



ORGANIZATIONAL MEETING – 6:30 P.M.

REGULAR MEETING – 7:00 P.M.

April 23, 2012

.....**F9J-G98**

**Educational Support Center
3600 - 52nd Street
Kenosha, Wisconsin 53144**

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ORGANIZATIONAL MEETING
Tuesday, April 23, 2012
Educational Support Center
6:30 P.M.

- I. Roll Call of New Board
- II. Oath of Office
- III. Organization of New Board
 - A. Election of Board President (Presides Upon Election)
 - B. Election of Board Vice President
 - C. Election of Board Treasurer
 - D. Election of Board Clerk
 - E. Election of Board Secretary
 - F. Selection of Time and Place of Regular Meetings
 - G. Schedule of Authorized Public Depositories Pages 1-2
 - H. Legal Services for the District Page 3
 - I. Voting Order Draw
 - J. Check Signatures
- IV. New or Old Business as Required
- V. Adjournment

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012
Organizational Meeting

Schedule of Authorized Public Depositories

The School Board must annually approve the institutions to which District funds are deposited. Attachment A is the list of authorized public depositories for the 2012-2013 fiscal year. The list of public depositories remains the same from last year. Administration requests Board approval for these depositories.

Additionally, State Statue 67.12(12) states that a school district may issue promissory notes for any public purpose including, but not limited to, paying general and current municipal expenses up to \$1 million without a voter approved referendum. The District currently has established a \$1 million Line of Credit through Johnson Bank for purposes of operational cash flow needs.

Recommendation

Administration recommends that the Board of Education adopt the attached Schedule of Authorized Public Depositories. It is also recommended that the Board assign the Assistant Superintendent of Business the authority to approve debt, as needed, in the form of the \$1,000,000 Line of Credit through Johnson Bank.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of Business

Tina Schmitz
Chief Financial Officer

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

Schedule of Authorized Public Depositories
April 23, 2012

Financial Institution	Type	Date Added
Johnson Bank 7500 Greenbay Road Kenosha, WI 53142	Operating Account Payroll Account Flex Spending Account Retirement Insurance Account Repurchase Agreement Student Activity Line of Credit	Contract from July 1, 2005 through June 30, 2012
U.S. Bank 777 E. Wisconsin Avenue Milwaukee, WI 53202	Investment Account	March 28, 2003
Wisconsin Investment Series Cooperativ PMA, Administrator of WISC 788 N. Jefferson, Suite 550 Milwaukee, WI 53202	Investment Accounts	September 26, 2000
State of Wisconsin Local Government Investment Pool P.O. Box 7871 Madison, WI 53707	Investment Accounts	Prior to 1999
PMA Securities, Inc. 788 N. Jefferson, Suite 550 Milwaukee, WI 53202	Placement Agent	Contract from Aug 12, 2008 for (5) five years
PMA Securities, Inc. 788 N. Jefferson, Suite 550 Milwaukee, WI 53202	OPEB Placement Agent	Contract from Aug 12, 2008 for (5) five years

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012
Organizational Meeting

Legal Services for the District

School Board policy allows for the use of legal services, as necessary, to meet legal requirements of the day to day operation of the school district. Below are the legal service firms that the District currently utilizes that are being recommended to be deemed the approve lists of attorneys.

Buelow, Vetter, Buikema, Olson & Vliet, LLC
Foley & Lardner, LLP
Lindner & Marsack, S.C.
Quarles & Brady, LLP
von Briesen & Roper, S.C.

Our insurance provider, Community Insurance Corporation/Aegis, may contract out with different legal firms to administer various worker's compensation claim and liability issues.

Administration may also request School Board approval of specialized legal service firms for a limited term when deemed in the best interest of the School District.

Recommendation

Administration recommends that the Board of Education approve the list of attorneys as outlined above.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of Business

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Regular School Board Meeting
Monday, April 23, 2012
Educational Support Center
7:00 P.M.
REVISED

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
 - Youth Art Month Award Winners
 - Wisconsin Girls Badger State Wrestling Champions
 - National Wrestling Finalist
 - MATC Remotely Operated Vehicle Regional Competition
 - Kenosha/Regional Science Engineering Fair
 - State Science Fair Finalist
 - Outstanding Coaches – Kenosha Girls Wrestling Club
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
 - A. Consent/Approve Recommendations
Concerning Appointments,
Leaves of Absence,
Retirements and Resignations..... Page 1
 - B. Consent/Approve Minutes of 3/27/12
Special Meeting of
Electors and 3/27/12
Regular Meeting..... Pages 2-14
 - C. Consent/Approve Summary of Receipts, Wire
Transfers and Check Registers Pages 15-16
 - D. Consent/Approve Policy/Rule 6456 - Graduation
Requirements..... Pages 17-24
(Second Reading)

SCHOOL BOARD AGENDA

Page 2

April 23, 2012 - REVISED

X. Consent Agenda - Continued

- E. Consent/Approve Policy/Rule and Administrative Regulation 6620 - Library Resources Pages 25-29
(Second Reading)
- F. Consent/Approve Policy/Rule 6460 - Testing Programs Pages 30-34
(Second Reading)
- G. Consent/Approve Policy/Rule 6461 – Parental Consent for Testing and Policy/Rule 6462 – Non-Discrimination Testing/ Assessment Pages 35-39
(Second Reading)
- H. Consent/Approve Policy/Rule 4310 - Instructional Staffing Pages 40-44
(Second Reading)
- I. Consent/Approve Policy/Rule 4340 - Substitute Personnel Employment - Removal..... Pages 45-47
(Second Reading)
- J. Consent/Approve Policy/Rule 4350 - Instructional Staff Assignments and Transfers - Removal Pages 48-50
(Second Reading)

XI. Old Business

- A. Discussion/Action World Language Software Costs Page 51
- B. Discussion/Action Policy and Rule 4320 - Individual Employment Contracts Pages 52-54
(First Reading)
- C. Discussion/Action Brompton School Charter Contract Pages 55-66

SCHOOL BOARD AGENDA

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April 23, 2012 - REVISED

XII. New Business

A. Discussion/Action Donations to the District.....Page 67

XIII. Other Business as Permitted by Law

Tentative Schedule of Reports, Events and Legal

Deadlines For School Board (April-May)Page 68

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

XV. Adjournment

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Kenosha Unified School District No. 1
Kenosha, WI
April 23, 2012

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	Letter or Contract
Resignation	4/3/12		Instructional	Holeva	Mary	Southport Elementary School	Cross Categorical	6/12/12	10	\$70,323.00	Resignation: Relocation	No	Contract
Separation	4/3/12		Miscellaneous	Rosales	Linda E Y	Vernon Elementary School	Aims Specialist 2	2/23/12	1	\$14.17	Separation	No	Contract
Early Retirement	4/3/12		Instructional	Radewan	Mary	Roosevelt Elementary School	Grade 1	6/12/12	19	\$61,935.00	Early Retirement	No	Contract
Early, Early Retirement	4/3/12		Instructional	Skurski	Bonita	KTEC	Science	6/12/12	23	\$74,693.00	Early, Early Retirement	No	Contract
Early, Early Retirement	4/3/12		Instructional	Howell	Letha	Fine Arts	Music	6/12/12	22	\$73,301.00	Early, Early Retirement	No	Contract
Early, Early Retirement	4/3/12		Instructional	Armacher	Thomas	Human Resources	Teacher	6/12/12	27	\$71,903.00	Early, Early Retirement	No	Contract
Early, Early Retirement	4/3/12		Instructional	Reuteler	Claudia	Forest Park Elementary	Grade 1	6/12/12	26	\$74,693.00	Early, Early Retirement	No	Contract
Early Retirement	4/3/12		Service	Traux	Cheryl	Facility Services	Custodian	6/11/12	17	\$42,640.00	Early Retirement	No	Contract
Early Retirement	4/3/12		Service	Bonanno	Carmine	Facility Services	Head Custodian	5/31/12	31	\$45,739.20	Early Retirement	No	Contract
Early Retirement	4/3/12		Instructional	Ehlers	Jeanne	Strange Elementary School	Grade 1	6/12/12	17	\$61,935.00	Early Retirement	No	Contract
Early Retirement	4/3/12		Instructional	McDermott	Susan	Brompton School	Grade 2	6/12/12	15	\$61,935.00	Early Retirement	No	Contract
Resignation	4/23/12	**	Supervisory	Hochevar	Lisa	Food Services	Production Manager	3/1/12	4	\$63,125.00	Correction: New Resignation Date	No	Contract
Early, Early Retirement	4/23/12	**	Instructional	Sturino	Nicolette	Teaching & Learning	Literacy Coach	6/12/12	33	\$74,693.00	Early, Early Retirement	No	Contract
Early Retirement	4/23/12	**	Service	Hagerty	John	Facility Services	Head Custodian	6/22/12	29	\$47,548.80	Early Retirement	No	Contract
Separation	4/23/12	**	Instructional	Schutz	Faye	Human Resources	Teacher on Leave	3/19/12	5	\$60,131.00	Separation	No	Contract
Resignation	4/23/12	**	ESP	Riggs	Rachel	Bradford High School	Special Education	3/26/12	4	\$13.02	Resignation	No	Contract
Early Retirement	4/23/12	**	Service	Reck	Darrel	Facility Services	Day Custodian - First Shift	6/29/12	29	\$42,640.00	Early Retirement	No	Contract
Early Retirement	4/23/12	**	Service	Sorensen	James	Facility Services	General Utility Worker	6/15/12	30	\$51,105.60	Early Retirement	No	Contract
Separation	4/23/12	**	Secretarial	Aquirre	Gladys	Human Resources	Secretary on Leave	2/3/12	4	\$17.29	Separation	No	Contract
Leave of Absense	4/23/12	**	Instructional	Krauski	Jessica	Bullen Middle School	Intervention Specialist	5/3/12		\$55,130.00	Child Rearing Yr. 1	No	Contract
Appointment	4/23/12	**	Secretarial	Mieske	Althea	Human Resources	Senior Fiscal Clerk	3/27/12		\$19.37	Appointment	No	

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SPECIAL MEETING OF ELECTORS
KENOSHA UNIFIED SCHOOL DISTRICT
HELD MARCH 27, 2012

A Special Meeting of School District Electors for Kenosha Unified School District was held on Tuesday, March 27, 2012, at 6:30 P.M. in the Board Room of the Educational Support Center.

Mrs. Mary Snyder, School Board President, called the meeting to order at 6:33 P.M.

Ms. Pamela Stevens moved to approve the Rules of Order as stated in the agenda. Mr. David Gallo seconded the motion. There was a show of hands, motion carried.

Ms. Pamela Stevens nominated Mrs. Mary Snyder for chairperson of the meeting. Mr. David Gallo seconded the nomination. There being no further nominations for chairperson, nominations were closed and Mrs. Snyder was elected chairperson.

Mrs. Snyder presented the Resolution V(A) regarding School Board authorization, pursuant to Section 120.10(12) of the Wisconsin Statutes to grant both a permanent and a temporary limited easement to Kenosha County for the purposes of supporting the widening of 60th Street adjacent to the property where Indian Trail High School and Academy and Mahone Middle School are located.

Mr. Carl Bryan moved to approve Resolution V(A) as contained in the agenda. Mrs. Jo Ann Taube seconded the motion. There was a show of hands, motion carried.

Ms. Pamela Stevens moved to adjourn the meeting. Mr. David Gallo seconded the motion. There was a show of hands, motion carried.

Meeting adjourned at 6:39 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MARCH 27, 2012

A regular meeting of the Kenosha Unified School Board was held on Tuesday, March 27, 2012, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:01 P.M. with the following Board members present: Mrs. Taube, Mr. Nuzzo, Mr. Gallo, Ms. P. Stevens, Mr. Bryan, and Mrs. Snyder. Dr. Hancock was also present. Ms. R. Stevens was absent.

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

Mr. Gary Vaillancourt, Chief Communications Officer, presented the Scholastic Regional Writing Awards, American Choral Director's Association Award, National Regional Scholastic Art Awards, Wisconsin National Geographic Bee Semi-Finalist Award, National Honors for Tremper German Students Awards, and the Academic Showcase Logo Design Winner Award.

There were no Administrative or Supervisory Appointments.

Ms. P. Stevens introduced the Student Ambassador, Danielle Wilson from Tremper High School, and she made her comments.

Mr. Bryan gave the Legislative Report.

View and comments were made by the public.

Mrs. Snyder made her remarks.

Dr. Hancock gave the Superintendent's Report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 2/28/12 and 3/13/12 Special Meetings and Executive Sessions and 2/28/12 Regular Meeting as presented in the agenda.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Ms. Heather Kraeuter, Accounting Supervisor; Mrs. Tina Schmitz,

Chief Financial Officer; Mrs. Sheronda Glass, Assistant Superintendent of Business Services; and Dr. Hancock, excerpts follow:

"It is recommended that the February 2012 cash receipts deposits totaling \$1,150,715.21, and cash receipt wire transfers-in totaling \$26,519,918.94, be approved.

Check numbers 478733 through 479720 totaling \$7,804,082.97, and general operating wire transfers-out totaling \$129,440.27, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the February 2012 net payroll and benefit EFT batches totaling \$13,424,248.23, and net payroll check batches totaling \$15,038.11, be approved."

Consent-Approve item X-D – Head Start Federal Grant Request for the 2012-2013 School Year submitted by Ms. Kim Kurklis, Interim Chavez Center Director; Ms. Belinda Grantham, Pre-School Administrator; Mrs. Vickie Brown-Gurley, Assistant Superintendent of Teaching and Learning; and Dr. Hancock, excerpts follow:

"Approval from the Board of Education is requested to submit and implement the Head Start Federal Grant for the 2012-2013 school year. The funding for this grant is \$1,999,031. The grant is designed to fund the operating costs of the Kenosha Unified School District Head Start Child Development Program.

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 330 high-risk children that will be three or four years of age on or before September 1, 2012. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

At its March 13, 2012 meeting, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward this grant request to the full Board for consideration. Administration recommends that the School Board approve submission and acceptance of the 2012-2013 Federal Head Start Grant."

Consent-Approve item X-E – Request to Submit 21st Century Community Learning Center (CLC) Program Grant Application for the 2012-2013 School Year submitted by Ms. Lautauscha Shell, Coordinator of Student Engagement and Equity; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

"21st CCLC is a federally funded program where funding is funneled to states in order to facilitate competitive grant processes for school districts to offer out-of-school time programming. Activities are intended to serve students at schools with high poverty rates, concentrated numbers of students of color and English Language Learners, which are typically associated with lower achievement (per Wisconsin Knowledge and Concepts Examination scores).

All 21st CCLC programs in Kenosha will continue to provide a safe-haven for children during out-of-school time which includes: before school, after school from 3pm-

6pm, early release days, half days, and summer. The combination of academic assistance, 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 to name a few.

Schools offer enrollment for CLC at the beginning of the year during Open House. The number of seats available fluctuate from school to school and year to year. Priority is given to students who exhibit higher needs for academic assistance as defined by the Principal and the Academic Coordinator. Students report to CLC at dismissal for attendance and a nutritious snack (provided by KUSD Food Services). Immediately following, students identified for the students attend the first hour of programming, Power Hour, where they work in small groups with certified day time teachers on planned activities that are linked to the regular school day learning. Other students attend the homework help sessions. After snack and Power Hour, students participate in enrichment activities hosted by the Boys and Girls Club of Kenosha in four of their five core areas including: The Arts, Fitness, Health & Life Skills, and Character & Leadership. Students also participate in many field trips, experience new things, and benefit from many incentive based projects around attendance, behavior, and participation (all key to academic growth).

School Board approval is requested to submit the following grants:

- New five-year competitive grants: Grewenow (100K), Roosevelt (100K), and McKinley Elementary (100K);
- Continuation grants: Brass (50K), EBSOLA (50K), Grant (100K), Jefferson (100K), Vernon (100K), Wilson (50K) & Lincoln Middle (100K) and Washington Middle (100K); and
- Third cycle grants: (newly implemented) for Frank Elementary (50K).

At its March 13, 2012 meeting, the Audit/Budget/Finance and Curriculum/Program Committees voted to forward this grant application to the full Board for consideration. Administration recommends that the School Board approve submission and acceptance of the 21st Century Community Learning Center grant.”

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

Mr. Patrick Finnemore, Director of Facility Services, presented the Proposed Middle School Boundary Change – Closing McKinley Middle School submitted by Mr. Daniel Tenuta, Executive Director of School Leadership; Mr. Finnemore; and Dr. Hancock, excerpts follow:

“The planned closing of McKinley Middle School at the end of the current school year requires a change be made to the middle school boundaries in time for the 2012-13 school year. Board Policies 5320 and 5330 govern School Attendance Areas and Assignment of Students to Schools respectively. In order to provide McKinley Middle School parents and parents of current 5th graders in the McKinley Middle School boundary with information as quickly as possible, proposed boundaries were developed and

communicated during the budget development process. Even though the new boundaries have been developed and communicated, they must be formally approved by the Board which begins with a review by the Planning, Facilities and Equipment Committee.

The McKinley boundary is surrounded by all five other boundary middle schools allowing for a boundary change that only affects students in the McKinley boundary. This was one of the contributing factors in the decision to close McKinley versus other schools. A number of factors were considered when determining the new boundaries, these factors included: proximity of students to the school, transportation costs, enrollment versus capacity at each school, minimizing the number of middle school splits for each of the elementary schools that feed into McKinley, socioeconomic diversity, amongst others. In addition, we continue to use the study area concept in determining boundaries which in part keeps students living in the same neighborhoods together using major roads or other geographical features as the school boundaries. In this case the new middle school boundaries are comprised of three of the major roads in Kenosha: 22nd Avenue, 39th Avenue and 60th Street. Attachment 1 to this report shows the proposed new boundary for the students of McKinley Middle School.

It also should be noted that the relocation of Harborside and Paideia to Reuther provides the opportunity to double the size of the middle school which will increase its middle school capacity by 75 students. In addition, the move of Brompton School to Jane Vernon Elementary allows Brompton to expand from a K-5 to a K-8 school which will provide additional middle school options for students. These two changes will have a positive impact on the projected enrollments of the five boundary middle schools.

As mentioned earlier, one of the factors considered was the number of splits that each of the elementary schools that currently feed into McKinley as one of their middle schools had. It was our goal to not split any elementary school more than it currently is and reduce the number of splits where possible. Attachment 2 shows the proposed middle school boundaries outlined over the existing elementary school boundaries. The table on the next page summarizes this information showing each of the seven elementary schools that feed all or in part to McKinley and what other middle schools they currently feed into and what middle schools they will feed into next school year.

As one might expect, not everyone is happy with the proposed boundary changes whether it be a preference for a different school, living a few blocks closer to one school than another, or something related to an elementary or high school boundary. Because the proposed boundaries were not announced until a meeting at the school on February 6th, the deadline for parent initiated transfer requests was extended from January 21st to February 24th. The schools will work with those families and evaluate whether a school transfer is possible based on available space.

This report was reviewed by the Planning, Facilities and Equipment Committee at its March 13, 2012 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

Administration recommends Board approval of the proposed new middle school boundaries as described in this report."

Ms. P. Stevens moved to approve the Proposed Middle School Boundary Change as described in the report. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Finnemore presented the Kenosha County Easement – 60th Street Project submitted by Mrs. Glass, Mr. Finnemore, and Dr. Hancock, excerpts follow:

“Kenosha County has requested School Board approval of both a Permanent Limited Easement and a Temporary Limited Easement associated with the widening of 60th Street scheduled for this summer. The Permanent Limited Easement is associated with 0.21 acres of the KUSD property that houses Indian Trail High School and Academy and Mahone Middle School, and the Temporary Limited Easement is associated with 10.4 acres on the same property.

The Permanent Limited Easement is for land that will house the controls and transformer for the permanent traffic signal that the County will be installing to replace the temporary signal at the intersection of our school entrance and 60th Street, and for the land that a permanent storm water drainage pipe will be installed to handle water runoff from 60th Street to the retention basin on the west end of our property. The Temporary Limited Easement is for land along 60th Street that will be disturbed during the widening project and for the retention pond which a portion of will be dredged one foot deeper to support the additional storm water runoff from the widened street.

Kenosha County has proposed the following financial terms for the easement:

- Permanent Limited Easement: \$700
- Temporary Limited Easement: \$15,600
- Total: \$16,300

The financial terms were developed as part of a three-step process. The first step was an appraisal of the property affected by the easement performed by a consultant for Kenosha County; that appraisal estimated the total value at \$9,300. Wisconsin Statutes allow landowners to obtain a second appraisal from a qualified appraiser of their choice and be reimbursed by the County for that second appraisal. KUSD and some of the other property owners opted to have a second appraisal performed in order to ensure a fair price for the value of the property. That second appraisal performed by Pitts Brothers estimated the value at \$28,000. The third step in the process was the development of a compromise between the two appraisals. That compromise includes the amount listed above along with other considerations including the County finishing the bike path on the west end of the KUSD property and recognition of the fact that the County is funding the cost to make the temporary traffic signal at our entrance and 60th Street a permanent signal.

This item minus the financial terms was brought to the School Board at their February 28, 2012 meeting to obtain approval to hold a Special Meeting of Electors in March. This report was reviewed by the Planning, Facilities and Equipment Committee at its March 13, 2012 meeting, and the Committee unanimously recommended that the report be forwarded to the Electors and full Board for consideration.

Administration recommends Board approval of the easement agreement with Kenosha County related to the widening of 60th Street as described in this report.”

Mr. Nuzzo moved to approve the Kenosha County Easement – 60th Street Project as described in the report. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Finnemore presented the Kenosha County Wireless Network Easement submitted by Mr. John Setter, Project Architect; Mr. Finnemore, and Dr. Hancock, excerpts follow:

“In February of 2011, Kenosha County requested School Board approval of a series of five easements to install antenna relay units on the roofs of five KUSD schools to support an initiative to provide broadband communication ability for emergency services. The five schools were: Grant Elementary School, Washington Middle School, Edward Bain School of Language and Art, Jefferson Elementary School, and Columbus Elementary School. The School Board approved this request at its March 22, 2011 meeting, and the units were installed shortly thereafter. Since that time, the unit at Columbus Elementary was removed in conjunction with the sale of the building.

On January 26, 2012, the County requested that antenna relay units be installed at seven additional KUSD buildings: Lincoln Middle School, McKinley Middle School, Educational Support Center, Bose Elementary School, Jeffery Elementary School, Roosevelt Elementary School, and Whittier Elementary School.

The impact on the seven buildings is negligible as the antennas are fairly small and provide no interference to anything in our facilities. In addition, we have not had any problems in the buildings that the units were installed last year. The request was reviewed by KUSD Facilities and Information Systems staff members along with our legal counsel and everything was found to be acceptable as the easements are identical to those previously approved. During the process, we did make the County aware of the planned closure of McKinley Middle School, but similar to Columbus last year, they would still like to install the unit even if it is in place for a relatively short period of time.

This report was reviewed by the Planning, Facilities and Equipment Committee at its March 13, 2012 meeting, and the Committee unanimously recommended that the report be forwarded to the full Board for consideration.

Administration recommends Board approval of the easement agreements related to the Kenosha County wireless network as described in this report.”

Ms. P. Stevens moved to approve the Kenosha County Wireless Network Easement as described in the report. Mrs. Taube seconded the motion. Unanimously approved.

Mr. Tenuta presented Policy/Rule 6456 – Graduation Requirements submitted by Mr. Tenuta and Dr. Hancock, excerpts follow:

“Kenosha Unified School District Policy/Rule 6456, Graduation Requirements, addresses academic credits for mastery of standards to award a Kenosha Unified School District Diploma. Last school year this policy was reviewed to determine the financial impact on the district budget. High School Principals, Teaching and Learning Coordinators and Assistant Superintendents studied the high school graduation requirements and

practices and recommended changes. These changes were approved by the Board of Education on April 26, 2011.

During the 2010/2011 school year our School District developed a Transformational Design Plan which was approved by the Board of Education on December 14, 2010. Various implementation components of this plan were presented and approved by the Board of Education as part of preliminary consideration of the 2012/2013 budget on February 28, 2012. Within this Transformation Plan was a change in the Graduation Requirements for students starting with the class of 2016. This change requires all students to participate in an online course or participate in an approved class with a high quality online component. In addition to this change, clarification language is also being added to the policy for Social Studies and Service learning.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6456 to the full Board for a first and second reading.

Administration recommends that the School Board approve revised Policy/Rule 6456 – Graduation Requirements as a first reading this evening and as a second reading on April 23, 2012.”

Ms. P. Stevens moved to approve revised Policy/Rule 6456 – Graduation Requirements as a first reading this evening and as a second reading on April 23, 2012. Mr. Gallo seconded the motion. Unanimously approved.

Ms. Susan Valeri, Director of Special Education and Student Support, presented the Service Animals in District Facilities Policy submitted by Ms. Valeri, Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“On March 15, 2011, new Title II ADA regulations applicable to public schools went into effect. A public entity shall modify its policies, practices and procedures to permit the use of a service animal by an individual with a disability. Although the District currently has an animal in schools policy, it does not address the complexity of the use of a service animal.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward the proposed new Service Animals in District Facilities policy to the full Board for a first and second reading.

Administration recommends that the School Board approve the Service Animals in District Facilities policy as a simultaneous first and second reading this evening. The policy will be formatted and numbered per current KUSD policy format upon approval.”

Ms. P. Stevens moved to approve the attached new Service Animals in District Facilities Policy as a simultaneous first and second reading this evening and that the policy will be formatted and numbered per current KUSD policy format upon approval. Mr. Gallo seconded the motion. Unanimously approved.

Mrs. Brown-Gurley presented Policy/Rule 6620 – Library Resources submitted by Mrs. Annie Fredriksson, Coordinator of Instructional Technology and Library Media; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“Students and Staff throughout the district utilize dynamic student-centered library media resources that are designed to promote and support information literacy. Policy/Rule 6620, Library Resources, has been reviewed and updated by the Department of Library Media to reflect current information. The Administrative Regulation 6620 is being removed, and the procedural information from both this Administrative Regulation and Policy has been relocated to the Library Services page on My Big Campus.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6620 to the full Board for a first and second reading.

Administration recommends that the School Board approve the changes to Policy/Rule 6620 Library Resources as a first reading this evening and as a second reading on April 23, 2012.”

Mr. Bryan moved to approve the changes to Policy/Rule 6620 - Library Resources as a first reading this evening and as a second reading on April 23, 2012. Ms. P. Stevens seconded the motion. Unanimously approved.

Ms. Valeri presented Policy/Rule 6460 – Testing Programs submitted by Ms. Valeri, Mrs. Brown-Gurley, and Dr. Hancock, excerpts follow:

“Information contained within Policy/Rule 6460, Testing Programs was affirmed in 1990 and revised in 2008. The Policy is revised to align with current practice and the Individual Educational Program Team process and renamed Testing/Assessment.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6460 to the full Board for a first and second reading.

Administration recommends that the School Board approve Policy/Rule 6460 - Testing/Assessment as a first reading this evening and as a second reading on April 23, 2012.”

Ms. P. Stevens moved to approve Policy/Rule 6460 - Testing/Assessment as a first reading this evening and as a second reading on April 23, 2012. Mr. Bryan seconded the motion. Unanimously approved.

Ms. Valeri presented Policy/Rule 6461 - Parental Consent for Testing and Policy/Rule 6462 - Non-Discrimination Testing/Assessment submitted by Ms. Valeri, Mrs. Brown-Gurley, and Dr. Hancock, excerpts follow:

“Policy/Rule 6461, Parental Consent for Testing and Policy/Rule 6462 Non-Discrimination Testing/Assessment have been reviewed by the Special Education Department. It was determined that the information in these policies be eliminated as they

are better addressed and contained in the Special Education and Student Support Program and Procedure Manual.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward the recommendation for removal of Policy/Rule 6461 and 6462 to the full Board for a first and second reading.

Administration recommends that the School Board approve the recommendation for removal of Policy/Rule 6461, Parental Consent for Testing, and Policy/Rule 6462, Non-Discrimination Testing/Assessment as a first reading this evening and as a second reading on April 23, 2012.”

Ms. P. Stevens moved to approve the removal of Policy/Rule 6461 - Parental Consent for Testing and Policy/Rule 6462 - Non-Discrimination Testing/Assessment as a first reading this evening and as a second reading on April 23, 2012. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Teresa Osborne-Short, Director of Human Resources, presented Policy/Rule 4310 – Instructional Staffing submitted by Mrs. Osborne-Short, Mrs. Glass, and Dr. Hancock, excerpts follow:

“Information contained within Policy/Rule 4310 that pertains to instructional staffing is no longer relevant and will be addressed under a separate policy called Zero-Based Budget Timelines.

At its March 13, 2012 meeting, the Personnel/Policy committee voted to forward the recommendation for removal of Policy/Rule 4310 to the full Board for a first and second reading.

Administration recommends that the School Board approve the recommendation for removal of Policy/Rule 4310, Instructional Staffing as a first reading this evening and as a second reading on April 23, 2012.”

Ms. P. Stevens moved to approve the removal of Policy/Rule 4310 - Instructional Staffing as a first reading this evening and as a second reading on April 23, 2012. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Osborne-Short presented Policy/Rule 4340 – Substitute Personnel Employment submitted by Mrs. Osborne-Short, Mrs. Glass, and Dr. Hancock, excerpts follow:

“Information contained within Policy/Rule 4340 - Substitute Personnel Employment was affirmed in 1991 and revised in 2000 to include the new call in system at that time. Currently, substitute teachers have a collective bargaining agreement that defines their employment, and funding for substitutes is addressed in the annual budget process. Decisions related to assignments of substitutes are based on the instructional needs of the school, class and student. The current automated system is outlined in detail for substitutes and administrators. Information regarding updates to the system is

disseminated through the office of Human Resources as needed. Therefore, removal of Policy/Rule 4340 is recommended.

At its March 13, 2012 meeting, the Personnel/Policy Committee voted to forward the recommendation for removal of Policy/Rule 4340 to the full Board for a first and second reading.

Administration recommends that the School Board approve the recommendation for removal of Policy/Rule 4340 - Substitute Personnel Employment as a first reading this evening and a second reading on April 23, 2012."

Ms. P. Stevens moved to approve the removal of Policy/Rule 4340 - Substitute Personnel Employment as a first reading this evening and a second reading on April 23, 2012. Mrs. Taube seconded the motion. Unanimously approved.

Mrs. Osborne-Short presented Policy/Rule 4350 – Instructional Staff Assignments and Transfers submitted by Mrs. Osborne-Short, Mrs. Glass, and Dr. Hancock, excerpts follow:

"Information contained within Policy/Rule 4350 that pertains to instructional staff assignments and transfers is no longer relevant or is addressed in another Policy or District Plan.

At its March 13, 2012 meeting, the Personnel/Policy Committee voted to forward the recommendation for removal of Policy/Rule 4310 to the full Board for a first and second reading.

Administration recommends that the School Board approve the recommendation for removal of Policy/Rule 4350 - Instructional Staff Assignments and Transfers as a first reading this evening and as a second reading on April 23, 2012."

Ms. P. Stevens moved to approve removal of Policy/Rule 4350 - Instructional Staff Assignments and Transfers as a first reading this evening and as a second reading on April 23, 2012. Mr. Gallo seconded the motion. Unanimously approved.

Mr. Anderson Lattimore, Assistant Superintendent of Educational Accountability, presented the Open Enrollment Changes – 2011 Wisconsin Act 114 (Senate Bill 2) submitted by Ms. Renee Blise, Senior Research Analyst; Mrs. Belinda Grantham, Director of Preschool; Ms. Valeri; Ms. Karen Davis, Assistant Superintendent of Elementary School Leadership; Mr. Tenuta; Mr. Lattimore; and Dr. Hancock, excerpts follow:

"Effective February 15, 2012 the landscape for Open Enrollment in the State of Wisconsin changed drastically because of the new specifications contained in 2011 Wisconsin Act 114 (Senate Bill 2). The Wisconsin Department of Public Instruction (DPI) advised school districts of the new changes in early February 2012 and mandated that at the next available School Board meeting that Districts should have their School Boards affirm the available space in the district for open enrollment students for School Year 2012-13. Because of the lateness of the advisory from DPI the March 2012 Regular School

Board Meeting was the first time that this formal affirmation could occur for the Kenosha Unified School District.

The following is a summary of the significant changes now resident in the newly modified open enrollment process.

- The open enrollment application window has been expanded for the usual three (3) week period of time in early February of each year to the current timeframe beginning on the first Monday in February and ending on the last weekday in April. The application time frame has been effectively expanded from three weeks to approximately three months.
- Open Enrollment applicants can also now 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 one of the following criteria per Act 114. The criteria are as follows:
 - The pupil has been a victim of a violent criminal offense as defined by the DPI by rule
 - The pupil is or has been a homeless pupil in the current or immediately preceding school year
 - The pupil has been the victim of *repeated* bullying or harassment. This criterion requires that the parent has reported the bullying or harassment to the resident school board and, despite reporting the circumstances, the repeated bullying or harassment continues
 - The place of residence of the pupil's parent or guardian and of the pupil has changed as a result of military orders
 - The pupil has moved into this state
 - The place of residence of the pupil has changed as a result of a court order or custody agreement or because the pupil was placed in a foster home or with a person other than the pupil's parent, or removed from a foster home or from the home of a person other than the pupil's parent
 - The parent of the pupil and nonresident school board agree that attending school in the nonresident school district is in the best interest of the pupil
- Act 114 also made procedural changes for other open enrollment acceptance factors such as space availability determinations, transfer of pupil disciplinary records and response to inquiry timelines for both resident and nonresident school districts as relates to open enrollment determinations.

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 2012-13."

Ms. P. Stevens moved to approve the space availability for open enrollment students (both regular and special education) as noted in the report for the 2012-13 school year. Mr. Gallo seconded the motion. Unanimously approved.

Mrs. Osborne-Short presented the Worker's Compensation Reauthorization of Self-Insurance submitted by Mrs. Osborne-Short and Dr. Hancock, excerpts follow:

“On July 1, 2003, the District approved using Community Insurance Company for its Worker’s Compensation program. In order to establish the self-insured program a resolution was approved at the May 27, 2003 School Board Meeting, the May 23, 2006 School Board Meeting, and again at the March 24, 2009 School Board Meeting.

The Wisconsin Administrative Code requires each political subdivision to re-authorize their self-insurer status once every three years.

Administration recommends that the School Board approve Resolution No. 288 (attached) to continue the Worker’s Compensation Self-Insured Program.”

Mrs. Taube moved to approve Resolution No. 288 to continue the Worker’s Compensation Self-Insured Program. Mr. Bryan seconded the motion. Unanimously approved.

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

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

Meeting adjourned at 8:25 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
April 23, 2012

CASH RECEIPTS	reference	total
March 2012 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>aids register receipts</i>	\$ 38,273,379.42
US Treasury	<i>tax refund - various borrowings</i>	966,723.41
Johnson Bank	<i>account interest</i>	3.18
Bankcard Services	<i>food services credit card receipts (net of fees)</i>	194,985.40
Wind River Financial	<i>school credit card receipts (net of fees)</i>	12,495.41
Web Payments	<i>district credit card receipts (net of fees)</i>	8,639.40
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	24,558.95
HHS	<i>head start grant</i>	177,968.12
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	10,487.18
Total Incoming Wire Transfers		<u>\$ 39,669,240.47</u>

March 2012 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 645,978.16
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TOTAL MARCH CASH RECEIPTS

\$ 40,315,218.63

CASH DISBURSEMENTS	reference	total
March 2012 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,555,166.70
WI Department of Revenue	<i>state payroll taxes</i>	602,737.42
WI Department of Revenue	<i>state wage attachments</i>	1,933.53
IRS	<i>federal payroll taxes</i>	2,766,520.75
Diversified Benefits Services	<i>health retirement account claims</i>	861,305.38
Diversified Benefits Services	<i>flexible spending account claims</i>	47,112.69
Employee Trust Funds WRS	<i>wisconsin retirement system</i>	1,311,704.09
Delta Dental WI	<i>dental & vision insurance premiums</i>	91,048.08
FICA Alternative	<i>federal payroll taxes</i>	7,086.58
Burkwald & Associates	<i>management fee</i>	33,345.48
Various	<i>TSA payments</i>	324,179.40
<i>general operating wires</i>		
Elan Financial	<i>elan p-card payment</i>	136,273.95
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>lease payment</i>	17,453.54
Various	<i>returned checks</i>	760.86
Total Outgoing Wire Transfers		<u>\$ 13,856,628.45</u>

March 2012 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01005-DP, 01006-DP, 01905-DP</i>	\$ 8,057.58
General operating and food services	<i>Check #479720 thru Check #481110</i>	12,687,203.31
Total Check Registers		<u>\$ 12,695,260.89</u>

TOTAL MARCH CASH DISBURSEMENTS

\$ 26,551,889.34

Administrative Recommendation

It is recommended that the March 2012 cash receipts deposits totaling \$645,978.16, and cash receipt wire transfers-in totaling \$39,669,240.47, be approved.

Check numbers 479720 through 481110 totaling \$12,687,203.31, and general operating wire transfers-out totaling \$254,488.35, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2012 net payroll and benefit EFT batches totaling \$13,602,140.10, and net payroll check batches totaling \$8,057.58, be approved.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant
Superintendent of
Business Services

Tina M. Schmitz
Chief Financial Officer

Heather J. Kraeuter, CPA
Accounting Supervisor

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY/RULE 6456 – GRADUATION REQUIREMENTS

Background

Kenosha Unified School District Policy/Rule 6456, Graduation Requirements, addresses academic credits for mastery of standards to award a Kenosha Unified School District Diploma. Last school year this policy was reviewed to determine the financial impact on the district budget. High School Principals, Teaching and Learning Coordinators and Assistant Superintendents studied the high school graduation requirements and practices and recommended changes. These changes were approved by the Board of Education on April 26, 2011.

Proposal

During the 2010/2011 school year our School District developed a Transformational Design Plan which was approved by the Board of Education on December 14, 2010. Various implementation components of this plan were presented and approved by the Board of Education as part of preliminary consideration of the 2012/2013 budget on February 28, 2012. Within this Transformation Plan was a change in the Graduation Requirements for students starting with the class of 2016. This change requires all students to participate in an online course or participate in an approved class with a high quality online component. In addition to this change, clarification language is also being added to the policy for Social Studies and Service learning.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6456 to the full Board for a first and second reading. The Board approved revised Policy/Rule 6456 as a first reading on March 27, 2012.

Recommendation

Administration recommends that the School Board approve revised Policy/Rule 6456 – Graduation Requirements as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Daniel Tenuta
Assistant Superintendent of Secondary School Leadership

POLICY 6456
GRADUATION REQUIREMENTS

Academic credits shall be awarded for mastery of standards in grades nine through twelve. A student must earn 23 with a maximum 28 high school credits as described in Rule 6456 to graduate from the Kenosha Unified School District No. 1 and a student must also complete one of the following:

1. Earn a score of basic or above in three of five subtests on the high school Wisconsin Knowledge and Concepts Exam (WKCE)
2. Earn a cumulative grade point average (GPA) of at least 1.5 on an unweighted scale through the seventh semester of high school; i.e., January of senior year
3. Meet one of the following test scores requirements:
 - a. ACT Assessment - 18 or above
 - b. SAT I Exam - 870 or above
4. Successfully complete an approved Individual Education Plan (IEP), Limited Language Plan (LLP), and/or Section 504 Plan

Students may audit classes, enroll in Youth Option courses, or enroll in summer school offerings in excess of the 28 credits. A procedure describing how these options can be accessed will be established by administration.

Beginning with the class of 2016, all KUSD students must fulfill the online learning graduation requirement along with the existing KUSD graduation criteria.

A student may complete the online learning requirement for graduation through one of the following options:

- 1. Participate in an online course (earned mark must appear on the transcript).**
- 2. Participate in a course with approved online components (as listed below).**

A credit deficient student who is at least 17 years of age who has been in a high school cohort group for all four years (a student with a July birthday would be able to take the exam with the June testing group if they attended high school for four years with their peers) may also successfully complete the District Competency Graduation Requirements or a comparable program to earn a District diploma. In addition, a District diploma may be earned by a transfer student through an academic review of the student's transcript by a building administrator.

All students shall be required to take a full schedule except junior and senior year when students may be allowed to have one release per quarter or semester. In addition, four years of high school attendance shall be required unless early graduation is applied for and approved pursuant to established District procedures. **Each year a student is required to enroll in no less than six courses.** Students are eligible for early graduation when they have completed the requirements for receipt of a diploma.

The Board may award a high school diploma to certain veterans, notwithstanding District and statutory high school graduation standards. To be awarded a diploma, a person must be at least 65 years of age, attended high school in the District or attended high school in Wisconsin and resides in the District, left high school before graduation to join the U.S. armed forces during a war period as defined in state law, and served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces. War periods include, among others, World War II, the Korean Conflict, Vietnam War, and Persian Gulf War.

POLICY 6456
GRADUATION REQUIREMENTS
PAGE 2

The Board may also award a high school diploma to a person who received a high school equivalency diploma after serving on active duty in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces if the person meets the other conditions outlined in this paragraph and to a veteran who is deceased, but who, has satisfied the conditions outlined in this paragraph prior to death.

LEGAL REF.: Wisconsin Statutes

- | | | |
|----------|-------------------|--|
| Sections | 115.787 | [Individualized education programs] |
| | 115.915 | [Program or curriculum modifications for school-age parents] |
| | 118.15(1)(b)-(cm) | [16 and 17 year old student participation in program leading to high school graduation or high school equivalency] |

LEGAL REF.: Wisconsin Statutes, continued

- | | | |
|-------|-------------------------------|---|
| | 118.153 | [Programs for children at risk of not graduating] |
| | 118.30 | [Student assessment; state requirements] |
| | 118.33 | [High school graduation standards] |
| | 118.35 | [Programs for gifted and talented students] |
| | 118.52(3)(d)2 | [Part-time public school open enrollment] |
| | 118.55 | [Youth Options Program] |
| | 120.13 | [Board power to do all things reasonable for the cause of education] |
| | 120.13(37) | [Board power to issue diplomas to veterans] |
| | 121.02(1)(p) | [School district standard; graduation requirements] |
| PI 18 | Wisconsin Administrative Code | [High school graduation standards] |
| PI 40 | | [Determining and awarding high school credit for Youth Options Program courses] |

CROSS REF.: 5110, Equal Educational Opportunity/Student Discrimination Complaint

- 5118.1, Promotion
5120, Student Enrollment Reporting
5240, Accommodation of Private School and Home-Based Private Education Program Students
5260, Full-Time Public School Open Enrollment
5270, Part-Time Public School Open Enrollment
5310, Student Attendance
6423, Talent Development Program
6460, Testing Programs
Youth Options Programs
Special Education Program and Procedure Manual

POLICY 6456
GRADUATION REQUIREMENTS
PAGE 3

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: August 22, 1995
May 28, 1996
July 30, 1996
September 11, 1996
June 17, 1997
June 9, 1998
August 11, 1998
September 14, 1999
October 23, 2001
May 27, 2003
November 22, 2005
August 26, 2008
November 25, 2008
April 26, 2011

GRADUATION REQUIREMENTS

A. Credit Requirements

1. Specific Credits Required out of 23

ENGLISH	4 credits
SOCIAL STUDIES	3 credits* 1 credit - U.S. History 1 credit - World History * ½ credit U.S. Government & Politics ½ credit Behavioral Science
MATHEMATICS	3 credits
SCIENCE	3 credits
PHYSICAL EDUCATION	1 ½ credits**
HEALTH	½ credit
CONSUMER EDUCATION	½ credit***
COMMUNITY/SERVICE LEARNING	Required of all students (10 hours)
ONLINE LEARNING EXPERIENCE	Participate in an online course or participate in a course with a high quality online component. (class of 2016 and beyond).
DIPLOMA WITH SERVICE DISTINCTION	1 Credit Service Learning Project 100 Service Hours
DIPLOMA WITH HONORS DISTINCTION	4 Advanced Placement credits
<p>* Note: Students selecting the Advanced Placement U.S. Government and Politics option will be required to satisfactorily complete the entire course. Failure to do so will require students to take either U.S. Government and Politics or U.S. Government and Politics – Honors in order to satisfy the requirement. In the instance where a student successfully completes one credit of AP government and politics and has completed one credit of U.S. History and one credit of world history, the student has met the required 3 credits of social studies for graduation. Students planning on attending an institution of higher education are encouraged to take a behavioral science course.</p> <p>Note: Economics can be applied towards satisfying the consumer education requirement.</p> <p>**Unless exempted pursuant to Wisconsin Statutes, exemption shall be granted for medical reasons upon presentation of a physician's statement. Students excused from physical education for all four years of high school for medical reasons shall be required to make up ½ credit in another elective subject for each semester excused from physical education.</p> <p>***Waived for students who successfully complete ½ credit Honors Economics, ½ credit Economics, 1 credit Advanced Placement Economics, or 1 credit Marketing.</p>	

2. The District will provide access to honors, advanced placement, and post-secondary courses in accordance with state law requirements.

RULE 6456
GRADUATION REQUIREMENTS
PAGE 2

3. Summer school credit is awarded on the basis of one-half credit for each class successfully completed based on standards. Prior approval by the principal is required to earn credit for summer school courses taken outside of the District.
4. Credit deficient students who are at least 17 years of age who have been in a high school cohort group for all four years (a student with a July birthday would be able to take the exam with the June testing group if they attended high school for four years with their peers) and are current residents of the District may be issued a District diploma if they satisfy the following Competency Graduation Requirements.
 - a. Are enrolled members of a District cohort group, which means that students must have been enrolled members of a particular Kenosha Unified School District graduating class. Eligible students must have been enrolled in the District prior to the end of their cohort year graduation date. Non-KUSD cohort students 18 yrs of age or older whose graduation year has expired will not be eligible to participate in the program.
 - b. Score at or above the fourth stanine on all predetermined subtests including core areas of the District's adopted standardized achievement tests.
 - c. Demonstrate competency in writing, which can be accomplished by scoring at a level 4.0 or higher on the WKCE writing assessment or scoring at a level 3.0 or higher on the WorkKeys writing assessment.
 - d. Complete consumer education/economics, health, government and politics, or approved comparable courses.
 - e. Meet employability standards in one of the following ways:
 - Successful employment for a six-month period of time and can provide validation; or
 - Meet an employability component established by the District in the form of a work readiness portfolio.
 - f. Students will be required to assume any associated costs for the administration and scoring of District adopted standardized assessments.

5. Standards of a Quality Online Learning Course

A high quality online course is defined as a structured learning environment that utilizes technology, consistently and regularly (lasting 10 hours or more) throughout the course.

An online component involves the use of a variety of media. This includes Intranet and Internet based tools and resources as delivery methods for the following:

- **Instruction**
- **Research**
- **Assessment**
- **Communication**
- **Collaboration**

An online course/learning management system should be utilized to promote an understanding of progress monitoring systems, support universal learning opportunities, and facilitate the management of online experiences.

RULE 6456
GRADUATION REQUIREMENTS
PAGE 3

6. Accelerated/alternative high school credit attainment is an option for high school students aged 16 and above who may earn high school credit based upon satisfactory completion of individual portions of a District or state-approved criterion referenced test at 85 percent mastery or on norm referenced tests at the 4th stanine or above, normed at 12th grade, 7th month, independent of length of time required; completion of performance-based assignments, and attainment of minimum required credits.

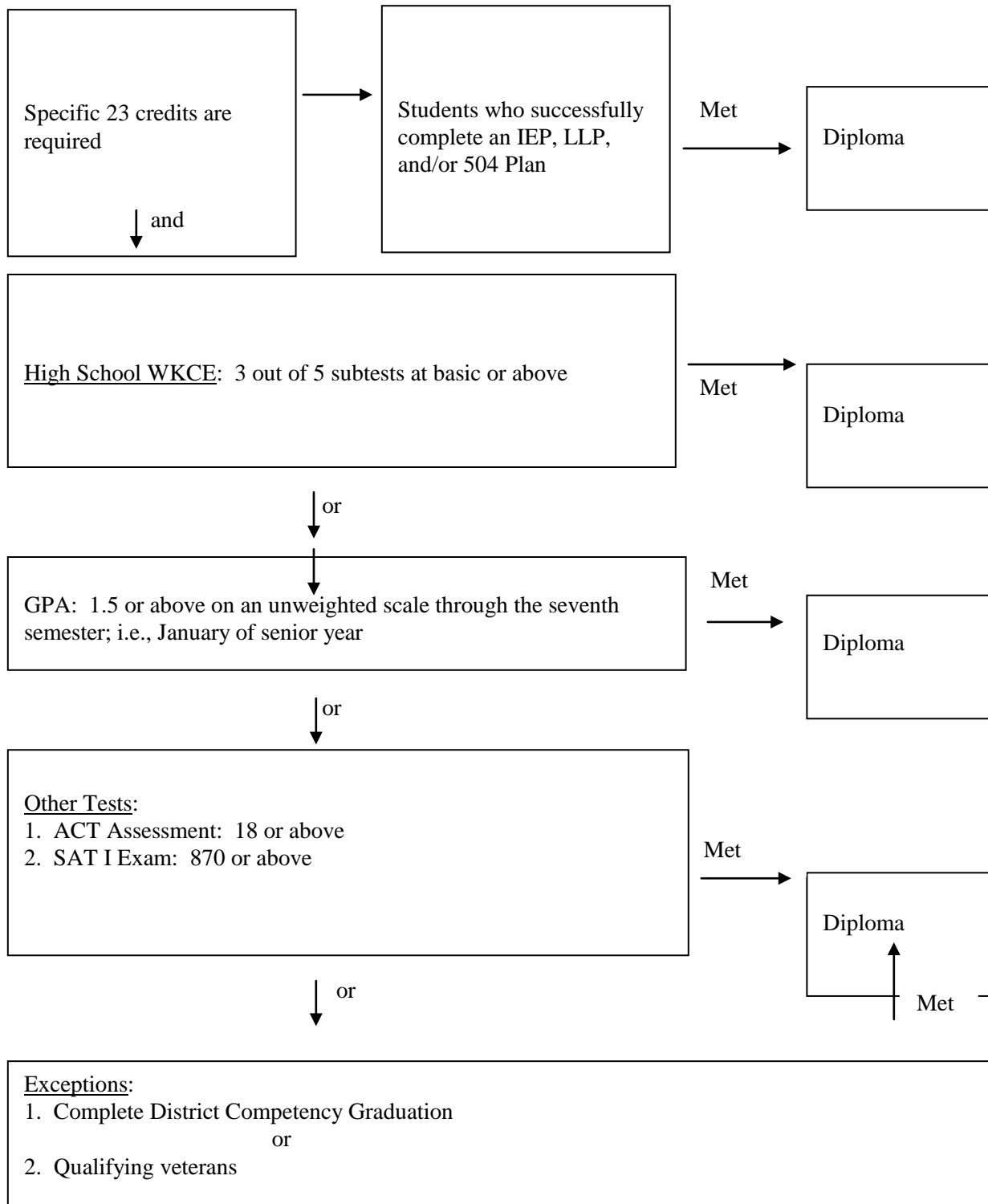
B. Early Graduation

To be considered for early graduation, the student and the parent/guardian shall submit a written request to the principal no later than the end of the first marking period of the school year in which the student plans to graduate early.

The student's course of study, earned grades in such courses, grade point average, and other performance indicators shall be made part of the student's transcript.

- C. Students enrolled in a middle school who complete high school courses may be awarded high school credit toward the overall district credit requirement, but not for the credit specified in WI State Statues.

RULE 6456
GRADUATION REQUIREMENTS
Page 3



KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY/RULE AND ADMINISTRATIVE REGULATIONS 6620
LIBRARY RESOURCES

Students and Staff throughout the district utilize dynamic student-centered library media resources that are designed to promote and support information literacy. Policy and Rule 6620, Library Resources, has been reviewed and updated by the Department of Library Media to reflect current information. The Administrative Regulation 6620 is being removed, and the procedural information from both this Administrative Regulation and Policy has been relocated to the Library Services page on My Big Campus.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6620 to the full Board for a first and second reading. The Board approved revised Policy/Rule 6620 as a first reading on March 27, 2012.

Administrative Recommendation:

Administration recommends that the School Board approve the changes to Policy and Rule 6620 Library Resources as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Annie Fredriksson
Coordinator of Instructional Technology and Library Media

POLICY 6620
LIBRARY RESOURCES

The Board of Education recognizes the importance of a dynamic, student-centered library media ~~center~~ **resources** designed to ~~assist all~~ **support** students and staff in becoming active and creative locators, evaluators and users of information to solve problems and satisfy their own curiosity. It further recognizes that information must be current, relevant to the curriculum, cultural diversity and available through a variety of formats.

All patrons shall have equal and open access to materials.

LEGAL REF.: Wisconsin Statutes

Sections **43.70** **Common School Fund added as it defines how monies are allocated for libraries from the state.**

118.13 [Student discrimination prohibited]

120.13 [Board power to do all things reasonable for cause of education]

120.13(5) [Board power to purchase books, equipment and materials for use in schools]

121.02(1)(h) [Instructional materials standard]

Wisconsin Administrative Code

PI 8.01(2) [Rules governing the selection of instructional/library materials]

CROSS REF.: 1410, Use of Free Materials

~~2110, Accountability~~

3100, Annual Operating Budget

5110, Equal Educational Opportunities

6300, Curriculum Development and Improvement

6110, Instructional Program Mission and Beliefs

6600, Instructional Resources

6610, ~~Instructional Materials Selection~~ **of Instructional Materials**

~~6810, Teaching About Controversial Issues~~

Board-Adopted Academic Standards

District Learning and Content Standards

~~ADMINISTRATIVE REGULATIONS: 6620, Guidelines for Library Resources~~

AFFIRMED: January 25, 2000

REVISED: January 29, 2002

RULE 6620

~~PROCEDURES FOR LIBRARY RESOURCES~~

~~The District shall provide selected online resources including, but not limited to, electronic labs, encyclopedias, reference materials, and magazine and newspaper databases that shall be available to all staff and students within the library media center, individual classrooms, and from remote sites.~~

~~All students and staff shall have equal access to materials located in any KUSD library media center through the interlibrary loan process of the District networked online library catalog.~~

~~Each library media center shall be staffed to allow the library media specialist to function in the capacities of library manager, master teacher, and information specialist.~~

~~The school's information collection shall be regularly evaluated in order to maintain a library media center that promotes equitable access to information in all formats and to determine the strengths of the collection and needs for resources to meet the demands of the curriculum. A variety of qualitative and quantitative measures shall be used in the ongoing process that includes evaluation, selection, replacement, and removal of library resources.~~

~~The library media center shall foster an atmosphere that promotes the collaborative design, preparation, implementation, and assessment of instructional units to assist students in the understanding and use of a variety of information resources, especially as they relate to the implementation of District information literacy standards and benchmarks.~~

~~The library media center shall provide leadership and expertise in acquiring and evaluating information resources in all formats; in bringing an awareness of information issues into collaborative relationships with teachers, administrators, students, and others; in the methods for locating, accessing, and evaluating information within and beyond the library media center; and in mastering sophisticated electronic information resources.~~

The District library media collection shall not discriminate in the selection and evaluation of library materials or media on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Materials purchased shall be supported by professional journal reviews indicating the age appropriateness of material/online subscriptions and/or the review of a certified library media teacher.

Selection of materials for the library shall be based upon information value as a whole and not in part. Incidents of sexual reference, profanity, or alternative life styles shall not automatically disqualify materials from library collections.

The District recognizes that library media ~~centers~~ **resources** at the middle school ~~will~~ **may** contain some materials written at an adult level. The majority of materials in the high school ~~will~~ **may** be written at an adult reading level.

Citizens with specific requests, which cannot be satisfied by telephone or conference at the school level, shall be given the opportunity to complete a "Citizens Request for Reconsideration of a Book", which is available from the Office of the Superintendent. Upon receipt of a signed complaint, the Superintendent shall appoint an ad hoc committee of teachers, administrators, and citizens to consider this request. The committee shall reevaluate the book in question against selection criteria for library media centers, supplementary reading lists, in-class presentation, and textbooks. The committee may invite the complainant for conferences so that all facets of the complaint can be explored.

RULE 6620
~~PROCEDURES FOR LIBRARY RESOURCES~~
PAGE 2

The committee shall make a recommendation to the Superintendent concerning the disposition of the complaint, the book in question, or both. The Superintendent shall inform the complainant detailing the decision concerning the complaint.

Appeals related to the decision may be directed to the School Board.

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 6620 GUIDELINES FOR LIBRARY RESOURCES

District online resources should be selected to equitably meet the needs of the broad spectrum of the KUSD student population. A committee of library media specialists and other appropriate curriculum resource specialists should be appointed to evaluate and select those materials on an annual basis.

An ongoing plan for the management of library information resources will be developed and maintained for each library media center. Such a plan will include a process for evaluating the collection to identify strengths and needs, for developing a long range plan that includes short term goals for removal, replacement, and acquisition of new materials, and that will provide direction for securing and allocating library funds.

In order to provide appropriate resources to students and staff, the following criteria will be considered in administering the library management plan. The resources available to staff and students will be:

- appropriate for the age, developmental levels, and cultural needs of the school population;
- current and in good physical condition;
- accurate and contain valid information;
- relative to current curricular initiatives;
- available in a variety of currently acceptable formats;
- sensitive to diverse perspectives and points of view.

Information Literacy Standards and Benchmarks will serve as the basis for collaborative instructional planning for use of the library media center. Instructional planning should include:

- suggestions for a variety of resource formats to be used in instruction;
- assistance to staff and students for planning and developing projects that take advantage of current resources;
- suggestions for mediums that allow students to best demonstrate understanding;
- assistance with assessment relative to the research process.

Ongoing instruction and assistance should be provided to students and staff in the use of library resources to:

- define the problem or need;
- plan search strategies to locate and access information;
- evaluate resources for usefulness and quality;
- retrieve information;
- organize and apply information to problems;
- use electronic resources;
- respect copyright laws;
- appreciate literature

The library media center will continue to provide innovative approaches to information resources, provide instruction and access to community and other resources, and serve as an instructional center for electronic information access.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY AND RULE 6460 – TESTING PROGRAMS

Information contained within Policy and Rule 6460, Testing Programs was affirmed in 1990 and revised in 2008. The Policy is revised to align with current practice and the Individual Educational Program Team process and renamed Testing/Assessment.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward proposed changes to Policy/Rule 6460 to the full Board for a first and second reading. The Board approved revised Policy/Rule 6460 as a first reading on March 27, 2012.

Administration Recommendation:

Administration recommends that the School Board approve revised Policy and Rule 6460 - Testing/Assessment as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Susan Valeri
Director of Special Education
and Student Support

POLICY 6460
TESTING/ASSESSMENT PROGRAMS

The District shall establish and maintain a program of testing for the purposes of diagnosis, assessment, instruction and accountability. The testing program will provide:

- an assessment of the educational program of the District for purposes of reporting the overall status of the District and charting the growth of its students, by grade level and by school from year to year.
- appropriate reports to the School Board, parents/guardians and the public, disaggregating all test data by ethnicity, gender, special education, and socio-economic status.
- District and building Report Cards including disaggregated data by student group as required by federal law.
- interpretation and use by teachers, administrators and other professional staff members so that the test findings will influence the positive educational growth and development of individual students.
- data for planning effective teaching and curriculum development and reform.
- ~~Foreign language~~ **World language** versions of widely recognized tests, when available **and necessary**.

Academic testing in the District may include, but not necessarily be limited to: standardized achievement tests, ~~career interest surveys,~~ **behavior assessments**, performance assessment measures, **language proficiency assessments** and subject area diagnostic tests. Decisions regarding the testing of students with disabilities as defined under the Individuals with Disabilities Education Act (IDEA), students covered by Section 504 of the Vocational Rehabilitation Act, or English Language Learners (ELL) shall be made on an individual basis in accordance with established procedures and applicable state and federal laws.

The District shall not discriminate in the methods, practices and materials used for testing and evaluating students on the basis of sex, race, national origin, religion, color, ancestry, creed, ~~pregnancy, marital or parental status,~~ sexual orientation or physical, mental, emotional or learning disability or handicap. This does not, however, prohibit the use of special testing materials or techniques to meet the individual needs of the students. Discrimination complaints shall be processed in accordance with established procedures.

Testing and evaluation of students to determine eligibility for special education programming shall be governed by the Individual Educational Program Team process. The Individual Education Program (IEP) Team shall ensure the testing and evaluation materials and procedures used for the purpose of evaluation and placement of children with disabilities are selected and administered so as not to be racially or culturally discriminatory.

State and federal education laws require identification and annual assessments of Limited English Proficient (LEP), also known as English Language Learners (ELLs) be conducted to determine student's English language proficiency. The assessment team is governed by federal and state regulations.

Upon the written request of a student's parent/guardian/caregiver, and in accordance with federal and state laws, a student shall be excused from taking a state-required test with the exception of the annual English language proficiency examination for English Language Learners (ELLs). These students are required to have their English language proficiency level tested annually with no exceptions.

LEGAL REF.: Wisconsin Statutes

Sections 115.77(1m)(bg) [Testing of students with disabilities]
115.78(2) (Individualized education program (IEP) requirements)

POLICY 6460
TESTING/ASSESSMENT PROGRAMS
PAGE 2

115.78(2) (Assessment tools and strategies for students with disabilities)
118.13 [Student discrimination prohibited]
118.30 [Student assessment; state requirements]
121.02(1)(r) & (s) [State required tests]

Wisconsin Administrative Code

PI 8.01(2)(r) & (s) [Rules implementing testing standards; policy/procedure

requirement related to the testing of students with disabilities and
ELL students]

PI 9.03(1) [Student nondiscrimination policy requirement]

PI 13.03 [Identification of ELL students]

PI 13.05 and 13.09 (ELL policy requirements related to student testing)

CROSS REF.: 2110, Benchmarks

5110, Equal Educational Opportunities

6100, Mission, Beliefs and Learning Objectives **Principles, Goals, Results**

6330, Curriculum Development and Improvement

6421, Programs for Students with Disabilities

6452, Student Progress Reporting

~~6461, Parental Consent for Testing~~ **(as approved)**

~~6462, Nondiscriminatory Testing/Assessment~~ **(as approved)**

6634, Assistive Technology

Special Education Program and Procedure Manual

Bilingual-Bicultural (ELL) Program Plan

Section 504 Educational Program Plan

LAP Program Plan

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: November 13, 1990

REVISED: September 24, 1991
October 12, 1993
September 14, 1999
January 29, 2002
August 26, 2008

RULE 6460

TESTING PROGRAM EXEMPTIONS

Upon the written request of a student's parent/guardian/caregiver, and in accordance with federal and state laws, a student shall be excused from taking a state required test.

Students with special needs (which includes students with disabilities, students with a 504 Plan and English Language Learners — ELL) will be tested using the following guidelines:

~~A. Testing Students with Disabilities as Defined Under the Individuals with Disabilities Education Act (IDEA)~~

- ~~1. Students with disabilities are to be included in state and District wide testing programs with appropriate accommodations, where necessary and as indicated in their individualized education program (IEP). Students who are unable to participate in state and District wide testing are to be provided with an alternative assessment.~~
- ~~2. The IEP Team process shall be used as a means for determining whether and/or how each student with a disability is to be tested. The IEP shall specify whether and/or under what conditions group achievement tests shall be administered to each student. Necessary modification of the testing environment will also be documented in the IEP.~~
- ~~3. A student with a disability may be excluded from testing, or portions of the test, if the IEP Team determines the testing is not appropriate for that student after taking into consideration the student's present level of educational performance, IEP goals and other characteristics permitted by law.~~
- ~~4. All decisions regarding testing of students with disabilities shall be determined according to stipulations identified in the student's IEP. No exemptions or modifications will occur unless specified in the IEP.~~
- ~~5. Test results shall be provided to the parent/guardian/caregiver. Test results will not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities. If a student with a disability is exempted from taking the required tests, the District may not penalize the student by denying grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities.~~

~~B. Testing Students with a 504 Plan~~

- ~~1. Under normal circumstances, students with a 504 Plan should participate in district and state required tests.~~
- ~~2. Students qualifying under Section 504 but not under IDEA are entitled to accommodations and services necessary to benefit from state and District assessment activities. Appropriate accommodations and services must be documented in an Individualized Accommodation Plan (IAP). Students receiving accommodations under Section 504 are eligible for the same range of accommodations as students under IDEA or ELL students.~~

C. Testing English Language Learners (ELL)

1. For purposes of these procedures, an “English Language Learner” is a student whose ability to use the English language is limited because of the use of a non-English language in the student’s family or in daily non-school surroundings, and who has difficulty performing ordinary classwork in English as a result of such limited English proficiency.
2. ELL students are expected to participate in state and District-wide testing programs as soon as they achieve an English proficiency level that allows them to demonstrate their knowledge and skills on these tests. Students who are unable to participate in state and District-wide testing are to be provided with alternative assessment.
3. When determining whether to administer District-required tests to ELL students, school staff shall use the following criteria:
 - whether the student has had an opportunity to master the competencies being tested
 - whether the student demonstrates test-taking skills
 - whether a teacher of the student has attested that the student has sufficient academic and English proficiency to take the required test with or without modifications; and
 - the student’s English proficiency score on a DPI approved assessment instrument.
4. When determining whether to administer state-required tests to ELL students, school staff shall follow federal and state guidelines based on the student’s English proficiency score on a DPI approved assessment instrument.
5. Decisions regarding testing will be made on an individual basis for each ELL student and information on both academic and English proficiency data shall be documented.
6. If it is determined that an ELL student should take the required test, the format and administration of the test may be modified based on the individual student’s needs and in accordance with acceptable accommodations. Test results will not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in post secondary education opportunities.
7. Any ELL student who is exempted from taking the required test shall be evaluated to determine his/her achievement level in all core subjects based on federal and state requirements and will be assisted in career development and postsecondary education decisions.
8. Exemption of an ELL student from taking a test may not be used as the sole criterion in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in postsecondary education opportunities.
9. Based on federal and state considerations, the parent/guardian/caregiver of an ELL student shall be notified at least 30 days prior to administration of the test regarding the student’s inclusion in the test, alternative assessment or both, the criteria used in determining how the student will participate in state testing, and, an explanation of how the results of the test will be used. The test results shall be given to the student’s parent/guardian/caregiver.
10. All notice and test result information provided to parents/guardians/caregivers shall be given in such manner so as to ensure understanding of the notices and test results. They should be provided in English, the parent/guardian/caregiver’s native language or any other necessary means.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY AND RULE 6461 – PARENTAL CONSENT FOR TESTING
And
POLICY AND RULE 6462 NON-DISCRIMINATION TESTING/ASSESSMENT

Policy/ Rule 6461, Parental Consent for Testing and Policy/Rule 6462 Non-Discrimination Testing/Assessment have been reviewed by the Special Education Department. It was determined that the information in these policies be eliminated as they are better addressed and contained in the Special Education and Student Support Program and Procedure Manual.

At its March 13, 2012 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward the recommendation for removal of Policy/Rule 6461 and 6462 to the full Board for a first and second reading. The Board approved removal of Policy/Rule 6461 and 6462 as a first reading on March 27, 2012.

Administrative Recommendation:

Administration recommends that the School Board approve the removal of Policy and Rule 6461, Parental Consent for Testing, and Policy and Rule 6462, Non-Discrimination Testing/Assessment as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Susan Valeri
Director of Special Education
and Student Support

POLICY 6461

PARENTAL CONSENT FOR TESTING

~~Student and parental rights shall be respected in all testing, screening, and evaluation of students. Various types of District testing, including formal pre-school screening procedures, shall require prior written consent of parents or guardians. Exceptions to this requirement include academic testing and health screening programs. Academic testing shall include such items as standardized achievement tests, group administered mental aptitude tests, career interest surveys and various subject area diagnostic tests.~~

~~The parent/guardian shall be informed of the content of any testing information, which is to be shared outside the School District. Such sharing of information shall require prior written consent of the parent/guardian.~~

~~No student shall be required, as part of any District program, to submit to psychiatric or psychological examination, testing or treatment directed toward any purposes not directly related to educational placement or program. Any such examination or testing for placement or program purposes shall require prior written approval of the parent/guardian.~~

~~No student shall be required to submit to psychiatric or psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:~~

- ~~1. Political affiliations~~
- ~~2. Mental and psychological problems potentially embarrassing to the student or his family~~
- ~~3. Sex behavior and attitudes~~
- ~~4. Illegal, anti-social, self-incriminating and demeaning behavior~~
- ~~5. Critical appraisals of other individuals with whom respondents have close family relationships~~
- ~~6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers~~
- ~~7. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor, or without the written consent of the parent/guardian)~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 118.125 [Confidentiality of student records]~~

~~20 U.S.C. 1232h [Protection of Pupil Rights provision of the General Education Provisions Act]~~

~~Family Educational Rights and Privacy Act [Student and parent rights regarding student records]~~

~~CROSS REF.: 5910, Children of Divorced/Separated Parents~~

~~6330, Privacy Rights in District Programs~~

~~6460, Testing Programs~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: September 24, 1991~~

~~REVISED: January 29, 2002~~

RULE 6461

~~GUIDELINES FOR PARENTAL CONSENT FOR
HEALTH SCREENING TESTING~~

~~Parents/guardians not wishing to have their children participate in health screening programs may indicate this decision in a note to the principal. Notice of health screening testing shall be given at the beginning of the school year and again two weeks before the actual testing.~~

POLICY 6462

~~NON DISCRIMINATORY TESTING/ASSESSMENT~~

~~The evaluation of students for special education programs shall be governed by the I.E.P Team process. The I.E.P. Team shall ensure that testing and evaluation materials and procedures used for the purpose of evaluation and placement of children with disabilities are selected and administered so as not be racially or culturally discriminatory.~~

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 115.77(1m)(bg) [Testing of students with disabilities]~~

~~118.13 [Student discrimination prohibited]~~

~~118.30 [Student assessment state requirements]~~

~~121.02(1)(r) & (s) [State required tests standard]~~

~~Wisconsin Administrative Code~~

~~PI 8.01(2)(r) & (s) [Rules implementing testing standards; policy/procedure requirement related to the testing and exclusion from testing of students with disabilities]~~

~~PI 9.03(1) [Student nondiscrimination policy requirement]~~

~~PI 16 [Policy/procedure requirement related to testing of students with disabilities; state required tests]~~

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

~~6421, Programs for Students with Disabilities~~

~~6461, Parental Consent for Testing~~

~~*Special Education Program and Procedure Manual*~~

~~ADMINISTRATIVE REGULATIONS: None~~

~~AFFIRMED: September 24, 1991~~

~~REVISED: September 14, 1999~~

~~January 29, 2002~~

RULE 6462

~~NON-DISCRIMINATORY TESTING/ASSESSMENT PROCEDURES~~

The evaluation process shall ensure that:

- ~~1. Procedural safeguards for informed consent and due process are provided.~~
- ~~2. Tests and other evaluation materials:~~
 - ~~a. are provided and administered in the child's native language or other mode of communication where appropriate~~
 - ~~b. have been validated for the specific purpose for which they are used~~
 - ~~c. are administered by trained personnel using the instructions provided by their producer.~~
- ~~3. Tests and other evaluation materials which are adopted shall be designed to assess specific areas of educational need.~~
- ~~4. Tests shall be selected and administered to ensure that a test administered to a child with impaired sensory, manual, or speaking skills, yields results which accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than the child's impairment.~~
- ~~5. Data from a variety of sources shall be gathered and considered in the placement decision.~~
- ~~6. The evaluation and assessment shall be made by an I.E.P. Team, including teacher or other specialists, with knowledge in the area of suspected disability and shall encompass all areas related to the suspected disability.~~
- ~~7. Deliberations of the I.E.P. Team will include participation by the child's parent/guardian.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY AND RULE 4310 - INSTRUCTIONAL STAFFING

Information contained within Policy and Rule 4310 that pertains to instructional staffing is no longer relevant and will be addressed under a separate policy called Zero-Based Budget Timelines.

At its March 13, 2012 meeting, the Personnel/Policy committee voted to forward the recommendation for removal of Policy/Rule 4310 to the full Board for a first and second reading. The Board approved removal of Policy/Rule 4310 as a first reading on March 27, 2012.

Administration Recommendation:

Administration recommends that the School Board approve the recommendation for removal of Policy and Rule 4310, Instructional Staffing as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of Business Services

Teresa Osborne-Short
Director of Human Resources

POLICY 4310
INSTRUCTIONAL STAFFING

~~Staff allocation is a function of the Office of Personnel. This includes requests for new staff, replacement staff, and all staffing authorized on the basis of ratio/allocations.~~

AFFIRMED: ~~July 15, 1997~~

REVISED: ~~June 27, 2000~~

RULE 4310

INSTRUCTIONAL STAFFING PROCEDURES

Enrollment projections and reports will be provided by the Office of Educational Accountability. All administrators are expected to be thoroughly familiar with School Board Policy 4115, Assignment and Transfer. All administrators are expected to understand and observe the Staffing Time Line and the Assignment Practices which are contained in this rule. Note: The deadline dates listed below are adjusted annually as per calendar.

STAFFING TIME LINE

DEADLINE	PERSON(S) RESPONSIBLE	ACTION
November 30	Office of Educational Accountability	Provide projected enrollments to Personnel by this date.
January 15	Personnel and Office of Educational Accountability	Recommend enrollment projections and staffing ratio to Board of Education.
February 15	Board of Education	Authorize staffing based on previously approved enrollment projections and staffing ratios.
February 28	Personnel	Obtain Board approval regarding employment of all teachers recommended for continued employment.
February 28	Instructional Administrators	Complete initial student registrations for the next school year.
March 15	Instructional Administrators and Personnel	Determination of number of excess staff by teaching areas.
March 15 through April 30	Immediate Supervisor	Notification to staff of need for reassignment.
March 15-April 30	Personnel	Send to instructional administrators a list of teachers who must be reassigned; list is to contain information regarding current assignment and certification.
March 15-April 30	Personnel	Determine the number of layoffs which may be necessary based upon projected attrition. This step will identify two groups: 1) Those unlikely to be recalled; 2) Those whose layoff is probably unnecessary according to projected attrition.

March 15-April 30	Personnel	Determine if Group I teachers hold Appendix D assignments. Determine if Group I Teachers have the ability to qualify for other subject area positions under Article II, E, 3.
March 15	Personnel	Issue contracts approved by Board.
March 15 (Earlier, if possible, or as soon thereafter as possible depending on circumstances)	Personnel	First posting of vacancies.
March 15	Instructional Administrators and Personnel	Begin employment for vacancies in areas not having teachers to be reassigned. (Interviews may be held on weekends or evenings if necessary.)
March 30	Personnel	Obtain Board approval regarding reemployment of teachers employed after 2/1 if appropriate.
April 8	Principals	Principals and department administrators will collect signed contracts from staff members who have been recommended for employment from the time of issuance until this date indicating compliance with Policy 4118.
April 10	Principals and Department Administrators	Principals and department administrators shall provide Personnel with a staff roster and appropriate supporting documents (signed/unsigned contracts), indicating compliance with Policy 4320.
April 15	Personnel	The Personnel Office will accept signed contracts up to and including this date. Instructional staff who fail to turn in signed contracts by this date and who thereafter desire employment with the District must reapply for employment consideration.
May 31	Instructional Administrators	All teacher evaluations are due including those for persons hired during the school year.

May 31	Personnel	Post Appendix D assignments held by teachers who are being laid off.
June 15	Superintendent	Assign Appendix D positions as necessary under Article II, E, 1.
July 15	Personnel	Give preliminary notice of layoff for Group II.
July 31	Personnel	Give final notice of layoff for Group II.
July 31	Superintendent	Finalize all voluntary and involuntary transfers. (A teacher will be returned to the building from which her/his position was eliminated provided that a vacancy occurs in the building prior to the finalization of all assignments.)

Assignment Practices

Teachers employed will be assigned in order of the following priorities:

1. Teachers approved by the Board for re-employment on a continuing basis.
2. Teachers returning from leaves of absence to their previous assignment or to equivalent assignments within buildings which they left.
3. Voluntary transfers of teachers who must be reassigned.
4. Involuntary transfers of teachers who must be reassigned.
5. Voluntary transfers of teachers other than teachers who have to be reassigned.
6. Recall of teachers previously laid off.
7. Consideration of teachers working on letters of appointment.
8. Consideration of substitute teachers.
9. New teachers.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY AND RULE 4340 – SUBSTITUTE PERSONNEL EMPLOYMENT

Information contained within Policy and Rule 4340 - Substitute Personnel Employment was affirmed in 1991 and revised in 2000 to include the new call in system at that time. Currently, substitute teachers have a collective bargaining agreement that defines their employment, and funding for substitutes is addressed in the annual budget process. Decisions related to assignments of substitutes are based on the instructional needs of the school, class and student. The current automated system is outlined in detail for substitutes and administrators. Information regarding updates to the system is disseminated through the office of Human Resources as needed.

Therefore, removal of Policy and Rule 4340 is recommended.

At its March 13, 2012 meeting, the Personnel/Policy Committee voted to forward the recommendation for removal of Policy and Rule 4340 to the full Board for a first and second reading. The Board approved removal of Policy/Rule 4340 as a first reading on March 27, 2012.

Administration Recommendation:

Administration recommends that the School Board approve the recommendation for removal of Policy and Rule 4340 - Substitute Personnel Employment as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent Business Services

Teresa Osborne-Short
Director of Human Resources

~~—POLICY 4340~~

~~SUBSTITUTE PERSONNEL EMPLOYMENT~~

~~When personnel are absent from their regular duties, available substitutes shall be assigned in accordance with established procedures.~~

~~All substitute teachers shall have the necessary certification, license and/or permit required by state law to serve in substitute teaching assignments.~~

~~LEGAL REF.:~~ ~~Wisconsin Statutes~~

~~Sections 111.31—111.395 (Fair employment standards—employee discrimination)~~
~~—— 118.19 —— (Teacher certificate and licenses)~~
~~—— 118.195 —— (Handicapped teacher discrimination)~~
~~—— 118.20 —— (Teacher discrimination)~~
~~—— 121.02(1)(a) (Hiring staff with proper certification/license/permit)~~
~~PI 3.03(8), Wisconsin Administrative Code (Substitute teacher license/permit~~
~~—— requirements)~~

~~CROSS REF.:~~ ~~4110 —— Equal Opportunity and Affirmative Action~~
~~4231 —— Staff Physical Examinations~~
~~4332 —— Pre-Employment Criminal Background Checks~~
~~Current Employee Agreements~~
~~Substitute Teaching Handbook~~

~~ADMINISTRATIVE REGULATIONS:~~ ~~None~~

~~AFFIRMED:~~ ~~—— April 22, 1994~~

~~REVISED:~~ ~~—— June 27, 2000~~

~~——~~

RULE 4340

~~GUIDELINES FOR ASSIGNING SUBSTITUTE TEACHERS~~

~~All substitute teacher assignments shall be made from the approved list of substitute teachers and through the Substitute Teacher Answering Service, which operates out of the Personnel Office, except in emergency circumstances. Established procedures for making such assignments are found in the Substitute Teaching Handbook, which is available in the Personnel Office.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

**POLICY AND RULE 4350 - INSTRUCTIONAL STAFF ASSIGNMENTS AND
TRANSFERS**

Information contained within Policy and Rule 4350 that pertains to instructional staff assignments and transfers is no longer relevant or is addressed in another Policy or District Plan.

At its March 13, 2012 meeting, the Personnel/Policy Committee voted to forward the recommendation for removal of Policy/Rule 4350 to the full Board for a first and second reading. The Board approved removal of Policy/Rule 4350 as a first reading on March 27, 2012.

Administration Recommendation:

Administration recommends that the School Board approve the recommendation for removal of Policy and Rule 4350 - Instructional Staff Assignments and Transfers as a second reading this evening.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent Business Services

Teresa Osborne-Short
Director of Human Resources

POLICY 4350

~~INSTRUCTIONAL STAFF ASSIGNMENTS AND TRANSFERS~~

The Superintendent of Schools or designee shall be responsible for the assignment of instructional personnel. Secondary teachers may not be assigned to teach outside their area of certification, except for an emergency situation determined by the Superintendent or designee and which complies with state laws. Transfers shall be made in accordance with the established District policies and procedures.

~~In making involuntary assignments and transfers due to the need for staff reduction within a given school and/or department, the convenience and wishes of the individual teacher will be honored to the extent they do not conflict with the District's goal of providing the best possible educational program for the students of the District. Toward this end, the District will make grade, subject and activity assignments and transfers between schools as necessary in the best interests of the District and its students.~~

Volunteers for reassignment may be considered but generally, following consultation with the teaching staff, an assessment of the following factors will be made in determining who will be involuntarily transferred:

1. ~~Length of District wide seniority.~~
2. ~~Teaching certification of total staff in relation to existing instructional needs.~~
3. ~~Assignment of Appendix D and E positions exclusive of assistant coaching positions and hourly rate positions.~~

~~Decisions regarding specific teachers to be reassigned shall be approved by the Superintendent or designee prior to implementation.~~

LEGAL REF.: ~~Wisconsin Statutes~~

~~Sections 118.19 (Teacher certificates and licenses)~~

~~———— 118.21 (Teacher contracts)~~

~~———— 118.24 (District administrator duties outlined)~~

~~———— 121.02(1)(a) (Hiring staff with proper certification/license/permit)~~

CROSS REF.: ~~4110 Equal Opportunity Employment and Affirmative Action~~

~~4310 Instructional Staffing~~

~~4320 Individual Employment Contracts~~

~~4330 Staff Recruitment and Hiring~~

~~KEA Agreement —~~

ADMINISTRATIVE REGULATIONS: ~~—~~

AFFIRMED: ~~— April 22, 1991~~

REVISED: ~~— June 27, 2000~~

~~RULE 4350~~

~~GUIDELINES FOR INSTRUCTIONAL STAFF TRANSFERS~~

- ~~1. Beginning approximately May 1 each year, the District will compile a bi-weekly listing of known vacancies for the ensuing school year and a listing of teachers who must be reassigned.~~
 - ~~a. If the possibility of layoff exists, teachers who must be reassigned will be given preference in transfer assignments over teachers seeking voluntary transfers.~~
 - ~~b. Teachers who are to be involuntarily transferred may follow the voluntary transfer procedure until the end of the school year. At that time, unassigned teachers will submit to the Director of Personnel a listing of their assignment preferences, three if possible, in order of priority. When two or more teachers request placement in the same position, the teacher with the greatest District-wide seniority shall be placed provided such placement does not conflict with the instructional requirements and best interests of the District and its students.~~
- ~~2. The Director of Personnel will recommend to the Superintendent of Schools a listing of recommended assignments for the ensuing school year for approval. All assignments will be finalized by August 1.~~
- ~~3. In the event a vacancy occurs in the building/department from which the teacher is being transferred prior to August 1, the teacher to be reassigned will be returned to the building/department provided certification is consistent with the demands of the position.~~
- ~~4. Nothing in these procedures may be construed to be in opposition to the practice of reassigning teachers for reasons related to professional advantage or to Article XIII of the Kenosha Education Association Agreement.~~

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Kenosha Unified School District No. 1
Kenosha, Wisconsin

April 23, 2012

World Language Software Costs

Administration at its April 3, 2012 Curriculum/Program and Audit/Budget/Finance Committee meetings presented an update on the World Language program included in the Transformation Plan. The funding to support this program was outlined in that update. An excerpt from the Curriculum/Program Committee report is as follows:

“The Kenosha Unified School District Transformation Plan, Goal #3; Strategy A calls for the reduction of use of textbooks and a move to use more on-line and computer resources. In support of Transformation Goal #3 central office textbook monies from the 2011-12 school year have been reallocated to support blended, personalized world language opportunities all kindergarten through eighth grade students. Making the financial commitment this year provides the opportunity to train staff before the school year ends in June. It also allows sufficient time for buildings to begin planning the cultural and authentic learning that will supplement the language programs. Each program requires that students have access to a headset with a microphone for usage. The budget includes the price for one set of thirty-five headphones for each elementary site for the Rosetta Stone program. Headsets with microphones are included in the Tell Me More pricing. The budget information is included in the appendix.”

Product Description	Grades	Total Price
Tell Me More: Online Delivery License, Training, and USB Headsets	6-8	\$125,000.00
Rosetta Stone: License and Training	K-5	\$211,915.00
USB Headsets (For Rosetta Stone)	K-5	\$ 13,709.00
Total Amount	K-8	\$350,624.00

The Teaching and Learning Department has committed the total expected cost of \$350,624 from its current year (2011/2012) budget and will continue to allocate a budget amount to support the ongoing annual cost of the Tell Me More® and Rosetta Stone® software. Future annual costs are expected to be approximately \$315,000 (\$125k Tell Me More® and \$190k Rosetta Stone®).

Administrative Recommendation

The Audit/Budget/Finance Committee reviewed the above costs and agreed to forward to the full Board for consideration at its April 23, 2012 Board meeting. Administration recommends that the Board approve the use of fiscal 2011-2012 budget funds to purchase the Tell Me More® and Rosetta Stone® software to be used in the World Language Program.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent
of Teaching and Learning

Tina M. Schmitz
Chief Financial Officer

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

POLICY AND RULE 4320 – INDIVIDUAL EMPLOYMENT CONTRACTS

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

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

Administration Recommendation:

Administration recommends that the School Board approve revised Policy and Rule 4320, Individual Employment Contracts as a first reading this evening and as a second reading on May 22, 2012.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent Business Services

Teresa Osborne-Short
Director of Human Resources

POLICY 4320

INDIVIDUAL EMPLOYMENT CONTRACTS

Individual employment contracts shall be issued **in accordance with District Procedures that are aligned with state law.** ~~to all regular full-time and regular part-time instructional personnel at the time of initial employment.~~

~~Instructional staff shall be re-employed in accordance with provisions of state law and District procedures.~~

LEGAL REF.: Wisconsin Statutes

Sections 118.21 (Teacher contracts)
118.22 (Renewal of teacher contracts)
118.24(6) School District Administrators

CROSS REF.:

4110	Equal Opportunity Employment and Affirmative Action
4223	Staff Misconduct Reporting
4260	Personnel Records
4310	Instructional Staffing Procedures (if approved on 4-23-12)
4330	Staff Recruitment and Hiring
4350	Instructional Staff Assignments and Transfers (if approved on 4-23-12)
4361	Employee Resignation/Retirement
4362	Employee Discipline
	KEA Agreement

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000

RULE 4320

~~GUIDELINES FOR ISSUING INDIVIDUAL~~
EMPLOYMENT CONTRACTS

1. The ~~Personnel~~ **Human Resources** Office shall be responsible for the issuance of all instructional staff individual employment contracts.
2. Principals/department administrators shall be responsible for collecting signed/unsigned contracts from instructional staff members who have been recommended for re-employment from the time contracts are issued until ~~April~~ **June** 8 annually.
3. After ~~April~~ **June** 8, instructional staff members will return signed/unsigned contracts directly to the ~~Personnel~~ **Human Resources** Office.
4. Principals/department administrators shall provide the ~~Personnel~~ **Human Resources** Office with a staff roster and appropriate supporting documents indicating compliance with District policy no later than ~~April~~ **June** 10 annually.
5. Instructional staff failing to turn in signed contracts by ~~April~~ **June** 15 and who thereafter desire employment with the District must reapply for employment consideration.

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Kenosha Unified School District No. 1
Kenosha, Wisconsin

April 23, 2012

BROMPTON SCHOOL CHARTER CONTRACT

On May 13, 1997, the initial Brompton school proposal was presented to the Board of Education. At that time, the Board approved a three-year charter contract with the Brompton School. On May 23, 2000, the School Board approved a two-year renewal charter contract with the Brompton School. The two-year contract matched the time frame of the Brompton lease with Saint Elizabeth Parish. On February 26, 2002, the School Board approved a five-year charter renewal with a lease agreement with the Baptist Tabernacle Church. On May 22, 2007, the School Board approved a five-year charter renewal with a lease agreement with The Baptist Tabernacle. On December 20, 2011, the School Board approved the relocation of The Brompton School to Vernon Elementary School. At this time, The Brompton School Governance Board is requesting an additional five-year charter renewal to continue as a KUSD charter school, and is also requesting approval to expand from a K-5 elementary school to a K-8 school.

The attached contract reflects current instructional and management practices at the school. Annual evaluation of the students' success is reported in the KUSD annual report. The Brompton School has shown fiscal responsibility throughout the previous contracts.

Administration Recommendation

At its April 3, 2012 meeting, the Curriculum/Program Committee voted to forward the Brompton Charter Contract renewal to the full Board for consideration. Administration recommends that the School Board approve the proposed 2012-2017 Brompton School Charter Contract as presented.

Dr. Michele Hancock
Superintendent of Schools

Karen Davis
Assistant Superintendent of Elementary School Leadership

Tina Schmitz
Director of Finance

Suzanne Loewen
Principal, The Brompton School

Kenosha Unified School District No.1
Kenosha, Wisconsin

The Brompton School Charter Contract

This agreement is made as of the ~~22nd day of May, 2007~~ 1st day of July 2012, by and between the Board of Education for the Kenosha Unified School District No. 1 (“Board” or “KUSD Board”) and The Brompton School (“Brompton”).

Term of the Contract

The term of The Brompton School Charter **Contract** shall be a period of five (5) years commencing on the 1st day of July, 2012.

Administrative Services

Sponsors and Persons in Charge: The sponsors and persons in charge of the Brompton School ~~Patricia Jones~~ are **Suzanne Loewen and the Brompton School Governance Board.** **Suzanne Loewen** will be responsible for the operation of The Brompton School and will serve as the ~~Director/Principal~~ of the school. She will seek guidance from the ~~Advisory Board~~ **The Brompton School Governance Board (“Governance Board”)** to ensure that the educational goals of the school are met. **In collaboration with the Governance Board,** ~~Mrs. Jones~~ **Loewen** will be responsible for **implementing** the terms of the Charter **Contract** and for financial accountability **to the KUSD Board.** **Mrs. Loewen** will oversee and evaluate the educational program, instruction and staff development, **including** interviewing, hiring and evaluating all Brompton staff. ~~Patricia Jones~~ **Mrs. Loewen** will oversee the administration of standardized student assessments. She will manage student discipline and oversee secretarial/clerical procedures including attendance, health records and correspondence.

The Governance Board: The Governance Board will work to support the educational philosophy of The Brompton School and will conduct all activities consistent with its mission to ~~manage, operate,~~ guide, direct and promote The Brompton School. The Governance Board will be incorporated as a Wisconsin nonstock, nonprofit corporation and will establish and maintain compliance with all legal and financial requirements under federal, state and local laws.

Academic Program

The Brompton School serves students in Kindergarten through grade 5 **with the addition of grades 6 -8 in Fall 2012.** The Brompton School offers a challenging, academically focused curriculum. The Brompton School program is based on the **Schoolwide Enrichment Model** **with the** belief that a solid foundation in basic skills and content knowledge is the cornerstone of academic success, ~~that~~ reading is the key to educational achievement, ~~that~~ education should be a ~~sequential~~ **systematic** process which builds upon previous knowledge, ~~and that~~ structured learning experiences and development of study skills are essential, **and all students should be academically challenged.** The Schoolwide Enrichment Model allows students the platform to not only secure core skills but apply the skills in their daily lives while enriching and extending their knowledge through personalized learning opportunities.

Mission: **The Brompton School Mission is to engage and inspire our students to become independent learners, critical thinkers, and contributing citizens through an emphasis on core skills, rigorous curricula and innovative learning experiences.** It is the philosophy of The Brompton School that small class size, a challenging basic skills program, high expectations for student achievement and a high degree of parental involvement are essential components for student success. We believe success earned through hard work will develop self-worth, confidence, and ensure future achievement; the success children achieve through their own efforts cultivates a desire to achieve greater success. We believe students learn best when they are challenged to set high goals, are prepared to work hard to achieve their goals and experience success in attaining them. For a positive learning experience, teachers must provide a structured and ~~sequenced~~ **systematic** instruction that builds step by step. When these needs are met, students gain confidence and are motivated to accept the challenges of increasingly demanding goals.

Curriculum: Curriculum materials will be chosen by the staff of each school in conjunction with the mission and educational program of the school and aligned with the mission of the Kenosha Unified School District.

Methods of Attaining Educational Goals

Kindergarten through Grade 3

The full-day Kindergarten offers an age appropriate academically focused program. The reading/language arts program employs phonics based systemic instruction and practice in decoding letter-sound correspondence. Other subjects in the Kindergarten curriculum include math, science, social studies, classic literature, art, music, physical education, and ~~Spanish~~ **world language**.

Primary Grades (K-3): The primary grade instruction focuses on development of reading skills. Considerable time is spent on reading instruction. The reading program utilizes intensive phonics instruction, classical literature and use of basal readers. The math curriculum emphasizes knowledge and application of facts and operations and utilizes a systemic approach to the procedures and concepts of math through consistent instruction and practice. The primary curriculum also includes science, social studies, English, writing, art, music, physical education and ~~Spanish~~ **world language**.

Intermediate Grades (4-58): At the intermediate level the primary focus switches from the learning to read emphasis of the primary grades to a reading to learn emphasis. Students in grade four through ~~five~~ **eight** are expected to become independent, responsible learners who practice and apply grade level skills. **Through collaborative learning experiences, students will apply the basic skills they have acquired. Students will improve their critical thinking, problem solving and analytical skills through problem, project and inquiry based learning.** The intermediate curriculum includes science, math, social studies, writing, English, classic literature, reading, art, music, physical education and ~~Spanish~~ **world language**.

The focus of the program will be personalized learning to extend the education foundation of the K-53 program into the intermediate grades 4-8. The curriculum focus will utilize the Kenosha Unified Standards, the National Common Core Standards and the 21st Century

Skills. This program will prepare Brompton students to enter any of the Kenosha Unified School District high schools equipped to enroll in honors courses in all four content areas as freshmen. Students will work in various group and individual structures through a problem, inquiry, and project based approach to learning. Service learning hours will be incorporated in community-based, problem-based learning. Technology will be one instructional tool present in the courses.

The instructional and logistical approach to the intermediate program is working to ensure students are well prepared for rigorous, honors level coursework in high school.

Brompton will attain its educational goals through:

- Use of curriculum materials and teaching strategies that support its philosophy
- Involving parents in all aspects of their child's educational experience at Brompton.
- Employing qualified staff that believe and support the Brompton philosophy.
- Maintaining small class and school size that allows for effective instruction and learning experiences while providing opportunity for individual student attention as needed.
- Maintaining high expectations for student academic progress and behavior
- Exercising some flexibility in scheduling the school day.

Curriculum Materials

We The Brompton School offer a rigorous and fast-paced academically focused curriculum that challenges our students and encourages them to put forth their best effort. ~~Curriculum materials which reflect the philosophy of the school are chosen by the Principal and staff to support the mission and academic program of The Brompton School. Though in a reordered sequence, the curriculum used at Brompton covers the District Standards and Benchmarks.~~ Current curriculum materials include:

Reading: Strong emphasis is placed on phonics based reading instruction **in K-2**, integration of reading instruction across the curriculum and strong use of literature with the intent to develop confident readers who will become confident students in other subjects. The reading program provides phonics instruction through use of the Saxon Program **in grades K-5**. ~~Our The Classic Literature provides a broad range of literature chosen for its depth, imagination and example. The McGraw Hill basal readers and the third component of our reading curriculum.~~

English: Grammar usage and writing skills are emphasized in the English curriculum component. ~~The McGraw Hill Language Arts program is used. at all grade levels.~~

Math: ~~We The Brompton School~~ uses a solid sequential presentation of math through the Saxon math program **in grades K-5**. The program is built upon a systemic approach to the procedures and concepts of math, uses manipulatives when appropriate while requiring knowledge and application of facts.

World Language: ~~We The Brompton School~~ believes that instruction in a second language should take place at an early age. The benefits of learning a language other than one's native language are immeasurable. World language is taught to all students, Kindergarten through grade eight. The world language program at Brompton was developed as an age appropriate, progressive program that incorporates curriculum content at all grade levels.

Art : ~~Our~~ **The Brompton School** Art program focuses on the four core art disciplines: aesthetic, history, ~~criticism~~ **critique**, and ~~making~~ **creativity**. Study of great works of art, integration of art within the curriculum and age appropriate art activities enable teachers to provide a meaningful art education experience. ~~We use the Connections in Art program in grade one through five.~~

Science: ~~The McGraw Hill Science program has been adopted for use in Kindergarten through grade five. This science program easily adapts to our direct instructional methods and provides hands on learning experiences for our students.~~ **The science curriculum will be standards based and will use hands on learning as appropriate.**

Social Studies: ~~Our~~ **The** Social Studies program incorporates a strong geography and history emphasis with study of government, citizenship and cultures. ~~We use McGraw Hill Social Studies, Weekly Reader Map Skills and National Geographic Eyewitness in all grades.~~

Handwriting : Formal handwriting instruction takes place in all K-3 grades. ~~We~~ **The Brompton School** uses the Zaner-Bloser modified program.

Computer: Technology instruction in our computer lab and in the classroom helps insure that ~~our~~ **the** students are able to compete in an expanding technological world. Internet access is available in the lab and each classroom. ~~We currently use the SRA computer curriculum for basic computer skill instruction and Paws in Typing Town for keyboarding instruction at every grade level.~~ Technology is used at all grade levels to supplement curriculum and to reinforce study and research skills.

Music: Students in Kindergarten through grade ~~five~~ **eight** receive instruction from our music teacher ~~up to during~~ two 40 45 minute classes each week. Choir is offered to students in grades three through ~~five~~ **eight**. Group band/instrument instruction is offered ~~before school~~ as an optional program for students in grades four and five through **eight**.

Physical Education: ~~Our students enjoy physical education in classes in the school gym.~~ All students receive **up to** 45 minutes of physical education instruction and **up to** 30 minutes of Health instruction from their P.E. teacher **each week**.

Character Education: Infused in the curriculum and in the expectations for student behavior, character education is delivered school-wide through use of a school-wide yearly theme. The theme is identified by the Principal and staff who select instructional materials and activities that help them develop and nurture character education in an age-appropriate manner.

Instructional Methods: Instructional methods based on a **sequential systematic** approach to instruction and student learning are used at The Brompton School. ~~The Saxon math and phonics programs use scripted direct instruction. Instruction in other curriculum areas, though not scripted,~~ **The Schoolwide Enrichment Model follows is a sequentially systematically structured model approach.** This ~~approach model~~ provides a structure to instruction and learning that ~~complements~~ **supports** ~~our~~ **the** belief that students must develop a base upon which to build future learning and helps students learn how to learn as it builds upon specific skills. Through this ~~approach~~ **program**, ~~our~~ students are able to master increasingly complex material, building confidence along with ability.

Parental involvement in the educational process is an important component to student success. For the benefit of ~~our~~ **the** students, ~~we believe~~ a mutually supportive parent-teacher relationship must be maintained. A close parent-teacher partnership is nurtured at Brompton through frequent parent-teacher communication and involvement. Brompton parents are active in monitoring their child's academic progress, invited to volunteer as teacher helpers and tutors, provide classroom activities that support the curriculum and monthly school-wide family social activities. ~~Our~~ **The** parent organization (BCP) is a strong, active, vital part of the school community that fulfills its mission to "...Support educational opportunities, nurture social experiences for students and to foster a sense of community spirit and pride among students, parents and staff of the Brompton School." Parent involvement in all aspects of the school adds a sense of community to the student's educational experience.

School Calendar: All charters will generally follow the KUSD calendar. However, the unique educational program of each school may necessitate flexibility when scheduling the school day and calendar.

Methods of Measuring Student Progress

Annual Testing: Brompton students will participate in the statewide assessment program; ~~Wisconsin Knowledge and Concept Examination, as do all students of the District.~~ Using the same standardized norm referenced tests that are used throughout the District will assist the Board in assessing the academic progress of Brompton students.

Student Evaluation: Student progress toward learning goals will be measured through use of both the state standardized test and through local measures. **Students will be assessed on their mastery of KUSD standards and benchmarks.** To provide local measures, teachers closely monitor student progress through written and oral quizzes on a regular basis. Brompton students are assessed informally on a daily basis and regularly take curriculum content-based tests. ~~Due to school specific curriculum content/materials and their order of presentation, Brompton does not administer all district Common Assessments.~~

Report Cards: Students receive report cards at the end of each academic quarter and receive a mid-term report at the middle point of each quarter. The report card, developed by Brompton Principal and staff to reflect curriculum content, provides parents with information on student progress. Following Board policy, students in Kindergarten through grade two will not receive letter grades. Students in grades three through ~~five~~ **eight** will receive letter grades. The District grading scale will be followed.

Students are expected to successfully complete grade level work and to demonstrate that successful completion through formal and informal assessment as a condition of promotion.

Academic performance standards generated by the KUSD ~~Department~~ **Office** of Educational Accountability have been developed for Brompton as they have for all KUSD schools.

Governance Structure/Methods to Insure Parental Involvement

Governance Method: Instrumentality of KUSD – Each school has an independent governance/advisory board. Parents are important partners in the educational programs at all charter schools. The governance structure of the school must address parent involvement. Parents are involved in each school’s Governance or Advisory Board making them a critical part of the decision making process. Brompton is an instrumentality of the Kenosha Unified School District and, as such, will be governed in accordance with the established policies and procedures of the District, unless stipulated differently in other provisions in this contract or provided by law. The Brompton School is nonsectarian in its programs, admission policies, employment practices and all operations. **The Brompton School faculty, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.**

Parental involvement is encouraged on many levels; involvement in the daily academic progress of their child, working in partnership with teachers and school staff, volunteer involvement and support in the classroom and in school-wide activities and programs, participation in the parent organization and membership on its board. ~~and as a member of the Advisory Committee.~~ Positive parental support of a child’s school has a strong impact upon student achievement. For the benefit of the students, a positive and mutually supportive relationship will be maintained. Enrollment at Brompton is completely voluntary. Parents who choose to send their children to the school are expected to support its educational philosophy. **The Brompton School Governance Board is another opportunity for parents to become involved. Parents may also become active, contributing members of the Governance Board committees and task forces as well as contribute to the Transformational Design process done on a yearly basis.**

The ~~Director~~ Principal is responsible to the Board for **implementing** the terms of this contract. The ~~Director~~ Principal will meet regularly with **The Brompton School Advisory Governance Board** to insure that the school remains compliant with the terms of this contract and the philosophy of the school. ~~The Advisory committee~~ **Governance Board** will be comprised of five members; ~~the Director along with parents, staff, or community members who are appointed by current committee members who may be elected as provided by the Governance Board Bylaws.~~ **The initial members of the Governance Board will consist of an accountant, an attorney, a Gateway Technical College representative, a Carthage College representative, a parent volunteer coordinator, a parent public relations coordinator, a grant writer, a fundraising coordinator and one or more teachers from The Brompton School. The Governance Board, may from time to time, include other parents, staff or community members as determined by the Principal and/or the Governance Board in accordance with the Governance Board Bylaws . Members of the ~~committee~~ Governance Board may serve ~~one year~~ **one to three-year terms, and are eligible for reappointment may be re-elected or re-appointed for additional terms as provided by the Governance Board Bylaws.****

Teacher Qualifications

~~Qualifications for Individuals to be employed in the School.~~ All Brompton staff members will meet the requirements for Charter School Personnel established by the State of Wisconsin and by District policy. All Brompton staff will be employees of the District and interviewed and recommended for hire by the ~~Director~~ **Principal** following the established hiring guidelines of the District and are entitled to all of the rights and benefits of other similar employees of KUSD following already established salary schedules and benefit programs. As a condition for working

at Brompton, staff must share the philosophy of the school and work toward fulfilling its goals. Appendix A contains the teacher job description used for hiring. Any teacher wishing to transfer to Brompton must agree to the philosophy and expectations as outlined in the job description. The Director ~~Principal~~ must agree that the teacher can and will meet the expectations. **Teachers will possess skills in instructing learners with learning and behavioral disabilities in the general education classroom. Specific competencies will include designing instruction for blended groups of learners, implementing individual accommodations or modifications provided in an Individualized Educational Program (IEP), and implementing effective classroom and behavior management strategies. Teachers will be expected to collaborate effectively with parents and related services professionals.**

Pupil—Student Health and Safety

All local and state health and safety regulations will be followed including, but not limited to fire drills and tornado safety practice. OSHA safety procedures will be in place.

Racial/Ethnic Balance Goals and Methods

Equity of Opportunity

In an effort to reach all parents of our community's diverse population, information regarding enrollment will be widely disseminated throughout the community using local media, community agencies, KUSD informational outlets, our web site and through an annual school open house. Enrollment is open to all students in the Kenosha Unified School District in grades Kindergarten through grade ~~five~~ **eight**. No student will be denied admission to Brompton based on race, gender, national origin, ancestry, pregnancy or parental status, sexual orientation, religion, physical, mental, emotional or learning disability. ~~However, a full continuum of special education services will not be provided. The availability of certain special education services will be determined by the support provided by the district. The Brompton School is nonsectarian in its programs, admission policies, employment practices and all operations.~~

Admission Requirements

Application Required: Parents must apply for admission to The Brompton School. Application requires completion of the ~~current~~ KUSD enrollment form; **and** Brompton informational **registration** form; ~~kindergarten informational form if applicable, Parent Contract, Uniform Policy agreement form for students in grades one to five eight, Immunization Card, Emergency Information form, Certificate of age form, birth certificate, proof of Kenosha residency, Permission to retain records form and release of records request if applicable. Students must meet age and residency requirements as established by law.~~ Enrollment is open to all students of the District with the expectation that the parents/guardians who choose Brompton agree with the philosophy of the school. Parents are encouraged to consider the expectations of Brompton for academic commitment when choosing the school. The academic demands of the curriculum require completion of homework on a daily basis.

Student Acceptance: Admission will be ~~on a first come, first served basis, or~~ by lottery if more students apply during the enrollment period than can be accepted. Siblings of currently enrolled students and children of staff will be admitted prior to open registration. No enrollment preferences will be made for siblings of students who attended the school in the past. A waiting list will be maintained for students who cannot be accommodated. The list will be maintained

through the end of the first quarter; the waiting list will not be carried over to the next year. ~~Since Brompton is a choice for parents, non-compliance with the contract, district policies and code of conduct will serve as considerations for transfer from Brompton.~~

Financial and Programmatic Operations

Tuition: ~~The Brompton School will not charge tuition. Fees collected will be the type and amount charged to similarly situated students in other District schools following the District Student Fee Schedule.~~ **No tuition will be charged. Charter schools choose whether to collect student fees to defray costs of instructional materials, field trips/activities or consumable materials. Brompton will collect and expend such fees at the building level to help defray costs for instructional materials.**

Budgeted Items: The cost of all salaries, benefits, rents, utilities, supplies, equipment and similar items shall be detailed and included in the approved budget of Brompton School. Brompton budgeting practices will adhere to District and state requirements for budget preparation and administration. **The building Principal will approve all purchases. The Brompton School Childcare Program supports the school families' needs for extended care before and after school. The revenue from the program will offset the childcare expenses. Any expenses that exceed the revenue will be extracted from the Brompton School's annual budget.**

Financial Records: All operational and personnel funds will flow through the District. Brompton will follow the same financial policies and practices required by the District for all other District schools. A record of all transactions will, therefore, be available as financial records of the District. Financial records, including an activity account, will be maintained at the Brompton School and will be available for review. All of the financial and programmatic operations of Brompton will be available for review by District staff or any outside auditor employed by the District.

Payment by KUSD: For each student enrolled at Brompton on the official third Friday in September membership count day, KUSD will credit Brompton with eighty (80%) of the per member cost ("Direct Cost Budget") determined by the State for the applicable school year. The remaining twenty percent (20%) of the per member cost shall be retained by KUSD for administrative and other services furnished to Brompton. ~~KUSD will pay and offset against the Direct Cost Budget, all teacher and staff salaries and benefits, rent, equipment and supplies and other direct expenses of Brompton.~~ Expenses other than salaries, benefits and rent shall be paid upon written request to KUSD by Brompton. Any funds raised by Brompton from outside sources shall be ~~delivered to and maintained by KUSD in an account subject to the sole discretion of Brompton School ("Discretionary Account") following established District policy.~~ **be deposited into the school's Johnson Bank checking account.** Unspent allocated and discretionary funds can be carried over from one year to the next. The annual amount of the Direct Cost Budget shall be allocated by KUSD for Brompton use as follows:

Twenty-five (25) percent on the first day of July preceding the school year

Fifty (50) percent on the first day of October during the school year

Twenty-five (25) percent on the first day of January during the school year

Offsets: KUSD may offset part, or all, of the amount in the discretionary accounts against any amounts by which Brompton exceeds the Direct Cost Budget in any one school year for which

KUSD is liable. Notwithstanding the forgoing, Brompton is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any money in the discretionary accounts.

Purchasing: Supplies and equipment shall be requisitioned and purchased following standard financial procedures and District policy. This would include the periodic audit of the school capital assets in conformance with District policy.

Student Records: ~~Student records will be maintained at Brompton and available for review as permitted by Board policy and law. Copies of all standardized testing results are maintained and available through the District.~~ **Copies of standardized testing results and all records required by KUSD policy or law will be maintained in the school office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.**

Transportation: Transportation is the responsibility of the parent/guardian of the student.

Other Services: KUSD Services: ~~As part of the District's twenty percent (20%) portion of the per member cost, KUSD will provide agreed upon services in addition to purchasing and other services such as inclusion in district-wide textbook and software adoption, professional development, federal and district breakfast/lunch program, facilities services, maintenance and repairs, instructional consultation and inclusion in applicable federal or state programs.~~ **As part of the 20 percent of per member cost, KUSD will provide agreed upon services these include district-wide services such as textbook and software adoption, professional development, instructional consultation, federal and district breakfast / lunch program, minor facility repairs, and inclusion in all federal and state programs at the school's discretion.**

Student Discipline

All students have a right to receive instruction in a safe and orderly environment. The District Code of Conduct will be followed. School rules and procedures have been developed that reflect the school's high expectations for behavior. Brompton discipline practice is based on the premise that self-discipline rather than external control is the aim of true discipline. A climate of respect and understanding does much to promote discipline. Brompton will strive to maintain such a climate during discipline procedures. Discipline is handled first by the teacher or supervisor. If a child's behavior does not change because of those interventions, the Principal will meet with the teacher and/or child. The parent/guardian will be notified by the teacher/supervisor of discipline problems. Every effort will be made by the staff and Principal to resolve problems in cooperation with the student and family.

Public School Alternatives: No student will be required to attend Brompton. Students who ~~do not apply or~~ are not admitted will ~~attend their attendance area school in the District~~ follow school district attendance policies.

Description of School Facilities/Liability Insurance

Description of the School Facility: The Brompton School shall be located at ~~7951 36th Avenue~~ **8518- 22nd Avenue Kenosha, Wisconsin 53142, in Jane Vernon Elementary School.** The

school ~~leases space~~ **pays usage fees for** space for **8 12** rooms, ~~computer lab, school library,~~ administrative offices, cafeteria, gym, teacher lounge, ~~permanent storage areas,~~ and occasional use of other building areas.

Liability Insurance: Liability insurance coverage for Brompton is provided by the District and is the same as that which is provided for all District schools.

Effect on the Liability of the School District

The Brompton School will adhere to ~~applicable~~ **all** Federal, State and local laws and regulations (pertaining to liability) and to the Board's insurance and risk management requirements. ~~The KUSD Code of Ethics will be followed.~~ **All charter schools will adhere to the KUSD Code of Ethics.**

Termination of Contract

This contract may be terminated by the Board upon happening of any of the following circumstances:

- a). Mutual Agreement: Both parties (**KUSD and charter**) agree in writing to termination.
- b). Contract Violation: The Board has determined that Brompton has violated its contract.
- c). Educational Goals: The Board has determined that the students enrolled in Brompton School have failed to make sufficient progress toward attaining the educational goals under Wis. Stat. 118.10. If an extension of time to attain such goals is requested in writing, such a request shall include a written plan, acceptable to the District, setting out the additional steps Brompton will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of Brompton's written plan for attaining its educational goals shall be final. If the Board accepts such written or modified plan, Brompton shall be allowed reasonable time in which to correct such progress deficiencies.
- d). Fiscal Management: The Board determines that Brompton School has failed to comply with generally accepted standards of fiscal management and Board policy.
- e). Violation of Wis. Stat. 118.40: The Board determines that Brompton School has otherwise violated Wis. Stat. 118.40 (Charter School Law).
- f). Insolvency: The Board determines that Brompton revenues are insufficient to pay its expenses as they come due. In the event of termination of this contract, the Board will recover all funds advanced to Brompton under this contract to which Brompton School is not titled. The decision of the Board is final.

Notice

Whenever under this contract notice must or may be given to the other party, (**KUSD or Charter**) or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided to:

To: the Board

Dr. Michele Hancock
Superintendent of Schools
Kenosha Unified School District
3600- 52 Street
Kenosha, WI 53144
Telephone: 262 359-6320
Facsimile: 262 359-7672

To: The Brompton School

Suzanne Loewen
~~Director~~ **Principal**
The Brompton School
7951-36 Avenue
Kenosha, WI 53142
Telephone: 262 359-2191
Facsimile: 262 359-2194

In Witness Whereof, the parties have caused this contract to be executed by their duly authorized representatives as of the date first above written.

**The Board of Education for the
Kenosha Unified School District No.1**

By: _____

Date: _____

The Brompton School

By: _____

Date: _____

By: _____

Date: _____

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. The Somers School Community, Inc. donated miscellaneous technology focused on student learning to Somers Elementary School. The value of this donation is \$18,598.63.
2. The Somers School Community, Inc. donated the cost of installation of a white board to Somers Elementary School. The value of this donation is \$3,250.00.
3. Gateway Technical College donated \$2,000.00 to the LakeView Legends Robotics Team.
4. An anonymous donation of \$1,000.00 has been given the McKinley Middle School Music Department to assist with student travel costs for their Washington D.C. trip.
5. Dan Glatz donated \$1,000.00 to the Tremper Travel Club to assist a student with travel costs for the South Pacific Tour.
6. Uline donated a 6 ft. welded steel bookshelf and a box of school supplies to a Tremper classroom. The value of this donation is \$500.00.
7. The 82nd Airborne Division awarded a \$500.00 travel scholarship to the Tremper Travel Club to assist a student with travel costs for the South Pacific Tour.
8. The Schaeffer Group donated 250 jump ropes and 250 healthy tip book marks to Stocker Elementary School. The value of this donation is \$175.00.
9. Image Management donated a variety of science equipment to Somers Elementary School. The value of this donation is unknown.

Administrative Recommendation

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

Dr. Michele Hancock
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

April 23, 2012

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board**
April-May

April

- April 3, 2012 – Spring Election
- April 3, 2012 – Standing Committee Meetings in Room 190B
- April 6 – 15 – Spring Break – Schools Closed
- April 23, 2012 – Organizational Meeting and Regular Board of Education Meeting – 6:30 P.M. in ESC Board Meeting Room

May

- May 8, 2012 - Standing Committee Meetings in ESC Room 190
- May 9, 2012 – Professional Inservice – Half day of School for Students
- May 22, 2012 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room
- May 28, 2012 – Memorial Day – Schools Closed

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