



**REGULAR MONTHLY BOARD MEETING
REVISED**

June 26, 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
 - B. Consent/Approve Minutes of 5/22/12
Regular Meeting, 6/6/12
Special Meeting and
6/6/12 Special Meeting
and Executive Session.....Pages 2-12
 - C. Consent/Approve Summary of Receipts, Wire
Transfers and Check RegistersPages 13-14
- X. Old Business
 - A. Discussion/Action Adoption of "Transition"
Employee Handbook -
Service EmployeesPages 15-19
 - B. Discussion/Action Request to Submit
American Honda Foundation
Grant For Youth Education
And Science Education.....Pages 20-22

SCHOOL BOARD AGENDA

Page 2

June 26, 2012

REVISED

- C. Discussion/Action State Farm Insurance-Auto,
Life, Fire Grant For Hillcrest
Dream Tree Arboretum Pages 23-26
 - D. Discussion/Action Policy/Rule and Admin-
istrative Regulations 6520
& 6521 Field/Co-Curricular
Trips & Foreign Educational
Tours Pages 27-41
- XI. New Business
 - A. Discussion/Action Authorization of 2012-2013
Expenditures Prior to Formal
Adoption of the Budget Page 42
 - B. Discussion/Action Hearing Officers Page 43
 - C. Discussion/Action WE Energies Easement -
Bose Elementary School Pages 44-47
 - D. Discussion/Action Approval of Employment
Contract for the
Superintendent of Schools Page 48
 - E. Discussion/Action Donations to the District Page 49
- XII. Other Business as Permitted by Law
 - Tentative Schedule of Reports, Events and Legal
Deadlines For School Board (June-July) Page 50
- XIII. Predetermined Time and Date of Adjourned Meeting, If Necessary
- XIV. Adjournment

Action	Board Date	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Step / Level	Letter or Contract
Early Retirement	6/12/12		ESP	Lott	William	Reuther Central High School	Security	6/11/12	23	\$16.21	Early Retirement	No	Contract
Leave of Absense	6/12/12		Instructional	Wirth	Kristin	Jefferson Elementary School	Instructional Coach	5/15/12	7	\$55,393.00	Child Rearing Yr. 1	No	Contract
Early Retirement	6/12/12		Service	Leff	Larry	Facility Services	Field Crew Leader	6/29/12	38	\$26.52	Early Retirement	No	Contract
Appointment	6/12/12		Miscellaneous	Doyle	Jessica	Superintendent's Office	Executive Support Specialist	7/1/12		\$40,000.00	Appointment	No	
Resignation	6/12/12		Instructional	Liesch	Jacqueline	Human Resources	Layoff 2011-12	5/16/12	5	\$42,997.00	Resignation/Personal	No	Contract
Early Retirement	6/12/12		Instructional	Falduto	Frank	Reuther Central High School	English	6/12/12	34	\$74,693.00	Early Retirement	No	Contract
Resignation	6/26/12	**	Instructional	Meadows	Debra	Jefferson Elementary School	L.D.	6/12/12	3	\$58,251.69	Resignation	No	Contract
Resignation	6/26/12	**	Secretarial	Perozzo	Laura	Organizational Training & Development	Secretary II - 12 Month	6/1/12	2	\$18.28	Resignation/Personal	No	Contract
Appointment	6/26/12	**	Service	Curtiss	Robert	Facilities Department	Electrician Crew Leader	6/6/12		\$33.55	Appointment	No	
Resignation	6/26/12	**	Instructional	Ruggles	Michelle	Ruether Central High School	Instructional Technology	6/12/12	5	\$55,356.00	Resignation/Personal	No	Contract
Resignation	6/26/12	**	Instructional	Matte	Amv	Human Resources	Layoff 2011-12	6/12/12	13	\$59,391.00	Resignation/Relocation	No	Contract
Resignation	6/26/12	**	ESP	Parmentier	Janet	Human Resources	Voluntary Layoff 2011-12	6/11/12	13	\$20,016.36	Resignation	No	Contract
Early, Early Retirement	6/26/12	**	Instructional	Mc Donald	Patrick	Brass Community School	Grade 4	6/12/12	12	\$62,643.00	Early, Early Retirement	No	Contract
Early Retirement	6/26/12	**	Service	Marcinkus	Steven	Facility Services	Head Custodian	6/29/12	36	\$45,177.60	Early Retirement	No	Contract
Resignation	6/26/12	**	Instructional	Ruff	Jacob	Lincoln Middle School	Instructional Technology	6/12/12	5	\$40,515.90	Resignation	No	Contract
Early Retirement	6/26/12	**	Administration	Jacob	Stephen	School Leadership - Middle School	Assistant Principal	7/20/12	25	\$91,592.00	Early Retirement	No	Contract
Early Retirement	6/26/12	**	Instructional	Simonsen	Jane	Lance Middle School	Grade 6	6/12/12	15	\$74,693.00	Early Retirement	No	Contract

This page intentionally left blank

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 22, 2012

A regular meeting of the Kenosha Unified School Board was held on Tuesday, May 22, 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 7:04 P.M. with the following Board members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present. Mr. Nuzzo was excused.

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

Mr. Robert Wells, Coordinator of Fine Arts, presented the Battle of the Books – First Place Team – EBSOLA Awards, the Northwestern University Midwest Academic Talent Search Perfect Math Score Award, the Future Teacher Educators Essay Contest – Second Place Winner Award, the 2012 Rotary Vocational Student Awards, the Wisconsin Newspaper Association's 2011-12 High School "Better Newspaper Contest" Awards, the Heritage Festival of Music – Maestro Award, the German Day completion Awards, and the 2012 Educational Equity/Diversity Award.

Mrs. Snyder presented Resolution No. 289 – Resolution of Appreciation to Pam Stevens, which read as follows:

"WHEREAS, Pam Stevens was elected to the Board of Education of the Kenosha Unified School District in April 2003, and then served three, three-year terms on the Board; and

WHEREAS, she served two terms as president, three terms as vice-president, one term as clerk, and two terms as treasurer while on the Board; and

WHEREAS, during her tenure on the Board she served on the following Committees: Curriculum/Program; PR/Goals/Legislative; Audit/Budget/Finance; and, Personnel/Policy; and

WHEREAS, she has been a strong supporter of quality educational programs and facilities for all children, with a particular interest in reading programs, as she provided leadership in reducing the number of reading programs in the District when she first was elected to the Board from eight to two, in order to promote consistency; and

WHEREAS, during her term in office the District made significant progress in communications with parents as she provided leadership in the creation of a public

relations/legislative committee, and became its first chairperson, during which time she championed for more input from the District on policies and statutes on the state level; and

WHEREAS, the voice of students and their role in decision-making increased during her term in office as she provided leadership in the creation of a Student Ambassador seat during Board meetings; and

WHEREAS, her service was characterized by conviction, determination, attention to detail, in-depth knowledge of educational issues, and fortitude as she lead the district in the beginning of its litigation regarding the CDO financial difficulties; and

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

WHEREAS, during her term in office, she missed only two committee meetings, and she did not miss one regular school board meeting; and

NOW, THEREFORE, BE IT RESOLVED, that this expression of appreciation for service as a Board Member be adopted, and

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be presented to Pam Stevens in recognition of her service to the Kenosha Unified School District No. 1.”

Mr. Bryan moved to approve Resolution No. 289 - Resolution of Appreciation to Pam Stevens as presented. Ms. Stevens seconded the motion. Unanimously approved.

There were no Administrative or Supervisory Appointments.

Mrs. Coleman introduced the Student Ambassador, Richard Karabiac, from Bradford High School and he made his comments.

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.

Consent-Approve item X-B – Minutes of 4/23/12 Organizational Meeting, 4/23/12 Regular Meeting and 4/23/12 Special Meeting and Executive Session was pulled from the consent agenda.

The Board then considered the following Consent-Approve items:

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

Consent-Approve item X-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 April 2012 cash receipts deposits totaling \$1,030,081.02 and cash receipt wire transfers-in totaling \$3,626,997.23, be approved.

Check numbers 481111 through 482473 totaling \$8,259,839.91, and general operating wire transfers-out totaling \$267,639.52, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the April 2012 net payroll and benefit EFT batches totaling \$14,690,396.97 and net payroll check batches totaling \$7,951.80, be approved.”

Consent-Approve item X-D – Policy/Rule 4320 – Individual Employment Contracts submitted by Mrs. Teresa Osborne-Short, Director of Human Resources; Mrs. Glass; and Dr. Hancock, excerpts follow:

“Information contained within Policy and Rule 4320, was affirmed in 1991 and revised in 2000. The Policy is revised to define the issuing of employment contracts in accordance with state law, Wisconsin Statue 118.24(6) School District Administrator. The procedure outlined in Rule 4320 reflects current practice.

At its April 3, 2012 meeting, the Personnel/Policy Committee voted to forward the proposed changes to Policy and Rule 4320 to the full Board for a first and second reading.

At its April 23, 2012 meeting, the Board approved revised Policy and Rule 4320 as a first reading. Administration recommends that the School Board approve revised Policy and Rule 4320, Individual Employment Contracts as a second reading this evening.”

Mrs. Taube moved to approve the consent agenda as revised. Mrs. Coleman seconded the motion. Unanimously approved.

Ms. Belinda Grantham, Director of Pre-School, presented the Supplemental Head Start Federal Grant Cost of Living Adjustment submitted by Ms. Kim Kurklis, Interim Chavez Center Director; Ms. Grantham; and Dr. Hancock, excerpts follow:

“Following Board Policy 3220, the KUSD Head Start program completed the Administrative Regulation request to submit a Supplemental Head Start Federal Grant. Funding for the supplemental grant was created from both the Department of Health and Human Services and the American Recovery and Reinvestment Act. The grant provided \$14,393 of supplemental funding to provide a cost of living adjustment for Head Start staff. Through further review of the grant requirements and communication with Region V (the regional federal Head Start office) it has been determined that KUSD Head Start is not able to meet all of the grant requirements.

Acceptance of this grant states “All staff in Head Start programs must receive a cost-of-living increase of at least 0.72 percent in their hourly rate of pay.” For the KUSD Head Start program “all staff” would include secretaries, education support personnel, miscellaneous staff, and teachers. Due to the budget cuts that our District is currently experiencing only teachers and those employees who would move up a step would have the opportunity for a salary increase.

Because we are not able to meet the base requirement of this grant, Administration is requesting that the Supplemental Head Start Federal Grant – Cost of Living Adjustment request that was previously submitted be withdrawn.

At its May 8, 2012 meeting, the Audit/Budget/Finance Committee voted to forward this request to the full Board. Administration recommends that the Board grant approval to withdraw the previously submitted Supplemental Head Start Federal Grant – Cost of Living Adjustment.”

Ms. Stevens moved to approve the withdrawal of the previously submitted Supplemental Head Start Federal Grant – Cost of Living Adjustment. Mrs. Taube seconded the motion. Unanimously approved.

Ms. Patricia Demos, Community School Relations Manager, presented the Mary Frost Charitable Trust submitted by Ms. Demos; Mr. Gary Vaillancourt, Chief Communications Officer; and Dr. Hancock, excerpts follow:

“School Board approval is requested to submit and implement a one-year proposal to expand the District’s comprehensive family education training program and student engagement opportunities to increase student attendance, achievement, and participation in citizenship. The District applied and received funding from the Mary Frost Ashley Charitable Trust in 2010 and 2011 for the Back to School – A Celebration of Family and Community Event, and parent and student programs.

During the 2012-2013 school year, the District plans to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, and expand student learning opportunities through expeditionary learning on the elementary level and leadership development and peer to peer training at a middle school. This comprehensive program is developed with the framework of Search Institute’s “40 Developmental Assets,” Joyce Epstein’s School, Family and Community Partnerships guide, and the District’s Transformation Design. The design plan includes improving student achievement, personalized learning, expanding collaborative partnerships with families, the community and industry as well as implementing Joyce Epstein’s “Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships” and securing resources to support student learning. This directly relates to Transformation Design Goal #2.

At its May 8, 2012 meeting, the Curriculum/Program and Audit/Budget/Finance Committees vote to forward this one-year proposal to the School Board for consideration. Administration recommends that the Board approve submission of this proposal to the Mary Frost Ashley Charitable Trust to expand the District’s comprehensive family education training and student learning opportunities.”

Ms. Stevens moved to approve submission of the proposal to the Mary Frost Ashley Charitable Trust to expand the District's comprehensive family education training and student learning opportunities. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Kris Keckler, Principal at Kenosha eSchool, presented the Kenosha eSchool Charter Contract Renewal, submitted by Mr. Keckler; Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership; Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership; and Dr. Hancock, excerpts follow:

"On July 1, 2006 the Board of Education first approved the request for charter school approval for the Kenosha eSchool, initially for a five (5) year period, and another renewal for three (3) years was granted on August 24th, 2010. The charter was also updated and approved for another three (3) year period on September 27th, 2011, mainly due to the expansion to grades 6-8. There are a number of areas outlined below that initiated this new version of the charter, primarily for the elementary expansion, grades K-5.

Per the request of the KUSD School Board, all of the existing charter schools have already completed or are in the process of aligning the charter contract language for improving the communal layout, presentation, and understanding. The Wisconsin Department of Public Instruction utilizes the Charter School Contract Reviewer Benchmarks instrument, which identifies key areas that need to be present in each contract. Some of the following changes are the result of the reviewers' suggestions and recommendations.

The KUSD transformational design goal (#1) addresses expansion of online learning opportunities for students. Due to the growing need and interest of online learning at the elementary level (K-5), the eSchool requests to expand and offer an elementary online option. The result would be a K-12 online program that offers both full and part time enrollment options.

The Kenosha eSchool's goal is to increase online learning opportunities and service the needs for any KUSD student who would like to participate in this environment.

At its May 8, 2012 meeting, the Personnel/Policy Standing Committee voted to forward this charter contract to the School Board for consideration. Administration and the Kenosha eSchool Governance Board and Staff recommend that the Board approve the proposed three (3) year contract for the Kenosha eSchool."

Ms. Stevens moved to approve the three year contract for the Kenosha eSchool. Mrs. Bryan seconded the motion. Unanimously approved.

Mr. William Haithcock, Principal at Harborside Academy, presented the Harborside Academy Charter Contract submitted by Mr. Haithcock, Mrs. Schmitz, Mr. Tenuta, and Dr. Hancock, excerpts follow:

"On March 27, 1997, the initial charter of Harborside Academy was presented to the Board of Education. At that time, the Board approved a five-year charter contract with

Harborside. The five-year contract matched the time frame of the Harborside lease with Saint Elizabeth Parish. This winter, the Board decided that Harborside Academy would move to the building currently housing Reuther Central High School. It was also decided that Harborside would merge, starting July 1, 2012 with Paideia Academy making Harborside a six through twelfth grade charter school. At this time, The Harborside Academy Governance Board is requesting an additional five-year charter renewal to continue as a six through twelfth grade KUSD charter school.

Per the request of the KUSD School Board, all of the existing charter schools have already completed or are in the process of aligning the charter contract language for improving the communal layout, presentation, and understanding. The Wisconsin Department of Instruction utilizes the Charter School Contract Reviewer Benchmarks instrument, which identifies key areas that need to be present in each contract. Some of the following changes are the result of the reviewers' suggestions and recommendations.

At its May 8, 2012 meeting, the Curriculum/Program Committee voted to forward this charter contract to the School Board for consideration. Administration recommends that the Board approve the proposed 2012-2017 Harborside Academy Contract."

Ms. Stevens moved to approve the 2012-2017 Harborside Academy Contract. Mr. Gallo seconded the motion. Unanimously approved.

Mrs. Schmitz presented the Audit Services submitted by Ms. Kraeuter, Mrs. Schmitz, and Dr. Hancock, excerpts follow:

"Consistent with the District's practice of seeking proposals periodically for all services, a Request for Proposal was distributed in March to seven (7) audit firms in Wisconsin. Four (4) audit firms responded with a proposal for services. At least three (3) of the audit firms are of the size and stability to service KUSD needs and meet the requirements set forth in the Request for Proposal.

The bid required a fixed price consistent with auditing standards at the time for the 2012, 2013, and 2014 engagements, with option to extend price parameters an additional two (2) years, and option for preparation of the financial statements and membership audit if required by DPI.

The selection was based on the following criteria:

1. Qualifications of the Firm
2. Relevant Experience – Similar Engagements
3. Responsiveness to the Request For Proposal – Technical Approach
4. Total Cost
5. Total Hours

Schenck Business Solutions has provided quality services at competitive pricing during their term as our auditor. This year, we will have a new partner and lead auditor conducting the audit, both of whom have considerable governmental and school district experience. This will provide for a fresh perspective of our financial reporting, while allowing for consistency and efficiency in the audit services.

The Audit/Budget/Finance Committee at its May 8, 2012 meeting reviewed the above and agreed to forward to the full Board for consideration. It is Administration's recommendation that the District engage Schenck Business Solutions for professional auditing services. It is recommended that the contract continue for the next three (3) years with one (1), two (2) year extension."

Ms. Stevens moved to approve Schenck Business Solutions for professional auditing services for the next three (3) years with one (1), two (2) year extension. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Anderson Lattimore, Assistant Superintendent of Educational Accountability, presented the Open Enrollment Applicants for School Year 2012-2013 submitted by Ms. Renee Blise, Senior Research Analyst; Ms. Grantham; Ms. Susan Valeri, Director of Special Education and Student Support; Ms. Davis; Mr. Tenuta; Mr. Anderson; and Dr. Hancock, excerpts follow:

"At the March 27, 2012 Board of Education Regular Meeting the Kenosha Unified School Board formally affirmed the availability of spaces for both general and special education students seeking entrance into the Kenosha Unified School District under the Open Enrollment Statue for School Year 2012-13. The School Board affirmed the availability of 101 general education spaces and 10 special education spaces. This affirmation was made to comply with recent requirements stipulated under the new open enrollment guidelines provided by DPI.

After receiving applications from the state's Open Enrollment Applications Log (OPAL) the Offices of Educational Accountability, Elementary School Leadership, Secondary School Leadership, Teaching and Learning – Special Education/Student Support and Early Childhood met on May 7, 2012 to match available District spaces to the application pool of requests made by candidates seeking entrance into KUSD. Additionally, guidelines concerning student enrollment preferences and sibling preferences were also revisited by this team.

On May 8, 2012 a lottery meeting was conducted in the Office of Educational Accountability to assign petitioning students to available District spaces. A representative from the Office of Organizational Training and Development (OTD) served as the "unbiased" witness to the student assignment process and drew lots during the lottery proceeding.

One hundred and sixty-one (161) non-resident students have applied for admission to the Kenosha Unified School District under the guidelines of open enrollment.

Administration recommends approval of applicants identified as numbers 1, 4, 7, 9, 10, 13, 14, 15, 16, 18, 19, 24, 26, 28, 29, 30, 31, 32, 35, 38, 39, 41, 43, 44, 47, 49, 50, 51, 52, 53, 56, 57, 59, 60, 62, 63, 64, 65, 68, 69, 70, 71, 73, 75, 76, 82, 87, 88, 92, 96, 97, 104, 105, 113, 114, 117, 118, 120, 122, 124, 126, 127, 134, 137, 142, 143, 146, 148, 149, 150, 152, 154, 155, 156, 158, 159, 160, and 161 due to available space at the grade level or school requested and Administration recommends denial of applicants identified as numbers 2, 3, 5, 6, 8, 11, 12, 17, 20, 21, 22, 23, 25, 27, 33, 34, 36, 37, 40, 42, 45, 46, 48, 54, 55, 58, 61, 66, 67, 72, 74, 77, 78, 79, 80, 81, 83, 84, 85, 86, 89, 90, 91, 93, 94, 95, 98,

99, 100, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 115, 116, 119, 121, 123, 125, 128, 129, 130, 131, 132, 133, 135, 136, 138, 139, 140, 141, 144, 145, 147, 151, 153, and 157 due to overcapacity at the grade level or school requested and/or expulsion or habitual truancy in the current or preceding two years.”

Mrs. Taube moved to approve applicants identified as numbers 1, 4, 7, 9, 10, 13, 14, 15, 16, 18, 19, 24, 26, 28, 29, 30, 31, 32, 35, 38, 39, 41, 43, 44, 47, 49, 50, 51, 52, 53, 56, 57, 59, 60, 62, 63, 64, 65, 68, 69, 70, 71, 73, 75, 76, 82, 87, 88, 92, 96, 97, 104, 105, 113, 114, 117, 118, 120, 122, 124, 126, 127, 134, 137, 142, 143, 146, 148, 149, 150, 152, 154, 155, 156, 158, 159, 160, and 161 due to available space at the grade level or school requested and deny applicants identified as numbers 2, 3, 5, 6, 8, 11, 12, 17, 20, 21, 22, 23, 25, 27, 33, 34, 36, 37, 40, 42, 45, 46, 48, 54, 55, 58, 61, 66, 67, 72, 74, 77, 78, 79, 80, 81, 83, 84, 85, 86, 89, 90, 91, 93, 94, 95, 98, 99, 100, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 115, 116, 119, 121, 123, 125, 128, 129, 130, 131, 132, 133, 135, 136, 138, 139, 140, 141, 144, 145, 147, 151, 153, and 157 due to overcapacity at the grade level or school requested and/or expulsion or habitual truancy in the current or preceding two years. Ms. Stevens seconded the motion. Unanimously approved.

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

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

Ms. Stevens moved to amend the Minutes of the 4/23/12 Organizational Meeting pertaining to the Schedule of Authorized Public Depositories to read, “Ms. Stevens moved that the School Board Adopt the Schedule of Authorized Public Depositories with the amendment of the contract end date for Johnson Bank from June 30, 2012 to June 30, 2013” and to approve the Minutes of the 4/23/12 Organizational Meeting as amended as well as the Minutes of the 4/23/12 Regular Meeting, and 4/23/12 Special Meeting and Executive Session. Mr. Bryan seconded the motion. Unanimously approved.

Meeting adjourned at 8:02 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD JUNE 6, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, June 6, 2012, at 6:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Presentation of the 2012 Special Fine Arts Awards and PTA Reflections Awards.

The meeting was called to order at 6:37 P.M. with the following members present: Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens was excused.

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

Mr. Gary Vaillancourt, Chief Communications Officer, presented the FBLA State Leadership Conference Awards and the Wisconsin State PTA Reflections Awards.

Dr. Robert Wells, Coordinator of Fine Arts, presented the Fine Arts Awards.

Meeting adjourned at 7:04 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON JUNE 6, 2012

A special meeting of the Kenosha Unified School Board was held on Wednesday, June 6, 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 5:14 P.M. with the following members present: Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present. Ms. Stevens was excused.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Review of Findings/Order by Independent Hearing Officer and Personnel: Problems, Compensation and/or Contracts, and Evaluation Consideration.

Ms. Taube moved that the executive session be held. Mr. Gallo seconded the motion.

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

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

1. Review of Findings/Order by Independent Hearing Officer

Mr. Lattimore arrived at 5:15 P.M. and provided Board members with information relating to an expulsion.

Mr. Lattimore and Dr. Hancock were excused at 5:19 P.M.

Mr. Nuzzo moved to concur with the recommendation of the hearing officer with an additional recommendation that the student be evaluated by a certified Psychologist prior to returning to Kenosha Unified School District. Mrs. Coleman seconded the motion. Unanimously approved.

2. Personnel: Problems, Compensation and/or Contracts, and Evaluation Consideration

Dr. Hancock returned to the meeting at 5:25 P.M. and provided Board members with information relating to her evaluation.

Dr. Hancock was excused at 5:54 P.M.

Mrs. Glass arrived at 5:54 P.M. and discussed information relating to Dr. Hancock's contract.

Mrs. Glass was excused at 6:05 P.M.

Board members discussed information relating to Dr. Hancock's contract.

Meeting adjourned at 6:25 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
June 26, 2012

CASH RECEIPTS	reference	total
May 2012 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,317,820.51
District Municipalities	<i>tax settlement - May payment</i>	11,676,222.24
Johnson Bank	<i>account interest</i>	2.97
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	167,944.09
Wind River Financial	<i>school credit card receipts (net of fees)</i>	5,701.03
Meridian Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	10,421.62
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	22,154.28
HHS	<i>head start grant</i>	323,147.76
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	9,319.48
Total Incoming Wire Transfers		<u>\$ 14,532,733.98</u>

May 2012 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 961,526.26
--	---------------------------------	---------------

TOTAL MAY CASH RECEIPTS

\$ 15,494,260.24

CASH DISBURSEMENTS	reference	total
May 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>	\$ 11,041,784.08
WI Department of Revenue	<i>state payroll taxes</i>	1,168,573.37
WI Department of Revenue	<i>state wage attachments</i>	1,664.68
IRS	<i>federal payroll taxes</i>	4,127,791.39
Diversified Benefits Services	<i>health retirement account claims</i>	642,561.64
Diversified Benefits Services	<i>flexible spending account claims</i>	28,234.74
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,319,764.68
Delta Dental WI	<i>dental & vision insurance premiums</i>	89,992.87
FICA Alternative	<i>federal payroll taxes</i>	8,694.97
Burkwald & Associates	<i>management fee</i>	66,230.92
Various	<i>TSA payments</i>	670,918.63
<i>general operating wires</i>		
Elan Financial	<i>purchasing card payment</i>	7,169.48
US Bank	<i>purchasing card payment</i>	168,609.56
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Various	<i>returned checks</i>	234.25
Total Outgoing Wire Transfers		<u>\$ 19,359,678.80</u>

May 2012 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01009-DP, 01010-DP, 01011-DP</i>	\$ 16,297.34
General operating and food services	<i>Check #482474 thru Check #483577</i>	6,513,971.49
Total Check Registers		<u>\$ 6,530,268.83</u>

TOTAL MAY CASH DISBURSEMENTS

\$ 25,889,947.63

Administrative Recommendation

It is recommended that the May 2012 cash receipts deposits totaling \$961,526.26 and cash receipt wire transfers-in totaling \$14,532,733.98, be approved.

Check numbers 482474 through 483577 totaling \$6,513,971.49, and general operating wire transfers-out totaling \$193,466.83, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the May 2012 net payroll and benefit EFT batches totaling \$19,166,211.97 and net payroll check batches totaling \$16,297.34, be approved.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of
Business Services

Tina M. Schmitz
Chief Financial Officer

Heather J. Kraeuter, CPA
Accounting Supervisor

Kenosha Unified School District
Kenosha, Wisconsin

June 26, 2012

Adoption of “Transition” Employee Handbook – Service Employees

Effective July 1, 2012, the collective bargaining agreement between Kenosha Unified School District and SEIU (Service Employees) will expire. With the implementation of Act 10, which prohibits unions and employers from bargaining over conditions of employment other than wages, the Board of Education is required to adopt an employee handbook. For current SEIU employees, this handbook must be in place effective July 1, 2012. For all other groups, the handbook must be in place effective July 1, 2013.

The goal is to develop an employee handbook committee to create a “district-wide handbook” that will cover all employees. Because this committee will not be convened until the summer of 2012, it is necessary for the Board of Education to approve a “transition” employee handbook for service employees. During the transition, the administration recommends that the handbook contain the following components: (you may click on each component for link to complete document)

1. Department Work Rules and Procedures
2. Personnel Guidebook <http://www.kusd.edu/media/pdf/hr/emphandbook.pdf>
3. One year Salary Schedule (attached)
4. Employee Benefit Outline (attached)

Recommendation:

At its June 12, 2012 meeting, the Personnel/Policy Committee voted to forward the “Transition” Employee Handbook to the School Board for consideration. It is the recommendation of the Administration that the School Board adopt this “transition” handbook effective July 1, 2012.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of Business Services

Teresa Osborne-Short
Director of Human Resources

2012 - 13 SALARY SCHEDULES
Effective July 1, 2012

SALARY GRADE	SERVICE EMPLOYEE /MAINTENANCE POSITION(S)	HOURLY RATE	RATE @ 1.5
1	Food Service Helper	\$ 18.03	\$ 27.05
2	Roving Unit Manager & Unit Mgr. w/o DMA License	\$ 18.94	\$ 28.41
3	Custodian	\$ 20.50	\$ 30.75
4	3rd Shift Custodian	\$ 20.86	\$ 31.29
5	Relief Head Custodian	\$ 21.15	\$ 31.73
6	Unit Manager w/DMA License	\$ 21.32	\$ 31.98
7	Head Custodian-Small Elementary & Hillcrest, Assist Head Custodian, Operational Custodial Worker	\$ 21.72	\$ 32.58
8	Head Custodian- Large Elementary, ESC & LakeView	\$ 21.99	\$ 32.99
9	Warehouse Crew & Operational Relief Worker	\$ 22.35	\$ 33.53
10	Head Custodian - MS, Reuther & EBSOLA	\$ 22.86	\$ 34.29
11	Maintenance Service Worker	\$ 24.57	\$ 36.86
12	Head Custodian - HS	\$ 24.97	\$ 37.46
13	Assistant Electronics Technician	\$ 25.53	\$ 38.30
14	Crew Leader	\$ 26.52	\$ 39.78
15	Electronics Technician	\$ 27.67	\$ 41.51
16	Master Electrician/Plumber	\$ 33.55	\$ 50.33

NOTES:

1. Shift Differential Pay will be eliminated effective JULY 1, 2012.
2. Paygrade 4 will eventually be eliminated through attrition, any new hires or people transferring into a 3rd shift custodial position will be paid at paygrade 3 rate.
3. All new hires shall be paid \$1.00 less per hour than the normal rate for a period of not less than 6 months and not more than 1 year.

CARPENTERS/PAINTERS POSITION(S)	HOURLY RATE	RATE @ 1.5	RATE @ 2
Painter Crew Leader	\$ 26.52	\$ 39.78	\$ 53.04
Carpenter Crew Leader	\$ 30.80	\$ 46.20	\$ 61.60
Carpenter	\$ 28.00	\$ 42.00	\$ 56.00
Painter	\$ 26.33	\$ 39.50	\$ 52.66

OVERTIME ACCOUNTS TO BE USED FOR 2012-13

Custodial OT:

8072533000 / 2168

Maintenance OT:

8072542000 / 2166

School Activities:

XXX2533000 / 2192

Bradford - Family Swim:

8803400003 / 2193

Service Employee

Effective, July 1, 2012, the SEIU Collective Bargaining is expired and no longer in effect. Anything not listed on this sheet is eliminated or to be determined. If there is an item not on this sheet, check with Human Resources or your immediate supervisor.

Item/Benefit	Current Contract	Proposed Change
Discipline/Discharge		
Length of Probation	180 days	None
Standard for Discipline	Just Cause	At-Will
Benefits	First Day	None
Representation	Union – Grievance Procedure	Employee of District – Employee Complaint Process
Hours of Work/Work Schedule		
Hours – Full-time	8 hrs./day – 40/wk.	none
Hours – Part-time	Silent	A regular schedule will be prepared for part-time employees. Such schedule will be made known.
Additional hrs./OT	Approval required	Approval required; any compensatory time off must be taken within the same pay period or no later than the end of the next pay period.
Breaks	Silent	Employees schedule to work at least four (4) hours will receive on 10 minute paid break. Employees working an eight (8) hour day will receive two (2) 10 minute breaks
Emergency School Closings	Work	As directed by supervisor.
Flexible Schedule	Defined by Supervisor	Same
Attendance at Meetings	After work schedule	Meetings called by employer will be paid.
Reduction in Force		
Layoff	Seniority	Probationary employees laid-off first; needs of District as defined by Board of Education.
Insurance Benefits	End of Month following layoff.	Same
Furloughs	None	May furlough employees for budgetary reasons; guidelines apply during furlough period: no wages – may use vacation or compensatory time or personal leave to receive compensation; employees are

		prohibited from working for employer; the District shall provide health, dental and life insurance at the same level it would have if the employee were working.
Paid Vacation and Leave Days	<i>Pay out of unused vacation and ½ of sick</i>	<i>No payout of unused vacation or sick</i>
Vacation: 12 month – Full-time	Less than 6 mos. – 0 days Six – one year – 6 days After one year – 10 days After five years – 15 days After ten years – 18 days After fifteen years – 20 days After twenty years – 23 days Twenty-five years – 25 days	Stays same for the 12/13 school year.
Vacation: 10 month – Full-time	Less than 6 mos. – 0 days Six – one year – 5 days After one year – 8.3 days After five years – 12.5 days After ten years – 15 days After fifteen years – 16.6 days After twenty years – 19.2 Twenty-five years – 20.8	Stays same for the 12/13 school year.
Leave Days <ul style="list-style-type: none"> • Sick Leave • Bereavement • Incentive • Longevity 	Regular full-time employees accrue one day per month up to 120 days. Regular part-time employees accrue sick proportionately to regular full-time employees in accordance with # of hours worked. Funeral – 4 days immediate; 2 days all other. Incentive day and longevity will remain the same.	Stays the same for the 12/13 school year.
Holidays	News Year's Eve and Day; Good Friday; Memorial Day; Independence Day; Labor Day; Friday of Teacher Convention, Thanksgiving Day; Friday After Thanksgiving, Christmas Eve and Day.	Same for 12 month – full-time 10 month employees will receive Labor Day, Friday of Teacher Convention, Thanksgiving Day, Friday after Thanksgiving, and Memorial Day.

Civic Duty	Allowed for mandatory service and for additional annual training – employee shall receive the difference between the military pay exclusive of any reimbursed expenses other than base salary and his regular school per diem rate upon submission of any orders for active duty.	Same
Appointed Office	Elected to public office, commission or committee, receive a leave of absence without pay – upon return – previous assignment. Must work for District for two years to be eligible to receive leave.	As long as no conflict with work responsibilities.
Wages/Benefits		
Salary Schedule	See attached	See attached – elimination of shift differential and other “increases”
Miscellaneous Items		
Workshops	Board provided	To be determined
Basic Tools	Board replaced	To be determined
Car allowance	Mileage reimbursement	Same
Tuition Reimbursement	Approval by District – 6 credits (100%); must work at least three years upon completion otherwise reimburse district	To be determined – district wide policy.

This page intentionally left blank

Kenosha School District No. 1
Kenosha, Wisconsin

June 26, 2012

Request to Submit American Honda Foundation Grant
for Youth Education and Science Education

School Board approval is requested to submit the following grant:

- Equipment and Training Grant of \$39,800 for a Nanosurf Easyscan 2 AFM Atomic Force Microscope

Grant Title: American Honda Foundation - Grant for Youth Education and Science Education

Grant Funding Source: American Honda Foundation

Grant Time Periods: February 1st, May 1st, August 1st and November 1st

Type of Project

American Honda Foundation engages in grant making that helps meet the needs of the American society in the areas of youth and scientific education, while strategically assisting communities in driving long-term benefits. American Honda Foundation supports youth education with a specific focus on the STEM (science, technology, engineering and mathematics) subjects in addition to the environment. The funding priority is youth education, specifically in the areas of science, technology, engineering, mathematics, the environment, job training, and literacy.

Program Description

LakeView offers a series of college level courses in the PLTW-Project Lead The Way program in the field of Biomedical Engineering. Students study Principles of the Biomedical Sciences, Human Body Systems, Medical Interventions, and Biomedical Innovation. The field of Nanotechnology is dispersed throughout the four courses. The need to observe materials at the microscope level is necessary so our students can perform both experiments and research. Being able to observe material as small as 10 Nanos (DNA) will greatly benefit our students' understanding of the human body and both chemical and mechanical interventions. Students doing research for the Kenosha County Science Fair as well as the State Science Fair will have enhanced capabilities to do greater in-depth research and inquiry. Nanotechnology is one of the fastest growing scientific fields throughout the world. Nanotechnology covers far more than the field of medicine. It is critical for the fields of electronics, communications, coatings and lubricants as well as a plethora of other fields too numerous to name at this time. An

atomic field microscope will avail our students the opportunity to do greater in-depth study and research.

Outcomes

- Students will be able to properly use the atomic field microscope to observe materials at the Nano scale level.
- Students will be able to perform experiments and observe the outcomes at the Nano scale level.
- Students will be able to perform Nano scale research.
- Teachers will be able to better display the properties of materials and associated interventions

Budget-Sustainability of the Atomic Field Microscope

The Atomic Field Microscope is a very sensitive piece of scientific equipment. It requires a trained operator, vibration free platform, and periodic recalibrating. LakeView faculty and students will have to adhere to specific operational procedures and strict safety. The AFM is neither a toy nor a simulator. It is an authentic piece of scientific equipment of a high level of sophistication. The benefits of proper use of the AFM are tremendous.

2012/2013 Anticipated Funding

2012 - 2013 Anticipated Funding	
Atomic Force Microscope	\$37,000
Training	1,800
Vibration Free Stand	1,000
Total	\$39,800

Administrative Recommendation

At its June 12, 2012 meeting, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward this grant to the School Board for consideration. Administration recommends that the School Board grant approval to submit and accept if awarded the American Honda Foundation Grant for Youth Education and Science.

Dr. Michele Hancock
Superintendent of Schools

Dan Tenuta
Assistant Superintendent of Secondary School Leadership

William R. Hittman
Principal/Director LakeView Technology Academy

Fiscal, Facilities and Personnel Impact Statement

Title: America Honda Foundation

Budget Year: 2012/2013

Department: LakeView Technology Academy

Budget Manager: William R. Hittman

REQUEST

We are requesting the purchase of an atomic force microscope (AFM) funded by a grant from the American Honda Foundation.

RATIONALE/ INSTRUCTIONAL FOCUS

While studying Biomedical Engineering students study Nano Technology. Materials at the Nano scale are very very small such as DNA which is 10 Nanos. It takes an atomic force microscope to observe the materials students need to see and research. This fits in nicely with Goal #1 Strategy C.

IMPACT

The atomic force microscope will require a vibration free stand so minimize vibration; it is part of the grant. No additional personnel will be required. The atomic force microscope may be used by the other departments at LakeView such as the Technology/Engineering Department.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$1,800.00
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$38,000.00
		\$0.00
	TOTAL	\$39,800.00

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

FUNDING SOURCES

Select Funding Sources: Additional Source of Revenue Available

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT NO.1
Kenosha, Wisconsin

June 26, 2012

**STATE FARM INSURANCE-AUTO, LIFE, FIRE GRANT FOR
HILLCREST DREAM TREE ARBORETUM**

School Board approval is requested to submit the application for the State Farm Insurance grant to be use on a project learning activity at Hillcrest School.

Hillcrest School is an alternative educational school that helps students who are at risk of dropping out and failing to complete high school. We have a 12 acre field that students envision as an arboretum with over 120 different trees that would provide a science research park.

Title

Hillcrest Dream Tree Arboretum

Funding Source

These funds will be obtained from State Farm Insurance-Auto, Life, Fire grant application process.

Time Period

July 1, 2012 – June 30, 2013

Purpose

To create an arboretum area in the Kenosha Unified School District. This service learning project will provide the first arboretum in the school district. The project will also allow students to be engaged in research and service learning activities such as tree studies, tree planting and tree care. The students will also benefit from on-site research, which will empower them to aid the community and enhance their scientific knowledge.

Program Goal – *To engage the students in community level service learning activities.*

Objective:

The program will:

- Cultivate civic responsibility in the students
- Increase students awareness of environmental issues
- Provide a direct educational and service learning activity for students
- Increase students scientific knowledge of indigenous trees
- Students will maintain and care for the arboretum, teaching other students the value of tree maintenance
- Hillcrest students will be trained in leading arboretum tours (service)
- Hillcrest students will conduct tree research and will serve others by training them in research. Research will include tree reproduction, monitoring tree growth with a variety of techniques,

identifying trees and diseases, studying which trees are most effective in removing Co2 from the atmosphere

Number of students served: Approximately 70

Relationship to Transformation Design

This proposal directly relates to the District's Transformation Design mission, goals, and student results. The proposal will expand collaborative partnerships with families, community, and industry. It will also increase student learning. This proposal exposes students to an individualized learning approach and creates analytical and critical reasoning pathways for all students.

Budget

Classification	Object	Amount
Support Services	Salaries	\$2,000
	Fringes	\$0
	Total	\$2,000
Supplies and Equipment	Maintenance Vehicle	\$8,000
	Trees	\$42,214
	Large Sign	\$2,000
	Individual Tree-Scientific names	\$3,600
	Landscaping tools	\$300
	Maintenance for John Deere motor	\$2,000
	Total	\$58,114.80
Promotion/Publicity/Marketing	Score cards	\$100
	Quarter page ad-Local Newspaper	\$600
	Color Brochures	\$400
	Total	\$1,100.00
Expert Services	Stone Path installation-Contractor	\$33,000
	Weed barrier for path	\$3,271.53
	Total	36, 271.53
Miscellaneous	Tree measuring devices	\$1,500
	Field Trip Packet-Hard plastic bags, crayons, includes money for field trip	10,000
	Porta-Potties at far end	\$900
	Water tanks and trailer	\$2,000
	Mulch for tree planting	\$500
	Total	14,900
	Total	\$112386.33

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

The Kenosha Unified School District will not be committed as a result of the acceptance of these funds should the grant be approved.

Relationship to District Budget

The grant attends to all of the needs of the project.

Evaluation Plan

Student Assessment:

- Student assessment will be monitored by students' awareness and knowledge about local and indigenous trees.
- Student assessment will be measured in relation to the quality of research that the activity provides, including tree girth and height measurements, connections to global warming, and trees that can be used as crops.

Community Provisions

- Adults from the community will be able to come and learn about trees and their impact on the environment.

This is a competitive application.

Staff Persons involved in preparation of application

William Robinson, Special Education Teacher
Andrea Heckner, Special Education Teacher
Terry Ehiorobo, Principal

Recommendation

At their joint meeting on June 12, 2012, the Curriculum/Program and Audit/Budget/Finance Committees voted to forward this grant to the School Board for consideration. Administration recommends that the School Board grant approval to submit and accept if awarded a State Farm Insurance Grant to fund a Hillcrest Dream Tree Arboretum.

Dr. Michele Hancock
Superintendent of Schools

Dan Tenuta
Assistant Superintendent of Secondary School Leadership

Terry Ehiorobo
Principal, Hillcrest School

Fiscal, Facilities and Personnel Impact Statement

Title: A brief descriptive title for the Request **Budget Year:** 2012/2013

Department: Hillcrest **Budget Manager:** Terry Ehiorobo

REQUEST

We are requesting the purchase of trees to create the first KUSD Arboretum. The purchase of trees will be provided by grant funds.

RATIONALE/ INSTRUCTIONAL FOCUS

Hillcrest School is an alternative educational school that helps students who are at risk of dropping out and failing to complete high school. We have a 12 acre field that students envision as an arboretum with over 120 different trees that would provide a science research park.

IMPACT

This proposal directly relates to the District's Transformation Design mission, goals, and student results. The proposal will expand collaborative partnerships with families, community, and industry. It will also increase student learning. This proposal exposes students to an individualized learning approach and creates analytical and critical reasoning pathways for all students.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$2,000.00
200's	Fringes	\$0.00
300's	Purchased Services	\$36,271.53
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$74,114.80
		\$0.00
	TOTAL	\$112,386.33

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

FUNDING SOURCES

Select Funding Sources:

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

June 26, 2012

POLICY/RULE AND ADMINISTRATIVE REGULATIONS 6520 & 6521
FIELD/CO-CURRICULAR TRIPS & FOREIGN EDUCATIONAL TOURS

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.

Administrative Recommendation:

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. Administration recommends that the School Board approve as a first 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. These changes will be brought back for a second reading at the July 24, 2012 regular meeting.

Dr. Michele Hancock
Superintendent of Schools

Mark Hinterberg
Coordinator of K-12 Social Studies and Career and Technical Education

POLICY 6520
FIELD/CO-CURRICULAR TRIPS

A field/co-curricular trip is an extension of the classroom/co-curricular ~~activity and experience~~. **Trips** should be considered an expansion or enrichment of the regular curriculum. ~~One day Trips within and outside the District Wisconsin~~ that are related to specific curricular or co-curricular objectives and provide educational enrichment for participating students ~~may~~ **must** be approved by the building principal. **Overnight and out of state trips must be approved by the Assistant Superintendent/designee.** To be educationally beneficial, a field trip/co-curricular trip requires thoughtful selection, careful advance preparation of the class/activity group, and a plan to assist students in assimilating the experience during and after the conclusion of the trip.

As it pertains to International Educational Tours, the Superintendent of Schools/designee will give written approval to a teacher to take District students on an international educational tour. No District resources, including personnel, will be committed to an international educational tour that has not been approved.

~~Transportation of students to school-related activities, involving the use of public carriers, shall be arranged through the Superintendent/designee.~~

All district rules and student handbook policies are in force and need to be adhered to while on co-curricular trips.

~~The District non-discrimination policy is adhered to in the planning of all field trips and co-curricular activity trips.~~

LEGAL REF.: Wisconsin Statutes

Sections 118.13 [Student discrimination prohibited]
120.13 [Board power to do all things reasonable for the cause of education]
121.54(7) [Extracurricular transportation]

CROSS REF.: 3250, Student Fees, Fines and Charges

3450, Monies in School Buildings
5126.3, Management of Funds
3545, Transportation
3545.4, Non-Public School Students
3545.6, Student Transportation Services
3511.5, Use of Private Vehicles to Transport Students
5110, Equal Educational Opportunities
5430, Student Conduct and Discipline
5531, Emergency Care Services
5534, Administering Medication to Students
5132, Student Motor Vehicle Use
6521, Foreign Educational Tours
6700, Extracurricular Activities and Programs
6730, Social Events/Student Reward Trips
Classroom Code of Conduct

Teaching and Learning Handbook

POLICY 6520
FIELD/CO-CURRICULAR TRIPS
Page 2

ADMINISTRATIVE REGULATIONS: 5531, Guidelines for Building Emergency Plans
6520A, Field Trip/Co-Curricular Trip Request Form
6520B, Health and Emergency Information Form for Field
/Co-Curricular Trips
6520C, Responsibility Contract for Field/Co-Curricular Trips
6520D, Guidelines for Walking Field Trips
6520E, Student Responsibilities on Field Trips
6520F, Chaperone Responsibilities for Field Trips
6520G, Trip Check Off Lists

AFFIRMED:

REVISED: September 14, 1999
January 29, 2002
December 14, 2004

RULE 6520
FIELD/CO-CURRICULAR TRIPS

1. ~~Teachers and principals shall be expected to consider the following factors in selection of field/co-curricular trips:~~
 - ~~a. Value of the activity to the particular class or group~~
 - ~~b. Relationship of the trip activity to a particular aspect or to the District's educational standards and benchmarks~~
 - ~~c. Suitability of the activity and distance traveled as it relates to student age~~
 - ~~d. Mode and availability of transportation~~
 - ~~e. Cost~~
2. ~~Upon approval by the building principal, teachers and other certified staff may plan field/co-curricular trips within and outside the District with the following guidelines for approval:~~
 - ~~a. One day trips within Wisconsin are subject to the principal's review and approval. Approval must be based on relevance to the learning standards of the District, cost, supervision, and transportation.~~
 - ~~b. Overnight and out of state field/co-curricular field trip plans must be approved by the Superintendent/designee.~~
 - ~~c. A Responsibility Contract for Field/Co-Curricular Trips must be signed by the student and parent/guardian and on file for all overnight field/co-curricular trips.~~
 - ~~d. All collections and disbursements of money to cover transportation expenses for trips shall be handled in accordance with established field trip and activity fund procedures.~~
 - ~~e. Written parental/guardian permission for each participating student is required for all trips.~~
3. ~~A list of student participants, school personnel, and chaperons shall be on file with the building principal twenty-four hours prior to the trip departure.~~
4. ~~Extended trips and trips involving travel outside the United States should occur during days other than when school is in session.~~
5. ~~Trips within walking distance of the school may be arranged, with the approval of the principal, in accordance with District rules and regulations. All field/co-curricular trips requiring transportation shall be arranged through the District transportation office. Voluntary non-public transportation may be used for travel within the District, subject to rules and regulations. All requisitions for field/co-curricular trip transportation must be filed in the District's Office of Transportation at least three weeks prior to the trip.~~

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6520A FIELD/CO-CURRICULAR TRIP REQUEST FORM

Date Request Submitted _____ School _____

Teacher(s) _____ Dept./Grade Level _____

Topic of Field Trip _____ DATE OF FIELD TRIP _____

Departure Time: _____ Return Time: _____

Overnight _____ No. Of Students _____

Out of State _____ Grade Level(s) _____

Foreign _____

Destination/Preliminary itinerary _____

Learning standards addressed _____

Connection to curriculum unit _____

Follow up classroom activities _____

Educational value for students _____

Chaperones: Name _____ Position _____

Special Accommodations Needed (for students with disability/special needs) _____

Mode of Transportation _____ Company _____

Cost of Trip to Individual Student _____

Are substitutes needed? Yes _____ No _____ Arrangements made _____

Arrangements for students not participating in trip _____

APPROVAL

Principal's Signature _____ Date _____

(Walking, in district, out of district one day only)

Executive Director of School Leadership _____

Date _____

(Out of state and/or overnight)

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6520B HEALTH AND EMERGENCY INFORMATION FOR OVERNIGHT TRIP FORM

Student's Name _____
Parent/Guardian (1) _____ Home Phone Number _____
Work Phone Number _____ Cellular Phone Number _____
Parent/Guardian (2) _____ Home Phone Number _____
Work Phone Number _____ Cellular Phone Number _____
Physician's Name _____ Phone Number _____

In the event we would not be able to contact you, please list two alternate names to call

Alternate _____ Phone Number _____
Alternate _____ Phone Number _____

To assist the chaperones in providing careful supervision of the health and safety of your child, please advise of any needed attention. Advanced information makes it possible to take preventative measures. To the best of my knowledge _____ is in good health and free of any communicable disease or ailment. _____ Child's Name _____

Does your child have a problem with: Yes No Yes No
1. Motion sickness (bus/airplane/boat) _____ 5. Seizures or convulsions _____
2. Headache _____ 6. Allergies _____
3. Sleep walking _____ 7. Other _____
4. Asthmatic attacks _____

If yes to allergies, what are the allergies? _____

If your child is on medication, what is the medication? _____

What is the schedule of the medication? _____

(If prescription medication is being taken, bring the medication in its prescription bottle)

"I hereby authorize the teacher or person in charge of medication to give my child prescribed medication at the times indicated."

Parent/Guardian Signature _____ Date _____

In the event of EMERGENCY CONDITIONS, the following procedures will be followed:

1. Emergency first aid will be given by teacher, trip authority, or other qualified person
2. In case of serious injury/sickness:
 - a. The child will be transported to the nearest hospital for examination by a physician
 - b. Reasonable effort will be made at contacting the Parent/Guardian referenced above.

In the event that I am unable to be reached, I hereby consent to my child's treatment as recommended by a physician. I understand that I as a parent/guardian am responsible for the cost of the service rendered.

Medical Insurance Carrier & Phone Number _____ Policy Number _____

Parent/Guardian Signature _____ Date _____

ADMINISTRATIVE REGULATION 6520C
RESPONSIBILITY CONTRACT FOR FIELD/CO-CURRICULAR TRIPS

It is a privilege for you to participate in the District sponsored trip to _____
_____ (location) for _____ (activity)
on _____ (date). Specific event/itinerary information is provided by the trip coordinator. Participation in this trip may involve risks not found in activities at school. There will be time during the trip when students are not directly supervised. (Refer to the attached itinerary for detail.) Accordingly, the expectations of the trip are listed below along with the consequences for breaking the rules. Please read them carefully. By signing the bottom of the contract, the student agrees to abide by the rules and to accept the consequences if he or she chooses to break the rules. Parents, you are accepting significant financial responsibility if your child participates in a serious violation of the KUSD Code of Conduct, school rules, or this Responsibility Contract. Please read this document carefully. It is to be signed and in the hands of the school administration before a student will be allowed to go on a trip.

1. All school rules are in effect while on the field trip.
2. Possession and consumption of alcoholic beverages and tobacco products are prohibited. Prescribed and over the counter medication must be in the possession of and dispensed by school personnel. All other drugs are strictly prohibited.
3. Students must keep their assigned chaperone advised of their whereabouts at all times.
4. Students must attend all mandatory activities and meal functions.
5. Students must conduct themselves in such manner as to bring pride to the student, his or her family, school, and community.
6. Students must adhere to any established dress code.
7. Students must comply, throughout the trip, with any and all instructions directed to the student and/or the group by a chaperone or staff member.
8. Students may only ride in school vehicles or vehicles driven by the teacher, coach, or chaperone. Any exceptions must be pre approved by the administrator.
9. Students are to conduct themselves in accordance with the rules and regulations outlined in the District policy manual and the student handbook. Any violation of these rules will result in appropriate disciplinary action.
10. Any illegal conduct, for example, vandalism, theft, possession of a fire arm, etc., is prohibited.
11. Students are responsible for their personal belongings and agree to permit inspection of personal belongings by school personnel or chaperones.
12. Students may not travel anywhere alone.

ADMINISTRATIVE REGULATION 6520C
RESPONSIBILITY CONTRACT FOR FIELD/CO-CURRICULAR TRIPS
Page 2

- ~~13. Abusive language or conduct endangering the safety of trip participants is prohibited.~~
- ~~14. Whenever a student is in doubt about what to do, he/she is expected to seek advice from the chaperone or other adult member of the group.~~
- ~~15. Hitchhiking and the rental or driving of motorized vehicles is not allowed.~~
- ~~16. Students must sleep in their assigned place.~~
- ~~17. Students must adhere to all established curfews.~~
- ~~18. Students are to refrain from entering the hotel room of any person who is not part of the trip group and likewise students are to refrain from permitting any such person from entering the room of a trip participant.~~
- ~~19. Students must agree to permit the inspection of their luggage and carry-on bags.~~
- ~~20. Students must inform assigned chaperones of their plans and whereabouts in advance of independent time.~~

~~I have read, understand, and agree to abide by the Responsibility Contract for Field Trips.~~

Student Signature

Date

~~I have read and understand the responsibility contract my child has signed above. I agree that my child must follow the requirements of this contract.~~

~~If a problem arises that is serious enough in nature to warrant the above-named student's removal from the travel group, I agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon returning home in accordance with general District policies. I also am aware that there are times during this trip that my child will not be directly supervised by a chaperone or teacher.~~

Parent/Guardian Signature

Date

ADMINISTRATIVE REGULATION 6520C
RESPONSIBILITY CONTRACT FOR FIELD/CO-CURRICULAR TRIPS
Page 3

FIELD/CO-CURRICULAR TRIP _____

(school and trip name)

I grant permission for _____ to participate in the field trip

(child's name)

to _____ on _____

(destination/location) (date)

Departure and return times will be approximately _____

Travel arrangements: _____

Trip cost: _____

Meal arrangements: _____

Parent/Guardian _____ may be reached at _____

(phone number)
during the hours of the field trip. An alternate responsible adult _____

(name)
may be reached at _____ if the above listed parent/guardian is

(phone number)

not available to care for the student.

Parent/Guardian Signature _____ Date _____

If you have any questions/concerns, please feel free to contact me.

Sincerely,

Teacher Signature _____ Date _____

(Refer to attached detailed event/itinerary information.)

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6520D WALKING FIELD TRIPS

For some schools, field trips are within walking distance of the building. Walking field trips generally follow the same rules as other field trips, but the following guidelines should be noted:

1. Walking field trips usually require crossing of streets. Safety hazards should be discussed. Courtesy to others using the sidewalk and respect for property are additional items needing discussion prior to taking the trip.
2. Walking trips must have adequate chaperoning.
3. Chaperones should be briefed regarding the following responsibilities:
 - Acting as a crossing guard.
 - Keeping the group together.
 - Show concern for general welfare of entire group.
4. All children on walking field trips must return to school for dismissal. This applies even though it may be close to dismissal time and the student's home is passed on the return to school.

~~ADMINISTRATIVE REGULATION~~

ADMINISTRATIVE REGULATION 6520E STUDENT RESPONSIBILITIES ON FIELD TRIPS

The following considerations should be discussed with students (where they apply) as part of the prior planning for a field trip:

1. ~~Parents or other adults who have consented to be chaperones are giving freely of their time. They are expected to carry out the instructions and responsibilities delegated to them by the teacher. As such, students should respect and follow the directions of the chaperone.~~
2. ~~When it is necessary for chaperones to read a roll call of the students assigned to a given bus, students should remain quiet during this time and answer appropriately for a check off of those in attendance.~~
3. ~~Once students are assigned to a particular bus they are to remain on that bus once they have boarded it for travel, and are not to change buses for the return trip unless so instructed by the teacher in charge (through the chaperones).~~
4. ~~Students should follow the *Classroom Code of Conduct* on all field trips. All other school rules and behavior policies and procedures are to be followed. All zero tolerance policies (for example, alcohol and other drugs, harassment, weapons, threats, assault) are in effect on field trips. Behaviors that require suspension or expulsion receive the same consequences on a field trip as received in the school building.~~
5. ~~The following “general bus conduct” guidelines are necessary:~~
 - a. ~~Students should not leave the bus at any time without permission from the chaperone in charge.~~
 - b. ~~Students should not extend or throw anything out of the windows.~~
 - c. ~~Students should always remain in their seat while the bus is in transit and also upon arrival, until the teacher or chaperone gives further instructions.~~
 - d. ~~Students may bring food or liquid refreshments on the trip only if agreed upon ahead of time with the teacher.~~
 - e. ~~Students are responsible for all items that they bring on the field trip. This includes any necessary equipment for the field trip and all personal wearing apparel and valuables.~~
6. ~~If, due to the nature of the field trip, individual students desire to return home by other transportation, or with their parents, they must bring a written request from the parent or guardian to the principal, before the date of the field trip. Exception may be granted if a parent signs a request at the point of pickup assuming responsibility for the return trip. The practice should be on an “exception” basis only.~~

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6520F CHAPERONE RESPONSIBILITIES FOR FIELD TRIPS

The following should be considered when preparing chaperones for supervising students on field trips:

1. ~~Chaperones provide necessary supervisory assistance to the teacher/staff member in charge. They are meant to assist this person in every way possible through:~~
 - ~~accounting for and supervising the students~~
 - ~~carrying out the necessary instructions and procedures for a meaningful and beneficial experience for the students.~~

~~Chaperones need to understand that the necessary controls of children and their behavior, in the absence of the teacher, will insure a safe and more meaningful field trip.~~
2. ~~A necessary briefing for chaperones should consist of information, prior to the trip, including the following:~~
 - ~~the exact specifics of the field trip including programs and educational experiences~~
 - ~~the time of departure, planned route and expected time of return~~
 - ~~planned procedures to follow in the case of emergencies or other unusual circumstances that could occur~~
 - ~~any special needs of students.~~
3. ~~Chaperones are expected to adhere to District policies regarding non-use of alcohol and other drugs and tobacco.~~
4. ~~Chaperones are to be introduced to their assigned students and to the bus driver.~~
5. ~~Chaperones are to be instructed to watch carefully for student valuables and to check the buses thoroughly (whenever the students disembark) so as to avoid leaving behind students' personal belongings.~~
6. ~~The importance of the head count and/or roll call of passengers prior to any bus departure is to be stressed.~~
7. ~~Chaperones are to be instructed to seat themselves in the bus/conveyance so they can properly observe and assist in supervision of student behavior while traveling.~~
8. ~~At the conclusion of the trip, it is desirable for the teacher and the chaperones to "recap" the trip and note any happenings necessary for later review and planning.~~

~~ADMINISTRATIVE REGULATION~~

ADMINISTRATIVE REGULATION 6520G FIELD/CO-CURRICULAR TRIP CHECK-OFF LIST

- _____ ~~Field/Trip Co-Curricular Trip Request form 6153A Principal approval/signature~~
- _____ ~~Field Trip Parent Permission on file with sponsoring teacher (save for one year)~~
- _____ ~~Transportation arranged (*Requisition for Transportation* form 08-9127 completed and~~
- _____ ~~turned in at least 3 weeks prior to trip) with signature to approve budget account~~
- _____ ~~If voluntary, non-public transportation is being used, certificate of insurance indicating~~
- _____ ~~insurability at the District prescribed level is on file with the office of Business Services~~
- _____ ~~Notify food service(653-7383) if elementary school, or head cook if middle or high school~~
- _____ ~~*Employee Absence Request* form submitted for overnight/out of District field trips~~
- _____ ~~Accommodations made for students with disabilities~~
- _____ ~~Chaperones arranged~~
- _____ ~~Fees/monies collected and turned in to office~~
- _____ ~~List of students participating on file in school office~~
- _____ ~~Health and emergency form 08-2042 for each student copied and bring on trip~~
- _____ ~~Medication/prescriptions~~
- _____ ~~Cellular phone available~~
- _____ ~~First Aid kit available~~
- _____ ~~Substitutes arranged (if necessary, use *Employee Absence Request* form 08-8589 to secure~~
- _____ ~~substitute)~~
- _____ ~~Instructional materials/activities arranged for students not participating~~
- _____ ~~*Request for Field Trip* form (except walking trips) sent to the appropriate Executive Director of~~
- _____ ~~School Leadership~~
- _____ ~~Additional Overnight List~~
- _____ ~~*Request for Field Trip* form sent to the Executive Director of School Leadership, for all~~
- _____ ~~overnight field trips~~
- _____ ~~Responsibility Contract for Field/Co-Curricular Trips (FOR ALL OVERNIGHT TRIPS) form~~
- _____ ~~filled out (2 copies; one for school file, one for parent,) with trip itinerary attached~~
- _____ ~~Completion of *Health and Emergency Information for Overnight Trip* (form 6520B)~~
- _____ ~~Medication/prescriptions, doctor authorization brought on overnight trips~~

POLICY 6521
FOREIGN EDUCATIONAL TOURS

~~The Superintendent of Schools/designee may give written approval to a teacher to take District students on a foreign educational tour. No District resources, either people or facility, may be committed to a foreign educational tour that has not been approved.~~

LEGAL REF.: ~~Wisconsin Statutes~~

~~Sections 120.13 [Board power to do all things reasonable for the cause of education]
121.54(7) [Extracurricular transportation]~~

GROSS REF.: ~~5430, Student Conduct and Discipline~~

~~5531, Emergency Care Services~~

~~5534, Administering Medication to Students~~

~~6520, Field/Co-Curricular Trips~~

~~6730, Social Events/Student Reward Trips~~

~~Classroom Code of Conduct~~

ADMINISTRATIVE REGULATIONS: ~~5531, Guidelines for Building Emergency Plans~~

~~6520A, Field Trip/Co-Curricular Trip Request Form~~

~~6520B, Health and Emergency Information Form for Field
Trip/Co-Curricular Trip~~

~~6520C, Responsibility Contract for Field/Co-curricular Trips~~

~~6520D, Guidelines for Walking Field Trips~~

~~6520E, Student Responsibilities on Field Trips~~

~~6520F, Chaperone Responsibilities for Field Trips~~

~~6520G, Trip Check Off Lists~~

AFFIRMED: ~~October 22, 1991~~

REVISED: ~~September 14, 1999~~

~~January 29, 2002~~

~~February 22, 2005~~

RULE 6521

GUIDELINES FOR PROVIDING FOREIGN EDUCATIONAL TOURS

When a teacher(s) decide(s) a specific trip to a foreign country would be educationally valuable, that teacher should submit detailed plans which include educational objectives to the principal no later than six months prior to date of departure. The principal will send the proposal with a recommendation to the Superintendent/designee for final approval. Specific approval of the Superintendent/designee would be required for exceptions.

The District field trip policies and procedures apply to foreign educational tours. In addition, the following provisions will apply:

1. Students will be held responsible for class work missed during absence from school.
2. Students will provide adequate funds for the trip.
3. Sufficient and qualified chaperones will accompany students. "Sufficient" is defined as a ratio of 10 to 1 or better. "Qualified" is defined as a certified staff member with previous experience participating in a tour at the optimum, and a parent or lay person with some experience managing young people at a minimum.
4. If the chaperone is a member of the staff, a substitute will be provided by the District for no more than two days. Specific approval of the Superintendent/designee would be required for exceptions. The staff member will provide a specific and detailed lesson design for those days and will confer with the substitute prior to the experience.
5. Cancellation of a trip in the event of international crisis may be by the chaperones, students, and their parents or by the Superintendent/designee at any time during the preparation. The District will not in any way be held responsible, financially or otherwise, in the event a trip is canceled.
6. A Responsibility Contract for Field/Co-Co-curricular trips form will be on file at the school office for every student participant. The nature of the form, and that it must be signed by the parent/guardian prior to the trip or the student will not be permitted to participate in the trip, will be explained to parents/guardians prior to any collection of monies from students to fund the trip.
7. Behavior contracts, insurance coverage explanations, the complete itinerary, and other necessary details will be provided to parents/guardians both in writing and in at least one scheduled meeting a minimum of two months prior to departure.
8. The teacher/leader will make all travel arrangements, insurance agreements and other such formalities and make an accounting to the District finance office.

This page intentionally left blank

Kenosha Unified School District No. 1
Kenosha, Wisconsin

June 26, 2012

**Authorization of 2012-2013 Expenditures
Prior to Formal Adoption of the Budget**

The budget adoption cycle for Wisconsin school districts is such that School Boards do not adopt a final budget until October of each year, despite the fact that the fiscal year begins in July. The primary reason for this delay is that many of the factors needed to finalize the budget are not known until September and October. Equalized property values and official 3rd Friday student counts will not be known until the end of September. Certification of state aid from the Department of Public Instruction (DPI) will not occur until October.

It is customary for School Boards to approve a resolution authorizing district administration to expend funds between July 1st and the time that the budget is formally adopted.

The preliminary budget assumptions that form the basis of the 2012-2013 budget will be presented to the Audit, Budget and Finance Committee and the Board of Education at their regularly scheduled July meetings. The Board approved assumptions will be incorporated into the District's Preliminary 2012-2013 Budget which will be presented at the Public Hearing of the Budget in September. The final budget will be presented to the Board in October for formal adoption.

Administrative Recommendation

Administration requests that the Board authorize the payment of all currently authorized salaries and benefits beginning July 1st and continuing until the budget is formally adopted. In addition, it is requested that the Board authorize expenditures in other areas to continue at the discretion of Administration up to the levels authorized in the prior year's budget, not to exceed 34% of that budget, unless specific Board action has occurred to either initiate or discontinue specific programs or activities.

Dr. Michele Hancock
Superintendent of Schools

Tina M. Schmitz
Chief Financial Officer

Tarik Hamdan
Budget and Grant Manager

This page intentionally left blank

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

June 26, 2012

HEARING OFFICERS

Annually, Administration brings forth a recommendation concerning the appointment of Hearing Officers to assist the District with any expulsion hearings for the upcoming year. Hearing Officers are paid *\$100 per hearing* and are scheduled on a rotating basis.

Indicated below is a listing of the three (3) individuals that Administration would like to secure for the 2012-2013 school year: The nominated individuals are as follows:

Nancy Wheeler

Ms. Wheeler is a practicing attorney in Racine. She previously served as a Racine Judge, four of which were in the juvenile division. Ms. Wheeler has served as a KUSD Hearing Officer for the past six years.

Richard Regner

Mr. Regner is a retired school Administrator who has experience as a teacher, building principal and as an Administrator. Mr. Regner has served as a KUSD Hearing Officer also for the past six years.

Warrington Richardson

Mr. Richardson is a retired Racine Unified School District Administrator and school counselor. Mr. Richardson has a distinguished career in education and in community involvement activities in the Racine community. Mr. Richardson will be serving his second year as a Hearing Officer.

Administrative Recommendation

Administration recommends that the Board of Education authorize the appointment of the three (3) recommended Hearing Officers for the purpose of expulsion hearings during the 2012-2013 school year. In addition, Administration further recommends that their contracts be set at a rate of \$100.00 per hearing for the 2012-2013 school year.

Dr. Michele Hancock
Superintendent of Schools

Anderson Lattimore
Assistant Superintendent of Educational Accountability

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 26, 2012

WE ENERGIES EASEMENT –BOSE ELEMENTARY SCHOOL

Background:

On June 21, 2012, KUSD received a letter from WE Energies, our local electrical power and natural gas provider, requesting a 12-foot wide easement on a portion of the Bose Elementary School property.

This easement will facilitate the installation and maintenance of a new electrical service to the school to replace the existing service which is over 40 years old. This service, when installed, will improve the reliability of the electrical service to the school which has been an issue in recent years.

A copy of the easement is provided as an attachment to this report. There are no financial considerations associated with this easement.

Administration Recommendation:

Administration recommends Board approval of the easement request from WE Energies at the Bose Elementary School property.

Dr. Michele Hancock
Superintendent of Schools

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

**DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. 3288221

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **KENOSHA UNIFIED SCHOOL DISTRICT #1**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within and beneath a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land 12 feet in width being a part of the grantor's premises located in the Northwest ¼ of Section 18, Town 2 North, Range 23 East, City of Kenosha, Kenosha County, Wisconsin; said premises being more particularly described in that certain Quit Claim Deed recorded in the office of the Register of Deeds for Kenosha County, Wisconsin in Volume 781 of Records on Pages 56-62 as Document No. 505823.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

10-223-18-251-001
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to install, operate, maintain, repair, replace and extend underground utility facilities including: conduit and cables, electric pad-mounted transformers, electric pad-mounted switch-fuse units, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to the electric facilities as to create a violation of the Wisconsin State Electrical Code or any amendments to it.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Grantor:

KENOSHA UNIFIED SCHOOL DISTRICT #1

By: _____

(Print name and title): _____

By: _____

(Print name and title): _____

Acknowledged before me in _____ County, State of Wisconsin, on _____, 2012,
by _____, the _____,
and by _____, the _____.
of **KENOSHA UNIFIED SCHOOL DISTRICT #1**.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

20th Avenue



C/L 12' wide We-Energies Easement		
NUMBER	BEARING	DISTANCE
L1	N 02°04'06" W	456.59'
L2	S 87°29'57" W	161.89'
L3	S 13°11'58" W	41.09'

L3

L2

L1

18th Avenue

6'

P.O.B.

15th Street

N 02°04'06" W
40.00'

N 87°57'40" E
Section // Line
1135'

West Corner
Sec. 18-2-23

EXHIBIT "A"



N.W. 1/4 Sec. 18-2-23
City of Kenosha
Kenosha County, WI

DRAWN BY: T. Turner

DATE: 6/21/12

WR NUMBER: 3288221

REVISIONS: _____

\$FILES\$
\$TIMES\$
\$DATES\$

Kenosha Unified School District
Kenosha, Wisconsin

June 26, 2012

Approval of Employment Contract for the Superintendent of Schools

It is recommended that the Board of Education hereby agree to employ Dr. Michele Hancock to serve and perform the duties of Superintendent of Schools of the Kenosha Unified School District, effective July 1, 2013 through June 30, 2015, followed (unless notice of refusal to extend the term is provided to the Superintendent no later than December 31, 2013) by a one-year extension to June 30, 2016.

Mary Snyder, President
Board of Education

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

June 26, 2012

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Snap-on, Inc. donated \$6,791.85 worth of tools to the LakeView Supermileage Vehicle Club.
2. Brooke Mattner donated \$1,000.00 to the Whittier Outdoor Education Classroom.
3. The Pleasant Prairie Target donated \$249.00 worth of books to the Whittier "Reading Incentive" for the Shalom Center.
4. The Pleasant Prairie Target donated \$200.00 worth of \$5 gift cards to the Whittier Outdoor Education Classroom.
5. Day & Zimmerman NPS donated welding equipment to the LakeView Supermileage Vehicle Club. The value of this donation is \$200.00.
6. Rocky Rococo's donated a bouquet of flowers and a \$50.00 gift card to Pick N' Save to an outstanding Whittier Elementary School teacher.
7. Annie's Organic Foods donated 600 1 ounce bags of bunny grahams to the Whittier Elementary School Earth Day. The value of this donation is unknown.
8. Jimmy John's donated a platter of sandwiches to the Whittier Outdoor Education Day. The value of this donation is unknown.
9. Paielli's Bakery donated breakfast treats to the Whittier Outdoor Education Day. The value of this donation is unknown.
10. An anonymous donation of office supplies was donated to Whittier Elementary School. 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

June 26, 2012

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

June

- June 11, 2012 – Last Day of School – ½ Day for Students
- June 12, 2012 – Standing Committee Meetings in ESC Board Room
- June 26, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

July

- July 4, 2012 – Fourth of July – No Summer School & ESC Offices Closed
- July 10, 2012 - Standing Committee Meetings in ESC Board Room
- July 24, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room

Bd/ragtsr.doc