

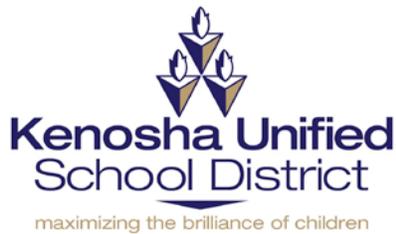


REGULAR MONTHLY BOARD MEETING

August 28, 2012

7:00 P.M.

**Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, Wisconsin**



- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
- IV. Administrative and Supervisory Appointments
- V. Legislative Report
- VI. Views and Comments by the Public
- VII. Remarks by the President
- VIII. Superintendent's Report
- IX. Consent Agenda
 - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1-2
 - B. Consent/Approve Minutes of 7/24/12 Regular Meeting and 7/24/12 Special Meeting and Executive Session..... Pages 3-11
 - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers Pages 12-13
- X. Old Business
 - A. Discussion/Action Policies/Rules 3110, 3112, 3121, 3230, and 3240..... Pages 14-28 (First Reading)
- XI. New Business
- XII. Other Business as Permitted by Law
 - Tentative Schedule of Reports, Events and Legal Deadlines For School Board (August-September) Page 29
- XIII. Predetermined Time and Date of Adjourned Meeting, If Necessary
- XIV. Adjournment

This page intentionally left blank

Kenosha Unified School District No. 1
Kenosha, WI
August 28, 2012

The Human Resources recommendations regarding the following actions:

Action	Board Date	Code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Letter or Contract
Appointment	8/14/12		Miscellaneous	Savaglio	Joseph	Indian Trail Academy	Media Production Manager	7/11/12	20	\$55,894.00	Appointment	Contract
Reinstatement	8/14/12		Secretarial	Binninger	Marlene	Washington Middle School	Library Clerical Assistant (10 month)	7/15/12	8	\$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 Absence	8/14/12		Instructional	Wichert	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 Else	Contract
Resignation	8/14/12		Instructional	Mora	Amanda	Indian Trail Academy	ESL -Spanish	6/12/12	2	\$40,734.00	Resignation/Position Else	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	Wieszort	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	7	\$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
Appointment	8/28/12		Instructional	Modory	Andrew	Wilson Elementary School	Library Media Teacher	8/29/12	7	\$46,750.00	Appointment	Contract
Appointment	8/28/12		Instructional	Toney	Mercille	Lincoln Middle School	Special Education-EBD (Self-Contained)	8/29/12	7	\$50,176.00	Appointment	Letter
Appointment	8/28/12		Instructional	Landwehr	Luke	Lance Middle School	Cross Categorical	8/29/12	8	\$48,550.00	Appointment	Letter
Appointment	8/28/12		Instructional	Stempin	Jason	Lakeview Tech	Cross Categorical	8/29/12	6	\$48,034.00	Appointment	Contract
Appointment	8/28/12		Administration	Gomez	Betzaida	EBSOLA	Dual Language Program Principal	8/1/12		\$92,123.00	Appointment	Contract
Appointment	8/28/12		Administration	Basley	Brett	Washington Middle School	Assistant Principal	8/1/12		\$84,403.00	Appointment	Contract
Appointment	8/28/12		Instructional	Azmos	Scott	Tremper High School	Physics/Earth Space/Bio Science	8/29/12	14	\$63,793.00	Appointment	Contract
Appointment	8/28/12		Instructional	Ganser	Jaden	Special Education/Student Support	School Psychologist	8/29/12	3	\$42,266.00	Appointment	Letter
Appointment	8/28/12		Instructional	Reich	Abbey	Bradford High School	Cross Categorical	8/29/12	7	\$51,086.00	Appointment	Contract
Appointment	8/28/12		Interpreter	Wade	Jessica	Special Education/Tremper	Interpreter	8/30/12	1	\$19.22	Appointment	
Appointment	8/28/12		Interpreter	Denning	Tina	Special Education/Tremper	Interpreter	8/30/12	1	\$26.49	Appointment	
Appointment	8/28/12		Interpreter	Nigro	Jodie	Special Education/Tremper	Interpreter	8/30/12	3	\$23.88	Appointment	
Appointment	8/28/12		Instructional	Sanders	Jamie	Vernon Elementary School	Multi-Age Grade 2/3 ESL	8/29/12	4	\$41,956.00	Appointment	Contract
Appointment	8/28/12		Instructional	Thompkins	Satvra	Indian Trail Academy	ELL Teacher	8/29/12	15	\$69,202.00	Appointment	Letter
Appointment	8/28/12		Instructional	Marano	Mallory	Pleasant Prairie Elementary School	Special Education - ECK	8/29/12	3	\$38,377.00	Appointment	Contract
Appointment	8/28/12		Instructional	Ambrose	Drew	Reuther High School	Cross Categorical	8/29/12	3	\$38,377.00	Appointment	Letter
Resignation	8/28/12		Instructional	Marshall	Cole	Tremper High School	Technology Education	6/12/12	7	\$53,333.00	Resignation: Personal	Contract
Resignation	8/28/12		Instructional	Burke	Jacqueline	Indian Trail Academy	Cross Categorical	6/12/12	2	\$41,877.00	Resignation: Personal	Contract
Leave of Absence	8/28/12		Instructional	Simpkins	Jennifer	Prairie Lane Elementary School	Interpreter	8/30/12		\$25.02	Child Rearing Yr. 1	Contract
Recall	8/28/12		Instructional	Genitle	Rita	Fine Arts Department	Middle School Choir	8/29/12	4	\$48,132.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Belanger-Gonzales	Lee	Lincoln Middle School	Spanish	8/29/12	5	\$76,934.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Haut	Angela	Southport Elementary School	Multi-Age Grade 3/4 ESL	8/29/12	5	\$65,965.00	Recall from Layoff	Contract
Separation	8/28/12		Instructional	Coley	Patricia	Roosevelt Elementary School	Kindergarten	8/7/12	6	\$50,786.00	Separation/Failed To Return Teacher Contract	Contract
Separation	8/28/12		Instructional	Blatnik	Mark	Indian Trail Academy	Math	8/7/12	2	\$38,959.00	Return Teacher Contract	Contract
Recall	8/28/12		Instructional	Cole	Jamie	Indian Trail Academy	Cross Categorical	8/29/12	6	\$74,693.00	Rescind Layoff	Contract
Recall	8/28/12		Instructional	Kalffel	Jeremy	McKinley Elementary School	Cross Categorical	8/29/12	7	\$50,629.00	Rescind Layoff	Contract
Recall	8/28/12		Instructional	Masi	Jennifer	Jefferson Elementary School	EC	8/29/12	6	\$70,323.00	Rescind Layoff	Contract
Recall	8/28/12		Instructional	Piccolo	Cara	Lincoln Middle School	Art (50%)	8/29/12	2	\$20,938.50	Recall from Layoff	Contract
Appointment	8/28/12		Instructional	Chlum	Molly	Roosevelt	Cross Categorical	8/29/12	3	\$38,377.00	Appointment	Contract
Appointment	8/28/12		Instructional	Hullum	Justin	Hillcrest	Special Education - ED	8/29/12	4	\$40,128.00	Appointment	Letter
Appointment	8/28/12		Administration	Sinclair	Kurt	Bradford High School	Principal	8/13/12	14	\$130,304.00	Appointment	Contract
Appointment	8/28/12		Service	Altreuther	Jacqueline	ESC/Food Service	Food Service Helper	8/29/12		\$17.03	Appointment	
Appointment	8/28/12		Service	Monestine	Marie	ESC/Food Service	Food Service Helper	8/29/12		\$17.03	Appointment	
Appointment	8/28/12		Service	Simar	Joan	ESC/Food Service	Food Service Helper	8/29/12		\$17.03	Appointment	
Recall	8/28/12		Instructional	Christensen	Kathleen	McKinley Elementary School	Multi-Aged Grade 4/5	8/29/12	4	\$42,354.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Ziccarelli	Krista	Mahone Middle School	Business	8/29/12	2	\$41,877.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Wynosnick	Amy	Bullen Middle School	Math	8/29/12	3	\$45,377.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Ruffolo	Corinne	Lance Middle School	Grade 6	8/29/12	5	\$50,191.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Rizzo	Louisa	Brompton	Math	8/29/12	7	\$70,813.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Mulligan	Julie	Harborside Academy	Guidance (.49%)	8/29/12	6	\$33,908.98	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Montemurro	Rachel	Lance Middle School	Science	8/29/12	5	\$57,741.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Merrill	Dena	Bullen Middle School	Science(75%) /Social Studies (25%)	8/29/12	6	\$49,614.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Laurent	Jeffrey	Indian Trail Academy	French (56%)	8/29/12	12	\$33,916.40	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Kerch	Robert	Tremper High School	Biology/Earth Space Science	8/29/12	4	\$50,176.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Kalowski	Janine	Lance Middle School	Math	8/29/12	5	\$55,811.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Johnson	David	Tremper High School	Science	8/29/12	6	\$63,793.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Wolbach	Erik	Indian Trail Academy	Math/Physics	8/29/12	2	\$57,017.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Wallace	Kathy	Bullen Middle School	Math	8/29/12	5	\$52,310.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Simon	Amy	Mahone Middle School	Math	8/29/12	5	\$47,838.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Semenas	Catherine	Tremper High School	Biology/Life Science	8/29/12	5	\$76,934.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Seitz	Amelia	Bullen Middle School	Dual Spanish	8/29/12	5	\$47,838.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Santelli	Michelle	Bullen Middle School	Science	8/29/12	7	\$59,369.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Sakalowski	Kelly	Lincoln Middle School	Math	8/29/12	5	\$50,191.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Houte	Janette	Washington Middle School	Science	8/29/12	5	\$47,838.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Hoev Jr	Dennis	Reuther High School	Math	8/29/12	6	\$61,720.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Higgins	Shannon	Washington Middle School	Math	8/29/12	6	\$57,055.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Ekstrom	Steven	Tremper High School	Math	8/29/12	5	\$47,127.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Cochran	Rebecca	Bullen Middle School	Math	8/29/12	3	\$45,616.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Carpino	Janet	Indian Trail Academy	Math	8/29/12	4	\$48,132.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Carlson	Diane	Lincoln Middle School	Science	8/29/12	6	\$63,793.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Armour	Hollie	Bullen Middle School	Math	8/29/12	5	\$55,811.00	Recall from Layoff	Contract
Appointment	8/28/12		Instructional	Schieffer	Jennifer	Special Education/Student Support	Psychologist/Teacher Consultant	8/29/12	12	\$68,710.00	Appointment	Contract
Appointment	8/28/12		Service	Vassar	Carolyn	ESC/Food Service	Food Service Helper	8/29/12		\$17.03	Appointment	
Resignation	8/28/12		Instructional	Powers	Nicole	Bradford High School	Social Studies	6/12/12	7	\$59,050.00	Resignation: Relocation	Contract
Resignation	8/28/12		Instructional	Feneis	Michaela	Nash Elementary School	E.C.	6/12/12	2	\$41,877.00	Resignation: Personal	Contract
Resignation	8/28/12		Instructional	Slater	Stacy	Student Support	Social Worker	6/12/12		\$51,086.00	Resignation: Personal	Contract
Voluntary Layoff	8/28/12		ESP	Gladney	Cheri	Cesar Chavez Learning Station	Headstart	8/31/12	9	\$14.64	Voluntary Layoff	Contract
Voluntary Layoff	8/28/12		ESP	Hartnell	Megan	Jeffery Elementary School	Special Education	8/31/12	3	\$14.02	Voluntary Layoff	Contract
Recall	8/28/12		Instructional	Crawford	Michelle	Brompton	Social Studies/English	8/29/12	7	\$59,469.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Schroeder	Katherine	Lance Middle School	Family and Consumer Ed	8/29/12	3	\$43,625.00	Recall from Layoff	Contract
Recall	8/28/12		Instructional	Payne	Kaitlin	McKinley Elementary School	Grade 1	8/29/12	3	\$44,950.00	Recall from Layoff	Contract
Resignation	8/28/12		ESP	Kessler	Karen	Tremper High School	Special Education	8/10/12	8	\$14.62	Resignation: Personal	Contract
Appointment	8/28/12		Miscellaneous	Lorbach	Jessica	Cesar Chavez Learning Station	Pre-School Associate	8/29/12		\$17.09	Appointment	
Appointment	8/28/12		Instructional	Tandetzke	Megan	Special Education/Student Support	Speech Language Therapist	8/29/12	3	\$42,266.00	Appointment	Letter
Appointment	8/28/12		Miscellaneous	White	Jennifer	Cesar Chavez Learning Station	Pre-School Associate	8/29/12		\$17.09	Appointment	
Voluntary Layoff	8/28/12		Instructional	Perillo	Christopher	Tremper High School	Science	8/29/12	14	\$75,500.00	Voluntary Layoff	Contract
Appointment	8/28/12		Instructional	Freeman	Bruce	Whittier/Prairie Lane	Program Support Teacher	8/29/12	15	\$38,467.00	Appointment	Letter
Appointment	8/28/12		Instructional	Cicchini	Rachel	Jefferson Elementary School	Early Childhood- Special Education	8/29/12	5	\$42,511.00	Appointment	Letter
Appointment	8/28/12		Instructional	Heberling	Theresa	Indian Trail Academy	Infant Lab	8/29/12	11	\$64,671.00	Appointment	Contract
Voluntary Layoff	8/28/12		ESP	Kazin	Nicole	HR Leave Status	ESP	8/31/12	2	\$14.13	Voluntary Layoff	Contract
Resignation	8/28/12		Instructional	Strait	Daryl	Bradford High School	English	6/12/12	6	\$50,786.00	Resignation: Personal	Contract
Resignation	8/28/12		ESP	Landry	Elise	Wilson Elementary School	Special Education	8/16/12	4	\$14.02	Resignation: Personal	Contract
Early Retirement	8/28/12		Secretarial	Hamburg	Annette	Special Education	Secretary II (12 Month)	11/12/12	22	\$20.15	Early Retirement	Contract

Kenosha Unified School District No. 1
Kenosha, WI
August 28, 2012

The Human Resources recommendations regarding the following actions:

Action	Board Date	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Letter or Contract	
Recall	8/28/12	**	Instructional	Limbach	Mary	Reuther High School	English	8/29/12	5	\$71,446.00	Recall from Layoff	Contract
Recall	8/28/12	**	Instructional	Haraty	Lynette	Vernon Elementary School	Multi-Age K/1 (ESL)	8/29/12	5	\$71,446.00	Recall from Layoff	Contract
Recall	8/28/12	**	Instructional	Otto	Jonathan	Reuther High School	Physical Education	8/29/12	2	\$41,877.00	Recall from Layoff	Contract
Appointment	8/28/12	**	Instructional	Bedford	Peter	ESC/Food Service	Food Service Helper	8/29/12		\$17.03	Appointment	
Recall	8/28/12	**	Instructional	Barrett	Reil	Reuther High School	Science	8/29/12	4	\$76,934.00	Recall from Layoff	Contract
Layoff	8/28/12	**	Instructional	Pellegrina	Pionone	Tremper High School	Italian	8/29/12		\$45,754.00	Layoff	Contract
Layoff	8/28/12	**	Instructional	Burmeister	Athena	Jefferson	4K Program	8/29/12		62,643.00	Layoff	Contract
Layoff	8/28/12	**	Instructional	Taulbee	Alyssa	HR Leave Status	HR Teacher on Leave	8/29/12		41,877.00	Layoff	Contract
Appointment	8/28/12	**	Instructional	Dionne	Thompkins	Indian Trail Academy	Family and Consumer Ed	8/29/12		\$48,877.00	Appointment	Letter
Appointment	8/28/12	**	Instructional	Massouh	Jameel	Indian Trail Academy	ESL	8/29/12		\$38,377.00	Appointment	Letter
Resignation	8/28/12	**	Instructional	Ferstenou	Mackenzie	Reuther High School	English	8/29/12	3	\$40,657.00	Resignation	Contract
Recall	8/28/12	**	Instructional	Henriksen	Shanthi	Indian Trail Academy	English	8/29/12	6	\$52,251.00	Recall from Layoff	Contract
Recall	8/28/12	**	Instructional	Konitzer	Tammy	Indian Trail Academy	English	8/29/12	6	\$54,662.00	Recall from Layoff	Contract
Recall	8/28/12	**	Instructional	Gagliardi	Bernadette	Brompton	Science	8/29/12	8	\$63,793.00	Recall from Layoff	Contract
Recall	8/28/12	**	Instructional	Schrandt	Katelyn	Indian Trail Academy	ESL	8/29/12	2	\$41,877.00	Recall from Layoff	Contract
Appointment	8/28/12	**	Instructional	Petershack	Margaret	Harvey/Lance	Social Worker	8/29/12	3	\$42,266.00	Appointment	Letter
Appointment	8/28/12	**	Instructional	Beyer	Katheen	Southport Elementary School	Kindergarten ESL	8/29/12	11	\$59,369.00	Appointment	Contract

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON JULY 24, 2012

A special meeting of the Kenosha Unified School Board was held on Tuesday, July 24, 2012, 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 6:30 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a 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 Review Finding/Order by Independent Hearing Officer and Personnel: Position Assignments.

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

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

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

1. Review of Finding/Order by Independent Hearing Officer

Mr. Lattimore arrived at 6:31 P.M. and provided Board members with information relating to an expulsion.

Mr. Lattimore and Dr. Hancock were excused at 6:40 P.M.

Mr. Nuzzo moved to concur with the recommendation of the hearing officer with the addition that the student complete at least six credits during the 2012-13 school year and be reviewed by the School Board before attending any other District school other than Kenosha eSchool. Mrs. Coleman seconded the motion. Unanimously approved.

Dr. Hancock returned to the meeting at 6:43 P.M.

2. Personnel: Position Assignments

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

Meeting adjourned at 6:56 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD JULY 24, 2012

A regular meeting of the Kenosha Unified School Board was held on Tuesday, July 24, 2012, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:02 P.M. with the following Board members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present.

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

There were no awards to be presented.

There were no Administrative or Supervisory Appointments.

Mr. Bryan gave the Legislative Report.

Views and comments were made by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's Report.

Mrs. Snyder noted that a revised agenda was issued which listed the LEGO Smart Schools Grant Program and the 2012-2013 LakeView Technology Academy Parent-Teacher Conference Proposal under Old Business as opposed to under the Consent Agenda.

Consent-Approve item IX-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations was pulled from the revised Consent Agenda.

The Board then considered the following revised Consent-Approve items:

Consent-Approve item IX-B – Minutes of 6/26/12 Regular Meeting, 7/9/12 Special Meeting, and 6/26/12, 7/2/12, and 7/9/12 Special Meetings and Executive Sessions.

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

“It is recommended that the June 2012 cash receipts deposits totaling \$484,739.70 and cash receipt wire transfers-in totaling \$52,151,577.87, be approved.

Check numbers 483578 through 485103 totaling \$8,747,892.01, and general operating wire transfers-out totaling \$397,610.67, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the June 2012 net payroll and benefit EFT batches totaling \$12,614,444.44 and net payroll check batches totaling \$15,521.96, be approved.”

Consent-Approve item IX-D – Policy/Rule and Administrative Regulations 6520 and 6521 Field/Co-Curricular Trips and Foreign Educational Tours submitted by Mr. Mark Hinterberg, Coordinator of K-12 Social Studies and Career and Technical Education; and Dr. Hancock, excerpts follow:

“Field/Co-Curricular and International trips are considered extensions of the classroom/co-curricular activity of expanding or enriching the regular curriculum. Policy 6520 has been reviewed and updated by the Department of Teaching and Learning to reflect current information. The Rule portion of 6520 will be incorporated into the Teaching and Learning Handbook. Portions of Policy/Rule 6521 have been incorporated into Policy 6520 as well as the Teaching & Learning Handbook. Therefore, Policy 6521 is being eliminated. Administrative Regulations 6520A through G are being updated to reflect current information and will be removed from policy and instead placed in the Teaching and Learning Handbook.

At its June 12, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward changes to Policies 6520 and 6521 to the School Board for consideration. The Board approved the changes as a first reading on June 26, 2012. Administration recommends that the School Board approve as a second reading the changes to Policy 6520 Field/Co-Curricular Trips with removal of the rule portion and removal of Administrative Regulations 6520A-G as well as removal of Policy/Rule 6521.”

Consent-Approve item IX- E – Head Start State Supplemental Grant Request for the 2012-2013 School Year submitted by Ms. Kim Kurklis, Interim Chavez Center Director; Ms. Belinda Grantham, Director of Early Education; Dr. Sue Savaglio-Jarvis, Assistant Superintendent of Teaching and Learning; and Dr. Hancock, excerpts follow:

“Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2012-2013 school year. The funding for this grant is \$340,725. It is designed to supplement the operating costs of the Kenosha Unified School District Head Start Child Development Program.

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 59 high-risk children that will be three or four years of age on or before September 1, 2012. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

At their joint July 10, 2012 meeting, the Curriculum/Program & Audit/Budget/Finance Committees voted to forward this grant to the School Board for consideration. Administration recommends that the School Board grant permission to submit and implement, if approved, the 2012-2013 Head Start State Supplemental Grant.”

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

Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership, indicated that notification has been received that the LEGO Smart Schools Grant has been denied; therefore, no action was needed on the item.

Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, presented the 2012-13 LakeView Technology Academy Parent-Teacher Conference Proposal submitted by Mr. William Hittman, Principal at LakeView Technology Academy; Mr. Tenuta; and Dr. Hancock, excerpts follow:

“School Board approval is requested to implement the following waiver for the 2012/2013 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.

Eighty-seven percent (87%) of the staff at LakeView Technology Academy supports this waiver to hold four parent/teacher conferences during the school year. Parent conferences would be held on October 4, 2012, December 13, 2012 February 28, 2013 and May 9, 2013. Students would attend a full day of classes on the Friday following parent conferences (October 5, 2012, December 14, 2012, March 1, 2013 and May 10, 2013).

On November 9, 2012 and March 28, 2013 when there is no school for students, LakeView teachers will be off the entire day. The majority of classes at LakeView will be block scheduled and run one semester. This will allow scheduled parent contact with teachers in sufficient time before classes conclude at the semester. On November 9, 2012 and March 28, 2013, parents and students will be able to attend conferences at their student’s boundary area school. All students at Lakeview Academy are scheduled for classes the final block of the day at their boundary area high school and would have a need for conferences with these teachers.

At its July 10, 2012 meeting, the Personnel/Policy Committee voted to forward this waiver request to the School Board for consideration. Administration recommends that the School Board approve the 2012-13 LakeView Technology Academy Parent-Teacher Conference Proposal.”

Mr. Nuzzo moved to approve the 2012-13 LakeView Technology Academy Parent-Teacher Conference Proposal. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Activities Code of Conduct and Concussion Protocol submitted by Mr. Steven Knecht, Coordinator of Athletics, PE, Health, and Recreation; Dr. Savaglio-Jarvis; and Dr. Hancock, excerpts follow:

“The process of updating and fine tuning the Activities Code of Conduct is on-going and requires adaptations and revisions almost annually. Enforcing the Activities Code of conduct fairly and consistently is the common goal of all the stakeholders in the KUSD.

Revisions in the Activities Code of Conduct have been made for the following reasons: adding consistent language throughout the code, adding wording that covers violations not before covered by the code, a change in the appeal process, academic eligibility changes, and editorial changes.

A new State Law has recently been passed called: Wisconsin’s Sideline for Safety Act 172. Within this law, requirements have been put into place for organizations to deliver information to athletes, parents/guardians, and coaches about concussions. This information covers everything from general information about concussions, processes to return to competition, and coaches’ education. KUSD sponsors sports within the Wisconsin Interscholastic Athletic Association and therefore must comply with the new state law and adopt new documentation for students, parents, and coaches.

At its July 10, 2012 meeting, the Curriculum/Program Committee voted to forward the revisions and new documentation to the School Board for consideration. Administration recommends that the Board approve the revisions in the Activities Code of Conduct and the new documentation covering the Concussion Protocol as a first and second reading this evening.”

Ms. Stevens moved to approve the revisions in the Activities Code of Conduct and the new documentation covering the Concussion Protocol as a first and second reading. Mr. Nuzzo seconded the motion. Unanimously approved.

Dr. Hancock presented the Renewal of the Southeastern Wisconsin School Alliance Membership submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“For the past nine (9) years, the District has participated in the Southeastern Wisconsin School Alliance (SWSA) which provides school officials and parents with objective, non-partisan information and training needed to be strong advocates for educational excellence. The SWSA serves over 30 urban and suburban school districts with a combined enrollment of more than 240,000 students.

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

- A strong public school system is essential for educating all students to become contributing members of society.
- A world class education is an investment in a vibrant community and a strong economy.
- A collective commitment to high quality education requires strong, proactive, courageous leadership at all levels.

- Educating and informing stakeholders creates ownership and advocacy for public education.
- Regional collaboration and healthy dialogue among school, business, and government and community groups promote effective public policy.
- Objective and accurate information, research, and data provide the foundation for sound public policy.

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

At its July 10, 2012 meeting, the Audit/Budget/Finance Standing Committee voted to forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board. Administration recommends that the Board approve the attached resolution and membership in SWSA for the 2012-2013 fiscal year and authorization of Board Officers and District Administration to execute any and all documents related to the renewal.”

Mrs. Taube moved for approval of the resolution and membership in SWSA for the 2012-2013 fiscal year and authorization of Board Officers and District Administration to execute any and all documents related to the renewal. Ms. Stevens seconded the motion. Unanimously approved.

Mrs. Schmitz presented the Board Approved Fees for the 2012-2013 School Year submitted by Mr. Hamdan, Mrs. Schmitz, and Dr. Hancock, excerpts follow:

“The Audit, Budget and Finance Committee reviewed the proposed fees for the 2012-2013 school year at their July 10, 2012 standing committee meeting. Schedules for all fees were compared to previous years and discussion took place on the recommended increases.

The Each year, as a component of the budget development process, a review of the fees charged (i.e., student fees, building use fees and recreation fees) is conducted. Consistent with past years, Finance has met with various stakeholders that administer fees to review the procedures and adequacy of the established fees.

Over the last several years, the schedule of student fees has been simplified to assist the processing of student fees in the student system (Zangle) and at the school level. This simplification has reduced most of the individual course fees and any additional fee associated with Elective, Honors and Advanced Placement courses at the middle school and high school levels. In addition, the practice of charging additional fees associated with disposable materials, supplies and workbooks was eliminated in 2010.

Administration is recommending a 3% change to the 2012-2013 fee schedule. Attachment A delineates the proposed 2012-2013 student fee schedule compared to the previous six (6) year's student fees.

Based on District practice, it is the expectation that all students be able to pay the student fees. A fee payment procedure has been implemented to allow families to make periodic payments until the fees are paid in full. Only in extreme circumstances shall the current year's required student fees be waived with a recommendation of the Principal. The

District also has a long-standing practice of not charging student fees for foster children and students housed in a homeless facility.

The collection of all non-waived fees will continue to be aggressively reinforced to all schools and those fees that remain unpaid will be forwarded to Finance for more serious collection efforts.

District practice has been to consider the consumer price index (CPI) for the Chicago, Kenosha and Milwaukee urban area, and the District's overall costs to maintain facilities. In addition, the District has taken into consideration square footage and building amenities. On average, the proposed fees for building use on average increased 5%. Attachment B is a comparison of the prior four (4) year's building use fees to the proposed building use fees.

Administration is recommending a 3% increase to adult recreation fees for activities through the Recreation Center. No change is recommended for student fees for other activities organized by the Recreation Center. See Attachment C for a comparison indicating the recreation fees for the last six (6) years and the proposed fees for fiscal year 2012-2013.

At its July 10, 2012 meeting, the Budget, Audit and Finance Committee voted to forward the proposed schedule of fees for the 2012-2013 school year to the full board for consideration. It is also recommended that the student fee structure be reflected in the General Fund's revenue and expenditures for the 2012-2013 District Budget."

Ms. Stevens moved to approve the schedule of fees for the 2012-2013 school year and that the student fee schedule be reflected in the General Fund's revenue and expenditures for the 2012-2013 District budget. Mr. Nuzzo seconded the motion. Unanimously approved.

Mrs. Schmitz presented the 2012-13 Preliminary Budget submitted by Mr. Hamdan, Mrs. Schmitz, and Dr. Hancock, excerpts follow:

"At the February 14, 2012 joint Standing Committee meeting, the 2012-2013 initial budget assumptions and process was presented. That report outlined the rationale for Administration's initial revenue and expenditure additions or subtractions to the 2012-2013 budget. The budget assumptions including the proposed reductions were approved by the Board on February 28, 2012.

The Superintendent's Leadership Council and Budget Council have met on many occasions to review and evaluate the submitted budget assumptions and District contractual obligations. These discussions have become the basis of the budget assumption priorities that Administration is presenting to the Board for preliminary approval at the July regular meeting.

The presentation including a budget timeline, enrollment projections and assumptions used in developing the budget will be distributed to the District Board members and the District's Audit, Budget and Finance Committee in advance of the Board meeting. Additional copies of the presentation will be made available at the Board meeting.

The proposed 2012-2013 budget assumptions continue to support all of the current instructional programs of the district, taking into consideration the beliefs, parameters and objectives of the Transformation Design Plan. Budget development is a dynamic and continuous process until the Board formally adopts the budget on or before November 1st.

Administration will be incorporating these budget assumptions into the District's Preliminary 2012-2013 Budget to be presented at the Public Hearing on the Budget scheduled for September 12, 2012. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all the students in the District.

Administration requests that the Board of Education approve the preliminary 2012-2013 Budget Assumptions and that these assumptions be used in formulating the preliminary budget to be used at the Public Hearing on the Budget in September."

Mr. Nuzzo moved to approve the preliminary 2012-2013 budget assumptions and that the assumptions be used to formulate the preliminary budget to be presented at the public hearing on the budget in September. Mr. Gallo seconded. Unanimously approved.

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

Mrs. Coleman moved to approve the Donation to the District as presented. Mr. Nuzzo seconded the motion. Unanimously approved.

Mrs. Schmitz presented the Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations as presented in the agenda.

Mr. Nuzzo moved to approve the Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations as presented in the agenda. Mr. Gallo seconded the motion. Unanimously approved.

Meeting adjourned at 8:50 P.M.

Stacy Schroeder Busby
School Board Secretary

This page intentionally left blank

Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
August 28, 2012

CASH RECEIPTS	reference	total
July 2012 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,991,964.35
Johnson Bank	<i>account interest</i>	106.14
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	(1,809.33)
Wind River Financial	<i>school credit card receipts (net of fees)</i>	2,054.59
Meridian Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	1,418.74
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	24,043.56
WI Department of Revenue	<i>exempt computer state aid</i>	403,463.00
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	5,598.01
Total Incoming Wire Transfers		\$ 3,426,839.06
July 2012 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 2,281,709.38
TOTAL JULY CASH RECEIPTS		\$ 5,708,548.44

CASH DISBURSEMENTS	reference	total
July 2012 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,450,619.14
WI Department of Revenue	<i>state payroll taxes</i>	574,226.33
WI Department of Revenue	<i>state wage attachments</i>	1,963.44
IRS	<i>federal payroll taxes</i>	2,800,543.99
Diversified Benefits Services	<i>health retirement account claims</i>	46,170.44
Diversified Benefits Services	<i>flexible spending account claims</i>	33,919.63
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,253,077.80
Delta Dental WI	<i>dental & vision insurance premiums</i>	86,631.96
FICA Alternative	<i>federal payroll taxes</i>	6,320.52
Burkwald & Associates	<i>management fee</i>	26,947.48
Various	<i>TSA payments</i>	343,220.82
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	107,684.50
US Bank	<i>purchasing card payment-AP program</i>	607,799.75
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Various	<i>returned checks</i>	-
Total Outgoing Wire Transfers		\$ 13,456,579.34
July 2012 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01914-DP, 01014-DP, 01715-DP, 01915-DP, 01015-DP</i>	\$ 24,306.36
General operating and food services	<i>Check #485104 thru Check #485459</i>	2,096,244.50
Total Check Registers		\$ 2,120,550.86
TOTAL JULY CASH DISBURSEMENTS		\$ 15,577,130.20

Administrative Recommendation

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

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

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

Dr. Michele Hancock
Superintendent of Schools

Tina M. Schmitz
Chief Financial Officer

Heather J. Kraeuter, CPA
Accounting Supervisor

Kenosha Unified School District No. 1
Kenosha, Wisconsin

August 28, 2012

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 reviewed the proposed changes to the above policies with the Personnel/Policy and Audit, Budget and Finance Committees at their August 14, 2012 meeting and agreed to forward the changes in Policies/Rules 3110, 3112, 3121, 3230 and 3240 to the full Board for a first and second reading at its August 28, 2012 and September 25, 2012 regular meetings.

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.

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

August 28, 2012

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

August

- August 14, 2012 – Standing Committee Meetings in ESC Board Room
- August 28, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- August 29, 2012 – Convocation/Building/Staff Meetings
- August 30, 2012 – Teacher Workday
- August 31, 2012 – Inservice Day

September

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