



**REGULAR MONTHLY BOARD MEETING
REVISED**

February 26 28, 2013

7:00 P.M.

**Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, Wisconsin**

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Regular School Board Meeting
February 28, 2013
Educational Support Center
7:00 P.M.
REVISED

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
 - ~~National Merit Scholarship Finalists~~
 - ~~Academic All American Team Award~~
 - ~~Scholastic Art and Writing Awards~~
 - ~~Regional Spelling Bee Awards~~
 - ~~Wisconsin Band Directors Association Performance Award~~
 - ~~Wisconsin Choral Directors Association Performance Award~~
 - ~~Wisconsin Choral Directors Association Young Choral Directors Award~~
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VI. Views and Comments by the Public (Per Board Policy, Views and Comments by the Public will last 45 minutes. The Board will then proceed with the agenda. If business concludes prior to 9:30 p.m., the Board will extend Views and Comments for an additional thirty minutes at the end of the meeting.)
- 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 1/29/13 Special Meeting and Executive Session And 1/29/13 Regular Meeting Pages 2-10
 - C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers Pages 11-12

SCHOOL BOARD AGENDA

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February 28, 2013

REVISED

X. Consent Agenda - Continued

- D. Consent/Approve Policy and Rule 1240 -
Access to Public Records Pages 13-18
(Second Reading)
- E. Consent/Approve Policy and Rule 5260 -
Open Enrollment-Full Time Pages 19-22
(Second Reading)

XI. Old Business

- A. Discussion/Action Hockey Cooperative
Team Expansion Pages 23-24
- B. Discussion/Action Policy/Rule 6421 – Programs
For Students With Disabilities Pages 25-36
(First Reading)
- C. Discussion/Action Mary Frost Ashley
Charitable Trust Pages 37-43
- D. Discussion/Action Request to Submit 21st
Century Community
Learning Center (CLC)
Program Grant Application
For 2013-14 School Year Pages 44-47

XII. New Business

- A. Discussion/Action Donations to the
District Page 48

XIII. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (February-March)..... Page 49

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

XV. Adjournment

Kenosha Unified School District
Kenosha, WI
February 26, 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	2/12/13		Instructional	LaBarre	Patricia	Jefferson Elementary School	ESL - Other	1/21/13	3	\$38,377.00	Appointment	No	1	Letter
Resignation	2/12/13		Administration	Lattimore	Anderson	School Leadership - High School	Principal	6/30/13	4	\$134,737.00	Resignation/Personal	No	1	Contract
Early, Early Retirement	2/12/13		Instructional	Hodal	Gary	Brass Community School	Multi-Age 3/4/5	6/12/13	17	\$76,934.00	Early, Early Retirement	No	1	Contract
Early, Early Retirement	2/12/13		Instructional	Mottinger	Dianne	Lincoln Middle School	Grade 6	6/12/13	15	\$70,813.00	Early, Early Retirement	No	1	Contract
Recall	2/12/13		Instructional	Chike	Brian	Bradford High School	Social Studies	1/28/13	5	\$76,934.00	Recall from Layoff	No	1	Contract
Early, Early Retirement	2/12/13		Instructional	Tolstyga-Maier	Susan	Grewenow Elementary School	Kindergarten	6/12/13	35	\$76,934.00	Early, Early Retirement	No	1	Contract
Resignation	2/12/13		Instructional	Schwoebel	Karen	Tremper High School	English	1/28/13		\$7,544.75	Resignation/Personal	No	0.3	Letter
Early Retirement	2/12/13		Administration	Nelson	Marsha	School Leadership - High School	Assistant Principal	6/30/13	39	\$107,630.00	Early Retirement	No	1	Contract
Early Retirement	2/12/13		Administration	Davis	Karen	School Leadership - Elementary School	Assistant Superintendent - School Leadership, Elementary	6/30/13	33	\$144,562.00	Early Retirement	No	1	Contract
Early, Early Retirement	2/12/13		Instructional	Thorson	Kathryn	Fine Arts Department	Elementary Band	6/12/13	18	\$76,934.00	Early, Early Retirement	No	1	Contract
Separation	2/12/13		ESP	Spann	Katradron	Indian Trail Academy	Special Education	1/22/13	5	\$13.02	Separation/Job Abandon	No	1	Contract
Appointment	2/12/13		Instructional	Muhammad	Sean	Bradford High School	Math	1/28/13	11	\$61,720.00	Appointment	No	1	Letter
Early, Early Retirement	2/12/13		Instructional	Zalokar	Michele	Department of Special Education	Assistive Technology	6/12/13	34	\$76,934.00	Early, Early Retirement	No	1	Contract
Appointment	2/12/13		Instructional	Lindo	William	Indian Trail Academy	JROTC	1/14/13	9	\$48,877.00	Appointment	No	1	Letter
Retirement	2/12/13		ESP	Rode	Elberta	Vernon Elementary School	Special Education	6/11/13	15	\$15.21	Retirement	No	1	Contract
Retirement	2/12/13		ESP	Pomereneing	Diane	Vernon Elementary School	Special Education	6/11/13	23	\$16.21	Early Retirement	No	1	Contract
Appointment	2/26/13	**	Instructional	Blaser	Tina	Indian Trail Academy	Family Consumer Education	1/28/13	3	\$38,377.00	Appointment	No	1	Letter
Early Retirement	2/26/13	**	Service	Johnson	Mark	Facility Services	Warehouse Crew Leader	6/30/13	35	\$55,161.60	Early Retirement	No	1	Contract
Early Retirement	2/26/13	**	ESP	Pufont	Deborah	Dept. of Special Education	Special Education	6/11/13	24	\$21,332.36	Early Retirement	No	1	Contract
Resignation	2/26/13	**	Instructional	Simon	Amv	Mahone Middle School	Math	2/1/13	6	\$47,838.00	Resignation	No	1	Contract
Early Retirement	2/26/13	**	ESP	Baron	Peggy	Stocker Elementary School	Special Education	6/11/13	17	\$16.21	Early Retirement	No	1	Contract
Early Retirement	2/26/13	**	Instructional	Schultz	Katherine	Pleasant Prairie Elementary School	Instructional Coach	6/12/13	22	\$76,934.00	Early Retirement	No	1	Contract
Early Retirement	2/26/13	**	Instructional	Laudonio	Lynda	Pleasant Prairie Elementary School	Multi-Age 1/2	6/12/13	40	\$76,934.00	Early Retirement	No	1	Contract
Early, Early Retirement	2/26/13	**	Instructional	Gwinup	Robert	Student Support	Psychologist	6/12/13	26	\$76,934.00	Early, Early Retirement	No	1	Contract
Appointment	2/26/13	**	Instructional	Garringer	Katherine	Tremper High School	English	1/28/13	3	\$10,745.56	Appointment	No	0.3	Letter
Retirement	2/26/13	**	Instructional	Larsen	Carol	Bradford High School	English	6/12/13	21	\$76,934.00	Retirement	No	1	Contract
Early, Early Retirement	2/26/13	**	Instructional	Kolosowski	Claudette	Fine Arts Department	Elementary Orchestra	6/12/13	15	\$76,934.00	Early, Early Retirement	No	1	Contract
Early Retirement	2/26/13	**	ESP	Beltran	Sandra	Harvey Elementary School	Special Education	6/12/13	19	\$22,648.36	Early Retirement	No	1	Contract
Resignation	2/26/13	**	Instructional	Dawson	Marsha	Brass Community School	Library Media Specialist	6/12/13	12	\$76,934.00	Resignation	No	1	Contract
Early, Early Retirement	2/26/13	**	Instructional	Fischer	Judithann	Bradford High School	Special Education	6/12/13	16	\$76,934.00	Early, Early Retirement	No	1	Contract
Appointment	2/26/13	**	Miscellaneous	LoCicero	Robert	Information Services	Technology Support Technician	2/18/13		\$19.44	Appointment	No	1	
Early Retirement	2/26/13	**	Instructional	Gilligan	Joan	Whittier Elementary School	Kindergarten	6/12/13	24	\$76,934.00	Early Retirement	No	1	Contract
Early, Early Retirement	2/26/13	**	Instructional	Gaudio	Thomas	Frank Elementary School	Multi-Age 4/5	6/12/13	15	\$76,934.00	Early, Early Retirement	No	1	Contract

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD ON JANUARY 29, 2013

A special meeting of the Kenosha Unified School Board was held on Tuesday, January 29, 2013, 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 6:15 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 Review Findings/Order by Independent Hearing Officer; Litigation; and Personnel: Problems, Compensation and/or Contracts, Evaluation Consideration.

Mrs. Coleman moved that the executive session be held. Mrs. Taube 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. Gallo seconded the motion. Unanimously approved.

1. Litigation

Mr. Edward Kupka, Interim Director of Human Resources, arrived at 6:16 P.M. and presented a student injury claim.

Mr. Nuzzo moved to disallow the student injury claim. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Kupka was excused at 6:20 P.M.

2. Review of Findings/Orders by Independent Hearing Officer

Mr. Anderson Lattimore, Principal of Kenosha eSchool, arrived at 6:21 P.M. and provided Board members with information relating to an expulsion.

Dr. Hancock and Mr. Lattimore were excused at 6:26 P.M.

Mrs. Taube moved to concur with the recommendation of the hearing officer for expulsion through the end of the 2013-2014 school year with consideration for the Hillcrest Bridges Program and/or Kenosha eSchool. Mr. Nuzzo seconded the motion.

Discussion took place regarding the expulsion recommendation.

Mrs. Taube withdrew her motion. Mr. Nuzzo withdrew his second to the motion.

Mrs. Coleman moved to remove the option of consideration for the Hillcrest Bridges Program and/or the Kenosha eSchool and concur with the recommendation of the hearing officer for expulsion through the end of the 2013-2014 school year as modified. Mr. Nuzzo seconded the motion. Unanimously approved.

Dr. Hancock and Mr. Lattimore returned to the meeting at 6:32 P.M.

Mr. Lattimore presented Board members with an expulsion modification request. Board members requested that the item be brought back with additional information.

Meeting adjourned at 6:36 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 29, 2013

A regular meeting of the Kenosha Unified School Board was held on Tuesday, January 29, 2013, 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 7:02 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, introduced Mrs. Nana LoCicero who presented information and gave recognition to the Visiting Educators from Huairou, China.

Mr. Kurt Sinclair, Principal at Bradford High School, gave a PowerPoint school presentation which covered the following topics: Core Values, Data Driven Dialogue, Serving Students, Using Data to Sort Students, Activities, What are the Core Values that Guide Us?, and a video which represented the core values established.

There were no Administrative or Supervisory appointments.

Mrs. Taube introduced the Student Ambassador, Monserratt Gonzalez-Gamez, from Indian Trail High School and Academy, and she made her comments.

Mrs. Snyder, Mrs. Coleman, and Mr. Bryan each gave a brief Board Member Professional Development Update.

Mr. Bryan moved to extend the length of time for views and comments by the public to one hour and fifteen minutes. Mrs. Taube seconded the motion. Motion passed. Mr. Nuzzo dissenting.

There were views and comments by the public.

Mrs. Snyder made her remarks which included a PowerPoint presentation in relation to the employee handbook timeline/process.

Dr. Hancock gave the Superintendent's Report which included a "What's in Store – Planning for 2013-2014" PowerPoint presentation.

The Board took a recess at 9:04 P.M. and reconvened at 9:14 P.M.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers was 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 12/18/12 Special Meeting and Executive Session, 12/18/12 Regular Meeting, and 1/14/13 Special Meeting.

Mr. Nuzzo moved to approve the consent-approve items as revised. Mrs. Coleman seconded the motion. Unanimously approved.

Mrs. Snyder presented Resolution No. 292 – Resolution Opposing Voucher Expansion which read as follows:

“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, Senators Robert Wirth and John Lehman and Representatives Peter Barca, Samantha Kerkman and Tod Ohnstad 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."

Mr. Bryan moved to approve Resolution No. 292 – Resolution Opposing Voucher Expansion with the recommended change of the third "its" in the tenth paragraph to "a". Mrs. Taube seconded the motion. Unanimously approved.

Mrs. Sheronda Glass, Executive Director of Business, presented Policy/Rule 1240 – Access to Public Records submitted by Mrs. Glass and Dr. Hancock, excerpts follow:

“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.

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 the 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.”

Mr. Bryan moved to approve Policy/Rule 1240 - Access to Public Records as a first reading this evening and as a second reading at the February 26, regular school board meeting. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Executive Director of Information & Accountability, presented Policy/Rule 5260 – Open Enrollment – Full Time submitted by Mr. Keckler and Dr. Hancock, excerpts follow:

“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.

At its January 8, 2013, meeting, the Personnel/Policy Committee voted to forward the 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.”

Mr. Nuzzo moved to approve Policy/Rule 5260 – Open Enrollment - Full Time as a first reading this evening and as a second reading at the February 26, 2013, regular school board meeting. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Simmons Field Lease Termination submitted by Mr. Finnemore and Dr. Hancock, excerpts follow:

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

Ms. Stevens moved to approve the termination of the Simmons Field lease and associated sublease. Mrs. Coleman seconded the motion. Unanimously approved.

Mr. Keckler presented the Open Enrollment Allocation – 2013-2014 School Year submitted by Renee Blise, Senior Research Analyst; Ms. Belinda Grantham, Director of Early Education Programs; Ms. Susan Valeri, Director of Special Education and Student Support; Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership; Mr. Daniel Tenuta, Assistant Superintendent of Secondary School Leadership; Mr. Keckler; and Dr. Hancock, excerpts follow:

“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 4th, 2013, to April 30th, 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.

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."

Ms. Stevens moved to approve the space availability for open enrollment students (both regular and special education) as noted for school year 2013-14. Mrs. Taube seconded the motion. Unanimously approved.

Mrs. Glass presented the Adoption of the Employee Handbook submitted by Mr. Edward Kupka, Interim Director of Human Resources; Mrs. Glass, and Dr. Hancock, excerpts follow:

"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.

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.

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

Mrs. Glass gave a PowerPoint presentation which included a comparison of information included in the 2005 personnel guidebook vs. the proposed 2013 employee handbook.

Mr. Nuzzo moved to approve the Adoption of the Employee Handbook. Mrs. Coleman seconded the motion.

Mrs. Glass introduced Attorney Susan Love from Buelow, Vetter, Buikema, Olson, & Vliet, LLC and both Attorney Love and Mrs. Glass responded to questions from Board members.

Mr. Nuzzo moved to call the question.

Roll call vote. Ayes: Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Noes: Ms. Stevens, Mrs. Taube, and Mr. Bryan.

The motion to call the question did not follow parliamentary rules and should have been called out of order.

Ms. Stevens moved to defer action on the Adoption of the Employee Handbook. Mrs. Taube seconded the motion.

Roll call vote. Ayes: Ms. Stevens, Mrs. Taube, and Mr. Bryan. Noes: Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Motion failed.

Roll call vote on Mr. Nuzzo's original motion to approve the Adoption of the Employee Handbook: Ayes: Mr. Gallo, Mr. Nuzzo, Mrs. Coleman, and Mrs. Snyder. Noes: Ms. Stevens, Mrs. Taube, and Mr. Bryan. Motion carried.

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

Mr. Gallo moved to approve the Donations to the District as contained in the agenda. Mr. Nuzzo seconded the motion. Unanimously approved.

The Summary of Receipts, Wire Transfers, and Check Registers submitted by Ms. Heather Kraeuter, Accounting Supervisor; Mrs. Tina Schmitz, Chief Financial Officer; and Dr. Hancock was presented, excerpts follow:

"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."

Mr. Bryan moved to approve the Summary of Receipts, Wire Transfers, and Check Registers. Mrs. Coleman seconded the motion. Motion carried. Ms. Stevens dissenting.

Meeting adjourned at 11:00 P.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
February 26, 2013

CASH RECEIPTS	reference	total
January 2013 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 3,370,366.66
District Municipalities	<i>tax settlement - August payment</i>	35,432,654.35
Johnson Bank	<i>account interest</i>	142.72
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	150,370.11
Wind River Financial	<i>school credit card receipts (net of fees)</i>	445.23
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	6,099.64
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	27,014.63
HHS	<i>head start grant</i>	329,158.41
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	16,628.54
Total Incoming Wire Transfers		\$ 39,332,880.29
January 2013 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 1,028,161.14
TOTAL JANUARY CASH RECEIPTS		\$ 40,361,041.43

CASH DISBURSEMENTS	reference	total
January 2013 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 6,708,856.91
WI Department of Revenue	<i>state payroll taxes</i>	560,918.89
WI Department of Revenue	<i>state wage attachments</i>	2,028.77
IRS	<i>federal payroll taxes</i>	2,781,147.11
Diversified Benefits Services	<i>health retirement account claims</i>	798.96
Diversified Benefits Services	<i>flexible spending account claims</i>	27,276.12
Delta Dental WI	<i>dental & vision insurance premiums</i>	81,532.70
FICA Alternative	<i>federal payroll taxes</i>	3,930.34
Burkwald & Associates	<i>management fee</i>	49,101.30
Various	<i>TSA payments</i>	187,801.01
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	128,156.21
US Bank	<i>purchasing card payment-AP program</i>	335,831.09
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Various	<i>returned checks</i>	319.00
Total Outgoing Wire Transfers		\$ 10,885,151.95
January 2013 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01001DP and 01002RN Check #489940 thru Check #491249 (net of void batches)</i>	\$ 10,171.52
General operating and food services		3,756,954.50
Total Check Registers		\$ 3,767,126.02
TOTAL JANUARY CASH DISBURSEMENTS		\$ 14,652,277.97

Administrative Recommendation

It is recommended that the January 2013 cash receipts deposits totaling \$1,028,161.14 and cash receipt wire transfers-in totaling \$39,332,880.29, be approved.

Check numbers 489940 through 491249 totaling \$3,756,954.50, and general operating wire transfers-out totaling \$481,759.84, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2013 net payroll and benefit EFT batches totaling \$10,403,392.11, and net payroll check batches totaling \$10,171.52, be approved.

Dr. Michele Hancock
Superintendent of Schools

Tina M. Schmitz
Chief Financial Officer

Heather J. Kraeuter, CPA
Accounting & Payroll Manager

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 28, 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.

The Board approved the revisions as a first reading at its January 29, 2013, regular meeting. Administration recommends that the School Board approve revisions to Policy and Rule 1240 - Access to Public Records as a second reading this evening.

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~~ **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
Kenosha, Wisconsin

February 28, 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. The Board approved the revisions as a first reading at its January 29, 2013, regular meeting. Administration recommends that the School Board approve revisions to Policy 5260 – Open Enrollment - Full Time as a second reading this evening.

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
Kenosha, Wisconsin

February 26, 2013

HOCKEY COOPERATIVE TEAM EXPANSION

Background

In 1982 the Wisconsin Interscholastic Athletic Association (WIAA) made an amendment to their constitution, bylaws, and rules of eligibility which permitted member schools to have cooperative teams (co-op teams). Co-op teams permitted member schools to join together and support an athletic program in order to have a team exist.

In the 2001-02 school year, Kenosha Unified School District began sponsoring hockey as a co-op team. The original members of the co-op team were Tremper and Bradford High Schools. Since then Indian Trail High School was added to the co-op. Since the existence of the program, the team has been recognized as the Kenosha Thunder.

During the 2011-12 school year, interest in expanding the co-op was explored as the number of participants had dipped; and citizens from the neighboring communities of Wilmot and Westosha expressed interest in joining the Kenosha Thunder. However, there are date requirements for applications into the co-op team agreements; and timing proved to be an obstacle. Additionally, specific information surrounding the agreement in a co-op needed to be ascertained. As a result, students from Wilmot and Westosha did not join the co-op in 2011-12.

Since then appropriate information has been shared (financials, code of conducts, etc.), and Wilmot Union School District has approved Wilmot Union High School to co-op in hockey with Kenosha Unified School District and the Kenosha Thunder hockey team. Now that this process has been approved by Wilmot School District, the WIAA application process requires Kenosha Unified School District approval before it can act upon the request.

Rationale

The Kenosha Unified School District Transformation Plan, Goal 2 calls for expanding partnerships; and Goal 3 calls for securing resources. An expansion of the hockey co-op would satisfy criteria in both of these goals. By partnering with Wilmot Union School District, Kenosha Unified would reach out to another community to strengthen and support the Kenosha Thunder program.

Wilmot Union School District will financially support their students in the program. For example, on the 2011-12 Kenosha Thunder Hockey Team, there were 26 members; and the total cost to the district was \$25,234.69. This covered officials, salaries, transportation, equipment,

and game workers and resulted in a \$970.57 expenditure per student. Hypothetically, during that same 2011-12 school year, if six of the team members were from the Wilmot High School, Wilmot Union School District would have paid Kenosha Unified \$5,823.42. This would have resulted in a total cost to the Kenosha Unified School District of \$19,411.27, rather than the \$25,234.69 that was actually paid.

Recommendation

At its February 12, 2013, meeting, the Curriculum/Program Committee voted to forward this report to the School Board for consideration. Administration recommends that the School Board grant approval to expand the district's hockey program into a co-op agreement with Wilmot Union School District.

Dr. Michele Hancock
Superintendent of Schools

Dr. Sue Savaglio-Jarvis
Assistant Superintendent of Teaching and Learning

Mr. Steven Knecht
Coordinator of Athletics/Physical Education

Kenosha Unified School District
Kenosha, Wisconsin

February 26, 2013

POLICY/RULE 6421—PROGRAMS FOR STUDENTS WITH DISABILITIES

Explanation of Policy Change

The Kenosha Unified School District is required by state and federal law to follow all of the included requirements in Policy 6421. This policy (6421) describes the district's commitment to serving students with special education needs. The district's Transformation Plan encompasses servicing all students, ensuring every child experiences high quality personalized learning success. As noted in this policy, the word "program" has been eliminated. The new wording will be reflected through the word "services."

Services and procedures the district is required to provide by state and federal law are noted below:

- Services for Students with Disabilities (Policy 6421)
- Child Find Activities (Policy 6421.1)
- Least Restrictive Environment (Policy 6421.2)
- Individualized Education Program (Policy 6421.3)
- Due Process Procedural Safeguards for Special Education Students and for Students Referred for IEP Evaluation and Their Parent/Guardian (Policy 6421.4)

These policies appear in Appendices A through E.

In addition, the five different policies (noted above) and their respective requirements will be incorporated into one policy—6421. A link to the Wisconsin Department of Public Instruction (DPI) for these required services will be provided in this policy.

Recommendation

At their February 12, 2013, meetings, the Personnel/Policy and Curriculum/Program Standing Committees voted to forward revised Policy 6421, Services for Students with Disabilities and the recommendation for elimination of policies 6421.1, 6421.2, 6421.3, and 6421.4 to the School Board for a first reading and second reading. Administration recommends that the School Board approve revised Policy 6421 and the recommendation for elimination of policies 6421.1, 6421.2, 6421.3, and 6421.4 as a first reading this evening and a second reading on March 26, 2013.

Dr. Michele Hancock
Superintendent

Dr. Sue Savaglio-Jarvis
Assistant Superintendent of Teaching and Learning

Ms. Susan Valeri
Director of Special Education and Student Support

SERVICES PROGRAMS FOR STUDENTS WITH DISABILITIES

In recognizing its responsibility to provide a complete and appropriate education for all students of the District, the School Board shall provide programs and services for all students with disabilities. The District shall ensure that all related services needed to assist an individual student to benefit from special education programs services will be provided. **Students with disabilities will be educated within the least restrictive environment that will satisfactorily meet their educational needs**

~~A Special education program and procedures manual shall be developed by the District that outlines specific policies and procedures relating to students with disabilities. This manual~~ **These procedures shall meet state and federal law requirements, and be adopted by the Board including child activities, least restrictive environment, Individualized Education Program and due process**

The District shall adhere to all due process safeguards for parental rights and appeal within the parameters of state and federal laws governing the operation of programs services for students with disabilities. **The Director of Special Education and Student Support will be responsible for implementing procedures to ensure that students and parents are afforded the procedural safeguards established by State and Federal laws**

The District will attempt to locate all students residing within the District who have a disability regardless of the severity of the disability and who are in need of special education and related services. The District shall utilize an Individualized Education Program Team approach when evaluating students suspected of having a disability. The Individualized Education Program Team shall determine and document that a student has a disability and a need for special education and related services

LEGAL REF.: Wisconsin Statutes

Sections 118.13 [Student discrimination prohibited]

118.30(2)(b)1 [Testing of students with disabilities]

121.53(3) [Transportation for students with disabilities]

Chapter 115, Subchapter V [Educational programs and services for students with disabilities]

Wisconsin Administrative Code

PI 11 [Rules governing educational programs and services for students with disabilities]

PI 16 [Testing of students with disabilities; state-required tests]

Individuals with Disabilities Education Act [Educational programs and services for students with disabilities]

Section 504 of the Rehabilitation Act of 1973 [Accommodating the needs of handicapped students]

CROSS REF.: ~~3545.4, Non-Public School Students~~

3511, Transportation

5110, Equal Educational Opportunities

5260, ~~Full-Time Public School~~ Open Enrollment – **Full Time**5270, ~~Part-Time Public School~~ Open Enrollment – **Full Time**

5475, Discipline of Students with Disabilities

6100, ~~District~~ **Mission, Vision, Goals, Results**6110, ~~Instructional Program~~ Mission and Beliefs

6330, Privacy Rights in District Programs

6422, Homebound Instruction
6427, Individual and Remedial Services
6432, Class Size
~~6454, Promotion and Retention~~
6456, Graduation Requirements
6460, Testing/~~Assessment~~ Programs
~~6461, Parental Consent for Testing~~
~~6462, Nondiscriminatory Testing/Assessment~~
Special Education Program and Procedure Manual
Section 504 Program Plan

ADMINISTRATIVE REGULATIONS: None

AFFIRMED:

REVISED: January 29, 2002

APPENDIX B

Kenosha Unified School District No. 1
Kenosha, Wisconsin

School Board Policies
Rules and Regulations

POLICY 6421.1
CHILD FIND ACTIVITIES

The District shall attempt to locate all students residing within the District who have a disability, regardless of the severity of the disability, and who are in need of special education and related services. When such students are identified and with parent/guardian consent, they will be evaluated.

LEGAL REF.: Wisconsin Statutes

~~Sections 115.77 [Local education agency duties related to students with disabilities]~~
~~115.782 [Evaluation of students with disabilities]~~
~~115.78 [Individualized education program team]~~
~~115.787 [Individualized education programs]~~
~~115.79 [Educational placements]~~
~~115.792 [Procedural safeguards]~~
~~115.812 [Placement disputes]~~
~~PI 11 [Rules governing programs for students with disabilities]~~
~~Individuals with Disabilities Education Act [Educational programs and services for students with disabilities]~~

CROSS REF.: ~~6421.2, Least Restrictive Environment~~

~~6421.3, Individualized Education Program~~
~~6421.4, Due Process Procedural Safeguards for Special Education Students and Students Referred for IEP Evaluation and Their Parents/Guardians~~
~~6427, Individual and Remedial Services~~
~~6461, Parental Consent for Testing~~
~~6462, Nondiscriminatory Testing/Assessment~~
~~Special Education Program and Procedure Manual~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: ~~August 13, 1991~~

REVISED: ~~September 14, 1999~~
~~January 29, 2002~~

RULE 6421.1

~~CHILD FIND PROCEDURES~~

- ~~1. The Executive Director of K-8 Instruction/designee shall annually conduct public awareness activities which will serve to identify, locate, and evaluate potential students with disabilities, birth through age twenty (20).~~
- ~~2. The Executive Director of K-8 Instruction/designee shall provide screening opportunities upon parent(s)/guardian request to students suspected of having a disability prior to entry into school.~~
- ~~3. All students will be screened by the principal/designee or by the building level staffing committee upon enrollment in the District.~~

POLICY 6421.2

~~LEAST RESTRICTIVE ENVIRONMENT~~

~~Students with disabilities will be educated within the least restrictive environment that will satisfactorily meet their educational needs.~~

The District endorses philosophy of “inclusion”.

~~To the maximum extent appropriate as defined in the I.E.P., a child with a disability shall be educated with children who are not children of disabilities. Special classes, separate schooling, or any other program that would remove a child with a disability from the regular educational environment may only be considered when the nature or severity of a child’s disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.~~

LEGAL REF.: ~~Wisconsin Statutes~~

~~Sections 115.787 [Individualized education programs]
115.79 [Educational placements]
115.792 [Procedural safeguards]
115.812 [Placement disputes]~~

~~Wisconsin Administrative Code~~

~~PI 11 [Rules governing programs for students with disabilities]
Individuals with Disabilities Education Act [Educational programs and services for students with disabilities]~~

CROSS REF.: ~~5110, Equal Educational Opportunities~~

~~5475, Discipline of Students with Disabilities~~

~~6421.1, Child Find Activities~~

~~6421.3, Individualized Education Program~~

~~6421.4, Due Process Procedural Safeguards for Special Education Students and Students Referred for IEP Evaluation and Their Parents/Guardians~~

~~6422, Homebound Instruction~~

~~6427, Individual and Remedial Services~~

~~6430, Instructional Arrangements (The Learning Situation)~~

~~6462, Nondiscriminatory Testing/Assessment~~

~~Special Education Program and Procedure Manual~~

ADMINISTRATIVE REGULATIONS: ~~None~~

AFFIRMED: ~~August 13, 1991~~

REVISED: ~~August 22, 1995
September 14, 1999
January 29, 2002~~

RULE 6421.2

~~LEAST RESTRICTIVE ENVIRONMENT FACTORS~~

1. ~~Within the District, a continuum of alternative special education placements shall be made available for a student with a disability. The student may receive special education through a variety of service alternatives including: general education classroom with special education consultation, general education classroom with full time special education support, general education classroom with itinerant special education support, general education classroom with the use of a resource room for part of the day, part time special class, full time special class, special day school, or homebound instruction.~~
2. ~~The District endorses the practice of "Inclusion"; wherein, each student with a disability, to the maximum extent appropriate as defined in the I.E.P., will be educated with students who do not have a disability. These services will be provided in the student's neighborhood school as a first option. Special classes, separate schooling or other removal of students from the general education environment will occur only when the nature of severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. When making decisions regarding the level of inclusion (the amount of time a student spends in the general education environment) for an individual child, the needs of the child with the disability, the impact of such decisions on the general education environment, and the impact on other students in the classroom and school will be considered. Where the student with a disability is so disruptive that the education of other students is significantly impaired, a change in the amount of support or a more restrictive program will be implemented through the process.~~
3. ~~The most appropriate special education placement and/or continuing placement will be determined by the Executive Director of K-8 Instruction, based upon recommendations made by the I.E.P. Team and the Individualized Education Program.~~
4. ~~For staffing purposes, all students who spend 30 percent or more of their day within the general education classroom will be counted as a student in the classroom.~~
5. ~~The general education teacher along with the special education teacher shall have the responsibility for the grading of students in their assigned class/classes. The special education teacher and general education teacher shall discuss the special education student's ability to determine the grading criteria to be followed in the general education classroom.~~

APPENDIX D

Kenosha Unified School District No. 1
Kenosha, Wisconsin

School Board Policies
Rules and Regulations

~~POLICY 6421.3~~

~~INDIVIDUALIZED EDUCATION PROGRAM (I.E.P)~~

~~The District shall utilize an I.E.P. Team approach when evaluating students suspected of having a disability. The I.E.P. Team shall determine and document that a student has a disability and a need for special education and related services.~~

~~An annual written individualized education program shall be in effect for each student with a disability. An I.E.P. shall be revised periodically but not less than annually, to indicate needed programmatic changes.~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 115.77 [Local educational agency duties related to students with disabilities]~~

~~115.782 [Evaluation of students with disabilities]~~

~~115.78 [Individualized education program team]~~

~~115.787 [Individualized education programs]~~

~~115.79 [Educational placements]~~

~~115.792 [Procedural safeguards]~~

~~115.797 [Mediation]~~

~~115.80 [Due process hearings]~~

~~115.812 [Placement disputes]~~

~~Wisconsin Administrative Code~~

~~PI 11 [Rules governing programs for students with disabilities]~~

~~Individuals with Disabilities Education Act [Educational programs and services for students with disabilities]~~

~~GROSS REF.: 5260, Full Time Public School Open Enrollment~~

~~5270, Part Time Public School Open Enrollment~~

~~5375, Discipline of Students with Disabilities~~

~~6421.1, Child Find Activities~~

~~6421.2, Least Restrictive Environment~~

~~6421.4, Due Process Procedural Safeguards for Special Education Students and Students Referred for IEP Evaluation and Their Parents/Guardians~~

~~6427, Individual and Remedial Services~~

~~6461, Parental Consent for Testing~~

~~6462, Nondiscriminatory Testing/Assessment~~

~~Special Education Program and Procedure Manual~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: August 13, 1991~~

~~REVISED: September 14, 1999~~

~~January 29, 2002~~

RULE 6421.3

INDIVIDUALIZED EDUCATION PROGRAM (I.E.P.) PROCEDURES

1. The Executive Director of K-8 Instruction shall be responsible for the I.E.P. Team process, as specified in Wisconsin Statutes.
2. The I.E.P. Team shall follow the procedures outlined in District Policy 6462 to ensure that all evaluations are nondiscriminatory.
3. Each meeting to develop the individualized education program should include:
 - a. a local education representative of the District other than the student's teachers, who is qualified to provide or supervise the provision of special education;
 - b. the student's special and regular teacher(s), who have direct responsibility for implementing the student's individualized education program;
 - c. at least two members who have expertise in assessment and programming for the disability of the student being evaluated;
 - d. one or both of the student's parents or the guardian;
 - e. where appropriate, the student;
 - f. for a student who has been evaluated for the first time, a representative of the District who is knowledgeable about the evaluation procedures and the results of the evaluation;
 - g. other individuals, at the discretion of the parent/guardian or District.
4. The I.E.P. shall include:
 - a. a statement of the student's present levels of educational performance, including areas of need, strengths, interests, learning style, the concerns of the parents for enhancing the education of the student, and the results of the initial or most recent evaluation of the student;
 - b. a statement of annual goals and benchmarks or short term objectives;
 - c. a statement describing the specific special education and related services to be provided to the student and the extent to which the student will be able to participate in regular educational programs;
 - d. the projected dates for initiation of services and the anticipated duration of the services;
 - e. procedures for measuring progress toward the annual goal and procedures for notifying parents of the student's progress.
5. Parent/guardian involvement in the development of the I.E.P. is essential. The District will take the necessary steps to insure proper encouragement, notification, and involvement in the process.
6. When an I.E.P. has been completed for a student, the District shall have the I.E.P. Team develop a placement offer for the student. The placement offer shall be based upon and carry out the student's I.E.P. and it shall consist of:
 - a. The school in which the I.E.P. will be implemented and the projected date of implementation.
 - b. The District's assurances regarding the least restrictive environment.
7. Students enrolled in a special education program will not have a change in their placement unless an I.E.P. Team committee has recommended such change. If a parent/guardian believes that the current special education program does not satisfactorily serve the needs of the student, the parent/guardian may request Mediation or a Due Process Hearing. Pending any hearing on placement, the student shall remain in present placement unless re-evaluation using District procedures occurs and a transfer is found to be warranted. Parent/guardian, adult student, or the District has the right to appeal the decision of the hearing officer to the State Superintendent and/or the courts.
8. Students receiving special education and related services will be evaluated by an I.E.P. Team every three years or earlier if requested by the student's parent/guardian or teacher.
9. Except as otherwise provided by law, the District may not stop providing special education to a student unless, as a result of a re-evaluation, an I.E.P. Team determines that the student is no longer a student with a disability.

POLICY 6421.4

~~DUE PROCESS PROCEDURAL SAFEGUARDS FOR SPECIAL EDUCATION
STUDENTS AND FOR STUDENTS REFERRED FOR I.E.P.
EVALUATION AND THEIR PARENT/GUARDIAN~~

~~The Executive Director of K-8 Instruction will be responsible for implementing procedures to ensure that students and parents are afforded the procedural safeguards established by State and Federal laws, when the District proposes to or refuses to initiate or change the identification, evaluation, or educational placement of the student or the provision of an appropriate education.~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 115.792 [Procedural safeguards]~~

~~115.797 [Mediation]~~

~~115.80 [Due process hearings]~~

~~115.812 [Placement disputes]~~

~~Wisconsin Administrative Code~~

~~PI 11 [Rules governing programs for students with disabilities]~~

~~Individuals with Disabilities Education Act [Educational programs and services for students with disabilities]~~

~~CROSS REF.: 5110, Equal Educational Opportunities~~

~~5475, Discipline of Students with Disabilities~~

~~6330, Privacy Rights in District Programs~~

~~6421.1, Child Find Activities~~

~~6421.2, Least Restrictive Environment~~

~~6421.3, Individualized Education Program~~

~~6427, Individual and Remedial Services~~

~~6461, Parental Consent for Testing~~

~~6462, Nondiscriminatory Testing/Assessment~~

~~Special Education Program and Procedure Manual~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: August 13, 1991~~

~~REVISED: September 14, 1999~~

~~January 29, 2002~~

RULE 6421.4

~~DUE PROCESS PROCEDURES~~

- ~~1. Parents and/or adult students will be informed in writing of their procedural rights when the District proposes to or refuses to initiate or change the identification, evaluation, or educational placement of a student with a disability.~~
- ~~2. Parents and/or adult students will be informed that they or the District has the right to appeal the identification, evaluation, placement or the provisions of a free appropriate public education at any time when an appeal is made.~~
- ~~3. The District will be responsible for implementing procedures to conduct an impartial due process hearing in accordance with State and Federal laws.~~

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 26 2013

MARY FROST ASHLEY CHARITABLE TRUST

The District applied and received funding from the Mary Frost Ashley Charitable Trust in 2010 and 2011 for the Back to School – A Celebration of Family and Community Event, and parent and student programs. In 2012 the District was invited to apply and received funding from the Trust for Back to School supplies that were distributed at Elementary School Open Houses, parent and student education and learning experiences, parent leadership training, and support for the District’s Recognition Program, Academic Showcase, and annual Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch.

During the 2013-2014, the District plans to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, and expand student learning opportunities through support with a high school group, expand the District’s Recognition Program, support the Academic Showcase, and strengthen the annual Alcohol Tobacco, and Other Drugs Awareness Student Recognition Brunch. This comprehensive program is developed with the framework of Search Institute’s “40 Developmental Assets,” Joyce Epstein’s School, Family and Community Partnerships guide, and the District’s Transformation Design. The design plan includes improving student achievement, personalized learning, expanding collaborative partnerships with families, the community and industry as well as implementing Joyce Epstein’s “Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships” and securing resources to support student learning.

Data will be kept on attendance, ethnicity, and student participation in interactive family programs and student engagement. The application includes the following major components:

- 1) Provide school supplies for elementary age children
- 2) Interactive family learning experiences that relate to curriculum, strengthening family and school connections, and safety issues.
- 3) Parent education trainings that focus on parenting skills development, particularly in the area of behavioral management, and support to families that are experiencing challenges with lack of education, employment, and resources.
- 4) Establish and train Action Teams for Partnerships in ten elementary schools. The teams will access past practices, and identify current issues and strengths with family engagement and community collaboration and then develop an action plan to expand and strengthen family involvement and community partnerships.
- 5) Implement Action Team for Partnership Plan through outreach and family engagement strategies
- 6) Student engagement learning opportunities that will assist them in developing healthy life skills, engaging in community service, and experience learning opportunities.

- 7) Strengthen Parent Trainings for the School Age Parent Program that includes internet safety, cyber-bullying, and prescription drug misuse prevention education.
- 8) Support the annual Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch.
- 9) Expand the District Recognition Program to include areas of collaboration and team building.
- 10) Provide interactive family learning art activities at the Academic Showcase.

The all-encompassing program will continue to build on the framework of Joyce Epstein's research from John Hopkins University. The framework includes the Six Types of Family-School-Community Partnerships; Parenting, Communication, Learning at Home, Volunteering, Decision Making, and Community Collaboration. Within that research (Epstein & Sheldon 2006), Epstein indicates, "School, Family and Community Partnerships is a better term than parental involvement. The concept of "partnership" recognizes that parents, educators, and others in the community share responsibility for students' learning and development." This model provides significant support to moving the Transformational Design Goal #2 forward.

Title

A Framework for Healthy Youth Development: Expanding Family and Student Learning Programs.

Funding Source

These funds originate from the Mary Frost Ashley Charitable Trust. The Trust was created by Mary Frost Ashley to provide financial support to the charitable organizations in Kenosha, Wisconsin. The Kenosha Unified School District was invited to submit a 2013 proposal to the Trust.

Time Period

July 1, 2013 – June 30, 2014

Purpose

The goal is to further develop the District's Family Engagement Training and Education Programs as well as provide meaningful and engaging learning opportunities for students to increase achievement and attendance. The following goals support the expansion of family and student participation as well as a stronger home school connection:

- | | |
|----------|--|
| Goal I | Provide support for back to school supplies for elementary children. |
| Goal II | Implement Joyce's Epstein's Family, School, and Community Partnership Model at ten elementary sites. |
| Goal III | Plan and implement the Families and Schools Together (FAST) Program at Curtis Strange Elementary School as well as FASTWORKS at two schools. |
| Goal IV | Support the implementation of Families Being Involved (FBI) Program at Brass Community School. |

Goal V	Establish outreach efforts at Wilson Elementary School through the Action Team for Partnership plan.
Goal VI	Expand the Family Learning Academy to include interactive series on the Parent as Teachers, Second Step Violence Prevention, gang prevention and safety issues.
Goal VI	Assist in developing the Bradford High School "Leading Ladies" group which promotes character building, life skills, and provides an avenue for healthy learning experiences.
Goal VIII	Further develop family interactive learning experiences at middle schools.
Goal IX	Strengthen parent trainings with the District's School Age Parent Program.
Goal IX	Provide support for the Annual Kenosha County Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch.
Goal XI	Assist with the expansion of the District's Recognition Program.
Goal XII	Provide support for the Academic Showcase.

The goals included in this plan directly relate to Transformation Plan Goal #2.

Number of students served: 22,639

Relationship to Transformation Design

This proposal directly relates to the District's Transformation Plan mission, goals, and student results. The transformation goal, as it relates to the A Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Programs, is to expand collaborative partnerships with families, community, and industry.

Budget

Classification	Object	Amount
Support Services	Salaries	\$ 21,093.80
	Fringes	\$ 2,247.42
	Purchased Services	\$ 73,529.67
	Non-Capitol Objects	\$ 22,380.00
	Total	\$119,250.89

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

The Community School Relations Coordinator is required to coordinate all goals in the program. Support for Parent Site Organizers, child care, and additional time for staff is covered through the Community School Relations Office Budget for approximately \$15,000.00.

Relationship to District Budget

The trust covers items above those offered in the District budget.

Evaluation Plan

The ten schools that participate in the Joyce Epstein's School, Family and Community Partnerships process to strengthen family engagement and community participation will complete an evaluation through focus groups. Each school will have an outside facilitator lead a group discussion on the value of this process to determine if it has an effective impact on the school-community.

The two schools that implement outreach and family engagement programs specific to their school during their second year of implementation will have a school wide family survey as well as evaluating the programs as a team. The data will help provide further direction in strengthening family engagement and community collaboration.

The Family Learning Academy interactive learning experiences will have a formal written evaluation which includes a written narrative on how parents will use the strategies gained through a program to enhance learning at home and improve home-school communication connections. The programs will also have informal group reviews to determine the effectiveness of the program. This data will be reviewed by the principals and presenters.

Every program will collect attendance data that includes how many parents and students attend and participate in the interactive program, ethnicity, and attendance in pre-school child care during the program. Data from a written form regarding the climate of the location and value of the program will be compiled annually.

Best practice, research based and evidence based programs will follow the evaluation criteria set up for the program. Examples will include Families and School Together (FAST), Supporting School Success, Parents as Teachers, Successful Fathering, and Motherread Fatherread. Parents participating in Successful Fathering and Motherread Fatherread will participate in a focus group when the series is completed. Information compiled will help set the direction of the program for future groups.

The Bradford Leading Ladies group will engage in a focus group with students and an outside facilitator to assist in determining the effectiveness of the program. Other students in the school will voluntarily complete a survey to also determine the value of the established group.

The students within the School Parent Group will participate in an end of the year evaluation of all programs/series that they participated in throughout the school year. Data will be compiled and reviewed by the staff to determine the educational program direction for 2014-2015.

The Annual Kenosha County Alcohol, Tobacco, and the Other Drugs Awareness Student Recognition Committee will send out evaluations to school site representatives, parents, teachers, and the committee at large. Input from the evaluations will be used to consider revisions in the year long program for the 2014-2015 school-year.

The District's Recognition Program will collect data and review the results to determine the effectiveness of the new collaborative group awards.

The Academic Showcase Planning Committee will receive feedback from staff and attendees, both written and oral, which will determine the direction of the 2014 District's showcase.

Type of Project

This is a competitive application.

Staff Persons involved in preparation of application

Tanya Ruder, Executive Director of Community Partnerships and Media Relations

Patricia Demos, Community School Relations Coordinator

Juan Torres, Even Start Program and Community Liaison

Scott Kennow, Brass Community School Principal

Yolanda Jackson Lewis, Wilson Elementary School Principal

Curtiss Tolefree, Bradford High School Assistant Principal

Kim Fisher, Bullen Middle School Principal

Dr. Robert Wells, Fine Arts Coordinator

Jonathan Bar-Din, Curtis Strange Elementary School Principal

Maria Kotz, Tremper High School Assistant Principal

Administrative Recommendation:

At their February 12, 2013, joint meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward to the Board of Education this one-year grant proposal. Administration recommends that the Board approve submission of the grant titled Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Program in the amount of \$119,250.89 to the Mary Frost Ashley Charitable Trust.

Dr. Michele Hancock
Superintendent of Schools

Patricia Demos
Community School Relations Coordinator

Tanya Ruder
Executive Director of Community Partnerships and Media Relations

Fiscal, Facilities and Personnel Impact Statement

Title:	A Framework for Healthy Youth Development: Expanding Family and Student Learning Programs	Budget Year:	2013-2014
Department:	Office of Communications	Budget Manager:	Patricia Demos

REQUEST

School Board approval is requested to submit and implement a one-year grant to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, and expand student learning opportunities through developing a high school group that provides a framework for character building and healthy learning experiences. This comprehensive program is developed with the framework of Search Institute's "40 Developmental Assets," Joyce Epstein's School, Family and Community Partnerships guide, and the District's Transformation Plan. The plan includes improving student achievement, personalized learning, expanding collaborative partnerships with families, the community and industry as well as implementing Joyce Epstein's "Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships" and securing resources to support student learning, comprehensive interactive family and student learning program opportunities to increase student attendance, achievement, and participation in citizenship. The grant request is for \$119,250.89 which includes funds to support Back to School supplies for the 2013-2014 Elementary School Open Houses. Insert narrative summarizing the nature of your request

RATIONALE/ INSTRUCTIONAL FOCUS

The Grant will provide funding to further develop family learning opportunities, parenting skills development, family interactive learning programs, sessions on understanding the new "Family" structure at the elementary schools, implementing the Joyce Epstein's Partnership model process, student learning trips that directly relate to curriculum, and prevention activities. The goals include:

- Goal I Provide support for back to school supplies for elementary children.
- Goal II Implement Joyce's Epstein's Family, School, and Community Partnership Model at ten elementary sites.
- Goal III Plan and implement the Families and Schools Together (FAST) Program at one additional elementary school and continue FASTWORKS at two schools.
- Goal IV Support the implementation of Families Being Involved (FBI) Program at Brass Community.
- Goal V Establish Outreach efforts at Wilson Elementary School through the Action Team for Partnership plan.
- Goal VI Expand the Family Learning Academy to include interactive series on the Parent as Teachers, Second Step Violence Prevention, gang prevention and safety issues.
- Goal VII Assist in developing the Bradford High School "Leading Ladies" group which

promotes character building, life skills, and provides an avenue for healthy learning experiences.

Goal VIII Further develop family interactive learning experiences at middle schools.

Goal IX Strengthen parent trainings with the District's School Age Parent Program.

Goal X Provide support for the Annual Kenosha County Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch.

Goal XI Assist with the expansion of the District's Recognition Program.

Goal XII Provide support for the Academic Showcase.

The goals included in this plan directly relate to Transformation Plan Goal #2.

IMPACT

This goal provides opportunities for families to strengthen their involvement in their child's education, increase their parenting strategies and current information on pertinent issues such as technology safety, strengthen parenting strategies, and increase student learning opportunities that directly relate to life skills development and participation in citizenship.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$21,093.80
200's	Fringes	\$2,247.42
300's	Purchased Services	\$73,529.67
400's	Non-Capital Objects	\$22,380.00
500's	Capital Objects	\$0.00
		\$0.00
	TOTAL	\$119,250.89

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

FUNDING SOURCES

Select Funding Sources: Additional Source of Revenue Available

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Kenosha Unified School District
Kenosha, Wisconsin

February 26, 2013

**Request to Submit 21st Century Community Learning Center (CLC) Program
Grant Application for 2013-2014 School Year**

School Board approval is requested to submit the following grants:

- Continuation grants: **Brass** (50K), **Grant** (100K), **Jefferson** (100K), **Vernon** (100K), **Wilson** (50K) and **Frank** (50k)
- Cycle Two Grants: **Lincoln Middle** (75K)
- Cycle Three Grants: **EBSOLA** (50K)
- Total amount of request: \$575,000

Grant Title: Elementary and Secondary Act – Title IV, 21st Century Schools

Grant Funding Source: State of Wisconsin, Department of Public Instruction (DPI)

Grant Time Period: July 01, 2013 – June 30, 2014 with an opportunity to maintain each funded proposal for five years pending state funding and successful completion of grant requirements

Type of Project

The 21st Century Community Learning Center (CLC) Program is a federally funded grant program. Federal guidelines state that funds for the CLC program are distributed to the state level and then allocated to communities based on an extremely competitive process to offer out-of-school time programming. Grants awarded under this competition will range from \$50,000 up to \$100,000 per CLC site. Activities are intended to serve students at schools with high poverty rates and schools in need of improvement based on the results of the Wisconsin Knowledge and Concepts Examination. Funds are allocated to the school district for fiscal and program management.

Program Description

All CLC programs within the Kenosha Unified School District will continue to provide a safe-haven for children during out-of-school time. Out-of-school time includes before school, after school, early release days, and half days. The combination of academic support, a nutritious snack, and a host of enrichment activities allows for a great partnership with community based organizations like the Boys and Girls Club of Kenosha, the University of Wisconsin-Extension, and the Kenosha County Department of Human Services. Each of these primary partners participates in a CLC Advisory Council.

Schools offer enrollment for the CLC program at the beginning of the academic year during Open House. The number of seats available fluctuates from school to school and year to year. Priority is given to students who exhibit a need for academic support as defined by the Principal and the Academic Coordinator of CLC sites. Students report to the CLC program at dismissal for attendance and a nutritious snack, which is provided by KUSD Food Services. Immediately following their snack, “targeted” students attend the first hour of programming, Power Hour, where they work in small groups with certified teachers and/or highly qualified staff on planned academic activities that are linked to the school’s curriculum. Other students attend homework help/tutoring sessions. After Power Hour, students participate in a variety of enrichment activities hosted by the Boys and Girls Club of Kenosha. These enrichment activities focus on the arts, fitness, health & life skills, and character & leadership. Students also benefit from many incentive based projects surrounding attendance, behavior, and active participation.

Rationale

Embedded within The Kenosha Unified School District’s Transformation Plan are three goals surrounding improving student achievement, expanding collaborative partnerships, and securing resources to support learning. A close examination of the CLC program’s Annual Performance Review (APR) from the 2011-2012 school year displays the role CLCs plays in helping Kenosha Unified School District reach the goals outlined in the Transformation Plan. The outcomes from the CLC 2011-2012 APR are the following:

- Students who participate in CLC on a regular and consistent basis are exposed to a total of 54 more days of a learning environment. **(Transformational Goal #1)**
- At all eleven sites, regular CLC students had a higher rate of attendance than non-CLC students. **(Transformational Goal #1)**
- CLC can serve as a Tier II intervention as certified day time teachers assist students in gaining skills through small group instruction in one-hour sessions three times per week. **(Transformational Goal #1)**
- Student Intervention Teams (SIT) with the direction from Elementary Principals regularly refer students to CLC, which demonstrates their belief that CLC helps to increase students' academic progress & behavior. **(Transformational Goal #1)**
- 94% of parents surveyed believed that CLC helped their students academically and 88% stated that their child completed homework and this was extremely helpful for them. **(Transformational Goal #2)**
- 67% of teachers reported that students who attended CLC completed their homework more often. **(Transformational Goal #1)**
- Nearly 3,000 students attended CLC last year at the elementary and middle school levels. **(Transformational Goal #1)**

2013-2014 Anticipated Funding

21 st CCLC Grants	\$575,000 (See Above)
District Support – Fund 10	\$80,000
Wisconsin Childcare Subsidy (Young Star)	\$30,000
Small Parent Fees	\$50,000
Title I	\$50,000
In Kind Support/Community Organizations	\$28,000
Total for CLC Project	\$813,000

Recommendation

At their February 12, 2013, joint meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward this grant request to the Board of Education for approval. Administration recommends that the Board grant approval to submit the 21st Century Community Learning Center (CLC) Program Grant Application for the 2013-2014 School Year.

Dr. Michele Hancock
Superintendent of Schools

Dr. Sue Savaglio-Jarvis
Assistant Superintendent of Teaching and Learning

Mr. Paris Echoles
Coordinator of Student Engagement and Equity

Fiscal, Facilities and Personnel Impact Statement

Title:	21st Century Community Learning Center (CLC) Grant	Budget Year:	2013-2014
Department:	Student Engagement & Equity/CLC	Budget Manager:	Paris D. Echoles

REQUEST

We are seeking funding from the State of Wisconsin-Department of Public Instruction to provide high-quality afterschool programs to students in the Kenosha Unified School District.

RATIONALE/ INSTRUCTIONAL FOCUS

The 21st Century Community Learning Center (CLC) program provides an opportunity for schools to provide high-quality afterschool programs. Students who attend the program receive academic assistance and have the opportunity to build academic skills through activities hosted by community partner agencies like the Boys and Girls Club of Kenosha. Historically, students who attend CLC have a higher rate of attendance, receive additional time in positive learning environments beyond the school day, and receive ample support during tutoring/homework time.

IMPACT

This grant will provide:

**Funding for staff (Administrators, Teachers) to administer, coordinate, and implement academic programming.

**Funding for support staff (Educational Support Professionals) to administer, coordinate, and implement the instructional portion of the program.

**Funding to support student enrichment programs provided by community based partners.

**Funding for supplies necessary to operate a successful CLC program.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$300,000.00
200's	Fringes	\$70,000.00
300's	Purchased Services	\$410,000.00
400's	Non-Capital Objects	\$33,000.00
500's	Capital Objects	\$0.00
	TOTAL	\$813,000.00

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

FUNDING SOURCES

21 st Century Community Learning Center Grant:	\$575,000.00
District Support-Fund 10:	\$ 80,000.00
Wisconsin Childcare Subsidy (Young Star):	\$ 30,000.00
Parent Fees:	\$ 50,000.00
Title I:	\$ 50,000.00
In Kind Support/Community Organizations:	\$ 28,000.00
Total:	\$813,000.00

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 26, 2013

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. The Education Foundation of Kenosha donated \$3,500.00 to the KUSD Academic Showcase.
2. Mary Kavanagh donated \$2,000.00 to Bradford's Winifred Farley Memorial Scholarship fund.
3. William Billsten donated a 2001 Chevy Cavalier to the Indian Trail automotive class. The estimated value of this donation is \$1,800.00.
4. Lisa Kavanagh donated \$250.00 to Bradford's Winifred Farley Memorial Scholarship fund.

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

February 26, 2013

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

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

March

- March 12, 2013 - Standing Committee Meetings in ESC Board Room
- March 26, 2013 – Regular Board of Education Meeting –7:00 P.M. in ESC Board Meeting Room
- March 28, 2013 – Third Quarter Ends - Half Day for Students
- March 29-April 7, 2013 – Spring Recess – Schools Closed

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