



## **REGULAR MONTHLY BOARD MEETING**

**June 28, 2011**

**7:00 P.M.**

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



Regular School Board Meeting  
Tuesday, June 28, 2011  
Educational Support Center  
7:00 P.M.

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
  - Resolution No. 286 – Resolution of Appreciation  
To Gilbert Ostman .....Page 1
- 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 2
  - B. Consent/Approve Minutes of 5/24/11, 6/7/11,  
6/14/11, and 6/18/11  
Special Meetings and  
Executive Sessions,  
5/24/11 Regular Meeting  
and 6/1/11, 6/10/11, 6/14/11,  
and 6/18/11 Special Meetings.....Pages 3-18
  - C. Consent/Approve Summary of Receipts, Wire  
Transfers and Check Registers ....Pages 19-20

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## X. Consent Agenda - Continued

- D. Consent/Approve Middle School Waiver For  
2011/2012 School Year ..... Page 21
- E. Consent/Approve Policy/Rule 3811 – Use of  
District Technology Equipment  
By Employees Off District  
Premises, Administrative  
Regulation 3811 and Policy  
And Rule 3535 Electronic  
Communication (Personnel),  
Administrative Regulations  
3535A and 3535B  
(Second Reading) ..... Pages 22-34
- F. Consent/Approve Policy/Rule and Administrative  
Regulation 6633 - Student  
Use of Internet System  
(Second Reading) ..... Pages 35-40
- G. Consent/Approve Policy 6100 – Mission,  
Beliefs and Objectives  
(Second Reading) ..... Pages 41-44

## XI. Old Business

- A. Discussion/Action Mary Frost Ashley  
Charitable Trust ..... Pages 45-52
- B. Discussion/Action Proposed Elementary  
School Boundary Changes -  
Closing of Columbus  
Elementary and Jefferson  
Annex ..... Pages 53-59
- C. Discussion/Action 2011-13 Language  
Acquisition Program  
Proposal ..... Pages 60-63

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## XII. New Business

- A. Discussion/Action Resolution to Implement  
Governmental Accounting  
Standards Board Statement  
54 in Compliance With  
Generally Accepted  
Accounting Principles..... Pages 64-65
- B. Discussion/Action Authorization of 2011-2013  
Expenditures Prior to Formal  
Adoption of the Budget ..... Page 66
- C. Discussion/Action Hearing Officers..... Page 67
- D. Discussion/Action Donations to the  
District ..... Page 68

## XIII. Other Business as Permitted by Law

Tentative Schedule of Reports, Events and Legal  
Deadlines For School Board (June-July) ..... Page 69

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

## XV. Adjournment

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

## ***Kenosha, Wisconsin Resolution of Appreciation to Gilbert Ostman***

*WHEREAS*, Gilbert (Gib) Ostman was elected to the Board of Education of the Kenosha Unified School District in April 1999, and then served four, three-year terms on the Board, and

*WHEREAS*, he served as vice-president, clerk, and treasurer while on the Board, and

*WHEREAS*, during his tenure on the Board he served on the following Committees: Curriculum/Program; Audit/Budget/Finance; Personnel/Policy; and, Planning/Facilities/Equipment; and

*WHEREAS*, during his tenure on the Board he served two terms as chairman of the Personnel/Policy Committee, and two terms as chairman of the Curriculum/Program Committee; and

*WHEREAS*, he has been a strong supporter of quality educational programs and facilities for **all** children, and

*WHEREAS*, during his term in office the District made significant progress in strategic planning, and

*WHEREAS*, the Kenosha Unified School District No. 1 and the Board of Education have benefitted from his wisdom gained through his years as a teacher, and

*WHEREAS*, his service was characterized by conviction, determination, attention to detail and in-depth knowledge of educational issues, and

*WHEREAS*, during his tenure as a Board Member, he was an active proponent of curricular improvements and policy changes designed to improve academic achievement and accountability, and

*WHEREAS*, during his term in office, the District made significant progress with the construction of Mahone Middle School, Edward Bain School of Language and Art, Brass Community School, Cesar Chavez Learning Station, Nash Elementary School, Prairie Lane addition and renovation, Bradford and Tremper athletic additions, and Indian Trail High School and Academy addition and renovation, and

*NOW, THEREFORE, BE IT RESOLVED*, that this expression of appreciation for service as a Board Member 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 presented to Gilbert Ostman in recognition of his service to the Kenosha Unified School District No. 1.

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*President, Board of Education*

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*Superintendent of Schools*

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*Secretary, Board of Education*

*Members of the Board:*

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*Resolution No. 286  
June 28, 2011*

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**Kenosha Unified School District No. 1**  
**Kenosha, Wisconsin**  
**June 28, 2011**

The Human Resources recommendations regarding the following actions:

| Action           | Board Date | Code | Staff            | Employee Last Name | Employee First | School/Dept.               | Position                       | Effective Date | Yrs. of | Salary or Hourly Rate | Reason              | Step / Level | Letter or Contract |
|------------------|------------|------|------------------|--------------------|----------------|----------------------------|--------------------------------|----------------|---------|-----------------------|---------------------|--------------|--------------------|
| Separation       | 6/14/11    |      | Service Employee | Sattler            | Kenneth        | Indian Trail Academy       | Night Custodian                | 5/19/11        | 10      | 42,536.00             | Termination         |              | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Fraley             | Michaela       | Bradford High School       | English                        | 8/29/11        | 11      | \$46,766.00           | Voluntary Layoff    | B06 Step 9   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Matte              | Amy            | Lance Middle School        | Grade 6                        | 8/29/11        | 16      | \$55,749.00           | Voluntary Layoff    | M06 Step 11  | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Mommaerts          | Raena          | Forest Park                | Kindergarten                   | 8/29/11        | 8       | 46,071.00             | Voluntary Layoff    | B Step 9     | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Burnett            | Shelly         | Washington Middle          | English                        | 8/29/11        | 7       | 48,357.00             | Voluntary Layoff    | B18 Step 9   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Robaidek           | Irene          | Special Education          | Teacher Consultant             | 8/29/11        | 10      | 51,388.00             | Voluntary Layoff    | B24 Step 10  | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Middleton          | Erin           | Strange Elementary         | Grade 1                        | 8/29/11        | 8       | 46,766.00             | Voluntary Layoff    | B6 Step 9    | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Fortman            | Julie          | Elementary School          | Intervention Specialist        | 8/29/11        | 10      | 48,440.00             | Voluntary Layoff    | B6 Step 10   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Lanman             | Cynthia        | Fine Arts Department       | Art                            | 8/29/11        | 5       | \$40,726.00           | Voluntary Layoff    | B06 Step 6   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Kostreva           | Ruth           | Southport                  | Grade 1                        | 8/29/11        | 4       | 43,617.00             | Voluntary Layoff    | B24 Step 6   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Sullivan           | Lisa           | McKinley Elementary        | Grade 2                        | 8/29/11        | 4       | 46,945.00             | Voluntary Layoff    | M12 Step 6   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Schmidt            | Sarah          | Indian Trail               | Biology Teacher                | 8/29/11        | 1       | 36,174.00             | Voluntary Layoff    | B Step 3     | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Liesch             | Jacqueline     | Harvey                     | Library Media                  | 8/29/11        | 4       | 43,617.00             | Voluntary Layoff    | B24 Step 6   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Chase              | Susan          | Bradford High School       | Business                       | 8/29/11        | 5       | 57,143.00             | Voluntary Layoff    | M6 Step 11   | Contract           |
| Voluntary Layoff | 6/14/11    |      | Instructional    | Haerter            | Andrea         | Human Resources            | Teacher on Leave               | 8/29/11        | 12      | 50,301.00             | Voluntary Layoff    | B6 Step 11   | Contract           |
| Leave of Absence | 6/14/11    |      | Instructional    | Orton              | Melissa        | Somers Elementary School   | Grade 2                        | 8/29/11        | 10      | \$54,896.00           | Child Rearing Yr. 2 | M06 Step 10  | Contract           |
| Leave of Absence | 6/14/11    |      | Instructional    | Richards           | Kristine       | Columbus Elementary School | Grade 2                        | 8/29/11        | 4       | \$57,143.00           | Child Rearing Yr. 2 | M6 Step 11   | Contract           |
| Leave of Absence | 6/14/11    |      | Instructional    | Winden             | Tricia         | Bullen Middle School       | Math                           | 8/29/11        | 8       | \$62,179.00           | Child Rearing Yr. 2 | M30 Step 11  | Contract           |
| Leave of Absence | 6/14/11    |      | Instructional    | Weitzel            | Jaime          | Lance Middle School        | Math                           | 11/23/11       | 8       | \$43,419.00           | Child Rearing Yr. 1 | B6 Step 7    | Contract           |
| Retirement       | 6/14/11    |      | Administrative   | Gayan              | Gary L         | Forest Park Elementary     | Principal                      | 7/1/11         | 25      | 107,924.00            | Retirement          |              | Contract           |
| Resignation      | 6/14/11    |      | Service Employee | Strash             | Robert         | Grant Elementary           | Night Custodian                | 5/23/11        | 11      | 44,283.20             | Resignation         |              | Contract           |
| Resignation      | 6/28/11    | **   | Administrative   | Kucak              | Joseph         | Student Support            | Coordinator of Student Support | 7/1/11         | 6       | 102,638.00            | Resignation         |              | Contract           |
| Resignation      | 6/28/11    | **   | Administrative   | Wright             | Gregory        | Career and Tech Ed         | Career and Tech Ed Coordinator | 7/1/11         | 8       | 102,638.00            | Resignation         |              | Contract           |
| Retirement       | 6/28/11    | **   | Administrative   | Miller             | Timothy        | Whittier Elementary        | Principal                      | 7/1/11         | 15      | 125,900.00            | Retirement          |              | Contract           |
| Deceased         | 6/28/11    | **   | Instructional    | Moskopf            | Sandra         | Elementary School          | Grade 1                        | 6/4/11         | 20      | 72,517.00             | Deceased            | M30 Step 15  | Contract           |
| Resignation      | 6/28/11    | **   | Educ. Assistant  | Werneski           | Judith         | School of Language & Art   | Information Health Services    | 6/8/10         | 10      | \$13.14               | Correction          |              | Contract           |
| Resignation      | 6/28/11    | **   | Administrative   | Gutierrez          | Martha         | Human Resources            | Director of Human Resources    | 6/30/11        | 8       | 102,638.00            | Resignation         |              | Contract           |
| Resignation      | 6/28/11    | **   | Instructional    | Stace              | Ryan           | Tremper High School        | Technology Education           | 6/14/11        | 1       | 37,824.00             | Resignation         | B Step 4     | Contract           |
| Resignation      | 6/28/11    | **   | Instructional    | Moore              | Christopher    | Bradford High School       | Cross Categorical Sp. Ed       | 6/14/11        | 3       | 43,467.00             | Resignation         | M Step 5     | Contract           |
| Resignation      | 6/28/11    | **   | Instructional    | Larson             | Michael        | Bradford High School       | Math                           | 6/14/11        | 3       | 40,071.00             | Resignation         | B6 Step 5    | Contract           |
| Resignation      | 6/28/11    | **   | Service Employee | Wakefield          | Tracey         | Bradford                   | Day Custodian                  | 7/14/11        | 23      | \$21.10               | Resignation         |              | Contract           |

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

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 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 6:00 P.M. with the following members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens and Ms. P. Stevens were 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. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments, Compensation and/or Contracts, and Evaluation Considerations.

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

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

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

1. Personnel: Position Assignments, Compensation and/or Contracts, and Evaluation Considerations

Dr. Hancock updated Board members on several position assignments. Brief discussion followed.

Dr. Hancock discussed her evaluation process with Board members. Brief discussion followed.

Meeting adjourned at 6:40 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD MAY 24, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, May 24, 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 7:02 P.M. with the following Board members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens and Ms. P. Stevens were excused.

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

Mr. Gary Vaillancourt, Chief Communications Officer, presented the American Association of Teachers of French – Concours Oral Awards, the District 7 Athletic Director of the Year Award, the Wislalia Outstanding Service Award and the EBSOLA exemplary Use of Technology Awards.

Dr. Hancock presented two Administrative Appointments.

Mr. Bryan moved to approve Mr. Steven Knecht at the Coordinator of Athletics, Physical Education, and Recreation and Ms. Susan Valeri as the Director of Special Education and Student Support. Mr. Nuzzo seconded the motion. Unanimously approved.

Dr. Hancock announced Ms. Christine Pratt as the Coordinator of Mathematics and Science.

Mr. Gallo introduced the Student Ambassador, TJ Hobson, from Reuther Central High School and he made his comments.

There was no Legislative Report.

Views and comments were made by the public.

Mrs. Snyder made her comments.

Dr. Hancock gave the Superintendent's report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 4/26/11 and 5/10/11 Special Meetings and Executive Sessions, 4/26/11 Organizational Meeting, 4/26/11 Regular Meeting, and 4/20/11 Special Meeting as presented in the agenda.

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

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

Check numbers 466750 through 468509 totaling \$10,062,370.05 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated April 7, 18, and 21, 2011 totaling \$2,937,116.46; to US Bank of Milwaukee dated April 15, 2011 totaling \$329,144.83 and to the Wisconsin Retirement System dated April 29, 2011 totaling \$1,370,355.31 be approved.”

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

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

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

Consent-Approve item X-E – Middle School Waiver for 2011- 2012 School Year submitted by Ms. Nancy Weirick, Principal at Washington Middle School; Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership; and Dr. Hancock, excerpts follow:

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

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

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

Consent-Approve item X-F – Waiver Request from Head Start Performance Standards submitted by Ms. Melody Orban, Principal of Head Start; Ms. Belinda Grantham, Director of Preschool Education; 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 to Head Start Region V two waivers to the Head Start Performance Standards.

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

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

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

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

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

Consent-Approve item X-G – TOSA Wisconsin Technology Initiative Grant submitted by Mrs. Annie Fredricksson, Coordinator of Library Media/Instructional Technology/Media Production; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

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

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

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

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

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

past Kenosha Unified has also opened up this enrollment to private, parochial, and post secondary administrators and teachers throughout the city.

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

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

Mr. Bryan moved to approve the Consent Agenda as presented in the agenda. Mrs. Taube seconded the motion. Unanimously approved.

Ms. Brown-Gurley presented the Youth Options Program (YOP) Appeal submitted by Mr. Greg Wright, Career & Technical Education Coordinator; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

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

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

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

State statute (s.118.55) and administrative code (PI 25) require students to submit their requests for youth options by March 1 for the fall semester and October 1 for the spring semester. The form offers the opportunities to submit alternative courses in case the course(s) requested are full. It also allows students to work around their

schedules to some extent - - frequently students will have to make tough choices between a college course and a high school course and not be able to take both when schedules conflict. The form and the submission of alternate courses are designed to assist the student and school staff in preparing information for school board approval.

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

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

Mrs. Taube moved to not approve the appeal by Mr. Ward to allow and pay for any college courses because no Youth Options PI-8700-A form was submitted by the March 1<sup>st</sup> deadline. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Kathleen Barca, Assistant Superintendent of Strategic Planning, Innovation and Community Partnerships, presented Policy/Rule 3811 – Use of District Technology Equipment by Employees Off District Premises, Administrative Regulation 3811, Policy and Rule 3535 Electronic Communication (Personnel), and Administrative Regulations 3535A and 3535B submitted by Mrs. Barca and Dr. Hancock, excerpts follow:

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

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

Mrs. Taube moved to approve revised Policy 3535 as a first reading. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Barca presented Policy/Rule and Administrative Regulation 6633 – Student Use of Internet System submitted by Mrs. Barca and Dr. Hancock, excerpts follow:

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

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

Mr. Bryan moved to approve revised Policy 6633 as a first reading. Mr. Nuzzo seconded the motion. Unanimously approved.

Mrs. Barca presented Policy 6100 – Mission, Beliefs and Objections submitted by Mrs. Barca and Dr. Hancock, excerpts follow:

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

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

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

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

Mr. Nuzzo moved to approve revised Policy 6100 as a first reading. Mr. Gallo seconded the motion. Unanimously approved.

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

Mrs. Taube moved to approve the Donations to the District as presented in the agenda. Mr. Bryan seconded the motion. Unanimously approved.

Meeting adjourned at 7:47 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 1, 2011

A special meeting of the Kenosha Unified School Board was held on Wednesday, June 1, 2011, at 6:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Presentation of the 2011 Special Fine Arts Awards.

The meeting was called to order at 6:30 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Mr. Nuzzo 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.

Mr. Gary Vaillancourt, Chief Communications Officer, presented the 2011 Fine Arts Awards.

Meeting adjourned at 6:45 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 7, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, June 7, 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 4:10 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Mr. Nuzzo 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. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Collective Bargaining Deliberations.

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

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

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

1. Collective Bargaining Deliberations

Mrs. Glass and Mr. Vavrik arrived at 4:12 P.M. and updated Board members on collective bargaining issues. Discussion followed.

Meeting adjourned at 5:00 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 10, 2011

A special meeting of the Kenosha Unified School Board was held on Friday, June 10, 2011, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Discussion/Action on the Memorandum of Understanding with the Kenosha Education Association (Teachers') Collective Bargaining Group.

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

Mr. Gallo left the dais at 5:07 P.M.

Ms. P. Stevens moved to approve and adopt the Memorandum of Understanding and present same to the Kenosha Education Association for their consideration as it relates to the 2011-2013 Collective Bargaining Agreement between Kenosha Unified School District and the Kenosha Education Association. Ms. R. Stevens seconded the motion.

Roll call vote. Ayes: Ms. R. Stevens, Ms. P. Stevens and Mrs. Taube. Noes: None. Abstentions: Mrs. Snyder. Motion carried.

Meeting adjourned at 5:08 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 14, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, June 14, 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 4:47 P.M. with the following members present: Ms. R. Stevens, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Mrs. Taube 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: Position Assignments, Compensation, and/or Contracts.

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

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

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

1. Personnel: Position Assignments, Compensation, and/or Contracts

Mrs. Taube arrived at 4:52 P.M.

Dr. Hancock presented several position assignments to Board members. Discussion followed.

Meeting adjourned at 5:13 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 14, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, June 14, 2011, at 5:15 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Discussion/Action on Administrative Appointments.

The meeting was called to order at 5:15 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.

Dr. Hancock presented several Administrative Appointments.

Ms. P. Stevens moved to appoint Brian Geiger as Assistant Principal at Tremper High School effective July 1, 2011. Ms. R. Stevens seconded the motion. Unanimously approved.

Mr. Bryan moved to appoint Norris Jones as Assistant Principal at Bullen Middle School effective July 1, 2011. Ms. R. Stevens seconded the motion. Unanimously approved.

Ms. P. Stevens moved to appoint Lautausha Shell as the Student Engagement and Equity Coordinator effective July 1, 2011. Ms. R. Stevens seconded the motion. Unanimously approved.

Ms. P. Stevens moved to appoint Tina Schmitz as the Director of Finance effective July 1, 2011. Mr. Nuzzo seconded the motion. Unanimously approved.

Meeting adjourned at 5:25 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 18, 2011

A special meeting of the Kenosha Unified School Board was held on Saturday, June 18, 2011, at 8:00 A.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Information on Financial Consulting Services Provided to the District from PMA; Update on WEA HRA, Health Utilization, Trends and Costs from Burkwald & Associates; iPad Orientation; and Discussion on Board Self-Evaluation Process/Leadership Styles/Board Protocols.

The meeting was called to order at 8:07 A.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. Scott Gralla, Mr. Brett Weeden, and Mrs. Michele Wiberg, representatives from PMA Financial Network, Inc. Services, presented Information on Financial Consulting Services Provided to the District from PMA which included financial advising, long range planning and cash flow and investing.

Mr. Scott Gralla, Mr. Brett Weeden, Mrs. Michele Wiberg, and Mr. Bryan departed the meeting at 9:40 A.M.

The Board recessed at 9:40 A.M. and reconvened at 10:00 A.M.

Mr. Kamal Shah, Mr. Scott Schultz, and Mrs. Valeri Hansen, representatives from Burkwald & Associates, Inc., presented an update on WEA HRA, health utilization, trends and costs and the Living Well Program.

Mr. Kamal Shah, Mr. Scott Schultz, and Mrs. Valeri Hansen departed the meeting at 11:10 A.M.

The Board recessed at 11:10 A.M. and reconvened at 11:50 A.M.

Mr. Paul Irvine, Instructional Technology Teacher Consultant, and Mrs. Annie Fredriksson, Coordinator of Library, Media & Instructional Technology, presented an iPad Orientation to Board members.

The Board Self-Evaluation Process/Leadership Styles/Board Protocols agenda item will be addressed at a future meeting.

Meeting adjourned at 1:37 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JUNE 18, 2011

A special meeting of the Kenosha Unified School Board was held on Saturday, June 18, 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 11:25 A.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, and Mrs. Snyder. Dr. Hancock was also present. Mr. Bryan was excused.

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

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

Ms. P. 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

Discussion took place on the Superintendent's evaluation.

Meeting adjourned at 11:50 A.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Receipt  
June 28, 2011

|  | From | To | Date | Amount |
|--|------|----|------|--------|
|--|------|----|------|--------|

**Receipts:**

|                |          |          |                    |                 |
|----------------|----------|----------|--------------------|-----------------|
| Total Receipts | CR050912 | CR051483 | 4/1/2011-4/31/2011 | \$ 1,960,710.82 |
|----------------|----------|----------|--------------------|-----------------|

**Wire Transfers from Johnson Bank to:**

|   |  |              |                        |
|---|--|--------------|------------------------|
| First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i> |  | May 2, 2011  | 146,830.29             |
| First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i> |  | May 5, 2011  | 1,330,799.37           |
| First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i> |  | May 16, 2011 | 148,213.46             |
| First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i> |  | May 19, 2011 | 1,339,142.44           |
| First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i> |  | May 31, 2011 | 147,679.17             |
| US Bank of Milwaukee <i>(for state payroll taxes)</i>                     |  | May 2, 2011  | 322,139.90             |
| US Bank of Milwaukee <i>(for state payroll taxes)</i>                     |  | May 16, 2011 | 330,381.44             |
| Wisconsin Retirement System   |  | May 31, 2011 | 1,358,479.78           |
| Total Outgoing Wire Transfers   |  |              | <b>\$ 5,123,665.85</b> |

**Check Registers:**

|                       |        |        |              |                        |
|-----------------------|--------|--------|--------------|------------------------|
| General               | 468510 | 468845 | May 6, 2011  | 1,502,899.42           |
| General               | 468846 | 468862 | May 6, 2011  | 8,129.48               |
| General               | 468863 | 469147 | May 13, 2011 | 1,098,690.38           |
| General               | 469148 | 469148 | May 13, 2011 | 11,508.94              |
| General               | 469149 | 469150 | May 16, 2011 | 44,834.84              |
| General               | 469151 | 469152 | May 18, 2011 | 460.00                 |
| General               | 469153 | 469155 | May 20, 2011 | 22,862.29              |
| General               | 469156 | 469373 | May 20, 2011 | 4,878,483.46           |
| General               | 469374 | 469377 | May 24, 2011 | 2,298.08               |
| General               | 469378 | 469695 | May 27, 2011 | 624,597.92             |
| Total Check Registers |        |        |              | <b>\$ 8,194,764.81</b> |

## **Administrative Recommendation**

It is recommended that receipt numbers CR050912 through CR051483 that total \$1,960,710.82 be approved.

Check numbers 468510 through 469695 totaling \$8,194,764.81 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 May 2, 5, 16, 19 , and 31, 2011 totaling \$3,112,664.73; to US Bank of Milwaukee dated May 2, and 16, 2011 totaling \$652,521.34 and to the Wisconsin Retirement System dated May 31, 2011 totaling \$1,358,479.78 be approved.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent of  
Business Services

Eileen Coss  
Accounting Manager

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

**MIDDLE SCHOOL WAIVER  
FOR 2011/2012 SCHOOL YEAR**

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

The Lincoln Middle School Staff voted to support the waiver which extends their first three Wednesday staff development days until 4:30 p.m. and allows the teachers to leave at 3:10 p.m. on the fourth and fifth Wednesday of each month. This will provide a longer block of time for quality staff development, discussion of school governance issues, examination of school data, and planning and implementing School as well as District initiatives.

**Administrative Recommendation**

Administration recommends that the School Board approve the Lincoln Middle School waiver request for the 2011-2012 school as described above.

Dr. Michele Hancock  
Superintendent of Schools

Daniel Tenuta  
Assistant Superintendent  
Secondary School Leadership

Ernest Llanas, Principal  
Lincoln Middle School

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

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

**And**

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

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

**Administrative Recommendation:**

At its May 10, 2011 meeting the Personnel/Policy and Curriculum/Program Committees voted to forward Policy and Rule 3535 Technology Acceptable Use Policy to the Board for consideration. The Board approved revised Policy 3535 as a first reading at its May 24, 2011 meeting. Administration recommends that the Board approve revised Policy 3535 as a second reading this evening.

Dr. Michele Hancock  
Superintendent of Schools

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

POLICY 3535  
TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 1240, Access to Public Records

3531.1, Copyrighted Materials  
4111, Employee Harassment  
4224, Employee Code of Ethics  
4260, Personnel Records  
4362, Employee Discipline  
6120, Core Values  
6470, Student Records  
6633, Student Technology Acceptable Use Policy

AFFIRMED: November 23, 1999

REVISED: April 24, 2000

October 28, 2003

May 22, 2007

December 18, 2007

RULE 3535

TECHNOLOGY ACCEPTABLE USE POLICY

A. Use of Technology Resources

1. All electronic and telephonic systems and communications transmitted by, received from or stored on District storage devices are the property of the District.
2. The District reserves the right to inspect and/or monitor messages and materials transmitted over all communications media, including the monitoring of Internet connect time and sites accessed. Information services staff members are not authorized to access, open or delete individual files, mailboxes, messages or other electronic transactions unless authorized by the Superintendent/designee or the individual user.
3. All electronic communication tools are to be used for District-related purposes, and employees must use these in accordance with their access privileges. Personal use of these tools is allowed only if it:
  - Does not interfere with student instruction or District's business,
  - Does not compromise district infrastructure,
  - Does not create a conflict of interest,
  - Does not constitute an illegal activity, including, but not limited to: copyright violations; modification, acquisition of or access to passwords, files, accounts or other electronic information that belongs to another person; use of the system(s) to harass, threaten or interfere with the business of others; or downloading, displaying or printing of distasteful or offensive materials, including without limitation "adult," racist or hateful materials or visual depictions that are obscene or child pornography .
4. It is within the District's sole discretion to determine what is distasteful, offensive or has the potential of causing the creation of a "hostile" work environment.
5. District employees shall not include their District e-mail address for personal commercial business.

B. Authorized Access/Security/Privacy

1. The primary responsibility for ensuring the confidentiality of personal communications lies with the user. Users should not share or divulge their password(s) as they may be held liable for any access by their account even if the actions were undertaken by another individual.
2. Abuse of access privileges or passwords by unauthorized entry into another users system or files or into the District's internal or external networks, or the distribution of messages or materials that are not consistent with the policies for appropriate workplace conduct, is subject to disciplinary action. If the abuse of access privileges is illegal, the violator may be subject to legal penalties.
3. The use of external communications, such as Internet, are not secure and information communicated may be intercepted and accessed illegally. Therefore,
  - never transmit or discuss sensitive information
  - use another users electronic credentials
4. The confidentiality of student record information is protected by the Family Educational rights and Privacy Act (FERPA) and the state student records law. Designated school officials may review electronic transactions to ensure that systems are being used properly. Confidentiality shall be maintained in accordance with the District's student records policy and procedures and applicable legal requirements.

POLICY 3535

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

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

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

~~The District's electronic communications tools **technology resources** are considered District assets, and while the District respects the privacy and security needs of all individuals, authorized District representatives may review, audit, intercept, access and/or disclose all communications created, received or sent using District or personal technology resources including the use of the personal email accounts at any time, with or without notice.~~ access these assets for legitimate District related reasons. An employee's ~~u~~Use of such tools **resources** shall constitute consent to **monitoring and/or** such access. The District shall notify individuals when it accesses their electronic files.

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 1240, Access to Public Records

3531.1, Copyrighted Materials

~~3811, Use of District Owned Technology Equipment by Employees Off School Premises~~

4111, Employee Harassment

4224, Employee Code of Ethics

4260, Personnel Records

4362, Employee Discipline

6120, Core Values

6470, Student Records

6633, Student ~~Use of Internet System~~ **Technology Acceptable Use Policy**

POLICY 3535

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

Page 2

~~ADMINISTRATIVE REGULATIONS: 3535 Electronic Communications~~

AFFIRMED: November 23, 1999

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

RULE 3535

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

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

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

RULE 3535  
TECHNOLOGY ACCEPTABLE USE POLICY  
Page 2

7. ~~and to attempt to schedule the activity at a time when it will have the least impact on other District use of the system resources. Internal and external e-mail transfer sizes should be limited to 10MB per message.~~

B. Authorized Access/Security/Privacy

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

**RULE 3535**

**ELECTRONIC COMMUNICATION (Personnel)**

**Page 3**

**C. Use of Copyright Protected Materials**

— See policy 3531.1 *Copyrighted Materials*

**D. System Security After Employment**

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

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

POLICY 3811

~~USE OF DISTRICT TECHNOLOGY EQUIPMENT  
BY EMPLOYEES OFF DISTRICT PREMISES~~

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

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

~~LEGAL REF.: Wisconsin Statutes~~

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

~~CROSS REF.: 1330 Use of School Facilities and Grounds~~

~~1350 Use of District Equipment by Community Groups~~

~~3535 Electronic Communications~~

~~3800 District Asset Management~~

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

~~6633 Student Use of Internet System~~

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

~~AFFIRMED: May 9, 2000~~

~~REVISED: October 28, 2003~~

~~December 18, 2007~~

**RULE 3811**

**USE OF DISTRICT TECHNOLOGY  
EQUIPMENT BY EMPLOYEES OFF DISTRICT PREMISES**

**A. Requests for Use of Technology Equipment Off District Premises**

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

**B. Conditions for Using District Technology Equipment Off District Premises**

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

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

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# ***ADMINISTRATIVE REGULATION***

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

### **A. ~~Equipment User Responsibilities~~**

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

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

### **B. ~~Department Head or Building Administrator Responsibilities~~**

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

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

~~3535A—ELECTRONIC COMMUNICATION (Personnel)~~

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

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

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

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

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

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

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

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

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# *ADMINISTRATIVE REGULATION*

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~~3535B - ELECTRONIC COMMUNICATION (Personnel).~~

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

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

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

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

**Administrative Recommendation:**

At its May 10, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward Policy and Rule 6633 Student Technology Acceptable Use Policy to the Board for consideration. The Board approved revised Policy 6633 at its May 24, 2011 meeting. Administration recommends that the Board approve revised Policy 6633 as a second reading this evening.

Dr. Michele Hancock  
Superintendent of Schools

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

POLICY 6633

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3535, Technology Acceptable Use Policy

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

AFFIRMED: November 28, 1995

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

RULE 6633

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

POLICY 6633

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

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

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

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

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

LEGAL REF.: Wisconsin Statutes

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

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

3531.1, Copyrighted Materials

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

5111, ~~Student Harassment/Hate~~ **Bullying/Harassment/Hate**

5430, Student Conduct and Discipline

5437, Threats and/or Assaults by Students

6110, Instructional Program Mission and Beliefs

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

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

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AFFIRMED: November 28, 1995

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

RULE 6633

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

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

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

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

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

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

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

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

**POLICY 6100 - MISSION, BELIEFS AND OBJECTIVES**

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

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

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

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

**Administrative Recommendation:**

At its May 10, 2011, meeting the Personal/Policy and Curriculum/Program Committees voted to forward Policy 6100 Mission, Principles, Goals, Results to the Board for consideration. The School Board approved revised Policy 6100 as a first reading at its May 24, 2011 meeting. Administration recommends that the Board approve revised Policy 6100 Mission, Principles, Goals, Results as a second reading this evening.

Dr. Michele Hancock  
Superintendent of Schools

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

POLICY 6100

**MISSION, PRINCIPLES, GOALS, RESULTS BELIEFS AND LEARNING OBJECTIVES**

The ~~mission of the Kenosha Unified School District~~ **Mission is to assure every child experiences high quality, personalized learning success.** ~~an educational system which values our multicultural heritage, is to empower all students to reach their unique capabilities, contribute to our community, and compete in a global society by providing diverse and challenging opportunities to learn through the collaborative efforts of students, families, community and staff.~~

The District believes:

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

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

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

District objectives for student learning are:

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

**Transformation Principles**

*We value...*

**Blended Personalized Learning**

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

**Multi-Dimensional Life and Career Skills**

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

**Relevant Global Knowledge**

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

**Transformation Goals**

*We will...*

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

**Transformation Student Results**

*Every student will...*

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

**LEGAL REF.: Wisconsin Statutes**

Sections 118.01 [~~Instructional program goals requirements~~] **[educational goals and expectations]**

118.13 [~~Student~~ **pupil** discrimination prohibited]

118.30 [~~Academic standards~~] **[pupil assessment]**

120.13 [Board power to do all things reasonable for the cause of education]

121.03 ~~02~~(1) [School district standards]

No Child Left Behind Act of 2001 [Federal academic requirements for all students]

**POLICY 6100**  
**MISSION, PRINCIPLES, GOALS, RESULTS**  
**Page 3**

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

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

KENOSHA UNIFIED SCHOOL DISTRICT NO.1  
Kenosha, Wisconsin

June 28, 2011

**MARY FROST ASHLEY CHARITABLE TRUST**

School Board approval is requested to submit and implement a one-year proposal to expand the District's comprehensive family education training program and student engagement opportunities to increase student attendance, achievement, and participation in citizenship. The District has applied and received funding from the Mary Frost Ashley Charitable Trust in 2010 for the Back to School – A Celebration of Family and Community Event and the S.E.G.A. Summer Youth Work Program.

The all-encompassing program will continue to build on the framework of Joyce Epstein's research from John Hopkins University. The framework includes the Six Types of Family-School-Community Partnerships; Parenting, Communication, Learning at Home, Volunteering, Decision Making, and Community Collaboration. Within that research (Epstein & Sheldon 2006), Epstein indicates, "School, Family and Community Partnerships is a better term than parental involvement. The concept of "partnership" recognizes that parents, educators, and others in the community share responsibility for students' learning and development." This model provides significant support to moving the Transformational Design Goal II forward.

The request includes two major components:

- 1) Family engagement learning workshops/seminars to assist parents with their child's education, safety, parenting skill development, and resources/information to support families that are experiencing challenges with employment, and education, and
- 2) Student engagement learning opportunities that will assist children and youth in developing life skills, work ethic/employment, and community participation.

**Title**

A Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Programs.

**Funding Source**

These funds originate from the Mary Frost Ashley Charitable Trust. The Trust was created by Mary Frost Ashley to provide financial support to the charitable organizations in Kenosha, Wisconsin. The Kenosha Unified School District No.1 was selected to submit a 2011 proposal to the Trust.

## **Time Period**

July 1, 2011 – June 30, 2012

## **Purpose**

The goal is to further develop the District's Family Engagement Training and Education Programs as well as provide meaningful and engaging learning opportunities for students to increase achievement and attendance. The following goals support the expansion of family and student participation as well as a stronger home school connection:

### **Goal I - Provide the Back to School – A Celebration of Family and Community Event**

- ~ Partner with NAACP, LULAC, Kenosha County Division of Children and Family Services, law enforcement, non-Profits, and local secondary schools to implement the Back to School Event.
- ~ Provide activities, student led entertainment, school supplies, and resources/information from local non-profits for the 2011 event.

### **Goal II - Offer meaningful educational and enrichment intensive support for Frank and Wilson Elementary Schools that are implementing the Extended School Year Program (August 8, 2011 – June 22, 2012).**

- ~ Every Frank and Wilson student will experience at least one meaningful educational field trip during the 2011-12 school year Intensive Expedition two week period following each quarter. The enrichment experience will relate to practical experiences such as a trip to Cave of the Mounds or Madison after studying the State of Wisconsin.
- ~ Students will participate in a two week intensive enrichment program to strengthen their academic knowledge and how it pertains to everyday living experiences.
- ~ Provide family interactive programs, in English and Spanish that focus on math and literacy.
- ~ Implement a program for parents of young children in English and Spanish that focuses on preparing children to learn by developing a learning routine and study area at home, and assisting children in building healthy life skills.

### **Goal III - Expand family engagement opportunities in English and Spanish at Southport Elementary School.**

- ~ Provide Motherread Fatherread, a six-week series in English and Spanish.
- ~ Each family will receive a child's book each week of the program, thereby creating a selection of books to interact with their children at home.
- ~ Families will participate in an interactive, academic and informational series that include math, literacy, science, and internet and texting safety issues.

### **Goal IV - Establish the Family Learning Academy to include quarterly programs at twenty elementary schools.**

- ~ Families will participate in quarterly programs that focus on parenting issues; communication, math, science, technology, and internet /texting safety issues.

**Goal V - Washington Middle School will develop a Positive Washington Men's group.**

- ~ Hold weekly meetings to establish group guidelines.
- ~ Prepare group to deliver life skills through interactive presentations.
- ~ Train group in mentoring other youth.
- ~ Implement series and guidelines throughout the school on a weekly basis.

**Goal VI - Enhance Family Interactive learning experiences at the Middle School Level.**

- ~ Provide quarterly learning session to parents and their children in four middle schools.
- ~ Each session will provide a hour interactive learning session and then an interactive family activity.

**Goal VII - Increase parenting skills development program with the District's School Age Parent Program.**

- ~ Establish a training schedule with the School Age Parent Group.
- ~ Implement the Motherread Fatherread Program to the School Age Parents, providing them with a child's book each week they attend the training.
- ~ Partner with the City of Kenosha Police Department to deliver Internet Safety and issues regarding texting training.

**Goal VIII - Provide support for the Annual Kenosha County Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch.**

- ~ Implement the 2011-2012 ATOD Awareness Activities, Contests, and Education series.
- ~ Select award winning entries.
- ~ Plan and deliver the Annual Kenosha County ATOD Awareness Student Recognition Brunch to increase ATOD Awareness throughout the county.

**Goal IX - Implement enriched learning experiences for the District's Student Engagement Groups.**

- ~ Advisors, along with student groups, will plan and implement a series of meaningful learning experiences for each student engagement group to enhance their educational experiences.

**Goal X - Expand the Student Engagement through Groups and Activities (S.E.G.A.) summer work and study program to include 40 youth.**

- ~ Forty youth will participate in an eight week summer work and study program.
- ~ Students will attend summer school to address credit deficiencies.
- ~ Students will engage in a treatment issues groups that addresses gang diversion, anger management, conflict resolution, and life skills.

**Number of students served: 23,119**

**Relationship to Transformation Design**

This proposal directly relates to the District's Transformation Design mission, goals, and student results. The transformation goal, as it relates to the A Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Programs, is to expand collaborative partnerships with families, community, and industry.

## Budget

| Classification   | Object              | Amount           |
|------------------|---------------------|------------------|
| Support Services | Salaries            | \$ 55,551        |
|                  | Fringes             | \$ 4,316         |
|                  | Purchased Services  | \$ 80,443        |
|                  | Non-Capitol Objects | \$ 19,690        |
|                  | <b>Total</b>        | <b>\$160,000</b> |

## District Resources Committed as a Result of the Acceptance of these Funds

The Community School Relations Manager is required to coordinate all goals in the program except for the Summer Youth Program and Student Engagement Youth Groups which the Student Engagement and Equity Coordinator is required to coordinate. Support for Parent Site Organizers is covered through the Community School Relations Office Budget for approximately \$12,000.00.

## Relationship to District Budget

The trust covers items above those offered in the District budget.

## Evaluation Plan

**The Back to School – A Celebration of Family and Community Event evaluation component will be completed through several areas. Data will be compiled to indicate the degree of success which includes:**

- ~ The number of students that received school supplies.
- ~ The number of individuals that were provided resources by local agencies.
- ~ The number of families that provide input as to the value of the event and how they will use the information from the resources.

Evaluations will be sought from the following individuals:

- ~ School site representatives that participate in the Back to School Event,
- ~ Volunteers that assist in implementing the Back to School – A Celebration of Family and Community Event that may be parents, community residents, and/or agency representatives,
- ~ Randomly selected adult family members,
- ~ Non-profit agency representatives will also be invited to attend a meeting where all data is presented and reviewed, and
- ~ Planning Committee and entertainment group advisors.

**Family Engagement Education and Training Program will include the following evaluation components:**

- ~ Family interactive learning experiences will have a formal written evaluation which includes a written narrative on how parents will use the strategies learned through a

- program to enhance learning at home and improve home-school communication connections.
- ~ Every program will collect attendance data that includes how many parents and students attend and participate in the interactive program, ethnicity, and attendance in pre-school child care during program.
  - ~ Data from a written form regarding the climate of the location and value of the program will be compiled annually.
  - ~ Best practice, research based and evidence based programs will follow the evaluation criteria set up for the program. Examples will include Families and School Together (FAST), Supporting School Success, Successful Fathering, and Mothered Fatheread.
  - ~ Parents participating in Successful Fathering and Mothered Fatheread will participate in a focus group when the series is completed. Information compiled will help set the direction of the program for future groups.

**Student engagement and meaningful learning experiences will include the following evaluation components:**

- ~ Enriching learning experiences will be evaluated through attendance data, focus groups with students on what they learned, and how they apply their learning experience to their daily life. Information will be compiled into a report for review and future planning.
- ~ The Annual Kenosha County Alcohol, Tobacco, and the Other Drugs Awareness Student Recognition Brunch will send out evaluations to school site representatives, parents, teachers, and the committee at large. Input from the evaluations will be used to consider revisions in the year long program for the 2012-2013 school year.
- ~ The Student Engagement Group advisors will lead a pre and post survey for participating students. This along with attendance data on meetings and major program events will be compiled. The advisors will review the report with the students for their input on any program adjustments. This report will also help in seeking additional funding sources through presentations on the progress of the student groups and how the groups have impacted student engagement.
- ~ S.E.G.A. - The success of the participants in the S.E.G.A. Program will be evident by students strengthening their life skills which will help them address personal issues, experiencing successes in school, and being positive about themselves through employment, wages, and savings. Program participants will gain knowledge to utilize the school resources to complete their education.
- ~ The S.E.G.A. Program will be evaluated in two phases. The first phase will be compiled by information from exit surveys by the program coordinator, student supervisors and students evaluating the services of the program. The second phase will include the attendance officer, dean of students, guidance counselors and school Student Resource Officers regarding student achievement.

**Type of Project**

This is a competitive application.

**Staff Persons involved in preparation of application**

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

Patricia Demos, Community School Relations Manager

Joseph Kucak, Student Support Coordinator

Norris Jones, Student Engagement and Equity Coordinator

Curtiss Tolefree, Washington Middle School Assistant Principal

Gary Vargas, Bradford High School Student Liaison

Juan Cruz, Tremper High School Student Liaison

**Administrative Recommendation:**

At its June 14, 2011 meeting, the Curriculum/Program Committee voted to forward this one-year proposal to expand the District's comprehensive family education training and student engagement opportunities to the full Board for their approval. Administration recommends School Board approval to accept and implement the Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Program as funded.

Dr. Michele Hancock  
Superintendent of Schools

Patricia Demos  
Community School Relations Manager

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

## Fiscal, Facilities and Personnel Impact Statement

Notes/Assistance provided in this dropdown menu

|                    |  |                        |                |
|--------------------|--|------------------------|----------------|
| <b>Title:</b>      | Family Learning and Student Engagement Program             | <b>Budget Year:</b>    | 2011-2012      |
| <b>Department:</b> | Strategic Planning, Innovation, and Community Partnerships | <b>Budget Manager:</b> | Patricia Demos |

### REQUEST

School Board approval is requested to submit and implement a one-year proposal to expand the District's comprehensive family education training program and student engagement opportunities to increase student attendance, achievement, and participation in the community. The request is for \$160,000 which includes the \$20,000 request for the Back to School - A Celebration of Family and Community event.

### RATIONALE/ INSTRUCTIONAL FOCUS

The proposal will provide funding to further develop family learning opportunities, parenting skills development, student engagement, summer youth work program, and the Back to School - Celebration of Family and Community Event.

The family learning opportunities will focus on engaging families with learning experiences in the area of literacy, math, science, social studies, and health. Student participation in the Student Engagement Groups, Summer Youth Program, ATOD Awareness Program and Learning Activities, and the Positive Washington Men's Group will participate regularly in meetings and/or programming to enhance their academic, social, and life skills. The extended school year program at Frank and Wilson will benefit from enrichment experiences, during the two-week period between quarters, that will increase their knowledge to meet academic requirements.

### IMPACT

This goal provides opportunities for families to strengthen their engagement in their child's education, increase their parenting strategies and receive current information on pertinent issues such as technology safety, and strengthen parenting strategies. The Student Engagement enrichment experiences will increase student attendance, achievement and participation in the community.

| <b>BUDGET IMPACT</b> |                     |                     |
|----------------------|---------------------|---------------------|
| <b>Object Level</b>  | <b>Descriptive</b>  | <b>Amount</b>       |
| 100's                | Salaries            | \$55,551.00         |
| 200's                | Fringes             | \$4,316.00          |
| 300's                | Purchased Services  | \$80,443.00         |
| 400's                | Non-Capital Objects | \$19,690.00         |
| 500's                | Capital Objects     | \$0.00              |
|                      |                     | \$0.00              |
|                      | <b>TOTAL</b>        | <b>\$160,000.00</b> |

This is a ☒ one-time or a ☐ recurring expenditure

| <b>FUNDING SOURCES</b>            |
|-----------------------------------|
| Select Funding Sources:           |
| Mary Frost Asley Charitable Trust |

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

**PROPOSED ELEMENTARY SCHOOL BOUNDARY CHANGES – CLOSING OF  
COLUMBUS ELEMENTARY AND JEFFERSON ANNEX**

**Background:**

There are two buildings slated to be closed prior to the start of the 2011-12 school year, Columbus Elementary School and the Jefferson Annex building. There are many items being addressed associated with the closing of these two buildings one of which are the changes to the attendance boundaries. Board Policies 5320 and 5330 govern School Attendance Areas and Assignment of Students to Schools respectively.

**Columbus Elementary:**

The current Columbus boundary is surrounded by six elementary schools: Brass Community School, EBSOLA, Frank Elementary School, Grewenow Elementary School, McKinley Elementary School, and Roosevelt Elementary School. Numerous boundary change options were evaluated based on the traditional factors used when making boundary changes including proximity of students to the school, enrollment versus capacity at each school, socioeconomic diversity, middle and high school boundaries, etc. Two options were presented at a parent meeting at Columbus with the option being presented tonight being the unanimous choice of the parents present at that meeting.

Attachment 1 of this report shows the proposed new boundary for the students of Columbus Elementary. The students would be assigned to one of five schools:

- Brass Community School – depicted in red on the attachment
- Frank Elementary School - depicted in blue on the attachment
- Grewenow Elementary School – depicted in tan on the attachment
- McKinley Elementary School – depicted in green on the attachment
- Roosevelt Elementary School – depicted in yellow on the attachment

Grewenow will receive the largest number of students followed by McKinley and Roosevelt. This was done in part based on proximity but also because of the enrollment sizes of Brass and Frank and the desire to not make those schools larger than need be. Based on the current student enrollment at Columbus the schools would increase by the following number of students:

| <b>School</b> | <b>K-5 Student Increase</b> | <b>Pre-School Increase</b> |
|---------------|-----------------------------|----------------------------|
| Brass         | 19                          | 3                          |
| Frank         | 22                          | 3                          |
| Grewenow      | 80                          | 4                          |
| McKinley      | 65                          | 5                          |
| Roosevelt     | 58                          | 3                          |

Since the time of the parent meeting on boundary options, Columbus Elementary has done a number of things to help educate their families of the changes and prepare them for what will happen next year. A meeting was held at the school for parents and students to meet the principals of the five schools and better understand the programs and activities at their schools. In addition opportunities have been created to allow parents and students to tour their new schools. Parents were also provided information on requesting school transfers, and the timing of the school transfer policy for those students was waived because the announcement of the school closing came well after the school transfer deadline. The school will work with those families and evaluate whether a school transfer is possible based on available space.

#### **Jefferson Annex:**

The Jefferson boundary is generally all east of 22<sup>nd</sup> Avenue except for Study Area 79 which is west of 22<sup>nd</sup> Avenue in the area of Washington Park Municipal Golf Course (Muni Golf Course). Closing of the Annex along with the changes in class size will make for a pretty full main building at Jefferson. It was decided to pursue a possible boundary change based on this and the fact that we have had numerous families in the past request school transfers to EBSOLA based on the proximity of that school to their homes. The map in Attachment 2 of this report shows the Jefferson attendance boundary and is broken down by study area. Study Area 79 could be broken down into two separate areas as shown by the dotted blue line – homes east of Muni Golf Course and homes west of Muni Golf Course. Based on prior feedback and feedback received at the parent meeting when we announced the closing of the Annex, it was pretty clear that there was strong interest in moving the students west of the blue dotted line to EBSOLA. We did not have any direct feedback from parents east of that line, so a letter was sent out to all families in Study Area 79 with students currently attending Jefferson. A copy of that letter is provided as Attachment 2 of this report.

We asked for feedback on the following three options with respect to the Jefferson boundaries:

- Keep the Jefferson attendance boundary as is.
- Move all of the students in the Jefferson attendance boundary west of 22<sup>nd</sup> Avenue to the EBSOLA attendance boundary.

- Move those students in the Jefferson attendance boundary who live west of Muni Golf Course to EBSOLA and keep those students just west of 22<sup>nd</sup> Avenue at Jefferson (this option is shown by the blue dotted line).

We heard back from two of the seven families east of the blue dotted line, one family preferred to stay at Jefferson and the other preferred to move to EBSOLA. Here is the breakdown of students in Study Area 79:

- Students west of Muni: 23
- Students east of Muni: 12

Based on the expected enrollment at Jefferson and the desire of the majority of the families in Study Area 79 living west of Muni Golf Course to move to EBSOLA, the change to move the students west of the blue dotted line to EBSOLA is a clear one. In regards to the students east of Muni Golf Course, that is something that could go either way; however we are recommending that those students are also assigned to the EBSOLA attendance boundary. The primary reasons for this are that there is more space at EBSOLA and that it would be difficult to justify maintaining a crossing guard to cross only 12 students across 22<sup>nd</sup> Avenue when there are needs for crossing guards in other locations, namely to help address the closing of Columbus. In addition, the students living west of 22<sup>nd</sup> Avenue were the only Jefferson students who lived in the Bullen boundary while the rest of the school is in the Washington boundary, so the change will provide those students with more fellow elementary school students at their middle school as a large portion of EBSOLA is in the Bullen attendance boundary. There will be some families in Study Area 79 east of Muni Golf Course that will prefer to stay at Jefferson, the school will work with those families and evaluate whether a school transfer is possible based on available space.

### **Planning, Facilities, and Equipment Committee:**

This report was reviewed by the Planning, Facilities and Equipment Committee at their June 14, 2011 meeting, and the Committee unanimously approved forwarding the report on to the full Board for approval.

### **Administration Recommendation:**

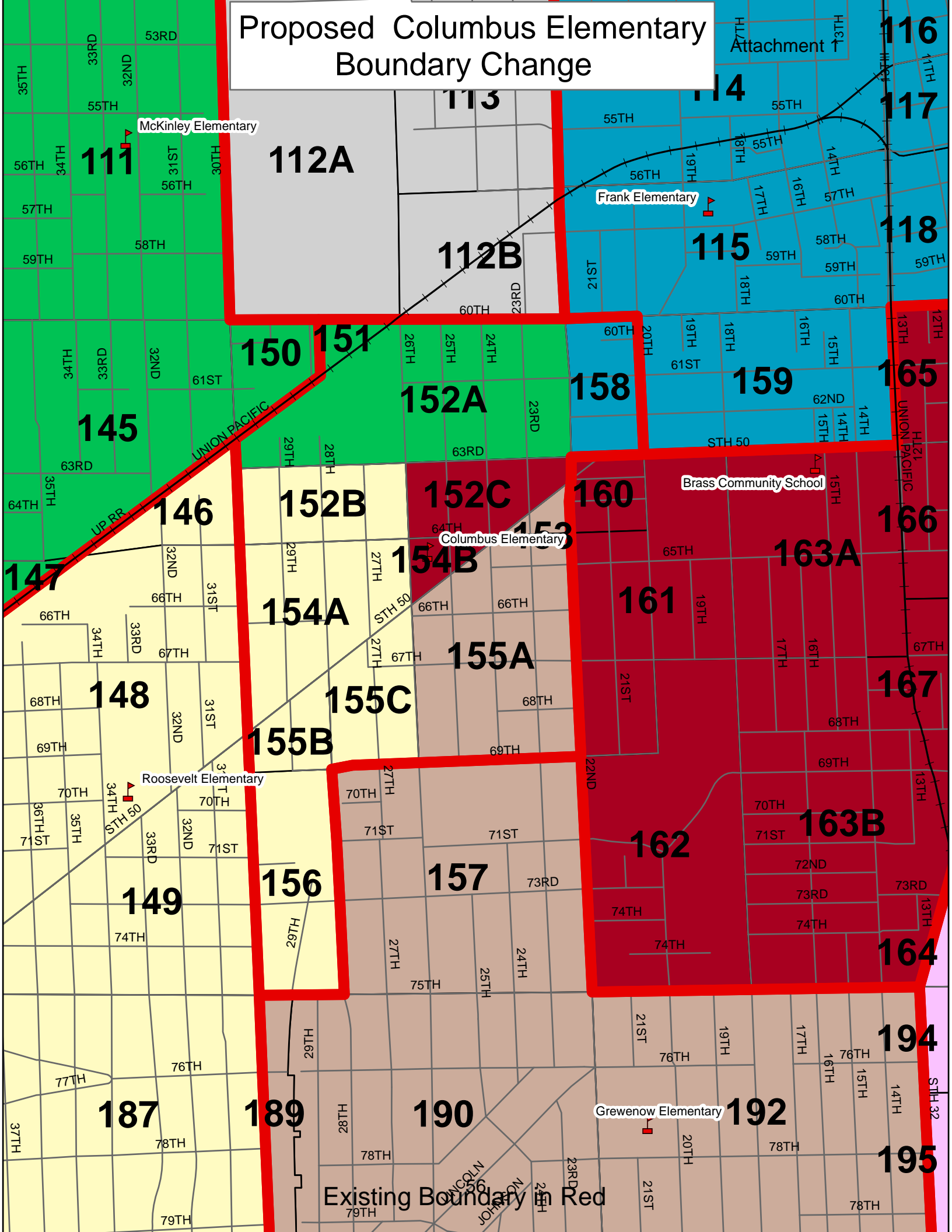
Administration recommends Board approval of the elementary boundary changes related to the closing of Columbus Elementary School and the Jefferson Annex as documented in this report.

Dr. Michele Hancock  
Superintendent of Schools

Ms. Karen Davis  
Executive Director of School Leadership

Mr. Patrick M. Finnemore, P.E.  
Director of Facilities

# Proposed Columbus Elementary Boundary Change



May 10, 2011

Dear Parents:

As you may have heard Kenosha Unified School District No. 1 will be closing the Jefferson Annex building at the end of this school year. The closing of this building is a result of budget reductions the school district is required to make in order to have a balanced budget for next school year. Jefferson Elementary School will continue operating and serving the students in its neighborhood as it has since the 1920's. This letter is being sent to parents of students who attend Jefferson Elementary and live in the area bordered by 22<sup>nd</sup> Avenue to the east, 30<sup>th</sup> Avenue to the west, 45<sup>th</sup> Street to the south, and a jagged north border that runs along Washington Road through Muni golf course and then along 41<sup>st</sup> Street. The attached map shows the entire Jefferson Elementary boundary with this area highlighted.

The reason we are sending you this letter is because we have fielded questions in the past from parents in this area regarding the possibility of sending their children to the Edward Bain School of Language and Art (EBSOLA) based on that school's proximity to their homes. In fact, we have several students in your neighborhoods that already attend EBSOLA through the guidance transfer process. In light of the closing of the Annex building, we thought this was a good time to consider a permanent change to the Jefferson boundary.

We would like feedback from you as to whether or not you are interested in a boundary change, and feel that there are three options:

1. Keep the Jefferson attendance boundary as is.
2. Move all of the students in the Jefferson attendance boundary west of 22<sup>nd</sup> Avenue (all of your children) to the EBSOLA attendance boundary.
3. Move those students in the Jefferson boundary who live west of Muni golf course to EBSOLA and keep those students just west of 22<sup>nd</sup> Avenue at Jefferson (this option is shown by the blue dotted line).

We would like your feedback regarding what your preference of these three options would be. We understand that it is unlikely that everyone will have the same preference, and that some people may not be satisfied with the final choice, but our intent is to make sure we make a decision with your input in mind. If either option 2 or 3 is selected as the final decision, current Jefferson students (especially next year's 5<sup>th</sup> graders) would be given the opportunity to stay at Jefferson through a guidance transfer. You can provide your feedback in any of the following ways:

- Via telephone, my office number is 359-7757
- Via email, my email address is [pfinnemo@kUSD.edu](mailto:pfinnemo@kUSD.edu)

- Via regular mail addressed to me at the KUSD address on the letterhead of this letter
- Verbally to Jefferson Elementary principal Ms. Kathy Walsh

We would like to hear from you as soon as possible as we intend on making a decision in the next two weeks. If you have any questions regarding this possible enrollment boundary change, please feel free to call me at 359-7757. If you would like to take a tour of EBSOLA, you may contact the school's principal Mr. Nathan McCray at 359-2300.

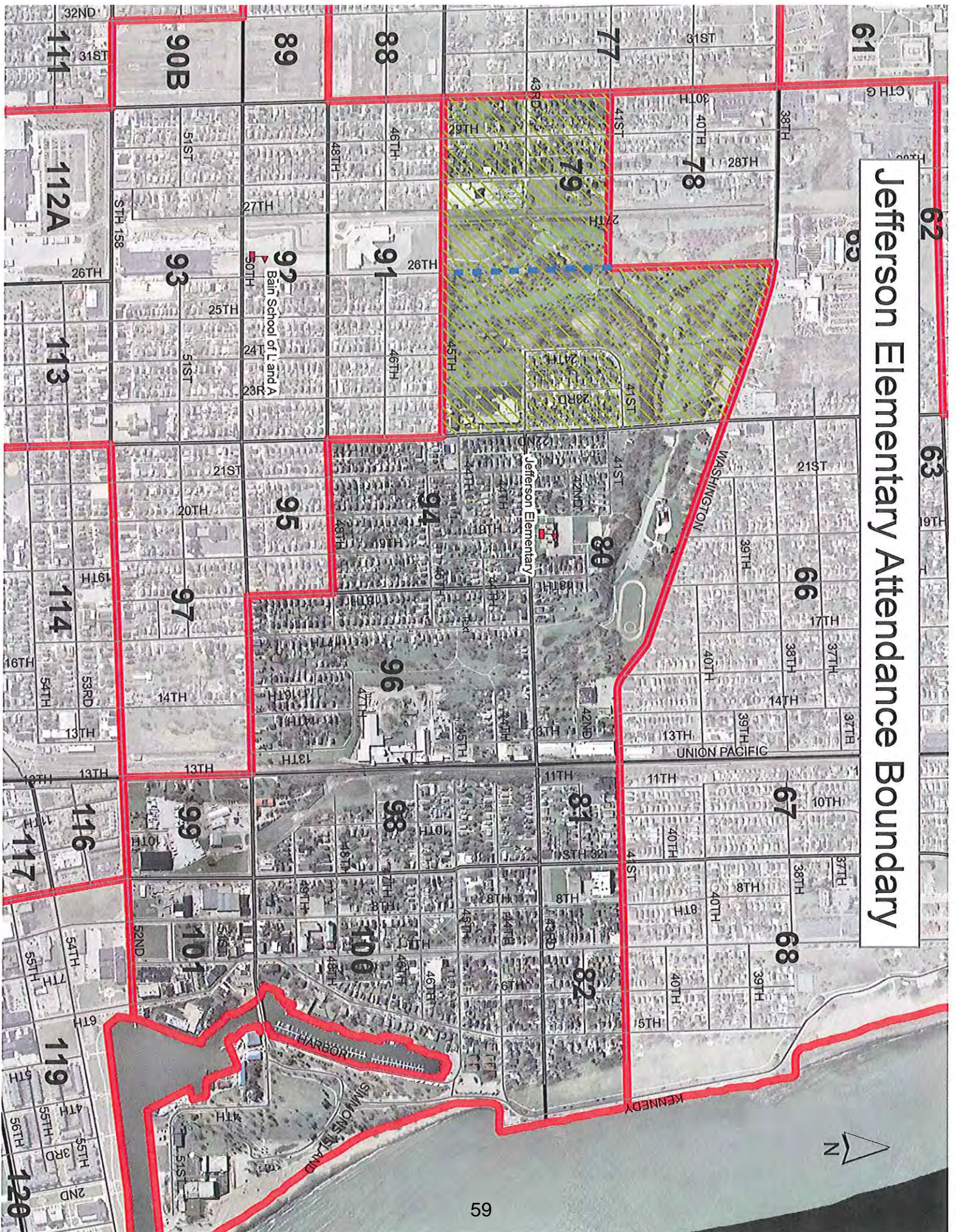
Sincerely,

Patrick M. Finnemore  
Director of Facilities

Enclosure

Cc: Karen Davis  
Kathy Walsh  
Nathan McCray

# Jefferson Elementary Attendance Boundary



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Kenosha Unified School District No. 1  
Kenosha, Wisconsin

June 28, 2011

**2011-2013 LANGUAGE ACQUISITION PROGRAM PROPOSAL**

**Background**

The 2010 Language Acquisition Program (LAP) plan was implemented as a pilot. Therefore, throughout the 2010-11 school year, the LAP pilot plan was evaluated and reviewed. To facilitate this process, a core team of stakeholders was created to participate in a series of workshops entitled “A Perfect Match: Using Data & Standards to Drive Program Design”. The workshops were led by the Illinois Resource Center (IRC), an educational center focused on providing assistance to teachers and administrators serving linguistically and culturally diverse students, and World-Class Instructional Design and Assessment Consortium (WIDA), a consortium of 25 states dedicated to the design and implementation of high standards and equitable educational opportunities for English Language Learners. The purpose of participating in the Perfect Match workshop series was to use district data, research, and standards to drive the design the future program services for our English Language Learners. The core team was led by Iva Plumley, Coordinator of Language Acquisition Programs. Core team participants included Mrs. Susan Mirsky, Coordinator of Literacy, Mrs. Yolanda Jackson-Lewis, Principal of Wilson Elementary, Dr. Jennifer Robinson, secondary LAP teacher, and Mrs. Delia (Maggie) Torres, elementary LAP teacher.

The core team attended six, six-hour Perfect Match workshops in Arlington Heights, IL on November 17-18, 2010, February 15-16, 2011 and April 6-7, 2011. Workshops in November focused on standards and assessment data. Workshops in February focused on the application of data to program design and configurations. April workshops focused on curricular and instructional implications.

The core team was responsible for creating and facilitating meetings for a large team consisting of additional stakeholders who are involved in the educational growth and progress of English language learners. The large team consisted of the LAP coordinator, district administrators, LAP staff, building principals, special education staff, parents, community members, and representatives from the League of United Latin American Citizens (LULAC). Stakeholders were asked to provide feedback to the core team regarding the program design considerations for 2011-13.

The large team members attended six, two-hour meetings at Kenosha Unified schools on February 24 & 28, 2011, March 24 & 29, 2011, April 28, 2011 and May 17, 2011. February meetings focused on introductions, purpose of meetings, background on language acquisition, and KUSD program data. March meetings focused on program design and implications. The

meeting in April focused on specific program designs and implications for KUSD students. The meeting in May focused on professional development, securing resources, and future work and collaboration.

### **Rationale for Change**

As a result of the Perfect Match workshops in Arlington Heights and subsequent meetings in KUSD, it was determined that service delivery and additional opportunities for first language development needed to be implemented in the 2011-13 LAP plan. There will be two phases to implement the plan. The first phase will be conducted in 2011-12. The second phase will be conducted in 2012-13.

The 2010 LAP pilot implemented a co-teaching model of instruction. This is where a certified English as a Second Language teacher works directly in the general education classroom to support learning for ELLs in the class. There is currently no research to substantiate the benefits of a co-teaching configuration for ELLs. The only research available speaks to the benefits of such a configuration for special education students. Programs for ELLs are not comparable to those designed for students with learning disabilities. The instructional needs of the students are quite different and the recommended instructional approaches/methodologies are not the same.

First language support was eliminated from the 2010 LAP pilot plan. However, research supports that all students benefit cognitively, linguistically, and culturally, from learning more than one language. First language proficiency is a significant factor in acquiring a second language. Students are able to successfully transfer literacy skills learned in the home language to English. Therefore, bilingualism is an asset that needs to be acknowledged, promoted, and developed in all of our students.

### **Phase I: Elementary School Recommendations**

For the 2011-12 school year, dual language and English language development with heritage language support is being recommended at the elementary level.

|  |
|--|
| <b>Elementary Recommendation 1: Continue K-5 Dual Language program at EBSOLA</b>   |
| Description: The Dual Language program is an enrichment model of education that teaches students content in Spanish and English. The goal of this program is to develop student bilingualism, biliteracy, and cross-cultural competence. |

|   |
|---|
| <b>Elementary Recommendation 2: Provide opportunities for English language development with heritage language support (ELD w/HLS)</b>   |
| Description: A certified bilingual or ESL teacher will have a class load of ELLs who spend part of their day with the bilingual/ESL teacher. Bilingual/ESL teachers will teach English as a Second Language as well as work with students to preview and pre-teach skills and content that will be learned in the general education classroom. Heritage language support will be provided at high need schools. ELLs will be clustered in targeted general education classrooms. The certified bilingual/ESL and general education teachers will be responsible for the instruction and assessment of the students. |

### **Phase I: Middle School Recommendations**

For the 2011-12 school year, dual-language, English language development with heritage language support, and an elective Spanish for Native Speakers course are being recommended at the middle school level.

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|---|
| <b>Middle School Recommendation 1: Continue 6-8 Dual Language program at Bullen Middle School</b> |
|---|

|   |
|---|
| Description: The Dual Language program is an enrichment model of education that teaches students academic content in Spanish and English. The goal of this program is to develop student bilingualism, biliteracy, and cross-cultural competence. |
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|--|
| <b>Middle School Recommendation 2: Provide opportunities for English Language development with heritage language support</b> |
|--|

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|---|
| Description: A certified bilingual or ESL teacher will have a class load of ELLs who spend part of their day with the bilingual/ESL teacher. Bilingual/ESL teachers will teach English as a Second Language as well as work with students to preview and pre-teach skills and content that will be learned in the general education classrooms. Heritage language support will be provided as appropriate. ELLs will be clustered in targeted houses with general education classroom teachers. Both teachers will be responsible for instruction and assessment of the students. |
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| <b>Middle School Recommendation 3: Implement an elective Spanish for Native Speakers course at the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade levels</b> |
|--|

|   |
|---|
| Description: A course designed for students who speak Spanish as a home or heritage language. Students will broaden their linguistic repertoire of Spanish by focusing on reading and writing skills and develop an awareness and understanding of Hispanic cultures. |
|---|

### **Phase I: High School Recommendations**

For the 2011-12 school year, English language development with heritage language support, an elective Spanish for Native Speakers course, and a 9<sup>th</sup> grade Social Studies course in Spanish at Bradford are being recommended for high school.

|  |
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| <b>High School Recommendation 1: Provide opportunities for English Language development with heritage language support</b> |
|--|

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|--|
| Description: A certified bilingual or ESL teacher will have a class load of ELLs who spend part of their day with the bilingual/ESL teacher. Bilingual/ESL teachers will teach English as a Second Language as well as work with students to preview and pre-teach skills and content that will be learned in the general education classrooms. Heritage language support will be provided as appropriate. ELLs will be clustered in targeted general education classes. Both teachers will be responsible for instruction and assessment of the students. |
|--|

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|---|
| <b>High School Recommendation 2: Implement an elective Spanish for Native Speakers course</b> |
|---|

|   |
|---|
| Description: A course designed for students who speak Spanish as a home or heritage language. Students will broaden their linguistic repertoire of Spanish by focusing on reading and writing skills and develop an awareness and understanding of Hispanic cultures. |
|---|

|   |
|---|
| <b>High School Recommendation 3: Implement a 9<sup>th</sup> grade Spanish Social Studies course at Bradford High School</b> |
|---|

|   |
|---|
| Description: Students proficient in Spanish will be able to take the required 9 <sup>th</sup> grade U.S. History course conducted in Spanish. |
|---|

### **Phase II: Elementary School Recommendations**

For the 2012-13 school year, the expansion of a dual language program to high need schools is being recommended at the elementary level.

|  |
|--|
| Elementary Recommendation 1: Expand the dual language program, beginning with Kindergarten in 2012-13, to sites with large Spanish speaking populations. |
|--|

|   |
|---|
| Description: The Dual Language program is an enrichment model of education that teaches students content in Spanish and English. The goal of this program is to develop student bilingualism, biliteracy, and cross-cultural competence. Dual language programming is considered the best model for students to develop language proficiency. |
|---|

At its June 14, 2011 meeting, the Curriculum/Program Standing Committee voted to forward this program proposal to the full Board for consideration. Administration recommends that the School Board approve the 2011-13 LAP proposal recommendations as presented.

Dr. Michele Hancock  
Superintendent of Schools

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

Mrs. Iva Plumley  
Coordinator of Language Acquisition Programs and Summer School

Kenosha Unified School District No. 1  
Kenosha, Wisconsin

June 28, 2011

**Resolution to Implement Governmental Accounting Standards Board Statement 54 in  
Compliance with Generally Accepted Accounting Principles**

In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, which establishes fund balance classifications that comprise a hierarchy primarily based on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

Since Kenosha Unified School District No. 1 prepares financial reports based on generally accepted accounting principles, the District is required to implement this standard beginning with fiscal year ending June 30, 2011.

Currently, KUSD's fund balances are either classified as reserved or unreserved. Many governments also designate part of unreserved fund balance. Recent research conducted by the GASB shows a lack of consistency among governments in reporting the components of fund balance and that the components are often misunderstood by financial statement users. It is often unclear if any of the reserved or designated fund balances are available to help balance a government's budget.

Therefore GASB 54 has changed how fund balance is reported. The hierarchy of five possible GASB 54 classifications are as follows:

- *Non-spendable Fund Balance* includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or for a contractually imposed purpose by external parties.
- *Restricted Fund Balance* includes amounts constrained for a specific purpose by external parties.
- *Committed Fund Balance* includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.
- *Assigned Fund Balance* includes general fund amounts constrained for a specific purpose by a governing board or by an official that has been delegated authority to assign amounts.
- *Unassigned Fund Balance* is the residual classification for the general fund.

Administration will be revising School Board Policy 3323, Fund Balance, relative to GASB 54 and will present the final revised policy to the Board for approval no later than August 23, 2011.

This new reporting requirement requires that either the School Board assume the responsibility for assigning funds or that the School Board designate a district staff member such as the Superintendent, the Assistant Superintendent of Business or the Finance Director to assign the funds.

**Recommendation**

The Administration recommends that the Board approve the attached resolution authorizing the District's Finance Director to periodically assign resources to specific projects/purposes within all district funds.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent, Business Services

Ron Vavrik  
Interim Chief Financial Officer

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

**Resolution to Implement Governmental Accounting Standards Board Statement  
54 in Compliance with Generally Accepted Accounting Principles**

*WHEREAS*, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54-*Fund Balance Reporting and Governmental Fund Type Definitions*, which changes the terminology used for fund balance reporting on balance sheets of Governmental Funds AND;

*WHEREAS*, we, the members of the School Board of the School District of Kenosha, Wisconsin, duly assembled in meeting according to law this 28<sup>th</sup> day of June, 2011, have reviewed the new terminology, AND;

*NOW, THEREFORE, BE IT RESOLVED*, that the School Board of the School District of Kenosha authorizes the District's Finance Director to periodically assign resources to specific projects/purposes within all district funds, and

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.

\_\_\_\_\_  
*President, Board of Education*

\_\_\_\_\_  
*Superintendent of Schools*

\_\_\_\_\_  
*Secretary, Board of Education*

*Members of the Board:*

\_\_\_\_\_  
\_\_\_\_\_  
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*Resolution No. 287*  
*June 28, 2011*

Kenosha Unified School District No. 1  
Kenosha, Wisconsin

June 28, 2011

**Authorization of 2011-2012 Expenditures  
Prior to Formal Adoption of the Budget**

The budget adoption cycle for Wisconsin school districts is such that School Boards do not adopt a final budget until October of each year, despite the fact that the fiscal year begins July 1<sup>st</sup>. The primary reason for this delay in the budgeting timeline is that many of the factors needed to finalize the budget are not known until September (equalized property values and student count date) and October (certification of the state aid). It is usual for school boards to approve a resolution authorizing district administration to expend funds between July 1<sup>st</sup> and the time that the budget is formally adopted.

The preliminary budget assumptions that will form the basis of the 2011-2012 budget will be presented to the Audit, Budget and Finance Committee and then also to the Board of Education at their regularly scheduled July meetings. The budget assumptions approved to the Board in July will be incorporated into the District's Preliminary 2011-2012 Budget to be presented at the Public Hearing of the Budget in September. The final budget assumptions and budget will be presented to the Board in October for formal adoption after all of the budget factors are known.

**Administrative Recommendation**

Administration requests that the Board authorize the payment of all currently authorized salaries and benefits beginning July 1<sup>st</sup> and continuing until the budget is formally adopted.

In addition, it is requested that the Board authorize expenditures in other areas to continue at the discretion of Administration up to the levels authorized in the prior year's budget, not to exceed 34% of that budget, unless specific Board action has occurred to either initiate or discontinue specific programs or activities.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Assistant Superintendent of Business

Ronald J. Vavrik, CPA  
Interim Chief Financial Officer

Tarik Hamdan  
Financial and Budget Analyst

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

**HEARING OFFICERS**

Administration desires to secure the services of the following three (3) individuals as hearing officers for the 2011/2012 school year:

**Richard Regner**, a retired School Administrator, has a number of years of experience as a teacher, building principal and central office administrator. He has served as one of our hearing officers for the past five years.

**Warrington E. Richardson** is a retired Racine Unified School District Administrator and School Counselor. Mr. Richardson has a distinguished career in Education and in community involvement in the Racine Community.

**Nancy Wheeler**, served as a Racine court judge for seven years, four of which were as a Juvenile Court Judge. Ms. Wheeler has served as a KUSD Hearing Officer for the past five years.

Administration will continue to schedule the hearing officers on a rotating basis, which will allow more flexibility in scheduling the hearings in the appropriate timeframe, especially when emergency or unusual circumstances arise.

**Administrative Recommendation**

Administration recommends that the School Board authorize the appointment of the aforementioned three (3) independent hearing officers for the purpose of expulsion hearings during the 2011/2012 school year. In addition, Administration further recommends that their contracts as the District's expulsion hearing officers be set at a rate of \$100.00 per hearing for the 2011/2012 school year.

Dr. Michele Hancock  
Superintendent of Schools

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

Norris Jones  
Office of Student Engagement and Equity

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

June 28, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Snap-on, Inc. donated \$1,000.00 to Jane Vernon Elementary School.
2. Tremper PTSA donated \$1,000.00 to Tremper High School to be used towards purchasing a new "Welcome" sign.
3. Alpha Delta Kappa-Zeta Chapter donated \$160.00 to the SISTAS program.
4. Apple donated a two-day Leadership Briefing to Kenosha Unified leaders, the value of this donation is unknown.

Administrative Recommendation

Administration requests the Board of Education approve acceptance of the above listed gift(s), grant(s) or bequest(s) as per Board Policy 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

June 28, 2011

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

**June**

- June 13, 2011 – Last Day of School - ½ Day for Students
- June 14, 2011 – Teacher Workday
- June 14, 2011 - Standing Committee Meetings – 5:30 & 6:20 P.M., in ESC Board Meeting Room
- June 18, 2011 – Special School Board Meeting – 8:00 A.M.; Executive Session – 2:15 P.M. in ESC Board Meeting Room
- June 28, 2011 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room

**July**

- July 4, 2011 – Fourth of July – ESC Closed
- July 12, 2011 – Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M. in ESC Board Meeting Room
- July 26, 2011 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room

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