



## **REGULAR MONTHLY BOARD MEETING**

**January 29, 2013**

**7:00 P.M.**

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



- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - Introduction of Visiting Educators From Huairou, China
  - School Presentation – Bradford High School
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Board Member Professional Development Update
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent’s Report
- X. Consent Agenda
  - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations..... Page 1
  - B. Consent/Approve Minutes of 12/18/12 Special Meeting and Executive Session, 12/18/12 Regular Meeting and 1/14/13 Special Meeting ..... Pages 2-9
  - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers .... Pages 10-11
- XI. Old Business
  - A. Discussion/Action Resolution No. 292 - Resolution Opposing Voucher Expansion ..... Pages 12-13
  - B. Discussion/Action Policy and Rule 1240 - Access to Public Records ..... Pages 14-19 (First Reading)

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- XI. Old Business - Continued
  - C. Discussion/Action Policy and Rule 5260 -  
Open Enrollment – Full  
Time (First Reading) ..... Pages 20-23
  - D. Discussion/Action Simmons Field Lease  
Termination ..... Pages 24-33
- XII. New Business
  - A. Discussion/Action Open Enrollment Allocations –  
2013-14 School Year ..... Pages 34-35
  - B. Discussion/Action Adoption of Employee  
Handbook ..... Pages 36-78
  - C. Discussion/Action Donations to the  
District ..... Page 79
- XIII. Other Business as Permitted by Law  
Tentative Schedule of Reports, Events and Legal  
Deadlines For School Board (January-February)..... Page 80
- XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary
- XV. Adjournment

Kenosha Unified School District  
Kenosha, Wisconsin  
January 29, 2013

The Human Resources recommendations regarding the following actions:

Action	Board Date	code	Staff	Last Name	First Name	School/Dept	Position	Effective Date	Yrs of Svc	Salary	Reason	Step / Level	FTE	Letter or Contract
Appointment	1/8/13		Miscellaneous	Strash	Andrew	Finance	Accounting Specialist	12/3/12		\$20.19	Appointment	No	1	
Appointment	1/8/13		Miscellaneous	Brown	Corey	Finance	Payroll Specialist	11/19/12		\$48,500.00	Appointment	No	1	
Resignation	1/8/13		ESP	Gladney	Cheri	Human Resources	Voluntary Layoff 2012-13	12/11/12	9	\$14.64	Resignation/Person	No	1	
Early, Early Retirement	1/8/13		Instructional	Perry	Nancee	Fine Arts	Art	6/12/13	28	\$76,934.00	Early, Early Retirement	No	1	Contract
Appointment	1/8/13		Instructional	Roscioli	John	Grant Elementary School	Cross Categorical	12/4/12		\$38,377.00	Appointment	No	1	Letter
Appointment	1/8/13		ESP	Kidwell	Stacey	Frank Elementary School	Health/Info Clerk	12/3/12		\$14.13	Appointment	No	0.71	
Appointment	1/8/13		Miscellaneous	Greskoviak	Carrie	Harborside Academy	Student Support Specialist	12/3/12		\$15.64	Appointment	No	0.5	
Resignation	1/8/13		Instructional	Sklansky	Cynthia	Washington Middle School	Grade 6	1/28/13	12	\$63,793.00	Resignation	No	1	Contract
Recall	1/8/13		Secretarial	Gross	Judith	IMC	Library Media Assistant (12-Month)	12/3/12		\$18.72	Recall	No	1	Contract
Appointment	1/22/13	**	Instructional	Kreuscher	Carly	KTEC	Music	1/7/13		\$38,377.00	Appointment	No	1	Letter
Appointment	1/22/13	**	ESP	Ho	Juanita	Bullen Middle School	Special Education	1/3/13		\$14.13	Appointment	No	0.5	
Appointment	1/22/13	**	Miscellaneous	Sauceda	Samuel	Indian Trail Academy	Bilingual Community Liaison	1/8/13		\$20.93	Appointment	No	1	
Appointment	1/22/13	**	ESP	Soto	Maria	Wilson Elementary	Health Information Clerk/Bilingual	1/14/13		\$14.13	Appointment	No	0.5	
Recall	1/22/13	**	Instructional	Gram	Irene	Bullen Middle School	Grade 6	1/28/13	6	\$52,251.00	Recall from Layoff	No	1	Contract
Recall	1/22/13	**	Instructional	Hirsig	Diana	Bradford High School	Social Studies	1/28/13	5	\$50,191.00	Recall from Layoff	No	1	Contract
Recall	1/22/13	**	Instructional	McGonegle	Bridget	Title 1	Private School Program Support	1/29/13	4	\$11,415.99	Recall from Layoff	No	0.49	Contract
Recall	1/22/13	**	Instructional	Neu	Carrie	Prairie Lane Elementary School	Multi-Age 2/3	1/28/13	6	\$76,934.00	Recall from Layoff	No	1	Contract
Recall	1/22/13	**	Instructional	Winget	Megan	Bradford High School	Social Studies	1/28/13	6	\$50,355.00	Recall from Layoff	No	1	Contract
Recall	1/22/13	**	Instructional	Ruha	Heather	Washington Middle School	Grade 6	1/28/13	6	\$54,662.00	Recall from Layoff	No	1	Contract
Resignation	1/22/13	**	ESP	King	Jerome	Tremper High School	Security	1/11/13	2	\$14.02	Resignation	No	1	
Early Retirement	1/22/13	**	Administration	Llanas	Ernest	School Leadership Middle School	Principal	6/30/13	24	\$113,862.00	Early Retirement	No	1	Contract
Appointment	1/22/13	**	ESP	Fortney	Brad	Bradford High School	ISS - Opportunity Center	1/7/13		\$14.02	Appointment	No	1	

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD ON DECEMBER 18, 2012

A special meeting of the Kenosha Unified School Board was held on Tuesday, December 18, 2012, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:30 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present.

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

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Property: Lease/Rental.

Mrs. Coleman moved that the executive session be held. Mr. Nuzzo seconded the motion.

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

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

1. Property: Lease/Rental

Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership, and Mr. Patrick Finnemore, Director of Facilities, arrived at 6:31 P.M. and provided Board members with a property lease update.

Meeting adjourned at 6:35 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD DECEMBER 18, 2012

A regular meeting of the Kenosha Unified School Board was held on Tuesday, December 18, 2012, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mr. Bryan, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock was also present.

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

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the Wisconsin High School Forensics Association's State Theatre Festival Awards.

There were no Administrative or Supervisory appointments.

Mrs. Taube introduced the Student Ambassador, Trenten Smith, from Bradford High School, and he made his comments.

Mrs. Coleman gave the Board Member Professional Development Update.

There were views and comments by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's Report which included a "Rumor vs. Fact" PowerPoint presentation.

The Minutes of the 10/23/12 Regular Meeting, which were part of Consent-Approve item X-B, were pulled from the consent agenda.

The Board then considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of 11/13/12, 11/27/12 and 12/11/12 Special Meetings and Executive Sessions and 11/27/12 Regular Meeting.

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

“It is recommended that the November 2012 cash receipts deposits totaling \$883,429.77 and cash receipt wire transfers-in totaling \$2,965,203.52, be approved.

Check numbers 487926 through 488690 totaling \$6,622,844.48, and general operating wire transfers-out totaling \$426,801.87, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2012 net payroll and benefit EFT batches totaling \$14,553,352.36, and net payroll check batches totaling \$5,567.53, be approved.”

Consent-Approve item X-D – Policy and Rule 1330 – Facilities Use and Policy 1331 – Classification of Groups Using School District Facilities submitted by Mr. Patrick Finnemore, Director of Facilities; Mrs. Sheronda Glass, Executive Director of Business Services; and Dr. Hancock, excerpts follow:

“Each year, a number of not-for-profit agencies request a waiver of fees for the use of district facilities. The current approval process requires that a waiver request be submitted to the Board of Education for consideration and approval. This process is cumbersome and more often than not the request is approved at the recommendation of the administration.

To streamline the process, the administration is recommending that the Director of Facilities and/or the Building Principal approve all waiver requests. In the event a waiver is denied, the party may appeal to the Executive Director of Business Services for consideration. If it is not resolved at that level, the requester may appeal to the Board of Education for a final decision.

At its November 13, 2012 meeting, the Planning/Facilities/Equipment & Personnel/Policy Standing Committees jointly voted to forward Policies and Rules 1330 - Facilities Use and 1331 - Classification of Groups Using School District Facilities to the full Board for consideration with an additional change as follows: “The District will cover waive the rental costs fee” in #1, 2, 3, 4 and 5 of Policy 1331. At its November 27, 2012 meeting, the Board voted to approve revisions to the policies as a first reading. Administration recommends that the Board approve the revisions to Policies and Rules 1330 - Facilities Use and 1331 - Classification of Groups Using School District Facilities as a second reading this evening.”

Consent-Approve item X-E – Policy and Rule 6110 - Instructional Program Mission and Beliefs submitted by Dr. Sue Savaglio-Jarvis, Executive Director of Teaching and Learning; and Dr. Hancock, excerpts follow:

“School Board Policy 6110 Instructional Program Mission and Beliefs and Rule 6110 Instructional and Staff Objectives to Accomplish Instructional Programs Mission



was developed and affirmed in 1991 and revised in 1992 and 2002. The wording in the policy reflected the District mission and beliefs during those times; and was revised with each new district plan. The rule defined instructional objectives for the staff also aligned with the mission and curriculum guides that existed during that time. The current District vision, mission and transformation principles of learning were developed through the transformation design process which now provides direction for all departments. The current transformation goals provide specific direction for the staff and the student results define a means to monitor the students' progress.

Therefore, it is recommended to remove Policy and Rule 6110 because it does not reflect the Department of Teaching and Learning's current focus and practice. The focus of this Department is clearly established in Policy 6100 titled Mission, Principles, Goals and Results that was approved by the Board June 28, 2011 that defines the District's Transformation Plan.

At its November 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Standing Committees voted to forward the recommendation for removal of Policy and Rule 6110 to the School Board for consideration. At its November 27, 2012 meeting, the Board voted to approve elimination of Policy and Rule 6110 as a first reading. Administration recommends that the School Board approve elimination of Policy 6110 – Instructional Program Mission and Beliefs as a second reading this evening.”

Mr. Nuzzo moved to approve the consent-approve items with the Revised Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations. Mrs. Coleman seconded the motion. Unanimously approved.

Mrs. Schmitz introduced Mr. David Maccoux and Ms. Lisa Salo of Schenck Solutions who answered questions regarding the 2011-2012 Financial Audit Report submitted by Mrs. Schmitz and Dr. Hancock, excerpts follow:

“The District's Auditor, Schenck Solutions, has concluded their financial audit of the District's financial statements. The Audit, Budget and Finance Committee reviewed the audited financials at their December 4, 2012 meeting, and had the opportunity to ask questions. Mr. David Maccoux from Schenck was on hand to answer questions and provide a report to the committee. It was the opinion of Schenck that, “the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2012, and the respective changes in financial position and cash flows, where applicable, thereof for the year ended in conformity with accounting principles generally accepted in the United States of America”. The full Comprehensive Annual Financial Report (CAFR) is available on the District's website at <http://www.kusd.edu/departments/budget/cafr.pdf>.

Starting in 2000-2001, the District began presenting the financial statements in the form of a CAFR. This process is considerably more involved than preparing the basic financial statements that were previously prepared and presented to the Board of Education by our auditor. This report includes comprehensive financial statements, a statistical section, and statements of achievements over the past year.

The audit documents were presented at the December 4, 2012 Audit, Budget and Finance committee meetings where Dave Maccoux of Schenck Solutions was on hand to answer questions. No formal action is required other than acknowledgement of receipt of the audit results.”

Mr. Gallo moved to accept the 2011-2012 Financial Audit Report. Mr. Nuzzo seconded the motion. Mr. Gallo withdrew his motion and Mr. Nuzzo his second as no action was necessary. Mr. Gallo acknowledged receipt of the 2011-2012 Financial Audit Report.

Mrs. Savaglio-Jarvis presented Policy and Rule 6311 – Elementary School Classroom Utilization submitted by Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership; Mr. Finnemore; Dr. Savaglio-Jarvis; and Dr. Hancock, excerpts follow:

“Elementary School Classroom Utilization, Policy 6311 and Guidelines for Classroom Utilization, Rule 6311 was affirmed in 2000 and revised in 2002. Currently, the Long-Range Facilities Planning Policy and Rule 7200 (copy attached) defines our District’s protocol for facilities planning. The rule refers to site councils and staffing allocation from federal and state efforts that are no longer implemented. Currently, utilization of space within a school is defined to maximize all students’ learning while meeting their educational needs. Therefore, it is recommended to remove policy and rule 6311.

At its December 4, 2012 meeting, the Joint Personnel/Policy, Planning/Facilities/Equipment and Curriculum/Program Committees voted to forward the recommendation for elimination of Policy and Rule 6311 to the School Board for consideration. Administration recommends that the School Board approve removal of Policy/Rule 6311 as a first reading this evening and second reading on January 22, 2013.”

Mr. Nuzzo moved to approve removal of Policy/Rule 6311 as a first reading. Mrs. Coleman seconded the motion. Unanimously approved.

Policy 8710 – Regular School Board Meetings and Policy 8810 – Rules of Order were deferred until the Special School Board Meeting in January.

Mr. Bryan presented the Donations to the District as contained in the agenda.

Mr. Bryan moved to approve the Donations to the District as contained in the agenda. Mrs. Coleman seconded the motion. Unanimously approved.

Mrs. Snyder presented the Minutes of the 10/23/12 Regular Meeting.

Mrs. Taube moved to approve the Minutes of the 10/23/12 Regular Meeting with the addition of an excerpt under the Formal Adoption of the 2012-2013 Budget agenda item stating that the motion to call the question did not follow the parliamentary rules of Robert’s Rules of Order and should have been called out of order. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 9:01 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JANUARY 14, 2013

A special meeting of the Kenosha Unified School Board was held on Monday, January 14, 2013, at 5:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of the meeting was for Discussion/Action on the WASB Proposed Resolutions, Discussion on the 8000 Series of School Board Policies (Internal Board Operations), Discussion/Action on a Resolution in Opposition to School Vouchers, and Discussion/Action on a Vote to Change the Date of the January, 2013 Regular School Board Meeting.

The meeting was called to order at 5:09 P.M. with the following members present: Ms. Stevens, Mrs. Taube, Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Dr. Hancock and Attorney Mark Olson from Buelow, Vetter, Buikema, Olson & Vliet were also present. Mr. Bryan arrived later.

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

Mrs. Snyder presented the Change of Date – January, 2013 Regular School Board Meeting as contained in the agenda, excerpts follow:

“Due to board member attendance at the Wisconsin Association of School Boards’ annual convention the week of January 21, 2013, it is recommended that the regular school board meeting be rescheduled from January 22, 2013 to January 29, 2013.”

Mrs. Taube moved that the regular school board meeting be rescheduled from January 22, 2013 to January 29, 2013. Mrs. Stevens seconded the motion. Unanimously approved.

Mrs. Snyder presented the Resolution in Opposition to School Vouchers.

Mr. Bryan arrived at 5:16 P.M.

Ms. Stevens moved to approve the Resolution in Opposition to School Vouchers. Mrs. Taube seconded the motion.

Mr. Nuzzo moved to suspend Bylaw 10(d) of policy 8810 (Lay on the Table). Mrs. Coleman seconded.

Roll call vote: Ayes: Ms. Stevens, Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Noes: Mrs. Taube and Mr. Bryan. Motion to suspend Bylaw 10(d) failed. (Required unanimous vote).

Mr. Nuzzo moved to postpone action on the Resolution in Opposition to School Vouchers until the January 29, 2013 regular Board meeting. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Bryan presented the WASB Proposed Resolutions and indicated that as the delegate to the WASB Delegate Assembly he would like direction in reference to voting on the resolutions.

Resolution 13-8 was pulled for discussion.

Mr. Bryan moved that the delegate vote in support of all resolutions except for 13-08. Mr. Gallo seconded. Mrs. Taube moved to amend to the motion to vote in support of all resolutions except for 13-08 and 13-11. Mr. Bryan and Mr. Gallo accepted the amendment. Unanimously approved.

Resolution 13-08 was discussed.

Mr. Nuzzo moved that the delegate observe the discussion relating to Resolution 13-08 and vote as deemed appropriate. Mr. Gallo seconded the motion. Unanimously approved.

Resolution 13-11 was discussed.

Mrs. Taube moved that the delegate vote in support of Resolution 13-11. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Bryan presented the Resolutions Submitted by Member School Boards and indicated that as the delegate to the WASB Delegate Assembly he would like direction in reference to voting on the resolutions

Mrs. Taube moved that the delegate not vote in support of these resolutions or wrap them into other resolutions. Mr. Nuzzo seconded the motion. Unanimously approved.

Mrs. Snyder presented the 8000 Series of School Board Policies (Internal Board Operations) for discussion purposes only. She indicated that proposed revisions would be brought back at a different meeting.

Discussion took place on Polices 8412, 8520, 8530, 8640, 8650, 8710, 8712, 8810, 8850, 8860, 8870, and 8880.

Meeting adjourned at 7:07 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
January 29, 2013

CASH RECEIPTS	reference	total
<b>December 2012 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 39,643,866.06
Johnson Bank	<i>account interest</i>	90.43
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	138,682.53
Wind River Financial	<i>school credit card receipts (net of fees)</i>	739.59
Meridian Bank / 5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	3,113.54
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	27,860.84
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	8,035.75
Total Incoming Wire Transfers		<u>\$ 39,822,388.74</u>
<b>December 2012 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 235,740.12
<b>TOTAL DECEMBER CASH RECEIPTS</b>		<b>\$ 40,058,128.86</b>

CASH DISBURSEMENTS	reference	total
<b>December 2012 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,182,501.93
WI Department of Revenue	<i>state payroll taxes</i>	573,438.97
WI Department of Revenue	<i>state wage attachments</i>	5,652.22
IRS	<i>federal payroll taxes</i>	2,750,312.86
Diversified Benefits Services	<i>health retirement account claims</i>	94.35
Diversified Benefits Services	<i>flexible spending account claims</i>	14,229.28
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,230,001.45
Delta Dental WI	<i>dental &amp; vision insurance premiums</i>	82,203.15
FICA Alternative	<i>federal payroll taxes</i>	9,993.91
Burkwald & Associates	<i>management fee</i>	24,287.06
Various	<i>TSA payments</i>	522,778.39
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	151,871.49
US Bank	<i>purchasing card payment-AP program</i>	50,769.77
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.58
Various	<i>returned checks</i>	402.50
Total Outgoing Wire Transfers		<u>\$ 12,715,990.91</u>
<b>December 2012 Check Registers - All Funds:</b>		
Net payrolls by paper check	<i>Register# 01025DP and 01026DP Check #488691 thru Check #489939 (net of void batches)</i>	\$ 9,457.33
General operating and food services		13,040,069.98
Total Check Registers		<u>\$ 13,049,527.31</u>
<b>TOTAL DECEMBER CASH DISBURSEMENTS</b>		<b>\$ 25,765,518.22</b>

## **Administrative Recommendation**

It is recommended that the December 2012 cash receipts deposits totaling \$235,740.12 and cash receipt wire transfers-in totaling \$39,822,388.74, be approved.

Check numbers 488691 through 489939 totaling \$13,040,069.98, and general operating wire transfers-out totaling \$320,497.34, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the December 2012 net payroll and benefit EFT batches totaling \$12,395,493.57, and net payroll check batches totaling \$9,457.33, be approved.

Dr. Michele Hancock  
Superintendent of Schools

Tina M. Schmitz  
Chief Financial Officer

Heather J. Kraeuter, CPA  
Accounting & Payroll Manager



## **RESOLUTION OPPOSING VOUCHER EXPANSION**

WHEREAS, public schools in the State of Wisconsin are held to strict accountability standards in an effort to measure student achievement and academic progress, unlike private and parochial schools which are not required to give state assessments or publish student achievement data; and

WHEREAS, public school districts in the State of Wisconsin accept and educate children regardless of race, ethnicity, gender, religion or academic talents, as opposed to those institutions that are able to reject applicants based on low academic performance, discipline issues, special needs, or any number of other factors; and

WHEREAS, the Wisconsin Legislature reduced public education funding for the 2011-13 biennium; and

WHEREAS, the Wisconsin Legislature will convene in January, 2013, and may consider the expansion of a voucher program; which might include expansion of the voucher program in the Kenosha Unified School District, against the wishes of the governing body of the School District; and

WHEREAS, there is no consistent evidence to demonstrate that students who utilize vouchers make better academic progress; and

WHEREAS, Kenosha's instrumentality charters presently provide multiple successful options for parents and children and would be seriously jeopardized by a voucher system; and

WHEREAS, the Kenosha Unified School District currently presents its students with a broad range of outstanding educational options, including charter schools, specialty schools, and open enrollment, and is not, therefore, in need of expansion of the voucher program which currently exists; and

WHEREAS, the implementation of a voucher program that takes any financial resources away from public schools and diminishes the great strides that have been made in those schools is unacceptable; and

WHEREAS, the Kenosha Unified School District Board of Education believes that any expansion of the voucher program in the District has the potential to result in an increase in the District property tax levy, in order to support such an expansion; and a corresponding potential loss in state aid to the District; and

WHEREAS, the School District Board wishes to maximize its available resources for the support of its operating programs, without the need to accommodate or implement an expansion of its voucher program; and

WHEREAS, the Kenosha Unified School District is not in a position to evaluate or assess the benefits/detriments which voucher programs may create in other Wisconsin School Districts; and

WHEREAS, the Kenosha Unified School District does not wish to assert or present a position which might create harm or disadvantage to the educational options which are offered to their students by other Wisconsin School Districts; and

WHEREAS, the Kenosha Unified School District Board of Education believes that each Wisconsin School District must individually determine whether an expansion of its voucher program is beneficial, or detrimental, to its students and educational programs.

NOW, THEREFORE, BE IT RESOLVED that the Kenosha Unified School District opposes any legislation or other effort by the Wisconsin Legislature to expand a voucher program in the Kenosha Unified School District or any other program that would have an effect similar to that of a voucher program, and encourages its elected officials to oppose the same.

BE IT FURTHER RESOLVED that the Kenosha Unified School District directs its Superintendent to take immediate action to alert the District's state legislators, Senator Robert Wirch and Representative Peter Barca, about the need to oppose voucher legislation in the Kenosha Unified School District and the negative consequences on the school district and the public education system and to provide a copy of this resolution to them.



BE IT FURTHER RESOLVED that the Kenosha Unified School District will encourage others, including parents, students and District taxpayers, to recognize the detrimental effect of a voucher system on public education in the Kenosha Unified School District and to contact elected legislators to convey the importance of supporting public education in the State of Wisconsin.

Adopted this 29<sup>th</sup> day of January, 2013.

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*President, Board of Education*

\_\_\_\_\_  
*Superintendent of Schools*

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*Secretary, Board of Education*

*Members of the Board:*

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KENOSHA UNIFIED SCHOOL DISTRICT

January 29, 2013

**Policy and Rule 1240 – Access to Public Records**

Policy and Rule 1240 – Access to Public Records designates the Superintendent of Schools as the legal custodian of records. The policy also defines a “record” and provides guidance regarding records requests and records retention. Recommended changes to the policy include clearly stating that District records shall be retained for periods of time specific in the Wisconsin Records Retention Schedule for School Districts provided by the Wisconsin Department of Public Instruction and updating position titles in the “Legal Custodian(s) of Records” portion of the rule.

**Administrative Recommendation:**

At the December 4, 2012 Personnel/Policy Standing Committee meeting, a committee member requested that this item be returned to the Committee in January to allow time to compare the policy with the Wisconsin Records Retention Schedule for School Districts and Wisconsin State Statutes. There were no objections from other Committee members or Administration. At its January 8, 2013 meeting, the Committee voted to forward proposed revisions to Policy 1240 to the School Board for a first and second reading.

Administration recommends that the School Board approve revisions to Policy and Rule 1240 - Access to Public Records as a first reading this evening and a second reading at the February 26, regular school board meeting.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Executive Director of Business Services

POLICY 1240  
ACCESS TO PUBLIC RECORDS

The School Board of the Kenosha Unified School District shall allow persons to have access to District records in accordance with this policy and accompanying rule and in accordance with state law.

The Superintendent of Schools is designated as the legal custodian of records for any school District authority. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with state and federal laws.

Public records may be inspected, copied and/or excerpted during established District office hours. The legal custodian shall establish fees in accordance with state and federal law. A list of such fees shall be made available at the District office and updated as needed.

District records shall be retained for the periods of time specified ~~on~~ **in the Wisconsin Records Retention Schedule For School Districts provided by the Wisconsin Department of Public Instruction.** ~~adopted by the Board.~~ A public records notice shall be displayed in designated locations in the District.

LEGAL REF.: Wisconsin Statutes

- Chapter 19, Subchapter II [Public records and property]
- Chapter 19, Subchapter IV [Personal information practices]
- Sections 103.13 [Records open to employees]
- 103.15 [Restrictions on use of test for HIV or antibodies to HIV]
- 118.125 [Student records]
- 118.126 [Privileged communication]
- 120.13(28) [Board power to designate custodian(s) of records]
- 146.81-146.83 [Access to and confidentiality of patient health care records]
- 252.15 [Restrictions on use of HIV test]
- 938.396 [Interagency sharing of juvenile records]
- ADM 12 of the Wisconsin Administrative Code [electronic records management]
- Americans with Disabilities Act of 199 [Maintenance of employee medical examinations]
- Family Educational Rights and Privacy Act [Confidentiality of student records]
- Health Insurance Portability and Accountability Act [HIPPA – privacy of patient health/insurance records]

- CROSS REF.: 1200, Public ~~Relations~~ **Information** Program
- 4232.1, Employee HIV Infection
  - 4260, Personnel Records
  - 5533, Communicable Disease ~~Control~~
  - 5533.1, Human Immunodeficiency Virus
  - 6470, Student Records
  - 7360, Facilities Project Records and Reports
  - 8840, School Board Minutes

ADMINISTRATIVE REGULATIONS: None

POLICY 1240  
ACCESS TO PUBLIC RECORDS  
Page 2

AFFIRMED: December 28, 1990

REVISED: May 11, 1999  
February 25, 2003  
December 19, 2006

RULE 1240  
ACCESS TO PUBLIC RECORDS

A. Definition

“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), and 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.

B. Legal Custodian(s) of Records

The Superintendent of Schools/designee is the legal custodian of all School District records. Persons in the following positions are designated as deputies to act as legal custodians of particular records:

1. The School Board Secretary for all official Board records and minutes.
2. The ~~Director of Finance~~ **Chief Financial Officer** for all records relating to business services.
3. The Executive Director of ~~Human Resources~~ **Business Services** for all records relating to personnel services.
4. The ~~Executive Director of Curriculum and Instructional Services~~ **Assistant Superintendent of Teaching and Learning** for all records pertaining to curriculum and instruction.
5. The Director of Special Education **and Student Support** for all records relating to special education and student services.
6. The office of Student Support maintains records of former students.
7. The principal of each school under the direction of the Executive Directors of School Leadership ~~II/Coordinator of~~ **Director of Special Education and Student Support** for all student records and other records located in individual school buildings or centers of operation.

Upon request the Superintendent will provide information concerning the location of any District records not in the custody of any of the above named deputies.

C. Records Requests

1. Any person has a right to inspect a District record and to make or receive a copy of any record as provided in state law. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law are exempted from disclosure under these procedures. These records include, but are not necessarily limited to, student records, certain types of records of District employees and individuals holding local public office in the District, computer programs and data, contractor’s records, identities of certain applicants for public positions, and records or any portion of a record qualifying as a common law trade secret.

If a record contains 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 delete or redact the information that may not be made public from the record before release.

2. A request to inspect or copy a record shall be made to the legal custodian of the records. 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 of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if security reasons or federal law so dictate, identification may be required. Mail requests, if approved, may require a fee prepayment.

RULE 1240  
ACCESS TO PUBLIC RECORDS

Page 2

3. Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the denial of the request.
4. A request for a record may be denied as described in these procedures. A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the District's legal counsel in making such determination.
  - a. 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.
  - b. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denials. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under state law, or upon application to the Attorney General or a District attorney.
  - c. Any custodian who denies access to a record shall report such denial to the Superintendent as soon as possible.
5. Records will be available for inspection and copying during all regular office hours.
6. A requester shall be permitted to use facilities comparable to those available to District employees to inspect, copy or abstract a record.
7. 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.
8. A requester shall be charged a fee for the cost of copying and locating records as follows:
  - a. The fee for photocopying shall be set from time to time by the Superintendent.
  - b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
  - c. The actual full cost of providing a copy of other records not on printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.
  - d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
  - e. 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.
  - f. 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.
  - g. 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.
  - h. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.

D. Records Retention

1. District records shall be kept for the period of time specified in the records retention schedule adopted by the Board. Records not covered in the District's records retention schedule shall be kept for a period of not less than seven years, unless a shorter period is fixed by the state public records board or otherwise provided.
  - a. Student records shall be retained as outlined in District procedures relating to the maintenance and confidentiality of student records.
  - b. Any taped recording of a meeting of a governmental body (i.e., School Board) may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the

RULE 1240  
ACCESS TO PUBLIC RECORDS  
Page 3

- recording was to make minutes of the meeting.
2. Records that no longer serve a useful, business, educational or historical purpose shall be destroyed subject to limitations of applicable laws and the record retention schedule adopted by the Board. Prior to destruction of any records, the Kenosha County Historical Society/District Archives shall be notified at least 60 days in advance to determine if historical interest justifies preservation of such records. The Kenosha County Historical Society/District Archives may, upon application, waive this notice.
  3. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least 60 days after the date that the request is denied.
  4. The District may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting. Any photographic reproduction that meets applicable state law standards shall be deemed an original record for all purposes.

KENOSHA UNIFIED SCHOOL DISTRICT

January 29, 2013

**Policy and Rule 5260 –Open Enrollment - Full Time**

Policy and Rule 5260 – Open Enrollment - Full Time addresses the state mandate of providing open enrollment opportunities to nonresident students. As the practice of open enrollment has grown over the past several years, especially in the area of virtual charter school enrollments, school districts have experienced cases of habitual truancy. State Statute 118.16 speaks to the school attendance enforcement and notification procedures for all students. Updated guidelines, as communicated from the Department of Public Instruction, declare that termination of open enrollment students due to habitual truancy must now be included in any district open enrollment policy. The definitions, notifications, and interventions that currently apply to resident students will now be consistent and apply to open enrolled students.

Administrative Recommendation:

At its January 8, 2013, meeting, the Personnel/Policy Committee voted to forward proposed revisions to Policy 5260 to the School Board for a first and second reading. Administration recommends that the School Board approve revisions to Policy 5260 – Open Enrollment - Full Time as a first reading this evening and a second reading at the February 26, 2013, regular school board meeting.

Dr. Michele Hancock  
Superintendent of Schools

Kristopher Keckler  
Executive Director of Information & Accountability



POLICY 5260  
OPEN ENROLLMENT – FULL TIME

Nonresident Students Attending School in the District

A nonresident student residing within the State of Wisconsin may apply for full-time enrollment in a Kenosha Unified School District school under the public school open enrollment program in accordance with state law and established procedures. The District shall use the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. The District shall consider the availability of space in the schools and classrooms within the District, student-teacher ratios including educational assistant ratios, and enrollment projections. Space availability decisions shall be made in accordance with District policies and procedures.
2. The District shall not enroll a student if that student was habitually truant from the nonresident school district during any semester of attendance at the nonresident district in the current or previous school year.
3. The District shall not enroll a student during the term of the student's expulsion from another school district. Further, the District shall not enroll a student who has been expelled from another district during the preceding two school years or has disciplinary proceedings pending for endangering the health, safety, or property of others, conveying or causing to be conveyed any threat made to destroy any school property by means of explosives, or possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after initial acceptance of the student and prior to the beginning of the school year in which the student first enrolls in the Kenosha Unified School District, the student's enrollment shall be denied.
4. A student with special education needs will be considered for enrollment only if the special education program or services described in the student's individual educational program (IEP) are currently available in the District and there is space available in the required program. When determining space availability, consideration shall be given to class size limits, teacher-student ratios and enrollment projections. If a nonresident student's IEP changes after the student begins attending school in the Kenosha Unified School District and the special education program or services required by the IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District shall deny the student's continued enrollment in the District.
5. A student who has been screened for possible disability and need for special education by the student's resident district or who has been identified or reported as a student with a disability and need for special education, but not yet evaluated by an IEP Team in the resident district, shall be considered for enrollment only after the student's resident district completes the evaluation process. Upon completion of the IEP Team evaluation process, the District shall consider the open enrollment application as per item (4) above.

The Kenosha Unified School District shall give preference in accepting full-time open enrollment applications to nonresident students already attending school in the District and their siblings. If the District receives more nonresident student applications for a particular grade, program or school than there are available spaces, students will be accepted for enrollment on a random basis.

POLICY 5260  
OPEN ENROLLMENT FULL TIME  
Page 2

Once accepted for enrollment, the District shall assign the nonresident student to a school or program in accordance with District policies and procedures. The District shall give preference in attendance at a school, program, class or grade to resident students who live outside the school's attendance area.

No nonresident open enrollment student shall be required to reapply more than one time, except for:

All nonresident open enrollment students attending elementary school in the District shall be required to reapply for enrollment prior to admission to middle school.

All nonresident open enrollment students who come into the district on open enrollment at the middle school level will need to reapply for open enrollment at the high school level. ~~This requirement becomes effective in the year 2009 and beyond for applicants who wish to enroll in the fall of 2009.~~

Student transportation shall be the responsibility of the student's parent(s)/guardian(s) or the adult student except as otherwise required by law.

Nonresident open enrollment students attending a school or program in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

**Nonresident open enrollment students may have their enrollment terminated due to habitual truancy. The definitions and notifications for open enrolled habitual truant students will be consistent with those of resident students (KUSD Policy 5310). The resident school district of open enrolled students will also receive these notifications.**

Nonresident students that attend a school that does not offer WIAA athletics will be assigned, on a lottery basis, a WIAA-eligible school for sports, extra-curricular activities and fine arts.

Resident Students Attending School Outside the District

Except as otherwise provided, any student residing in the Kenosha Unified School District shall be allowed to attend public school in another district on a full-time basis if the student has filed the appropriate application with that school district and has been accepted for enrollment. The District shall deny a student's enrollment in another district only under the following conditions:

1. The District shall deny a student from attending school in another district, or continuing to attend school in another district, if the costs of special education services required in the student's IEP would place an undue financial burden on the District. The Kenosha Unified School District will provide an appropriate educational program to meet the student's needs in such cases.

The student's parent(s)/guardian(s) or the adult student shall be responsible for providing student transportation to and from the nonresident district.

POLICY 5260  
OPEN ENROLLMENT FULL TIME  
Page 3

A resident student attending school outside the district under open enrollment may not be allowed to take courses or participate in extra curricular activities in the resident district.

**LEGAL REF.:** Wisconsin Statutes

- Sections 118.13 (Student discrimination prohibited)
- 118.15 (Compulsory school attendance)**
- 118.16 (School attendance enforcement)**
- 118.51 (Full-time open enrollment)
- Chapter 115, Subchapter V (Special education program requirements)

**CROSS REF.:** ~~4310 — Instructional Staffing~~

- 4351.1 Teaching Load
- 5110 Equal Educational Opportunities
- 5120 Student Enrollment Reporting
- 5200 School Admissions
- 5210 Entrance Age
- 5220 ~~Admissions of Nonresident Students (Other than~~ **Excluding** ~~Open Enrollment~~  
~~Students)~~
- 5250 ~~Admission of Emancipated Minors~~
- 5270 ~~Part-time Public High School~~ Open Enrollment – **Part Time**
- 5310 Student Attendance**
- 5320 School Attendance Areas
- 5330 Assignment of Students to Schools
- ~~5419.1 Graduation Requirements~~
- ~~6151 — Class Size~~
- Program and Procedure Manual for Special Education and Student Support

**AFFIRMED:** January 27, 1998  
May 27, 2008  
January 25, 2011

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

January 29, 2013

**SIMMONS FIELD LEASE TERMINATION**

**Background:**

In the fall of 2005, KUSD was offered \$2,000,000 by the United Hospital System for Durkee Elementary School and related property. It was decided that a new school would be constructed to replace both Durkee and Lincoln Elementary Schools on the former American Brass site. A deal was negotiated between the District and the City of Kenosha that included the following:

- KUSD received approximately 6.36 acres of land at the Brass site for the construction of Brass Community School.
- KUSD took over responsibility (through a long-term lease) of Simmons Field.
- KUSD was responsible for the construction of 15<sup>th</sup> Avenue between 63<sup>rd</sup> and 65<sup>th</sup> Streets adjacent to Brass Community School.
- City received Lincoln Elementary School and associated property (which was later leased back to KUSD for the KTEC charter school).

This deal was approved by the School Board at their July 25, 2006 regular meeting, and the two entities began working on developing the various agreements associated with the deal. Four agreements were developed by KUSD and the City and were approved by the City Common Council on November 6, 2006 and by the School Board at a November 14, 2006 special meeting. The agreements were all based on a transfer of properties between KUSD and the City without the need for any financial considerations. One of the four agreements was the long-term lease of Simmons Athletic Field by KUSD.

The inclusion of Simmons Field in the overall deal was not something that was of primary interest to KUSD, but was something that the City had wanted to include. It was the intention of the School Board from the onset to sublease the operation and maintenance of Simmons Field to a non-profit organization(s) involved in promoting baseball in Kenosha. An agreement was developed to sublease Simmons Field to Kenosha Post No. 21 of the American Legion. The local post of the American Legion worked through a new organization named the Kenosha Simmons Baseball Organization (KSBO) to operate and maintain Simmons Field. The sublease was drafted to mirror the lease KUSD had with the City of Kenosha, and it was reviewed by the City of Kenosha Attorney's Office and approved by the City of Kenosha Parks Commission. The School Board approved the sublease at an April 3, 2007 special

meeting and the KSBO took over responsibility for the field and it has remained that way for the past five years.

Earlier this year, the City of Kenosha approached both KUSD and the KSBO to discuss the possibility of terminating the lease between the City and KUSD and the sublease between KUSD and Kenosha Post No. 21 of the American Legion. The purpose for the City's request was to allow for the City to enter into a lease of the field with an organization for the purpose of bringing a Northwoods League team to Kenosha. The arrangement with the Northwoods League will include a large capital investment by both the league and the City into Simmons Field and will still allow for KUSD use of the field for free based on a combination of our interest and field availability. The agreement with the Northwoods League has received widespread support from the local baseball community including KUSD.

Attached is the proposed Lease Termination Agreement developed by the City with input from KUSD and others. If approved by all parties, this agreement would terminate both the lease between the City and KUSD, and also the sublease between KUSD and Kenosha Post No. 21 of the American Legion. Similar to the original agreement and lease, the lease termination does not include any financial considerations between any of the parties.

This report was reviewed by the Planning, Facilities and Equipment Committee at its January 8, 2013 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

**Administration Recommendation:**

Administration recommends Board approval of the termination of the Simmons Field lease and associated sublease as described in this report.

Dr. Michele Hancock  
Superintendent of Schools

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

## LEASE TERMINATION AGREEMENT

This Lease Termination Agreement (this "Agreement") is made as of the \_\_\_ day of \_\_\_\_\_, 2012, by and between the Board of Park Commissioners of the City of Kenosha, Wisconsin, a municipal park commission, ("CITY"), Kenosha Unified School District No. 1, a Wisconsin common school district ("LESSEE"/"SUBLESSOR"), Kenosha Post No. 21 of the American Legion, a Wisconsin not-for-profit entity ("SUBLESSEE"), Baseball Like It Oughta Be, LLC, a Wisconsin limited liability company ("BASEBALL"), and Northwoods League, Inc., a Florida cooperation, ("NORTHWOODS"), collectively referred to as the Parties.

### RECITALS:

WHEREAS, Simmons Athletic Field is parkland owned by the City of Kenosha; and

WHEREAS, the CITY and LESSEE/SUBLESSOR entered in a Lease of Simmons Athletic Field ("LEASE") fully executed as of December 21, 2006 whereby the CITY leased to the LESSEE/SUBLESSOR and the LESSEE/SUBLESSOR leased from the CITY certain park land known as Simmons Athletic Field and Parking Lot located at 7817 Sheridan Road more particularly described on attached Exhibit "A" ("PREMISES") for an original term of fifty (50) years commencing January 1, 2007; and

WHEREAS, the LESSEE/SUBLESSOR entered into a Sublease of Simmons Athletic Field ((SUBLEASE") made and entered into as of April 1, 2007 whereby the LESSEE/SUBLESSOR leased to the SUBLESSEE and the SUBLESSEE leased from the LESSEE/SUBLESSOR the PREMISES for an original term of ten (10) years commencing on April 1, 2007 and terminating at midnight on March 31, 2017; and

WHEREAS, the CITY consented to the SUBLEASE dated as of April 30, 2007; and

WHEREAS, all applicable terms and conditions of the LEASE are incorporated into and made part of the SUBLEASE with certain exceptions as provided in Article 28.1 of the SUBLEASE; and

WHEREAS, Article 2.2.2 of the SUBLEASE provides for the termination of the SUBLEASE upon termination of the LEASE; and

WHEREAS, the City of Kenosha, the Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS desire to enter into a new Lease for the PREMISES, the approval of which is conditioned upon the termination of the existing LEASE and SUBLEASE; and

WHEREAS, the CITY, the LESSEE/SUBLESSOR and the SUBLESSEE desire to terminate the existing LEASE and SUBLEASE to permit the City of Kenosha, Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS to enter into a new Lease for the PREMISES; and

WHEREAS, expressly conditioned on the approval of the new Lease for the PREMISES between the City of Kenosha, the Board of Park Commissioners of the City of Kenosha, BASEBALL and NORTHWOODS, the CITY, the LESSEE/SUBLESSOR and the SUBLESSEE mutually desire to cancel and terminate the LEASE and the SUBLEASE together with any right, title or interest the

LESSEE/SUBLESSOR and SUBLESSEE may have to the PREMISES as of the approval and execution of the new Lease.

**NOW, THEREFORE,** in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Recitals.** The forgoing recitals are hereby incorporated into this Agreement as if fully set forth in this paragraph.

2. **Capitalized Terms.** Capitalized terms used herein and not otherwise defined shall have the meanings given to such terms in the LEASE and SUBLEASE.

3. **Conflict or Inconsistency.** In the event of conflict or inconsistency of the terms of the LEASE, SUBLEASE, and this Agreement, then the terms of this Agreement shall prevail.

4. **Termination.** Subject to the performance by the Parties, of their respective duties, liabilities and obligations set forth in this Agreement, as of the approval and execution of the new Lease, the LEASE and SUBLEASE and all right, title and interest of the LESSEE/SUBLESSOR and SUBLESSEE to the PREMISES shall be terminated and shall be null and void and of no further force or effect and the CITY, LESSEE/SUBLESSOR and SUBLESSEE shall be fully, completely and forever released from all duties, obligations and liabilities under the LEASE and SUBLEASE. Notwithstanding anything contained herein to the contrary, the terms and conditions of this Agreement and the termination of the LEASE and SUBLEASE are expressly conditioned on the approval and execution of the new Lease and the payment to the CITY of all sums due and owing by the LESSEE/SUBLESSOR and SUBLESSEE. In the event that the new Lease is not approved and executed, or in the event all sums due and owing the CITY are not paid by the LESSEE/SUBLESSOR and SUBLESSEE, this Agreement shall be null and void and of no further force or effect and the LEASE and SUBLEASE shall remain in effect.

5. **Lincoln Elementary School.** Except as otherwise provided in this Agreement, it is expressly understood and agreed that the termination of the LEASE shall in no way affect those transactions referred to in the letter of understanding dated June 21, 2006, from City of Kenosha Mayor, John M. Antaramian to Dr. R. Scott Pierce, Superintendent of Kenosha Unified School District including the purchase of Lincoln Elementary School by the City of Kenosha, the consideration for which was One Dollar (\$1.00) and the Lease between the CITY and the LESSEE/SUBLESSOR. It is further understood and agreed that no additional compensation shall be paid by the City of Kenosha for the purchase of Lincoln Elementary School as a result of the termination of the LEASE pursuant to this Agreement.

6. **Binding Effect.** This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns.

7. **Modification.** This Agreement may not be modified or amended except by written agreement executed by the Parties hereto.

8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

9. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and which taken together shall constitute one and the same instrument.

10. **Remedies.** The Parties hereto shall have the right to pursue any and all remedies at law and in equity with respect to enforcing any provision of this Agreement.

11. **Attorneys' Fees.** If any of the Parties hereto initiates legal proceedings to enforce any right under this Agreement, the prevailing party in such proceeding shall be entitled to reimbursement of its reasonable attorneys' fees, costs and expenses from the non-prevailing party.

12. **Costs and Expenses.** The Parties hereto shall bear their own costs and expenses incurred in connection with the negotiation and execution of this Agreement, including but not limited to, any attorneys' fees and charges, fees, expenses.

**(THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK)  
(SIGNATURES APPEAR ON THE FOLLOWING PAGE)**



IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below given.

**THE BOARD OF PARK COMMISSIONERS  
OF THE CITY OF KENOSHA**

BY: \_\_\_\_\_  
MICHAEL J. ORTH, Chairperson

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
MICHAEL M. LEMENS,  
Director of Public Works

Date: \_\_\_\_\_

STATE OF WISCONSIN )  
  :SS.  
COUNTY OF KENOSHA )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, **MICHAEL J. ORTH, Chairperson of the Board of Park Commissioners of the City of Kenosha** and **MICHAEL M. LEMENS, Director of Public Works** of the **CITY OF KENOSHA, WISCONSIN**, a Wisconsin municipal corporation, to me known to be such Chairperson and Director of Parks, and acknowledged to me that they executed the foregoing instrument as such officers as the Agreement of said City, by its authority.

\_\_\_\_\_  
Notary Public, Kenosha County, WI.  
My Commission expires/is: \_\_\_\_\_



**AMERICAN LEGION POST 21  
a Wisconsin Not-For-profit Entity**

BY: \_\_\_\_\_  
TOM VISINTAINER, Post Commander

Date: \_\_\_\_\_

**STATE OF WISCONSIN )  
                                  :SS.  
COUNTY OF KENOSHA )**

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2012, **TOM VISINTAINER, Post Commander**, of American Legion Post 21 to me known to be such Post Commander and acknowledged that he executed the foregoing instrument as such officer as the agreement of said post, by its authority.

\_\_\_\_\_  
Notary Public, Kenosha County, WI.  
My Commission expires/is: \_\_\_\_\_

**BASEBALL LIKE IT OUGHTA BE, LLC**  
**a Wisconsin Limited Liability Company**

BY: \_\_\_\_\_  
STEVEN W. SCHMITT, Member

Date: \_\_\_\_\_

**STATE OF WISCONSIN)**  
**:SS.**  
**DANE COUNTY )**

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2012, **STEVEN W. SCHMITT**, to me known to be a Member of **BASEBALL LIKE IT OUGHTA BE, LLC** and acknowledged to me that he executed the foregoing instrument as the Agreement of said limited liability company, by its authority.

\_\_\_\_\_  
Notary Public, Dane County, WI.  
My Commission expires/is: \_\_\_\_\_

**NORTHWOODS LEAGUE, INC.**  
**a Florida Corporation**

BY: \_\_\_\_\_  
RICHARD R. RADATZ, JR., President

Date: \_\_\_\_\_

**STATE OF MINNESOTA)**  
**:SS.**  
**OLMSTED COUNTY )**

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2012, RICHARD R. RADATZ, JR., President, of the Northwoods League, Inc. to me known to be such President and acknowledged that he executed the foregoing instrument as such officer as the Agreement of said corporation, by its authority.

\_\_\_\_\_  
Notary Public, Olmsted County, MN  
My Commission expires/is: \_\_\_\_\_

Drafted By:  
JONATHAN A. MULLIGAN  
Assistant City Attorney

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 29, 2013

**Open Enrollment Allocations – 2013-14 School Year**

The Wisconsin Department of Public Instruction (DPI) stipulates that a district must allocate open enrollment spaces during their January board meetings. This allocation requirement is two months sooner than in previous years. The Open Enrollment period for the state runs from February 4<sup>th</sup>, 2013, to April 30<sup>th</sup>, 2013. Similar to last year, the open enrollment application window was expanded from the historical three (3) weeks to three (3) months. Along with the usual open enrollment window, applicants can also apply for immediate admittance into a non-resident district (i.e. KUSD) during the current school year if the applicant can demonstrate that he/she meets certain criteria.

Attached in Appendix "A" is a listing by grade of available open enrollment seats for both regular and special education for School Year 2013-14. DPI has indicated that the District's affirmation must specifically delineate both regular and special education seats by grade and not just an overall number of available seats.

In terms of available spaces for School Year 2013-14 within the Kenosha Unified School District, the Offices of Educational Accountability, School Leadership, and Teaching and Learning (Special Education/Student Support and Early Education) met on multiple occasions to gather, delineate and refine information related to this issue. After review of our available data and enrollment projections, this collaborative team with the endorsement of the Superintendent of Schools makes the recommendation contained in Appendix "A" to the School Board for formal affirmation. The affirmation is only applicable to space availability for School Year 2013-14.

Administrative Recommendation:

Administration recommends that the Kenosha Unified School Board affirm and approve the space availability for open enrollment students (both regular and special education) as noted herein for School Year 2013-14.

Dr. Michele Hancock  
Superintendent of Schools

Kristopher Keckler  
Executive Director  
of Information & Accountability

Karen Davis  
Assistant Superintendent  
of Elementary School Leadership

Daniel Tenuta  
Assistant Superintendent  
of Secondary School Leadership

Susan Valeri  
Director of Special Education  
and Student Support

Belinda Grantham  
Director of Early Education Programs

Renee Blise  
Senior Research Analyst

**APPENDIX “A”**  
**Number of Regular and Special Education Open Enrollment Spaces**  
**School Year 2013-14**

Grade Level	Regular Education	Special Education	Total
Pre-kindergarten	3	0	3
Kindergarten	13	2	15
Grade 1	15	4	19
Grade 2	0	0	0
Grade 3	1	1	2
Grade 4	0	0	0
Grade 5	0	0	0
Grade 6	2 (6)	0	8
Grade 7	2	0	2
Grade 8	2	0	2
Grade 9	2 (3)	0	5
Grade 10	3	0	3
Grade 11	2 (2)	0	4
Grade 12	2	0	2
Total	58	7	65

KUSD policy requires that a current open enrolled student re-apply just once, which is during the transition from elementary to middle school, or if they first enrolled during middle school, then they must reapply during the transition from middle school to high school. The numbers in parenthesis represents those current open enrolled students who are required to reapply, though we still count those current students as new applications for our state reporting.

Kenosha Unified School District  
Kenosha, Wisconsin

January 29, 2013

**Adoption of Employee Handbook**

Effective July 1, 2013, the collective bargaining agreements between Kenosha Unified School District, the Kenosha Education Association and Local 2382 (Secretaries' Union) will expire. Therefore, with the implementation of Act 10, which prohibits unions and employers from bargaining over conditions of employment other than base wages, the Administration is recommending the adoption of a district-wide employee handbook.

The handbook development was a comprehensive process which included a district-wide employee feedback survey, five handbook subcommittees including health insurance, benefits other than health, hours of the workday, staffing and compensation and a District Leadership Handbook Committee. These committees were comprised of employees from all bargaining groups across the district. Their charge was to provide feedback on proposed handbook language to the lead committee. The Lead Committee, comprised of Ms. Mary Snyder, Bob Nuzzo, Atty. Susan Love and the Leadership Council, gathered the feedback/information and drafted a handbook. The major components are as follows:

- The handbook is a summary of state and federal employment law as well as the employment practices and procedures of the District.
- The handbook covers all full-time and part-time, administrative, teaching, technical, service, secretarial, miscellaneous, and support staff.
- This handbook will replace all “traditional” collective bargaining agreements, as well as the administrative and miscellaneous compensation policies.
- Salary schedules are not a part of the handbook as we are continuing work in the area of salary and compensation. **BASE WAGE CONTINUES TO BE A MANDATORY SUBJECT OF BARGAINING.**
- The handbook is divided into five major sections:
  - Employment: This section includes (but is not limited to) a number of current policies and practices of the District including items such as anti-harassment, confidentiality, job postings, professional hours, inclement weather, school closings, etc.
  - Employment records: This section includes (but is not limited to) information regarding personnel data changes, access to personnel files and employee evaluation.
  - District Benefits and General Leaves: This section includes (but is not limited to) items such as FMLA, sick leave, vacation, holidays, personal leave days, and of course, employee benefits.
    - NOTE: The handbook does not identify premium contribution percentage or define the nature of the benefit plans as we are preparing to go out to bid on these items.



- Conditions of Employment: This section includes items such as staff physical exams, dress code, absence reporting and employee training policy.
- Employee Conduct, Code of Ethics and Disciplinary Action: The heading is self-explanatory.

It should be noted that in June 2012, the Board of Education adopted a “transition” handbook for SEIU, Service Employees Union. The adoption of this Employee Handbook will cover all employees effective July 1, 2013.

Recommendation:

It is the recommendation of the Administration that the Board of Education adopt the proposed district-wide Employee Handbook.

Dr. Michele Hancock  
Superintendent of Schools

Sheronda Glass  
Executive Director of Business Services

Edward Kupka  
Interim Director of Human Resources



**Kenosha Unified  
School District**

*maximizing the brilliance of children*

# **EMPLOYEE HANDBOOK**

Effective July 1, 2013



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## **INTRODUCTION**

This Employee Handbook is a summary of some of the employment policies, procedures, rules, and regulations of Kenosha Unified School District. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the School District. It is your responsibility to read and become familiar with this information and to follow the policies, procedures, rules, and regulations contained herein. Most of your questions should be answered in this Handbook. However, if you have questions regarding the Handbook, or matters which are not covered, please direct them to your immediate supervisor or Human Resources. For complete information on these policies, please contact the Office of Human Resources.

### **Common Terms and Definitions**

- School Leadership refers to principals and/or assistant principals.
- District refers to Kenosha Unified School District.
- Supervisor refers to immediate reporting structure for an employee.
- At Will: This refers to an employment arrangement in which the employee may quit at any time, and the employer may fire the employee for any reason that is not illegal.
- Arbitrary: The District cannot terminate an employee unless the decision is supported by the necessary facts.
- Capricious: The decision to terminate an employee cannot be without thought or rationale.

### **Definition of Employment Status**

This handbook is applicable to the following employee groups of the District:

Group A – Exempt Professional (salaried)...administrative and managerial positions exempt from overtime provisions of the Fair Labor Standards Act (FLSA).

Administrators and teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, §111.70(1)(L), Wis. Statutes 118.235.

Group B – Exempt Professional – Non-managerial (salaried)...technical positions that are non-management and exempt from overtime provisions of the FLSA. Typically includes higher-level information technology positions, fiscal management positions, human resource management positions and administrative assistant type positions.

Group C – Non-Exempt Support Professional...non-managerial, non-supervisory positions eligible for overtime provisions of the FLSA. Typically includes secretarial, miscellaneous, service and educational assistant type positions.

Group D – Leadership...Leadership Council and Superintendent... administrative and managerial positions exempt from overtime provisions of the Fair Labor Standards Act (FLSA). Administrators are professional employees as defined by the federal Fair Labor

Standards Act and the Wisconsin Municipal Employee Relations Act, §111.70(1)(L), Wis. Statutes 118.235.

Throughout this Handbook, each section shall list, by alpha description (i.e. A, B, C, etc.), whether the section is applicable to each alpha group. For example, the section on Jury Duty is applicable to groups A, B, C, D.

### **Disclaimer Statement**

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefits, or a contract of employment, expressed or implied.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether oral or written.

The Superintendent is ultimately responsible for the management and interpretation of this Handbook.

## **SECTION 1: EMPLOYMENT**

### **Equal Opportunity Employer (A, B, C, D)**

The District is an equal opportunity employer. Personnel administration in the District shall be conducted so as not to discriminate on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, seniority, transfer, promotion, lay-off, recall or termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Any employee who believes he/she has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Director of Human Resources.

All employees will receive information and training regarding rights and responsibilities regarding discrimination considerations as they relate to employment.

Reference: Board Policy/Rule 4110

### **Anti-Harassment (A, B, C, D)**

The Kenosha Unified School District No. 1 seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the District's high ideals. Harassment is a form of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from intimidation and harassment.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the District. Intimidation and harassment can arise from a broad range of physical or verbal behaviors (by employees or by non-employees, such as outside contractors or members of the community), which can include, but is not limited to, the following:

- Physical or mental abuse;
- Racial, ethnic or religious insults or slurs;



- Unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment or academic status;
- Sexual comments, jokes or display of sexually offensive materials;
- Sex-orientated name calling or bullying;
- Inappropriate staring at another individual or touching of his/her clothing, hair or body
- Asking personal questions about another individual's sex life; and
- Asking out an employee who has stated that he/she is not interested.

These activities are offensive and inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the District, but also for each individual in the District. It is the responsibility of administration and all employees to ensure that these prohibited activities do not occur. Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge.

Any person who believes that he or she has been the subject of prohibited harassment or similar unacceptable behavior or retaliation should report the matter immediately to the Director of Human Resources or, in the alternative, the Superintendent/designee. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law.

Reference: Board Policy 4111

### **Technology Acceptable Use (A, B, C, D)**

The District provides electronic communication resources to enhance productivity and enable users to achieve an efficient, high quality educational environment. Electronic communication refers to all aspects of voice, video and data communications including, but not limited to voice mail, e-mail, fax, Internet, etc.

The District's technology resources are District assets. While the District respects the privacy and security needs of all individuals, authorized District representatives may review, audit, intercept, access and/or disclose all communications created, received or sent using District or personal technology resources including the use of personal email accounts at any time, with or without notice. Use of such resources constitutes consent to monitoring and/or access.

Failure to comply with the terms of this policy and its implementing rules may result in disciplinary action being taken against the user. Such action shall be in accordance with Board policy regarding employee discipline.

Reference: Board Policy 3535

### **Use of Telephones/Mobile Phones/Pagers (A, B, C, D)**

Employees are prohibited from making personal calls on District telephones, except mobile phones as allowed by policy, at any time, unless approved by management.

The District provides mobile telephones to some employees for the purpose of conducting District business. The use of District owned mobile equipment to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in some situations. Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the employee's plan do not result in additional charges, they do count toward the overall time limits established under District mobile phone plans. Any overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee.

In addition, employees are prohibited from using personal cell phones and pagers during work hours unless pre-approved by management. Employees are allowed to make personal calls on their personal cell phones in designated break areas during regular break periods.

Employees may-not use District owned mobile phones while driving any District owned or personal vehicle at any time, unless a hands-free device is employed. Nor may employees use personally owned mobile phones while driving a District vehicle, or while driving a personal vehicle in the performance of District business, unless a hands-free device is employed. In addition, texting or e-mailing while driving a District vehicle or while driving a personal vehicle while on District business is prohibited.

In all cases employees must adhere to all federal, state or local rules and regulations regarding the use of hand held communication devices while driving. In the case of a specific personal situation that requires an employee to be available via phone or pager for **extraordinary** family needs, arrangements must be made in advance with the Supervisor.

If an emergency call is received for an employee, the employee will be notified by a supervisor. If an employee must make an emergency phone call, the employee must inform the immediate supervisor.

Reference: Board Policy 3535

### **Use of Cameras, Video and Audio Recording Devices (A, B, C, D)**

Cameras, video and audio recording devices are prohibited on District premises without prior consent of a supervisor.

The District recognizes that some hand held communication devices, including cell phones, have the capability to take photographs and record. Employees are prohibited from taking photographs, videotaping or audio recording anywhere on District grounds by any means without authorization.

**Confidentiality (A, B, C, D)**

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Violation of this policy will result in progressive discipline, up to and including termination.

Reference: Board Policy 4224

**Conflict of Interest (A, B, C, D)**

In order to ensure sound management policies and procedures and in order to avoid actual or potential conflicts of interest, no close relative of an employee of the District or a member of the Board of Education shall be appointed to and/or assigned to a position having conflicting interests with a position held by a close relative. Close relative is defined as spouse, mother, father, brother, sister, son, daughter, aunt, uncle, niece or nephew, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law.

Positions of conflicting interest are defined as follows: any supervisory position having immediate or partial supervisory responsibilities over an individual other than an occasional basis.

In addition, employment of the following relative of the members of the School Board is not to be considered: (1) Spouse (2) father and father-in-law, (3) mother and mother-in-law, (4) brother and brother-in-law, (5) sister and sister-in-law, (6) son and son-in-law, and (7) daughter and daughter-in-law.

Reference: Board Policy/Rule 4331

**Termination of Employment (A, B, C, D)**

An employee may be non-renewed or terminated for any reason that is not arbitrary or capricious.

**Employee Resignation/Retirement (A, B, C, D)**

Employee resignation/retirements shall be made in writing to the Superintendent of Schools and shall be in accordance with any employment agreements. Resignations shall contain a specified effective date and should include a reason for separation/termination.

Resignations that are not in accordance with District policy may be accepted for administrative purposes only.

Reference: Board Policy 4361/Employment Agreement

### **Hours of the Day/Workday (A, B, C, D)**

Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be a minimum of eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. The actual workday for each building shall be established by the District.

Hourly and Technical – Non-Managerial Support Staff: Work schedules for employees vary throughout the school district. Supervisors will advise employees of their individual work schedules. Staffing needs and operations demands may necessitate variation in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

All staff is responsible for the completion of their duties as set forth in the job description and those other duties specific to each position.

### **Lunch Periods (C)**

Hourly employees working six (6) hours or more per day shall receive a thirty minute lunch period. Lunch will be scheduled with a Supervisor to best meet the scheduling needs of the building or department. An employee must receive permission to work during their scheduled lunch period and must report any time worked.

### **Emergency Closings (A, B, C, D)**

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

### **Inclement Weather (A, B, C, D)**

The Superintendent of Schools/designee is the only person authorized to determine whether schools shall be closed in inclement weather.

A public announcement of school closings shall be made through the various available media. Schools shall be expected to be open on regular schedules if no public announcement is made to the contrary by 6:00 a.m. on any given day. Schools may be open when bus transportation or food services are not in operation.

The same announcement, when made, shall specify whether all District personnel are expected to report to work at their regularly scheduled time. The Superintendent shall determine which personnel are expected to report.

Reference: Board Policy 3643/Administrative Regulation 3643

## **School Calendar (A, B, C, D)**

State law determines the number of student contact days and minutes each school year. In addition, the District requires instructional employees to work several days each year when students are not present, including days for professional development, parent/teacher conferences, staff meetings, and in-services.

The school calendar shall be determined by the District and will be developed biannually for the upcoming two school years. The determination of the structure of the days, e.g. instructional, in-service, workdays, holidays, etc., shall be at the discretion of the District.

## **Job Posting Process (A, B, C, D)**

The Job Posting Process is designed to provide greater career growth opportunity to qualified employees. When the District determines to post a position internally, job vacancies will be posted on bulletin boards located throughout the District for a period of five working days. Employees may submit an application for a posted job whether it's an upgrade, downgrade, or lateral move. Nothing in this policy restricts the District from filling any posted position with an external candidate.

If the District selects an internal candidate for the posted position, the employee selected will be transferred to the new position within four (4) weeks of notification, consistent with business needs.

## **Employment ID (A, B, C, D)**

Each employee is given an ID badge at the time of hire. The ID is provided for security purposes. The first badge is issued at no cost to the employee. Employees are expected to:

- Wear their badge every day.
- Be responsible for the badge.
- Ensure the badge is visible at any time when on District property.
- Notify a supervisor before shift start of a forgotten badge.
- Notify the Human Resources Department of a lost badge.

## **Facility Visitors (A, B, C, D)**

The District welcomes visitors to the District facilities. To ensure the safety and well being of visitors, all visitors must comply with the following procedure:

1. All visitors must enter through the front lobby area.
2. Visitors must sign the visitor register upon entering and exiting the facility to ensure that everyone is accounted for in the event of an emergency.

All visitors must wear required identification.

## **Education Reimbursement (A, B, C, D)**

The District believes in providing a continual learning environment that:

1. Promotes personal growth for all employees.
2. Creates an environment of involvement, responsibility and achievement that emerges from personal mastery.
3. Allows the District to provide well-qualified employees toward its goal of quality education.

The District may authorize educational reimbursement for qualified employees. Specific details regarding reimbursements are available from Human Resources.

## **SECTION 2: EMPLOYMENT RECORDS**

### **Personnel Data Changes (A, B, C, D)**

The District maintains personnel records and files for each employee. Maintaining these files with up to date information is very important as it provides the district with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

All employees must notify Human Resources within five (5) days of any changes in:

1. Address
2. Marital status/name change
3. Party to be notified in case of emergency
4. Phone number
5. Dependent(s)

### **Access To Personnel File (A, B, C, D)**

It is the District's policy to protect the privacy of each employee and therefore the District is committed to the confidential handling of every employee's personnel information.

Records of all personnel shall be considered confidential to the extent required by law and shall be kept in the Human Resources Office. Records shall be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with the District's record retention schedule.

Employee information may be made available to anyone to the extent authorized by law. Any employee wishing to review his or her file may do so by providing a written request to the Human Resources Office. Files will be made available within seven (7) working days of written request. Please see policy and rule 4260 for additional information.

Guidelines:

1. Personnel records may be examined in the presence of the Director of Human Resources or designee and ordinarily by appointment.
2. Materials shall not be removed from the personnel files without permission of the Director of Human Resources or designee.
3. The Office of Human Resources may duplicate post-employment file materials for the employee and the individual employee will pay the cost.
4. Transcripts and licenses may, if requested, be returned to the individual upon termination of employment provided a receipt is signed.

5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supply agency only.
6. Personnel files will not be available to former employees, except to the extent authorized by law.
7. Employee information may be made available to any to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, assignment, the dates of employment and compensation.

Reference: Board Policy/Rule 4260

### **Employee Evaluations (A, B, C, D)**

Personnel shall be evaluated periodically and the Superintendent of Schools or designee shall make recommendations for further employment. Employee evaluations shall be conducted in accordance with applicable state laws, and established District procedures.

The Office of Human Resources shall establish the evaluation period for all employees including any necessary evaluation schedule, forms, processes and filing.

Reference: Board Policy 4380



## **SECTION 3: EMPLOYEE DISTRICT BENEFITS AND GENERAL LEAVES**

### **Leave of Absence (A, B, C, D)**

A leave of absence may be granted in extreme situations at the discretion of the District. Employees must notify their Supervisor and the Office of Human Resources of the need for a leave at the earliest possible time; normally no less than 30-days notice is required, where practicable. Notification should include the reason for the request. Human Resources and the supervisor will work together to approve or deny the request.

All approved leaves of absence are considered an excused leave of absence:

- Family & Medical Leave (FMLA)
- Military Leave
- Funeral Leave
- Personal Leave
- Industrial Injury (as determined by worker's compensation)

### **Family and Medical Leave (A, B, C, D)**

Employees will be allowed up to 12 weeks of unpaid leave during a calendar year as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is suffered by the employee or the employee's parent(s), son, daughter or spouse. This leave will run concurrently with any other leave which is available to the employee under other District leave and absence policies, provisions of employee agreements, or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines will not be used against an employee in any employment decision, including in the determination of raises or discipline.

Reference: Board Policy 4323.1/Rule 4323.1

### **Family and Medical Leave Notice of Rights (A, B, C, D)**

The following information concerns your rights and obligations under the family and medical leave law and will explain the consequences of your failure to meet these obligations. Please read the information carefully, and if you have any questions, please contact the Office of Human Resources.

1. Leave Entitlement. The actual amount of time you spend on family and/or medical leave will be subtracted from your federal and Wisconsin law leave entitlements. Under federal law, you are entitled to 12 workweeks of unpaid leave for qualifying reasons. Under Wisconsin law, you are entitled to six (6) weeks of leave on a birth or adoption of a child by you, two (2) weeks of leave as a result of your serious health condition and two (2) weeks of leave as a result of your parent, child, domestic partner, or spouse experiencing a serious health condition. If you are eligible for both federal and Wisconsin leave, and/or leave under the policies of the District, your leave rights will run concurrently.

2. Medical Certification. If your leave is based on your serious health condition or the serious health condition of your child, spouse or parent, you must provide the District with a medical certification prepared by your health care provider, the Health Care Provider Certification. The Certification must be provided to the District within fifteen (15) days of the request, or in cases of medical emergency or unforeseen circumstances. If you fail to provide a timely Certification, your leave request, or your continuation for leave, may be denied until the required Certification is provided.

3. Additional Certification. If the District has any doubts about the accuracy of your initial medical certification, you must submit to another examination, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be required. The third opinion is final and binding.

4. Re-certification. You must provide the District with re-certifications on a periodic basis that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.

5. Intent to Return to Work. You must provide the District with a periodic report on your status and intent to return to work.

6. Fitness for Duty Certification. If you are on medical leave because of your own serious health condition, you must provide the District with a Fitness for Duty Certification signed by your health care provider, before you can return to work. If you fail to provide the District with a Fitness for Duty Certification, your reinstatement will be denied until certification is provided.

7. Substitution. You may have the option of substituting certain types of paid leave for unpaid family and/medical leave or you may be required to substitute such paid leave pursuant to the District's FMLA Policy. When paid leave is substituted for your unpaid leave, the paid leave will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

8. Maintenance of Health Insurance Coverage. In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District's normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.

**9. Employment Protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position is no longer available, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment unless your employment would otherwise have ceased. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.

In the case of instructional employees, your reemployment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please see the Personnel Office for additional information on your reinstatement rights.

**10. Recovery of Premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.

Reference: Board Policy 4323.1

### **Sick Leave (A, B, C, D)**

Sickness is defined as personal illness, disability, or emotional upset caused by serious accident or illness in the immediate family.

For purposes of sick leave, immediate family is defined to include only spouse, brother(s), sister(s), children, parent(s), parent(s)-in-law, and other family members living in the household. Sick leave may be used for other individuals only with the prior approval of the Superintendent or his or her designee.

Sick leave will be taken in half ( $\frac{1}{2}$ ) day or full day increments. After three (3) consecutive days, the employee must provide an excuse from the physician who treated them when returning to work. The Supervisor may request a medical excuse or other documentation regarding the use of sick leave at any time.

Classroom professionals will receive ten (10) sick days per year up to a maximum of sixty (60) days. Staff that work ten (10) months will receive ten (10) days per year and those that work twelve (12) months will receive twelve (12) days per year up to a maximum of sixty (60) days. Part-time and temporary employees will not accrue sick time.

Sick leave may not be used prior to accrual. The District may require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The District also may require documentation from the doctor authorizing the employee to return to work. If sick leave is exhausted, employees should refer to this handbook for any additional unpaid leaves available.

See leave reporting procedures for recording illness.

Reference: Board Policy/Rule 4323.1

### **Workers Compensation (A, B, C, D)**

Worker's compensation was established to provide a basic safety net of benefits for employees who are injured on the job. Worker's compensation benefits are paid automatically without regard to how an injury happened or who was at fault. While working for the District, employees are automatically covered by worker's compensation insurance, which is paid by the District. This insurance coverage provides benefits to any employee who meets the following requirements: 1) the injury or illness occurs while engaged in performing work activities; and 2) the injury or illness arises out of working conditions, not personal medical conditions.

Under the rights and benefits of the Worker's Compensation Act: It is essential that employees report to his/her supervisor promptly any injury, no matter how minor it may appear at the time. Employees who are injured or become ill on the job must immediately report such injury or illness to their Supervisor. This ensures that the District can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the failure to file the appropriate Worker's Compensation Report in accordance with the law, which may in turn jeopardize the employee's right to benefits in connection with the injury or illness.

Upon return to work following a work-related injury, an employee may be required to provide certification from the employee's treating physician verifying that the employee is able to safely perform the job functions. In the event the employee's treating physician identifies restrictions and/or limitations on the employee's ability to perform the employee's job duties, the District may accommodate the restrictions. In doing so, the District intends to facilitate the employee's recovery and reduce time away from work. If the District makes any restricted work available, this may trigger a cessation or reduction of worker's compensation benefit payments.

### **Jury Duty (A, B, C, D)**

Upon receipt of the notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and Human Resources.

The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these instances.

### **Military Leave (A, B, C, D)**

Employees who serve in the armed forces will be granted leaves of absence if called to duty, and will be reinstated in accordance with the applicable state and federal laws and regulations.

### **Employee Assistance Program (A, B, C, D)**

The District recognizes that a wide range of problems not directly associated with job functions can have an effect on job performance. Employee problems can stem from emotional disorders, alcohol or other drug dependency, family or marital problems, financial problems or societal pressures and changes. The District is concerned with job performance, including attendance, conduct and activity during employment hours.

It is recognized that many personal problems can be successfully treated or resolved if assistance is offered at an early stage and referral is made to an appropriate form of assistance.

The District will offer an Employee Assistance Program (EAP), which will serve as a practical and constructive mechanism for dealing with employees' personal problems, which may affect the work situation, or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems.

The purpose of the Employee Assistance Program (EAP) is to improve the quality of human life. It has the potential to help marriages, families, and possibly even save lives. Other benefits include: increased productivity, improved work quality, decreased turnover, more favorable public opinion, greater employee identification with the District, improved morale and cost savings to the District.

The program will operate within the following guidelines:

1. The decision to request or accept assistance through the EAP is the voluntary and personal choice of the individual employee.
2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
3. Job security will not be jeopardized by a request or acceptance of help through the EAP.
4. Referrals to the EAP agency can be by self-referral, family referral, and supervisory referral.
5. The EAP will function through a District EAP resource person and contracted community agency that will provide services under the EAP concept. The Superintendent of Schools shall appoint the EAP resource person.
6. The EAP does not alter existing employment agreements, work rules or disciplinary procedures. It serves as a supplementary program to offer appropriate assistance to those who need or desire it.
7. When necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as other health problems. Leave without pay shall also be considered when determined to be necessary.

Reference: Board Policy 4233

## **Compensation (A, B, C, D where outlined below)**

1. *Base Pay:* KUSD is committed to providing a fair and competitive compensation package that will attract, retain and develop staff.
2. *Job Classifications:* KUSD positions will be assigned to employment classifications based on the education and experience requirements of the positions, and in accordance with state or federal requirements, where applicable. When positions change, they will be re-assessed and may be reclassified, if necessary.
3. *Payroll:* KUSD will pay all employees as follows:

All employees will be paid every two (2) weeks. All paychecks for regular employees are direct deposit. Employees can access their pay records through Employee Online.

It is each employee's responsibility to verify the accuracy of the information in Employee Online. Employees should check for mistakes made in salary and leave balances each time a paycheck is directly deposited. The Kenosha Unified School District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event of an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll department in the District Office so that corrections can be made as quickly as possible.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by his/her supervisor/principal.

- a. All employees' normal wages are paid through the end of the current pay period. Special wages like overtime and call-in pay will be included in the next pay period.
  - b. All employees will have the ability to view their Pay Advices through Employee Online.
4. *Overtime Pay, Call-In Pay, and Shift Premium:* Overtime/Compensatory Time Off for Hourly Employees: Overtime assignments and weekend duties for hourly employees will be assigned at the discretion of the supervisor and/or district administrator. Hours, shifts and assignments will be determined by the District. Employees will be paid for all hours worked. All over-time must be approved in advance by the immediate supervisor. Employees will be paid overtime as

required by the Fair Labor Standards Act. The District may provide mutually agreeable compensatory time off in lieu of overtime pay.

- a. *Overtime Pay*: Only non-exempt employees will receive compensation at the rate of one and one-half (1 ½) times their regular hourly rate of pay for all hours worked over forty (40) hours in any given workweek. A supervisor must always approve overtime before it is performed. Only actual hours worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence, or other reasons will not be considered hours worked. Supervisors will attempt to provide employees with reasonable notice when the need for overtime arises, however, advance notice may not always be possible.
  - b. *Call-In Pay*: Only non-exempt employees will receive a minimum of one (1) hour pay per occurrence for each time called into work. If call-in hours result in more than forty (40) hours for the week, the employee will earn overtime pay for time worked over forty (40) hours.
  - c. *Shift Premium*: Only non-exempt employees will receive an hourly shift premium for regularly scheduled hours as determined by the Supervisor.
5. *Time and Attendance*: All non-exempt employees are required to keep accurate and complete records of time worked. Non-exempt employees will forward a complete and signed timesheet to their supervisor at the end of each pay period within one (1) working day.
  6. *Payroll Deduction*: All required deductions, such as for federal, state, and local taxes, and all authorized voluntary deductions, such as TSA, dues, health insurance and WRS contributions, will be withheld automatically from employee paychecks. Employees are responsible to set up voluntary deductions via Employee Online.
  7. *Direct Deposit*: KUSD requires and provides direct deposit into the employee's bank or credit union. All payrolls are processed utilizing direct deposit only.
  8. *Garnishments and Wage Assignments*: All official garnishments and wage adjustments will be processed according to the prevailing applicable laws via legal documents provided to the payroll department.

9. *Tax Deferred Investments:* Employees have the opportunity to avail themselves of tax deferred income taxation provisions. Human Resources will maintain a list of tax deferred investment companies available to employees.

**Vacation**

Exempt Professional (12 month) (District & School Leadership) (A)

First Year	3 weeks
Second Year	4 weeks
Third Year	5 weeks

Non-Exempt/Hourly (12 Month) (Secretarial, Service and Miscellaneous) (C)

First Year	2 weeks
Second Year	3 weeks
Third Year	4 weeks

Technical (Non-managerial, 12 month) (B)

First Year	2 weeks
Second Year	3 weeks
Third Year	4 weeks

Vacation time shall be taken in half day or full day increments. The vacation period and the number of employees on vacation at any given period shall be determined and approved by the employee’s immediate supervisor or principal. The District may deny the use of vacation time at times the District determines to be inappropriate. Payment in lieu of vacation time will not be granted.

**Illness on Holiday or During Vacation (A, B, C, D)**

Any illness or disability, which occurs after approved vacation has commenced, is considered vacation and shall not be paid as other benefit time. If one of the paid holidays shall fall during an employee’s vacation, the paid holiday will be applied in lieu of the paid vacation day.

**Holidays (A, B, C, D)**

Exempt and Non-Exempt 12-Month (A, B, C, D)

The District observes the following paid holidays for exempt and non-exempt full time regular (12 month) employees and administrators:

- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Winter Break (including Christmas Eve and New Year’s Eve; may be up to six days, depending on the date of the holidays)



- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day

#### Exempt and Non-Exempt 10-Month (A, C)

The District observes the following paid holidays for the ten (10) month exempt and non-exempt employees:

- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas day
- New Year's Day
- Winter Break (including Christmas Eve and New Year's Eve, may be up to six days, depending on the date of the holidays) (**UNPAID DAYS FOR 10 MONTH NON-EXEMPT HOURLY WORKERS**)
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day

If the holiday falls on a Saturday or Sunday, the District will establish the preceding Friday or the following Monday as the holiday.

Holiday pay will be paid at the employee's regular hourly rate of pay times regularly scheduled hours worked. Part-time and temporary employees are not eligible for holiday pay.

In order to receive holiday pay, an employee must work the day before and after the holiday unless other arrangements are made in advance with the employee's supervisor or the employee is on vacation at the time of the holiday. If an employee does not do so, then the employee will not be paid for the holiday.

#### **Funeral (A, B, C, D)**

Funeral leave may be utilized up to six days (1-6) for immediate family members (including spouse, mother, father, sister, brother, or child) and up to three (1-3) for grandparents, aunt, uncle, niece, nephew, stepmother, or stepfather.

#### **Personal Leave (some A and some C)**

Ten (10) month employees may use two (2) sick days as personal days. These days will be deducted from the employee's accrued sick time.

**Health Insurance (A, B, C, D)**

Health Insurance will be provided to all regular full time employees. Details with respects to the benefits, including employee contributions (premium costs) claims procedures, and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Health insurance is a benefit.

The District shall provide coverage for part-time employees at a pro-rated amount of their premium.

**Dental Insurance (A, B, C, D)**

The District will provide dental insurance benefits to all regular full time employees. The District shall provide coverage for part-time employees at a pro-rated amount of their premium.

Details with respect to the benefits, premium costs, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Dental Insurance is a benefit.

**Life Insurance (A, B, C, D)**

The District will provide life insurance at one times the employee's annual salary to all full time regular employees. Additional units may be purchased at employee's expense.

**Vision Insurance (A, B, C, D)**

The District will provide an employee-paid vision plan. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Vision insurance is a voluntary benefit.

**Short Term Disability (A, B, C, D)**

The District will provide an employee-paid short-term disability plan. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Short Term Disability coverage is a voluntary benefit.

**Long Term Disability (A, B, C, D)**

The District will provide an employer-paid long term disability plan. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Long Term Disability is a benefit.

**Long Term Care (A, B, C, D)**

The District will provide an employee-paid long-term care plan. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits. Long Term Care is a voluntary benefit.

**Flexible Spending Account (A, B, C, D)**

The District offers a flexible spending account to all regular full time employees. The flexible spending account allows the employee to defer compensation (pre-tax) for dependent care and medical expenses. Employees who participate in the District's health insurance plan also have any premium share deductions withheld pre-tax through this plan. Specific details about the plan are available from the district office.

**Retirement in Wisconsin Retirement System (A, B, C and D)**

For all eligible staff, the District will pay one-half of the actual rate as determined by the Employee Trust Fund board and the employee will be responsible for the other half.

**Employee Property (A, B, C, D)**

Employees may be offered lockers or other secured areas on District premises in which to temporarily leave their personal belongings. These lockers are, and remain, District property. The privilege of a locker may be revoked at any time. The locker may be inspected at any time. It is your responsibility to maintain the security of a locker provided for your use.

Employees should not bring valuable personal property or large sums of money to work. The District is not responsible for the loss of personal property.

**Parking (A, B, C, D)**

The District provides a parking lot for employees' automobiles. The District does not accept responsibility nor assume liability for any loss, theft, fire or damage whatsoever. For employee protection, each employee must observe all parking rules, drive safely, lock cars, and leave no valuables exposed.

**Travel Pay Policy (A, B, C, D)**

It is the policy of the District to ensure that employees are properly compensated for all hours worked, including compensable travel time as required by law. Non-exempt employees are entitled to have compensable travel time counted as hours worked so long as the travel occurs during the employees normal work hours.

Written authorization for travel on District business must be obtained prior to travel departure. The written authorization should be included with the expense report for travel expense reimbursement. Although required travel time undertaken at the District's direction is treated as work hours, voluntary travel undertaken at the employees own option for his or her sole convenience is not compensable travel time.

Under ordinary circumstances, it is the policy of the District to reimburse travel expenses on the basis of actual expenses incurred. Persons traveling on District business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

## **SECTION 4: CONDITIONS OF EMPLOYMENT**

### **Required Medical Documentation- Non Certified Positions (B and C)**

All non-certified employees must adhere to the following conditions of employment:

1. Employee must furnish the District a completed physical examination within thirty (30) days of the start date.
2. Employee must furnish the district with a completed tuberculin skin test prior to employment start date.
3. Employee must agree that the appointment is contingent upon Board of Education approval regardless of whether employee has been placed on the District's payroll.
4. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.

Non-compliance in any of these three areas will result in immediate revocation of the offer and/or termination of employment.

### **Required Transcripts, Certification and Medical Documentation – Instructional (A and D)**

The following conditions of employment apply for all instructional staff:

1. Official college transcripts should reflect a 2.75 Grade Point Average (GPA) in overall undergraduate coursework OR 3.0 in major or 3.0 in a Master's program (all GPA's based on a 4.0 scale). If the position is at the secondary level, employee should have a major or minor in the subject area(s) being taught.
2. Employee must provide the District with an official transcript(s) denoting graduation, or if a graduating senior, a letter from the Dean or advisor verifying the anticipated graduation date prior to employment with Kenosha Unified School District. If a graduating senior, employee must provide an official transcript denoting graduation within thirty (30) days of graduation.
3. Employee must furnish the District a copy of his/her instructional certification or proof of Wisconsin Department of Public Instruction application (e.g. copy of application and proof of payment) prior to employment with Kenosha Unified School District.
4. Employee must furnish the District a completed physical examination within sixty (60) days of start date.

5. Employee must furnish the District a completed tuberculin skin test prior to employment start date.
6. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

### **Staff Physical Examinations (A, B, C, D)**

Upon initial employment, all employees of the District shall have a physical examination including a tuberculin skin test and/or chest x-ray as well as a drug test, in accordance with state law.

Upon initial employment, each employee shall furnish a certification of freedom from tuberculosis. Food service employees shall furnish such certification annually. Food service employees shall have other periodic health exams as required by the District. The District may also require other employee health exams consistent with state and federal laws.

An employee may be exempt from the health examination requirements listed in this policy if an affidavit has been filed with the District claiming such exemption in accordance with state law. No employee shall be discriminated against by reason of his/her filing of an affidavit.

Reference: Board Policy 4231/Rule 4231

### **Employee Attendance and Punctuality (A, B, C, D)**

Regular attendance is an essential job function. In the event of illness or other absences, the employee must notify the automated substitute assignment system and his or her immediate supervisor prior to the employee's work starting time in accordance with District procedures.

An employee who is absent from work without notifying the District as required above will be subject to disciplinary action up to and including discharge.

#### Guidelines/Procedures:

1. An employee is responsible for notifying the automated substitute assignment system and/or his/her supervisor of his/her absence no later than sixty (60) minutes prior to the employee's work starting time.
  - a. The employee must indicate the reason for the absence and advise when he/she will report back to work.
  - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.

- c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.

Employees must follow additional department guidelines where appropriate.

2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive corrective action. Any disciplinary action taken shall be consistent with District policies and rules.
  - a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
  - b. An employee is considered tardy if he/ she reports to work after the scheduled start time (unexcused).
3. Department and School Leadership will develop and communicate work schedules to reflect a start and end time.
4. Supervisors are to give special attention to absence patterns such as:
  - a. Absences before or after the weekend;
  - b. Absences the day before and/or the day after a scheduled holiday or day off;
  - c. Calling in sick as rapidly as sick time is accrued; and
  - d. Calling in sick or tardy after the scheduled start time.

Reference: Board Policy 4280

### **Absence Reporting/Aesop Procedures (A, B, C, D)**

All employees are responsible for reporting absences to Aesop (district absence reporting system). Aesop is available 24 hours a day, 7 days a week and can be accessed via Internet and phone.

You can interact with Aesop on the Internet at <http://www.aesopeducation.com>. Here, you will be able to enter absences, check your absence schedule, updated personal information, and exercise other features such as uploading your lesson plans for substitutes to view online. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 4 and follow the prompts.

Your ID and pin numbers for accessing Aesop are as follows:

- ID Number: your ten digit phone number
- Pin Number: an individual number provided to you by Human Resources

Reference: Board Policy 4280

### **Reporting Work Related Injuries (A, B, C, D)**

It is essential that all accidents occurring on school property concerning students, employees or members of the public, and casualty losses be reported promptly to the Office of Human Resources. Accidents shall be reported in accordance with established District procedures.

In the event of a work related injury, all employees must report the injury by calling Human Resources at 359-6317. This should be done immediately if the employee must leave work or by the end of the work shift if the employee does not leave work. In cases where the employee is not able to call, the immediate supervisor must report the accident or injury.

After reporting the injury, the employee must fill out the "Employee Accident Report" Form, making sure all the appropriate areas have been filled in. The form must be turned in to Human Resources within twenty-four (24) hours.

If appropriate, a written report from the treating physician must be completed within twenty-four (24) hours of the incident. If the employee is able to return to work, any pertinent work restrictions must be indicated on the Workers' Compensation Work Status Report Form. Forms are available at each site office. If work restrictions exist, attempts will be made to place the employee in the Transitional Return to Work Program, if a reasonable placement is available. If the employee is unable to work, the anticipated return to work date and expected duration of the injury must be indicated by the treating physician on the Workers' Compensation Work Status Report Form.

Reference: Board Policy 3631

### **Light Duty (A, B, C, D)**

The District strives to promote successful recovery from any work related or personal injury and has set up these guidelines for managers to follow when an employee returns to work with restrictions.

- If an employee has three (3) days or more unscheduled time off, their absence must be accompanied by a detailed doctor's report specifying exact restrictions, the nature of the injury or illness, and dates the employee will be away from work.
- When an employee returns to full duty, they must provide a doctor's note with a full release to return to normal job duties.
- The District will accommodate, as much as reasonably possible, an employee's work restrictions. Normally, eight (8) hours of productive work must be available and scheduled for an employee to work within their restrictions. If an employee's restrictions are so great as to prevent the employee from working a productive eight (8) hours, they normally shall not return to work until they receive a full

release or the District can accommodate their revised restrictions from the treating physician.

- If an employee completes an accident report because they believe their injury or illness is work related, they may be sent for an independent medical evaluation. If, after evaluation, the insurance company or doctor deems the injury or illness is not work related, unless otherwise provided by law the company will only be responsible for the medical costs arising out of or directly related to the determination of non-coverage. All other medical costs associated with the employee's claim will be the responsibility of the employee.

Reference: Board Policy 3631

### **Personal Appearance (A, B, C, D)**

Employees are expected to dress in a manner that is normally acceptable in a professional environment. All District employees must comply with the following personal appearance standards at all times during scheduled working hours:

1. Employees should not wear suggestive or revealing attire, spaghetti straps, backless clothing, shirts or tops that reveal an exposed midriff; clothes printed with slogans, inappropriate or offensive comments; blue jeans, athletic clothing, shorts, T-shirts, baseball hats, flip-flop sandals and similar attire that do not present a professional appearance.
2. Certain employees may be required to wear special attire, depending on the nature of their job.
3. At the discretion of the Superintendent and his/her designee, an employee may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.

Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations will also result in progressive disciplinary action.

Reference: Board Policy 4229

### **Alcohol and Drug Free Workplace (A, B, C, D)**

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on District premises or while conducting District business off premises is absolutely prohibited by the District.



Employees must, as a condition of employment, abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy shall be subject to disciplinary action in accordance with established procedures.

Reference: Board Policy 4221

### **Drug Testing: Reasonable Suspicion (A, B, C, D)**

Kenosha Unified School District is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to the policy up to and including termination.

Kenosha Unified School District's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

If there is reason to suspect that an employee is working while under the influence of an illegal drug or alcohol, the employee will be asked to submit to a drug test. Any work place injury or accident will constitute reasonable suspicion. The employee will be suspended with pay until the results of a drug and alcohol test are made available to the District by the testing laboratory. Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

A laboratory licensed by the state will conduct any drug testing required or requested by Kenosha Unified School District. The District will incur all expenses related to the test.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. Test results may be used in administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

Reference: Board Policy/Rule 4221; Board Policy 4362

### **Tobacco Use on School Premises (A, B, C, D)**

Smoking and the use of tobacco products in any form, by anyone, is prohibited on District premises. "Premises" is defined as all property owned by, rented by or under

the control of the District, including grounds, schools, offices, work areas, school buses and other school vehicles.

Reference: Board Policy 1310

### **Employee Right to Know: Toxic Substances and Infectious Agents (A, B, C, D)**

The District shall strictly carry out state law provisions relating to the rights of employees to obtain information on toxic substances and infectious agents present in the workplace.

In addition to providing such information upon request of an employee or an employee's representative, the Superintendent of Schools and designees shall provide information concerning toxic substances and infectious agents and provide education and training programs to those employees who may routinely be exposed to toxic substances and infectious agents while at work.

Reference: Board Policy 4235

### **Employee Training & Professional Growth Policy (A, B, C, D)**

Kenosha Unified School District maintains training and development programs to assist staff in acquiring new knowledge and skills and enhancing current skills. As a condition of employment, depending on the type of position, employees will be required to participate in mandatory training modules. Every employee is expected to actively engage in personal and professional growth in the development of his/her skills.

It is understood that career development and job skills acquisition are the joint responsibility of the employee, the supervisor and the employing department. Supervisors are expected to consult annually with direct reports to develop an appropriate staff development strategy. This might include wellness, job training and personal enrichment. The accomplishments of the staff development strategy should be incorporated into the annual performance evaluation process.

In addition, in order to support the concepts of lifelong learning for our employees, Kenosha Unified School District will provide opportunities for employees to participate in training programs. Participation by employees in development opportunities should be scheduled so that disruptions to the delivery of service and normal work processes are minimized.

Training requirements specific to individual positions are beyond the scope of this policy. Supervisors and employees are responsible for insuring that any requirements specific to a particular position are met.

### **New Employee Introductory Period (A, B, C, D as outlined below)**

An introductory period is designed to get employees acclimated to the district.

- A. Licensed Teachers: The introductory period for a teacher is three (3) years.
- B. Support/Non-Exempt Staff: The introductory period for support staff is ninety (90) working days.
- C. Exempt/Professional/Administrative Staff: The introductory period for exempt/professional/administrative staff is one (1) year.

### **Layoff & Reduction – in – Work Force (A, B, C)**

When deemed necessary or appropriate by the District, employees may be laid off or reduced in hours. Employees will be selected for layoff/reduction based on the needs and best interest of the District, as determined by the District. Employees have no recall rights. In the event that positions are restored, employees may be rehired based on the needs and best interest of the District.

## **SECTION 5: EMPLOYEE CONDUCT, CODE OF ETHICS AND DISCIPLINARY ACTION**

### **General Rules of Conduct (A, B, C, D)**

Rules of conduct for employees are not for the purpose of restricting the rights and activities of employees but are intended to help employees by defining and protecting the rights and safety of all persons-employees, students and visitors.

General rules of conduct are essential to the safety and well being of all employees. Employees are expected to acquaint themselves with additional departmental rules of conduct and regulations.

Disciplinary action or termination, depending on the severity of violation, will be recommended for violation of any, but not limited to, the following listed rules:

1. Falsification or unauthorized altering of records, employment applications, time sheets, time cards, student cards, etc.
2. Tardiness or absenteeism.
3. Failure to report absences from scheduled work shift in accordance with policy.
4. Unauthorized disclosure of information contained in communications and in personnel, student, or other records of the district.
5. Use and/or possession of intoxicating beverages on district property or while supervising students.
6. Use and/or possession of narcotics or dangerous drugs.
7. Fighting, gambling, horseplay, or using profane, obscene or abusive language toward any manager, employee or student, threatening, intimidating or coercing others on district premises or carrying unauthorized weapons.
8. Insubordinate conduct toward a supervisor.
9. Refusal to comply with district policies and procedures and/or carry out the instructions of a supervisor.
10. Sleeping while on duty.
11. Creating unsafe or unsanitary conditions.
12. Leaving the job without permission during regularly assigned working hours.
13. Theft or unauthorized use of district equipment or possessions.

14. Loss, damage, destruction or unauthorized removal or use of property belonging to the district, employees, or students.
15. Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
16. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
17. Engaging in acts of sabotage; willfully or with gross negligence causing destruction or damage of district property, or the property of fellow employees, students or visitors, in any manner.
18. Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.
19. Any act of harassment (see school board policy 4111), sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.
20. Soliciting during working hours and/or in working areas; selling merchandise or collection of any kind for charities or other organizations without authorization during business hours, or at a time or place that interferes with the work of another employee on district premises.
21. Subversion: Preparing statements or material detrimental to the well being of the school district.

Reference: Board Policy 4224; Board Policy 4111; Board Policy 4280

### **Employee Code of Ethics (A, B, C, D)**

Employees shall give their support to the education of Kenosha youth and shall faithfully discharge their professional duties to the District in accordance with the official job descriptions pertaining to their individual assignments.

Channels of communication shall be as defined in the District's organizational chart and shall be in accordance with the policies, procedures, rules and regulations of the District.

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of the District.

Employees who choose to engage in any remunerative activity other than that of their position shall avoid any activity that interferes with the execution of the responsibilities of their District position.

Employees shall not solicit or receive anything of value, which involves an expressed or implied advantage or influence on any District judgment or decision.

Any complaint about the ethical behavior of an employee or a request for an investigation into the conduct of any employee shall be presented to the Superintendent of Schools and shall bear the signature of the person making the request.

Employees found in violation of this code may be subject to suitable corrective or disciplinary action.

Reference: Board Policy 4224

### **Employee Discipline Procedures (A, B, C, D)**

Employees shall abide by District policies and procedures, applicable rules and regulations, local, state and federal laws and regulations, and the expectations set forth in employee position specifications.

It is the responsibility of the District's leadership to discipline employees for violations of District policies and procedures, applicable rules and regulations and the expectations set forth in the position specifications.

Discipline will not be imposed arbitrarily or capriciously. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate.

Employees who have been disciplined have access to the employee complaint procedure in the policy manual.

Reference: Board Policy/Rule 4362

### **Staff Gifts (A, B, C, D)**

Purchase of gifts for District employees with funds contributed by students and parents are to be discouraged. Collection of funds from students and/or their parents through organized solicitation on school property for the purpose of purchasing gifts for teachers or other District employees is prohibited. Parent or student groups collecting any such funds should do so outside of school.

Use of class time for the presentation of gifts to school personnel shall be discouraged.

Reference: Board Policy 4240

### **Staff Misconduct Reporting (A, B, C, D)**

Any employee who has engaged in specific misconduct shall be reported to the State Superintendent of Public Instruction. The District's Superintendent of Schools or designee shall make such reports in accordance with state law and established procedures. If a report concerns the Superintendent, the Board President shall file the report.

Reference: Board Policy/Rule 4223

### **Employee Complaint (Grievance) Procedures (B and C)**

Any employee that has a grievance must share his/her concern with the immediate supervisor, prior to filing a formal written grievance in order to informally resolve the issue. The complete employee complaint (grievance) procedures and timelines can be found in Board policy.

Reference: Board Policy/Rule 4271

### **Leadership Called Meetings (A, B, C, D)**

Staff is expected to attend all established staff meetings and professional learning events.

### **Violence in the Workplace (A, B, C, D)**

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the District has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on District premises.

All employees are to be treated with courtesy and respect at all times. Employees are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Except to the extent allowed by law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. No employee should place himself/herself in peril.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety

and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

### **Employee Information Boards (A, B, C, D)**

The District maintains bulletin boards for the purpose of posting official District communications. No employee or non-employee may post anything on the official District bulletin boards. No posting may be removed, rearranged, altered, or otherwise obscured except with the express permission of Human Resources.

### **Anti-Graffiti (A, B, C, D)**

Unauthorized graffiti on District property and equipment degrades the work environment for all employees and students, is costly to remove, and exposes the District to potential liability. Additionally, the unauthorized creation of graffiti may be a criminal offense.

For the purpose of this policy “graffiti” means any inscription, word, figure, drawing, or design which is marked, scratched, etched, drawn or painted with any substance, including, but not limited to, paint, ink, chalk, or lead, on any District property or the property of any other person or entity located on District premises.

No employee shall create graffiti on, or otherwise deface, any District property or equipment, or the property or equipment of any other person or entity located on District premises, without the District's authorization.

Any employee found to be in violation of this policy may be subject to discipline up to, and including, termination.

Any employee who creates graffiti which is of a sexual or pornographic nature, or which references a person's or group of persons' protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, shall be subject to discipline of no less than a three day suspension up to discharge.

Employees in violation of this policy may also be subject to prosecution under applicable criminal laws.



Any employee who observes, or has knowledge of, anyone violating this policy shall immediately report such information to the human resources department or their supervisor or shall be subject to discipline.

Any employee who observes graffiti on District property shall immediately report such graffiti to the human resources department or their supervisor so that the graffiti can be promptly removed.

### **Searches (A, B, C, D)**

Consistent with applicable law, the District may inspect both District property and employee property, including but not limited to desks, computers, lockers, file cabinets, storage cabinets or drawers, closets, employee clothing, purses, brief cases, tote bags, lunch bags or buckets, duffel bags, tool boxes, and employee vehicles parked on District property. Searches may be conducted at any time, either with or without notice.

# EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the Kenosha Unified School District Employee Handbook on \_\_\_\_\_. I understand that the Handbook has been developed for the general guidance of Kenosha Unified Employees and that it is my responsibility to read and acquire an understanding of the information contained in the Handbook. I have been advised that the Office of Human Resources is available to answer any questions I may have concerning the Handbook or any District policies, benefits and/or procedures. I acknowledge that the procedures and rules described in the Handbook can be unilaterally changed by the District at any time. Furthermore, I acknowledge that employment and benefits are not guaranteed.

I recognized that the Handbook, although assigned to me, is considered the property of the District and I will return it upon separation from the District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 29, 2013

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. The Schaeffer Group, LLC of Kenosha and Modern Woodmen of America donated \$4,758.22 to the Stocker PTKS.
2. Michael and Cathy Savaglio donated \$500.00 to the Bradford High School Girls Tennis Team.
3. The Civil War Museum of Kenosha donated 150 ear buds to Stocker Elementary School. The value of this donation is \$300.00.
4. Iris USA donated 12 plastic bins to the KUSD Season of Giving. The value of this donation is unknown.
5. The Kenosha Catholic Woman's Club donated hats and mittens to the students of Kenosha Unified School District. The value of this donation is unknown.
6. Della Mauser donated handmade knit hats to the students of Kenosha Unified School District. The value of this donation is unknown.

Administrative Recommendation

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

Dr. Michele Hancock  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

January 29, 2013

**Tentative Schedule of Reports, Events,  
and Legal Deadlines for School Board  
January-February**

**January**

- January 3, 2013 – Schools Reopen
- January 8, 2013 - Standing Committee Meetings in ESC Board Room
- January 21, 2013 – Martin Luther King, Jr. Day – ½ Day For Students and Staff
- January 22, 2013 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room
- January 28, 2013 – Teacher Workday – No School for Students

**February**

- February 12, 2013 – Standing Committee Meetings in ESC Board Room
- February 26, 2013 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

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