</i>	14,347,269.16
Total Check Registers		\$ 14,358,000.01
<b>TOTAL OCTOBER CASH DISBURSEMENTS</b>		<b>\$ 28,311,324.89</b>

## **Administrative Recommendation**

In an ongoing effort by the Finance Department to provide more timely and accurate financial information, we have implemented many new accounting procedures over the last several months. As a result, we are now able to report cash receipts and disbursements activity for the month immediately prior to the current month. Therefore, this report includes activity for the months of both September 2011 and October 2011 in order to bring the reporting up to date.

### *September 2011 Activity:*

It is recommended that the September 2011 cash receipts deposits totaling \$1,101,690.06, and cash receipt wire transfers-in totaling \$22,800,996.17, be approved.

Check numbers 473177 through 474226 totaling \$4,622,705.59, and general operating wire transfers-out totaling \$143,339.61, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2011 net payroll and benefit EFT batches totaling \$12,744,817.64, and net payroll check batches totaling \$41,208.09, be approved.

### *October 2011 Activity:*

It is recommended that the October 2011 cash receipts deposits totaling \$1,941,002.90, and cash receipt wire transfers-in totaling \$961,557.13, be approved.

Check numbers 474227 through 475190 totaling \$14,347,269.16, and general operating wire transfers-out totaling \$194,903.81, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the October 2011 net payroll and benefit EFT batches totaling \$13,758,421.07, and net payroll check batches totaling \$10,730.85, 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

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# **KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

**November 22, 2011**

## **School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities**

PI 9.06 of the Wisconsin Administrative Code requires school boards to evaluate the status of nondiscrimination and equality of educational opportunity in school districts at least once every five years and report the results to the Wisconsin Department of Public Instruction (DPI).

### **Purpose**

The self-evaluation is an invaluable tool that can be used to strengthen the commitment to foster equitable and successful schools for all students. In 1994, Wisconsin School Districts participated in Cycle I which focused on whether compliance had been achieved with the requirements established under Wisconsin's pupil nondiscrimination law. In 2001, districts participated in Cycle II and assessed the effectiveness of their efforts in achieving pupil nondiscrimination and equality of educational opportunity. In 2007, districts were required to complete Cycle III, and evaluate the status of nondiscrimination and equality of educational opportunity in the following three areas:

1. Methods, practices, curriculum and materials used in ... counseling ... (PI 9.06(1)(c), Wis. Admin.Code)
2. Participation trends and patterns and school district support of athletic, extracurricular and recreational activities (PI 9.06(1)(e), Wis. Admin. Code)
3. Trends and patterns in awarding scholarships and other forms of recognition and achievement provided or administered by the district (PI 9.06(1)(f), Wis. Admin. Code)

To meet the five-year evaluation and reporting requirements in 2011, the Department of Public Instruction is requiring Wisconsin districts to again evaluate the above three subject areas.

### **Significant Findings**

1. The Kenosha Unified School District has written board approved policies that clearly prohibit discrimination against pupils.
2. The District continues to experience growth in the percent of "Students of Color" who comprise the student enrollment population. This continued increase enhances the ethnic diversity of the school district.
3. The District completed the School Counseling Program Manual and the Individual Conferencing Handbook to fulfill the state requirement of individual learning plans.



4. The District's comprehensive developmental school counseling program includes the following four components: School Counseling Curriculum, Individual Student Planning, Responsive Services, and System Support.
5. School Counselors completed the "Beyond Diversity" training and follow-up during SY 2010-11. This training was designed to help teachers, students, parents, and administrators understand the impact of race on student learning and investigate the role that racism plays in institutionalized academic achievement disparities.
6. KUSD was identified by DPI as disproportionate in the number of African American students with disabilities placed in programs for Emotional Behavioral Disturbances and Cognitive Disabilities, as well as in the overall number of children with disabilities who have received out-of-school (OSS) suspensions.
7. The District has experienced an increase in the cohort graduation rate for all subgroups; however, an achievement gap still exists between African American students, Hispanic students, students with disabilities, and economically disadvantaged students when compared to their demographic counterparts.
8. The Office of Student Engagement and Equity continues to expand services to increase opportunities for KUSD "Students of Color" in completing the requirements for graduation and supporting their entrance into institutions of higher education.
9. KUSD continues to provide equivalent participation opportunities and equivalent levels of athletic competition for both boys and girls. All athletic programs comply with all WIAA (Wisconsin Interscholastic Athletics Association) rules and regulations.
10. The Kenosha Unified community, as a whole, is content with the current extracurricular offerings in music education. However, the Department of Fine Arts would prefer more representative participation that reflects the overall composition of the student population by race and economic status.
11. KUSD continues to offer many opportunities for students to participate in extracurricular activities. Students are encouraged to participate in these activities through multiple strategies, including but not limited to, parent newsletters, teacher recommendations, recruitment events, word-of-mouth, auditions, reduced fees, and open invitation.
12. The district has a large number of awards and forms of recognition available for students. Individual schools have site-specific criteria that vary from school to school. There is evidence of diversity in the award patterns of the schools.
13. There are many scholarship opportunities available for graduating seniors. Over \$5,393,362 in scholarships were awarded to students in SY 2010-11.

14. KUSD has developed a Transformation Plan that creates a personalized learning system to provide opportunities that maximize the potential of all students based on their needs, abilities, and preferences. The goals of the Transformation Plan include: (1) improve student achievement, (2) expand collaborative partnerships with families, community, and industry, and (3) secure resources (time, people, finances, operating processes) to support learning.
15. As an important component of the Superintendent's Entry Plan, a District Staff Survey was conducted at the beginning of SY 2010-11 to gather the employees' feelings and perceptions about a number of matters which affect KUSD in the following categories: Leadership, Climate, Culture, and Diversity. The most favorable results included feeling safe at work, that the KUSD website housed important and useful information, that students receive comprehensive teaching and learn life-long skills, and that authentic student work is evident and displayed regularly in KUSD. Areas of concern included equitable rules and policies exist for all, adequate assessments in place to measure the effectiveness of professional development, being informed of organization decisions or major process changes through open communications, and being valued as an integral part of the decision-making processes in KUSD.

### **Recommendations for Improvement**

1. All of the School Board approved policies should be updated as the need arises. In addition, policies with legal reference that pertain to discrimination and equity should be clearly written so that the public understands the intent verses an abbreviated description of the reference.
2. "Beyond Diversity" training should be provided for members of the counseling staff that did not receive the training during SY 2010-11.
3. The District should continue to monitor the placement of African American children with disabilities who are placed in programs for Emotional-Behavior and Cognitive Disabilities and the number of children with disabilities who have out-of-school suspensions.
4. The District should make a concerted effort to provide additional opportunities for "Students of Color", economically disadvantaged students, and students with disabilities to be actively involved in all activities as an effective way to keep them engaged in the educational process.
5. The District must embrace the Transformation Plan to insure that all students are engaged; demonstrate proficiency, show continuous growth, and graduate from high school.
6. The District should utilize the results of the District Staff Survey to enhance the leadership of those making decisions, improve the climate of the KUSD learning community, generate a culture of open communication, and appreciate the importance of diversity within the District so that every student reaches his/her maximum potential.

## **Administration Recommendation**

At the November 8, 2011 meeting, the School Board Personnel/Policy Standing Committee reviewed and accepted the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the School Board review and accept the School District Self-Evaluation of the Status of Pupil Nondiscrimination and Equality of Educational Opportunities.

Dr. Michele Hancock  
Superintendent of Schools

Mr. Anderson Lattimore  
Assistant Superintendent  
Educational Accountability

Ms. Karen Davis  
Assistant Superintendent  
School Leadership - Elementary Schools

Mr. Daniel Tenuta  
Assistant Superintendent  
School Leadership - Secondary Schools

Ms. Susan Valeri  
Director of Special Education

Mr. Robert Wells  
Coordinator of Fine Arts

Ms. Peggy Schofield  
Coordinator of Special Education and  
Student Support

Mr. Scott Lindgren  
Coordinator of Athletics, Activities, Health,  
Physical Education and Recreation

Mr. Norris Jones  
Coordinator of  
Student Engagement and Equity

Ms. Melissa Werner  
ADHD-504-Disproportionality Consultant  
Special Education and Student Support

Ms. Renee Blise  
Senior Research Analyst  
Educational Accountability

[LINK TO COMPLETE REPORT WITH APPENDICES](#)

**KENOSHA UNIFIED SCHOOL DISTRICT**  
**Kenosha, Wisconsin**

**November 22, 2011**

**ADVANCED PLACEMENT EXAMINATIONS FEES**

**Background**

In March 2009 the school board approved a reimbursable fee of \$25 for each Advanced Placement (AP) examination taken by students. Students passing exams with a score of three, four, or five received reimbursement for the fee. Current students received a credit on their Zangle accounts. Students who had graduated or were no longer in the district received a \$25 reimbursement check. The Kenosha Unified School District collected fees in 2010 and 2011 from students for AP examinations. Appendix A provides the data related to the fees and the amounts reimbursed. State statutes mandate that school districts pay AP fees for students that receive free/reduced lunch.

**Proposed Change**

It is recommended that Kenosha Unified School District discontinue the practice of paying AP exam fees for all students, except those required by state mandate. It is proposed that parents/guardians cover the AP exam fee for each exam they would like their students to take. Kenosha Unified will continue to cover the costs associated with providing AP examinations that include securing testing sites and proctors for the exams.

**Rationale**

Kenosha Unified School District is the only school district in the state of Wisconsin that fully funds the AP exam fee of all of the students wishing to take the exams. Only one other district in the state provides any funding outside of the state statutes, and that district only pays for half of the exam fee. After consulting with them, we have learned they are also considering termination of the practice.

In an effort to insure financial responsibility as a district and be more consistent in practices with other districts across the state, we feel it is necessary to institute this policy change. The AP exam fee is currently \$87 per exam.

Kenosha Unified School District will continue focusing on providing a variety of AP course offerings to students. A commitment has been made to assure that those courses offered are rigorous and engaging for the students that participate in them. Administrators, counselors,

and teachers will work together to help expand the opportunities for all students to participate and be successful in the AP Program courses while remaining fiscally responsible to the Kenosha community.

### **Implementation**

Upon receiving approval from the board, we will immediately notify families of students currently enrolled in AP courses. We will then work with the Kenosha Unified School District Office of Communications and the high schools to make sure other families and stakeholders are aware of the change.

### **Recommendation**

At the November 8, 2011 standing committee meetings, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward to the School Board the proposal to discontinue the practice of paying AP exam fees for all students, except those required by state mandate, and that parents/guardians cover the AP exam fee for each exam they would like their students to take. It is recommended that the School Board approve the recommendation this evening as presented.

Dr. Michele Hancock  
Superintendent of Schools

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

Mr. David Tuttle  
Coordinator of Talent Development

## Appendix

### Advanced Placement Exam Fees (and associated information)

School Year	Student seats occupied (in classes)	Students taking exams	Total number of exams administered	Number of Examinations with fees paid by student	Students receiving reimbursement	Total Amount Paid by KUSD for AP Examinations*	Examinations for Free/Reduced Lunch Students
2009 – 2010	1,191	514	849	500	318	\$ 64,829	93
2010 – 2011	1,328	590	1,011	603	358	\$ 79,149	124

\* Total does not include facility rental fees, proctor fees, supplies, refunds from College Board or other associated costs.

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**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**  
**Kenosha, Wisconsin**

**November 22, 2011**

**FOUR-YEAR GRADUATION RATE – COHORT ANALYSIS**

*(School Year 2010-11 – Graduation Class of 2011)*

***Executive Summary***

Administration presented the first cohort analysis of graduation trends to the Kenosha Unified School Board beginning with School Year 1994-95. This cohort analysis is the sixteenth annual report to the Kenosha Unified School Board. It provides a “base cohort” illustrating the progress of students from their initial assignment in the ninth grade during SY 2007-08 until the end of summer school four school years later during SY 2010-11. Additionally, the graduation “base cohort” of the Class of 2010 was examined in terms of its progress during the year following its designated graduation year (fifth year).

The cohort graduation rate presented in this report is different than the rate published by the Wisconsin Department of Public Instruction (DPI). While the KUSD Cohort Analysis did not consider students who entered KUSD after ninth grade, DPI’s graduation rate included all students who attended KUSD during their high school tenure. Additionally, DPI’s graduation rate is one of the four (4) objectives considered when calculating Adequate Yearly Progress (AYP) of the No Child Left Behind (NCLB) Act of 2001.

Beginning in SY 2010-11, DPI began collecting student Race and Ethnicity data based on new Federal Guidelines. In the past, parents/guardians were required to choose one (1) ethnic group during registration from the following options: Asian, Black/African American, Hispanic, Native American, and White. The new guidelines allow for multi-race/ethnicity choices, which include Hispanic **or** one or more of the following: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. **Because this is the first year that the new race/ethnic groups are available, the graduation rates will be reported using the ethnic codes that were assigned to students at their initial enrollment in high school at the beginning of grade 9 during SY 2007-08.** This will allow for valid comparisons when analyzing longitudinal data. The new codes are expected to be utilized with the Cohort Analysis for the Graduation Class of 2014, the first class using the new codes as they entered into high school in grade 9.

The following is a list of significant findings based on a review of this year’s cohort analysis. Please note that the terms “Students With Disabilities” and “Economically Disadvantaged” are used as defined by NCLB and the Individuals with Disabilities Education Act (IDEA), and are consistent with DPI reporting.

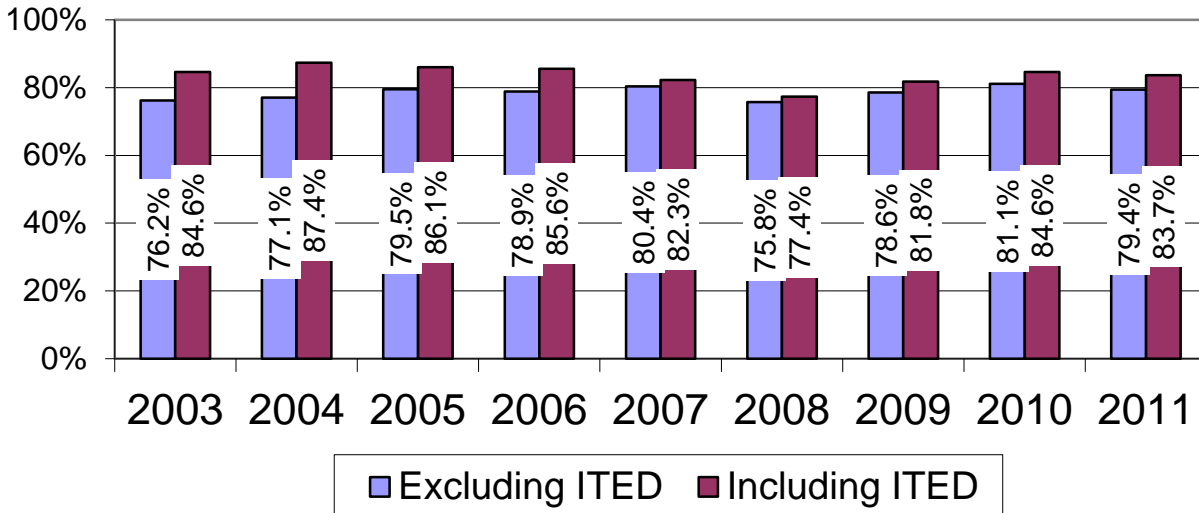


## SIGNIFICANT FINDINGS

### *Four-Year Cycle (Class of 2011)*

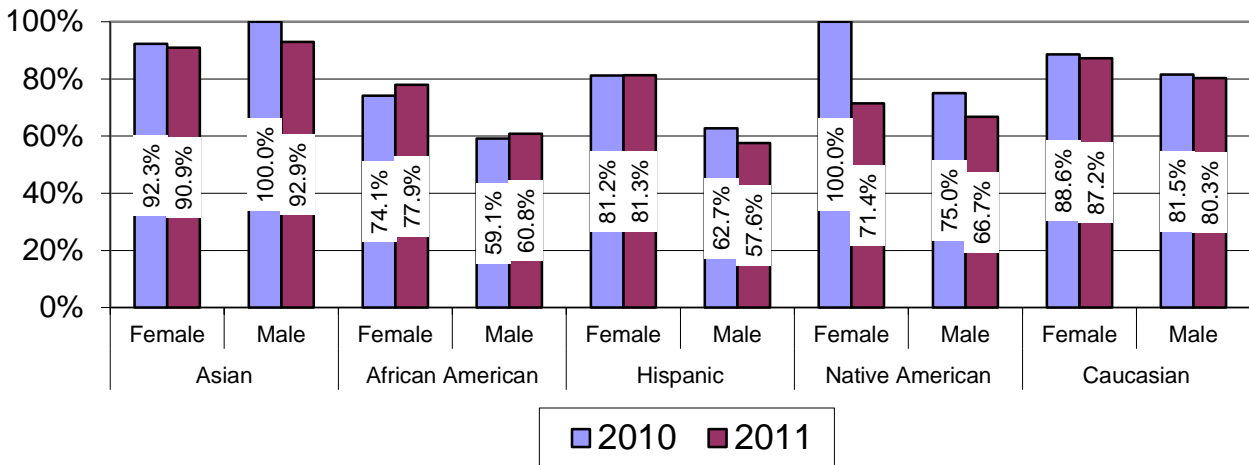
1. At the end of the four-year cycle, KUSD achieved an overall graduation rate of **79.4%**, a decrease of **-1.7%** over last year's rate of **81.1%** when *excluding* "ITED" graduates, and **83.7%** when *including* "ITED" graduates, a decrease of **-0.9%** when compared to last year's rate of **84.6%**.

### Graduation Rates - All Students

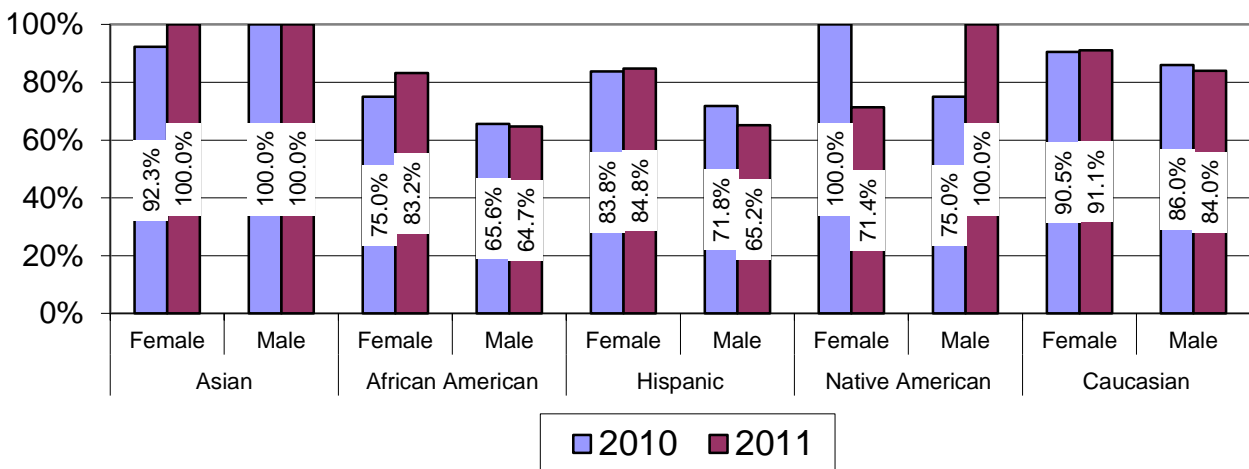


2. As in previous years, African American and Hispanic students graduated at a rate lower than their Caucasian counterparts, both when *excluding* "ITED" graduates and *including* them.
3. African American Females reported an increase in their graduation rate when compared to the previous year, from 74.1% to 77.9% (+**3.8%**) when *excluding* "ITED" graduates and from 75.0% to 83.2% (+**8.2**) when *including* them. African American Males reported an increase in their graduation rate when *excluding* "ITED" graduates, from 59.1% to 60.8% (+1.7%) but a decrease when *including* "ITED" graduates, from 65.6% to 64.7% (-0.9%).
4. Hispanic Females reported a slight increase in their graduation rate when compared to the previous year, from 81.2% to 81.3% (+**0.1%**) when *excluding* "ITED" graduates, and from 83.8% to 84.8% (+**1.0**) when *including* them. Hispanic Males reported a decrease in their graduation rate when *excluding* "ITED" graduates, from 62.7% to 57.6% (-5.1%) and when *including* "ITED" graduates, from 71.8% to 65.2% (-6.6%).
5. Caucasian Females reported a decrease in their graduation rate when *excluding* "ITED" graduates, from 88.6% to 87.2% (-1.4%) but an increase when *including* "ITED" graduates, from 90.5% to 91.1% (+0.6%). Caucasian Males reported a decrease in their graduation rate when *excluding* "ITED" graduates, from 81.5% to 80.3% (-1.2%) and when *including* "ITED" graduates, from 86.0% to 84.0% (-2.0%).

## Ethnic Groups - Excluding ITED



## Ethnic Groups - Including ITED



- The graduation rates for “Students With Disabilities” and “Economically Disadvantaged” students decreased, from 60.3% to 59.2% (-1.1%) and from 66.2% to 65.6% (-0.6%), respectively, when *excluding* “ITED” graduates.
- With the exception of Asian students, all female students graduated at considerably higher rates than male students of the same ethnicity.
- When *excluding* “ITED” graduates, decreases were reported in the gap between the graduation rates of “Children of Color” and the rates of “Caucasian” students of the same ethnic and gender grouping when compared to four years ago.
- The greatest disparity in graduation rates existed between “Students With Disabilities” and “Students Not Disabled” and between students who are “Economically Disadvantaged” and “Students Not Economically Disadvantaged”, with gaps of 23.1% and 24.9%, respectively, for this reporting cycle.

10. African American and Hispanic students were “transferring out” or “dropping out” of KUSD at rates higher than their Caucasian counterparts. However, the dropout rate for African American Females, African American Males, and Hispanic Females decreased when compared to the prior year, from 10.2% to 8.4%, from 14.0% to 9.8%, and from 9.4% to 5.4%, respectively, when “ITED” graduates were included in the dropout rate.
11. The number of “ITED” graduates in the 2011 Cohort Graduation Class after four years was 66, an increase of +9 students when compared to 57 “ITED” graduates in the 2010 Cohort Graduation Class.

***Five-Year Cycle (Class of 2010)***

12. At the end of the five-year period, 1,328 students (**83.8%**) graduated when excluding “ITED” graduates and 1,427 students (**90.0%**) graduated when including “ITED” graduates, resulting in an additional +2.7% and +5.4% of students, respectively, when compared to the end of the fourth year.
13. The graduation rates for all of the reported student sub-groups increased when measured at the end of the fifth year as compared to the rate reported at the end of the fourth year, both when excluding and including “ITED” graduates, with the exception of Asian Females and Native American Females who both reported rates of 100.0% at the end of four years.
14. The percent of “Credit Deficient” students in the 2010 graduation cohort group decreased at the end of the fifth year, from 10.7% to 3.1%; however, the percent of “Dropout” students increased, from 7.7% to 12.7% when including “ITED” graduates as dropouts and from 4.1% to 6.5% when including “ITED” graduates as graduates.
15. The number of “ITED” graduates in the 2010 graduation cohort group after five years was 99 students, an increase of 42 students when compared to the same cohort group after four years.

**Recommendations**

At its November 8, 2011 meeting, the School Board Curriculum/Program Standing Committee reviewed and accepted the 2010-11 Four Year Graduation Rate-Cohort Analysis Report and recommended that it be forwarded to the full School Board for review and acceptance. Administration recommends that the School Board review and accept the 2010-11 Four Year Graduation Rate-Cohort Analysis Report. The Office of Educational Accountability will continue to monitor graduation patterns and submit the 2011-12 Four Year Graduation Rate-Cohort Analysis Report to the School Board Curriculum/Program Standing Committee in November of 2012.

Dr. Michele Hancock  
Superintendent of Schools

Anderson Lattimore  
Assistant Superintendent of  
Educational Accountability

Ms. Renee Blise  
Senior Research Analyst  
Educational Accountability

LINK TO COMPLETE REPORT WITH APPENDICES

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

November 22, 2011

**POLICY AND RULE 6300 - CURRICULUM DEVELOPMENT AND IMPROVEMENT  
AND ADMINISTRATIVE REGULATION 6300**

Information contained within Policy and Rule 6300 and Administrative Regulation 6300 that pertains to curriculum development will be revised to reflect current practice while keeping in line with State Statutes. This information will be included in the Teaching and Learning Handbook that will be readily assessable to staff.

**Administration Recommendation:**

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the proposed revisions to Policy 6300 to the School Board for consideration. Administration recommends that the School Board approve revisions to Policy and Rule 6300, Curriculum Development and Improvement and removal of Administrative Regulation 6300 as a first reading this evening and a second reading on December 20, 2011.

Dr. Michele Hancock  
Superintendent of Schools

Vickie Brown-Gurley  
Assistant Superintendent of Teaching and Learning

POLICY 6300

CURRICULUM DEVELOPMENT AND IMPROVEMENT

A PK-12 curriculum shall be established and maintained in accordance with state law, the needs of society, the local community, and the individual student.

The District's academic content ~~and lifelong learning standards and benchmarks~~ and the state's academic standards adopted by the School Board shall serve as the basis for all curriculum and instructional program development in the District.

**Recommendation for** ~~A~~ additions or deletions to the established curriculum shall **be reviewed by the Assistant Superintendent of Teaching and Learning and provided to be subject to Board approval, following review and recommendations by the Superintendent of Schools for approval.**

LEGAL REF: Wisconsin Statutes

- Sections 118.01 (Instructional program goal requirements)
- 118.30 (Academic standards and assessment requirements)
- 120.13 (Board power to do all things reasonable for the cause of education)
- 121.02(1)(k) &(L) (Rules implementing curriculum state standard)
- Wisconsin Administrative Code
- PI 8.01(2)(k) & (l) Rules implementing curriculum program standards

CROSS REF:

- ~~2100, Accountability~~
- 6100, **District Mission/Goals, Principles, Goals, Results**
- 6110, Instructional Program Mission and Beliefs
- 6310, Elementary School Curriculum
- 6610, Selection of Instructional Materials
- 6620, Library Resources
- 6630, Use of Internet System
- Board-Adopted Academic Standards
- District Learning and Content Standards
- Teaching and Learning Handbook**

AFFIRMED: September 24, 1991

REVISED: November 8, 1994  
October 13, 1998  
January 29, 2002

RULE 6300

~~CURRICULUM DEVELOPMENT AND ADOPTION~~

~~A. Curriculum Development and Adoption~~

- ~~1. A sequential curriculum notebook development plan shall be established for each subject area and be revised as necessary. Such curriculum plans shall specify the standards and benchmarks, course sequence, course content, resources, an objective process of determining whether students attain the specified standards and benchmarks, and an allocation of instructional time by week, semester and school term. The curriculum notebook plan shall also include an evaluation time line which provides that components of the sequential curriculum plan be monitored continuously.~~
- ~~2. District wide curriculum study committees shall be established in various subject areas to revise and update the curriculum consistent with the instructional material acquisition cycle. Such committees should have broad representation from all involved grade levels.~~
- ~~3. Community groups and individuals may present their curriculum concerns to the Superintendent of Schools. The Superintendent shall refer such concerns to the Assistant Superintendent of Instruction for study and recommendations as to possible curriculum changes. Where such change involves new programs or courses, these suggestions shall meet established District criteria and be reviewed as outlined in Section B below.~~
- ~~4. All recommendations regarding deletions or additions to the existing curriculum shall be submitted to the Board for approval.~~

~~B. New Course Adoption and Implementation~~

- ~~1. New course adoption and implementation shall be considered. Requests for new courses shall contain the following items:
  - Term (quarter, semester, year)
  - Credits
  - Rationale
  - Scope and sequence
  - Course description
  - Standards and benchmarks
  - Cost analysis (staffing, staff development, materials, textbooks, supplies, equipment, and any additional space requirements).~~
- ~~2. All new course requests which have followed the course proposal process shall be first referred to the Assistant Superintendent of Instruction. Recommendations regarding adopting new courses will be submitted to the Superintendent of Schools for approval. Following the Superintendent's review and approval, the request shall be presented with recommendations to the Board for approval prior to the end of December of each school year.~~
- ~~3. The new course, if approved by the Board, shall be implemented in accordance with prevailing Board policies and the strategic directions of the District.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

November 22, 2011

**POLICY AND RULE 6621 - INTERLIBRARY LOAN PROCEDURES**

Information from Policy and Rule 6621, Interlibrary Loan Procedures, is available with detail in the KUSD Library Services, My Big Campus. This resource is online and available to all library media teachers who are responsible for interlibrary loans.

Destiny library software which is connected to the KUSD student information system is an efficient online process available to faculty, middle and high school students, parents and community members to request materials. Approximately 250 to 300 loan requests are received each day.

Written information from Policy and Rule 6621 is found in the Teaching and Learning Handbook. Software changes that typically occur every six months will be updated immediately on line. Therefore, the recommendation is to remove Policy and Rule 6621.

**Administration Recommendation:**

At the November 8, 2011 standing committee meetings, the Personnel/Policy and Curriculum/Program committees voted to forward the recommendation relative to Policy 6621 to the School Board for consideration. Administration recommends that the School Board approve removal of Policy and Rule 6621, Interlibrary Loan and placing the information in the Teaching and Learning Handbook and the KUSD web site. The first reading of this policy elimination would take place this evening with a second reading on December 20, 2011.

Dr. Michele Hancock  
Superintendent of Schools

Vickie Brown-Gurley  
Assistant Superintendent of Teaching and Learning

Diane Kastelic  
Teacher Consultant for  
Library Media

Ann Fredriksson  
Coordinator of Library Media and Technology



POLICY 6621  
~~INTERLIBRARY LOAN~~

~~School libraries shall supplement their holdings through interlibrary loan, borrowing and lending needed materials with other District libraries to support the educational, research and general needs of District students, faculty and administrators. Lending procedures shall be as unrestrictive as possible with due consideration for the needs and interests of each school's primary clientele. Interlibrary loans shall comply with current copyright regulations and/or licensing and contractual agreements, and shall not substitute for the development of quality collections based on the needs and services of any school.~~

~~Interlibrary loan is supported through the District's integrated library system.~~

~~Currently enrolled students and currently employed faculty and administrators without overdue library items or unpaid fines are eligible for interlibrary loan privileges.~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 43.72 [Exchange of books and materials between libraries]  
120.12(1) [Board duty, care, control and management of district property]  
120.13 [Board power to do all things reasonable for cause of education]  
121.02(1)(h) [Instructional materials standard]~~

~~Wisconsin Administrative Code~~

~~PI 8.01(2) [Rules governing the selection of instructional/library materials]  
Technology, Education, and Copyright Harmonization Act (TEACH Act)  
[Transmission of performances and displays of copyrighted materials]~~

~~CROSS REF.: 3531.1, Use of Copyrighted Materials~~

~~6600, Instructional Resources  
6610, Selection of Instructional Materials  
6620, Library Resources~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: November 22, 2005~~

RULE 6621

INTERLIBRARY LOAN PROCEDURES

1. ~~The lending school library shall decide on a case by case basis whether a particular item is available for interlibrary loan. Books, video media and audio media may be requested. Materials that should not be requested include reference sources, licensed computer software, equipment, resources in current and recurring demand, and materials on reserve for individual, group or class use.~~
2. ~~Requests shall be made to library staff, who will process loan requests electronically using the District's integrated library system. Library staff shall notify borrowers when the requested resources become available.~~
  - a. ~~Requests shall be entered within one school day, and shall be filled at the lending library within one additional school day when available. If a request cannot be filled, the borrowing library shall be promptly notified.~~
  - b. ~~The lending library shall establish the due date on materials it loans and determine, on a case by case basis, whether renewals are allowed. All items borrowed through interlibrary loan must be returned to the lending school library by the specified due date.~~
  - c. ~~The District's interschool mail shall be used for delivery services.~~
3. ~~Borrowers shall be fully responsible for damaged, missing or lost library materials.~~

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Kenosha Unified School District No. 1  
Kenosha, Wisconsin

**November 22, 2011**

**Policy/Rule 3420 Purchasing**

Kenosha Unified School District Policy/Rule 3420 addresses purchasing of supplies, equipment and services. As part of the District's transformation design, all policies and procedures that impact the finances of the District are considered for improvement in an effort to tighten controls.

Currently the policy lacks direction on signing authority for contracts or agreements for purchases of equipment and services. No other policy or rule defines signing authority, except Policy 3311 "Authorized Signatures" that authorizes the Board President, Clerk and Treasurer to sign checks for expenditures. The changes to Policy/Rule 3420 designates authorized signers, and lowers the authorized amount from \$50,000 to \$25,000.

**Administrative Recommendation**

At its November 8, 2011 meeting, the Personnel/Policy and Audit, Budget and Finance Committees both unanimously voted to forward the proposed Policy/Rule 3420 to the full Board for a first and second reading at its November 22, 2011 and December 20, 2011 regular meetings.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent  
of Business Services

Tina M. Schmitz  
Director of Finance

POLICY 3420  
PURCHASING

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: August 13, 1996  
January 12, 1999  
October 26, 1999  
October 28, 2003  
December 18, 2007

RULE 3420  
PURCHASING

A. General

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

B. Bidding Requirements

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

C. Purchasing **and Signing** Authority

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

1. The Purchasing Agent shall be authorized to approve purchases up to **\$25,000** ~~\$50,000~~ for equipment or services. If the purchase value is ~~from \$10,000 or more, to \$50,000~~, three price quotations shall be obtained wherever possible. When it is not possible to obtain three written quotations, approval of the ~~Executive Director~~ **Director of Finance or Assistant Superintendent** of Business Services is required. Documentation must be maintained.

2. Purchases of ~~\$25,000~~ ~~\$50,000~~ and over for equipment or services shall require the approval of the ~~Executive Director of Business Services~~ **budget manager, and the Assistant Superintendent over the department making the purchase. Contracts for purchases of equipment or services must be signed by both the Budget Manager and the Assistant Superintendent over the department making the purchase.**
3. The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures. **The Purchasing Agent is authorized to sign on behalf of the District, agreements or contracts for equipment maintenance.**

D. Requisitions

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

E. Purchase Orders

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

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

November 22, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Cheryl and Frank Parise donated a Vantage Lite Communication Device to the Special Education Assistive Technology Program and an iPad and case to the Special Education Bradford CDS Program. The value of the donation is \$7,700.00.
2. An anonymous donation of \$4,000.00 has been given to the Bradford Girls and Boys Swim Teams. The donation is to be used for pool improvements.

Administrative Recommendation

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

Dr. Michele Hancock  
Superintendent of Schools



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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

November 22, 2011

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

**November**

- November 8, 2011 - Standing Committee Meetings in ESC Board Meeting Room
- November 22, 2011 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room
- November 24 -25, 2011 – Thanksgiving Recess – ESC & Schools Closed

**December**

- December 6, 2011 - Standing Committee Meetings in ESC Board Meeting Room
- December 20, 2011 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room
- December 21, 2011 – January 3, 2012 – Winter Recess – Schools Closed

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