

# Board Business Meeting Packet

July 16, 2012

## Action Items

**RACINE UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
July 16, 2012**

- AGENDA ITEM:** 2012-13 At-Risk Plan for the Racine Unified School District
- PRESENTING:** Bob Holzem, Director of Alternative Education, Dr. Bethel E. Cager, Assistant Superintendent of Secondary Education, Jeffrey Weiss, Assistant Superintendent of Elementary Education, Dr. Ann Laing, Superintendent
- DESCRIPTION:** The 2012-13 At-Risk Plan (attached) illustrates the content, process and procedures to be applied in meeting the requirements of Wisconsin Statutes 118.153 (Children At Risk) and PI 2 (Children At Risk Plan and Program) by the Racine Unified School District (RUSD) Board of Education. Our school district actively promotes and supplies resources to this population in order to help meet the overall goal of preparing students to graduate career and/or college ready. Personnel responsible for carrying this out are also included within the plan. This approval process will need to take place yearly.
- FISCAL NOTE:** There will be no cost to the Racine Unified School District.
- RECOMMENDATION:** Approve the 2012-13 Racine Unified School District At-Risk Plan, ensuring Wisconsin Department of Public Instruction compliance.
- ACTION TAKEN:**

RACINE UNIFIED SCHOOL DISTRICT



## AT RISK PLAN

2012-2013

Presented by Bob Holzem  
Director of Alternative Schools and Programs

July, 2012

The following plan illustrates the content, process and procedures to be applied in meeting the requirements of Wisconsin Statutes 118.153 (Children At-Risk) and PI 2 (Children At-Risk Plan and Program) by the Racine Unified School District (RUSD) School Board. Our school district actively promotes and supplies resources to this population in order to help meet the overall goal of preparing students to graduate career and/or college ready. Personnel responsible for carrying out the plan are also included herein. The District's At-Risk contact person is Bob Holzem.

Budget reduction measures aside, at-risk and alternative program improvements and enhancements continue to be explored and planned. Through the efforts of dedicated staff, students, families, and community partners, the programs herein serve the at-risk population with the goal to help these students reach the RUSD North Star vision of preparing all of our students to be college and/or career ready.

RUSD is an urban public school district with a diverse population. For the purposes of this plan, emphasis is placed on those students who are found to be in need of extra support or services as a result of complications of health, poor attendance, physical, mental or learning disability, poverty, homelessness, academic underachievement, domestic violence, inappropriate behavior, adjudication, family disruption, personal issues of significance, criminality, transience/situation of foster care, family history, or English Language Learner (ELL) status. This list could be lengthened further due to situational events or individual circumstances.

#### **A. Defining Children At-Risk**

Identification of students in grades 5-12 who may be found to be at-risk of not graduating from high school takes place in several ways. The definition of children at-risk of not graduating from high school in grades 5-12 includes those who are dropouts or are at two or more of the following: one or more years behind their age group in basic skill levels, habitual truants, as defined in 118.16(1)(a), parents, adjudicated delinquents, or 8<sup>th</sup> grade students whose score in each subject area on the examination administered under 118.30(1m)(qm) 1 was below basic level, and 8<sup>th</sup> grade students who failed to be promoted to the 9<sup>th</sup> grade.

#### **B. Identifying Children At-Risk in RUSD**

Methods to be utilized in order to identify these students include information provided by RUSD Skyward and School Net systems for attendance, grade level and credit acquisition attainment purposes, as well as formal and informal school based records kept by individual teachers, counselors, and principals. RUSD MAP test performance and WKCE/other required test measure results, along with formal and informal classroom-based tools for diagnostic purposes are utilized to determine age group skill levels and the pertinent 8<sup>th</sup> grade information. Truancy, school-age parent status, SES and Title I background, and adjudicated delinquent status information is to be available through the RUSD records management system as reported by the individual schools and programs.

This data is available and accessible through the appropriate administrator of the Student Services, Information Services, and Standards, Assessment and Accountability, and Student Management Systems Department databases. The information culled from school based experiences – informal and formal observations, daily performance, interaction, parent sourced data, and support team information – is also critical in identification.

In each case, the data is available to be utilized by school level staff in order to assist in their determination of the identity of the student as being of at-risk status, and such information will be combined with other factors in a holistic effort to plan for appropriate next step action (accommodation, intervention, referral, re-examination) as necessary. The responsible individual leaders providing guidance to school staff, students, and parents for the purposes of identification, communication, service provision, professional development, and evaluation of performance and revision include: Dr. Ann Laing, Superintendent of Schools; Executive Director, Instruction and Curriculum, Dr. Jeff Blaga; Assistant Superintendent, Elementary Education, Mr. Jeff Weiss; Assistant Superintendent, Secondary Education, Dr. Bethel Cager; Director, Standards, Assessment and Accountability, Dr. Steve Miller; Executive Director, Instruction and Support, Jamie Syvrud; Director of Support Services, Alison Eisch; Student Management Systems, Dena Joyce; Mr. Tim Peltz, Director, Information Systems; Mr. Rick Fornal, Director State, Federal and Locally Funded Programs; and Mr. Bob Holzem, Director, Alternative Schools and Programs; and their designees. School based staff and parents/guardians, students, relatives, friends, case managers, therapists, community members, teachers, social workers, psychologists, principals and others are also responsible for contributing toward improvement in these matters.

#### C. **P-K - 4 Interventions**

Younger children are able to access Early Childhood, Pre-Kindergarten and Kindergarten through Grade 4 programs and are identified through parent/medical source referrals and by their performance academically, behaviorally, or identified health diagnosis. Parents may participate in birth to 3 year old programs at the Racine County Opportunity Center (RCOC). Early childhood programs for 3 and 4 year old children are located at Red Apple, Wadewitz, Julian Thomas, Gifford and Giese elementary schools and the Racine Early Education Center (REEC), Olympia Brown, Wind Point, Wadewitz, Red Apple, Julian Thomas, Knapp, Gifford, Giese, Mitchell and Janes elementary schools. Four-year old kindergarten classes are also located at a number of daycare centers and preschools in Racine. Students in kindergarten through Grade 4 are identified through observed difficulties and the same methods employed as previously described. Interventions for this group may include P-5, SAGE, ESL/Bilingual, Families in Transition (FIT), Special Education Programs, Fresh Start, Extended School Year, Lighted Schoolhouse, Inclusion practices, Differentiated Instruction Response to Intervention, Summer School, Homebound services, and Choice magnet elementary schools.

#### **D. Parent Information and District Contact**

It is our expectation that parents and guardians are informed and involved with school staff in every aspect of their child's education and in planning for interventions that aim to prevent or ameliorate at-risk status in their children. Both formal and informal measures will take place relative to communicating progress. Such practices include contact with parents at the district level and school level with proper notices for achievement, identification and disciplinary matters in person via phone or in writing and through parent conferences, in student support meetings, disciplinary meetings, progress report sessions and via report cards, test results and on-line reporting systems. Additional methods for communication include reports generated from MAP tests and WKCE results, progress monitoring, teacher/social worker/principal records, cumulative file information, invitations to participate in informal sessions in the school or community, through the Student Service Team sessions, and 504/Special Education invitations. Parents are encouraged to inquire about RUSD options for their children and access to visiting any school or program is welcomed.

#### **E. At-Risk Services**

Accommodations intended to support student achievement and success in school take many forms, from small steps taken within the classroom by teachers, and through school-based planning with support staff, to community interventions and collaborations, to program interventions provided through state and federal mandates by the district. A list of such accommodations follows and, while not entirely exhaustive, it does provide a view of the support available to students in RUSD.

##### **1) Examples of Classroom Intervention**

- Goal setting
- Preferential seating
- Periodic progress report monitoring
- Individual behavior plans/contracts
- Individual academic plans
- Differentiation Instruction methods
- Understanding by Design methods
- Modified assignments
- Positive reinforcements

##### **2) Examples of School-Based Interventions**

- Support team meetings
- Pre-referral meetings and interventions
- Inclusionary practices
- Teacher coaches
- Continuation of interventions and programming
- Monitored Alternative academic assistance
- Response to Intervention practice
- Referral for 504 consideration

- Comprehensive Counseling Model
- Parent reports
- Free/reduced meal program
- Positive Impact Program
- Just Say No clubs
- Peer Mediation Program
- Bully Prevention Program
- Extended day program
- Breakfast programs
- Student assistance, friends, divorced parents counseling groups
- Student Buddies/Mentoring groups
- Summer School orientation
- Activities, clubs, intramural incentives
- Team teaching
- Inclusionary practices
- Freshman mentoring program
- Expect Respect Program
- PACE/HOPE/LEAP programs
- School Improvement Plans
- School Improvement Data Team goals
- Administrative goals and responsibilities

2) **Examples of District Supports**

- Diagnostic testing
- Referral for special education services
- Professional development sessions for school staff
- MAP assessments
- WKCE assessments
- Early Childhood programming
- School Aged Parent Program
- Partners Educating Parenting Students
- Title 1 services
- Family in Transition Program
- Summer School
- Lighted Schoolhouse Program
- SAGE Program
- Fresh Start Program
- ESL services
- Bilingual choice schools
- Aimsweb
- Professional Development (PD-360)
- School Engagement Program (SEP)
- Career Cruising program
- Racine Reentry Coalition Education and Employment Task Force
- Special Education workshops on inclusion and crisis response

- Homebound services
  - Creative Options For Youth Program
  - School-to-Work Program
  - Youth Apprenticeship Program
  - READ 180 Program/System 44 Program
  - Coherent Governance
  - Keith R. Mack Achievement Program
  - Transition Education Program
  - Community Service Program
  - RUSD alternative/magnet/choice/charter schools
  - IB programming at elementary, middle and high school sites
  - Plato/Excel/Oddysey Programs
  - Virtual course availability and increased virtual opportunities
  - North Star operational expectations
  - Professional development training workshops on specific topics
  - Customer satisfaction survey of parents/students
  - Midwest Urban Research Network (MURN) Consortium
- 4) **RUSD/Community Collaborations**
- Young Leaders Academy
  - WEOP/Gear Up Program
  - RCJDC Academic Program
  - ACE/Adult Jail academic Program
  - Programming collaborations with RCHSD and Professional Services Group
  - Racine/Kenosha mentor project
  - HSED, GED, Gateway collaboration
  - Challenge Academy
  - OIC links
  - Technical College, Carthage College, UW-Parkside projects
  - Racine County Truancy Task Force plans
  - Racine County Juvenile Court Judges truancy court held in RUSD schools

The following illustrates the North Star expectation of RUSD and alternative and at-risk links.



www.racine.k12.wi.us

# Educate Every Student to Succeed



**NORTH STAR**  
Graduate  
Career  
and/or  
College Ready



High  
School

Graduate having successfully completed career or technical programs and/or Graduate with an ACT score at or above the state average (22.3)



Grade  
10

Writing score above state mean on WKCE



Grade  
9

Complete Algebra 1 with Grade B or Higher



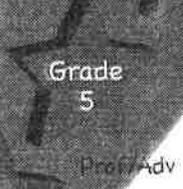
Grade  
8

Writing score above state mean on WKCE



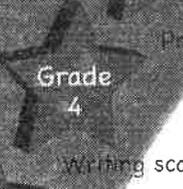
Grade  
6

Prof/Adv score on Reading on the WKCE/WAA



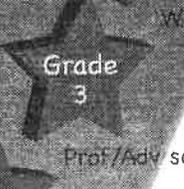
Grade  
5

Prof/Adv score in Math on the WKCE/WAA



Grade  
4

Writing score above state mean on WKCE



Grade  
3

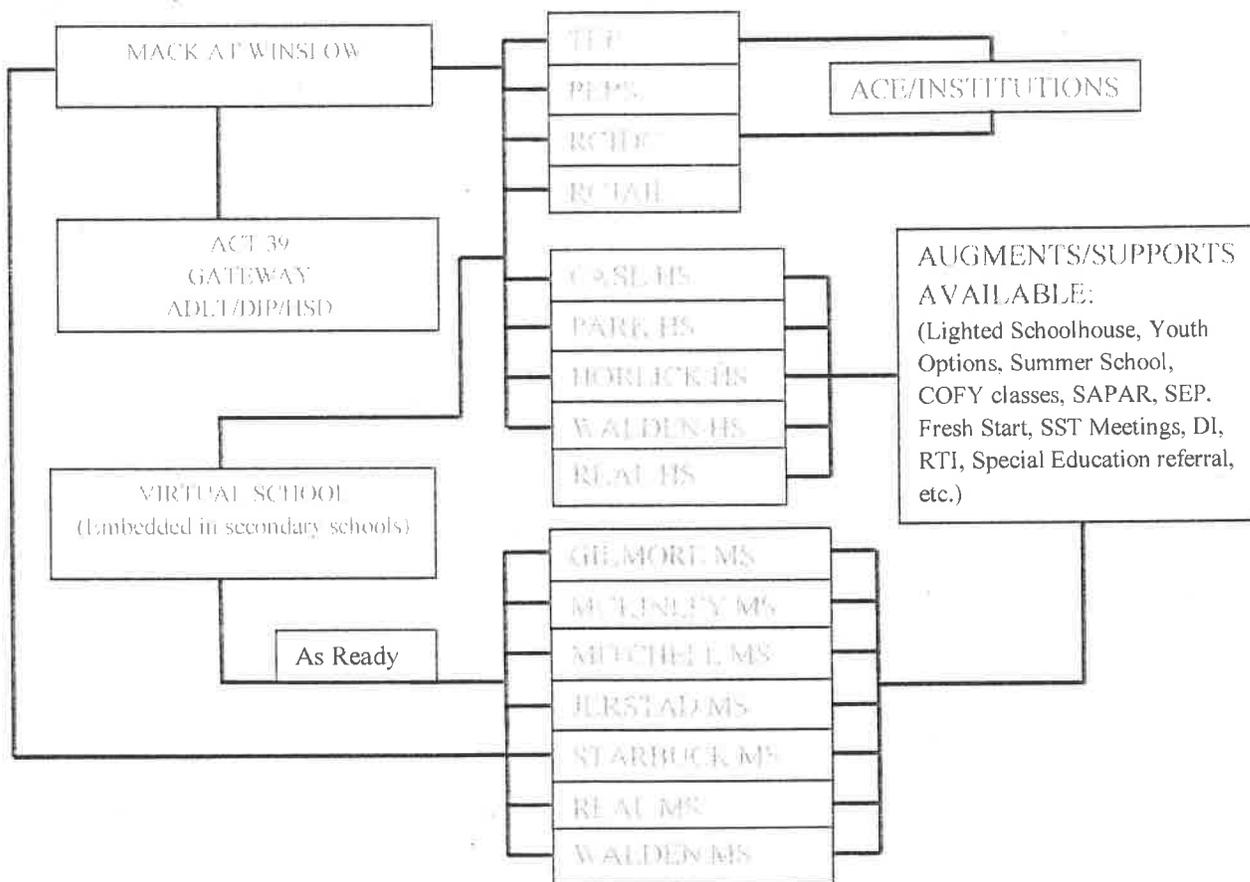
Prof/Adv score in Reading on the WKCE/WAA



Kdg.

Beginning 1st-grade reading level at end of Kindergarten

## RUSD ALTERNATIVE/AT-RISK/STUDENT SUPPORTS



F. **Evaluation**

The district is continuously evaluating the effectiveness of the services available and provided for students. Continuous monitoring of the data provided through attendance, behavioral, academic, skills, credit acquisition, graduation status, special designation, and survey system reports supply knowledge on goal and progress attainment. The ACT test results are utilized by high school and district staff to examine progress and trends in order to plan for improvement. The “North Star” vision is the guiding force behind school improvement in RUSD and all progress for students is measured according to this initiative. This tool, essentially goals and benchmarks intended to be stepping stones for success in terms of student progress, provides goals for all RUSD staff and it is used in conjunction with mandated interventions, evaluations of student performance data, graduation rates, and test results. Consistent evaluation of progress takes place frequently depending on the overseeing school department or administrator. For example, schools examine data quarterly while WKCE is examined yearly and MAP scores are available two to three times per year. An example of this process is: The Standard, Assessment and Accountability Department provides data reports of existing achievement gaps by ethnicity and schools can examine, plan and implement efforts to address the gaps. Longitudinal WKCE studies, item analyses, data team retreats/training, School Improvement Plans, draft revisions, North Star Scorecard and profiles, MAP growth studies, ACT growth reports, climate surveys, WINSS graduation/suspension/truancy rates, National Student Clearinghouse disaggregate goals by North Star for all students (Majority, Minority, SES, LEP, etc.) are also indicators of progress. On track predictive analysis of early high school students being organized, are provided by MURN (Midwest Urban Research Network Consortium). Staff evaluations, linked to student performance (formative assessment), and the increase in goal attainment of students considered at-risk, provide evidence of the effectiveness of RUSD policies and practices. Other standards of evaluation of at-risk programming are found in yearly review of department and administrator goals and results. The superintendent typically produces a management review data report, a yearly high school student summit which gives a face and voice to students, and other events that take place regularly for use as additional tools for consideration and evaluation, such as this year’s 14<sup>th</sup> annual Public Policy Forum Comparative Analysis Report of RUSD relative to other Wisconsin school districts by Education Racine, Inc.

RUSD intends to continue to learn and improve in its effectiveness in helping the at-risk population of its students reach the goal of becoming career and/or college ready upon graduation.

Over the course of this year, efforts to examine, audit, discuss, and plan for improvements in secondary education and alternative/at-risk schools and programs, have occurred in the form of regularly scheduled committee meetings with diverse membership to define and recommend changes to advance through the RUSD District-Wide Improvement Council (DWSIC). Dates have been set to present the committee recommendations on a variety of topics within this framework. As examples, the addendum includes the following as examples of the materials and topics discussed throughout this year along with various agendas and notes for reference. As there are many and varied parts of the whole to be discussed and forwarded through this process, the details are not presented herein, however, as they are acknowledged and approved, these changes will become new progressions to be included in subsequent reports.

The improvements may involve both small and large scale changes in philosophy, programming, staffing, curriculum, staff responsibility, scheduling, materials and methods, as examples, with the goal of improving our services to students in the comprehensive schools, as well as those students who may need to interventions available in alternative and at-risk programs such as TEP, PEPS, and Mack, as well as enhancing the nature and quality of virtual, alternative, and GEDO-2 options. These are exciting and creative times. As data documenting current practices becomes available, another method of determining the value of present thinking compared to new proposals will help us to collectively decide on new paths to take.

**BOARD OF EDUCATION**

**July 16, 2012**

**Finance**

**AGENDA ITEM:** Renew the emergency line of credit of \$10,000,000.

**PRESENTING:** David Hazen

**DESCRIPTION:** The District maintains a line of credit with the District's bank, Wells Fargo. The line of credit is used when the annual cash flow borrowing is not sufficient to meet expenses. This year's cash flow borrowing estimate is based on timely receipt of State, Local and Federal funds. The cash flow estimates were based on prior year patterns. While the District's short term cash flow borrowing should be sufficient, the emergency line of credit is a precaution. During the 2011/12 school year, the line of credit was not utilized.

**FISCAL NOTE:** If the line of credit is used the interest rate is 5% payable only for the time the money is used. If the line is not used, there is no cost.

**RECOMMENDATION:** Approve the Line of Credit renewal.

**ACTION TAKEN:**

## Board Consent Agenda



Racine Unified School District  
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

**RACINE UNIFIED SCHOOL DISTRICT**

**OFFICIAL PROCEEDINGS**

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Dennis Wiser, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

June 18, 2012

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The Board of Education of the Racine Unified School District of Racine County, Wisconsin, was called to order at 6:30 p.m. on Monday, June 18, 2012.

**2. ROLL CALL**

The following Board members were present: Pamala Handrow, Susan F. Kutz, Julie L. McKenna, Don J. Nielsen, Kim Plache, William S. Van Atta, Gretchen L. Warner and Dennis Wiser. Absent - Melvin Hargrove.

Also present: Ann Laing, Superintendent of Schools; David Hazen, Chief Financial Officer; and Patricia Meyer, Recording Secretary.

**3. ADOPT AGENDA**

Ms. Plache moved, Ms. Handrow seconded, to adopt the agenda. The Board unanimously agreed to adopt the agenda.

**4. RECOGNITIONS**

The following individuals were recognized:

- Barnes and Noble My Favorite Teachers
  - Jeff Ruggaber, Red Apple Elementary Teacher nominated by student Payten Highman
  - Thomas Tuttle, Starbuck Middle School English Teacher nominated by student Jena George
  - Erica Nielsen, Mack Alternative Program Special Education Teacher nominated by student Jeanette Altice
- Andy Kortendick, Park High School Diving Coach

**5. BOARD MEMBER REMARKS**

Mr. Wiser asked for a moment of silence for Ms. Linda Flashinski, former board member and former employee, who recently lost a family member.

**6. PUBLIC COMMENTS**

Jim Morrison  
620 North St.  
Racine, WI 53402

Spoke on the budget.

Tom Bradek  
2817 Chatham St.  
Racine, WI 53402

Spoke on the budget.

George Meyers  
1307 N. Wisconsin St.  
Racine, WI 53402

Spoke on the budget.

John Haumersen  
8811 Foley Rd.  
Racine, WI 53402

Spoke on the budget.

## **7. RESULTS FOR STUDENT ACHIEVEMENT**

None.

## **8. SUPERINTENDENT'S REPORT**

### **a. North Star**

Dr. Laing reported that the North Star was further developed today at the Data Retreat. Teachers and Principals were presented information on how to write School Improvement Plans. They will refine and revise their School Improvement Plans. Mr. Arnold gave an update on the status of the performance contracts.

### **b. Dual Language**

Dr. Martinez presented. Students who learn in two languages perform better in academic achievement and are better prepared for careers and college. It is proposed to change to a dual language immersion program.

### **c. School Readiness Coalition Pilot Program**

Culleen Witthuhn reported on the program. The goal of the program is to establish a reciprocal process for determining school readiness, monitoring students along the educational continuum, and informing the continuous improvement of early childhood programs.

## **9. ACTION ITEMS**

### **a. Lunch Table Replacement for High Schools and Middle Schools**

Mr. Hazen presented.

In 2011, the District replaced 376 of its 531 portable lunch tables at the elementary level and at four of the five middle schools. The remaining lunch tables need to be replaced. The tables were purchased through national supplier SICO and they will be honoring the same contract the District used in 2011.

Ms. Handrow moved, Ms. Plache seconded, to approve the purchase of up to 155 cafeteria tables in the amount of \$149,000 from SICO for Case, Horlick, Park and Starbuck. Ayes - 8 (Handrow, Kutz, McKenna, Nielsen, Plache, Van Atta, Warner, Wisner). Noes - 0. Absent - 1 (Hargrove).

### **b. Julian Thomas Start Time Change**

Jeff Weiss, Assistant Superintendent of Elementary Education and Bryan Terry, Principal, Julian Thomas presented.

Julian Thomas currently begins its day at 9:05 a.m. Families of bilingual students who are displaced from Fratt (7:20 a.m.), Dr. Jones (7:20 a.m.), Janes (8:05 a.m.), or Mitchell (7:55 a.m.) to Julian Thomas have difficulty in rearranging their work and child care schedule to accommodate the later start time. Existing parents and staff were surveyed regarding starting preference time of either 8:00 or 9:00. The majority of the responding parents preferred keeping the 9:00 start. The staff was evenly split between 8:00 and 9:00. The compromise start time of 8:30 was achieved through working with the Julian Thomas staff.

The Transportation Department indicates that there will be no additional expense for bussing.

Mr. Van Atta moved, Dr. Warner seconded, to change the Julian Thomas start time for the 2012-13 school year to 8:30 a.m. with a 3:15 p.m. dismissal. Ayes - 8 (Handrow, Kutz, McKenna, Nielsen, Plache, Van Atta, Warner, Wisner). Noes - 0. Absent - 1 (Hargrove).

## 10. OPERATIONAL EXPECTATIONS

a. **OE-2 (Emergency Superintendent Succession)**

Dr. Laing gave a report on the succession of leadership when there is an emergency where the Superintendent is unavailable or unable to fulfill all necessary leadership.

Mrs. Kutz moved, Ms. Plache seconded to accept the Operational Expectations-2 (Emergency Superintendent Succession) Monitoring Report as in compliance. Ayes - 8 (Handrow, Kutz, McKenna, Nielsen, Plache, Van Atta, Warner, Wisner). Noes - 0. Absent - 1 (Hargrove).

b. **OE-3 (Treatment of Stakeholders)**

Dr. Miller gave a report on OE-3 monitoring report. The District is compliant with the exception of Section 3.2, District-level results are not yet available for the Climate Survey and Section 3.3, parental involvement is part of school improvement planning but needs to be more uniformly implemented across all schools; and, results of the SIP Formative Survey indicate a decline.

Mrs. Kutz moved, Mrs. McKenna seconded to accept the Operational Expectations-3 (Treatment of Stakeholders) Monitoring Report as in compliance with the exception of Section 3.2 and Section 3.3. Ayes - 8 (Handrow, Kutz, McKenna, Nielsen, Plache, Van Atta, Warner, Wisner). Noes - 0. Absent - 1 (Hargrove).

Mr. Wisner made a motion to commend Dr. Miller for his high degree of responsiveness to concerns and questions raised in the study session. Mrs. Kutz seconded. All were in favor to commend Dr. Miller for his high degree of responsiveness to concerns and questions raised in the study session.

c. **OE-11 (Student Discipline)**

Jeff Weiss gave a report on behalf of Alyson Eisch, who was unavailable to attend the meeting, on OE-11 monitoring report. The District is compliant with the exception of Section 11.1 D, #1, #2 and #4.

Mrs. Kutz moved, Mrs. McKenna seconded to accept the Operational Expectations-11 (Student Discipline) Monitoring report as in compliance with the exception of Section 11.1 D, #1, #2 and #4. Ayes - 8 (Handrow, Kutz, McKenna, Nielsen, Plache, Van Atta, Warner, Wisner). Noes - 0. Absent - 1 (Hargrove).

Mrs. Kutz moved, Ms. Handrow seconded to commend Ms. Eisch on the expansion and improvement of this report. All were in favor to commend Ms. Eisch on the expansion and improvement of the OE-11 Monitoring Report.

## 11. BOARD DEVELOPMENT – None

## 12. REPORT OF BOARD COMMITTEES

a. **Audit** – No report.

b. **Legislative** – No report.

c. **Board Governance** – No report.

d. **Communications** – No report.

e. **Search Committee**

Board Consent Agenda will approve the Search Firm contract with Ray and Associates.

f. **District Wide School Improvement Council (DWSIC)** – No report.

g. **Guiding Coalition** – No report.

## 13. BOARD CONSENT AGENDA

a. **Board Meeting Minutes of May 21, 2012**

b. **Executive Session Minutes of May 21, 2012**

c. **Board Reorganization Minutes of May 21, 2012**

d. **Board Work Session Minutes of May 14 and June 4, 2012 (Attachment A and B)**

e. **Board of Education Committees and Assignments**

- f. Approval of Cooperative Educational Service Agenda #1 (CESA #1) Contract for 2012-13 School Year
- g. Early Admission to Kindergarten
- h. Proceeds From the Sale of Diagnostic Center
- i. Allocation of Fund Balance for 2011-2012 Year End
- j. Search Firm Contract
- k. Special Board Meeting on June 25: Preliminary Budget and Maintenance Project

Ms. Handrow moved, Ms. Plache seconded, to approve the Board Consent agenda items 13a-k. The Board unanimously agreed to approve the Board Consent agenda items 13a-k.

#### 14. RECEIVE AND FILE

##### Incidents by Students to Staff for May, 2012

Hearing no objection, the Incidents by Students to Staff for May 2012, was received and filed.

#### 15. SUPERINTENDENT CONSENT AGENDA

- a. Personnel Changes
- b. Monthly Financial Statements for May 2012 (attached)
- c. Overnight Field Trips
- d. Administrative Regulation 4245 (District Network Use Policy for Employees)

Ms. Handrow moved, Mrs. Kutz seconded, to approve the Superintendent's Consent agenda items 15a-d. The Board unanimously agreed to approve the Superintendent's Consent agenda items 15a-d.

#### 16. REFERRALS

None.

#### 17. ADJOURNMENT

Mr. Nielsen moved, Mrs. Kutz seconded, to adjourn. With no objections heard, the meeting was adjourned at 8:00 p.m.

#### BOARD DEBRIEFING OF THIS EVENING'S MEETING

No debriefing was executed.

Signed: \_\_\_\_\_  
Gretchen L. Warner, Clerk

Signed: \_\_\_\_\_  
Ann Laing, Secretary



ATTACHMENT A

## Board of Education

### Racine Unified School District

3109 Mt. Pleasant Street, Racine, Wisconsin, 53404

### RACINE UNIFIED SCHOOL DISTRICT

### WORK SESSION

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William S. Van Atta, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

May 14, 2012

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A Special Board meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin began at 5:30 p.m. on Monday, May 14, 2012, with the following members present: Melvin Hargrove (left at 6:05), Susan F. Kutz, Don J. Nielsen, Kim Plache (left at 6:30), Gretchen L. Warner (left at 6:30) and Dennis Wiser. Absent: Julie L. McKenna, Pamala Handrow, William S. Van Atta.

Also present: Ann Laing, Superintendent of Schools; Dave Hazen, Chief Financial Officer; Stacy Tapp, Jeff Weiss, Jeff Blaga, Kelly Pochop, Bryan Arnold and Patricia Meyer, Executive Assistant.

The purpose of the meeting was a work session. The subject of the work session was:

1. Facilities Upgrade/Performance Contract Update
2. Advantage Choice Committee Report
3. Discuss the Location of the Future Board Room

No action was taken by the Board.

Major points of discussion included:

- Bryan Arnold presented an overall view of the Partner with Energy Service Company (ESCO) proposal.
- Power point listed Trane's and Johnson Controls' respective projects
- Request authority to proceed and finalize contracts
- Will ADA accommodations be considered with these repairs?
- Will these repairs be appropriate in consideration of right-sizing the district?
- Have FAQ sheet prepared for 5-21-12 Board meeting and the website.
- Summary of Focus Group Findings was distributed for the Advantage Choice Committee.
- Will there be a survey done of staff? Climate Survey may have addressed some the questions.
- Jeff Blaga distributed a list of District strengths, "Key Internal Assets" document.
- Need to market our District.
- District needs to coordinate outside community resources with RUSD resources; i.e., United Way.

Power point presentations and handouts will be emailed to all Board members.

Discussion of the location of the future board room will be scheduled for a future date.

The work session was adjourned at 7:00 p.m.



**Racine Unified School District**  
3109 Mt. Pleasant Street, Racine, Wisconsin, 53404

**Board of Education**

**RACINE UNIFIED SCHOOL DISTRICT**

**WORK SESSION**

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Dennis Wisner, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

June 4, 2012

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A Special Board meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin began at 5:35 p.m. on Monday, June 4, 2012, with the following members present: Pamala Handrow, Susan F. Kutz, Julie L. McKenna (left at 6:35 p.m.), Don J. Nielsen, William S. Van Atta, and Dennis Wisner. Absent: Melvin Hargrove, Kimberly Plache, Gretchen L. Warner.

Also present: Ann Laing, Interim Superintendent of Schools; Steve Miller, Director of Standards, Assessment and Accountability; Alyson Eisch, Supervisor of Instruction & Student Support-Pupil Services Elementary; Steve Hejnal, Executive Director, Human Resources; and Patricia Meyer, Executive Assistant.

The purpose of the meeting was a work session. The subject of the work session was Coherent Governance Policy Sections:

1. OE-2 (Emergency Superintendent Succession)
  - Appreciate succinct report.
  - Suggested that the Superintendent continue to inform the Board when she is away and who is “in charge.”
2. OE-3 (Treatment of Stakeholders)
  - Request to withhold information; give evidence that the District did not in fact violate the request to withhold information; such as, no parent complaints were filed that information was released.
  - How does the District know its in compliance; such as principal meetings – what happens at them? Track agendas and track outcomes of meetings.
  - Parent-Key Communicators – meetings seem to go over the same subjects without moving forward.
  - If the climate surveys are not acted upon and communicated out as to the results and how problems are being taken care of, the surveys will not be effective nor will participation in the surveys will continue.
  - Perhaps have three distinct surveys with different participants but have common questions in each survey.
3. OE-10 (Instructional Program) - delayed
4. OE-11 (Discipline)
  - District high school students were surveyed.

- Question: are their ways to identify the schools that are not using the Bully Prevention program?
- DPI regulation – is there a requirement to distribute Code Book every year?
- Student engagement – none listed; explore attaining student engagement.
- Suggestion – define what each of the Preventions mean (pg. 8)
- Standardized graphs for all OE reports
- Specify what “weapon” means and separate the statistics so that 100% compliance with no weapons can be reported.
- List specific non-compliance items on first page of documents

Mr. Wisner stated that he was very pleased with the reports and progress made.

Mr. Nielsen said that WASB has been preparing the public for the drop in test scores. School report cards will be received in June; proficient and advanced bar has gone up and therefore test scores will drop statewide.

There was also a discussion about committee assignments and meeting times. Mr. Wisner recommends that the Board discuss committee structure with Aspen. He recommends picking specific days; i.e., 1<sup>st</sup> and 3<sup>rd</sup> Mondays for as many meetings as possible.

Possible June 25 “kick off” meeting with Gary Ray; time frame?

Possible June 25 Special Board Meeting for 30-day bond referendum timeline.

No action was taken by the Board.

The work session was adjourned at 6:50 p.m.



Racine Unified School District  
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education <sup>5:31</sup>

**RACINE UNIFIED SCHOOL DISTRICT**  
**OFFICIAL PROCEEDINGS**

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Dennis Wisner, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

June 18, 2012

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A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin began at 5:30 p.m. on Monday, June 18, 2012, with the following members present: Pamala Handrow, Susan F. Kutz, Julie L. McKenna, Kim Plache (arrived at 5:40), William S. Van Atta, Dennis Wisner. Absent - Melvin Hargrove, Don J. Nielsen, Gretchen Warner.

Also present: Jeff Weiss, Assistant Superintendent of Elementary Education, and Pat Meyer, Executive Assistant.

The Board of Education met in open session for the sole purpose of considering a motion to adjourn to Executive Session per Wisconsin Statute for the purpose of Student Expulsions, 19.85(1)(f) and 120.13(1)(c)4.d.

Mrs. Kutz moved, Ms. Handrow seconded, to adjourn to Executive Session. Ayes – 5 (Handrow, Kutz, McKenna, Van Atta, Wisner). Noes – 0. Absent – 4 (Hargrove, Nielsen, Plache, Warner).

(Ms. Plache arrived at 5:40 p.m.)

**Student Expulsions**

Mrs. Kutz moved, Ms. Handrow seconded to approve the student expulsions and suspensions for May and June 2012 as presented. Ayes - 6 (Handrow, Kutz, McKenna, Plache, Van Atta, Wisner). Noes – 0. Absent – 3 (Hargrove, Nielsen, Warner).

(Jeff Weiss and Pat Meyer left at 5:50 p.m.)

**Personnel Matter**

A personnel matter was discussed. No action was taken by the Board.

Ms. Plache moved, Ms. Handrow seconded, to adjourn the Executive Session. With no objections heard, the Executive Session was adjourned at 6:05 p.m.

Signed: \_\_\_\_\_  
Gretchen L. Warner, Clerk

Signed: \_\_\_\_\_  
Ann Laing, Secretary



**Racine Unified School District**  
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

**RACINE UNIFIED SCHOOL DISTRICT**  
**OFFICIAL PROCEEDINGS**

---

Dennis Wiser, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

June 25, 2012

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A Special Board meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:30 p.m. on Monday, June 25, 2012.

**2. ROLL CALL**

The following Board members were present: Pamala Handrow, Melvin Hargrove, Susan F. Kutz, Don J. Nielsen, Kim Plache (Arrived at 6:40 p.m.), and Dennis Wiser. Absent: Julie L. McKenna, William S. Van Atta, Gretchen L. Warner.

Also present: David Hazen, Chief Financial Officer; Mark Duff, Budget Manager and Financial Analyst; Bryan Arnold, Director of Facilities and Operations; and Darlene Gallup, Executive Assistant and Recording Secretary.

Ms. Plache arrived at 6:40 p.m. during the Public Comments section of the meeting.

**3. PUBLIC COMMENTS**

Bonnie Chady  
SEIU/Local 152

Spoke in opposition of moving forward with the Train Project at this time.

Roger Pfost  
3114 Caledonia St  
Racine, WI 53402

Spoke regarding opposition to tax increases and budget concerns.

Lou D'Abbraccio  
26 Queens Ct  
Racine, WI 53402

Spoke in opposition of partisan use of school resources.

Wayne Clineman  
236 Jones Street  
Racine, WI 53402

Spoke in opposition of the budget and increased taxes.

Damian Valentine  
6899 Whitewater Street  
Racine, WI 53402

Spoke in opposition of district operations, budget and taxes.

Duane Michalski  
4715 N. Green Bay Rd  
Racine, WI 53404

Spoke regarding the need to decrease costs especially in the vehicle fleet.

Kristie Formolo

Spoke regarding concerns on the budget, tax increases, misinformation and

4829 Old Green Bay Rd open enrollment concerns.  
Racine, WI 53403

Scott Woiak Spoke regarding teacher hiring practice concerns.  
8577 Hwy V  
Caledonia, WI 53108

#### **4. ACTION ITEMS**

##### **a. Approval of 2012-13 Interim Budget**

Mr. Hazen and Mr. Duff presented the 2012-13 Interim Budget. A PowerPoint presentation was given and a handout was available. Major points of the presentation included:

- Interim Budget Purpose
- Issues Prompting Interim Budget
- Budget Highlights
- Budget Assumptions/ Enrollment
- RUSD Percent SES Disadvantaged 2008-2012
- RUSD Comparative Cost Background
- RUSD Comparative Instructional Cost Background
- Budget Assumptions/Levy & State Aid
- Maximum Revenue Limit Per Member – RUSD & State Average 2000-01 to Estimated 2012-13
- Percent Change in Maximum Revenue Limit Per Member – RUSD & State Average 2001-02 to Estimated 2012-13
- RUSD Total State Aid as % of Total Shared Cost
- State Aid Estimates (Inputs, Variables and Complexity)
- State Aid Estimates (Initial and Potential Amounts)
- Tax Levy
- FY 13 Property Tax Levy by Fund
- Percent Change in Equalized Value & Tax Rate
- Components of FY13 Property Tax Levy Increase
- Levy Components with Alternative Aid Estimate
- District Comparisons (Comparison of Equalized Tax Levy Rates)
- General Fund
- General Fund (RUSD General Fund Balance, 2006-07 to 2012-13)
- All Funds Revenues by Source
- All Funds Expenditures – Instruction, Support Services, Other Financing Sources & Fund Balance
- FY13 All Fund Revenues by Source Amounts in Millions
- FY13 All Fund Expenditures by Function
- Special Education Fund

Administration recommended a Board work session be scheduled to discuss and better understand the state aid formulas used that affect the budget and how the school district is funded.

Ms. Handrow moved, Mrs. Kutz seconded, to approve the 2012-13 Interim Budget. Ayes – 6 (Kutz, Handrow, Hargrove, Nielsen, Plache, Wiser). Noes – 0. Absent – 3 (McKenna, Van Atta, Warner).

##### **b. Trane Performance Contract Approval**

Description: New state legislation allows school district to enter into performance contracts with Energy Service Companies, (ESCOs) as a method of making facility upgrades that are paid for through energy and operational savings. The District issued a Request for Proposal (RFP) and five vendors responded (Honeywell/Energy Services Group, Johnson Control, McKinstry, Siemens, and Trane). After review of the submissions, four of the vendors were invited to present their proposal and respond to District questions from a review committee. The recommendation to the Board was to enter into performance contracts with two vendors, Trane and Johnson Control. Administration is reviewing the scope of work and legal council is reviewing the contract. A draft contract and project

list for Trane has been developed. The draft project list will impact fifteen schools at a cost not to exceed \$26,250,000. The funds will come from bond proceeds.

Mr. Arnold answered questions from the Board regarding the focus on specific schools and aspects of the project including full spectrum lighting.

Mr. Steve Nelson, legal counsel, from von Brieson & Roper, S.C., explained some aspects needing additional legal review prior to Board approval of this item.

Ms. Plache moved, Pastor Hargrove seconded, to defer action on the Trane Performance Contract until finalization of the project's scope and legal review. Ayes – 6 (Kutz, Handrow, Hargrove, Nielsen, Plache, Wiser). Noes – 0. Absent – 3 (McKenna, Van Atta, Warner).

**c. Managed Printer Consolidation Project**

Mr. Hazen provided background on the Managed Printer Consolidation Project lease agreement with Gordon Flesch.

Ms. Handrow moved, Mrs. Kutz seconded, to approve the lease agreement with Gordon Flesch pending legal review. Ayes – 6 (Kutz, Handrow, Hargrove, Nielsen, Plache, Wiser). Noes – 0. Absent – 3 (McKenna, Van Atta, Warner).

**5. ADJOURN**

Ms. Plache moved, Mrs. Kutz seconded, to adjourn the meeting at 8:19 p.m. All were in favor.

Signed: \_\_\_\_\_  
Gretchen L. Warner, Clerk

Signed: \_\_\_\_\_  
Ann Laing, Secretary



**Racine Unified School District**  
3109 Mt. Pleasant Street, Racine, Wisconsin, 53404

**Board of Education**

**RACINE UNIFIED SCHOOL DISTRICT**

**WORK SESSION**

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William S. Van Atta, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

May 21, 2012

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A Special Board meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin began at 4:35 p.m. on Monday, May 21, 2012, with the following members present: Pamala Handrow, Susan F. Kutz, Julie L. McKenna, Don J. Nielsen, Kimberly Plache, William S. Van Atta; Gretchen L. Warner and Dennis Wisner. Absent: Melvin Hargrove.

Also present: Ann Laing, Interim Superintendent of Schools; Dave Hazen, Chief Financial Officer; Steve Hejnal, Executive Director, Human Resources; and Patricia Meyer, Executive Assistant.

The purpose of the meeting was a work session. The subject of the work session was:

- 1) Discuss the location of the future Board Room.

No action was taken by the Board.

Major points of discussion included:

- Layout of Hoods Creek and Mygatts Rooms
- Consider obstacles when videotaping
- Consider lighting
- Room layout

The work session was adjourned at 4:58 p.m.



**Racine Unified School District**  
3109 Mt. Pleasant Street, Racine, Wisconsin, 53404

**Board of Education**

## **RACINE UNIFIED SCHOOL DISTRICT**

### **WORK SESSION**

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Dennis Wiser, President

Gretchen L. Warner, Clerk

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Racine, Wisconsin

July 2, 2012

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A Special Board meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin began at 6:05 p.m. on Monday, July 2, 2012, with the following members present: Pamala Handrow, Susan F. Kutz, Don J. Nielsen, Kimberly Plache, William S. Van Atta, and Dennis Wiser. Absent: Melvin Hargrove, Julie L. McKenna, Gretchen L. Warner.

Also present: Ray and Associates, Inc. representatives: Gary Ray, President; Ryan Ray, Corporate Director; and Vance Dalzin, Regional Search Director; David Hazen, Chief Financial Officer; Jane Flis, Specialist, Marketing and Communications; Darlene Gallup, Executive Assistant.

The purpose of the meeting was a work session. The subject of the work session was:

- 1) Meet with Ray & Associates to discuss first steps and establish a timeline for the Superintendent Search

No action was taken by the Board.

Major points of discussion included:

- Timeline
- Input Process (Profile development, interview process, interview participants)
- Procedures and Services
- Contact Persons
- Promotional and Application Materials
- Superintendent Certification and Other Legal Requirements
- Superintendent Salary and Benefits

The work session was adjourned at 7:22 p.m.



**Racine Unified School District**

3109 Mt. Pleasant Street, Racine, Wisconsin 53404

**BOARD OF EDUCATION  
AUDIT COMMITTEE  
MINUTES**

**April 10, 2012**

The Board of Education Audit Committee meeting of Tuesday, April 10, 2012, was called to order at 5:36 p.m.

**Approval of Audit Committee Minutes of January 17, 2012**

Ms. Handrow moved, Mr. Wisner seconded, to approve the minutes of the January 17, 2012, Audit Committee meeting. All were in favor.

**Monthly Financial Update**

Ms. Irish provided information regarding the monthly financial update. This information will be shared with the full Board at the April 16, 2012, Board meeting. Information about trends, adjustments and forecasts were shared with the Committee and handouts discussed included:

- Monthly Energy Consumption & Cost Comparison
- Balance Sheet for Fiscal Year 2012 for Period Ending March 31, 2012
- PPO Budget Comparison Reports
- PPO Large Claim Report
- All General, Special Education, Food Service Fund and All Governmental Funds Combined Statement of Revenues, Expenditures and Changes Fund Balance Revenues by Source, Expenditures by Function Monthly Budget

Discussion points included:

- An analysis of the energy cost comparisons between the old ASC building and the new ASC building would be more accurate in October or November as occupancy in the new ASC was closer to completion during these months
- Mr. Nielsen requested that by July there be an analysis on the cost comparisons between the old and new ASC buildings
- Reasons for budget savings were discussed including a decrease in overtime for snow removal, energy savings, decreased unemployment payments and health insurance savings
- A third quarter budget comparison report will be provided which will include March data for health insurance

**School Financials Report**

Ms. Irish said the school financials are much better this year. She said she has been working closely with schools to help them to finalize their reporting.

**2012-13 Budget**

Mr. Duff shared information regarding the 2012-13 budget. Discussion points included:

- Preliminary 2012-13 budget should be approved in June 2012 and the final budget approved in the fall.
- Work involved on linked information between 2011-2012 and 2012-2013 budget adjustments (health insurance rates, MOE, special education funds, etc.). Mr. Duff will work on providing this information to committee members prior to the next meeting.
- Information from Mr. Hazen regarding ideas on the remaining deficit, e.g., Benefit Adjustments, Student Enrollment Staffing Adjustment, Summer School Reduction, Printer Refresh, Debt Defeasance, Prepay Apple Lease, Special Education MOE IDEA Flow Through Adjustment, Additional EdJobs Funds (See handout, "Deficit, 2012/13 2013/14")
- Concerns regarding ebbs and flows in enrollments and staffing including increased 4K program enrollment

- Diagnostic sale (\$400,000) which is a one-time addition
- Mr. Wisner requested a visual of the 5 year budget projection be provided at the Board business meeting
- Mr. Hejnal is working on information regarding staffing reductions including at the ASC

Dr. Laing talked about additional meetings taking place regarding ways to balance the budget including right sizing the district.

Health reimbursement accounts were discussed. This has been budgeted in the base budget for next year and will need to include information regarding the cost for retirees. Plan design changes and arrangements have been worked on regarding the details involved in use of a Health Reimbursement Account (HRA) and a Flexible Spending Account. These will be handled and processed through WageWorks.

The committee discussed the urgency for finalizing the HRA plan and to provide clear and precise information for RUSD's employees.

**Other Concerns**

Mr. Nielsen requested that the Audit Committee be provided more detailed line item budget reports in the future (e.g., school and department funds and expenditures). The specifics of what these more detailed reports should look like will be discussed and shared with budget administration to help with long range priorities.

Mrs. Kutz requested that there be a summary provided to help clarify for both the Board and community on where the budget currently stands.

**Adjourn**

Mr. Wisner moved, Mrs. Kutz seconded, to adjourn the meeting. With no objection heard, the meeting was adjourned at 6:48 p.m.

**Others Present:**

Kathy Irish, Budget Controller  
 Steve Hejnal, Executive Director, Human Resources  
 Marc Duff, Budget Manager and Financial Analyst  
 Darlene Gallup, Executive Assistant

**Respectfully submitted,**

Don J. Nielsen, Chair (Present)  
 Pamala Handrow (Present)  
 Susan F. Kutz (Present)  
 Dennis Wisner (Present)  
 William S. Van Atta, Ex Officio (Not Present)



**Racine Unified School District**

3109 Mt. Pleasant Street, Racine, Wisconsin 53404

**BOARD OF EDUCATION  
AUDIT COMMITTEE  
MINUTES**

May 14, 2012

The Board of Education Audit Committee meeting of Monday, May 14, 2012, was called to order at 5:45 p.m.

**Approval of Audit Committee Minutes of April 10, 2012**

Minutes will be approved at the next meeting.

**Monthly Financial Update**

Mr. Hazen provided information regarding the monthly financial update. This information will be shared with the full Board at the May 21, 2012, Board meeting. Information about trends, adjustments and forecasts were shared with the Committee and handouts discussed included:

- All General, Special Education, Food Service Fund and All Governmental Funds Combined Statement of Revenues, Expenditures and Changes Fund Balance Revenues by Source, Expenditures by Function Monthly Budget
- Balance Sheet for Fiscal Year 2012 for Period Ending April 2012
- PPO Budget Comparison Reports through April 2012
- PPO Large Claim Report through April 2012
- Medical and Prescription Drug Monthly Paid Claims
- Dental Budget Comparison Reports
- Monthly Energy Consumption & Cost Comparison

**School Financials Report**

Mr. Hazen distributed the School Financials Received report as of May 14, 2012.

**2012-13 Budget**

Mr. Hazen talked about the 2012-13 Budget and distributed General Fund and Special Education fund preliminary budget one page documents. Discussion points included:

- Premium Equivalent for 2012-13 dropped from what was projected
- Monies for HRAs are included
- Budget revision; prepayment of Apple Lease
- \$665,000 surplus for 2012-13 budget, subject to further review

Dr. Laing has stated the goals for 2013-14 and 2014-15 District are:

- Balance budget
- Right size district
- Innovative programs

**Other Concerns**

No additional concerns were discussed.

**Adjourn**

Ms. Kutz moved, Mr. Wiser seconded, to adjourn the meeting. With no objection heard, the meeting was adjourned at 5:20p.m.

**Others Present:**

David Hazen, Chief Financial Officer  
Ann Laing, Superintendent of Schools

**Respectfully submitted,**

Don J. Nielsen, Chair (Present)  
Pamala Handrow (Absent)  
Susan F. Kutz (Present)  
Dennis Wiser (Present)  
William S. Van Atta, Ex Officio (Not Present)

## Superintendent Consent Agenda

Schedule of Personnel Changes  
RACINE UNIFIED SCHOOL DISTRICT  
July 16 2012

Name	EE Group	From Assignment	From FTE	New Assignment	To FTE	Effective
<b>NEW (Existing Authorized Position(s))</b>						
Blue, Lindsey	A			Knapp-Asst. Principal	100%	6/11/12
O'brien, Mary	A			Sp. Ed.-Supv. Instr. & Support	100%	6/11/12
Sandoval, Ronald	A			Dr. Jones-Directing Principal	100%	7/1/12
Jensen, Patricia	B			REE Ctr.- 2nd Shift Engineer	63%	6/19/12
<b>RESIGNATION(S)</b>						
Harris, Alan	A	Knapp-Directing Principal	100%			6/30/12
Munoz, Esther	E	Detention Ctr. - Ed. Asst.	60%			6/8/12
Barr, Kara	T	JA MS /Mitchell MS-French	70%			6/8/12
Blue, Lindsey	T	From Leave				6/8/12
Braun, Carolyn	T	North Park-ESL	50%			6/15/12
Erato, Steven	T	Horlick-Business Ed.	100%			6/30/12
O'brien, Mary	T	Starbuck-CDB	100%	To Admin.		5/8/12
Schultz, Kelly	T	Johnson-Gr. 1	100%			8/2/12
Thompson, Alex	T	JA MS-Physical Ed.	100%			6/8/12
<b>TERMINATION(S)</b>						
Hartley, Jodi	T	From Leave				6/8/12
<b>EARLY RETIREMENT(S)</b>						
Allen, Clarence	T	Starbuck-Counselor	100%			6/8/12
Bing Kowbel, Dorthy Ann	T	Starbuck-Sp. Ed. CC	100%			6/8/12
Browne-LaRock, Carol	T	O. Brown-Kindergarten	100%			6/8/12
Hanson, Sharon	T	O. Brown-Gr. 1	100%			6/8/12
Thompson, Hymethia	T	Park-English	100%			6/8/12
<b>REQUEST(S) FOR LEAVE OF ABSENCE</b>						
Mireles, Felix	B	Park-1st Shift Engineer	100%	Medical		5/2/12
Sadlon, Joseph	B	B&G-Gen. Maintenance	100%	Medical		1/19/12
Barski, Judith	T	Knapp-Title I SWP	100%	Medical		4/25/12
Erato, Steven	T	Horlick-Business Education	100%	Personal		8/29/12
<b>CHANGE OF ASSIGNMENT(S)</b>						
Colvin, Janet	A	Gilmore-Assistant Principal	100%	Starbuck-Directing Principal	100%	7/1/12
Duff, Marc	A	ASC-Budget Mgr & Financial Analyst	100%	ASC-Bus. Services Director Budgets	100%	7/1/12
Eisch, Alyson	A	ASC-Supv. Stdt Inst/Supp PupSrv	100%	ASC-Director Support Services	100%	7/1/12
Irish, Kathleen	A	ASC-Controller	100%	ASC-Bus.Services Dir.-Controller	100%	7/1/12
Jude, Paul	A	ASC-Call Center Support Spcst.	100%	ASC-Applications Support Spcst.	100%	7/1/12
Kulland, Cheri	A	Director of Stud. Achievement	100%	McKinley-Directing Principal	100%	7/1/12
Montee, Jill	A	ASC-Budget & Pos. Control Spec.	100%	ASC-Bdgt/Control/Wrks Comp Spclst.	100%	4/1/12
Strack, John	A	Horlick-Sub Sch Principal	100%	ASC-Master Scheduler	100%	7/1/12
Wieske, Kaitlin	A	ASC-Coord. Free/Reduce Lunch	100%	ASC-Acct/Food Service Specialist	100%	7/1/12

Employment Group Key  
A=Administrator  
T=Teacher  
E=Educational Assistant  
B=Building Services  
C=Clerical

## **BOARD OF EDUCATION**

**July 16, 2012**

### **Operations**

**AGENDA ITEM:** June 2012 Financial Statements

**PRESENTING:** David Hazen

**DESCRIPTION:** Board policy OE-6.9 requires that annual and monthly financial updates be provided to the board. These statements provide the status of revenues and expenditures for the general fund and all funds combined. The statements also allow a comparison to the board approved budget.

**HIGHLIGHTS:** The reports for revenues show RUSD received a June receipt of state SAGE Aid of \$180,015, \$3.3 million in state special education aid, and state and federal high cost special education aid of \$263,329. In addition, \$1.5 million of federal Medicaid reimbursement was received. Final grant claims have not yet been submitted. The expenses for June represent normal expenses for salaries, benefits, supplies and utilities. There was over \$245,000 of continued payments and work related to the Middle School lighting project. Central Services includes a \$204,500 expense for network and server equipment. It should be noted pre-audit and year-end adjustments are not yet completed, including the final health care cost reconciliation and the interfund transfer to the special education fund.

**RECOMMENDATION:** Recommend the acceptance of the monthly financial statements.

**ACTION TAKEN:**



**RACINE UNIFIED  
SCHOOL DISTRICT**

11-Jul-12  
11:35 am

**All Governmental Funds  
Combined Statement of Revenues, Expenditures and Changes Fund Balance  
Revenues by Source, Expenditures by Function  
MONTHLY BUDGET**

	2011 - 2012 Budget 3	Jun MTD Actual	Jun YTD			% Exp	Jun YTD 2010 - 2011
			Actual	Enc/Com	Balance		
<b>Revenues by source</b>							
Property taxes	81,570,578	0	81,570,780	0	202	100.00	78,110,338
Local sources	3,098,435	84,694	2,982,872	0	(115,563)	96.27	3,204,599
Intermediate sources	109,640	4,996	4,996	0	(104,644)	4.56	112,237
State sources	144,257,510	3,713,206	144,507,683	0	250,173	100.17	159,636,141
Federal sources	29,454,872	2,336,013	18,048,100	0	(11,406,772)	61.27	30,733,651
Other sources	595,105	193	1,587,868	0	992,763	266.82	1,696,755
<b>Total revenues</b>	<b>259,086,140</b>	<b>6,139,103</b>	<b>248,702,299</b>	<b>0</b>	<b>(10,383,841)</b>	<b>95.99</b>	<b>273,493,720</b>
<b>Expenditures by function</b>							
<b>Instruction</b>							
Regular instruction	89,516,467	19,191,905	91,356,527	166,356	(2,006,416)	102.24	114,105,469
Vocational instruction	4,577,451	930,947	4,533,930	29,203	14,318	99.69	5,136,340
Special instruction	37,610,958	7,499,167	38,612,138	17,025	(1,018,205)	102.71	43,097,055
Other instruction	6,236,442	1,381,595	6,334,761	10,887	(87,432)	101.75	6,957,593
<b>Total instruction</b>	<b>137,941,318</b>	<b>29,003,614</b>	<b>140,837,355</b>	<b>223,471</b>	<b>(3,119,508)</b>	<b>102.26</b>	<b>169,296,457</b>
<b>Support service</b>							
Pupil services	13,444,313	2,789,752	13,878,237	6,842	(440,765)	103.28	15,817,964
Libraries & instructional support	11,822,063	2,013,900	12,148,710	17,432	(344,078)	102.91	13,646,523
General administration	2,152,918	193,243	2,184,954	13,088	(45,124)	102.10	2,384,689
Building administration	10,409,464	949,382	10,873,791	2,863	(467,191)	104.49	12,238,599
Business & operations	39,522,562	3,010,834	38,325,869	803,264	393,429	99.00	54,982,332
Central services	6,734,979	610,323	5,903,707	22,727	808,546	87.99	8,313,759
Insurance	1,098,136	41,285	838,411	0	259,725	76.35	931,084
Debt payments	17,111,690	261,250	15,984,792	41,778	1,085,120	93.66	7,078,268
Other support services	619,346	25,691	295,604	24,591	299,150	51.70	595,093
Food service	8,424,020	1,421,606	6,986,985	15,996	1,421,039	83.13	7,729,787
Community service	992,604	129,498	991,808	24,598	(23,802)	102.40	252,724
<b>Total support services</b>	<b>112,332,096</b>	<b>11,446,765</b>	<b>108,412,866</b>	<b>973,179</b>	<b>2,946,051</b>	<b>97.38</b>	<b>123,970,822</b>
<b>Non-Program transactions</b>	<b>7,703,397</b>	<b>516,289</b>	<b>1,686,458</b>	<b>0</b>	<b>6,016,939</b>	<b>21.89</b>	<b>6,909,126</b>
<b>Total expenditures</b>	<b>257,976,810</b>	<b>40,966,669</b>	<b>250,936,679</b>	<b>1,196,650</b>	<b>5,843,481</b>	<b>97.73</b>	<b>300,176,406</b>
Excess (deficiency) of revenues over expenditures	<b>1,109,330</b>	<b>(34,827,566)</b>	<b>(2,234,380)</b>	<b>(1,196,650)</b>	<b>(8,962,989)</b>		<b>(26,682,685)</b>
<b>Other financing sources (uses)</b>							
Transfer from other funds	31,613,074	0	0	0	31,613,074	0.00	33,710,216
Other financing sources	7,569,154	0	7,969,154	0	(400,000)	105.28	14,689,849
Transfer to other funds	(31,672,168)	0	0	0	(31,672,168)	0.00	(33,710,216)
<b>Total other financing sources (uses)</b>	<b>7,510,060</b>	<b>0</b>	<b>7,969,154</b>	<b>0</b>	<b>(459,094)</b>	<b>106.11</b>	<b>48,400,065</b>
Net change in fund balance	8,619,390		5,734,774				21,717,380
Fund balance beginning of year	24,898,582		24,898,582				
<b>Fund balance end of year</b>	<b>33,517,972</b>		<b>30,633,356</b>				



**RACINE UNIFIED  
SCHOOL DISTRICT**

**General Fund  
Combined Statement of Revenues, Expenditures and Changes Fund Balance  
Revenues by Source, Expenditures by Function  
MONTHLY BUDGET**

2011 - 2012 Budget 3	Jun MTD Actual	Jun YTD			% Exp	Jun YTD 2010 - 2011
		Actual	Enc/Com	Balance		

**Revenues by source**

Property taxes	76,722,003	0	76,722,205	0	202	100.00	74,431,322
Local sources	824,347	42,140	803,436	0	(20,911)	97.46	905,833
Intermediate sources	109,640	4,996	4,996	0	(104,644)	4.56	112,237
State sources	131,364,365	168,359	131,388,796	0	24,431	100.02	146,449,827
Federal sources	16,879,586	0	6,248,261	0	(10,631,325)	37.02	13,272,798
Other sources	573,258	193	1,587,868	0	1,014,610	276.99	1,565,529
<b>Total revenues</b>	<b>226,473,199</b>	<b>215,688</b>	<b>216,755,563</b>	<b>0</b>	<b>(9,717,636)</b>	<b>95.71</b>	<b>236,737,546</b>

**Expenditures by function**

**Instruction**

Regular instruction	88,979,779	19,182,174	90,972,966	165,390	(2,158,577)	102.43	113,423,464
Vocational instruction	4,536,451	925,770	4,496,482	29,203	10,765	99.76	5,080,068
Special instruction	44,936	6,028	37,142	0	7,794	82.65	60,550
Other instruction	6,123,676	1,377,677	6,245,067	10,887	(110,505)	102.16	6,950,797

**Total instruction**

<b>99,684,842</b>	<b>21,491,649</b>	<b>101,751,657</b>	<b>205,480</b>	<b>(2,272,296)</b>	<b>102.28</b>	<b>125,514,879</b>
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**Support service**

Pupil services	8,229,296	1,544,060	8,475,209	5,153	(251,065)	103.05	9,539,777
Libraries & instructional support	9,374,778	1,319,345	8,696,156	17,432	661,190	92.95	10,009,829
General administration	2,072,604	184,698	2,137,362	13,088	(77,845)	103.76	2,370,844
Building administration	10,316,546	943,668	10,778,065	2,857	(464,376)	104.50	12,237,651
Business & operations	32,868,233	2,757,276	31,849,707	801,654	216,872	99.34	33,771,413
Central services	6,613,226	588,859	5,807,045	22,727	783,454	88.15	8,299,626
Insurance	890,139	41,285	838,411	0	51,728	94.19	750,656
Debt payments	6,621,178	261,250	5,469,414	41,778	1,109,986	83.24	2,446,665
Other support services	619,346	18,392	295,604	0	323,742	47.73	595,093

**Total support services**

<b>77,605,346</b>	<b>7,658,832</b>	<b>74,346,973</b>	<b>904,688</b>	<b>2,353,685</b>	<b>96.97</b>	<b>80,021,553</b>
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**Non-Program transactions**

<b>7,571,363</b>	<b>398,304</b>	<b>1,441,947</b>	<b>0</b>	<b>6,129,416</b>	<b>19.04</b>	<b>6,502,775</b>
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**Total expenditures**

<b>184,861,550</b>	<b>29,548,784</b>	<b>177,540,576</b>	<b>1,110,169</b>	<b>6,210,805</b>	<b>96.64</b>	<b>212,039,206</b>
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Excess (deficiency) of revenues over expenditures

<b>41,611,649</b>	<b>(29,333,096)</b>	<b>39,214,986</b>	<b>(1,110,169)</b>	<b>(15,928,442)</b>		<b>24,698,340</b>
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**Other financing sources (uses)**

Transfer from other funds	178,989	0	0	0	178,989	0.00	221,878
Other financing sources	0	0	0	0	0	0.00	8,292,434
Transfer to other funds	(31,445,248)	0	0	0	(31,445,248)	0.00	(33,488,338)

**Total other financing sources (uses)**

<b>(31,266,259)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(31,266,259)</b>	<b>0.00</b>	<b>8,514,312</b>
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Net change in fund balance

10,345,390		39,214,986					33,212,652
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Fund balance beginning of year

20,207,864		20,207,864					
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**Fund balance end of year**

<b>30,553,253</b>		<b>59,422,850</b>					
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Please approve the following disbursements for June 1 - 20, 2012

<u>Account</u>	<u>Beginning Check Number</u>	<u>Ending Check Number</u>	<u>Amount</u>
General Fund	65844	66856	4,162,646.16
Payroll - Direct Deposit	97863801	97866266	8,019,227.60
Payroll - Non-Direct Deposit	97832926	97839307	2,033,527.79
Social Security and Medicare			1,161,453.14
WRS			1,232,843.44
Debt repayment			19,261,249.98
<b>Total Disbursements</b>			<b><u><u>35,870,948.11</u></u></b>

Please approve the following receipts for June 1 - 30, 2012

<u>Account</u>	<u>Amount</u>
General Fund	49,900,820.75
Debt Borrowing/Investments	
<b>Total Receipts</b>	<b><u><u>49,900,820.75</u></u></b>

Detailed reports are available for review at the School District offices in the Business Services area. All disbursements and receipts noted above are within the limitations described in Board Policy Executive Limitation - 6 and legally delegated to the administration through the Chief Executive Officer or his/her delegate.

Racine Unified School District  
Board of Education  
JULY 16, 2012  
Office of Elementary Education  
Office of Secondary Education

**AGENDA ITEM:** Overnight Field Trips

**PRESENTING:** Jeff Weiss, Assistant Superintendent-Elementary Ed.  
Bethel E. Cager, Assistant Superintendent-Secondary Ed.

**DESCRIPTION:** See attached database.

**FISCAL NOTE:** See attached database.

**RECOMMENDATION:** Approval of the Overnight Field trips as listed.

**ACTION TAKEN:**

Overnight Field Trips for 7/16/12 BOE Mtg.

	School	Teacher	Student Group	Destination	Dates	Lodging	# of Students		# of Staff		# of Non-Staff	
							Male	Female	Male	Female	Male	Female
1	Gilmore MS	J. Sherman	Band, orchestra and choir students	Atlanta, GA	3/20/13-3/25/13	TBD	30	40	3	2	3	6
2												
3												
4												
5												

	Event Multi-Gender Chaperones yes/no	No. of Subs	Days Lost	District Cost*	Student Cost (Before fund raising)	Annual Trip	Objective/Purpose
1	n/a	5	3	\$1,875.00	\$550.00	yes	Students will perform in a national music festival. They will receive constructive adjudication.
2				\$0.00			
3				\$0.00			
4				\$0.00			
5				\$0.00			
				\$1,875.00			

**Racine Unified School District**

**Board of Education**

**July 16, 2012**

**Agenda Item:** Foreign Exchange Student Program for the 2012-2013 School Year

**Presenting:** Alyson Eisch, Director Pupil Services

**Description:** The Foreign Exchange Student Program is requesting authorization to place students in the Racine Unified School District. A request has been received from the following organization and has met the requirements of the Racine Unified School District:

Nacel Open Door

**Fiscal Note:** There is no cost to the District for these foreign exchange students.

**Recommendation:** The Pupil Services Department recommends the approval of the above applicant for the Foreign Exchange Program for the 2012-2013 school year and to place students in the Racine Unified School District.

**COMMUNICATION AND PUBLIC INFORMATION: 1000 SERIES**

This series contains information about the school system's external relations with mass media, PTA's, citizens' committees, complaints concerning school personnel, community use of school buildings, other governmental and private groups concerned with education and the like.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### Communication with the Media

The Racine Unified School District, Racine County (hereinafter referred to as the District) belongs to and is operated for the benefit of the students and citizens of the District. The public has an important interest in District activities.

The Director of Communication and Public Information serves as the official District spokesperson. Inquiries from the news media should be immediately referred to the Director of Communication and Public Information.

Whenever possible, staff member contact and discussion with the news media should be coordinated by the Communication and Public Information office.

If individual staff members speak with the news media, they are responsible for contacting their supervisors and the Director of Communication and Public Information promptly thereafter.

In the event of a crisis or emergency situation, the Director of Communication and Public Information will handle all contact with the media and will coordinate the information flow from the District to the public. In such situations, all departments and schools should refer calls from the media to the office of Communication and Public Information.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy edited: September 18, 1995

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### School Sponsored Communications

The directing principal of each school is responsible for routine school announcements to parents such as those concerning student vacation dates, PTA meetings, clothing and fund drives, etc. The directing principal will keep a file copy of all such releases. The Director of Communication and Public Information will act in a consultant capacity when principals require assistance with school communications.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977  
Policy edited: September 18, 1995  
Policy reviewed: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

### Publications, Radio and Television

The District may prepare publications or other printed materials, information or materials for radio, television, social or other media as appropriate. Such material shall be released at the discretion of the Superintendent of Schools or designee.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977  
Policy edited: September 18, 1995  
Policy reviewed: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

### District News Releases

Information regarding District meetings, policies, programs, procedures or other activities will be available to all members of the media and public in accordance with state law.

Press releases will be regularly forwarded to media representatives as appropriate and posted on the District's website.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: February 14, 1977  
Administrative Regulation revised: February 21, 1983  
Administrative Regulation edited: September 18, 1995  
Administrative Regulation edited: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

### Student Involvement in School Communications

Students may be asked to carry school-related announcements, requests and reports between home and school, and may promote approved school activities in the community.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: February 14, 1977

Administrative Regulation reviewed: July 15, 1996

Administrative Regulation modification:

## Communication and Public Information

### The Utilization of District Materials, Equipment and Facilities by the Unified P.T.A. Council

The District seeks to work cooperatively with the Racine Unified P.T.A. Council in serving the educational needs of parents and students. Materials, equipment, and facilities will be made available to the Council wherever possible on a cost-only basis.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: February 14, 1977

Administrative Regulation reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### Visits to Schools

Citizens are encouraged to visit schools but shall do so in accordance with the regulations adopted by the Board and/or individual school.

However, school visitations shall not interfere with the implementation of the instructional program.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### Visitation Procedure for Schools and District Facilities

1. Any person desiring to visit a school or District facility must first obtain permission from the school principal or building administrator.
2. Visitors are required to sign in and out.
3. Any person in violation of this policy is subject to possible prosecution.
4. Visitors are required to present photo identification.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: February 14, 1977  
Administrative Regulation reviewed: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

Loitering or Causing Disturbance

No person is allowed to loiter or cause a disturbance on school property. Violators will be ordered to leave the school property. Assistance will be sought from law enforcement agencies if necessary.

Legal Reference: Racine County Ordinance Ch. 11-4  
Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: February 14, 1977  
Administrative Regulation reviewed: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

### Alcohol and/or Drug Use On School Property

All persons and/or groups are prohibited from bringing or consuming any alcoholic beverage on any District property or at any function sponsored solely by the District or any school.

No person or persons may use or possess controlled substances as defined by Wisconsin Statutes, Chapter 161, or violate the provisions thereof on District property or at any function sponsored by the District or any school.

Legal Reference: Wisconsin Statutes 120.13, 120.3, 120.40 and 125.09(2)  
Wisconsin Statutes, Chapter 161

Policy adopted: February 14, 1977  
Policy revised: October 13, 1978  
Policy adopted: November 15, 1982  
Policy reviewed: July 15, 1996  
Administrative Regulation modified:

## Communication and Public Information

### Reward for the Apprehension of Vandals or Thieves

The District will post signs at all school buildings offering payment of rewards up to \$500 for information leading to the apprehension of persons who vandalize, steal or destroy property or equipment. The Superintendent of Schools or designee will determine the amount of reward to be offered in each instance of loss. Payment shall be made following approval by the appropriate District official after acting on a written recommendation from a building principal.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: April 11, 1977

Policy revised: June 2, 1986

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### Soliciting of Funds at School

#### **Introduction**

Student Activity accounts are those funds which are owned, operated, and managed by organizations, clubs, or groups within the student body under the guidance and direction of faculty or staff members for educational, social, or cultural purposes. These organizations receive their funding through fundraising events, dues from student members, or contributions from other organizations. Student activity funds must be accounted for and reported in Fund 60, an Agency (Fiduciary) Fund, over which the District has custodial responsibility, not ownership. Acting as an agent, the District is responsible for maintaining records and properly accounting for the activity within the funds (student activity funds). The Wisconsin Department of Public Instruction requires that policies and controls over agency funds meet or exceed the requirements that govern other District funds, and that they be in writing and fully accessible to all parties involved with the administration of the funds.

These guidelines and procedures set forth the foundation for proper accountability and uniform handling of student activity fund accounts. Adherence to these guidelines and procedures is expected from all District staff and students. This policy replaces all prior publications regulating the administration of student activity funds including all earlier editions of the manual itself.

#### **Administration**

State of Wisconsin The authority to collect and administer student activity funds is directed by the State of Wisconsin. WI Statute 120.16(2) states, "The school district treasurer may receive money raised in extracurricular activities."

Wisconsin Statute 946.13 warns against conflicts of interest:

- "Private interest in public contract prohibited (1) any public officer or public employee who does any of the following is guilty of a Class E felony:*
- a) *In the officer's or employee's private capacity, negotiates or bids for or enters into a contract in which the officer or employee has a private pecuniary interest, direct or indirect, if at the same time the officer or employee is authorized or required by law to participate in the officer's or employee's capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the officer's or employee's part; or In the officer's or*

## Communication and Public Information

*employee's capacity as such officer or employee, participates in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part."*

Wisconsin Department of Public Instruction The Department of Public Instruction (DPI) states that "student activity funds consist of activities that revolve around a student organization" and "if it is not a student organization, it should not be classified as a student activity fund".

The dispersed nature of student activity funds and the diverse schools within the District's educational environment require structured controls on all activity fund accounts. In addition to written policies and procedures, the controls include establishing clear lines of authority and properly placed accountability.

- Board of Education – The Board of Education adopts policies to govern the establishment and operation of all activity funds. The District's auditors review these policies for sound accounting and reporting practices.
- Superintendent – The Superintendent has responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in District schools in accordance with the policies of the Board of Education.
- Business Officials – District Business Officials have overall responsibility for accounting for and reporting of all funds, including District and Student Activity Funds, to the Board. The Business Officials are also responsible for implementing and enforcing appropriate internal control procedures.
- School Principal – The Principal at each school site is designated as the student activity fund supervisor for that school's accounts. The Principal has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies, approving disbursements and supervising the bookkeeping function. The Principal is a signatory to all disbursements, including checks drawn on the activity fund.
- Faculty Advisor – Each student organization is assigned a faculty advisor who is responsible for supervising all activities of the student club or organization. DPI specifically states that, "The faculty advisor is responsible for maintaining proper documentation to support the student activity fund records." The advisor's role is not to run the group, but to provide supervision and to facilitate student participation and decision-making. Faculty advisors must be employees of the District who are

## Communication and Public Information

assigned by and report to the activity fund supervisor (School Principal).

### **Soliciting of Funds at School**

General solicitation of funds from and by students will not be permitted except as provided through the Code of Student Responsibilities and Rights or as specifically authorized by the Superintendent or designee. Individual schools may, with the authorization and approval of the principal, participate in the following fund-raising campaigns:

- Approved/ Authorized School Club Groups
- Charitable Fundraisers
- Athletic, Music, Newspaper, Yearbook, Drama Fundraisers

Participation of schools in the aforementioned campaigns shall be limited to:

- a. the dissemination of information concerning the purpose of the organization or activity for which funds are being raised for the educational, social, or cultural purpose of the student.
- b. raising funds from extra-curricular activities that revolve around the student organization. The students in the organization own the funds, participate in the activities of the organization and are involved in managing the funds. The disbursement of monies from student activity funds is subject to approval by the student organization and its advisor. The funds are under the control of the School Principal and are accounted for at the site.
- c. receiving voluntary contributions.

No quotas shall be fixed for any contribution made by the students. Lists of names shall not be published. This regulation shall not be construed as prohibiting student groups or associations from helping worthy or charitable groups.

No solicitation of funds for non-school activities from school personnel during school time is permitted except as authorized by the Superintendent or designee. Each building principal reserves the right to limit such activities if such becomes disruptive to any educational process.

## Communication and Public Information

### Related Administrative Regulations:

- 1323 Advertising and Promotions
- 1325 School Fundraising Guidelines
- 3280 Gifts, Grants and Bequests
- 3310 Purchasing Guides
- 3313 Relationship with Vendors
- 3450 Monies in School Buildings
- 3541.32 Transporting Students in Private Automobiles
- 4116.3 Code of Ethics for Teachers
- 4116.4 Code of Ethics for Administrators
- 5141.1 Preamble to the Code of Students Responsibilities and Rights
- 6144.4 Political Campaigns
- 6152 Field Trip

The following forms can be found on the Employee Portal – Purchasing – Printed Forms:

- Application for Fundraising Activity
- Fund Raising Resume

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### Advertising and Promotions

The use of advertising and promotion within District buildings is the responsibility of the appropriate District administrator.

1. Administrative regulations set forth in this policy (5) will be followed by the building administrator to determine whether the advertising/promotion of programs or use of material is appropriate.
2. The use of materials which directly or indirectly involve the advertising of commercial products, services or activities but whose primary purpose is to provide a direct benefit to the school's curricular and/or extracurricular program may be permitted.
3. Advertising for the promotion of outside civic and/or cultural programs may be permitted upon approval of the appropriate building administrator.
4. Non-profit organizations may use the schools to inform students of opportunities for volunteer work, study, travel, recreation, etc. In making these opportunities known to students the following must be followed:
  - a. The organization must obtain permission from the Superintendent of Schools or designee. A request for Distribution form should be completed and submitted to the Communication Department.
  - b. It must be clearly conveyed to students and parents that the District is not endorsing or sponsoring the offering.
  - c. Pressure for students to participate should not come from the District or District staff members.
  - d. Representatives of organizations cannot meet with students without permission of the school building administrator. All meetings must be conducted during non-instructional time.
  - e. Students may volunteer to distribute materials or information only within the school building of their attendance for programs approved by the Superintendent of Schools or designee.
5. Advertising and Promotion Regulations

The intent of the District's advertising and promotion policy is to regulate the amount and nature of promotion and advertising in Racine Unified School District facilities by outside groups and organizations.

The District is responsible for protecting its students and staff members from being inundated by groups that may request the use of District facilities for such promotion

## Communication and Public Information

and/or advertisement. When possible, the District will help promote those activities that provide a benefit to students and the students and community.

With this in mind, the following administrative regulations will be followed.

a. Civic and Cultural Programs

Community and/or District-wide activities which promote students and/or staff involvement in civic or cultural activities may be advertised and promoted in District facilities if prior approval is obtained from the building administrator.

In cases where there is question regarding the appropriateness of a program(s), the building administrator will refer requests to the Superintendent of Schools or designee.

b. Commercial Products, Services or Activities

The use of products, services, or activities containing direct or indirect forms of advertisement are allowed in District facilities providing the primary use of such material is to provide a benefit to the school's curricular and/or extra-curricular program.

In cases where there are questions regarding the appropriateness of using commercial products, services, or activities or the advertisement and promotion of such items in the building, the building administrator will refer requests to the Superintendent of Schools or designee for a determination on an individual basis.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy revised: Oct. 19, 1981

Policy revised: Sept. 19, 1983

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

### School Fund Raising Guidelines

#### **Introduction**

Student Activity accounts are those funds which are owned, operated, and managed by organizations, clubs, or groups within the student body under the guidance and direction of faculty or staff members for educational, social, or cultural purposes. These organizations receive their funding through fundraising events, dues from student members, or contributions from other organizations. Student activity funds must be accounted for and reported in Fund 60, an Agency (Fiduciary) Fund, over which the District has custodial responsibility, not ownership. Acting as an agent, the District is responsible for maintaining records and properly accounting for the activity within the funds (student activity funds). The Wisconsin Department of Public Instruction requires that policies and controls over agency funds meet or exceed the requirements that govern other District funds, and that they be in writing and fully accessible to all parties involved with the administration of the funds.

These guidelines and procedures set forth the foundation for proper accountability and uniform handling of student activity fund accounts. Adherence to these guidelines and procedures is expected from all District staff and students. This policy replaces all prior publications regulating the administration of student activity funds including all earlier editions of the manual itself.

#### **Administration**

State of Wisconsin The authority to collect and administer student activity funds is directed by the State of Wisconsin. WI Statute 120.16(2) states, "The school district treasurer may receive money raised in extracurricular activities."

Wisconsin Statute 946.13 warns against conflicts of interest:

*"Private interest in public contract prohibited (1) any public officer or public employee who does any of the following is guilty of a Class E felony:*

*(a) In the officer's or employee's private capacity, negotiates or bids for or enters into a contract in which the officer or employee has a private pecuniary interest, direct or indirect, if at the same time the officer or employee is authorized or required by law to participate in the officer's or employee's capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the officer's or employee's part; or In the officer's or*

## Communication and Public Information

*employee's capacity as such officer or employee, participates in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part."*

Wisconsin Department of Public Instruction The Department of Public Instruction (DPI) states that "student activity funds consist of activities that revolve around a student organization" and "if it is not a student organization, it should not be classified as a student activity fund".

The dispersed nature of student activity funds and the diverse schools within the District's educational environment require structured controls on all activity fund accounts. In addition to written policies and procedures, the controls include establishing clear lines of authority and properly placed accountability.

- Board of Education – The Board of Education adopts policies to govern the establishment and operation of all activity funds. The District's auditors review these policies for sound accounting and reporting practices.
- Superintendent – The Superintendent has responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in District schools in accordance with the policies of the Board of Education.
- Business Officials – District Business Officials have overall responsibility for accounting for and reporting of all funds, including District and Student Activity Funds, to the Board. The Business Officials are also responsible for implementing and enforcing appropriate internal control procedures.
- School Principal – The Principal at each school site is designated as the student activity fund supervisor for that school's accounts. The Principal has overall responsibility for the operation of all activity funds, including collecting and depositing activity fund monies, approving disbursements and supervising the bookkeeping function. The Principal is a signatory to all disbursements, including checks drawn on the activity fund.
- Faculty Advisor – Each student organization is assigned a faculty advisor who is responsible for supervising all activities of the student club or organization. DPI specifically states that, "The faculty advisor is responsible for maintaining proper documentation to support the student activity fund records." The advisor's role is not to run the group, but to provide supervision and to facilitate student participation and decision-making. Faculty advisors must be employees of the District who are

## Communication and Public Information

assigned by and report to the activity fund supervisor (School Principal).

### **School Fund Raising Guidelines**

The following guidelines shall be followed by District employees and students who participate in fund raising. The guidelines are intended for application to school clubs and school related organizations who conduct fund raising projects where proceeds will be used to sponsor related costs of the activities of the club.

In addition to fund raising policies described in Board of Education policy and Student Code of Responsibilities and Rights, the following guidelines shall be adhered to:

- 1) Fund raising activities shall be conducted only after receiving approval of school principal and/or Superintendent. An "Application for Fund Raising Activity" form must be completed prior to each fund raising project unless:
  - a. the anticipated profit will not exceed one hundred dollars and this activity is limited to in-school sales, or
  - b. the activity is a student performance for which tickets are sold.
- 2) No professional fund raising company may be employed to conduct a fund raising campaign. The use of sales representatives who provide merchandise to schools for fund raising activities is permissible.
- 3) Solicitation for donations from local business establishments by school personnel shall be approved by the building administrator.
- 4) School newspapers, yearbooks, newsletter, websites, drama, music and athletic departments may solicit for advertisements.
- 5) Fund raising shall be limited to school clubs and groups which are approved by the school principal and have a faculty advisor from the school.
- 6) Any fund raising project with an anticipated profit goal in excess of one thousand dollars must receive the Superintendent of Schools' approval.
- 7) District accounting guidelines and procedures shall be followed to assure uniform handling of income and the disbursement of funds. The following shall be used:

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- a) Students and faculty advisors should assist in handling and accounting of funds. All income and disbursements must be processed through the school's bank account on a timely basis.
  - b) All funds shall be deposited in the school checking account. Excess funds accumulated in the checking account may be invested whenever expedient. If funds are invested, the specific fund raising activity shall receive direct credit of interest earned on investments by means of Certificates of Deposit in amounts not less than one thousand dollars for an investment period of at least ninety days. All Certificates of Deposit shall bear the name of the pertinent school as owner. Other excess club and activities monies in the school treasury may be invested in a daily interest savings account bearing no withdrawal restrictions. All interest monies earned through this source will be credited to a student treasury account to be used for school activity contingency purposes at the discretion of the school principal.
  - c) Receipts must be issued to individuals who purchase on a delayed delivery basis, i.e., poinsettias sold in November, delivered in December.
  - d) Supporting documents for all expenditures must be submitted with any request for payment. Such documents must be identified properly and be retained by the school office for review and audit.
- 8) The club and faculty advisor must prepare a final report for each fund raising activity. Intermittent status reports may also be requested by the school principal. The final report (see sample) must be submitted to the school principal within thirty (30) days of the conclusion of the fund raising activity or the last day of school for that school year (whichever occurs first). The school principal must personally review these reports and approve the final and/or intermittent reports. These reports must be kept available for possible review by authorized personnel.
  - 9) All funds raised by a specific club must be only used for activities of the club and may not be diverted to other school purposes or activities without the express approval of the student group involved in raising the funds.
  - 10) All funds shall be under the ultimate control of the School Principal/Director and are accounted for at the school site and administered in accordance with policies and guidelines established by the Chief Financial Officer and/or designee.

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- 11) Any funds remaining from a defunct club or activity at the termination of the group's functions shall be reported to the school principal for disposition upon his/her discretion consistent with the funds being used for school purposes. No club shall be considered defunct until one school/fiscal year has passed without activity of that group.
- 12) In the case of simultaneous fund raising activity requests within a building, preference will be given to that project that is most appropriate to the curriculum.
- 13) No fund raising activities shall occur during instructional time unless they are directly related to the curriculum.
- 14) The staff member in charge of the fund raising project is responsible for all phases of it. This includes ordering, receiving, storing, distributing, collecting and depositing money, paying for the product, and completing necessary forms with the School Principal.
- 15) Sales representatives from fund raising companies are to check in with the building principal prior to talking to any activity advisor, coach or school staff member. Sales people will be provided with guidelines that they are expected to follow while in the building.
- 16) The sale of extra food items during the designated meal period(s) in schools in which the nonprofit national school lunch and/or school breakfast program is in operation shall be restricted to those items recognized as making a contribution to the child's daily nutritional needs, and the proceeds there from shall be equitable to the benefit of the school's nonprofit food service account.

## Communication and Public Information

### Related Administrative Regulations:

- 1322 Soliciting of Funds at School
- 1323 Advertising and Promotions
- 3280 Gifts, Grants and Bequests
- 3310 Purchasing Guides
- 3313 Relationship with Vendors
- 3450 Monies in School Buildings
- 3541.32 Transporting Students in Private Automobiles
- 4116.3 Code of Ethics for Teachers
- 4116.4 Code of Ethics for Administrators
- 5141.1 Preamble to the Code of Students Responsibilities and Rights
- 6144.4 Political Campaigns
- 6152 Field Trip

The following forms can be found on the Employee Portal – Purchasing – Printed Forms:

- Application for Fundraising Activity
- Fund Raising Resume

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: May 16, 1983

Administrative Regulation revised: December 19, 1983

Administrative Regulation reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

Use of District Facilities

The District school buildings and grounds ("Facility" or "Facilities") and equipment ("Equipment") are primarily intended for the education of District students. In addition, it is the Policy of the Board of Education to cooperate with community organizations and agencies in making its Facilities available to serve the needs of youth in the District and community needs, so long as that use does not restrict regular academic, co-curricular or maintenance functions or conflict with the educational environment of the schools. A grant of the right to use a District Facility does not constitute an endorsement of or approval by the District of the activity, group, organization or agency ["Group(s)"] or the positions they advocate.

THE DISTRICT RESERVES THE RIGHT IN ITS SOLE DISCRETION TO DENY AN APPLICATION FOR USE OF THE FACILITIES OR TO CANCEL A PERMIT TO USE THE FACILITIES AT ANY TIME FOR ANY LAWFUL REASON.

**1. PRIORITY IN PERMITTING USE OF DISTRICT FACILITIES FOR SCHOOL AND COMMUNITY ACTIVITIES**

The Facilities shall be made available to school and community activities, in the following order of priority and as space allows. A District Administrator or Building Engineer must be present at all times when the Facilities are being used by an authorized Group.

**Group 1 - School Activity Groups**

School Activity Groups are Groups which hold activities sponsored by the District which are directly related to District educational programs or extracurricular programs, such as sporting events and school-sponsored clubs.

**Group 2 - School-Related and District-Related Activity Groups**

School-Related Activity Groups are Groups that relate to the schools, but which are not under direct sponsorship of the District.

**Group 3 - Non Curriculum-Related Student Groups**

Non Curriculum-Related Student Groups are Groups comprised of District students involving a subject matter: (i) which is outside the normal school curriculum, (ii) for which no prerequisite is required for participation, (iii) for which no academic credit is provided, and (iv) which is directed, controlled, conducted or regularly attended by students within the District.

#### **Group 4 - Community Groups**

Community Groups are non-profit Groups such as civic, religious and charitable organizations that intend to use district facilities for the benefit of the community.

#### **2. FEES FOR USE OF THE FACILITIES FOR SCHOOL AND COMMUNITY ACTIVITIES**

The fees for use of the Facilities and Equipment, if any, will be set by the Chief Financial Officer and approved by the Board of Education. The fees will be periodically reviewed by the Board to ensure that the District is recovering all reasonable costs from Users. Fair market value will be taken into consideration when setting fees.

#### **3. APPLICATION PROCESS**

A Group requesting to use a District Facility or District Equipment shall complete and return an External or Internal Permit Application Form ("Application") signed by the adult responsible for the activity ("Responsible Adult"). The Group and its Responsible Adult must agree to comply with the Terms of Use included with the Application. The Group and its Responsible Adult shall assume responsibility for, and compensate the District for, any damage done to a Facility or to Equipment during the period of usage, and will indemnify and hold harmless the District, Board of Education and its officers, agents, administrators, students and employees from any and all claims, losses, or damages of any kind, nature or description arising out of the use of any of the School Facilities or Equipment. The Responsible Adult shall be required to supervise the Group participants and shall have adult staff on site whenever youth are present.

The District's fee schedule will be included within the Application and shall identify the reasonable charges, as determined by the Board, which shall be paid by a Group granted the right to use the Facilities and/or Equipment to offset the District's costs.

#### **4. USE OF FACILITIES BY FOR-PROFIT ENTITIES**

The Facilities are not generally available for use by for-profit entities. The District has the sole discretion whether to permit a for-profit entity to use the Facilities. The District's determination regarding whether to permit a for-profit entity to use the Facilities shall be conclusive and binding. Any for-profit entity

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which is granted permission to utilize a Facility must agree to enter into a separate written agreement with the District which contains such terms, conditions and limitations as the District may require. The decision to grant a for-profit entity the right to utilize the Facilities does not require the District to grant access to businesses in competition with the for-profit entity. Rates for use of the Facilities by for-profit entities will be negotiated between the parties.

### 5. USE OF THE FACILITIES FOR PERSONAL EVENTS

The Facilities are not generally available for use for personal events including but not limited to birthday parties, showers, weddings, and pool parties. In order to obtain the right to use the Facilities for a personal event, you must seek and obtain the advance written approval of the District Facilities & Operations Director or designee.

### 6. BEFORE OR AFTER SCHOOL CHILD CARE PROGRAMS

Any person or Group applying to use a Facility for before or after school child care shall follow the procedures set forth in State Statute 120.125. Applications for use of a Facility for before or after school child care programs shall be submitted to the District Facilities Department. The District shall have the right to grant or deny that application in its sole discretion. If an applicant is granted the right to utilize a Facility for a before or after school child care program, the Applicant shall be required to enter into a written agreement with the District which sets for the terms and conditions upon which the District will agree to grant access to the Facility.

Legal Reference: Wisconsin Constitution, Article (a), Section 24  
 Wisconsin State Statute 120.125  
 Wisconsin State Statutes 120.13(17), (19) and (21).

Policy adopted: February 14, 1977  
 Policy revised: May 18, 1987  
 Policy edited: July 15, 1996  
 Policy revised: December 16, 1996  
 Policy revised: August 17, 1998  
 Administrative Regulation modified:

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Guidelines for Use of District Facilities

- 1) General Guidelines for Use of School facilities and grounds (“Facilities”) and school property (“Property”)
  - a) **Terms of Use:** In order to use a Facility or Equipment, the Group and its Responsible Adult must agree to abide by the Terms of Use set forth in the Internal and External Application Forms (“Application”).
  - b) **Prohibited Substances:** The possession and use of alcohol, tobacco, intoxicants and controlled substances or any illegal substances at District Facilities is strictly prohibited.
  - c) **Condition of Facilities and Equipment:** Users of District Facilities and Property are expected to leave the Facilities and Property in the same condition as they were found. Any Group which fails to leave the Facilities and Property in the same condition as they were found shall be charged custodial costs necessary to restore the Facilities to their original condition. Any damage to District Property shall be the responsibility of the Responsible Adult of the Group using that Property.
  - d) **Insurance Coverage:** All Groups which are granted a permit or other right to use the Facilities (“Authorized User”) are required to obtain insurance in amounts specified in the Application sufficient to cover bodily injury, property damage, products liability claims and claims related to the sale or provision of food and/or beverages. Before using a Facility, an Authorized User must provide to the District a Certificate of Insurance naming the District as an additional insured. The Authorized User’s insurance coverage must remain in force and effect for the entire time period during which the Authorized User has a permit to use the Facilities.
  - e) **Safety:** The Chief Financial Officer or his or her designee shall have the right to impose any rule that may be necessary for the safety of the Facilities and their occupants.
  - f) **Fees:** The Chief Financial Officer shall set the rates for use of the Facilities, custodial expenses and other charges. Such costs shall be periodically reviewed by the Board to insure that all District costs are recovered from users and that the fees are reasonable. Fees and regulations for the current fiscal year are detailed in the Application for Facility Usage Permit. The

## Communication and Public Information

Application may be obtained through the Facilities Management Department, at each school facility and on the District Website.

- 2) **Order of Priority in Use of District Facilities.** Requests for use of the Facilities will be considered on an individual basis following the order of priority set forth in the School Facilities Policy 1330. Examples of the types of Groups which fall with the order of priority for use of District Facilities is set forth below:

- a) **Group 1 - School Activity Groups.** School Activity Groups shall have First Priority over all other groups with regard to use of the Facilities.

**Examples:**

- Band concerts.
- School Sponsored after-school clubs.
- School sports team games and practices.

**Fees:** No charge will be applied to Group 1 activities.

- b) **Group 2 - School-Related and District-Related Activity Groups.** School-Related Activity Groups will have second priority with regard to use of Facilities.

**Examples:**

- Parent-Teacher groups.
- Booster groups.
- Regularly scheduled Boy Scout Meetings/ Girl Scout Meetings (provided, however, that special events such as fundraising and pinewood derby events will be subject to Group 3 rates in light of the extra custodial services required for these events beyond those custodial services customarily needed for a regular meeting).
- 4-H.
- Municipal park and recreation departments within the District.
- An Employee Group defined as a group composed entirely of school employees.

**Fees:** Generally, no charge will be applied to Group 2 activities unless, in light of the nature of the event, extra custodial services are required beyond those custodial services customarily needed for a regular meeting.

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- c) **Group 3- – Non Curriculum-Related Student Groups.** Non-Curriculum-Related Student Groups have third priority with regard to use of the Facilities.

**Examples:**

- Non-school sponsored youth athletic activities.

**Fees:** Group 3 applicants will be charged the District rates set forth in the External Application for use of the Facilities or Equipment.

- d) **Group 4 – Community Groups.** Community Groups have Fourth Priority with Regard to Use of the Facilities.

**Examples:**

- civic organizations
- charitable organizations
- religious organizations
- cultural organizations
- private recreational groups

**Fees:** Group 4 applicants will be charged the District rates set forth in the External Application.

- 3) **Use of Facilities By For-Profit Entities:** The Facilities are not generally available for use by a for-profit entity unless that entity is granted the right to use the Facilities pursuant to a written agreement, at rates negotiated between the parties.
- 4) **Procedures for Obtaining Permit to Use the School Facilities on a Recurring Basis.**
- a) Groups applying to use District Facilities on a recurring basis during the time period of July 1 and June 30 for the upcoming school year must complete and submit an Internal or External Facility Use Application Form along with the required Certificate of Insurance between May 1 and May 15 of the preceding school year.
- b) Returning groups which submit applications between May 1-15 to use the District Facilities will be given priority consideration for use of the same facilities they used during the previous school year, subject to their Group Priority number.

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### 5) **Procedures for Obtaining a Permit to Use of School Facilities after May 15 of the preceding school year.**

- a) Permit applications filed after May 15 of the preceding school year will be processed on a first come, first served basis, based upon their Group Priority number.
- b) At least thirty (30) days in advance of the proposed date of use, Applicants must complete and submit an Internal or External Application along with the required Certificate of Insurance. Application forms are available at the Facilities Management Department, at each school facility and on the District Website. The completed Application should be returned following the instructions set forth in the Application.
- c) The principal or Facilities Management Director will review a group's application and determine whether the requested Facility is available at the desired date and time. The Group will receive a response to an Application within twenty (20) days of submission.

### 6) **Billing for Use of Facilities:**

Groups will be billed the month following the use of the Facilities at their applicable rates. The bill will be sent to the person listed as the Responsible Adult on the Application. That Responsible Adult will be required to make payment to the District. The District may require advance payment when deemed in the best interest of the District.

### 7) **Denial or Cancellation of Use**

The Board of Education reserves the right to deny or cancel a permit for the use of the District Facilities in its sole discretion.

Legal Reference:     Wisconsin Constitution, Article a, Section 24  
                               Wisconsin State Statute 120.13  
                               Wisconsin State Statute 120.125

Administrative Regulation approved:     December 16, 1996  
 Administrative Regulation edited:       September 14, 1999  
 Administrative Regulation reviewed:     June 21, 2004  
 Administrative Regulation modified:

## Communication and Public Information

### Public Records

#### Definition of "Record"

"Record" is defined by Wisconsin's Public Records Law and means any materials on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, records, tapes (including computer tapes) and computer printouts.

"Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

#### Legal Custodians of Records

The following persons are the legal custodians for records pertaining to their offices or departments. The offices are located at the Racine Unified School District Administrative Service Campus, 3109 Mt. Pleasant Street, Racine, Wisconsin.

#### Custodian

Superintendent of Schools  
 Chief Financial Officer  
 Director, Standards, Assessment and Accountability  
 Executive Director, Human Resources  
 Director, Support Services  
 Board members for their respective offices

The legal custodians have the full legal power to carry out responsibilities under this policy, administrative regulations and the public records law. In their absence their designees may act on their behalf in these matters. Legal custodians should have access to and read s.19.31-39, Wisconsin Statutes. Each individual Board member is the legal custodian of the records of the Board member's office.

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### Custody and Delivery of Official Property

Each officer and employee of the school district shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of and which he or she may be lawfully entitled as such officers or employees.

Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt thereof to the officer or employee, who shall file said receipt with the school district clerk. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

### Public Records Notices

The notice to the public regarding access to public records shall be permanently posted as follows:

1. On the bulletin board of each school's administrative office(s), in plain sight to the public.
2. At or near the main entrance of the school in plain sight to the public.

### Public Access To Records; Fees

Any person has a right to inspect a record and to make or receive a copy of any record as provided in s.19.35(1) of the statutes.

Public records will be available for inspection and copying during all regular office hours: 7:30 a.m. - 4:30 p.m., Monday-Friday at the Racine Unified School District Administrative Service Campus located at 3109 Mt. Pleasant Street ,Racine, Wisconsin.

Student records can be inspected and copied at the school during normal school hours.

A requester shall be permitted to use facilities comparable to those available to District employees to inspect, copy or abstract a record.

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The legal custodian may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged, if redaction is required, or if direct inspection is disruptive to the operations or interests of the District or would lead to the disclosure of nondisclosable information.

A requester shall be charged a fee for the cost of complying with a request for public records as follows:

1. The fee for photocopying shall be as stated on the public record fee list or an amount not to exceed the actual, necessary and direct cost of reproduction.
2. If the form of a record does not permit copying, the actual and necessary cost of photocopying, photographic processing or other form of reproduction shall be charged.
3. The cost of providing a copy of other records not in printed form on paper, such as films, a computer printout, CDs and audio or video tapes shall be charged as provided by the public record fee list or an amount not to exceed the actual, necessary and direct cost of reproduction.
4. If mailing or shipping is necessary, an amount not to exceed the actual, necessary and direct cost thereof shall also be charged.
5. There shall be no charge for locating a record unless the actual cost therefore exceeds \$50.00 in which case the actual cost shall be determined by the legal custodian and billed to the requester.
6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
7. Labor costs may be charged in accordance with the public record fee list or an amount not to exceed the actual, necessary and direct cost of labor.
8. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
9. The legal custodian may provide copies of a record without charge or at a reduced charge where the custodian determines that waiver or reduction of the fee is in the public interest.

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### Access Procedures

A request to inspect or copy a record shall be made to the legal custodian or deputy. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length or time represented by the record does not constitute a sufficient or reasonable request. No request for public records may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if the record is kept at a private residence or if security reasons or federal law so dictate, identification may be required. Mail requests may not be denied unless a prepayment fee is required.

Each legal custodian, upon written request for any record, shall, as soon as applicable and without delay, either fill the request or notify the requester of the authority's denial.

A request for a record may be denied as provided by s.19.36 of the Statutes. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under s.19.37(1) of the Statutes, or upon application to the Attorney General or the District Attorney.

Request for records made at the school building level shall be referred to the Superintendent of Schools or appropriate legal custodian for proper dispensation.

### Limitations On The Right To Access

1. Records or information contained in those records may be exempt from public access based on state or federal statutes, common law or when the public's interest in nondisclosure of the information outweighs the public's interest in disclosure.

If a record contains both information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and redact the information that may not be made public from the record before release.

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The legal custodian is authorized and encouraged to consult with the District's legal counsel in making such determinations. The legal custodian shall follow the procedures listed in the section, "Access Procedures," and in s.19.35(4) of the Statutes when the access to a record in whole or part, is denied.

### Notice to Employees

The legal custodians of records, their authorities and responsibilities as described in this administrative regulation shall be disseminated to employees of the District entrusted with records subject to the legal custodian's supervision. Requests for access to records shall be referred to the legal custodian or, in the case of student records, to the school principal. The legal custodian will determine whether a record of the District must be made available for inspection or copying by a requester, or whether the request may be denied.

Legal Reference: Wisconsin Statute, Section 19.21 through 19.39

Administrative Regulation adopted:	December 20, 1982
Administrative Regulation revised:	February 21, 198
Administrative Regulation revised:	August 3, 1987
Administrative Regulation revised:	April 2, 1990
Administrative Regulation edited:	September 18, 1995
Administrative Regulation edited:	July 15, 1996
Administrative Regulation modified:	

## Communication and Public Information

Access to School Materials/Public Records

The following procedures have been developed to assure compliance by the District with the Public Records Law.

Public records shall be made available for inspection and reproduction. No outside person or organization shall be granted exclusive access to, or control over, the materials made available to it.

Public records shall be available for inspection and reproduction at the Administrative Service Campus. Copies of Board meeting agendas and supportive material will also be available for review at the Racine Public Library.

The following positions are designated as the legal custodians for records under their control:

Superintendent of Schools – Board minutes, policies and documents submitted to the Board; all records of general administrative application

Chief Financial Officer – business and financial

Director, Standards, Assessment and Accountability – records of instructional nature/achievement data

Executive Director, Human Resources – employee records

Director, Support Services – student records

Board member – individual Board member records

All requests should be made to the Office of Superintendent of Schools and should reasonably describe the record and contain a reasonable limitation as to subject matter or length of time covered by the record. An individual Board Member shall serve as the individual custodian of the records of his or her office.

Public records can be requested, inspected and copied during normal working hours (7:30 a.m. to 4:30 p.m., Monday-Friday) at the Administrative Service Campus, 3109 Mt. Pleasant Street, Racine, Wisconsin.

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Student records can be inspected and copied at the school during normal school hours.

The Superintendent of Schools' office will forward such request to the appropriate custodian and arrange for the inspection and copying of the record if requested.

Cost for complying with a request for records will be established by the Chief Financial Officer. Those costs may not exceed the actual, necessary and direct cost of complying with the request for records.

Notice of this policy and administrative implementation of such will be posted according to law.

Legal Reference: Wisconsin Statute, Section 19.21 through 19.39

Policy adopted: February 14, 1977

Policy revised: December 20, 1982

Policy revised: August 3, 1987

Policy edited: September 18, 1995

Policy reviewed: July 15, 1996

Administrative Regulation modified:

## Communication and Public Information

Records Retention Guidelines

This guideline was developed to assist personnel in the retention, destruction, preservation and transfer of records of the School District to the Historical Society. Items described in these guidelines are accompanied by a required retention period. This retention schedule was approved by the State of Wisconsin Public Records Board in May 2010, and is a minimum period of time the documents must be kept.

Contingent on restrictions on record destruction contained in s.19.35 WI Stats., (Open Records Law), and that no records be destroyed if litigation involving these records has commenced.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted:	April 13, 1987
Administrative Regulation revised:	July 15, 1991
Administrative Regulation edited:	September 18, 1995
Administrative Regulation reviewed:	July 15, 1996
Administrative Regulation modified:	

## Communication and Public Information

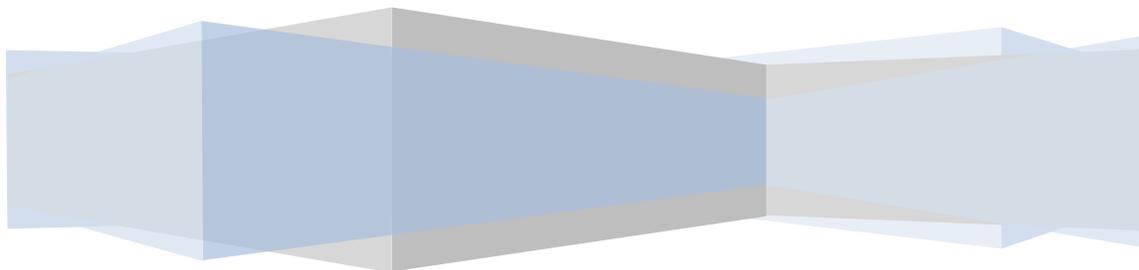
# Wisconsin Records Retention Schedule for School Districts

—Covers both hard copy and electronic records—

May 2010



Wisconsin Department of Public Instruction  
Tony Evers, State Superintendent  
Madison, Wisconsin



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## Wisconsin Records Retention Schedule for School Districts

### Introduction

School districts accumulate thousands of pages of records every year—records that soon become obsolete. Questions arise frequently regarding records retention, destruction, and the interpretation of statutes relating to transfer of records. In response to requests for assistance, the state superintendent has revamped this document to examine the issues of records retention and development of strategies for handling records common to all school districts. **The retention periods listed cover both hard copy and electronic records.**

Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records. A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the Wisconsin State Historical Society, which shall preserve any records it determines to be of historical interest. The Wisconsin State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than the current year plus six years unless a shorter period of time is fixed by the Public Records Board under s. 16.61(3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

Section 19.21(6) of the Wisconsin statutes states the following:

- School districts may provide for the destruction of obsolete school records except for pupil records under s. 118.125. However, prior to any destruction, at least 60 days' written notice must be given to the Wisconsin State Historical Society. The prior notice requirement enables the preservation of school records determined by the Wisconsin State Historical Society to be of historical interest. The Wisconsin State Historical Society may waive the notice requirement.
- The period of time a school district record must be kept before destruction must not be less than seven (7) years, unless a shorter period of time is fixed by the Public Records Board.
- This Wisconsin School District Records Retention Schedule (WSDRRS) provides recommended retention periods for records common to all school districts, denotes records of historical importance, and describes a process for transfer of records to the Wisconsin State Historical Society as well as a procedure whereby the Wisconsin State Historical Society may waive the notice requirement.

School districts that adopt the WSDRRS will find the retention, destruction, and transfer of records to the Wisconsin State Historical Society more manageable.

Adoption of the WSDRRS will:

- Enable disposal of some records in less time than the seven years generally required by the statutes;
- Provide guidance regarding those school district records that should be preserved locally or are of interest to the Wisconsin State Historical Society; and
- Eliminate paperwork for both the school district and the Wisconsin State Historical Society.

**District Options:** The Schedule serves as a guidepost against which to check the individual needs of each school district. A school district may adopt the entire Schedule, individual sections, or a modified version. The Public Records Board along with the Wisconsin Department of Public Instruction recommends that school districts adopt the WSDRRS and submit the Notification Form to the Wisconsin State Historical Society.

**Retention of records applies to both hard copy and electronic formats.** Additional information about electronic records is covered in **Section 7, Electronic Records** of this document.

### To Adopt the Schedule

School districts are advised to adopt the Schedule even though they may not have all the records listed in it. A school district may adopt the entire schedule, individual sections, or a modified version. A school district may develop a Schedule with different retention periods from those listed. For records to be retained less than seven years, the school district may not adopt a retention period shorter than that indicated in the Schedule without the approval of the Public Records Board. A new Schedule, or list of modifications, must be sent with the Notification Form. Specific school district records can be listed in **Section 6, Miscellaneous Records**. An adopted Schedule becomes the district's policy on record retention, destruction, and local preservation and/or transfer of records to the Wisconsin State Historical Society.

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## Communication and Public Information

Date Adopted By School District:				
Date First Issued:		Revised Date:		
1.0 Administrative Records				
1.1.0 School Board Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.1.1	School Board Meeting Minutes and Agenda Packets ***	Permanent	X	District Administrator
1.1.2	School Board Committee Meeting Minutes	Permanent	X	District Administrator
1.1.3	Citizens Advisory Committee Meeting Minutes	3 years	X	Administrative Staff Designee
1.1.4	Management Team Meeting Minutes	3 years		District Administrator
1.1.5	Reports to the School Board	3 years	X	District Administrator
1.1.6	School Board Policies and Procedures	Until superseded	X	District Administrator
1.1.7	School Board Correspondence	3 years		District Administrator
1.1.8	Management Guidelines	Until superseded	X	District Administrator
1.1.9	Legal Opinions	7 years	X	Requester
1.1.10	Notice of Meetings	7 years		District Administrator
1.1.11	Petitions	7 years	X	District Administrator
1.1.12	Referendum Results	Permanent	X	Business Office
1.1.13	Complaints to the School Board	3 years		District Administrator
1.1.14	Newsletters/Bulletins	1 year	X	Author
1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	3 years	X	Author
1.1.16	Management Correspondence/Memos	1 year, unless subject to complaint, or lawsuit, or is a record type that requires longer retention.		Author
1.1.17	Election Notices	2 years following the elections		Business Office
1.1.18	Election Petitions	2 years following the elections		Business Office
1.1.19	Election Poll Lists	2 years following the elections		Business Office
1.1.20	Election Tally	2 years following the elections		Business Office
1.1.21	Election Tally Books and Returns	2 years following the elections		Business Office
1.1.22	Election Canvassing	10 years following elections		Business Office
1.1.23	Election Registrations	2 years following voter registration		Business Office

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1.0 Administrative Records				
1.2.0 Building and Grounds Record		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.2.1	School District boundaries (and Plats) (including acknowledgments of changes)	Permanent	X	Business Office
1.2.2	Architecture Building Blueprints	Life of building	X	Building & Grounds
1.2.3	Building and Site Data Books	Permanent		-----
1.2.4	Tools and Equipment Inventory	Retain until superseded		Buildings & Grounds
1.2.5	Specification	Life of building		Buildings & Grounds
1.2.6	Building Permits	6 years after acceptance		Buildings & Grounds
1.2.7	Electrical Information	Life of building		Buildings & Grounds
1.2.8	Maintenance Requests	1 year		Buildings & Grounds
1.2.9	Abstract/Deeds/Title Papers/Mortgages	Permanent		Business Office
1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Permanent		Buildings & Grounds
1.3.0 Transportation Records				
1.3.1	Parent or Other School District Transportation Contracts	6 years		Business Office
1.3.2	Bus Transportation Contract	4 years after expiration		Business Office
1.3.3	Field Trip Permission Request	1 year		Business Office
1.3.4	Financial Statement for Out-of-District Field Trips	1 year		Business Office
1.3.5	Bus Rules/Policy	Until superseded		Business Office
1.3.6	Bus Route Listing	4 years		Business Office
1.3.7	School Bus Accident Report	7 years		
1.3.8	Pupil Transportation Report	7 years		
1.4.0 Statistical Records				
1.4.1	Wisconsin School Directory update (PI-1280) & Verification of Private Schools Within Public District (PI-1201)	1 year		District Administrator
1.4.2	Pupil Nondiscrimination and Educational Equity Report (PI-1197B)	7 years		District Administrator
1.4.3	Fall Staff Reports (PI-1202)	3 years		District Administrator
1.4.4	School District Statistical Report (PI-1203)	7 years		District Administrator

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## Communication and Public Information

<b>1.0 Administrative Records</b>				
<b>1.5.0 Program Applications/Evaluations</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
1.5.1	ESEA Consolidated Application (PI-9550)	5 years		Instructional Services
1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	7 years		Instructional Services
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years		Instructional Services
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years		Human Resources
1.5.5	Application – Alcohol/Traffic Safety Chapter 20	5 years		
1.5.6	Carl Perkins Basic Grant Application (PI-1303)	5 years		Instructional Services
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years		Instructional Services
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years		Instructional Services
1.5.9	Summer School Program Report – ITP Summary (PI-1805)	5 years		Instructional Services
1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	5 years		Instructional Services
1.5.11	Title I Comparability Report (PI-1753)	7 years		Instructional Services
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years		Student Services
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years		Student Services
1.5.14	State AODA Grants End of Year Report	5 years		Student Services
1.5.15	Annual Report for Children at Risk Program (PI-2375) (when identified)	5 years		Student Services
1.5.16	Course Offerings Report ( PI-1215)	7 years		Instructional Services

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<b>2.0 Finance Records</b>				
<b>2.1.0 Purchasing/Payroll Records</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
2.1.1	Purchase Requisition	1 year		Business Office
2.1.2	Purchase Orders	3 years		Business Office
2.1.3	Bids & Contracts	3 years		Business Office
2.1.4	Performance Guarantee/Warrant of Vendor	Until expiration of the warranty		Business Office
2.1.5	Vacation/Personal Leave Records	3 years from time of record creation		Human Resources
2.1.6	W-2 Forms	7 years		Business Office
2.1.7	W-4 Forms	4 years		Business Office
2.1.8	Social Security Report	7 years after retirement		Business Office
2.1.9	Retirement Reports	7 years after retirement		Business Office
2.1.10	Enrollment Cards	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.11	Disability Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.12	Life Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.13	Health/Dental Insurance	Maintain 7 years after retirement, resignation or termination.		Human Resources
2.1.14	Tax Sheltered Annuity	Maintain 7 years after retirement		Human Resources
2.1.15	United Way Contributions	1 year		Business Office
2.1.16	Union Dues	Current year		Business Office
2.1.17	Payroll Distribution Report	4 years		Business Office
2.1.18	Payroll Deduction Report	4 years		Business Office
2.1.19	Additional Pay Authorization Forms	4 years		Business Office
2.1.20	Insurance Reports and Bills	7 years after date of retirement, resignation or termination.		Human Resources
2.1.21	Absence Report/Time Sheets	7 years after date of retirement, resignation or termination		Human Resources
2.1.22	State and Federal Tax Reports	4 years		Business Office
2.1.23	Stop Payments	4 years		Business Office
2.1.24	Cancelled Payroll Checks	4 years		Business Office

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## Communication and Public Information

2.0 Finance Records				
2.2.0 Accounting/Budget Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.1	Budget Report (PI-1504)	Permanent		Business Office
2.2.2	Annual Report (PI-1505)	Permanent		Business Office
2.2.3	Annual Report Calendar (PI-1505 Calendar)	1 year		Business Office
2.2.4	Annual Report (Aid Certification Data) (PI-1505-AC)	Permanent		Business Office
2.2.5	Special Education Fiscal Report--Annual (PI-1505-SE)	Permanent		Business Office
2.2.6	Special Education Fiscal Report Budget (PI-1505-SE Budget)	1 year		Business Office
2.2.7	Audited Annual Report (Aid Certification Data) (PI-1506-AC)	1 year		Business Office
2.2.8	Financial Audit Statement (PI-1506)	Permanent		Business Office
2.2.9	Regular Tuition Reports (PI-1514)	Permanent		Business Office
2.2.10	Summer School (PI-1804)	1 year after audit		Instructional Services
2.2.11	Annual Budget Report (DPI)	Permanent		Business Office
2.2.12	Annual Audit Reports	Permanent		Business Office
2.2.13	Disbursement and Receipt Journal	7 years		Business Office
2.2.14	General Ledger -- All Funds	7 years		Business Office
2.2.15	Fund Ledger Cards	7 years		Business Office
2.2.16	Canceled General Voucher Checks	7 years		Business Office
2.2.17	Monthly Bank Statements	7 years		Business Office
2.2.18	Monthly Reconciliation Ledger	7 years		Business Office
2.2.19	Bank Deposit Receipts	7 years		Business Office
2.2.20	District Equalization Valuation Report	7 years		Business Office
2.2.21	State Aid Computation Cards (PI-1519)	7 years		Business Office
2.2.22	Tax Levy Certification (PI-401)	7 years		Business Office
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years		Business Office
2.2.24	Pupil Transportation (PI-1547)	7 years		Business Office
2.2.25	Common School Fund Voucher	7 years		Business Office
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years		Business Office
2.2.27	Outstanding Long-Term Indebtedness Statements/Notification	Permanent		Business Office

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2.0 Finance Records				
2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.27.1	Long-Term Bonds	Permanent		
2.2.27.2	Long-Term Notes	Permanent		
2.2.27.3	Short-Term Notes	Permanent		
2.2.27.4	Approved State Trust Fund Application	Permanent		
2.2.27.5	Land Contracts	Permanent		
2.2.27.6	Certificate of Bond Sale	Permanent		
2.2.27.7	Schedule of Bond Retirements	Permanent		
2.2.28	Canceled Bonds of Indebtedness and Interest	7 years		Business Office
2.2.29	Invoices	7 years		Business Office
2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	3 years		Athletic Director
2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	3 years		Athletic Director
2.2.32	Insurance Policies	7 years		Business Office
2.2.33	Damage and Loss Reports	7 years		Business Office
2.2.34	<b>Food Service Records</b>			Food Service
2.2.34.1	Application/Agreement/Policy Statements for Food and Nutrition Programs	5 years		Food Service
2.2.34.2	Applications for Free and Reduced Price Meals	5 years		Food Service
2.2.34.3	Joint Agreement/Vendor -- Management Company Verification Summary/Documentation	Current fiscal year plus 4 years		Food Service
2.2.34.4	Daily Participation Record (by building)	Current fiscal year plus 4 years		Food Service
2.2.34.5	Daily Participation Record (by district)	Current fiscal year plus 4 years		Food Service
2.2.34.6	Menus/Production Record (lunch and breakfast)	Current fiscal year plus 4 years		Food Service
2.2.34.7	Claim Worksheet for NSL, SB, SMP, WMMP, EEN (PI-1409)	Current fiscal year plus 4 years		Food Service
2.2.34.8	Donated Food Distribution Program Monthly Inventory Records	Current fiscal year plus 4 years		Food Service
2.2.34.9	A la Carte, Lunch Breakfast, ½ -Day Kindergarten	Current fiscal year plus 4 years		Food Service
2.2.34.10	Milk Program Sales Records	Current fiscal year plus 4 years		Food Service
2.2.35	Grant Applications -- Successful ++	5 years		Business Office/Instr. Services
2.2.36	Grant Applications -- Unsuccessful	1 year		Initiating Department
2.2.37	State Tuition Claim (PI-1524)	1 year after audit		Business Office

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## Communication and Public Information

<b>2.0 Finance Records</b>				
<b>2.2.0 Accounting/Budget Records (cont'd)</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
2.2.38	Tuition Claim for non-Residents	1 year after audit		Business Office
2.2.39	Summer School (PI-1804) (Electronic)	1 year after audit		Instructional Services
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent		Business Office
2.2.41	Group and Foster Home FTE Log (PI-1589)	5 years		Business Office
2.2.42	Mentoring Grant for Initial Educators (PI-1640)	7 years		Instructional Services
2.2.43	Peer Review and Mentoring Grants (PI-1653)	7 years		Instructional Services
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent		Human Resources
2.2.45	National School Lunch PROV 2 Contract	4 years		Food Service
2.2.46	School Food Authority-Civil Rights Compliance Self Evaluation Form—National School Lunch (PI-1441)	4 years		Food Service
2.2.47	USDA Commodity Distribution Program Complaint Form (PI-6005)	Filed only when complaint has been received. Keep records for 4 years beyond that.		Food Services

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<b>3.0 Personnel Records</b>				
<b>3.1.0 Employee Records</b>		<b>Retention Period*</b>	<b>Historical Value**</b>	<b>Suggested Keeper of the Records</b>
3.1.1	Teaching Certificates (Including permits and certifications)	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.2	Transcript of College Credit	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.3	Certified Staff Certificates of Previous Experience	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.4	Evaluation Records	6 years after date of retirement, resignation, or termination		Human Resources
3.1.5	Individual Teaching Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.6	Other Individual Employment Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.7	Applications (Hired)	6 years after date of retirement, resignation, or termination		Human Resources
3.1.8	Applications (Not Hired)	3 years		Human Resources
3.1.9	Immigration and Nationalization Services INS-9 Forms	3 years from date of hire, or one year after termination, whichever is later		Human Resources
3.1.10	Staff Accident Reports	5 years after settlement		Human Resources
3.1.10.1	Injury Claims	5 years after settlement		Human Resources
3.1.10.2	Workers Compensation	5 years after settlement		Human Resources
3.1.10.3	Public Liability	5 years after settlement		Human Resources
3.1.10.4	Settlements	7 years after settlement		Human Resources
3.1.11	Medical Records	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.1	Physical Examinations	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.2	TB Tests	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.12	Health & Dental Insurance Waivers	3 years after date of retirement, resignation or termination		Human Resources
3.1.13	Affirmative Action Files	7 years		District Administrator
3.1.14	Arbitration Decisions – Negotiator	7 years		Human Resources

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## Communication and Public Information

3.0 Personnel Records				
3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.15	Athletic Activity Contracts	6 years after date of retirement, resignation or termination.		Human Resources
3.1.16	Classification Studies – Description of job duties of individual school district positions.	6 years from creation		Human Resources
3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	6 years after final settlement of claim		Human Resources
3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	3 years after job has been filled		Human Resources
3.1.19	Employee Deficiency/Termination Reports	6 years after retirement, resignation, or termination		Human Resources
3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years		Human Resources
3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	6 years after retirement, resignation, or termination.		Human Resources
3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	10 years after date of settlement.		Human Resources
3.1.23	Insurance Certificates and Policies	6 years after expiration		Human Resources
3.1.24	Insurance Premium Reports	6 years from date of creation		Human Resources
3.1.25	Insurance Working Files	6 years from date of creation		Human Resources
3.1.26	Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	Permanent		Human Resources
3.1.27	Labor Union – Disputes	Permanent		Human Resources
3.1.28	Labor Union – Negotiations Minutes	Permanent		Human Resources
3.1.29	Non-Union Salary Determination – Annual salary schedules for all non –union employees.	6 years after expiration		Human Resources
3.1.30	OSHA – Employee Accident Reports	3 years beyond date of accident		Human Resources
3.1.31	OSHA – Employee Exposure Records+++ Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation, or retirement		Human Resources

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3.0 Personnel Records				
3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.32	OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	30 years after termination, resignation, or retirement		Human Resources
3.1.33	Performance of Work Contracts	6 years after action completed		Human Resources
3.1.34	Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointments/promotion, termination/resignation	6 years after date of retirement, resignation, or termination		Human Resources
3.1.35	Personnel files – Summer School Applications/contracts and miscellaneous correspondence for summer employment.	6 years after date of retirement, resignation, or termination		Human Resources
3.1.36	Personnel and Promotion List	6 years or until superseded		Human Resources
3.1.37	Position Recruitment File – Relating to posting, recruitment, selection, and appointment to each position.	6 years after date of recruitment		Human Resources
3.1.38	Requisition for Personnel – Request for personnel to fill job vacancies.	Retain until 6 years after job is filled or the requisition is cancelled		Human Resources
3.1.39	Substitute Teacher Reports	3 years from date of hire		Human Resources
3.1.40	Unemployment Claims/Compensation Claims for unemployment	6 years after date of claim		Business Office
3.1.41	Summons/Pleadings, Other Legal Documents	7 years		Human Resources
3.1.42	Notices of Claims	7 years		Business Office
<b>Further Considerations</b>				
The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer—administered aptitude tests, and physical examination records				
Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.				

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## Communication and Public Information

4.0 Student Records				
4.1.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.1.1	Enrollment or Registration Forms	Date of Withdrawal plus 7 years.		
4.1.2	Home Language Reports – Civil Rights Information	1 year after student graduates or leaves school system, unless extended by consent.		Instructional Services
4.1.3	Listing of Disclosure and Transfer of Student Records	5 years after student graduates or leaves school system.		Instructional Services
4.1.4	Nonresident Pupil Attendance Application/Agreement	5 years after student graduates or leaves school system.		Business Office
4.1.5	Athletic Records—Team results, participation, contracts, transportation records, etc.	5 years after student graduates or leaves school system.		Athletic Director
4.1.6	Accident Reports—Student Originating during school year and on school buildings or grounds.	1 year after student graduates or leaves school system, unless extended by consent.		Student Services
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year		Instructional Services
4.1.8	Driver Education Program Application ( PI-1709)	7 years		Business Services
4.1.9	Home Based Education Application (PI-1206)	7 years		
4.1.10	January Pupil Membership Report (PI-1563) September Pupil Membership Report(PI-1563)	7 years		Business Office
4.1.11	Pupil Count Youth Challenge Academy (PI-1563 YCA)	7 years		Business Office
4.1.12	Pupil Nondiscrimination and Educational Equity Report (PI-1197-B)	7 years		Student Services
4.1.13	Five-Year School Self-Evaluation Summary for Status of Pupil-Nondiscrimination (PI-1198)	7 years		Student Services
4.1.14	Teacher Grade Books	1 year after entry of grades in cumulative record.		Student Services
4.1.15	Teacher Attendance Records	1 year after entry of grades in cumulative record.		Student Services
4.1.16	Lesson Plans	Until no longer of administrative value		

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4.0 Student Records				
4.2.0 Progress Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.2.1	Student Progress Records	5 years after student graduates or leaves the school system		School Based
4.2.1.1	Middle School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.2	Scholastic School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.3	Student Grades	5 years after student graduates or leaves the school system		School Based
4.2.1.4	Courses Taken	5 years after student graduates or leaves the school system		School Based
4.2.1.5	Attendance Record	5 years after student graduates or leaves the school system		School Based
4.2.1.6	Student's School Extracurricular Activities	Permanent		
4.2.1.7	Degrees/Awards	Permanent		
4.2.1.8	Report Cards	Permanent		
4.2.1.9	High School Transcripts	Permanent		
<b>Note:</b> If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student plus (7) years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record or cumulative file, they must be retained permanently.				
4.2.2	Achievement and Test Results Ability Profile—Report of the results of WKCE and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record. <b>Note:</b> If testing results are not recorded on the achievement or cumulative record either manually or by affixing labels, the results must be retained permanently for grades 9-12 and until the date of withdrawal plus 7 years for all other grades.		Instructional Services

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Communication and Public Information

4.0 Student Records				
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.1	<p><b>a. Student's Health Care Records</b>—Accurate complete and current data base; past health history, present health status, review of systems, health practices, developmental history and status, family structure, function and health.</p> <p><b>b. Health Care Provider Records</b> (Patient Health Records)</p> <p>There are no legal provisions explicitly addressing the period of time patient health care records must be maintained or when they must be destroyed. The general practice is to maintain these records as long as similar non-student records, e.g., accident reports, employee health records, are maintained, which is typically 5-7 years. The department recommends that a school district consult with their legal counsel and medical advisor to develop policies regarding the maintenance and destruction of pupil records that must be treated as patient health care records.</p>	<p>1 year after student graduates or leaves school system, unless extended by consent.</p> <p>Health care records are not considered to be behavioral records—could retain longer and may need to if relates to Medicaid funds/audit. 5-7 years</p>		Student Services
4.3.2	<b>Emergency Cards</b> —Card or other form of record providing information on whom to contact in the event of an emergency, accident, or illness to a student	Until superseded or until student ceases enrollment, whichever sooner.		Instructional Services
4.3.3	<b>Exclusion and Verification Documentation</b> —Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons	If data from the verification documentation is recorded on the cumulative health card, the documentation need be retained only as long as administratively valuable.		
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.4	<b>Reports to Enforcement Agencies</b> —copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health and Family Services or local law enforcement and animal control agencies.	Retain for two (2) years following submission of report.		
4.3.5	<b>Special Health Care Records</b> —Logs or reports of medications or treatment administered to students on a group or individual basis.	Current; If in support of Medicaid claim, 5-7 years.		

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4.0 Student Records				
4.3.0 Student Health Care Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.6	<b>Parent's Requests and Physician's Authorization</b> for specialized health care.	End of validity of request or authorization plus 2 years.		
4.3.7	<b>Family Educational Rights and Privacy Act (FERPA) Access Policies</b>	Until superseded		
4.3.8	<p><b>FERPA Records of Access to Information</b> Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student.</p> <p>Documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data.</p> <p>Documentation of requests from and disclosures to any party not included in (a) above.</p> <p>Written consents from the parent or eligible student for information disclosure. <i>Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.</i></p> <p>Written refusals from the parent or eligible student to the disclosure of directory information.</p>	<p>Retain for two (2) years</p> <p>Permanent retention (per regulation- 34 CFR 99.32(a)(2))</p> <p>From the parent: Retention until the student is 18.</p> <p>From the eligible student: retention is permanent.</p> <p>If refusals are valid as long as the student is in attendance. Retain only if of administrative valuable. If refusals must be renewed each academic year, retain until superseded or if of administrative value after date of withdrawal.</p>		
4.4.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.4.0	<b>Protest of Record Statements</b> —Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	Retain for as long as the record containing the contested information is maintained.		
4.4.1	<b>Custody Documents</b> — <i>It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.</i>	Until student is 18 years of age.		

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## Communication and Public Information

4.0 Student Records				
4.4.3	Psychological Test Results, Central Office	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.4.4	Individual Student Disciplinary File	1 year after student graduates or leaves school system unless extended by consent.		
4.4.5	Student Expulsion Report	1 years after student graduates or leaves school system unless extended by consent or expunged.		District Administrator
4.4.6	Student Suspension Report	1 year after student graduates or leaves school system unless extended by consent.		
4.4.7	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended by consent.		
4.0 Student Records				
<b>4.5.0 Special Education Individual Student Records</b> —Records with all personally identifiable information redacted are not individual student records and may be maintained for program evaluation and compliance as specified in Section 5.0 of the schedule.				
4.5.1	Evaluation Records	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.5.2	Individual Education Program (IEP)	1 year after student graduates or leaves school system unless extended by consent.		Student Services
<p>Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.</p> <p>Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The information that is no longer needed must be destroyed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]</p> <p>Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.</p>				

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5.0 Special Education Records				
5.1.0 Special Education Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	4 years after end of project year		Student Services
5.1.2	IDEA Application/Plan (PI-2111)	4 years after end of project year		Student Services
5.1.2.1	Flow-Through Funds	4 years after end of project year		Student Services
5.1.2.2	Discretionary Funds	4 years after end of project year		Student Services
5.1.2.3	Local Educational Agency Transfer Funds	4 years after end of project year		Student Services
5.1.2.4	Preschool Entitlement Funds	4 years after end of project year		Student Services
5.1.2.5	Preschool Discretionary Funds	4 years after end of project year		Student Services
5.1.3	IDEA Federal Student Data Report (PI-2197)	4 years after end of project year		Student Services
5.1.4	Registration of Blind Students (PI-2015)	4 years after end of project year		Student Services
5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	4 years after end of project year		Student Services
5.1.5	School District Plan, Part A Exceptional Needs	4 years after end of project year		Student Services
5.2.0 Other Student Records				
5.2.1	Full-Time Open Enrollment Program Notice of Assignment and Notice of Intent to Attend (PI-9415)	5 years		Business Services
5.2.2	Nonresidential School District Approval or Denial of Open Enrollment Application (PI-9416)	5 years		Business Services
5.2.3	Resident School District Approval or Denial of Open Enrollment Application (PI-9417)	5 years		Business Services
5.2.4	Appeal of School District Denial of Open Enrollment (PI-9418)	5 years		Business Services
5.2.5	Request for Tuition Waiver Due to Move—(PI-9419-A)	5 years		Business Services
5.2.6	Request for Tuition Waiver Due to Move —(PI-9419-B)	5 years		Business Services
5.2.7	Request for Tuition Waiver Due to Move (Spanish Version) (PI-9419-B Spanish)	5 years		Business Services
5.2.8	Public School Open Enrollment Approval/Denial Summary (PI-9420)	5 years		
5.2.9	Alternative Education Program Grant Application (PI-9710)	4 years after end of project year		Student Services
5.2.10	Disproportionality Application (PI-8801)	4 years after end of project year		Student Services
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project year		Student Services

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4.0 Student Records				
5.1.0 Other Student Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.2.12	Transfer of Service Exemption Request – Special Education (PI-5001-A)	4 years after end of project year		Student Services
5.2.13	SAGE Year End Report & Contract Update (PI-SAGE-1-EOY)	1 year		Business Services
5.2.14	SAGE State Aid Entitlement (PI-SAGE-ENT)	1 year		Business Services
5.2.15	SAGE Performance Objectives (PI-SAGE-1-O)	4 years after end of project year		Instructional Services
5.2.16	School Performance Report (PI-SPR)	15 years		Assessment & Accountability
5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	4 years after end of project year		Student Services
5.2.18	Special Education Procedural Compliance Self-Assessment Report and Corrective Action Plan (PI-3202)	4 years after end of project year		Student Services
5.2.19	Application to Offer GED Option #2 (PI-8201)	Permanent		Student Services
5.2.20	District Waiver for One percent Cap—WI Alternate Assessment (WAA) – Students with Disabilities	4 years after the end of the project		Student Services
5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	4 years after end of project year		Student Services
<p><b>Code Explanation</b></p> <p>* Retention periods begin at the time the records are created.            ** Notify the State Historical Society if record(s) will not be preserved permanently by the district.            *** Includes annual and special meetings of the electors.            + Only selected drawings/blueprints have historical value            ++ Records must be retained for five years after completion of the activity for which the grant was used.            +++ The EPA Toxic Substance Control Act requires 10 year retention for record of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.            # It is suggested that a copy also be routed for preservation to a local library.</p>				
<p><b>Additional/Miscellaneous Records</b></p> <p>School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.</p> <p>School district may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records Board. Districts should contact the Executive Secretary of the Public Records Board for information on how to submit schedules to the Board for its review.</p>				

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6.0 Miscellaneous Records				
6.1.0 Miscellaneous Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
6.1.1	School Newspapers	Permanent	#	
6.1.2	School Yearbooks	Permanent	#	
<p><b>Notice on Personally Identifiable Data and Confidential Information</b></p> <p>Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated by the student information system in violation of federal or state law and shall not be used for any purpose other than those already stated or by agreement with companies that provide student assessment data. If the student information system manager enters into a contract with a private individual or third party to perform any of the student information system manager functions, that agreement shall require that the data be protected in the same fashion.</p> <p>No private or confidential data will be released except under the following circumstances as stated in 34 CFR Part 99 Final Regulations for FERPA:</p> <ol style="list-style-type: none"> <li>To teachers and officials of the district when the determination has been made that there are legitimate educational interests, under Section 99.31(a)(1).</li> <li>To school and district personnel when a student is seeking to enroll, under Section 99.31(a)(2).</li> <li>To comply with a subpoena or court order, under Section 99.31(a)(9).</li> <li>To honor a request from a judicial order, or an authorized law enforcement unit, or lawfully issued subpoena, under Section 99.31(a)(9)(i). A law enforcement unit refers to all state and local prosecution authorities, all state and local law enforcement agencies, the Department of Corrections, and probation officers who are part of the Judiciary.</li> <li>To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).</li> <li>To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a). In cases of health or safety emergency, the request for release must first be directed to the school district that owns the data. The student information system manager, under Section 99.36(a), may also convene a committee to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.</li> <li>To researchers whose proposals are approved by the student information system manager, when a clear legitimate educational interest is established, provided that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the student information system manager. A determination of legitimate educational interest is based in part on whether sharing information on a specific person would unfavorably affect that individual's ability to learn and function in the classroom. [Section 99.31(a)(6) of FERPA]</li> </ol> <p>Data will be disclosed only on the conditions that: (1) the party to whom the data are released does not disclose the information to any third party without the prior written consent of the student information system manager, the company who provided the student assessment data (if assessment data are being disclosed), or the school district that owns the data; (2) only when the data are protected in a manner that does not permit the personal identification of an individual by anyone except the party referenced in the disclosure; and (3) the data are destroyed when no longer needed for the purposes under which the disclosure was granted.</p> <p>Given the complexity of the law, school districts are encouraged to seek the advice of school district legal counsel.</p>				

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## Communication and Public Information

### 7.0 Electronic Records

General record schedules cover records in all media. However, Chapter 12, § Administrative Code 12, Electronic Records Management-Standards and Requirements, became effective May 1, 2001. The purpose of this rule is to ensure that public records in electronic format are preserved, maintained, and remain accessible for their designated retention period. Because of frequent technological change, including hardware and software obsolescence and media degradation, agencies must take steps to manage and protect electronic records for as long as they are needed. To meet business needs and protect the legal, financial and historical interests of internal business operations and Wisconsin citizens, agencies must prepare and execute migration plans for electronic records as necessary to prevent them from becoming inaccessible during their retention periods.

#### Retaining Records

Records may be delayed from destruction, but only under the following conditions:

- Records are required for an IT system, business program, performance, financial, or security forensic audit;
- Records are relevant to an actual or imminent legal proceeding; or
- A relevant public record request has been received and not completed.

Before disposing of a record, the office managing the record must determine if an audit, litigation, or public record request is pending. And notably, after a public records request has been filed, Wisconsin law forbids the destruction of any relevant record until the request is granted, or at least 60 days after the request is denied, and court orders may extend this time period. Wis. Stats. § 19.35(5). If agency staff members have questions regarding Wisconsin's Public Records Law, then the agency's legal custodian of records will provide further guidance.

Official records that are inactive, but not yet expired should be transferred to a low-cost, record storage facility, such as the State Records Center.

#### Confidentiality of Records

Some records series, in whole or in part, contain confidential records as related to security, and protected personal information. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

### 8.0 E-Mail as Public Records

#### E-Mail Records

E-mail messages are public records like any other record. That is, they are public records if they are made or received by any governmental employee in connection with the transaction of public business. The local and state records management policy does not distinguish among media with regard to the definition of records. By definition, "public records" means all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business (s. 16.61(2)(b), Wis. Stats.).

All e-mail messages, including personal communications, could be subject to investigatory review or discovery proceedings in legal actions. Some courts have set legal precedents for making use of e-mail communications as evidence. Haphazard filing procedures, incomplete recordkeeping, and the use of informal language in e-mail messages may misrepresent governmental agencies in legal proceedings. As with other records, no e-mail record may be destroyed after someone requests it until the request is granted, 60 days have elapsed following denial of the request, and litigation on the record's availability is complete and any court order has been complied with.

E-mail records also fall within the definition of "record" under the Open Records Law (s. 19.32(2), Wis. Stats.):

*"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.*

*"Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (s. 19.32(2), Wis. Stats.)*

Electronic mail records are subject to these law citations.

#### Personally Identifiable Information (PII)

Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. § 19.62(5). Public access to and security of personally identifiable information is often restricted by law. Therefore, agencies should be aware of the requirements in Wisconsin Statutes, Chapter 19, as well as all applicable program specific laws or regulations. Such records should also be destroyed as confidential. If in doubt as to whether a specific record contains personally identifiable information, it is a good idea to check with agency legal counsel.

#### For Further Assistance

For assistance, please contact the following individuals:

*--for general information on records management and technical assistance:*

Executive Secretary, Public Records Board, 4622 University Avenue  
Madison, WI 53702 (^08) 266-2996

*--for information or questions about historical records:*

Archives Collection Development, State Historical Society, 816 State  
Street, Madison, WI 53706 (608) 262-0629

*--for information on records-related requirements of the Department of Public Instruction:*

Data, Forms, and Records Management Section  
Department of Public Instruction, 125 South Webster Street,  
Madison, WI 53702 (608) 267-9154

The Wisconsin Department of Justice provides guidance to the public on the public records law, s. 19.31-39, Wis. Stat. Inquires may be made by calling (608) 266-3952. Guidance may also be found in the Department of Justice' Public Records Law Compliance Outline, available at <http://www.doj.state.wi.us/>.

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#### A. Archiving and Retention

Electronic mail is normally backed up to ensure system integrity and reliability, not for the sole purpose of future retrieval, although backups may at time serve the latter purpose incidentally.

Attachments (files created in other applications software) are an integral part of e-mail. For e-mail documentation to be adequate, complete, and reliable, the e-mail message, any attachments, and the transmission history (routing, date, and time) may be needed. The use of different applications software among users and senders can lead to inoperable or garbled files for the receiver. The growing use of standard software is assisting to solve this problem.

E-mail users should be aware that generally it is not possible to assure the longevity of electronic mail records for record-keeping purposes, in part because of the difficulty of guaranteeing that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. This becomes increasingly difficult as electronic mail encompasses more digital forms, such as embracing compound documents, usage of digital technology, voice recognition, audio and video media, and imaging in addition to text. Furthermore, in the absence of the use of authentication systems, it is difficult to guarantee that e-mail documents have not been altered, intentionally or inadvertently.

E-mail records that have administrative, legal, fiscal, historical, or audit significance should be saved beyond the designated system retention to either a secure network folder or a shared network file in a manner that facilitates backup and access. Staff should, on a regular basis, review e-mail and delete items that do not need to be retained. Such maintenance can reduce the burden on servers and improve the overall performance of the system yet ensure that the requirements of records management are observed. The agency E-Mail Coordinator should be available for assistance or technical advice on how to assure that needed e-mail records are preserved before the system deletion occurs.

#### B. Disclosure and Restricted Access without Consent

The electronic mail system is provided at government expense to conduct official governmental business. Incidental and occasional personal use is permitted, but such messages will be treated no differently from other messages. The governing agency has authority to obtain access to the contents of any employee's electronic mail files without the permission of the employee. Such circumstances include unavailability of the employee, a potential disciplinary issue, or preservation of e-mail from possible destruction.

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Inspection, monitoring, or disclosure of electronic mail without the consent of the user of such e-mail will be permitted when required by and consistent with law, if there is reason to believe violations of law or policy have taken place, when performing periodic checks for excessive personal use of e-mail, and for meeting time-dependent, critical operational needs.

Electronic mail has become a preferred way of communicating for many individuals, including school board members. Because e-mail communications as described herein may constitute public records under the Public Records Law and because such e-mail must be retained pursuant to records retention requirements, school board members and school administrative staff should formulate policy and procedures to ensure that records are properly managed and preserved. School district staff and school board members must be aware that although e-mail can be an efficient and convenient means of communications, the use of e-mail creates obligations to ensure that communications are preserved for public information purposes. School board members should presume that any e-mail that they receive or send related to school district business is a record and should take steps to preserve such e-mail consistent with the guidance provided herein.

### C. Definitions

**Electronic Mail System/Services:** Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of simultaneous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, listservs, and newsgroups.

**E-Mail Record/E-Mail:** Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several e-mail systems or services. This definition applies equally to contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees.

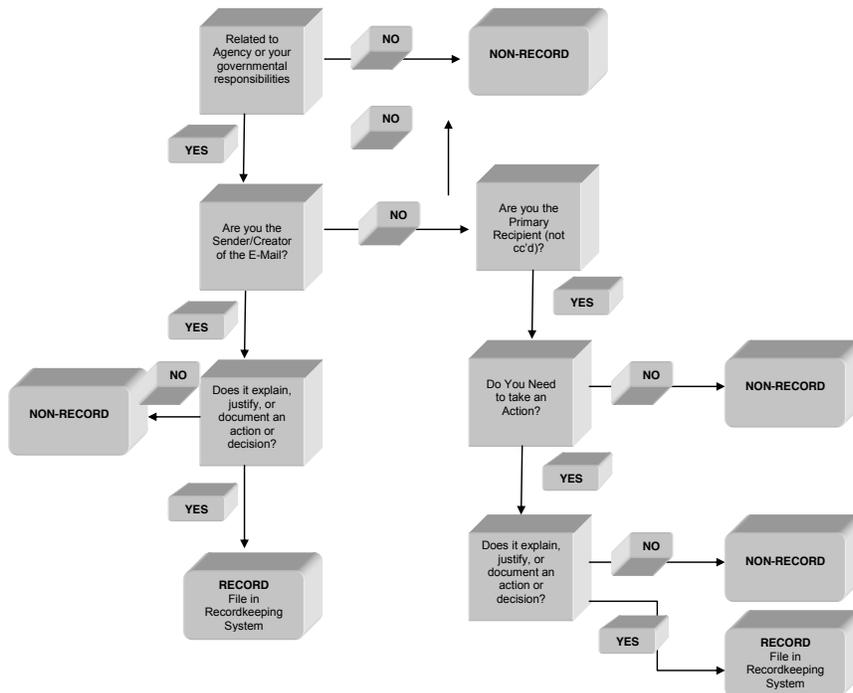
**Possession of E-Mail:** An individual is in "possession" of an e-mail record, whether the original record or a copy or a modification of the original record, when that individual has effective control over the location of its storage. Thus, an e-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this policy, to be in the possession of that addressee.

**Holder of an E-mail Record:** An e-mail user who is in possession of a particular e-mail record, regardless of whether that e-mail user is the original creator or a recipient of the contents of the record.

**Open Records:** For many years Wisconsin has had a strong emphasis on openness in government in general and on public access to governmental records in particular. This has been expressed in statutory form as a presumption of a public right of access to governmental records. The Open Records Law (s.19.32, Wis. Stats.) states that since "representative government is dependent upon an informed electorate...all persons are entitled to the greatest possible information regarding the affairs of government." There is a presumption of public access. However, the law recognizes the need for some records to be exempted from disclosure by more specific state and federal law and case law principles, such as the "balancing test": whether the public interest is best served by disclosure or nondisclosure. State and federal confidentiality laws that are more specific than the Open Records Law will usually take precedence.

### E-Mail as a Public Record Flowchart

How to decide if an e-mail is a public record.



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### 9.0 The Education Department's General Administrative Regulations (EDGAR)

EDGAR consolidated into a single document uniform requirements for the administration of U.S. Department of Education grants. The administrative regulations provide specific provisions for retention of federal program records. EDGAR provides for a five year retention period. If any litigation, claim, negotiation, audit or other action involving the records has commenced before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the **five year period**, whichever is later.

The following is a listing of federal educational programs covered by these EDGAR provisions:

#### **No Child Left Behind Act of 2001—ESEA Reauthorization**

##### **Title I Improving the Academic Achievement of the Disadvantaged**

- Part A Basic Programs
- Part B Student Reading Skills Improvement Grants
  - Subpart 1 Reading First
  - Subpart 2 Early Reading First
  - Subpart 3 Even Start
- Part C Migrant Education
- Part D Neglected and Delinquent or At Risk
- Part F Comprehensive School Reform
- Part G Advanced Placement
- Part H School Dropout Prevention

##### **Title II Teachers**

- Part A Teacher and Principal Training and Recruiting Fund
- Part B Math and Science Partnerships
- Part C Innovation for Teacher Quality
- Part D Enhancing Education through Technology

##### **Title III English Language Acquisition, Language Enhancement, and Academic Achievement Act**

##### **Title IV 21<sup>st</sup> Century Schools**

- Part A Safe and Drug Free Schools and Communities
- Part B 21<sup>st</sup> Century Community Learning Centers
- Part C Environmental Tobacco Smoke

##### **Title V Promoting Informed Parental Choice and Innovative Programs**

- Part A Innovative Programs
- Part B Public Charter Schools
- Part C Voluntary Public School Choice

##### **Title VI Flexibility and Accountability**

- Part A Improving Academic Achievement
- Part B Rural Education Initiative

##### **Title VII Native Americans and Alaskan Education Program**

- Part A Indian Education
- Part B Native Hawaiian Education
- Part C Alaska Native Education

##### **Title VIII Impact Aid**

##### **Title IX General Provisions**

- Parts A through F—Definitions, flexibility, Consolidation, Waivers, Uniform Provisions

##### **Title X, Part C Education of Homeless Children and Youth**

- Carl Perkins Vocational Education Act
- Individuals with Disabilities Education Act (IDEA)—Part B
- IDEA Preschool Grant

##### **State Grants also hold the five year retention period. State Grants to Local Education Agencies (LEAs) include:**

- P-5 Program
- Head Start Program
- Alternative Education Grants
- AODA Prevention/Intervention Grants
- Grants to Mentors
- Peer Review and Mentoring
- Talented and Gifted Program Grants
- Advanced Placement Grants
- English for Southeast Asian
- STEM Grants
- Grants for Nurses
- Consolidation Grants

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### Guidelines for the Destruction of Records

Destruction of public records will be handled in the following manner:

1. Cumulative Record Folders and accompanying record cards are to be kept permanently. If the Cumulative Record Folder and the accompanying record cards have been scanned, such as the senior high schools, the paper copy of the document may be destroyed by shredding. The microfilm or digital (scanned) copy must be kept permanently.
2. Records of a confidential nature (e.g. psychological records, staff personnel records, etc.) are to be destroyed by shredding. The retention period for these records should be verified with the District Records Retention Guidelines before destruction. Records of a confidential nature may be destroyed before the retention date if it has been previously scanned. The digital copy must be kept for the duration of the retention period.
3. The following procedure will be utilized for the destruction of records:
  - a. Schools will be notified in advance as to the date the Facilities Management will transport records for destruction.
  - b. Schools will mark cartons of records to be destroyed with the following designation:
    - 1) "RECORDS - TO BE DESTROYED"
    - 2) FROM "SCHOOL NAME"
    - 3) Schools shall keep a listing of all records that have been destroyed for future reference. The list is to include the name of the record, the period of time the record covers and the date the records were boxed for destruction. The original list shall be forwarded to the Administrative Service Center IS Department for permanent storage. A copy may be maintained in the school's permanent record storage area.
    - 4) Records of a confidential nature that must be shredded shall be marked accordingly for proper destruction.

Legal Reference: Wisconsin Statute 103.13, 103.15, 118.125, 120.13(28), 120.40, 146.83

Administrative Regulation adopted: April 13, 1987  
 Administrative Regulation edited: September 18, 1995  
 Administrative Regulation reviewed: July 15, 1996  
 Administrative Regulation edited: June 9, 2004  
 Administrative Regulation modified:

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### Admission Charges for High School Activities

The following uniform charges will be made at all specific activities and events.

Per event:

Student	\$4.00
Adult	\$4.00
Senior citizens (age 60 and over)	\$2.00
Child (age 6 and under)	\$2.00
Student activity pass	\$25.00

The admission for musicals, dinner theaters and other similar performances will be set based on the nature and cost involved in presenting the activity. The admission will be established with the approval of the individual school administration.

The admission for dances and club sponsored activities should be established by the club involved with the approval of the individual school administration.

Racine Unified School District Gold Card Passes are accepted for some middle and senior high school events. Application for the Gold Card can be made to the Racine Unified School District Communication and Public Information Office.

Legal Reference: Wisconsin Statute 120.13, 120.40

Administrative Regulation adopted: August 15, 1983  
 Administrative Regulation edited: September 18, 1995  
 Administrative Regulation reviewed: July 15, 1996  
 Administrative Regulation modified:

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### Student Production of Goods and Services

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development. Care must be exercised by the administration in interpreting this policy to avoid student exploitation.

Legal Reference: Wisconsin Statute 120.13, 120.40

Policy adopted: February 14, 1977

Policy reviewed: July 15, 1996

Administrative Regulation modified: