

Waukegan Public Schools Community Unit School District #60 Superintendent's Bulletin Dr. Donaldo R. Batiste, Superintendent

Volume 1, No. 11

October 30, 2006

Superintendent's Message.....

Dear Colleague:

With the first quarter officially behind us, welcome to the first day and week of the second quarter of this school year! Although last week was a shortened one for me because of vacation, I am pleased that I managed to visit four buildings (Jefferson Middle, Glenwood Elementary, Waukegan High School, and the Ninth Grade Center), and was pleased with my observations both in classrooms, and well as when I walked through the facilities and interacted with students and staff. Keep up the good work!

Recently, through conversation with Mr. Jules A. Gaudin, our Deputy Superintendent and Chief Operations Officer, I learned that our workplace accident rate is extremely high. Receipt of this news was particularly distressing since one of my goals is for everyone to be able to work in a relatively safe environment (free from injury, whether the cause is the workplace, or a lack of concentration on work activity).

According to Mr. Gaudin, in recent years, we have had some 130 employees each year who have suffered injuries on the job in our district. While this is unfortunate, it is my conviction that this situation could be avoided if we were to become more safety oriented. In order for this to happen, we must do a better job of looking out for one another. We must mentally commit ourselves to practice safety in our daily duties, and to be watchful for our colleagues. That means that whenever you see an unsafe situation in the work place, steps must be taken immediately to correct it.

Unsafe work conditions and practices result in pain and suffering for those who experience accidents. Additionally, those injured require care that is very expensive for the district. Our claim costs for employment-related accidents have doubled in recent years to approximately \$1.3 million. We need to contain these costs so that our scarce resources flow to our greatest priority...our children in the classroom.

Please join me in this effort to prevent needless injuries, pain and suffering. Every employee should be "accident-free" and enjoy work and leisure time without the hindrance of accidental injury. This is certainly a goal that I hold for each one of you.

Remember our theme and motto: **"A New Day,
A New Way in Waukegan Public Schools!
...one pace beyond."**

Sincerely,

Donaldo R. Batiste, Ph.D.
Superintendent

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Important Dates

- Last Day to Enter HOUSSE Data – **October 31, 2006**
- *Deadline:* Fall Housing / Enrollment Report – **October 31, 2006**
- *Deadline:* Special Ed. Summer School / Individual Orphanage claims – **November 1, 2006**
- *Application Deadline:* Zero Waste Schools Grant – **November 1, 2006**
- American Education Week – **November 12-18, 2006**
- National Children's Book Week – **November 13-19, 2006**
- National Young Reader's Day – **November 14, 2006**
- *Application Deadline:* Healthy School Communities Grant – **November 15, 2006**
- *Deadline:* IAAE Annual Poster Contest – **November 15, 2006**
- *Deadline:* NCLB Monitoring Instrument – **November 15, 2006**
- *Deadline:* NCLB Title I Comparability – **November 17, 2006**

Notices

“PARTNERS ACROSS THE OCEAN” – PARTNERSHIP CELEBRATION

→ *From the Office of the Lake County Regional Superintendent of Schools*

Saturday November 4, 2006 Program

Purpose: To raise funds in order to continue support of the partnership that has provided three South African Township students with the benefits of American education, built two computer laboratories, conducted two teacher training trips, and is at this time supporting several South African students in achieving their university educations. **Can we count on your support?**

6:00 PM-7:00PM Catered Dinner

Entertainment from ZBTHS students and information displays will be available; arrive at your leisure and enjoy the meal.

7:00 PM Presentation Begins

Presenters will include ZBTHS staff, community members and a representative of the South African Government is expected. Our featured speaker is Mzolisi Kene, a 15-year-old exchange student from Khayelitsha Township. Our Keynote speaker is Mr. Rob Dintruff, Director of Abbott Laboratories Global AIDS Care Initiatives.

The dinner and presentation are compliments of the South African Partnership Committee. A free-will donation will be taken at the conclusion of the program for those who wish to contribute to the goals stated in this newsletter. Zion-Benton Township High School is located at the intersections of 21st Street and Kenosha Road [in Zion, IL]. Use the South Parking lot and enter into the brightly lit cafeteria.

“Partners Across the Ocean” is sponsored by Zion-Benton Township High School, Illinois Beach Sunrise Rotary, and Shades Multicultural Club. For more information, see the attached documentation (in [Enclosures](#)), visit www.partnersacrosstheocean.org, or contact Partnership Coordinator Andrew Gomez by phone at (847) 731-9548 or e-mail at gomez@zbths.org.

REQUIESCAT IN PACE

It is with deep regret that we acknowledge the passing of WHS sophomore **Mariel A. Alvarado**, who passed away last week, and was laid to rest on Saturday, October 28, 2006. On behalf of the Board of Education, the Superintendent extends condolences to Mariel's parents, her siblings, family, friends, teachers, and administrators.

SPECIAL THANKS

On behalf of the *Enrollment Audit Team* who visited the Ninth Grade and Upper Grade Centers last week, I wish to thank building administrators, teachers, and other staff who assisted in making these visits successful.

UNSUNG HEROES AND HEROINES

To all of the people, organizations and forces who were behind the delightful, entertaining and spirited *Pops and Pasta* concert hosted this past weekend, we say, "Step up, take a bow... and the applause is for you!" What a wonderful experience it was for me once again to witness "first-hand" the time, effort, and talent that went in to making this an extremely successful event for our band, orchestra, and choir. The *Association of Music Parents (AMP)* is to be commended for their hard work and all of the funds they generate on behalf of our students. Hats off to each of you!

CONTRIBUTIONS

Superintendent's Bulletin is a weekly newsletter from the Superintendent, the Web Manager, and other district administrators. Please send all contributions to:

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The preferred submission method is via e-mail. **Contributions must be received by 12:00 noon on Wednesday** to be included in next week's *Bulletin*.

Awards and Honors

COOKE MAGNET FIFTH-GRADER WINS ART CONTEST

→ *From the Lake County News-Sun*

Stephanie Gaillard, a fifth-grader at Andrew Cooke Magnet School in Waukegan, won a coloring contest sponsored by Discover Card. For her work, she won \$1,000 for the classroom of [Cooke teacher] Danielle Vogel. The money will be set aside for outdoor education next spring.

LAKE COUNTY TECHNOLOGY CAMPUS STUDENTS OF THE QUARTER

→ *From the Lake County High Schools Technology Campus*

Each instructor at the Technology Campus has the opportunity to select a program "Student of the Quarter". The criteria for selecting this student include: academic achievement, good attendance, demonstration of various employability traits including possessing a positive work ethic and attitude, active participation in program activities, and involvement in Technology Campus extra-curricular activities.

Among the 37 students selected as "Student of the Quarter" for the first quarter of the 2006-2007 school year are three students from Waukegan Public Schools (with student's program listed in parentheses): Joel Casillas (Collision Repair), Daryl Lobo (Automotive Service), and Michel Ong (Certified Nurse Assisting).

Payroll / Insurance

NEW FEDERAL RULES FOR CERTAIN NON-RESIDENT ALIENS

A nonresident alien employee's procedure will change for withholding federal income tax effective January 1, 2006. To determine if you are a nonresident alien, see below.

Nonresident aliens for whom federal withholding must be withheld will see an increase in the amount of withholding due to a change in the procedure for calculating this amount. The amount of \$110 (for semimonthly payroll) must be included (although unpaid) in calculating the amount to be withheld. This procedure change only applies to nonresident alien employees who have wages subject to income tax withholding. Tax treaty employees who do not have tax withheld would be exempt from this procedure.

Whereas we are now implementing this change, it will first occur on the October 31, 2006 pay.

In completing Form W-4 nonresident aliens will:

- Not claim exemption from income tax withholding
- Request withholding as if they are single, regardless of their actual marital status
- Claim only one allowance (if the nonresident alien is a resident of Canada, Mexico, or Korea, he or she may claim more than one allowance)
- Write "Nonresident Alien" or "NRA" above the dotted line on line 6 of Form W-4.

In summary: Use of single, one exemption (S-1) on the W-4 Form is the rule with little exception.

Note: Nonresident aliens are no longer required to request additional withholding in the box for Line 6 on Form W-4 because this requirement has been replaced by the new requirement to base withholding on the additional amounts specified above. However, a nonresident alien employee may request additional withholding at his or her option for other purposes, although such additions should not be necessary for withholding to cover federal income tax liability related to employment.

Are you a non-resident alien?

If a person does not meet either the Green Card or Substantial Presence Test, then that person is classified as a non-resident alien.

- A new arrival on a J-1 or F-1 visa is generally a non-resident alien.

Non-resident aliens are taxed only on their income from sources within the U.S. and on certain income connected with the conduct of a trade or business in the U.S.

General Information Regarding the Taxation of Non-resident Aliens

Non-resident aliens are taxed on earnings received while living in the U.S. Non-resident aliens (Visa type F-1 and J-1) are exempt from FICA (Social Security tax). If the Visa type is F-1 or J-1, the non-resident alien may be exempt from federal taxes only if the country the alien previously lived in before arriving in the U.S. has negotiated an income tax treaty with the U.S. government.

If the country of residence has negotiated an income tax treaty and it covers the type of payment received while visiting the U.S., the non-resident alien should complete IRS Form 8233 for earned wages or IRS Form W-8BEN for scholarship / fellowship payments. These forms must be completed annually and delivered to the Payroll Office so that federal tax is not withheld from wages or payments. State taxes must be withheld on wage payments.

In Conclusion:

To be a non-resident alien someone must be both a nonresident and alien under Internal Revenue Service rules. These rules are very complicated. Anyone who has a question about whether they are a non-resident alien may wish to call the Internal Revenue Service and ask for assistance in determining their status at 1-800-829-1040 or seek the guidance of a reliable and reputable tax professional.

Enclosures

HUMAN RESOURCES

1. **Current Vacancy Postings** – [VacanciesV1N11.pdf](#)
 - ⇒ 2 Assistant Boys Basketball Coaches (Waukegan High School)
 - ⇒ ELL/ESL Dean of Instruction (Waukegan High School)
 - ⇒ Assistant Girls Basketball Coach (Waukegan High School)
 - ⇒ Paraprofessional / MH (Clearview)
 - ⇒ 2 Peer Coach Facilitators (Waukegan High School)
 - ⇒ Secondary School Counselor (Ninth Grade Center)
 - ⇒ Substitute Assistant Principal (Webster Middle School)

OTHER

2. **Flyer: *Partnership Celebration*** – [PartnershipCelebration.pdf](#)
3. **Flyer: *What is Partners Across the Ocean?*** – [WhatIsPartners.pdf](#)
4. **Flyer: *Did Past Donations Make a Difference?*** – [PartnersPastDonations.pdf](#)

Waukegan Public Schools Administration

Donaldo R. Batiste, Ph.D.
Superintendent

Mr. Jules A. Gaudin, MBA, CPA
Deputy Superintendent /
Chief Operations Officer

Mary L. Lamping, Ph.D.
Chief Academic Officer

Mr. Brian Luosa
Executive Director
Business Services

Mrs. Jeanne Kearby
Executive Director
Instructional Programs and Services

Mr. Fredrick Howard
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Human Resources

Karen G. Carlson, Ph.D.
Associate Superintendent
Specialized Instructional Programs and
Services

Waukegan Public Schools Board of Education

Mr. Fernando Shipley
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Ms. Anita Hanna

Mr. Marvin Reddick

Mrs. Patricia Jones

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