



## **REGULAR MONTHLY BOARD MEETING**

**September 25, 2012 - REVISED**

**7:00 P.M.**

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



- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
  - Kenosha Area Convention & Visitors Bureau Third Grade Essay Contest Grand Champions
  - Wisconsin Schools of Recognition
  - State Skills USA Competition
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1-2
  - B. Consent/Approve Minutes of 8/27/12 and 9/12/12 Special Meetings, 8/28/12 Regular Meeting and 9/12/12 Annual Meeting of Electors ..... Pages 3-11
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers .... Pages 12-13
  - D. Consent/Approve Policies/Rules 3110, 3112, 3121, 3230, and 3240..... Pages 14-28 (Second Reading)

# SCHOOL BOARD AGENDA

Page 2

September 25, 2012

## XI. Old Business

- A. Discussion/Action Waiver of Policy 1330 -  
Use of District Facilities..... Pages 29-30

## XII. New Business

- A. Discussion/Action Donations to the  
District ..... Page 31

- XIII. Other Business as Permitted by Law  
Tentative Schedule of Reports, Events and Legal  
Deadlines For School Board (September-October) ..... Page 32

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

## XV. Adjournment

**Kenosha Unified School District No. 1**  
**Kenosha, WI**  
**September 25, 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	Step / Level	Letter or Contract
Appointment	9/11/12		Instructional	Sutton	Sonya	Indian Trail Academy	Math - Algebra I	8/29/12	7	\$55,231.00	Appointment	No	Letter
Appointment	9/11/12		Miscellaneous	Badillo	Linda	Cesar Chavez Learning Station	Family Service Provider	8/29/12		\$14.45	Appointment	No	
Appointment	9/11/12		Administration	Ruder	Tanya	Community Partnerships & Media Relations	Exec Dir of Community Partnerships/Media Rel.	8/31/12		\$86,015.00	Appointment	No	
Appointment	9/11/12		Instructional	Skane	Heather	Bradford High School	Chemistry	8/29/12		\$22,872.96	Appointment	No	Contract
Appointment	9/11/12		Miscellaneous	Wedig-Kirsch	Pamela	Cesar Chavez Learning Station	Family Service Provider	8/29/12		\$14.45	Appointment	No	
Leave of Absence	9/11/12		Instructional	Swark	Jennifer	Lincoln Middle School	Grade 6	8/29/12		\$67,377.00	Child Rearing Year 2	No	Contract
Resignation	9/11/12		ESP	Vittone	Sandy	Pleasant Prairie Elementary School	Special Education	8/31/12	8	\$14.64	Resignation	No	Contract
Layoff	9/11/12		Instructional	Barrett	Reil	Reuther High School	Science	8/29/12	4	\$76,934.00	Rejected Recall	No	Contract
Resignation	9/11/12		ESP	Massouh	Jameel	Indian Trail Academy	Security	8/29/12		\$14.02	Resignation/Took District Teaching Position	No	Contract
Early Retirement	9/11/12		Secretarial	Mondrawickas	Joanne	Teaching & Learning - IMC	Library Media Assistant (12-Month)	11/30/12	22	\$19.11	Early Retirement	No	Contract
Resignation	9/11/12		Instructional	Mattem	Patricia	Indian Trail Academy	History	6/12/12	14	\$61,935.00	Resignation	No	Contract
Voluntary Layoff	9/11/12		Instructional	Houle	Camille	Southport	Grade 5	8/29/12	11	\$58,801.00	Voluntary Layoff	No	Contract
Appointment	9/11/12		Service	Bush	Jacqueline	Food Services	Unit Manager - Middle School	8/20/12		\$18.94	Appointment	No	
Appointment	9/11/12		Service	St. Ange	Maria	Food Services	Unit Manager - Middle School	8/20/12		\$18.94	Appointment	No	
Layoff	9/11/12		Instructional	Sabin	Nathan	Indian Trail Academy	Math	8/29/12	3	\$48,742.00	Layoff	No	Contract
Appointment	9/11/12		Miscellaneous	McCall	Jennifer	KTEC	Student Support Specialist I	8/29/12		\$15.64	Appointment	No	
Recall	9/11/12		Instructional	Gallo	Brenda	Bradford High School	Instructional Technology	8/29/12	8	\$69,797.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Vanderhoef	Brian	Indian Trail Academy	Family and Consumer Ed	8/29/12	5	\$41,324.90	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Thomas	Nichole	Reuther High School	Science	8/29/12	4	\$46,064.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Habel	Rosemarie	Washington Middle School	Family and Consumer Ed	8/29/12	6	\$54,662.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Corbett	Michelle	Indian Trail Academy	English	8/29/12	6	\$54,662.00	Recall from Layoff	No	Contract
Early Retirement	9/11/12		ESP	Hladilek	Barbara	Bose Elementary School	Technology	6/11/12	15	\$15.21	Early Retirement	No	Contract
Layoff	9/11/12		ESP	Baratta	Amy	Wilson Elementary	Classroom Title I	8/31/12	5	\$14.64	Layoff	No	Contract
Recall	9/11/12		Instructional	Konchan	Julie	Prairie Lane Elementary School	Kindergarten	8/29/12	6	\$71,446.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Landgraf	Kathleen	Nash Elementary School	4K Program	8/29/12	6	\$63,008.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Lecusuz	Carol	Tremper High School	English/Yearbook	8/29/12	5	\$63,793.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Wisniewski	Mark	Tremper High School	English	8/29/12	5	\$52,310.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Fiedler	Michael	Washington Middle School	Business	8/29/12	8	\$76,934.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Shimon	Jennifer	Title 1	Secondary Level Corrections	8/29/12	4	\$56,784.00	Recall from Layoff	No	Contract
Recall	9/11/12		Instructional	Rosberg	Erikka	Tremper High School	English	8/29/12	5	\$50,176.00	Recall from Layoff	No	Contract
Appointment	9/11/12		Miscellaneous	Shackelford	Mechelle	Reuther High School	Student Support Specialist I	8/20/12		\$15.64	Appointment	No	
Resignation	9/11/12		Administration	Ehiorobo	Terry	School Leadership - High School	Principal	8/30/12	16	\$101,811.00	Resignation: Personal	No	Contract
Recall	9/11/12		Instructional	Zemke	Carrie	Washington Middle School	At Risk (Alternative Ed)	8/29/12	5	\$54,662.00	Recall from Layoff	No	Contract
Resignation	9/11/12		Instructional	Smith	Kelly	Somers Elementary School	L.D.	8/24/12		\$56,784.00	Resignation: Personal	No	Contract
Recall	9/11/12		Secretarial	Blak	Diane	Indian Trail Academy	Secretary I - 12 month	8/27/12	12	\$17.96	Recall from Layoff	No	Contract
Early, Early Retirement	9/25/12	**	Instructional	Yousefian	Barbara	Lakeview Tech	Cross Categorical	8/27/12	18	\$76,934.00	Early, Early Retirement	No	Contract
Recall	9/25/12	**	Instructional	Robinson	Laura	4K Program	4K	8/29/12	7	\$53,333.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Schmidt	Dawn	4K Program	4K	8/29/12	4	\$22,234.73	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Wells	Vicki	Edward Bain School of Language & Art	Multi-Age K/1	8/29/12	5	\$58,239.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	ESP	Fuentes	Brenda	Wilson Elementary	Information/Health Services	8/31/12	5	\$13.64	Recall from Layoff	No	Contract
Appointment	9/25/12	**	Instructional	Zblut	Maximilian	Curtis Strange	Special Education-CC	8/29/12	3	\$42,266.00	Appointment	No	Letter
Appointment	9/25/12	**	Service	Howard	Sheena	Washington Middle School	Night Custodian - Grade 3	8/27/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Antarmanian	Paul	Brass Community School	Night Custodian - Grade 3	8/27/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Forbes	Melissa	Southport Elementary School	Night Custodian - Grade 4	8/27/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Holz	Karl	Bradford High School	Night Custodian - Grade 3	8/27/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Gombar	Michael	Grant Elementary School	Night Custodian - Grade 3	8/29/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Sartain	Michael	Washington/Harvey	Night Custodian - Grade 3	8/27/12		\$19.50	Appointment	No	
Appointment	9/25/12	**	Service	Bose	David	Bullen Middle School	Night Custodian - Grade 3	8/27/12		\$19.50	Appointment	No	
Recall	9/25/12	**	Instructional	Burmeister	Athena	Southport Elementary School	Multi-Age 1/2	8/29/12	67	\$40,128.00	Recall from Layoff	No	Contract
Appointment	9/25/12	**	Instructional	Wiks	Kristyn	Reuther High School	Math	8/29/12		\$40,128.00	Appointment	No	Letter
Appointment	9/25/12	**	Instructional	Goyette	Daniel	Tremper High School	Matter & Energy/Human Biology	8/29/12		\$45,377.00	Appointment	No	Letter
Appointment	9/25/12	**	Instructional	Hamlin	Diane	Lakeview Tech	Special Education-CC	9/24/12		\$69,202.00	Appointment	No	Letter
Appointment	9/25/12	**	Miscellaneous	Akins-Pringle	Annie	KTEC	Student Support Specialist I	8/29/12		\$15.64	Appointment	No	
Appointment	9/25/12	**	Instructional	Terronez	Michael	Tremper High School	Technology Education	8/29/12		\$70,813.00	Appointment	No	Letter
Recall	9/25/12	**	Instructional	Labatore	Lisa	Jefferson Elementary School	Multi-Age 1/2	8/29/12	6	\$57,055.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Fitzgerald	Patricia	Jefferson Elementary School	Kindergarten	8/29/12	5	\$54,662.00	Recall from Layoff	No	Contract
Appointment	9/25/12	**	ESP	Watties	Tamara	Special Education-Student Support	Deaf Hard of Hearing	8/30/12		\$14.13	Appointment	No	
Appointment	9/25/12	**	Service	Mayfield	Kari	Food Services	Food Service Helper	9/13/12		\$17.03	Appointment	No	
Appointment	9/25/12	**	Instructional	Rosillo	Carlos	ESCLAP	Dual Spanish	8/29/12		\$55,811.00	Appointment	No	Contract
Appointment	9/25/12	**	Instructional	Moreno	Michael	ESCLAP	ESL	8/29/12		\$42,511.00	Appointment	No	Contract
Appointment	9/25/12	**	Instructional	Jaros	Deana	Somers Elementary School	Special Education-LD	8/31/12		\$48,034.00	Appointment	No	Letter
Appointment	9/25/12	**	Instructional	Langer	Mark	Indian Trail Academy	Science	8/29/12		\$25,864.89	Appointment	No	Contract
Resignation	9/25/12	**	Instructional	Haerter	Andrea	KTEC	Music	8/29/12		\$53,364.00	Resignation	No	Contract
Resignation	9/25/12	**	Miscellaneous	Miller	Sandy	Curtis Strange	Home School Parent Liaison T1	8/29/12		\$13.91	Resignation	No	Contract
Voluntary Layoff	9/25/12	**	ESP	Cheema	Parveen	Indian Trail Academy	Special Education	8/29/12		\$16.21	Voluntary Layoff	No	Contract
Layoff	9/25/12	**	Secretarial	Gross	Judith	Community and Parent Relations	Secretary I - 12 month	8/29/12		\$18.72	Layoff	No	Contract
Appointment	9/25/12	**	Instructional	Palmen	Jane	Indian Trail Academy	Cross Categorical	8/29/12		\$43,625.00	Appointment	No	Letter
Appointment	9/25/12	**	Instructional	Elliott	Kathryn	Indian Trail Academy	Math/Physics	8/29/12		\$27,247.67	Appointment	No	Letter
Resignation	9/25/12	**	Instructional	Bottoms	Jennifer	KTEC	Dean of Students	6/12/12		\$61,935.00	Resignation/Personal	No	Contract
Recall	9/25/12	**	Instructional	Dirks	Karen	4K Program	4K Program	8/29/12	4	\$22,234.73	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Hagen	Christie	4K Program	4K Program	8/29/12	3	\$21,376.25	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Milligan	Jennifer	4K Program	4K Program	8/29/12	4	\$23,251.97	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Perry	Lauren	4K Program	4K Program	8/29/12	3	\$21,376.25	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Pukita	Michelle	4K Program	4K Program	8/29/12	3	\$30,413.81	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Plank	Rebecca-Jean	Bose Elementary School	4K Program	8/29/12	7	\$69,202.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Ricciardi	Beth	Vernon Elementary School	4K Program	8/29/12	6	\$71,277.15	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Roller	Anna	Tremper High School	Art	8/29/12	3	\$26,899.04	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Boyd	Aaron	Mahone Middle School	Physical Education	8/29/12	4	\$19,058.34	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	McDonald	Michael	Tremper High School	English	8/29/12	5	\$14,971.04	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Felton	Jessica	Lance Middle School	Instructional Technology	8/29/12	5	\$28,508.50	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Schatzman	Marya	Vernon Elementary School	Multi Aged K/1	8/29/12	4	\$52,374.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Schroeder	Michelle	Grewenow Elementary School	Guidance	8/29/12	5	\$71,446.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Olszewski	Kelly	Jefferson	Kindergarten	8/29/12	5	\$52,310.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Swanson	Linda	4K Program	4K	8/29/12	4	\$24,673.95	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Schires	Jane	4K Program	4K	8/29/12	3	\$37,697.66	Recall from Layoff	No	Contract
Appointment	9/25/12	**	Instructional	Aguino	Nicole	ESCLAP	Dual Spanish	8/29/12	5	\$41,877.00	Appointment	No	Letter
Resignation	9/25/12	**	Miscellaneous	Badillo	Linda	Cesar Chavez Learning Station	Family Literacy Service Provider	8/29/12		\$14.45	Resignation: Personal	No	Contract
Layoff	9/25/12	**	ESP	Lehrke	Rosemarie	Vernon Elementary School	Technology	8/31/12	15	\$15.21	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Jake	Carol	Wilson Elementary	Technology	8/31/12	12	\$15.21	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Cullinan	Katherine	Wilson Elementary	Technology	8/31/12	12	\$15.21	Layoff	No	Contract
Layoff	9/25/12	**	ESP	McCarthy	Becky	Reuther High School	Technology	8/31/12	11	\$15.21	Layoff	No	Contract
Layoff	9/25/12	**	ESP	DeFrancesca	Regina	Stocker Elementary School	Technology	8/31/12	10	\$16.21	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Prostko	Patricia	Pleasant Prairie Elementary School	Special Education	8/31/12	9	\$13.64	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Aasen	Cynthia	Grewenow Elementary School	Technology	8/31/12	4	\$14.02	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Prideaux	Francesca	Human Resources	ESP on leave	8/31/12	4	\$13.02	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Zusan	Allie	Washington Middle School	Technology	8/31/12	3	\$14.02	Layoff	No	Contract
Layoff	9/25/12	**	ESP	Dorf	Melissa	Roosevelt Elementary School	Information/Health Services	8/31/12	8	\$13.13	Layoff	No	Contract
Appointment	9/25/12	**	ESP	Planka	Jessica	Bradford High School	Special Education-CDS	8/30/12		\$13.02	Appointment	No	
Recall	9/25/12	**	Instructional	Sulko	Adam	Bradford High School	Social Studies	8/29/12	5	\$52,310.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Friedrich	Nancy	McKinley Elementary School	Kindergarten	8/29/12	5	\$59,285.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Diagne	Heidi	McKinley Elementary School	Kindergarten	8/29/12	6	\$51,390.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Malate	Amy	KTEC	Kindergarten	8/29/12	5	\$52,310.00	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Capponi	Elizabeth	4K Program	4K	8/29/12	3	\$21,376.25	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Tovar	Ola	Bradford High School	Spanish	8/29/12	3	\$31,000.20	Recall from Layoff	No	Contract

**Kenosha Unified School District No. 1**  
**Kenosha, WI**  
**September 25, 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	Step / Level	Letter or Contract
Recall	9/25/12	**	Instructional	Hailer	Kimberly	Prairie Lane Elementary School	Multi-Age K/1	8/29/12	4	\$20,753.46	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Christianson	Darlene	Eschool	Elementary/MS English	8/29/12	5	\$50,701.60	Recall from Layoff	No	Contract
Recall	9/25/12	**	Instructional	Fischer	Laura	Fine Arts	Music	8/29/12	3	\$51,390.00	Recall from Layoff	No	Contract
Appointment	9/25/12	**	Miscellaneous	Thompson	Nina	Office of Student Engagement & Equity	Student Support Specialist	9/17/12		\$15.64	Appointment	No	
Early, Early Retirement	9/25/12	**	Instructional	Murphy	Beatrice	Bullen Middle School	Guidance	9/29/12	23	\$76,934.00	Early, Early Retirement	No	Contract
Resignation	9/25/12	**	Instructional	Gottfredsen	Matthew	Harborside Academy	Science	11/2/12	8	\$60,623.00	Resignation	No	Contract
Appointment	9/25/12	**	Miscellaneous	Aasen	Cynthia	Grewenow Elementary School	Home/School Liasion	8/31/12		\$13.91	Appointment	No	
Resignation	9/25/12	**	Administration	Ehiorobo	Terry	School Leadership - High School	Principal	9/5/12	16	\$101,811.00	Corrected Resignation Date	No	Contract
Resignation	9/25/12	**	Miscellaneous	Koessl	Ryan	Finance	Accounts Recievable Specialist	9/7/12		\$22.47	Resignation/Personal	No	Contract
Appointment	9/25/12	**	Miscellaneous	Robinson	Nateya	Cesar Chavez Learning Station	Family Service Provider	9/10/12		\$14.31	Appointment	No	
Retirement	9/25/12	**	ESP	Antrim	Dawn	HR Leave Status	HR ESP on Leave	3/24/13	25	\$16.21	Early Retirement	No	Contract
Recall	9/25/12	**	Instructional	Nuoffer	Abbey	4K Program	4K	8/29/12	3	\$30,242.80	Recall from Layoff	No	Contract
Leave of Absense	9/25/12	**	Instructional	Nuoffer	Abbey	4K Program	4K	11/27/12	3	\$30,242.80	Child Rearing Yr. 1	No	Contract
Recall	9/25/12	**	Instructional	Hafner	Kenda	Bose Elementary School	Multi-age 3/4	9/4/12	7	\$61,667.40	Recall from Layoff	No	Contract

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 27, 2012

A special meeting of the Kenosha Unified School Board was held on Monday, August 27, 2012, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for an Inservice on the 2011 Wisconsin Act 10 and the Wisconsin Public Records Law.

The meeting was called to order at 6:04 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock and Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson & Vliet were also present. Mr. Bryan was excused.

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

Attorney Aziere distributed, presented, and discussed information pertaining to the 2011 Wisconsin Act 10 which included the following topics: Role of the Union, Bargaining, Personnel Policies/Handbooks, Salaries and Base Wages, Dues Deduction, Recertification Elections, Vested Benefits, Layoffs and Nonrenewals, and Individual Contracts.

Attorney Aziere discussed the Wisconsin Public Records Law; specifically, the definition of a "record" and examples of what does and does not constitute a record.

Meeting adjourned at 7:57 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 28, 2012

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 28, 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 7:00 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.

Dr. Hancock presented the following Administrative and Supervisory Appointments:

- Sue Savaglio-Jarvis as the Assistant Superintendent of Teaching & Learning effective July 1, 2012;
- Kristopher Keckler as the Executive Director of Information Systems, Data Management, & Evaluation effective July 1, 2012;
- Tanya Ruder as the Executive Director of Community Partnerships & Media Relations effective August 31, 2012;
- Kurt Sinclair as Principal at Bradford High School effective August 13, 2012;
- Terri Huck, Principal at Mahone Middle School effective July 1, 2012;
- Steven Germain as Assistant Principal at Mahone Middle School effective July 1, 2012;
- Brett Basley as Assistant Principal at Washington Middle School effective August 1, 2012;
- Betzaida Gomez as Dual Language Principal at EBSOLA effective August 1, 2012; and
- Paris Echoles as the Coordinator of Student Engagement and Equity effective July 30, 2012.

Mrs. Taube moved to approve the Administrative and Supervisory Appointments as presented. Ms. Stevens seconded the motion. Unanimously approved.

There was no Legislative Report.

There was one view and comment by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's Report.

The Board then considered the following Consent-Approve items:

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

Consent-Approve item IX-B – Minutes of 7/24/12 Regular Meeting and 7/24/12 Special Meeting and Executive Session.

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 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.”

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

Mrs. Schmitz presented Policies/Rules 3110, 3112, 3121, 3230, and 3240 submitted by Mrs. Schmitz and Dr. Hancock, excerpts follow:

“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.



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.”

Mr. Bryan moved to approve the changes in Policies/Rules 3110, 3112, 3121, 3230 and 3240 as a first reading. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 7:33 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 12, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 12, 2012 at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for the public hearing on the proposed 2012-13 District budget.

The meeting was called to order at 7:04 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder.

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

Mr. Bryan offered brief comments regarding the proposed 2012-13 District budget.

Mrs. Tina Schmitz, Chief Financial Officer, gave a presentation regarding the District's 2012-13 budget which included information on the 2012-13 financial priorities, budget variables, KUSD fund structure, student enrollment trends, per student revenue, revenue limit calculation, revenue limit history, tax levy history, tax levy comparison, how your dollar is spent, 2012-13 budget assumptions, Moody's bond rating, transformation progress, and how the budget supports the plan.

There were citizen comments regarding the proposed 2012-13 budget.

Meeting adjourned at 7:49 P.M.

Stacy Schroeder Busby  
School Board Secretary

ANNUAL MEETING OF ELECTORS  
OF THE KENOSHA UNIFIED SCHOOL DISTRICT  
HELD SEPTEMBER 12, 2012

The annual meeting of the Kenosha Unified School District was held on Wednesday, September 12, 2012 at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy.

Mrs. Mary Snyder, School Board President, called the meeting to order at 7:50 P.M. and opened nominations for chairperson of the meeting.

Ms. Kathleen Lusiak nominated Mr. Eric Olson for chairperson. Mr. Dennis Flath seconded the motion.

Mr. Mark Modory nominated Mr. Scott Barter for chairperson. Mr. Bruce Taylor seconded the motion.

Mr. Robert Nuzzo nominated Mrs. Mary Snyder as chairperson. Ms. Pamela Stevens seconded the motion.

A show of hands voting on the nominations was held and Mrs. Snyder was elected chairperson.

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

Mr. Carl Bryan moved to approve the Rules of Order as contained in the Agenda. Ms. Pamela Stevens seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion to approve the Agenda.

Ms. Pamela Stevens moved to approve the Agenda as contained in the packet. Ms. Rebecca Stevens seconded the motion. There was a show of hands, motion carried.

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

Ms. Jennifer Burns moved that the Kenosha Unified School District Board of Education work closely and effectively with the Kenosha Education Association to complete a fair and equitable employee handbook for all Kenosha Unified School District represented groups consistent with the existing collective bargaining agreements by May 1, 2013. Mrs. Snyder ruled the motion out of order.

Ms. Joyce Behlke moved that School Board members continue to be paid \$4,500 per year and that a limit of \$60 continued to be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Ms. Sally Heideman seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion regarding reimbursement of School Board members' expenses.

Ms. Joyce Behlke moved that School Board members be reimbursed for actual and necessary expenses incurred when traveling in the performance of their duties as a member of the School Board. Ms. Pamela Stevens seconded the motion. There was a show of hands, motion carried.

Mrs. Snyder asked for a motion regarding the approval of the 2012-13 tax levy.

Mr. Dennis Flath moved to approve the 2012-2013 tax levy at the maximum allowed by the State. Ms. Barbara Meyocks seconded the motion.

Mr. Greg Retzlaff moved to amend the motion to approve the tax levy not to exceed the maximum allowed by the State. Mr. John Infonte seconded the amendment.

Mr. William Hittman moved to call the question. Mr. Sam Martin seconded the motion. There was a show of hands, motion carried.

There was a show of hands on Mr. Retzlaff's amendment to the motion to approve the tax levy not to exceed the maximum allowed by the State, motion failed.

There was a show of hands on Mr. Flath's original motion to approve the tax levy at the maximum allowed by the State, motion carried.

Mrs. Snyder asked for a motion authorizing the School Board to establish the date for the 2013 annual meeting.

Mr. Dennis Flath moved to establish the date of May 15<sup>th</sup> for the District's Annual Meeting. Ms. Barbara Meyocks seconded the motion. There was a show of hands, motion failed.

Ms. Pam Stevens moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Ms. Raydene Edenhofer seconded the motion. There was a show of hands, motion carried.

Ms. Pam Stevens moved to adjourn the meeting. Ms. Jennifer Burns seconded the motion. There was a show of hands, motion carried.

Meeting adjourned at 8:15 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 12, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 12, 2012 at 7:45 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for Discussion/Action on the 2012-2013 Short Term Borrowing.

The meeting was called to order at 8:24 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder.

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

Mrs. Tina Schmitz, Chief Financial Officer, and Brett Weeden, representative from PMA Financial Network, Inc., presented the 2012-2013 Short Term Borrowing submitted by Mrs. Schmitz, and Dr. Hancock, excerpts follow:

“Due to the timing of the receipt of the majority of school districts’ funding (State Aid and Tax Levy), there are periods throughout the year when expenditures payable are reater than cash on hand. In these cases, short-term borrowing is required to meet the District’s current obligations. Last fall, the Board of Education approved authorization for issuance and sale of revenue anticipation promissory notes for \$49 million. Based on the results of the 2011-2012 fiscal year and our anticipated revenues and expenditures for the 2012-2013 fiscal year, our short-term borrowing needs are projected to be around \$46 million for this fiscal year.

Attachment A is a monthly summary of the 2012-2013 cash flow projection that has been reviewed by the District’s financial advisor, PMA, and shows the District’s projected cash flow shortfalls and supports the need to borrow funds. The document shows that November has the greatest month-end cash flow deficit.

Attachment B is a daily projection of the anticipated revenues and expenditures for November and shows that November 27th has the greatest cash flow deficit for the year. The deficit is projected to be \$44,526,020. The following Monday, the State is scheduled to provide the 2nd of the five (5) state aid payments for the 2011-2012 school year.

Attachment C is a draft resolution that will be presented to the Board to authorize the borrowing. Like last year, the District is plans to repay a portion of the \$46 million in February. This is when the 2nd tax levy payment is scheduled to be received. This action will reduce the District’s overall interest cost of the debt service. The Tax and

Revenue Anticipation Promissory Notes (TRANS) are scheduled to be sold on September 12, 2012.

Attachment D is a recent Moody's report. The District had the promissory notes rated this year. Moody's Investors Service has assigned a MIG 1 rating (highest rating available on short-term borrowing) to the \$46,000,000 promissory notes. This rating expands the District's ability to sell the notes outside of a private placement, and is expected to save the District approximately \$60,000 in interest expense.

Administration recommends that the Board approve the authorization for issuance and sale of the revenue anticipation promissory notes for \$49 million."

Mr. Nuzzo moved to approve the authorization for issue and sale of the revenue anticipation promissory notes for \$49 million. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 8:30 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  
September 25, 2012

CASH RECEIPTS	reference	total
<b>August 2012 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,073,339.49
District Municipalities	<i>tax settlement - August payment</i>	20,904,931.80
Johnson Bank	<i>account interest</i>	105.46
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	10,029.29
Wind River Financial	<i>school credit card receipts (net of fees)</i>	18,611.23
Meridian Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	249,774.69
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	40,340.88
HHS	<i>head start grant</i>	166,928.94
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	9,766.26
Total Incoming Wire Transfers		\$ 23,473,828.04
<b>August 2012 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 790,849.79
<b>TOTAL AUGUST CASH RECEIPTS</b>		<b>\$ 24,264,677.83</b>

CASH DISBURSEMENTS	reference	total
<b>August 2012 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,034,048.84
WI Department of Revenue	<i>state payroll taxes</i>	557,526.92
WI Department of Revenue	<i>state wage attachments</i>	1,741.06
IRS	<i>federal payroll taxes</i>	2,505,837.12
Diversified Benefits Services	<i>health retirement account claims</i>	15,617.23
Diversified Benefits Services	<i>flexible spending account claims</i>	40,380.05
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	917,446.26
Delta Dental WI	<i>dental &amp; vision insurance premiums</i>	86,003.42
FICA Alternative	<i>federal payroll taxes</i>	2,808.83
Burkwald & Associates	<i>management fee</i>	26,665.50
Various	<i>TSA payments</i>	325,316.69
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	4,131.25
US Bank	<i>purchasing card payment-AP program</i>	147,132.60
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Various	<i>returned checks</i>	1,875.50
Total Outgoing Wire Transfers		\$ 11,683,984.81
<b>August 2012 Check Registers - All Funds:</b>		
Net payrolls by paper check	<i>Register# 01916-DP, 01016-DP, 01017-DP</i>	\$ 6,768.79
General operating and food services	<i>Check #485460 thru Check #486085</i>	12,324,509.73
Total Check Registers		\$ 12,331,278.52
<b>TOTAL AUGUST CASH DISBURSEMENTS</b>		<b>\$ 24,015,263.33</b>



### **Administrative Recommendation**

It is recommended that the August 2012 cash receipts deposits totaling \$790,849.79 and cash receipt wire transfers-in totaling \$23,473,828.04, be approved.

Check numbers 485460 through 486085 totaling \$12,324,509.73, and general operating wire transfers-out totaling \$170,592.89, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2012 net payroll and benefit EFT batches totaling \$11,513,391.92, and net payroll check batches totaling \$6,768.79, 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

**September 25, 2012**

**Policies/Rules 3110, 3112, 3121, 3230, 3240  
Second Reading**

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 said changes to the full Board. The Board approved the proposed changes at their first reading on August 28, 2012. There have been no other recommendations or changes. Administration recommends that the Board approve these changes at its second reading, September 25, 2012.

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 1<sup>st</sup> 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 1<sup>st</sup> 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)

<b>ISSUE</b>	<b>ACTION</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE</b>
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

<b>ISSUE</b>	<b>ACTION</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE</b>
	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 <sup>st</sup>
	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 <sup>th</sup>
	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 1<sup>st</sup> 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

September 25, 2012

**WAIVER OF POLICY 1330 – USE OF DISTRICT FACILITIES**

The National Alliance on Mental Illness (NAMI) Kenosha County, Inc. is requesting a waiver of user rental fees for the Reuther High School auditorium on Saturday, September 15, 2012 for a performance of *Pieces in My Own Voice* which depicts the lives of people living with mental health diagnosis.

NAMI performed *Pieces* last year on October 5<sup>th</sup> and felt it was very well received and helped educate the community about mental illness; therefore, NAMI is once again asking for wavier of user rental fees.

The estimated user rental fee being which is being requested to be waived for use of the Reuther auditorium is \$288.00. The estimated custodial fee is \$117.99 which will *not* be waived and will be the responsibility of NAMI as there is no custodial coverage on that date and the District would have to have a custodian open, clean, and close the auditorium for their performance. The \$20.00 permit filing fee has been paid.

Board Policy 1333, Facility Charges, states that the Board retains the right to waive or adjust any fees associated with use of District facilities; therefore, the following recommendation is being brought forward for consideration.

**RECOMMENDATION**

At its September 11, 2012 meeting, the Audit/Budget/Finance Committee voted to forward this waiver request to the full Board for approval. Administration recommends that the Board approve of the request from NAMI Kenosha County for waiver of user rental fees in the estimated amount of \$288.00 for the use of the Reuther High School auditorium on Saturday, September 15, 2012 for a performance of *Pieces in My Own Voice*.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Executive Director of Business Services





**DATE:** August 7, 2012

**FROM:** NAMI-Kenosha County

**TO:** KUSD School Board  
c/o Kathy DeLabio  
3600-52<sup>nd</sup> Street  
Kenosha, WI 53144

**SUBJECT:** Waiver on Rental Fee for Reuther Central High School Auditorium

On behalf of the National Alliance on Mental Illness (NAMI) Kenosha County, I am requesting a waiver on the rental fee for Reuther Central High School Auditorium on September 15, 2012. Once again, NAMI Kenosha County is sponsoring a performance of ***Pieces In My Own Voice***. ***Pieces*** is written and produced by Brenda Wesley of NAMI Greater Milwaukee. The thought provoking theatrical production depicts the lives of people living with a mental health diagnosis. The audience can experience the darkness of stigma and the light of recovery. The performance will begin at 7 PM and a Q&A session following the performance at approximately 8 PM. There is no charge for admission and the program is open to the public. The October 5, 2011 performance of ***Pieces*** was very well received and we are very excited to be able to offer it again.

**Mental Health Awareness** is so important and ***Pieces*** this is an excellent way to help educate the public about mental illness. As you know, we are an all volunteer organization whose reliance on the generosity of the community and friends of NAMI make it all possible. This is our 29<sup>th</sup> year of consecutive, all volunteer service to the community. Our mission is to improve the quality of life for folks affected with mental illness here in Kenosha County. We do this through education, support, and advocacy while promoting recovery and fighting stigma associated with mental illness.

Thank you again for your consideration of this waiver request. Please let me know if there are any questions. We look forward to your continued support.

Sincerely,

Jack Rose, President  
NAMI-Kenosha County  
(262-605-9038)



**Jack Rose**  
President  
262-605-9038  
[jrose23@wi.rr.com](mailto:jrose23@wi.rr.com)

NAMI - Kenosha County  
PO Box 631  
Kenosha, WI 53141  
262-652-3606  
[www.nami.org/kenosha](http://www.nami.org/kenosha)



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 25, 2012

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. David Fricke from Creative Advertising donated labor and materials for PBIS signage at Indian Trail High School and Academy. The value of this donation is unknown.
2. Jockey International, Inc. donated 500 t-shirts to Somers Elementary School. The value of this donation is unknown.
3. The Haidian Experimental Middle/High School, Kenosha Unified School District's partner school in Beijing, China, donated a set of twenty-five Travel Around China DVDs to the IMC for use in the District's classrooms. The value of this donation is unknown.

Administrative Recommendation

Administration requests the Board of Education approve acceptance of the above listed gift(s), grant(s) or bequest(s) as per Board Policy 1400, to authorize the establishment of appropriate accounts to monitor fiscal activity, to amend the budget to reflect this action and to publish the budget change per Wisconsin Statute 65.90(5)(a).

Dr. Michele Hancock  
Superintendent of Schools

*This page intentionally left blank*

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

September 25, 2012

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

**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

**October**

- October 9, 2012 – Standing Committee Meetings in ESC Board Room
- October 23, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- October 25-26, 2012 – Teachers' Convention – No School for Students. ESC Closed on 10/26/12

Bd/ragtsr.doc