



MONTHLY SCHOOL BOARD STANDING COMMITTEE MEETINGS

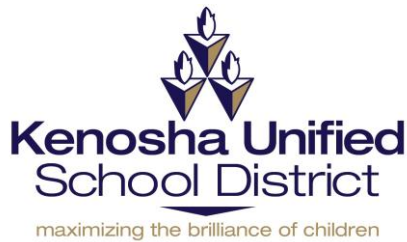
Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, WI 53144

August 14, 2012

5:30 P.M. – Personnel/Policy
6:00 P.M. – Joint Personnel Policy and
Audit/Budget/Finance
6:30 P.M. – Audit/Budget/Finance
7:00 P.M. – Curriculum/Program

August 2012 Planning/Facilities/Equipment
Committee Meeting Canceled

Please Note: Committee meetings may start early
if preceding meeting adjourns early.



Standing Committee Meetings
Tuesday, August 14, 2012
Educational Support Center
School Board Meeting Room

PERSONNEL/POLICY – 5:30 P.M.

- A) Approval of Minutes – July 10, 2012 Personnel/Policy and
July 10, 2012 Joint Personnel/Policy & Curriculum/Program Pages 1-2
- B) Transition Handbook Page 3
- C) Information Items
 - 1) Recommendations Concerning Appointments, Leaves
of Absence, Retirements and Resignations..... Page 4
- D) Future Agenda Items
- E) Adjournment

**JOINT PERSONNEL/POLICY & AUDIT/BUDGET/FINANCE – 6:00 P.M. or
Immediately Following Conclusion of Preceding Meeting**

- A) Policies/Rules 3110, 3112, 3121, 3230, and 3240 Pages 5-19
- B) Adjournment of Joint Committee Meeting

**AUDIT/BUDGET/FINANCE – 6:30 P.M. or Immediately Following Conclusion of
Preceding Committee Meeting**

- A) Approval of Minutes – July 10, 2012 Audit/Budget/
Finance and July 10, 2012 Joint Audit/Budget/
Finance and Curriculum/Program.....Page 20-22
- B) Information Items
 - 1) Monthly Financial Statements Pages 23-36
 - 2) Cash and Investment Quarterly Report..... Page 37
- C) Future Agenda Items
- D) Adjournment

**CURRICULUM/PROGRAM – 7:00 P.M. or Immediately Following Conclusion of
Preceding Meeting**

- A) Approval of Minutes – July 10, 2012 Curriculum/Program,
July 10, 2012 Joint Audit/Budget/Finance and Curriculum/
Program, and July 10, 2012 and Joint Personnel/Policy
And Curriculum/ProgramPage 38-40
- B) Information Item
 - 1) School Based Health Centers - Update Page 41
- C) Future Agenda Items
- D) Adjournment

**NOTE: The August 14, 2012 Planning/Facilities/Equipment
Standing Committee Meeting has been canceled.**

<p>There may be a quorum of the board present at these Standing Committee meetings; however, under no circumstances will a board meeting be convened nor board action taken as part of the committee process. The three board members who have been appointed to each committee and the community advisors are the only voting members of the Standing Committees.</p>



KENOSHA UNIFIED SCHOOL BOARD
PERSONNEL/POLICY MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mrs. Coleman was called to order at 5:32 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mrs. Lewis, Dr. Sconzert, Mr. Jacobs, Mr. Retzlaff, and Mrs. Coleman. Dr. Hancock was also present.

Approval of Minutes – June 12, 2012 Meeting

Mr. Jacobs moved to approve the minutes as contained in the agenda. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Retzlaff requested that the Transitional Employee Handbook – Service Employees, which the Committee forwarded to the full Board with the recommendation for approval last month, be brought back to the Committee due to the change of “at-will” to “just cause” under the “standard of discipline” item/benefit.

2012-2013 LakeView Technology Academy Parent-Teacher Conference Proposal

Mr. William Hittman, Principal at LakeView Technology Academy, presented the LakeView Technology Academy Parent-Teacher Conference Proposal. He indicated that the waiver is being requested in order to hold four parent-teacher conferences during the school year and that 87% of the staff at LakeView support the waiver request. Mrs. Sheronda Glass, Assistant Superintendent of Business, answered questions and confirmed that procedures and protocols pertaining to the waiver have been followed.

Mr. Gallo moved to forward the high school waiver request for the 2012-2013 school year to the full Board for consideration at its July 24, 2012 meeting. Mrs. Taube seconded the motion. Unanimously approved.

Information Items

Mrs. Teresa Osborne-Short, Director of Human Resources, answered questions of the Committee pertaining to Recommendations Concerning Appointments, Leaves of Absences, Retirements, and Resignations.

Future Agenda Items

The Transitional Employee Handbook – Service Employees will be brought back to the Committee at their next meeting per the request of Mr. Retzlaff. Mrs. Taube requested that information pertaining to Act 10 be brought to the Committee at the same time as Mr. Retzlaff’s request.

Meeting adjourned at 5:43 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT PERSONNEL/POLICY &
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A joint meeting of the Kenosha Unified Personnel/Policy and Curriculum/Program Committees chaired by Mrs. Coleman was called to order at 5:50 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mrs. Lewis, Dr. Sconzert, Mr. Jacobs, Mr. Retzlaff, Ms. Stevens, Mrs. Anderson, Mrs. Daghfal, and Mrs. Coleman. Dr. Hancock was also present. Ms. Reed, Mr. Martinelli, Mr. Simpkins, and Mrs. Spaay were absent.

Approval of Minutes – June 12, 2012 Joint Personnel/Policy & Curriculum/Program Meeting

Mr. Jacobs moved to approve the minutes as contained in the agenda. Mrs. Taube seconded the motion. Unanimously approved.

Meeting adjourned at 5:51 P.M.

Stacy Schroeder Busby
School Board Secretary

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

August 14, 2012
Personnel/Policy Standing Committee

TRANSITION HANDBOOK

On June 12, the Personnel and Policy Standing Committee reviewed, discussed and approved the Administration's proposed "transition handbook" changes. On June 26, the Administration presented the proposed changes to the Board of Education recommending these changes for approval. All proposed changes were approved with the exception of changing employment from "just cause" to "at-will". The Personnel and Policy Standing committee met on July 10. The Committee requested that employment proposal be discussed further for alternative options. Below, Administration has provided definitions of "just cause", "for cause" and "at-will" employment for further discussion.

Just Cause

Just cause, in the employment context, refers to the employer's right to discipline or terminate employees for misconduct or negligence. *Just cause for termination must be supported by a legitimate business reason, such as wrongdoing on the employee's part. Just cause is often a matter of interpretation by the courts or arbitrators.*

Cause vs. Just Cause

There is only a slight difference between "cause" and "just cause" -- the difference is largely one of legal definition. *For-cause termination occurs when an employer terminates an employee at any time, without notice and for any cause, good or bad, or for no cause at all.*

At Will

At-will refers to an employment arrangement in which the employee may quit at any time, and the employer may fire the employee for any reason that is not illegal.

ADMINISTRATIVE RECOMMENDATION

There is no recommendation at this time. Human Resources was asked to provide information regarding, Just Cause, For Cause and At-Will standards for discussion purposes only.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Executive Director, Business Services

Teresa Osborne-Short
Director, Human Resources

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Kenosha Unified School District No. 1
Kenosha, WI
August 14, 2012

The Human Resources recommendations regarding the following actions:

Action	Board Date	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Step / Sv	Salary	Reason	Step / Level	Contract or Contra
Appointment	8/14/12	Miscellaneous	Savaglio	Joseph	Indian Trail Academy	Media Production Manager	7/1/12		\$55,894.00	Appointment		Contract
Reinstatement	8/14/12	Secretarial	Binnering	Marlene	Washington Middle School	Library Clerical Assistant (10 month)	7/15/12	20	\$14.37	Reinstate Employment		Contract
Resignation	8/14/12	Secretarial	Chairez	Sandra	Indian Trail Academy	Secretary I (12 month)	8/10/12	8	\$18.54	Resignation: Personal		Contract
Leave of Absense	8/14/12	Instructional	Wirsch	Kristin	Jefferson Elementary School	Instructional Coach	8/29/12	7	\$55,393.00	Child Rearing Yr. 2		Contract
Resignation	8/14/12	Instructional	Mortier	Gary	Lincoln Middle School	Grade 6	6/12/12	8	\$52,930.00	Resignation/Position Elsewhere		Contract
Resignation	8/14/12	Instructional	Mora	Amanda	Indian Trail Academy	ESL - Spanish	6/12/12	2	\$40,734.00	Resignation/Position Elsewhere		Contract
Resignation	8/14/12	Instructional	Olson	Karen	Jeffery Elementary School	Cross Categorical	6/12/12	4	\$45,377.00	Resignation		Contract
Early, Early Retirement	8/14/12	Instructional	Schmidt	Sharon	Brass Community School	Grade 2	6/12/12	21	\$76,934.00	Early, Early Retirement		Contract
Appointment	8/14/12	Instructional	Zalokar	Colin	Bradford High School	Cross Categorical	8/29/12	8	\$49,276.00	Appointment		Contract
Appointment	8/14/12	Instructional	Weinstein	Keef	Mahone Middle School	Special Education - CDS	8/29/12	9	\$60,485.00	Appointment		Contract
Appointment	8/14/12	Instructional	Wiesttort	Mollie	Nash Elementary School	Special Education - CDS	8/29/12	7	\$46,750.00	Appointment		Contract
Resignation	8/14/12	Instructional	Wortock	Gwen	Mahone Middle School	Business	6/12/12	12	\$72,029.00	Resignation: Personal		Contract
Voluntary Layoff	8/14/12	Instructional	Haebig	Caroline	Bullen Middle School	Intervention Specialist	8/29/12		\$57,055.00	Voluntary Layoff		Contract
Appointment	8/14/12	Instructional	Gomez	Sarah	Bradford High School	ESL Spanish	8/29/12	7	\$48,132.00	Appointment		Contract
Appointment	8/14/12	Instructional	Mahn	Susan	Special Education Dept./Title I	Teacher Liaison	8/29/12	7	\$50,176.00	Appointment		Contract
Appointment	8/14/12	Instructional	Rucinski	Rita	Special Education	Speech Language Therapist	8/29/12	15	\$70,813.00	Appointment		Contract
Appointment	8/14/12	Instructional	Allemand	Nathan	Special Education STEP/Boys & Girls Club	Special Education - CDS	8/29/12	4	\$40,128.00	Appointment		Contract
Appointment	8/14/12	Instructional	Tuttle	Diane	Nash Elementary School	Special Education - CDS	8/29/12	15	\$76,934.00	Appointment		Contract
Appointment	8/14/12	Instructional	Hackeloer	Lisa	Tremper High School	Nurse	8/29/12	5	\$41,877.00	Appointment		Contract
Appointment	8/14/12	Instructional	Guido	Silvana	Bradford High School	Nurse	8/29/12	14	\$58,213.00	Appointment		Contract
Appointment	8/14/12	Instructional	Santelli	Anna	Special Education/Student Support	Speech Language Therapist	8/29/12	14	\$54,569.00	Appointment		Contract
Appointment	8/14/12	Instructional	Briggs	Kathryn	Indian Trail Academy	Special Education - CDS/STEP Program	8/29/12	5	\$41,877.00	Appointment		Contract
Appointment	8/14/12	Instructional	Adamczyk	Scott	EBSOLA	Special Education-EBD	8/29/12	7	\$45,377.00	Appointment		Contract
Recall	8/14/12	Secretarial	Schaefer	Kristin	Teaching & Learning	Secretary III	7/17/12	4	\$20.12	Recall from Layoff		Contract

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Kenosha Unified School District No. 1
Kenosha, Wisconsin

August 14, 2012

Personnel/Policy and Audit, Budget and Finance Committees

Policies/Rules 3110, 3112, 3121, 3230, 3240

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

Policy/Rule 3110 Annual Operating Budget

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

Policies/Rules 3112, 3121, 3230, and 3240

The major update to these policies reflects a personnel title change and minor adjustments for current practices.

Administrative Recommendation

Administration recommends that the Personnel/Policy and Audit, Budget and Finance Committees forward the changes in Policies/Rules 3110, 3112, 3121, 3230 and 3240 to the full Board for a first and second reading at its August 28, 2012 and September 25, 2012 regular meetings.

Dr. Michele Hancock
Superintendent of Schools

Tina M. Schmitz
Chief Financial Officer

POLICY 3110
ANNUAL OPERATING BUDGET

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

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

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

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

LEGAL REF.: Wisconsin Statutes

- Sections 65.90 (School district) budgets
- 125.08(1) (Annual meeting)
- 120.10 (Annual meeting powers)
- 120.11(3) Board review of district accounts/report to annual meeting)

CROSS REF.: Exhibit 3110 Annual Operating Budget (Calendar)

- 3111 School Board Budget
- 3112 Budget Administration
- 3113 Fiscal Impact Statement
- 3121 Financial Accounting
- 3220 Funding Proposals and Grants
- 3230 Borrowing, Bonds and Promissory Notes
- 3323 Fund Balance
- 3420 Purchasing
- 3711 Improvement for Maintenance Projects
- 4310 Instructional Staffing
- 8750 Annual School District Meeting

POLICY 3110
ANNUAL OPERATING BUDGET
Page 2

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: February 14, 1995
December 17, 1996
March 24, 1998
November 9, 1999
November 26, 2002
October 28, 2003
December 18, 2007

RULE 3110
ANNUAL OPERATING BUDGET

The District shall adhere to the following guidelines and decision-making procedures and develop an annual budget based on ~~the an annual identified~~ budget calendar. The following administrative decision-making and budget development responsibilities shall be completed according to the prescribed time frame.

A. Budget Document(s)

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

B. Budget Preparation

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

C. Budget Review/Adoption

1. The Superintendent shall review the proposed budget with the Board according to the time line listed on the annual operating budget calendar. The District will account for all eligible activities within the community service fund 80. Administration will annually designate the services/programs that are eligible. A fiscal ~~note~~ **report** will be attached to recommendations for new programs or revisions of existing programs.
- ~~2. Community budget reviews will also be conducted according to the time line listed on the annual operating budget calendar.~~
- ~~3-2.~~ A summary of the proposed budget, notice of the place where the detailed budget may be examined, and notice of the time and place of the public hearing on the proposed budget will be published as a Class I notice (one insertion) at least ~~45~~ **10** days prior to the time of the public hearing on the budget and the annual meeting. ~~The Executive Director of Business Services~~ **Chief Financial Officer** is responsible to the Superintendent for providing this notice.

RULE 3110
ANNUAL OPERATING BUDGET
Page 2

- 4-3. The budget hearing and annual meeting shall be conducted in accordance with state law. Only those residents of the Kenosha Unified School District who attend may speak, make or second motions, and vote at the annual meeting of the District electors.
- 5-4. The Board shall, after the public hearing and annual meeting, adopt the annual operating budget for the District- **by November 1st of each year.** Certification of the tax levy required by the budget shall be made to the clerks of the District's municipalities, in accordance with state law. The ~~Executive Director of Business Services~~ **Chief Financial Officer** will prepare the necessary tax levy certification forms for the signature of the School District Clerk and deliver them to the appropriate municipal clerks.
- 6-5. Following adoption of the budget, the Finance Office shall prepare and ~~distribute copies of~~ **publish** the adopted budget and supporting detail as soon as possible.

D. Budget Implementation

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

RULE 3110

ANNUAL OPERATING BUDGET (CALENDAR)

ISSUE	ACTION	PERSON(S) RESPONSIBLE	DATE
Enrollment Projections	Administrative review of enrollment projections by building	Exec. Dir. of Ed. Accountability	November
	School Board review of historical and projected enrollments	Exec. Dir. of Ed. Accountability	November
	Third Friday Count and enrollment report sent to DPI	Exec. Dir. of Ed. Accountability	September
Staff Allocations	Building administrators develop tentative staffing and class organizational pattern—elementary/secondary/Special Education	Exec. Dir. of Human Resources	December
Staff Allocations AST	Board/Superintendent set in motion to comply with state statute 118.24 contract renewal of ASTs	Superintendent	December
	Board review of possible allocation needs based on enrollment projections	Exec. Dir. of Human Resources	January
	Board non-renewal processes set in motion to comply with the BOE/KEA agreement and state statutes as well as to develop an operational plan with the (potentially) available budgetary funds	Exec. Dir. of Human Resources	January February
Budget	Board of Education review of budget timetable	Exec. Dir. of Business Services	November
	Board review of tentative summer school plan and budget for the next summer	Exec. Dir. of Instructional Services	November
	Staff review of budget guidelines, instructions and forms	Exec. Dir. of Business Services	December
	Distribution of budget preparation instructions and forms to schools/departments and budget managers	Exec. Dir. of Business Services	January
	Board review of preliminary budget assumptions	Exec. Dir. of Business Services	January
	Budget preparation input complete	Exec. Dir. of Business Services	February
	Administrative team development of budget first drafts	Exec. Dir. of Business Services	January March

ISSUE	ACTION	PERSON(S) RESPONSIBLE	DATE
	Administrative reviews/adjustments of budget	Exec. Dir. of Business Services	February-April
	Administrative compilation of District budget	Exec. Dir. of Business Services	March-May
	Review of Budget Assumptions	Exec. Dir. of Business Services	March-July
	Board—community budget reviews	Exec. Dir. of Business Services	April-June
	Board completion of budget reviews and final action	Exec. Dir. of Business Services	April through adoption in July
	Annual Meeting	Exec. Dir. of Business Services	September
	Spending Authority Resolution	Exec. Dir. of Business Services	June
	Preliminary Budget Adoption	Exec. Dir. of Business Services	July
	Formal Budget Adoption	Exec. Dir. of Business Services	October
	Certify Tax Levy (by state statute, the final date the Board can adopt a tax levy)	Exec. Dir. of Business Services	November 1 st
	Submit Certified Tax Levy to Municipalities	Exec. Dir. of Business Services	November
	Budget Report due to DPI	Exec. Dir. of Business Services	November
Fiscal	Board authorize a licensed accountant to audit the School District accounts and to certify the audit	Exec. Dir. of Business Services	As needed
	File a financial audit statement with the DPI and the State Superintendent and provide a copy to the Board	Exec. Dir. of Business Services	September 15 th
	Board to receive the final audit report from the auditors	Exec. Dir. of Business Services	November

POLICY 3112
BUDGET ADMINISTRATION

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

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

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

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

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

RULE 3112
BUDGET ADMINISTRATION

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

Administering Capital Appropriations

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

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

All budgeted and planned capital appropriations must be made by January 1st of each budget year.

POLICY 3121
FINANCIAL ACCOUNTING

The ~~Assistant Superintendent of Business Services~~ **Chief Financial Officer** shall be responsible for maintaining accurate and current financial accounts for the District and making necessary changes to those accounts. The accounts shall be maintained to meet the needs of the District. In addition to providing financial information for the District, the accounts will also provide necessary information for state and federal reports and for budgeting purposes.

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

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

LEGAL REF.: Wisconsin Statutes

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

CROSS REF.: 3110 Annual Operating Budget

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

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003
December 18, 2007

RULE 3121
FINANCIAL ACCOUNTING

The ~~Executive Director of Business Services~~ **Chief Financial Officer** shall be responsible for providing the School Board, administrators and supervisory staff with monthly financial reports. The financial reports will show the appropriated amount for each District financial account, the expenditure to date, encumbrances and the account balance. These reports will be prepared as soon after the close of the month as possible.

POLICY 3230
BORROWING, BONDS AND PROMISSORY NOTES

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

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

LEGAL REF.: Wisconsin Statutes

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

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

ADMINISTRATIVE REGULATIONS: None

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

REVISED: October 28, 2003
December 18, 2007

RULE 3230

BORROWING, BONDS AND PROMISSORY NOTES

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

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

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

- a. The designation of paying agent may be specifically made in the bond prospectus or left to the discretion of the successful bidder.
- b. The disbursement of funds from a bond issue will be limited to a period ending one year prior to the last principal payment on that particular bond issue. At the end of the period, all remaining funds in the bond issue shall be placed in the sinking fund for payment of principal and interest on that bond issue.

POLICY 3240
INVESTMENTS

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

LEGAL REF.: Wisconsin Statutes

Sections 66.0603 [Investments]

120.12(1) [Board duty; designation of depositories for district funds]

120.16(5) [Interest derived from district funds paid to district treasury]

CROSS REF.: 3110 Annual Operating Budget

3121 Financial Accounting

3310 Depository of Funds

3321 Student Activity Funds

ADMINISTRATIVE REGULATIONS: None

APPROVED: August 24, 1999

REVISED: May 22, 2001

July 23, 2002

October 28, 2003

December 18, 2007

March 23, 2010

RULE 3240
INVESTMENTS

1. All District investments will be made in compliance with Wisconsin state law with those institutions registered to do business in the State of Wisconsin. Authorized investment instruments categories are:
 - a. Certificates of Deposit
 - b. Federal government bonds and securities guaranteed as to principal and interest by the federal government
 - c. Federal government agency bonds and securities
 - d. Repurchase agreements that are collateralized by federal government bonds and securities, or federal government agency bonds and securities. If the market value of the bonds or securities fall below the repurchase price, additional collateral must be provided
 - e. Commercial securities of the highest or second highest rating
 - f. State of Wisconsin Local Government Investment Pool
 - g. Wisconsin School District Liquid Asset Fund
2. The District shall diversify its investments by category and institution. With the exception of government and agency securities, guaranteed investment contracts, and insured certificates of deposit, no more than 50 percent of the District's total investment portfolio; i.e., 1.a.-g., shall be invested in a single category and no more than 33 percent may be with one issuer within a category. No more than \$500,000 of uninsured certificates of deposit shall be invested in any single financial institution at a time.
3. The District's working capital funds will be maintained in School Board approved public depositories and shall not exceed 20% of the District's cash, except for state aid payments that may be maintained in a working depository on a temporary basis, until the appropriate investment vehicle is determined.
4. All District debt service funds will be made in compliance with Wisconsin state law. Authorized investment instruments are:
 - a. Direct obligations of the federal government
 - b. State of Wisconsin Local Government Investment Pool
5. Investments that are not part of the District's operating, debt service and capital project funds that are placed outside of the District's approved public depositories and not listed in number 1 above (except for 1.e. above) may only be considered if it meets the following criteria. The Securities must be reviewed by an independent Financial Advisor experienced with such securities who will not receive compensation based on the District purchasing the proposed investment. The Advisor will evaluate the risk of the investment, review all documents relating to the investment and ensure that the investment meets the intent of this policy prior to being presented to the Board of Education for approval.

Delegation of Authority

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

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

Reporting

The ~~Executive Director of Business Service~~ **Chief Financial Officers**/designee, shall maintain a detailed list of all investments. A written report of the status of all investments shall be made quarterly to the Board.

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KENOSHA UNIFIED SCHOOL BOARD
AUDIT/BUDGET/FINANCE MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mr. Gallo was called to order at 6:50 P.M. with the following Committee members present: Mr. Nuzzo, Mr. Bryan, Ms. Marcich, Mr. Thalman, Mr. Kent, Mr. Aceto, and Mr. Gallo. Dr. Hancock was also present.

Approval of Minutes – June 12, 2012 Meeting

Mr. Nuzzo moved to approve the minutes as presented in the agenda. Mr. Kent seconded the motion. Unanimously approved.

Renewal of Southeastern Wisconsin School Alliance Membership

Mrs. Sheronda Glass, Assistant Superintendent of Business, presented the Renewal of the Southeastern Wisconsin School Alliance (SWSA) Membership and indicated that membership renewal, which costs \$3,000, is requested as the SWSA provides the District with support through research advocacy, public policy, and effective communication.

Mr. Nuzzo moved to forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board with the recommendation of approval of the attached resolution and membership in SWSA for the 2012-2013 fiscal year and of authorization of Board Officers and District Administration to execute any and all documents related to the renewal. Mr. Bryan seconded the motion. Unanimously approved.

Board Approved Fees for the 2012-2013 School Year

Mrs. Tina Schmitz, Chief Financial Officer, distributed a revised copy of Attachments A through C and then presented the Board Approved Fees for the 2012-2013 School Year. She indicated that the recommendation is for a 3% increase in student fees, a 5% increase in building use fees, and a 3% increase in recreation fees as proposed in Attachments A through C.

Mr. Nuzzo moved to forward the Board Approved Fees for the 2012-2013 School Year to the full Board for approval and that the student fee structure be reflected in the General Fund's revenue and expenditures for the 2012-2013 District budget. Mr. Bryan seconded the motion. Unanimously approved.

Information Items

Mrs. Schmitz presented the Financial Dashboard Report and Monthly Financial Statements and indicated that there were no major changes. Mrs. Schmitz indicated that the Preliminary Budget for 2012-2013 would be presented to the full Board at their July 24, 2012 meeting and encouraged Committee members to attend the meeting. Committee members requested that the Preliminary Budget report and supporting documents be distributed to the Committee as soon as available to ensure sufficient time for review.

Mrs. Schmitz presented the Vacancy Dollars Estimated as of June 22, 2012 and there were no questions.

Mrs. Schmitz presented the Grants Summary Report and indicated that as a follow-up to a request at the last Committee meeting, the report format was revised to encompass Federal and State grant activities over a two year period which includes a consolidated view by project number. As a result, the report has been condensed from ten pages to one page. It was recommended the newly formatted report be used for future reporting and that the former detailed report be available upon request.

Mr. Bryan moved to approve the use of the newly formatted report for future reporting and that the former detailed report be available upon request. Mr. Nuzzo seconded the motion. Unanimously approved.

Future Agenda Items

No future agenda items were noted.

Meeting adjourned at 7:12 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT AUDIT/BUDGET/FINANCE &
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Curriculum/Program Committees chaired by Mr. Gallo was called to order at 6:30 P.M. with the following Committee members present: Mrs. Taube, Ms. Stevens, Mrs. Coleman, Mrs. Anderson, Mrs. Daghfal, Mr. Nuzzo, Mr. Bryan, Ms. Marcich, Mr. Thalman, Mr. Kent, Mr. Aceto, and Mr. Gallo. Dr. Hancock was also present. Ms. Reed, Mr. Martinelli, Mr. Simpkins, and Mrs. Spaay were absent.

Approval of Minutes – June 12, 2012 Joint Audit/Budget/Finance and Curriculum/Program Meeting

Mr. Bryan moved to approve the minutes as contained in the agenda. Mr. Nuzzo seconded the motion. Unanimously approved.

Head Start State Supplemental Grant Request for the 2012-2013 School Year

Ms. Belinda Grantham, Director of Early Education, presented the Head Start State Supplemental Grant Request. She indicated that the grant was in the amount of \$340,725 and will service approximately 59 high-risk three or four year-old children and is designated to supplement the operating costs of the Head Start Child Development Program.

Mrs. Taube moved to forward the Head Start State Supplemental Grant Request for the 2012-2013 School Year to the full Board for approval to submit and implement. Ms. Stevens seconded the motion. Unanimously approved.

LEGO Smart Schools Grant Program

Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership, presented the LEGO Smart Schools Grant Program and indicated that the purpose of the grant is to utilize LEGO education products to engage students in STEM learning activities and that a \$40,000 financial match, which would be used to support teacher training, would need to be provided by the District in order to apply for the grant.

Mr. Nuzzo moved to forward the LEGO Smart Schools Grant Program to the full Board for approval to submit and implement. Mrs. Coleman seconded the motion. Unanimously approved.

Meeting adjourned at 6:42 P.M.

Stacy Schroeder Busby
School Board Secretary

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Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 10 General Fund

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	16,809,985	16,809,985				23,633,695	23,633,695				
100 Operating Transfers In	0	0		0		0	0		0		0
200 Local revenues	80,036,086	79,158,163		877,923	98.90	82,665,228	82,430,823		234,405	99.72	82,430,823
300 Interdistrict revenues	300,000	0		300,000	0.00	306,000	315,958		-9,958	103.25	315,958
500 Intermediate revenues	59,500	61,077		-1,577	102.65	81,517	78,481		3,036	96.28	78,481
600 State aid	144,524,036	140,236,856		4,287,180	97.03	154,213,513	154,334,277		-120,765	100.08	154,334,277
700 Federal aid	11,302,173	7,680,285		3,621,888	67.95	16,662,847	13,724,132		2,938,715	82.36	13,724,132
800 Debt proceeds	0	191,989		-191,989		0	0		0		0
900 Revenue adjustments	101,669	264,393		-162,724	260.05	157,732	1,361,022		-1,203,290	862.87	1,361,022
Total Revenues	236,323,464	227,592,763		8,730,701	96.31	254,086,837	252,244,694		1,842,143	99.27	252,244,694
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	116,466,586	115,464,447	0	1,002,139	99.14	119,575,975	123,812,685	0	-4,236,710	103.54	123,812,685
200 Benefits	63,310,488	63,019,489		290,998	99.54	67,820,540	70,460,944	0	-2,640,405	103.89	70,460,944
300 Purchased Services	18,366,656	15,173,251	0	3,193,405	82.61	20,141,131	17,557,602	78	2,583,451	87.17	17,557,602
400 Supplies	9,688,282	8,548,026	498	1,139,757	88.23	13,817,453	12,902,112	2,065	913,277	93.38	12,902,112
500 Capital Outlay	2,346,937	2,211,387	0	135,551	94.22	2,029,044	2,598,800	0	-569,756	128.08	2,598,800
600 Debt Services	450,000	374,169		75,831	83.15	450,000	459,197		-9,197	102.04	459,197
700 Insurance	1,326,707	1,334,928	0	-8,221	100.62	596,707	568,192	0	28,515	95.22	568,192
800 Operating Transfers Out	30,759,834	774,264		29,985,570	2.52	29,269,597	30,498,836		-1,229,239	104.20	30,498,836
900 Other objects	1,838,797	186,051	0	1,652,745	10.12	386,391	210,037	0	176,354	54.36	210,037
Total Expenditures	244,554,287	207,086,013	498	37,467,776	84.68	254,086,837	259,068,404	2,143	-4,983,710	101.96	259,068,404
Net Revenue/Expenses	-8,230,823	20,506,750				0	-6,823,710				-6,823,710
Fund Balance - Ending	8,579,163	37,316,736				23,633,695	16,809,985				16,809,985

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 21 Special Revenue Trust

----- 2012 -----					----- 2011 -----							
Source		Budget	Actual	Balance	% Rec	Budget	Actual	Balance	% Rec	Fiscal		
	Fund Balance - Beginning	0	0			0	0					
200	Local revenues	0	0	0		0	0	0		0		
Total Revenues		0	0	0		0	0	0		0		
----- 2012 -----												
Object		Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
300	Purchased Services	0	0		0		0	0		0		0
500	Capital Outlay	0	0		0		0	0		0		0
Total Expenditures		0	0		0		0	0		0		0
Net Revenue/Expenses		0	0				0	0				0
Fund Balance - Ending		0	0				0	0				0

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 25 Head Start

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	0	0				0	0				
700 Federal aid	1,968,420	1,708,787		259,633	86.81	2,047,632	2,047,632		0	100.00	2,047,632
Total Revenues	1,968,420	1,708,787		259,633	86.81	2,047,632	2,047,632		0	100.00	2,047,632
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	893,487	822,771		70,716	92.09	955,280	986,014		-30,734	103.22	986,014
200 Benefits	671,131	602,153		68,978	89.72	711,374	659,201		52,173	92.67	659,201
300 Purchased Services	155,449	140,644	0	14,805	90.48	54,815	81,866	0	-27,051	149.35	81,866
400 Supplies	70,686	70,633	0	53	99.93	157,388	156,552	0	836	99.47	156,552
500 Capital Outlay	177,667	177,667		0	100.00	168,775	164,000		4,775	97.17	164,000
900 Other objects	0	0		0		0	0		0		0
Total Expenditures	1,968,420	1,813,868	0	154,552	92.15	2,047,632	2,047,632	0	0	100.00	2,047,632
Net Revenue/Expenses	0	-105,081				0	0				0
Fund Balance - Ending	0	-105,081				0	0				0

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 27 Special Education

----- 2012 -----						----- 2011 -----							
Source		Budget	Actual	Balance	% Rec	Budget		Actual	Balance	% Rec	Fiscal		
	Fund Balance - Beginning	0	0			0	0						
100	Operating Transfers In	29,292,741	0	29,292,741	0.00	28,283,672	29,512,911	-1,229,239	104.35		29,512,911		
200	Local revenues	7,000	10,064	-3,064	143.77	0	8,138	-8,138			8,138		
300	Interdistrict revenues	20,000	20,601	-601	103.01	0	21,740	-21,740			21,740		
600	State aid	10,555,000	10,535,821	19,179	99.82	10,163,463	10,444,563	-281,100	102.77		10,444,563		
700	Federal aid	6,928,040	5,615,942	1,312,098	81.06	8,824,280	7,713,778	1,110,502	87.42		7,713,778		
900	Revenue adjustments	0	0	0		0	0	0			0		
Total Revenues		46,802,781	16,182,428	30,620,353	34.58	47,271,415	47,701,130	-429,715	100.91		47,701,130		
----- 2012 -----						----- 2011 -----							
Object		Budget	Actual	Encumbered	Balance	% Used	Budget		Actual	Encumbered	Balance	% Used	Fiscal
100	Salaries	25,858,619	25,448,012		410,607	98.41	26,428,767	26,907,462			-478,695	101.81	26,907,462
200	Benefits	16,481,360	16,311,467		169,893	98.97	16,502,979	16,502,479			501	100.00	16,502,479
300	Purchased Services	3,356,575	3,182,119	0	174,456	94.80	3,367,515	3,515,973	0		-148,458	104.41	3,515,973
400	Supplies	1,059,136	374,580	0	684,556	35.37	676,459	504,417	0		172,042	74.57	504,417
500	Capital Outlay	47,091	47,531	0	-440	100.93	295,695	270,527	0		25,168	91.49	270,527
900	Other objects	0	0		0		0	273	0		-273		273
Total Expenditures		46,802,781	45,363,709	0	1,439,072	96.93	47,271,415	47,701,130	0		-429,715	100.91	47,701,130
Net Revenue/Expenses		0	-29,181,281				0	0					0
Fund Balance - Ending		0	-29,181,281				0	0					0

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 30-39 Debt Services Fund

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual	Balance	% Rec		Budget	Actual	Balance	% Rec	Fiscal	
Fund Balance - Beginning	760,673	760,673				1,161,315	1,161,315				
100 Operating Transfers In	985,925	774,264	211,661	78.53		985,925	985,925	0	100.00	985,925	
200 Local revenues	14,631,273	14,634,375	-3,103	100.02		13,528,038	13,528,038	0	100.00	13,528,038	
800 Debt proceeds	0	9,275,000	-9,275,000			9,500,000	9,500,000	0	100.00	9,500,000	
900 Revenue adjustments	1,517,678	1,246,723	270,955	82.15		1,104,081	1,104,081	0	100.00	1,104,081	
Total Revenues	17,134,876	25,930,362	-8,795,487	151.33		25,118,044	25,118,044	0	100.00	25,118,044	
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
600 Debt Services	16,817,894	32,223,317		-15,405,423	191.60	25,518,686	25,518,686		0	100.00	25,518,686
Total Expenditures	16,817,894	32,223,317		-15,405,423	191.60	25,518,686	25,518,686		0	100.00	25,518,686
Net Revenue/Expenses	316,982	-6,292,955				-400,642	-400,642				-400,642
Fund Balance - Ending	1,077,655	-5,532,281				760,673	760,673				760,673

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 40-49 Capital Project Fund

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual	Balance	% Rec		Budget	Actual	Balance	% Rec	Fiscal	
Fund Balance - Beginning	4,244,696	4,244,696				20,571,141	20,571,141				
200 Local revenues	34,415	34,415	0	100.00		35,000	219,553	-184,553	627.30	219,553	
800 Debt proceeds	0	0	0			0	0	0		0	
Total Revenues	34,415	34,415	0	100.00		35,000	219,553	-184,553	627.30	219,553	
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	0	0		0		0	1,806		-1,806		1,806
200 Benefits	0	0		0		0	351		-351		351
300 Purchased Services	4,279,111	4,384,035	0	-104,924	102.45	17,868,691	16,303,722	30,744	1,534,226	91.24	16,303,722
500 Capital Outlay	0	0		0		0	0		0		0
600 Debt Services	0	0		0		0	240,120		-240,120		240,120
800 Operating Transfers Out	0	0		0		0	0		0		0
Total Expenditures	4,279,111	4,384,035	0	-104,924	102.45	17,868,691	16,545,999	30,744	1,291,948	92.60	16,545,999
Net Revenue/Expenses	-4,244,696	-4,349,619				-17,833,691	-16,326,446				-16,326,446
Fund Balance - Ending	0	-104,924				2,737,450	4,244,696				4,244,696

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 50 Food Service

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	480,864	480,864				354,952	354,952				
200 Local revenues	2,857,631	3,071,885		-214,254	107.50	3,315,380	2,963,644		351,736	89.39	2,963,644
600 State aid	142,370	134,928		7,442	94.77	144,200	139,790		4,410	96.94	139,790
700 Federal aid	5,054,136	4,875,741		178,395	96.47	3,841,631	5,215,700		-1,374,069	135.77	5,215,700
900 Revenue adjustments	0	0		0		0	20,000		-20,000		20,000
Total Revenues	8,054,137	8,082,554		-28,417	100.35	7,301,211	8,339,134		-1,037,923	114.22	8,339,134
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	2,146,618	2,200,169		-53,552	102.49	1,791,908	2,170,942		-379,034	121.15	2,170,942
200 Benefits	1,193,987	961,104		232,883	80.50	1,023,341	1,071,645		-48,304	104.72	1,071,645
300 Purchased Services	213,097	117,245	0	95,853	55.02	155,100	162,734	0	-7,634	104.92	162,734
400 Supplies	4,278,441	4,466,735	0	-188,294	104.40	4,105,740	4,711,104	0	-605,364	114.74	4,711,104
500 Capital Outlay	151,264	165,512	0	-14,248	109.42	244,500	8,038	0	236,462	3.29	8,038
800 Operating Transfers Out	0	0		0		0	0		0		0
900 Other objects	70,730	77,880	0	-7,150	110.11	0	88,759		-88,759		88,759
Total Expenditures	8,054,137	7,988,645	0	65,492	99.19	7,320,589	8,213,222	0	-892,633	112.19	8,213,222
Net Revenue/Expenses	0	93,909				-19,378	125,912				125,912
Fund Balance - Ending	480,864	574,773				335,574	480,864				480,864

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 60 Student Activity Fund

----- 2012 -----					----- 2011 -----						
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	0	0				0	0				
200 Local revenues	0	0		0		0	0		0		0
Total Revenues	0	0		0		0	0		0		0
----- 2012 -----					----- 2011 -----						
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	0	2,050		-2,050		0	306		-306		306
200 Benefits	0	190		-190		0	8		-8		8
300 Purchased Services	0	133	0	-133		0	0		0		0
400 Supplies	0	-332,533	0	332,533		0	-314	0	314		-314
500 Capital Outlay	0	0		0		0	0	0	0		0
Total Expenditures	0	-330,160	0	330,160		0	0	0	0		0
Net Revenue/Expenses	0	330,160				0	0				0
Fund Balance - Ending	0	330,160				0	0				0

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 70-79 Trust Funds

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	-20,643,299	-20,643,299				-21,843,587	-21,843,587				
200 Local revenues	4,682,760	17,615		4,665,145	0.38	4,949,239	5,025,440		-76,201	101.54	5,025,440
900 Revenue adjustments	0	8,372,492		-8,372,492		0	0		0		0
Total Revenues	4,682,760	8,390,107		-3,707,347	179.17	4,949,239	5,025,440		-76,201	101.54	5,025,440
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
200 Benefits	3,370,000	3,472,604		-102,604	103.04	3,370,000	3,368,164		1,836	99.95	3,368,164
300 Purchased Services	310,000	2,644,705	0	-2,334,705	853.13	310,000	451,552	0	-141,552	145.66	451,552
400 Supplies	0	1,377		-1,377		0	0		0		0
600 Debt Services	0	6,000		-6,000		0	6,000		-6,000		6,000
900 Other objects	0	15		-15		0	5		-5		5
Total Expenditures	3,680,000	6,124,701	0	-2,444,701	166.43	3,680,000	3,825,721	0	-145,721	103.96	3,825,721
Net Revenue/Expenses	1,002,760	2,265,406				1,269,239	1,199,719				1,199,719
Fund Balance - Ending	-19,640,539	-18,377,893				-20,574,348	-20,643,868				-20,643,868

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 81 Recreation Services Program

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	257,109	257,109				298,389	298,389				
200 Local revenues	452,419	418,098		34,321	92.41	452,419	432,730		19,690	95.65	432,730
Total Revenues	452,419	418,098		34,321	92.41	452,419	432,730		19,690	95.65	432,730
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	323,925	257,717		66,208	79.56	317,610	276,837	0	40,773	87.16	276,837
200 Benefits	137,621	126,534		11,087	91.94	123,030	138,086	0	-15,056	112.24	138,086
300 Purchased Services	48,700	32,212	0	16,488	66.14	48,700	36,032	0	12,668	73.99	36,032
400 Supplies	19,900	9,341	0	10,559	46.94	19,900	12,391	0	7,509	62.27	12,391
500 Capital Outlay	17,800	5,295	0	12,505	29.75	17,800	7,665	0	10,135	43.06	7,665
900 Other objects	4,000	2,831	0	1,169	70.78	4,000	2,999		1,001	74.98	2,999
Total Expenditures	551,946	433,930	0	118,016	78.62	531,040	474,010	0	57,030	89.26	474,010
Net Revenue/Expenses	-99,527	-15,832				-78,621	-41,280				-41,280
Fund Balance - Ending	157,582	241,277				219,768	257,109				257,109

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 82 Athletic Venues

----- 2012 -----						----- 2011 -----						
Source		Budget	Actual	Balance	% Rec	Budget	Actual	Balance	% Rec	Fiscal		
200	Fund Balance - Beginning	7,630	7,630			2,187	2,187					
	Local revenues	29,125	25,014	4,111	85.88	29,125	23,544	5,581	80.84	23,544		
	Total Revenues	29,125	25,014	4,111	85.88	29,125	23,544	5,581	80.84	23,544		
----- 2012 -----						----- 2011 -----						
Object		Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100	Salaries	10,000	14,383		-4,383	143.83	10,000	12,431		-2,431	124.31	12,431
200	Benefits	0	2,131		-2,131		0	2,424		-2,424		2,424
300	Purchased Services	10,000	5,747		4,253	57.47	10,000	5,879		4,121	58.79	5,879
400	Supplies	2,148	2,384		-236	110.97	2,148	2,367		-219	110.19	2,367
500	Capital Outlay	0	0		0		0	-5,000		5,000		-5,000
Total Expenditures		22,148	24,645		-2,497	111.27	22,148	18,101		4,047	81.73	18,101
Net Revenue/Expenses		6,977	369				6,977	5,443				5,443
Fund Balance - Ending		14,607	7,999				9,164	7,630				7,630

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 83 Community Services Program

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual	Balance	% Rec		Budget	Actual	Balance	% Rec	Fiscal	
Fund Balance - Beginning	68,391	68,391				53,749	53,749				
200 Local revenues	1,628,421	1,629,861	-1,440	100.09		1,624,421	1,624,422	-1	100.00	1,624,422	
Total Revenues	1,628,421	1,629,861	-1,440	100.09		1,624,421	1,624,422	-1	100.00	1,624,422	
----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	508,805	426,484		82,321	83.82	330,160	306,402		23,759	92.80	306,402
200 Benefits	212,603	165,679		46,924	77.93	150,229	147,253		2,976	98.02	147,253
300 Purchased Services	325,890	307,380	0	18,510	94.32	304,978	287,948	0	17,030	94.42	287,948
400 Supplies	57,870	45,588	0	12,282	78.78	26,126	15,970	0	10,156	61.13	15,970
500 Capital Outlay	761,019	4,442	0	756,577	0.58	866,677	852,207		14,470	98.33	852,207
Total Expenditures	1,866,187	949,573	0	916,615	50.88	1,678,170	1,609,779	0	68,391	95.92	1,609,779
Net Revenue/Expenses	-237,766	680,289				-53,749	14,643				14,643
Fund Balance - Ending	-169,375	748,680				0	68,391				68,391

PRELIMINARY RESULTS

Budget to Actual Comparison Report by Fund Groups**2011 - 2012 Fund Summary Budget**

For the Period Ended 6/30/2012

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Fund 85 CLC After School Program

----- 2012 -----					----- 2011 -----						
Source	Budget	Actual	Balance	% Rec	Budget	Actual	Balance	% Rec	Fiscal		
Fund Balance - Beginning	324,563	324,563			396,141	396,141					
200 Local revenues	0	33,107	-33,107		0	90,066	-90,066		90,066		
500 Intermediate revenues	0	55,157	-55,157		0	61,442	-61,442		61,442		
Total Revenues	0	88,264	-88,264		0	151,508	-151,508		151,508		
----- 2012 -----					----- 2011 -----						
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	0	146,449		-146,449		0	89,766		-89,766		89,766
200 Benefits	0	18,769		-18,769		0	7,043		-7,043		7,043
300 Purchased Services	0	182,756		-182,756		0	86,073		-86,073		86,073
400 Supplies	0	31,409		-31,409		0	40,205		-40,205		40,205
Total Expenditures	0	379,383		-379,383		0	223,087		-223,087		223,087
Net Revenue/Expenses	0	-291,118				0	-71,579				-71,579
Fund Balance - Ending	324,563	33,444				396,141	324,563				324,563

PRELIMINARY RESULTS

Kenosha Unified School District No 1
Budget to Actual Comparison Report
 2011 - 2012 District Summary Budget
 For the Period Ended 6/30/2012

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All Funds

----- 2012 -----						----- 2011 -----					
Source	Budget	Actual		Balance	% Rec	Budget	Actual		Balance	% Rec	Fiscal
Fund Balance - Beginning	2,310,612	2,310,612				24,627,983	24,627,983				
100 Operating Transfers In	30,278,666	774,264		29,504,402	2.56	29,269,597	30,498,836		-1,229,239	104.20	30,498,836
200 Local revenues	104,359,130	99,032,598		5,326,532	94.90	106,598,850	106,346,398		252,452	99.76	106,346,398
300 Interdistrict revenues	320,000	20,601		299,399	6.44	306,000	337,698		-31,698	110.36	337,698
500 Intermediate revenues	59,500	116,235		-56,735	195.35	81,517	139,924		-58,407	171.65	139,924
600 State aid	155,221,406	150,907,606		4,313,800	97.22	164,521,176	164,918,630		-397,454	100.24	164,918,630
700 Federal aid	25,252,769	19,880,756		5,372,014	78.73	31,376,390	28,701,242		2,675,148	91.47	28,701,242
800 Debt proceeds	0	9,466,989		-9,466,989		9,500,000	9,500,000		0	100.00	9,500,000
900 Revenue adjustments	1,619,347	9,883,608		-8,264,261	610.35	1,261,813	2,485,103		-1,223,290	196.95	2,485,103
Total Revenues	317,110,818	290,082,655		27,028,163	91.48	342,915,344	342,927,831		-12,487	100.00	342,927,831

----- 2012 -----						----- 2011 -----					
Object	Budget	Actual	Encumbered	Balance	% Used	Budget	Actual	Encumbered	Balance	% Used	Fiscal
100 Salaries	146,208,040	144,782,483	0	1,425,557	99.02	149,409,701	154,564,651	0	-5,154,950	103.45	154,564,651
200 Benefits	85,377,191	84,680,121		697,070	99.18	89,701,493	92,357,597	0	-2,656,104	102.96	92,357,597
300 Purchased Services	27,065,478	26,170,227	0	895,251	96.69	42,260,930	38,489,379	30,822	3,740,729	91.08	38,489,379
400 Supplies	15,176,463	13,217,539	498	1,958,425	87.09	18,805,214	18,344,804	2,065	458,345	97.55	18,344,804
500 Capital Outlay	3,501,778	2,611,833	0	889,946	74.59	3,622,490	3,896,236	0	-273,746	107.56	3,896,236
600 Debt Services	17,267,894	32,603,486		-15,335,592	188.81	25,968,686	26,224,003		-255,317	100.98	26,224,003
700 Insurance	1,326,707	1,334,928	0	-8,221	100.62	596,707	568,192	0	28,515	95.22	568,192
800 Operating Transfers Out	30,759,834	774,264		29,985,570	2.52	29,269,597	30,498,836		-1,229,239	104.20	30,498,836
900 Other objects	1,913,527	266,777	0	1,646,749	13.94	390,391	302,073	0	88,318	77.38	302,073
Total Expenditures	328,596,911	306,441,658	498	22,154,755	93.26	360,025,208	365,245,771	32,886	-5,253,449	101.45	365,245,771
Net Revenue/Expenses	-11,486,093	-16,359,003				-17,109,865	-22,317,940				-22,317,940
Fund Balance - Ending	-9,175,481	-14,048,391				7,518,119	2,310,043				2,310,043

PRELIMINARY RESULTS

KENOSHA UNIFIED SCHOOL DISTRICT #1
CASH AND INVESTMENT QUARTERLY REPORT
FISCAL YEAR ENDING JUNE 30, 2012

Financial Institution	Total Fiscal Year 2011 - 2012				Total Fiscal Year 2010 - 2011				Total Fiscal Year 2009 - 2010		
	Cash Balance	Interest Earned*	Rate		Cash Balance	Interest Earned*	Rate		Cash Balance	Interest Earned	Rate
General (Funds 10, 20s, 50, 75 & 80)											
Johnson Bank Checking	\$ 1,538,915	\$ -	0.00%		\$ 958,740	\$ -	0.05%		\$ 936,146	\$ -	0.12%
Johnson Bank Repurchase Account	2,174,767	1,091	0.03%		4,377,063	6,025	0.05%		4,836,299	17,647	0.12%
U.S. Bank Savings	10,317	4	0.01%		10,351	5	0.04%		10,396	52	0.12%
Petty Cash Accounts	6,090				6,265				6,265		
Local Government Investment Pool	23,133,163	13,871	0.16%		19,288	36	0.11%		19,253	93	0.22%
Wisconsin Investment Series Coop	15,071,279	13,843	(a)		38,320,707	15,586	0.20%		35,211,686	194,819	0.23%
	\$ 41,934,530	\$ 28,808			\$ 43,692,414	\$ 21,651			\$ 41,020,045	\$ 212,611	
Debt Service (Fund 30s)											
Local Government Investment Pool	4,519,971	3,417	0.16%		620,443	1,148	0.11%		619,295	1,584	0.22%
Wisconsin Investment Series Coop	4,686	4,971	(a)		4,253,523	6,536	0.20%		4,615,624	425,764	0.23%
	\$ 4,524,657	\$ 8,388			\$ 4,873,966	\$ 7,684			\$ 5,234,919	\$ 427,348	
Capital Projects (Fund 40s)											
Wisconsin Investment Series Coop	6,859	34,415	0.05%		2,811,771	219,553	0.20%		27,065,098	432,869	0.23%
	\$ 6,859	\$ 34,415			\$ 2,811,771	\$ 219,553			\$ 27,065,098	\$ 432,869	
OPEB (Fund 73)											
Wisconsin Investment Series Coop (CDO)	570	4,896	0.13%		account opened 11/2011				account opened 11/2011		
Wisconsin Investment Series Coop	4,444,752	12,719	(b)		4,432,418	35,745	0.54%		4,396,673	9,561	0.51%
	\$ 4,445,321	\$ 17,615			\$ 4,432,418	\$ 35,745			\$ 4,396,673	\$ 9,561	

* This represents the interest recognized at this time. The interest earned from Certificates of Deposits will be recognized when the CD matures.

(a) Rate varies by fund and investment term. Lowest return is .01% and highest return is .16%.

(b) Rate varies by fund and investment term. Lowest return is .05% and highest return is .71%.

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A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mrs. Taube was called to order at 5:58 P.M. with the following Committee members present: Ms. Stevens, Mrs. Coleman, Ms. Anderson, Mrs. Daghfal, and Mrs. Taube. Dr. Hancock was also present. Mrs. Reed, Mr. Martinelli, Mr. Simpkins, and Ms. Spaay were absent.

Activity Code of Conduct and Concussion Protocols

Mr. Steven Knecht, Coordinator of Athletics, PE, Health, and Recreation, presented the Activities Code of Conduct and Concussion Protocol. He indicated that revisions in the Activities Code of Conduct have been made to add consistent language throughout the code, to add wording to cover violations not covered in the code, to change the appeal process, for academic eligibility changes, and for editorial changes. Mr. Knecht further indicated that due to the recently passed State law (Wisconsin's Sideline for Safety Act 172), the District must adopt new documentation for students, parents, and coaches in relation to the Concussion Protocols. Said documentation must be delivered to athletes, parents/guardians, and coaches and the information covers everything from general information about concussions, processes to return to competition, and coaches' education.

Ms. Stevens moved to forward the revisions in the Activities Code of Conduct and the new documentation covering the Concussion Protocol to the full Board for a first and second reading. Mrs. Daghfal seconded the motion. Unanimously approved.

Information Items

Ms. Belinda Grantham, Director of Early Education, presented the Head Start Semi-Annual Report which included information on the program information report (PIR), the Federal review, the Federal grant, the annual self-assessment, the KUSD early education collaboration, quarterly federal phone calls, the student outcomes, and the parent activities.

Mrs. Anderson moved to receive the Head Start Semi-Annual Report. Mrs. Coleman seconded the motion. Unanimously approved.

Future Agenda Items

No future agenda items were noted.

Meeting adjourned at 6:26 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT AUDIT/BUDGET/FINANCE &
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Curriculum/Program Committees chaired by Mr. Gallo was called to order at 6:30 P.M. with the following Committee members present: Mrs. Taube, Ms. Stevens, Mrs. Coleman, Mrs. Anderson, Mrs. Daghfal, Mr. Nuzzo, Mr. Bryan, Ms. Marcich, Mr. Thalman, Mr. Kent, Mr. Aceto, and Mr. Gallo. Dr. Hancock was also present. Ms. Reed, Mr. Martinelli, Mr. Simpkins, and Mrs. Spaay were absent.

Approval of Minutes – June 12, 2012 Joint Audit/Budget/Finance and Curriculum/Program Meeting

Mr. Bryan moved to approve the minutes as contained in the agenda. Mr. Nuzzo seconded the motion. Unanimously approved.

Head Start State Supplemental Grant Request for the 2012-2013 School Year

Ms. Belinda Grantham, Director of Early Education, presented the Head Start State Supplemental Grant Request. She indicated that the grant was in the amount of \$340,725 and will service approximately 59 high-risk three or four year-old children and is designated to supplement the operating costs of the Head Start Child Development Program.

Mrs. Taube moved to forward the Head Start State Supplemental Grant Request for the 2012-2013 School Year to the full Board for approval to submit and implement. Ms. Stevens seconded the motion. Unanimously approved.

LEGO Smart Schools Grant Program

Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership, presented the LEGO Smart Schools Grant Program and indicated that the purpose of the grant is to utilize LEGO education products to engage students in STEM learning activities and that a \$40,000 financial match, which would be used to support teacher training, would need to be provided by the District in order to apply for the grant.

Mr. Nuzzo moved to forward the LEGO Smart Schools Grant Program to the full Board for approval to submit and implement. Mrs. Coleman seconded the motion. Unanimously approved.

Meeting adjourned at 6:42 P.M.

Stacy Schroeder Busby
School Board Secretary



KENOSHA UNIFIED SCHOOL BOARD
JOINT PERSONNEL/POLICY &
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
July 10, 2012
MINUTES

A joint meeting of the Kenosha Unified Personnel/Policy and Curriculum/Program Committees chaired by Mrs. Coleman was called to order at 5:50 P.M. with the following Committee members present: Mrs. Taube, Mr. Gallo, Mrs. Lewis, Dr. Sconzert, Mr. Jacobs, Mr. Retzlaff, Ms. Stevens, Mrs. Anderson, Mrs. Daghfal, and Mrs. Coleman. Dr. Hancock was also present. Ms. Reed, Mr. Martinelli, Mr. Simpkins, and Mrs. Spaay were absent.

Approval of Minutes – June 12, 2012 Joint Personnel/Policy & Curriculum/Program Meeting

Mr. Jacobs moved to approve the minutes as contained in the agenda. Mrs. Taube seconded the motion. Unanimously approved.

Meeting adjourned at 5:51 P.M.

Stacy Schroeder Busby
School Board Secretary

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KCHC

KENOSHA COMMUNITY
HEALTH CENTER, INC.

Medical: 4536 22nd Avenue Kenosha, WI 53140
Phone: 262-656-0044 Fax: 262-653-2218

Dental: 6226 14th Avenue Kenosha, WI 53143
Phone: 262-656-0044 Fax: 262-925-1680

August 2012

Dear Parent/Guardian,

Kenosha Community Health Center and Kenosha Unified School District are collaborating to bring School Based Health Centers to your school. Our mission is to provide access to health care for the members of this school community. A nurse practitioner will be on site at pre-determined times. You can check your school office for exact days and times.

The following opportunities for health care at your school beginning this fall will include:

Preventative Care Opportunities

- ❖ Well Child health checks
- ❖ Immunizations
- ❖ Seal A Smile dental sealant program
- ❖ Sports physicals
- ❖ Health Education with child and parent

Acute Health Care Opportunities

- ❖ Diagnose and treatment
- ❖ Referrals as needed
- ❖ Follow up visits as needed
- ❖ Health Education with child and parent

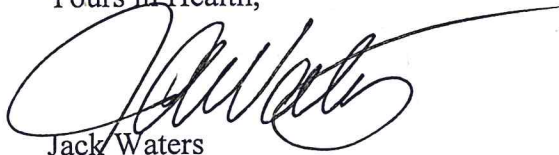
Chronic Health Opportunities

- ❖ Monitor and treat medical needs as needed based on condition
- ❖ Health Education with child and parent


In order to have your child/children participate in these health care opportunities, fill out the attached forms and return them to your child's school office.

We look forward to our new venture in School Based Health and to serving the school community. Working together we can help keep your child healthy, in school and ready to learn.

Yours in Health,



Jack Waters
Executive Director
Kenosha Community Health Center



Dr. Michele Hancock
Superintendent of Schools
Kenosha Unified School District