



REGULAR MONTHLY BOARD MEETING

September 23, 2014

7:00 PM

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

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Regular School Board Meeting
September 23, 2014
Educational Support Center
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - A. SkillsUSA National Leadership Conference
 - B. 2014 Badger Boys State Superintendent
 - C. Bronze Wisconsin School Health Award
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
 - A. Consent/Approve 4
Recommendations Concerning Appointments, Leaves of Absence,
Retirements and Resignations
 - B. Consent/Approve 7
Minutes of 8/13/14 and 8/26/14 Special Meetings and Executive
Sessions, 8/26/14 Regular Meeting, 9/10/14 Annual Meeting of
Electors and 8/25/14 and 9/10/14 (2) Special Meetings
 - C. Consent/Approve 25
Summary of Receipts, Wire Transfers and Check Registers
- XII. Old Business
 - A. Discussion/Action 31
Policy and Rule 6440 - Course Options Enrollment
(First Reading)

B. Discussion/Action	34
Policy and Rule 1110 - Parent/Guardian/Caregiver Surveys (First Reading)	
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D. Discussion	40
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Classification, Compensation and Personnel Policy Updates for Non- Represented, Non-Supervisory, "Miscellaneous" Employees	
C. Discussion/Action	66
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E. Discussion/Action	118
Start Plan Sequence for the 2015-16 School Year	
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G. Discussion/Action	125
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XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (August-September)	126
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

Kenosha Unified School District

Kenosha, WI

September 23, 2014

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Krass	Jennie	Tremper High School	Special Education	Instructional	08/25/2014	1	\$71,123.00
Appointment	Benser	Shannon	Lance Middle School	Science	Instructional	08/25/2014	1	\$39,106.00
Appointment	Quevedo-Torrero	Jesus	Bradford High School	Math	Instructional	08/25/2014	1	\$78,396.00
Appointment	Luckett	Jerry	Lincoln Middle School	Dean of Students	Instructional	08/25/2014	1	\$78,396.00
Appointment	Quirk	Shawn	Bradford High School	Dean of Students	Instructional	08/25/2014	1	\$39,106.00
Appointment	Thomas	Roberta	Harvey Elementary School	4K Teacher	Instructional	08/25/2014	1	\$72,158.00
Appointment	Boyce	Krista	EBSOLA-Creative Arts	K5 Teacher	Instructional	08/25/2014	1	\$41,483.00
Appointment	Rieger	Ronald	ITA	Political Science	Instructional	08/25/2014	1	\$40,890.00
Appointment	Roscioli-Greco	Veronica	Fine Arts	Elementary Art (Wilson)	Instructional	08/04/2014	0.25	\$19,599.00
Appointment	Ebbert	Nathaniel	Tremper High School	ESP Security	ESP	08/29/2014	1	\$14.33
Appointment	Dotson	Bridget	Special Education & Student Support	School Social Worker	Instructional	08/25/2014	0.6	\$45,360.00
Appointment	Gunther	Dream	Lincoln Middle School	Special Education Cross Categorical	Instructional	08/25/2014	1	\$65,005.00
Appointment	Precht	Jennifer	ITA	Special Education Cross Categorical	Instructional	08/25/2014	1	\$39,106.00
Appointment	Shaw	Maddie	ITA	History/Psychology	Instructional	08/25/2014	0.84	\$36,177.96
Appointment	McNear-Powell	Bridget	Jefferson Elementary School	Grade 4	Instructional	08/25/2014	1	\$58,100.00
Appointment	Hill	Laurel	McKinley	Intervention Specialist	Instructional	08/25/2014	1	\$70,517.00
Appointment	Weil	Bryana	Bradford High School	Special Education Cross Categorical	Instructional	08/25/2014	1	\$39,106.00
Appointment	Kosman	Joseph	Physical Education	Elementary PE	Instructional	08/04/2014	0.75	\$37,383.75
Appointment	Arient	Amanda	Bradford High School	Math	Instructional	08/25/2014	1	\$39,106.00
Appointment	Cram	Linda	Bradford High School	Chemistry/Biology	Instructional	08/25/2014	1	\$73,809.00
Appointment	Becker	Samantha	Lincoln Middle School	Spanish	Instructional	08/25/2014	1	\$39,106.00
Appointment	VanCleve	Miranda	Bullen Middle School	Grade 6	Instructional	08/25/2014	1	\$43,319.00
Appointment	Tate	Tameka	Lincoln Middle School	Grade 7	Instructional	08/25/2014	1	\$43,069.00
Appointment	Rodgers	Thomas	Bradford High School	Social Studies	Instructional	08/25/2014	0.67	\$43,553.35
Appointment	Chiglo	Alexander	Bradford High School	Math	Instructional	08/25/2014	1	\$39,106.00
Appointment	Stubblefield	Miatta	ITA	Special Education Cross Categorical	Instructional	08/25/2014	1	\$48,947.00
Appointment	Leonard	Amanda	Bullen Middle School	Special Education	ESP	08/29/2014	1	\$15.33
Appointment	Cairo	Kelli	ITA	Business Teacher	Instructional	08/25/2014	0.67	\$26,201.02
Appointment	Straub	Patrick	ITA	English	Instructional	08/25/2014	1	\$45,030.00
Appointment	Wells	Robert	Fine Arts	Elementary Orchestra	Instructional	08/25/2014	0.64	\$50,174.44
Appointment	Lindo	William	ITA	Asst Army Instructor - JROTC	Miscellaneous	08/25/2014	1	\$60,865.00
Appointment	Cohen	Elliott	ITA	Student Support Specialist	Miscellaneous	08/25/2014	1	\$15.26
Appointment	Jones	Diane	Southport Elementary School	Library Media Technologist	Instructional	08/25/2014	0.75	\$30,667.50
Appointment	Labarre	Stephen	Forest Park	Grade 1	Instructional	08/25/2014	1	\$39,106.00
Appointment	Clark	Donna	Fine Arts	Elementary General Music/Elementary Band	Instructional	08/25/2014	0.61	\$43,015.37
Appointment	Petkus	Jurga	DOL	Art	Instructional	08/25/2014	0.5	\$19,553.00
Appointment	Bolden	Lisa	EBSOLA-Creative Arts	Special Education	ESP	08/29/2014	1	\$15.33
Appointment	Koschnitzke	Alicia	Frank Elementary School	Head Start	ESP	08/29/2014	1	\$15.33
Appointment	Garcia	Gabriel	ITA	Security	ESP	08/29/2014	1	\$15.33

Kenosha Unified School District

Kenosha, WI

September 23, 2014

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Fitzgibbon	Marcia	Reuther Central High School	Special Education	ESP	08/29/2014	0.6	\$15.33
Appointment	Mecozzi	Brandon	Bradford High School	Special Education	ESP	08/29/2015	1	\$15.33
Appointment	Waller	Jamie	Lance Middle School	Science	Instructional	08/25/2014	1	\$39,106.00
Appointment	Englund	Sean	Physical Education	Elementary PE	Instructional	08/25/2014	0.5	\$19,553.00
Appointment	Kendall	Lisa	ITA	Chemistry/Ecology	Instructional	08/25/2014	0.84	\$57,037.68
Appointment	Larson	Kristin	ITA	Special Education - Cross Categorical	Instructional	08/25/2014	1	\$39,106.00
Appointment	Rabelhofer	Traci	EBSOLA-Dual Language	Reading Interventionist	Instructional	08/26/2014	1	\$51,591.00
Appointment	Masterson	Annie	Lance Middle School	Reading Interventionist	Instructional	08/25/2014	1	\$62,893.00
Appointment	Hartnell	Danni	Bradford High School	Art	Instructional	08/26/2014	0.67	\$26,201.02
Appointment	Chilsen	Lisa	Bradford High School	Special Education- Cross Categorical	Instructional	08/25/2014	1	\$39,106.00
Appointment	Mitlo	Autumn	ITA	Art/Family and Consumer Education	Instructional	08/25/2014	0.83	\$32,457.98
Appointment	Giorno	Joseph	Tremper High School	Math	Instructional	08/25/2014	0.83	\$32,457.98
Appointment	Harris	Jessica	KTEC (WEST)	Special Education-Cross Categorical	Instructional	08/28/2014	1	\$39,106.00
Appointment	Beltran	Yesenia	EBSOLA-Dual Language	Grade 2-Bilingual	Instructional	08/25/2014	1	\$39,106.00
Appointment	Komorowski	Ashley	Lincoln Middle School	Math Grade 8	Instructional	08/25/2014	1	\$39,106.00
Appointment	Bach	Julie	Southport Elementary School	Grade 4 ESL	Instructional	08/25/2014	1	\$56,420.00
Appointment	Marran	Kathryn	Bose Elementary School	4K Teacher	Instructional	08/28/2014	1	\$39,106.00
Appointment	Hill	Lori	Lincoln Middle School	Grade 6 English	Instructional	08/25/2014	1	\$59,346.00
Appointment	Barker	Joshua	ITA	Security	ESP	08/29/2014	1	\$14.33
Appointment	Silva	Nidia	ITA	Secretary III	Secretarial	08/25/2014	1	\$19.10
Appointment	Meinen	Jessica	Vernon Elementary School	Early Childhood-Special Education	Instructional	09/02/2014	1	\$39,106.00
Appointment	Conner	Elizabeth	Grewenow Elementary School	4K Teacher	Instructional	09/02/2014	0.5	\$19,553.00
Appointment	Groth	Ashley	Vernon Elementary School	4K Teacher	Instructional	09/02/2014	0.5	\$19,553.00
Appointment	Stevenson	Mindy	Vernon Elementary School	Special Education	ESP	09/02/2014	1	\$15.33
Appointment	Kauffman	Matthew	Vernon Elementary School	Special Education	ESP	08/29/2014	1	\$15.33
Appointment	Foster	Edwin	Frank Elementary School	Special Education	ESP	09/02/2014	1	\$15.33
Appointment	Margetson	Carla	Bradford High School	Special Education	ESP	09/02/2014	1	\$15.33
Appointment	Boles	Laura	Southport Elementary School	4K Teacher	Instructional	08/25/2014	0.5	\$19,553.00
Appointment	Hagen	Paige	Harborside Academy	Math Grade 7 & 8	Instructional	09/02/2014	1	\$39,106.00
Appointment	Johnson	Lisza	Bradford High School	Special Education-Cross Categorical	Instructional	09/02/2014	1	\$39,106.00
Appointment	Tobias	Erika	Lincoln Middle School	Special Education	ESP	09/02/2014	1	\$15.33
Appointment	Myrum	Kim	Fine Arts	Elementary General Music	Instructional	09/03/2014	1	\$39,106.00
Appointment	Cowfer	Tracy	Bradford High School	Special Education	ESP	09/02/2014	1	\$14.33
Appointment	Stull	Kandace	Lincoln Middle School	Library Secretary	Secretarial	09/26/2014	1	\$17.32
Appointment	Pecore	Ryan	EBSOLA-Creative Arts	Student Support Specialist	Miscellaneous	08/25/2014	0.49	\$16.26
Appointment	Vanderkamp	Breeanne	Whittier	Grade 5	Instructional	09/08/2014	1	\$43,069.00
Appointment	McGovern	Thomas	Bullen Middle School	Physical Education	Instructional	09/09/2014	0.5	\$19,553.00
Appointment	Mozinski	susan	Educational Accountability	District Data Coach	Instructional	09/22/2014	1	\$48,947.00
Appointment	Chambers	Vanessa	McKinley Elementary School	4K Teacher	Instructional	09/02/2014	0.5	\$23,119.50
Appointment	Clark	Nicole	Whittier	4K Teacher	Instructional	09/08/2014	0.5	\$19,553.00

Kenosha Unified School District

Kenosha, WI

September 23, 2014

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Skendziel	Jamie	Wilson Elementary School	Behavior Interventionist	Instructional	08/28/2014	0.4	\$23,746.40
Appointment	Agee	Harriet	Reuther Central High School	Security/Clerical	ESP	09/09/2014		\$15.33
Appointment	Leisten	Lisa	Grewenow Elementary School	Special Education	ESP	09/09/2014		\$15.33
Appointment	Beck	Christina	Lov N Care / Early Education	4K Teacher	Instructional	09/05/2014	0.5	\$19,553.00
Appointment	Salmon	Sarah	Rainbow Tots / Early Education	4K Teacher	Instructional	09/02/2014	0.5	\$21,983.50
Appointment	Smithyman	Stacy	First Step Academy / Early Education	4K Teacher	Instructional	09/02/2014	0.5	\$25,572.50
Early Retirement	Kotowski	Leonard	Facility Services	Night Custodian - Second Shift	Service	08/22/2014	1	\$21.32
Early Retirement	Cerminara	Nancy	Facility Services	Night Custodian - Second Shift	Service	08/29/2014	1	\$21.32
Early, Early Retirement	Gwinnup	Peggy	Prairie Lane Elementary School	Grade 5	Instructional	08/18/2014	1	\$72,158.00
Early, Early Retirement	Lawler	Terri	Prairie Lane Elementary School	Grade 2	Instructional	01/04/2015	1	\$76,934.00
Early, Early Retirement	Endl	Andrew	Dept. of Special Education	Physical Therapist	Instructional	09/12/2014	1	\$73,809.00
Resignation	Hess	Anna	Tremper High School	Art	Instructional	08/14/2014	0.83	\$34,858.60
Resignation	Hovell	Lori	Southport Elementary School	Grade 4 ESL	Instructional	08/13/2014	1	\$72,433.00
Resignation	Rodgers	Bridgid	ITA	Student Support Specialist	Miscellaneous	08/15/2014	1	\$16.26
Resignation	Turnquist	Tiffany	Vernon Elementary School	E.C.	Instructional	08/22/2014	1	\$47,127.00
Resignation	Clark	Robin	Fine Arts	Middle School Choir	Instructional	08/19/2014	1	\$58,100.00
Resignation	Connelly	Bonnie	Lincoln Middle School	Grade 6	Instructional	08/15/2014	1	\$47,838.00
Resignation	Wiele	Kenneth S.	Fine Arts	Music	Instructional	08/18/2014	1	\$36,106.00
Resignation	Kwasinski	Steven	Tremper High School	Technology Education	Instructional	08/25/2014	1	\$39,106.00
Resignation	Manthei	Carol	Tremper High School	Special Education	Instructional	06/26/2014	1	\$21,961.80
Resignation	Chamberlin	Melissa	Washington Middle School	Grade 5	Instructional	08/28/2014	1	\$63,248.00
Resignation	Mueller	Laura	Vernon Elementary School	Classroom (CEIS)	ESP	08/29/2014	1	\$14.97
Resignation	Sallee	Tyler	Lance Middle School	Special Education	ESP	07/16/2014	1	\$15.33
Resignation	Hartnell	Danni	Bradford High School	Art	Instructional	09/05/2014	0.67	\$26,067.34
Resignation	Fendry	Michael	Fine Arts	Art	Instructional	09/05/2014	1	\$78,396.00
Separation	Jones	Norris	Bullen Middle School	Asst. Middle School Principal	Administration	08/13/2014	1	\$107,721.00
Separation	Wade	Robin	HR Leave Status	HR ESP on Leave	ESP	09/02/2014	1	\$16.60
Separation	Selbera	Vicente	McKinley Elementary School	L.D.	Instructional	09/09/2014	1	\$39,106.00

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SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 13, 2014

A special meeting of the Kenosha Unified School Board was held on Wednesday, August 13, 2014, in the Board Room at the Educational Support Center. The purpose of this meeting was for considering and deliberating over administration's recommendation to terminate the employment of a professional staff member and the response, if any, by the professional staff member and his representatives, for considering the professional staff member's employment including the professional staff member's resignation or such other employment agreement, for the purpose of conferring with legal counsel who will be rendering oral or written advice concerning strategy to be adopted by the Board with respect to the termination recommendation and/or response, and to adjourn into executive (closed) session pursuant to Wisconsin Statutes Sections 19.85(1)(a) to deliberate concerning a case which was the subject of a quasi-judicial hearing before the Board, (b) to consider the dismissal or discipline of any public employee, the investigation of charges against such person, and the taking of formal action on any such matter, (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The meeting was called to order at 5:38 P.M. with the following members present: Mr. Kunich, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Ms. Stevens was excused. Attorney David Rohrer from Boardman & Clark, LLP, Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson, & Vliet, LLC, Attorney Terry Rose from Rose & Rose, Dr. Savaglio-Jarvis, Mrs. Glass, Mr. Norris Jones, and Ms. Peggy Mitchell from Brown & Jones Reporting were also present.

Mrs. Coleman opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Coleman asked for a motion to recess into closed session.

Mr. Kunich moved to recess into closed session. Mr. Bryan seconded the motion. Unanimously approved.

The Board recessed into closed session at 5:40 P.M.

Attorney Rohrer informed Board members of the procedures for the upcoming meeting regarding the consideration of the dismissal or discipline of an employee.

The Board returned to the meeting at 5:55 P.M.

Mrs. Coleman asked for a motion to reconvene the meeting.

Mr. Wade moved to reconvene the meeting. Mr. Flood seconded the motion. Unanimously approved.

Mr. Kunich recused himself from the meeting and left the dais at 5:57 P.M.

Attorney Rose requested that individuals who would be giving testimony be sequestered. The Board granted the request of Attorney Rose.

Attorney Aziere and Attorney Rose gave their opening statements.

Attorney Aziere distributed Exhibits 1-8.

Mr. Andrew Baumgart, Principal at Bullen Middle School, arrived at 6:41 P.M. and was sworn in. Mr. Baumgart answered questions of Attorney Aziere.

Mr. Rose distributed Exhibits 9-17.

Mr. Baumgart answered question of Attorney Rose and Board members and was excused at 7:31 P.M.

The Board recessed at 7:31 P.M. and reconvened at 7:39 P.M.

Mrs. Annie Petering, Human Resource Specialist, arrived at 7:40 P.M. and was sworn in.

Mrs. Petering answered questions of Attorney Aziere, Attorney Rose, and Board members. Mrs. Petering was excused at 8:20 P.M.

Mrs. Kristen McCollum, teacher at Bullen Middle School, arrived at 8:22 P.M. and was sworn in.

Mrs. McCollum answered questions of Attorney Aziere, Attorney Rose, and Board members. Mrs. McCollum was excused at 8:47 P.M.

Mrs. Denise Wittler, teacher at Bullen Middle School, arrived at 8:36 P.M. and was sworn in.

Mrs. Wittler answered questions of Attorney Aziere, Attorney Rose, and Board members. Mrs. Wittler was excused at 8:47 P.M.

Mr. Peter Elliker, teacher at Bullen Middle School, arrived at 8:49 P.M. and was sworn in.

Mr. Elliker answered questions of Attorney Aziere, Attorney Rose, and Board members. Mr. Elliker was excused at 9:12 P.M.

Mr. Jones was sworn in and answered questions of Attorney Aziere, Attorney Rose, and Board members.

The Board recessed at 9:44 P.M. and reconvened at 9:50 P.M.

Attorney Aziere and Attorney Rose made their closing statements.

Mrs. Coleman asked for a motion to recess into closed session.

Mr. Bryan moved to recess into closed session. Mr. Flood seconded the motion.

Roll call vote. Ayes: Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: None. Unanimously approved.

The Board recessed into closed session at 10:25 P.M.

Board members discussed the information presented regarding consideration of the dismissal or discipline of an employee and conferred with Attorney Rohrer regarding written findings.

Board members returned to the meeting at 11:11 P.M.

Mrs. Coleman asked for a motion to reconvene the meeting.

Mr. Bryan moved to reconvene the meeting. Mr. Flood seconded the motion. Unanimously approved.

Mr. Wade moved that based on the record developed at tonight's hearing, the Board finds that Administration met their burden of proof for just cause for the termination of Mr. Jones' employment contract as set forth in Exhibit 7, excluding item 4 bullet 1, and directs counsel to prepare further detailed findings. Mrs. Snyder seconded the motion. Unanimously approved.

Mrs. Coleman requested that the findings be complete within five business days.

Mr. Bryan moved to adjourn the meeting. Mr. Flood seconded the motion. Unanimously approved.

Meeting adjourned at 11:13 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 25, 2014

A special meeting of the Kenosha Unified School Board was held on Monday, August 25, 2014, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Review of the 8000 Series of School Board Policies and Views and Comments by the Public.

The meeting was called to order at 5:34 P.M. with the following members present: Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Jonas, Dr. Savaglio-Jarvis, Dr. Ormseth, Dr. Williams, Mrs. Housaman, Mrs. Glass, Ms. Valeri, Mr. Keckler, Mr. Hamdan, and Mrs. Ruder were also present. Mr. Kunich arrived later.

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

Dr. Peter Jonas discussed the timeline and process for the adoption of the 8000 series of school board policies.

Mr. Kunich arrived at 5:39 P.M.

Dr. Jonas explained that a group-work format would be used to review, discuss, and provide input on the 8000 series of school board policies. He gave direction of the duties of each group and the review and discussion of the 8000 series of school board policies began.

The Board recessed at 7:02 P.M. and reconvened at 7:07 P.M.

Dr. Ormseth, Dr. Williams, Mrs. Housaman, Mrs. Glass, Ms. Valeri, Mr. Hamdan, and Mrs. Ruder were excused at 7:34 P.M.

There were no views or comments from the public.

Meeting adjourned at 8:11 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 26, 2014

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 26, 2014, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:06 P.M. with the following members present: Ms. Stevens, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Mr. Kunich and Mr. Flood arrived later.

Mrs. Coleman, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Coleman announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments, Personnel: Compensation and/or Contracts, and Property: Sale.

Mr. Bryan moved that the executive session be held. Mr. Wade seconded the motion.

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

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

1. Personnel: Position Assignments and Compensation and/or Contracts

Dr. Savaglio-Jarvis updated the Board on three administrative appointments.

Mr. Anthony Casper arrived at 6:09 P.M. and answered questions from Board members. Mr. Casper was excused at 6:15 P.M.

Mrs. Debra Giorno arrived at 6:15 P.M. and answered questions from Board members. Mrs. Giorno was excused at 6:20 P.M.

Mr. Flood arrived at 6:21 P.M.

Mr. Jered Kotarak arrived at 6:22 P.M. and answered questions from Board members. Mr. Kotarak was excused at 6:33 P.M.

Mr. Kunich arrived at 6:33 P.M.

2. Property: Sale

Mr. Patrick Finnemore, Director of Facilities, arrived at 6:34 P.M. and updated Board members on a possible property sale.

Mr. Wade moved to adjourn the meeting. Mr. Bryan seconded the motion. Unanimously approved.

Meeting adjourned at 6:42 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 26, 2014

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 26, 2014, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:01 P.M. with the following Board members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

Mrs. Coleman, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District. Notice of this regular meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and at the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the Outstanding American High School Drama Teacher Award.

Dr. Savaglio-Jarvis presented three Administrative Appointments.

Dr. Savaglio-Jarvis introduced Mr. Anthony Casper as Interim Assistant Principal at Indian Trail High School and Academy and indicated that this appointment was previously approved at the July 22, 2014 School Board meeting.

Ms. Stevens moved to approve Mrs. Debra Giorno as the Interim Assistant Principal at Bullen Middle School effective August 27, 2014. Mr. Bryan seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Mr. Jered Kotarak as Interim Assistant Principal at Bradford High School effective August 27, 2014. Mr. Flood seconded the motion. Unanimously approved.

There was not a Legislative Report.

There was one view/comment by the public.

There were no Board member responses/comments.

Mrs. Coleman made her Board President remarks.

Dr. Savaglio-Jarvis presented 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 contained in the agenda.

Consent-Approve item X-B – Minutes of the 7/22/14 Special Meeting and Executive Session, 7/22/14 Regular Meeting, and the 7/15/14 Special Meeting.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers, and Check Registers submitted by Ms. Heather Kraeuter, Accounting & Payroll Manager; Mr. Hamdan, Interim Chief Financial Officer; and Dr. Sue Savaglio-Jarvis, excerpts follow:

“It is recommended that the July 2014 cash receipt deposits totaling \$314,636.79, and cash receipt wire transfers-in totaling \$3,410,724.72, be approved.

Check numbers 511069 through 512136 totaling \$10,268,496.72, and general operating wire transfers-out totaling \$ 180,377.68, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2014 net payroll and benefit EFT batches totaling \$17,107,257.74 and net payroll check batches totaling \$3,915.92, be approved.”

Ms. Stevens moved to approve the Consent Agenda as contained in the agenda. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Policy 5431 – Student Dress Code submitted by Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership; Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“The Board of Education moved to create an Ad Hoc Committee to revise School Board Policy 5431 – Student Dress Code on November 13, 2013. The Ad Hoc Committee was formed and included committee members, parents, students, administrators, teachers, high school security staff and School Board members.

On July 22, 2014, the Board of Education recommended the Ad Hoc Committee reconvene to address student identification at both the middle and high school level.

The Ad Hoc Dress Code Committee reconvened on July 30, 2014 to finalize a recommendation for the Board of Education. The outcome of the meeting resulted in the following:

- Middle and high school level students are required to wear student identification during the school day.

The new language has been noted in the attached policy.

The Ad Hoc Committee met a total of four times. The group revisited all aspects of Policy 5431 – Student Dress Code. The updated policy recommendations are included in this report.

Administration recommends that middle and high school level students be required to wear student identification during the school day. Policy 5431 is attached for a first and second reading on August 26, 2014.”

Dr. Ormseth and Dr. Williams were present and answered questions from Board members.

Mr. Flood moved to not approve the recommended policy revisions and approve the strike-through language of School Board Policy 5431 – Student Dress Code. Ms. Stevens seconded the motion.

Roll call vote. Ayes: Ms. Stevens, Mr. Flood, Mr. Bryan, and Mr. Wade. Noes: Mr. Kunich, Mrs. Snyder, and Mrs. Coleman. Motion carried.

Dr. Savaglio-Jarvis presented the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2014-2015 Year submitted by Mr. Jeffrey Marx, Supervisor of Transportation Services; Mr. Patrick Finnemore, Director of Facilities; and Dr. Savaglio-Jarvis, excerpts follow:

“The following provisions for the transporting of students attending public and private schools will become effective from and after the fifteenth day of August 2014.

2014-2015 is the final year of a 5 year contract with First Student for transportation services. Over this 5 year contract we had added GPS and video cameras successfully on all of our school buses to improve service and safety for our district bus riders. In 2013-2014 we successfully added bus service to our 4k program in the district. Over the course of this contract we believe that First Student has done an exceptional job working with the district to fulfill our student needs and requirements. Because of this successful relationship, we will be looking to negotiate another five year contract extension. As part of this extension we will be looking at the possible addition of a tracking system called Z-Pass to our special needs bus routes. This is a student tracking service that will assist the district in tracking bus ridership for our special needs students. This will assist the district in reports for claiming Medicaid reimbursements based on student ridership. Once the Z-Pass system is operating effectively, the district may consider expanding this tracking system to all of our elementary students as well. We will keep the Board apprised of our negotiations with First Student and will bring a recommendation forward to the Board prior to the end of this coming school year.

At its August 12, 2014, meeting, the Planning/Facilities/Equipment Committee voted to forward these provisions to the School Board for consideration with several corrections.

It is recommended that the School Board approve the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2014-2015 Year as presented.”

Mr. Marx was present to answer questions from Board members. There were no questions from Board members.

Ms. Stevens moved to approve the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2014-2015 Year. Mr. Flood seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Renewal of Southeastern Wisconsin School Alliance Membership submitted by Mrs. Sheronda Glass, Executive Director of Business Services, and Dr. Savaglio-Jarvis, excerpts follow:

“For the past eleven (11) years, the District has participated in the Southeastern Wisconsin School Alliance (SWSA) which provides school officials and parents with objective, non-partisan information and training needed to be strong advocates for educational excellence. The SWSA serves over 30 urban and suburban school districts with a combined enrollment of more than 240,000 students.

The mission of the SWSA is to support and promote world class schools through research, advocacy, public policy and effective communication for the benefit of students and the economic vitality of the region.

The SWSA meets at least once a month and the annual membership fee is \$3,000. Attached is the required resolution to be approved by the Board to participate in the Alliance and the 66.0301 Agreement that authorizes the School District of South Milwaukee as the fiscal agent to manage the SWSA funds. Also included is the proposed budget for the SWSA and the current participating member school districts.

At its August 12, 2014 meeting, the Audit/Budget/Finance Standing Committee voted to forward the Renewal of the Southeastern Wisconsin School Alliance Membership to the full Board for approval. Administration recommends that the Board approve the attached resolution and membership in SWSA for the 2014-2015 fiscal year and of authorization of Board Officers and District Administration to execute any and all documents related to the renewal.”

Mrs. Glass was present to answer questions from Board members. There were no questions from Board members.

Mrs. Snyder moved to approve the Renewal of the Southeastern Wisconsin School Alliance Membership. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Elementary School Multiage Waivers submitted by Dr. Williams and Dr. Savaglio-Jarvis, excerpts follow:

“On July 30, 2013 revisions were made to Kenosha Unified School District School Board Policy 6432 – Class Size. The following revision was approved by the Board of Education pertaining to Policy 6432-Class Size:

Reasonable effort will be made to avoid split grade classes entirely. If split grade classes are utilized at any school, there are to be no more than twenty (20) students in the class. Exceptions to this guideline may be approved by the School Board.

In order to meet the guidelines of Policy 6432, the administration is requesting waivers for four elementary schools. If the waivers are not approved five additional teachers will be needed to meet board policy 6432-Class Size.

Nash Elementary School's Next Generation Personalized Learning environment is designed for the multiage learning setting to allow students to engage today's digital learners in successfully developing core academic knowledge and skills and establishing work habits to ensure future success. Due to the instructional design model and being in the second year of the program's implementation as well as the student academic success and demand by the community, Administration is not recommending changing the multiage environment at Nash Elementary School.

The cost to Kenosha Unified School District to add five teachers if waivers are not approved would be based on an average teacher salary and benefits rate of \$95,865 per teacher, an increase to the overall district budget of \$479,325.

Administration recommends that the Board of Education approves the class size waiver request for Grant, Nash, Whittier, and Wilson Elementary Schools for the 2014-2015 school year."

Dr. Williams was present and answered questions from Board members.

Mr. Flood moved to approve the class size waiver for Nash Elementary. Mr. Bryan seconded the motion.

Roll call vote. Ayes: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: None. Unanimously approved.

Mrs. Snyder moved to approve the class size waivers for Grant, Whittier, and Wilson contingent on third Friday counts. Ms. Stevens seconded the motion.

Roll call vote. Ayes: Mr. Kunich, Ms. Stevens, Mrs. Snyder, and Mrs. Coleman. Noes: Mr. Flood, Mr. Bryan, and Mr. Wade. Motion carried.

Dr. Savaglio-Jarvis presented the Essential Non-Policy Handbook Items submitted by Mrs. Annie Petering, Human Resources Specialist; Mr. Rade Dimitrijevic, Human Resources Coordinator; Ms. Judy Rogers, Human Resources Coordinator; Mrs. Glass; and Dr. Savaglio-Jarvis, excerpts follow:

"The collective bargaining agreements between Kenosha Unified School District and S.E.I.U. Local 168 (service employees), Kenosha Education Association (teachers, educational support professionals, interpreters, substitute teachers, carpenters and painters) and Local 2383 AFSCME, AFL-CIO (secretaries) all defined different benefits as

it relates to employee leave, holidays, sick, vacation time, jury duty and tuition reimbursement. All the agreements expired on June 30, 2013, except for the agreement between KUSD and S.E.I.U. Local 168, which expired on June 30, 2012. To this end, it is vitally important for the District to establish common guidelines as it relates to these benefits. Attached is an outline of the essential non-policy handbook items for consideration. These essential non-policy handbook items, once approved by the board, will be included in the future employee handbook.

It is the recommendation of the Administration that the Board of Education approve the essential non-policy handbook items contained in the attachment.”

Mrs. Glass was present and answered questions from Board members.

Mr. Wade moved to approve the essential non-policy handbook items contained in the agenda. Mrs. Snyder seconded the motion.

Discussion took place regarding the language relating to a physician’s excuse after three consecutive sick days.

Mr. Wade withdrew his motion to approve the essential non-policy handbook items contained in the agenda.

Mr. Flood moved to approve the Essential Non-Policy Handbook Items with the addition of, “however, extenuating circumstances may be taken into consideration by your immediate supervisor” after the language pertaining to a physician’s excuse after three consecutive sick days. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Seclusion and Restraint Requirement Report: WI Act 125 submitted by Mr. Kristopher Keckler, Executive Director of Information & Accountability; Ms. Susan Valeri, Director of Special Education and Student Support; and Dr. Savaglio-Jarvis, excerpts follow:

“Wisconsin Act 125 requires each school to report the district seclusion and restraint data annually, by September 1st, to the school board. Districts must submit the number of incidents of seclusion and physical restraint, the total number of students involved in the incidents, and the number of students with disabilities who were involved in the incidents. The report to the school board contains the same data as is required in the U.S. Department of Office of Civil Rights cyclical data collection on seclusion and physical restraint.

Districts are required to report on two (2) types of restraint; mechanical and physical, and seclusion, detailing both the number of students (by disability status) and number of incidents. Both a summary report and a full building level report are attached. For the 2013-14 school year, KUSD had zero (0) reports of *mechanical* restraint, 59 students who had a total of 119 incidents of *physical* restraint, and 33 students had a total of 91 incidents of *seclusion*.

This report is for informational purposes only.”

Mr. Keckler and Ms. Valeri were present to answer questions from Board members. There were no questions from Board members.

Dr. Savaglio-Jarvis presented the Educator Effectiveness System Implementation submitted by Mrs. Nicole Jones, Educator Effectiveness Coordinator; Mrs. Glass; and Dr. Savaglio-Jarvis, excerpts follow:

“The state of Wisconsin has adopted a new principal and educator evaluation system as part of the Department of Public Instructions agenda 2017 to make every child college and career ready. The goal of the Educator Effectiveness (EE) model is to ensure that all students have highly effective teachers and that all schools have highly effective leaders.

The EE model evaluates principals and educators in two parts: Educator Practice and Student Outcomes. For principals, educator practice involves how they coach, collaborate with, and engage teaching staff in professional development. For teachers, educator practice involves how they plan and assess lessons, establish an effective classroom environment, instruct, and carry out professional responsibilities. Student outcomes for principals involve setting building level objectives aligned to district established goals and measured through district or standardized assessments. Student outcomes for teachers involve the creation of student learning objectives focused on skill development and aligned to the building level objectives.

The district will fully implement the Educator Effectiveness System for the 2014-15 school year and has established an action plan to provide ongoing professional development for its principals, teachers, and other evaluators in preparation for this change. The new system will reshape teacher and principal performance and support their growth through a more rigorous observation and goal setting process and through the establishment of standards of practice. Educator Effectiveness implementation in the District should support our ability to assure high quality instruction for our students resulting in an increase in positive learning outcomes for all.”

Mrs. Jones gave a PowerPoint presentation which covered the following topics: an orientation video to the educator effectiveness system, every child a graduate college and career ready, guiding principles of the educator evaluation system, the educator evaluation cycle, part 1 evaluation cycle: educator practice, the Danielson framework for teaching, levels of educator performance, how educator effectiveness advances educator practice, part 2 evaluation cycle: student outcomes, student learning objectives scoring; the final student learning objectives score, the principal evaluation cycle, part 1 evaluation cycle: principal practice, principal levels of performance, part 2 evaluation cycle: student outcomes, Teachscape: evaluation and provisional learning software, what is Teachscape, certified evaluations via Teachscape, data collections tool for observations and goals, observation evidence, and observation evaluation.

There were no questions from Board members.

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

Ms. Stevens moved to approve the Donations to the District as contained in the agenda. Mr. Flood seconded the motion. Unanimously approved.

Mr. Bryan moved to adjourn the meeting. Mr. Flood seconded the motion. Unanimously approved.

Meeting adjourned at 9:08 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 10, 2014

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 10, 2014, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for the Presentation and Public Hearing on the Proposed 2014-15 District Budget and for Views and Comments by the Public.

The meeting was called to order at 7:00 P.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman.

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

Dr. Sue Savaglio-Jarvis presented the Superintendent's Report.

Mr. Tarik Hamdan, Interim Chief Financial Officer, gave a PowerPoint presentation regarding the District's 2014-15 budget which included information on the general fund (fund 10), general fund ending balance, a fund balance analysis, budget variables, KUSD enrollment trends, allowable per member revenue increase/decrease, 2014-2015 revenue limit calculation, revenue limit history, KUSD fund structure, trust funds (fund 70), OPEB trust fund (fund 73), community service funds (fund 80), total tax levy history, tax levy changes, mil rate, relationship between property values, state aid, and tax levy, and the 2014-2015 budget next steps.

There was one view/comment from the public.

Mr. Bryan moved to adjourn the meeting. Mr. Wade seconded the motion. Unanimously approved.

Meeting adjourned at 7:27 P.M.

Stacy Schroeder Busby
School Board Secretary

ANNUAL MEETING OF ELECTORS
OF THE KENOSHA UNIFIED SCHOOL DISTRICT
HELD SEPTEMBER 10, 2014

The annual meeting of the Kenosha Unified School District was held on Wednesday, September 10, 2014, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy.

Mrs. Tamarra Coleman, School Board President, called the meeting to order at 7:28 P.M. and announced the meeting ground rules and the rules of order. Attorney Gilbert Berthelsen was present serving as parliamentarian.

Mrs. Coleman opened nominations for chairperson of the meeting.

Mrs. Mary Snyder nominated Tamarra Coleman for chairperson. Mr. Carl Bryan seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion to approve the Rules of Order.

Mrs. Snyder moved to approve the Rules of Order as contained in the Agenda. Mr. Bryan seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion to approve the Agenda.

Mr. Gary Kunich moved to approve the Agenda as contained in the packet. Mr. Bryan seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion regarding salaries for School Board members.

Mr. Daniel Wade moved to continue to pay School Board members \$4,500 per year and that a limit of \$60 continued to be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Mr. Kunich seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion regarding reimbursement of School Board members' expenses.

Mr. Kunich moved that School Board members be reimbursed for actual and necessary expenses incurred when traveling in the performance of their duties as a member of the School Board. Mrs. Snyder seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman indicated that the Board of Education recommends that the tax levy for 2014-15 be approved at approximately \$73,250,463 for the General Fund, \$15,019,453 for the Debt Service Funds and \$1,500,000 for the Community Service Fund for the maintenance and operation of the School District. The levy may be adjusted by the Board

of Education prior to or on November 1. The final levy is certified by the School District Clerk to each municipal clerk on or before November 10.

Mrs. Coleman asked for a motion regarding the approval of the 2014-15 tax levy.

Mr. Wade moved to approve the 2014-15 tax levies as recommended by the School Board. Mr. Bryan seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion authorizing the School Board to establish the date for the 2015 annual meeting.

Mr. Bryan moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Mrs. Snyder seconded the motion. There was a voice vote, motion passed.

Ms. Rebecca Stevens moved to adjourn the meeting. Ms. Joyce Behlke seconded the motion. There was a voice vote, motion passed.

Meeting adjourned at 7:39 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 10, 2014

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 10, 2014, at 7:45 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for Discussion/Action on the Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$24,500,000 and for Views and Comments by the Public.

The meeting was called to order at 7:41 P.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman.

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

Mr. Tarik Hamdan, Interim Chief Financial Officer, distributed a document containing an overview of the 2014-2015 cash flow borrowing. He then introduced Mrs. Michele Wiberg, Director of Wisconsin Public Finance at PMA Financial Network, Inc., who presented the 2014-15 cash flow borrowing overview which included the amounts and maturity dates of the anticipated promissory notes along with a four year (2011, 2012, 2013, and 2014) comparison of tax and revenue anticipation promissory notes.

There were no questions from Board members.

There were no views or comments from the public.

Ms. Stevens moved to approve Administration's recommendation for authorization for issuance and sale of the revenue anticipation promissory notes for \$24,500,000 pursuant to Wisconsin Statutes Section 67.12(8)(a)1. Mr. Bryan seconded the motion. Unanimously approved.

Meeting adjourned at 7:46 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
September 23, 2014

CASH RECEIPTS	reference	total
August 2014 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 1,794,109.24
District Municipalities	<i>tax settlement - August payment</i>	20,474,859.27
Johnson Bank	<i>account interest</i>	126.17
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	14,404.99
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	308,767.76
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	23,408.65
HHS	<i>head start grant</i>	142,322.96
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	41,022.53
Total Incoming Wire Transfers		\$ 22,799,021.57

August 2014 Deposits to Johnson Bank - All Funds:

General operating and food services receipts *(excluding credit cards)* \$ 337,004.42

TOTAL AUGUST CASH RECEIPTS **\$ 23,136,025.99**

CASH DISBURSEMENTS	reference	total
August 2014 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 6,945,235.18
WI Department of Revenue	<i>state payroll taxes</i>	62,480.14
WI Department of Revenue	<i>state wage attachments</i>	325.02
IRS	<i>federal payroll taxes</i>	766,644.41
Diversified Benefits Services	<i>flexible spending account claims</i>	15,335.73
Employee Trust Funds	<i>wisconsin retirement system</i>	335,303.66
NVA	<i>vision insurance premiums</i>	11,145.48
Various	<i>TSA payments</i>	106,127.69
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	211,507.92 *
Aegis	<i>workers' compensation payment</i>	150,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	17,453.54
Johnson Bank	<i>banking fees</i>	629.65
Various	<i>returned checks</i>	713.00
Total Outgoing Wire Transfers		\$ 8,622,901.42

August 2014 Check Registers - All Funds:

Net payrolls by paper check *Register# 01016DP, 01017DP* \$ 4,531.33
Check# 512137 thru Check# 512814
 General operating and food services *(net of void batches)* 14,250,043.19
 Total Check Registers \$ 14,254,574.52

TOTAL AUGUST CASH DISBURSEMENTS **\$ 22,877,475.94**

*See attached supplemental report for purchasing card transaction information

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2014

Merchant/Vendor	Total Charge (Credit)
HOTELS	\$ 18,300.67
SQ *MICHAEL GONZALEZ	\$ 12,619.75
MENARDS	\$ 10,757.03
WW GRAINGER	\$ 9,501.99
FIRST SUPPLY LLC #2033	\$ 9,425.55
JOHNSTONE SUPPLY	\$ 5,780.97
AMAZON MKTPLACE PMTS	\$ 5,533.85
AMAZON.COM	\$ 4,785.25
RECYCLED RUBBER PRODUCTS	\$ 4,720.00
INT*BACCALAUREATE ORG	\$ 4,374.00
PAYPAL *LNS TECH	\$ 4,297.00
REINDERS - BRISTOL	\$ 4,190.29
BARNES & NOBLE #2037	\$ 4,067.55
HIGHWAY C SVC	\$ 3,798.30
IN *GAPPA SECURITY SOLUTI	\$ 3,779.95
MARK S PLUMBING PARTS	\$ 3,718.45
3654 INTERSTATE	\$ 3,493.26
AC RADIO SUPPLY INC	\$ 3,081.54
RESTAURANTS & CATERING	\$ 2,909.26
GLEASON REDI MIX	\$ 2,907.00
HAJOCA KENOSHA PC354	\$ 2,885.05
AMZ*TOOBEEZ, LLC	\$ 2,704.31
AIRLINE	\$ 2,634.80
VIKING ELECTRIC - KENOSHA	\$ 2,320.17
HALLMAN LINDSAY PAINTS	\$ 2,185.81
ULINE *SHIP SUPPLIES	\$ 1,883.00
NELSON ELECTRIC SUPPLY	\$ 1,789.20
WALMART.COM 8009666546	\$ 1,728.53
MAF LLC	\$ 1,650.00
VEHICLE MAINT. & FUEL	\$ 1,589.62
MONROE EQUIPMENT INC	\$ 1,514.37
CHESTER ELECTRONIC SUPPLY	\$ 1,499.32
MILWAUKEE BREWERS BOX OFF	\$ 1,446.00
COMMITTEE FOR CHILDREN	\$ 1,436.00
DECKER INC	\$ 1,428.88
IN *BECKER BOILER CO., IN	\$ 1,339.39
DISCOUNTMUGS.COM	\$ 1,335.56
A&M HARDWARE INC	\$ 1,304.82
HALOGEN SUPPLY COMPANY	\$ 1,301.44
LINCOLN CONTRACTOR	\$ 1,296.01
SEARS ROEBUCK 2342	\$ 1,269.93
CAMCOR INC	\$ 1,199.00
BARNES&NOBLE*COM	\$ 1,174.36
BETTYMILLSC	\$ 1,169.98
TEACHSTONE	\$ 1,162.21
GIH*GLOBALINDUSTRIALEQ	\$ 1,126.88
IN *A BEEP, LLC	\$ 1,103.68
SOUTHPORT STORAGE	\$ 1,098.00
IVIE ENTERPRISES INC	\$ 1,076.03
LOWES #02560*	\$ 1,062.20
MCMaster-CARR	\$ 1,053.96

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2014

Merchant/Vendor	Total Charge (Credit)
N AMER COUNCIL FR ONLN	\$ 1,035.00
KRANZ INC	\$ 1,031.16
COSTUMECITY.COM	\$ 1,019.95
IN *B AND L OFFICE FURNIT	\$ 1,000.00
SAMS INTERNET	\$ 969.16
SCHOOL OUTFITTERS	\$ 902.32
COLONNA DAUM PRICE	\$ 900.00
LESTER'S MATERIAL SERVIC	\$ 867.33
DESIGN AIR-1 KIMB	\$ 821.78
KENNY PRODUCTS, INC.	\$ 810.00
ORIENTAL TRADING CO	\$ 768.00
L AND S ELECTRIC	\$ 764.00
FASTENAL COMPANY01	\$ 760.18
THE TRANE COMPANY	\$ 753.25
NAEYC CONF 8004242460	\$ 740.00
THE LEARNING SHOP	\$ 730.53
OFFICE MAX	\$ 662.56
HMCO *BOOKS	\$ 650.13
SHERWIN WILLIAMS #3180	\$ 635.95
GUSTAVE A LARSON COMPANY	\$ 601.59
LORMAN EDUCATION SERVICE	\$ 578.00
SUCCESSORIES	\$ 566.55
USPS	\$ 559.44
DROPBOX	\$ 556.50
NCTM	\$ 552.00
POTTINGER STEEL WORKS INC	\$ 551.85
HAPPY TURF	\$ 550.00
PAYPAL *DLENM	\$ 540.00
FARM & FLEET STURTEVANT	\$ 531.45
TOWN & COUNTRY GLASS CO	\$ 527.22
IPSWITCH INC	\$ 522.23
MOBYMAX	\$ 499.00
SHIFFLER EQUIPMENT SAL	\$ 492.21
BATTERIES PLUS KEN	\$ 479.80
PHCC WISCONSIN	\$ 466.70
GOLF TEAM PRODUCTS	\$ 461.00
CIRCUITS AT HOME	\$ 460.50
WCASS	\$ 445.00
MAGNET STREET	\$ 434.50
WM SUPERCENTER	\$ 428.29
THE HOME DEPOT 4926	\$ 419.32
AMSTERDAM PRNT & LITHO	\$ 412.82
AVIS RENT-A-CAR 1	\$ 408.83
GYPSUM SUPPLY CO.-ELKHORN	\$ 397.19
TARGET	\$ 394.17
WAL-MART	\$ 380.11
WI DHFS LEAD AND ASBESTOS	\$ 375.00
HARBOR FREIGHT TOOLS 142	\$ 367.92
PALMEN BUICK GMC CAD	\$ 356.14
HVAC USA	\$ 335.35
PAYPAL *DIGITALLESS	\$ 331.00

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending August 15, 2014

Merchant/Vendor	Total Charge (Credit)
CLASS 1 AIR INC	\$ 320.12
SCHOLASTIC BOOK FAIRS	\$ 320.00
MEDICBATTERIES.COM	\$ 319.47
SQ *LEARNING RESOURCES	\$ 312.00
ASSOCIATION OF WISC	\$ 295.00
IKEA CHICAGO	\$ 292.93
MOTION INDUSTRIES WI04	\$ 290.65
ROC*ROCKLER WDWRK HDWE	\$ 284.20
MINVALCO INC	\$ 280.35
KENOSHA AREA BUSINESS	\$ 275.00
DG HARDWARE	\$ 274.28
BAUDVILLE INC.	\$ 261.70
HOLLAND SUPPLY INC	\$ 261.44
SAMS ITALIAN DELI	\$ 239.91
IMEDCOM	\$ 236.95
HYDRO-FLO PRODUCTS INC	\$ 227.46
BRANDNEX.COM PROMOS	\$ 224.03
AT&T*BILL PAYMENT	\$ 213.64
IN *GLACIER STONE	\$ 208.00
UNIVERSITY OF WISCONSIN S	\$ 205.00
MCM ELECTRONICS INC	\$ 201.00
MERITLINE.COM	\$ 189.50
DW DAVIES COMPANY INC	\$ 187.20
MATHALICIOUS.COM	\$ 185.00
PIGGLY WIGGLY	\$ 184.31
INDUSTRIAL CONTROLS	\$ 173.55
CONNEY SAFETY	\$ 173.35
PAYNE & DOLAN INC 40023	\$ 172.18
NATIONALSCI	\$ 170.75
PIPETTE SUPPLIES	\$ 167.05
PLASTICCARD	\$ 162.00
234 WISC- MILWAUKEE	\$ 158.60
PODS #58	\$ 149.00
WI ASSN SCHOOL BOARDS	\$ 140.00
CDW GOVERNMENT	\$ 131.95
GFS MKTPLC #1919	\$ 127.55
VZWRLSS*IVR VN	\$ 121.02
WUFOO.COM/CHARGE	\$ 119.80
PARTY CITY	\$ 112.93
KENOSHA APPLIANCE PARTS	\$ 109.90
FACTORY DIRECT PARTY	\$ 108.38
RGS PAY*	\$ 105.83
DA-MILW 100	\$ 105.36
PAYPAL *LIVEBINDERS	\$ 99.50
AIRGASS NORTH	\$ 99.10
HORIZON HOBBY, INC	\$ 98.98
HOERNEL LOCK & KEY	\$ 98.20
AUER STEEL & HEATING SUPP	\$ 95.11
HOMETOWN MEATS	\$ 90.00
INDIGO INSTRUMENTS	\$ 85.34
WWW.WARESDIRECT.COM	\$ 74.83

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2014

Merchant/Vendor	Total Charge (Credit)
PAYPAL *AEROMARINE	\$ 69.30
TLF SUNNYSIDE FLORIST OF	\$ 65.00
PAYPAL *MYALLTVPART	\$ 64.99
HOBBY LOBBY #350	\$ 62.91
LIGHTS FOR ALL OCCASIONS	\$ 59.51
PRAIRIE SIDE TRUE VALUE	\$ 57.88
WASDA	\$ 55.00
CC-27 INSULATION PLUS	\$ 54.86
HAJOCA ABLE DIST 353	\$ 54.11
KENOSHA FRESH MARKE	\$ 52.98
PICK N SAVE 00068742	\$ 52.20
INT*BRAINSTORM, INC.	\$ 52.00
TLF FLOWERS BY JOSEPH	\$ 45.31
JULIE NAILS & SPA	\$ 45.00
MICHAELS STORES 9192	\$ 44.96
ALAMO RENT-A-CAR	\$ 43.30
TENUTAS	\$ 41.95
LEES RENT IT	\$ 40.20
WEEBLY-CHARGE.COM	\$ 39.95
EASYAPPLIANCEPARTS.COM XX	\$ 39.77
EDUCATION WEEK	\$ 39.00
TEACHERSPAYTEACHERS	\$ 36.30
PARKSIDE TRUE VALUE	\$ 35.97
DOLRTREE 752 00007526	\$ 35.00
PAYPAL *KENOSHAAREA	\$ 35.00
WALGREENS	\$ 34.65
METRA OGIVIE QPS	\$ 33.00
MARZANO RESEARCH LAB	\$ 30.95
SOUTHPORT RIGGING INC.	\$ 26.37
KACC FOUNDATION	\$ 25.00
MAG*MITSTECHNOLOGYRE	\$ 24.95
JOANN FABRIC #0576	\$ 22.81
MSC	\$ 22.27
SQ *LIVERY ON THE GO	\$ 11.25
CVS #08941	\$ 10.47
MT TVM GREEN-E BANK	\$ 2.25
MT TVM GREEN-STADIUM VLG	\$ 2.25
MT HIAW TVM HHH TERM	\$ 1.75
MT HIAW TVM MOA	\$ 1.75
PARTS TOWN LLC	\$ (22.66)
WWW.DICKSPORTNGGOODS.COM	\$ (94.14)
US Bank Purchasing Card Payment - Individuals	\$ 211,507.92

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, WI

September 23, 2014

Administrative Recommendation

It is recommended that the August 2014 cash receipt deposits totaling \$337,004.42, and cash receipt wire transfers-in totaling \$22,799,021.57, be approved.

Check numbers 512137 through 512814 totaling \$14,250,043.19, and general operating wire transfers-out totaling \$ 380,304.11, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2014 net payroll and benefit EFT batches totaling \$8,242,597.31 and net payroll check batches totaling \$4,531.33, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

Heather Kraeuter, CPA
Accounting & Payroll Manager

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

Policy and Rule 6440 – Course Options Enrollment

Policy and Rule 6440 – Course Options Enrollment is a new program mandated by the State of Wisconsin. This new initiative, established with WI Act 20 in late 2013, takes effect for the start of the 2014-15 school year. Students in any grade K-12 have the opportunity to enroll in up to two courses at a time through an Institute of Higher Education (IHE) or other DPI approved program.

The Course Options Program greatly expands the integration and participation of post-secondary and other DPI-approved educational opportunities.

All Course Options courses must be made available to public school students at no cost to the student. The resident district is required to pay a DPI determined amount to the educational institution. As a point of reference, the cost of the KUSD Youth Options program for the 2013-14 school year was approximately \$85,000, which includes certain limitations that do not pertain to the Course Options Program. DPI established an expectation that local school boards adopt policies and/or procedures respective to the Course Options statute. The attached Course Options Policy & Rule has been reviewed by KUSD legal counsel (Gib Berthelsen and Nathan Fronk).

Students and parents must submit an application to the IHE no later than six weeks prior to the date on which the course is scheduled to begin. The IHE must notify the resident school district and may request related materials, such as academic, attendance, and discipline records. The applicant will receive notification of acceptance or rejection no later than one week prior to the start of the course. A resident school district must reject the application if the course conflicts with a student's individualized education plan. A district may also reject an application if 1) the course does not satisfy a high school graduation requirement or 2) the course does not conform to or support a student's academic and career plan, if one exists. A budget assumption will be established as well as any internal resources for managing enrollment requests and coordination between the educational institutions by March 2015. Administration is currently working with high school counselors, building administrators, and support staff to adhere to the new state required Course Options program requirements.

Administrative Recommendation

On September 9, 2014 the Joint Personnel/Policy & Curriculum/Program Standing Committee voted to forward the proposed Policy and Rule 6440 Course Options Enrollment to the Board of Education for approval as a first reading at the September 23, 2014 regular school board meeting. Administration recommends that the School Board approve as a first reading the Policy and Rule 6440 Course Options Enrollment, and move to a second reading on October 28, 2014.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Executive Director of Information & Accountability

Dr. Beth Ormseth
Assistant Superintendent of
Secondary Schools

Marsha Nelson
Career and Technical Education Coordinator

POLICY 6440

COURSE OPTIONS ENROLLMENT

The district shall accommodate resident students who wish to participate in the Wisconsin Course Options Program. District resident students, and those accepted full-time through Open Enrollment, may submit an application to an Institute of Higher Education (IHE), or other Department of Public Instruction (DPI) approved program. The Course Options program is not available to private school or home-based students.

Through the Course Options Program, students may receive both high school and postsecondary credit for successfully completed courses. District high schools grant a diploma to students who successfully complete district high school graduation requirements, regardless of whether the student satisfied all or any portion of the requirements through the Course Options Program.

The School Board is responsible for the costs associated with student enrollments for any course under the Course Options Program. The district shall pay the educational institution a calculated amount in a manner determined by DPI.

LEGAL REF.: Wisconsin Statutes

Sections	115.28(59)(a)	(Academic and career planning)
	118.13	(Student discrimination prohibited)
	118.15	(Compulsory school attendance)
	118.15(4)	(Broad board power to do all things reasonable to promote education of students)
	118.16	(School attendance enforcement)
	118.33	(High school graduation standards)
	118.51	(Full-time open enrollment)
	118.52	(Course options)
	121.004(7)(em)	(Inclusion of pupils attending school outside or in his or her district shall be counted accordingly)

CROSS REF.: 5110 Equal Education Opportunities

5120 Student Enrollment Reporting

5200 School Admissions

5210 Entrance Age

5260 Open Enrollment Full Time

5310 Student Attendance

5320 School Attendance Areas

6100 Mission, Principals, Goals, Results

6421 Programs for Students with Disabilities

6423 Talent Development Program

6426 Student Program and Curriculum Modifications

6434.2 Youth Options Program

6456 Graduation Requirements

Special Education Program and Procedure Manual

COURSE OPTIONS ENROLLMENT

All district resident students in grades K-12 by law are eligible to participate in the Course Options Program. The student and parent/guardian must submit an application (PI-8900) to the Institute of Higher Education (IHE) or other DPI approved educational institution no later than six weeks prior to the start of the requested course. A student may take up to two courses at any one time under Course Options, though there is no limit to the total number of courses in this program. The courses may be taken at different educational institutions at any time. Educational institutions are defined under the Course Options Program as:

- A public school in a nonresident school district;
- The University of Wisconsin System;
- A technical college;
- Nonprofit institutions of higher education;
- A tribal college;
- A charter school; and
- A nonprofit organization that has been approved by DPI.

To accommodate the Course Options Program for district resident students, and those enrolled full-time through open enrollment, the district shall:

- Provide assistance and information to students and parents/guardians who seek information regarding the Wisconsin Course Options Program.
- Cover the related enrollment costs associated with the approved Course Options course for a calculated amount in a manner determined by DPI.
- Ensure that beginning no later than the 2017-18 school year, academic and career planning services are provided to pupils enrolled in grades 6-12.

A resident district must deny the application if the course conflicts with the student's individualized education plan. A resident district may deny the application if:

- The course does not satisfy a high school graduation requirement; or
- The course does not conform to or support a student's academic and career plan, if one exists.

The student's parent/guardian is responsible for satisfactory student attendance and compliance with the state compulsory school attendance law. It is also the responsibility of the student to ensure that their schedule can accommodate any participation in the Course Options Program. The student and parent/guardian are accountable for obtaining any related prerequisites or other requirements prior to participation.

The Board or designee shall determine whether a postsecondary course is eligible for high school credit and how many high school credits may be awarded. Course Options courses that result in high school credit will be factored into the high school GPA. Such decisions shall be made consistent with state law requirements and established by district procedures.

The parent/guardian or student is responsible for transportation between the school and the assigned educational institution. Transportation assistance is available from DPI for students who are eligible for free/reduced-price meals under the federal school lunch program.

Transportation costs may only be reimbursed if the student is taking a designated Course Options approved course. The transportation reimbursement form is available from DPI (oe.dpi.wi.gov) and must be submitted to DPI no later than July 15 for courses attended during the previous school year.

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys

Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys establishes the expectation that Kenosha Unified will actively and periodically seek out the input and feedback from its parents and guardians. During the August 12, 2014, Standing Committee meeting, this policy was discussed with a proposal from Kyle Flood to amend the duration of collecting survey results from every three years to every year. The committee recommendation was amended to every two years. The policy also was discussed and amended to promote the survey through the Communications Department and emerging media outlets.

Administrative Recommendation

Administration recommends that the School Board approve proposed revisions to Policy and Rule 1110 as a first reading this evening and as a second reading at the October 28, 2014, regular school board meetings.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Executive Director of Information & Accountability

POLICY 1110
PARENT/GUARDIAN/CAREGIVER SURVEYS

A District-wide survey shall be conducted ~~once~~ every ~~three~~ **two** years to obtain parent/guardian/caregiver opinions regarding school operation and student success. The survey shall be developed by the Office of Educational Accountability in accordance with established procedures and with input from the building level. **The Communications Department will promote the survey to a variety of media outlets.**

LEGAL REF.: Wisconsin Statutes
Section 120.13 [Board power to do all things reasonable to promote the cause of education]

CROSS REF.: 1120, Parent/Guardian/Caregiver Involvement
1211, Parent/Guardian/Caregiver Information Program
6100, Mission, ~~Beliefs and Objectives~~ **Principles, Goals, Results**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 14, 1995

REVISED: March 26, 1996
August 27, 1996
April 8, 1997
February 25, 2003
December 19, 2006

RULE 1110
PARENT/GUARDIAN/CAREGIVER SURVEYS

1. The parent/guardian/caregiver survey will consist of a written questionnaire/focus groups/electronic survey or standardized survey instrument such as a school climate survey. Accommodations for language and disability/handicap conditions are expected.
2. All surveys will have a series of identical questions to allow for a comparison of results. Questions relative to playground safety will be incorporated in the parent/guardian/caregiver survey. Building principals may develop additional questions reflective of individual building informational needs.
3. The parent/guardian/caregiver survey will be conducted during the time frame of early spring (March-April) every ~~three~~ **two** years using a statistical sampling of parents/guardians/caregivers conducive to each building.
4. The **Communications Department and the** building principals will be responsible for administering the survey with the Office of Educational Accountability providing summaries of the results. A process of standardization of survey summaries will be implemented. Principals will be responsible for summarizing the results of building specific questions and reporting the results to the Superintendent of Schools or designee.
5. Principals will disseminate to parents/guardians/caregivers the results of the survey and how they plan to use the results for school improvement.
6. An executive summary of the surveys shall be compiled by the Office of Educational Accountability and presented to the **Standing Committee and the** School Board not later than ~~the second regular meeting in~~ September of the year the survey was administered.

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Kenosha Unified School District
Kenosha, Wisconsin

September 23, 2014

School Board Policy/Rule 1131– Memorials/Dedications Within Schools

At the August 12, 2014, Personnel/Policy Standing Committee meeting, proposed revisions to Policy 1131 – Memorials/Dedications Within Schools were offered by school board member Kyle Flood.

The committee voted to forward Policy 1131 to the school board for a first and second reading as proposed by Mr. Flood.

Recommendation

Administration recommends that the School Board refer Policy 1131 - Memorials/Dedications Within Schools back to the Personnel/Policy Standing Committee to allow administration the opportunity to review the policy and present any additional recommended revisions to the committee for consideration prior to being forwarded to the Board for a first and second reading.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Sheronda Glass
Executive Director of Business Services

Mr. Patrick Finnemore
Director of Facilities Services

POLICY 1131

MEMORIALS/DEDICATIONS WITHIN SCHOOLS

As an integral part of acknowledging citizen participation in public school improvement, the School Board shall allow memorial plaques and/or dedication plates to be placed in particular rooms or areas within District buildings in recognition of citizens who made significant contributions to public education in the District. Former students, employees, or taxpayers may be considered for such recognition under certain circumstances such as death. The Board may hold appropriate dedication ceremonies.

LEGAL REF.: Wisconsin Statutes

Section 120.12(1) [Board duty; care, control and management of school property]

CROSS REF.: 7400, Naming or Renaming School Buildings or Facilities

7410, Naming an Area Within or on a District Site

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: June 10, 1991

REVISED: December 8, 1998

February 25, 2003

December 19, 2006

RULE 1131

MEMORIALS/DEDICATIONS WITHIN SCHOOLS

The following procedures shall be used in establishing memorials and conducting dedications within District schools:

1. A memorial plaque and/or dedication plate may be placed in a particular room or area within a District school in an individual's honor under the following conditions:
 - a. Memorials or dedications in recognition of a person's contribution to public education in the District may only be made after the death of the person who is being considered for recognition.
 - ~~b. Because the main purpose of the Board's policy and these procedures is citizen recognition, District employees shall not be eligible for recognition through a memorial or dedication, unless they have been employed fewer than six months in the District or their death is directly related to their employment with the District. Former School Board members are exempted from the six-month employment stipulation.~~
 - be. Students who have died during their time of attendance at a District school may be recognized through a memorial or dedication.
 - cd. An individual can be considered for a memorial or dedication upon the first anniversary of his/her death. In the case of a memorialization of a student or District employee, such dedication may take place sooner than one year under appropriate circumstances.
 - de. No District monies shall be expended for memorial plaques and/or dedication plates, except as required for installation purposes.
 - ef. Written permission from family members shall be obtained prior to making final arrangements for a memorial or dedication.
2. Before consideration is given for placement of a memorial plaque and/or dedication plate in a particular room or area within a District school, a resolution signed by at least four Board members is required. Any citizen in the District may draft a resolution. The resolution shall be presented to the Board for formal action.
3. The Superintendent of School's Office shall be responsible for coordinating the placement of approved memorial plaques and/or dedication plates within District buildings. A committee appointed by the Superintendent shall plan the dedication program and ceremonies.
4. Memorial plaques or dedication plates placed in particular rooms or areas within a District school shall not be removed within 20 years of placement, except in the case of building demolition or decommission.

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

TALENT DEVELOPMENT PROGRAM UPDATE

Background

As requested at the Curriculum Standing Committee in March 2014, this report will provide an update on the Talent Development Program in KUSD as well as new recommendations from the Department of Public Instruction (DPI). While there are no changes in state policy or statutes, a new philosophy of gifted and talented education (GaTE) is becoming best practice across the state and the nation. This philosophy will be outlined and addressed in this report.

History of, and Basis for, the current Kenosha Unified School District Talent Development (Gifted and Talented Education) Program

In May 2006, the Talent Development Long-Range Report was presented and approved by the school board to review the gifted and talented education (GaTE) program in Kenosha Unified School District. Full implementation of most parts of this report was to be completed within the last 8 years. A copy of the plan is included in Appendix A as a reference. This plan was also part of an agreement to settle a complaint from the Office of Civil Rights (OCR).

Some changes have occurred in the past years, which prohibited the plan to be fully implemented. Some of the changes were necessary, but unintended, due to the financial constraints of the district while others were issues of staffing. In addition, recommendations have recently been made at the state level through the Department of Public Instruction (DPI), which may shift the focus of the intent of the plan.

Students and their parents continue to question the validity of the Talent Development program due to the partial implementation of this plan. Some of the components of the plan were never initiated while others were started but discontinued. This report is presented as information regarding the changes at the state level and to review the Talent Development Long-Range Plan. With the consent of the school board, it will also allow for the investigation, analysis and alignment of the Talent Development program to state statutes and policy as well as school board policy and expectations. A preliminary timeline to study the direction and focus of the gifted and talented education program in KUSD will be provided at the conclusion of the report.

WISCONSIN STATE STATUTES

As listed on the DPI website, the Wisconsin State Statutes defining gifted and talented education state:

Wisconsin Statute 121.02(1)(t): Each school board shall provide access to an appropriate program for pupils identified as gifted and talented.

Wisconsin Statute: s. 118.35, Wis. Stats. Programs for gifted and talented pupils.

1. In this section, "gifted and talented pupils" means pupils enrolled in public schools who give evidence of high performance capability in intellectual, creative, artistic, leadership, or specific academic areas and who need services or activities not ordinarily provided in a regular school program in order to fully develop such capabilities.
2. The state superintendent shall by rule establish guidelines for the identification of gifted and talented pupils.
3. Each school board shall:
 - a) Ensure that all gifted and talented pupils enrolled in the school district have access to a program for gifted and talented pupils.
4. From appropriations under s. 20.255(2)(FY), the department shall award grants to nonprofit organizations, cooperative educational service agencies (CESAs), institutions within the University of Wisconsin System, and the school district operating under ch. 119 for the purpose of providing to gifted and talented pupils those services and activities not ordinarily provided in a regular school program that allow such pupils to fully develop their capabilities.

Administrative Rule 8.01(2)(t)2. Each school district shall establish a plan and designate a person to coordinate the gifted and talented program. Gifted and talented pupils shall be identified as required in s. **118.35(1)**, Stats. This identification shall occur in kindergarten through grade 12 in general intellectual, specific academic, leadership, creativity, and visual and performing arts. A pupil may be identified as gifted or talented in one or more of the categories under s. **118.35(1)**, Stats. The identification process shall result in a pupil profile based on multiple measures, including but not limited to standardized test data, nominations, rating scales or inventories, products, portfolios, and demonstrated performance. Identification tools shall be appropriate for the specific purpose for which they are being employed. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities as described under subch. V of ch. 115, Stats. The school district board shall provide access, without charge for tuition, to appropriate programming for pupils identified as gifted or talented as required under ss. **118.35(3)** and **121.02(1)(t)**, Stats. The school district board shall provide an opportunity for parental participation in the identification and resultant programming.

The website continues by defining the following key terms:

Definitions of Terms

Access. An opportunity to study through school district course offerings, independent study, cooperative educational service agencies, or cooperative arrangements between school district boards under s. 66.30, Stats., and postsecondary education institutions (from PI 8.001, Wis. Admin. Code).

Appropriate program. A systematic and continuous set of instructional activities or learning experiences which expand the development of the pupils identified as gifted and talented (from PI 8.01(2)(t), Wis. Admin. Code).

Gifted and talented. Pupils enrolled in public schools who give evidence of high performance capability in intellectual, creative, artistic, leadership, or specific academic areas and who need services or activities not

ordinarily provided in a regular school program in order to fully develop such capabilities (from s. 118.35(1), Wis. Stats.).

As the statute and policy state, districts may develop their own program to serve gifted and talented students, provided that it meets the definition above. Many districts across the state and nation are now utilizing a new format that is more fluid and responsive to student needs. This format often coincides with the Response to Intervention (RtI) model for identifying and serving student needs.

The Response to Intervention (RtI) system is often thought of as a Special Education initiative, while in fact, it is designed to serve all students, including those identified as gifted and talented. In the RtI model, student needs are identified and interventions are designed to meet those needs. If a student's needs are not being met by regular classroom instruction and activities, the student should have interventions or enrichment activities planned to meet those needs. At times, a student may be struggling to meet grade level expectations and interventions are planned to improve the learning situation. In the same respect, a student who has already mastered the grade level expectations should have interventions planned to meet his/her needs. This may require some small group work to enrich the curriculum for a few students or may become an intervention designed specifically for the individual student. In a few cases, acceleration, either horizontal or vertical, may be the needed intervention.

Unfortunately, for many years, especially since the inception of No Child Left Behind, the focus has been on our struggling students and not on those with the highest potential. While everyone agrees that every student should receive an appropriate education and achieve to the highest potential, we, as a nation, have inadvertently ignored many of our brightest, most highly capable students. Many recent studies have indicated the lack of growth of our nation highest achieving students. Some of this research will be cited later in this report.

REVIEW OF DISTRICT POLICY AND THE TALENT DEVELOPMENT LONG-RANGE PLAN

Kenosha Unified School District has a policy and an administrative regulation related to the Talent Development program. Policy 6423 and Administrative Regulation 6423ar address the Talent Development program. Both were last revised in 2002, prior to the adoption of the Talent Development Long-Range Plan, and are outdated and in serious need of revision. The policy and administrative regulation are attached in Appendix B.

The Talent Development Long-Range Plan had started to be implemented until such time as the district encountered financial difficulties in 2011. The Magnet Enrichment Program, which had existed at two sites, Harvey Elementary and Roosevelt Elementary, were consolidated into one location. The four teacher positions from the Harvey Elementary were intended to become four Talent Development Itinerant Teacher positions. These teachers would serve the student populations at all elementary and middle schools in the capacity of gifted and talented instructional coaches. Two of these positions were put into place in 2010, only to be eliminated when the district encountered financial difficulties. The positions were reinstated in 2011 but then eliminated again and not restored. If the plan had been fully implemented at this time, there

would be four itinerant teachers to serve gifted and talented students and assist teachers in meeting students' needs.

A QUESTION OF ALIGNMENT

A thorough analysis and review of district policy and the Talent Development Long-Range Plan is needed to see if each are aligned with state statute and policy. As provided by DPI, a Gifted Education Gap Analysis Chart needs to be completed and reviewed by a team of parents, teachers, administrators and community members. Additional research and input from all stake-holding parties should be collected as well. If alignment would be required, the Coordinator of Talent Development would make recommendations on behalf of the team, which would reflect state statutes and policy and current best practices in the field of gifted and talented education.

REVIEW OF RECENT STUDIES

In the 2010, a study called *High Achieving Students in the Era of NCLB*, conducted by the Thomas B. Fordham Institute, described the performance of the nation's top students as "languid". The report states that "While the nation's lowest-achieving youngsters made rapid gains from 2000 to 2007, those at the 90th percentile (the top 10 percent) have made minimal gains." Many other studies also note that while these students often are our highest achievers, the rate of growth diminishes as the student progresses through our educational systems. While it may be hard to believe, many of the most capable students in our schools will drop out before graduating high school due to lack of challenge. In recent studies according to NAGC, between 18 and 25 percent of gifted and talented students drop out of school. An anonymous quote states: "Some students drop out of school as early as third grade. They just wait until high school to walk out the door."

In a study published in 2010 on the effects of acceleration, "*A Nation Deceived: How Schools Hold Back America's Brightest Students*", the Executive Summary presents the following reasons for why schools hold back America's brightest kids:

- Limited familiarity with the research on acceleration
- Philosophy that children must be kept with their age group
- Belief that acceleration hurries children out of childhood
- Fear that acceleration hurts children socially
- Political concerns about equity
- Worry that other students will be offended if one child is accelerated.

This report shows that these reasons are simply not supported by research.

In another recent article "*Who Rises to the Top? Early Indicators*", published in Psychological Science, the following conclusion was reached: "Young adolescents with profound talent in mathematical and verbal reasoning hold extraordinary potential for enriching society by contributing creative products and competing in global economies. Many hold important leadership roles and are entrusted with obligations and responsibilities essential for

individual and organizational well-being. Above-level assessment techniques are an efficient means of identifying large numbers of profoundly talented young adolescents. The evidence examined here suggests that they constitute the far edge of a population whose continued success will be further emphasized—globally—for the foreseeable future.”

In a publication from the National Association of Gifted Children (NAGC), the Gifted Programming Standards have been outlined. A copy of these standards is included in Appendix C.

REVIEW OF CHANGES FROM DPI

Just as the Curriculum and Math Audits indicated gaps in the respective programs in KUSD, gaps also exist in KUSD’s Talent Development Program.

On April 17, 2014, Chrystyna Mursky, DPI Consultant for Gifted and Talented Education, Advanced Placement and International Baccalaureate programs, visited and shared insights with the coordinators in the Teaching and Learning Department. Her recommendations are reflected as critical components of this report.

As part of this report, a (powerpoint) presentation will be provided, highlighting state statutes and DPI policies, recommendations and best practices in the field of gifted and talented education. It will also provide resources from the research on gifted students, their potential, and achievement (or lack thereof) as described in recent educational studies.

WORK WITH TEACHERS, ADMINISTRATORS AND PARENTS TO PROMOTE THE VALUE OF THE MAGNET ENRICHMENT PROGRAM

Identified students may participate in the Magnet Enrichment Program at Roosevelt Elementary School if parents choose this option. Transportation is not provided to the program. Approximately 50 percent of the parents of identified students choose not to participate. There are a variety of reasons for their choices, including siblings at the resident school, consolation and feeling of comfort with the resident school and lack of transportation to Roosevelt.

Work continues with the elementary building principals and their staffs to provide for the needs of gifted and talented students whose parents choose not to have them participate in the Magnet Enrichment Program at Roosevelt Elementary. Work also continues with middle and high school principals and their staffs to provide for the needs of all of the highly capable students whether they have been identified as gifted and talented or not. A large portion of the work at the high school level centers on the Advanced Placement (AP) program and the Youth Options Program (YOP). While these programs support gifted and talented students in meeting their needs, they do not suffice as a gifted and talented program.

CONTINUE AND IMPROVE THE MONITORING OF IDENTIFIED STUDENTS

The Kenosha Unified School District continues to monitor the students who have been identified as they progress through their educational careers in KUSD. With the beginning of MAP testing last year, we can determine whether the identified gifted and talented students in KUSD are making adequate growth, not just achieving at high levels.

Next Steps

The Coordinator of Talent Development will explore the revision (if necessary) and continued implementation of the Talent Development Long-Range Plan. Prior to this revision, a committee of interested stakeholders will complete the Gifted Education Gap Analysis Chart to determine the area(s) of the plan that may need revision. A list of resources, including online links, is provided in Appendix D. These resources are available through national and state organizations as well as the Department of Public Instruction (DPI).

The Coordinator of Talent Development will also conduct “listening sessions” over the next 6 months to receive input from all stakeholders on how to meet the needs of gifted and talented students in KUSD. These listening sessions will be conducted with students, parents, community members, teachers, and administrators as well as organizations that represent students of commonly under-represented populations (such as NAACP, LULAC, etc.). A tentative timeline of study will be developed to begin work this summer and next fall.

The Coordinator of Talent Development will work in collaboration with building leaders (one administrator from each elementary, middle and high school level) and teacher teams to develop plans for increasing the awareness of the needs of gifted students and how to plan to serve those needs. This will include principals, AP (building) coordinators, and content area coordinators planning for opportunities for teachers to work collectively to develop common enrichment and acceleration interventions and opportunities for students whose needs are currently not being met by the regular classroom curriculum and activities.

The Coordinator of Talent Development along with the content area coordinators will assist teachers with the most effective strategies to engage gifted and talented students.

This informational update was presented at the August 12, 2014 Curriculum/Program Standing Committee meeting, and Ms. Rebecca Stevens requested that it be presented to the full board.

Link to Appendices

www.kusd.edu/docs/TalDevProgUpdateCompApp.pdf

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Julie Housaman, Interim Assistant
Superintendent of Teaching and Learning

Mr. David Tuttle
Coordinator of Talent Development

Kenosha Unified School District
Kenosha, Wisconsin

September 23, 2014

Report of Contracts in Aggregate of \$25,000

School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to August 26, 2014, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

[Link to Contract Management Database](#)

Approval of Contracts in Aggregate of \$25,000

The following contracts/agreements have not been added to the Contract Management Database and are being presented for Board Approval.

Pacific Education Group – Cultural Competency Training

1. What is the purpose of the proposed purchase?

To assist with addressing KUSD’s Goal #1: Increase academic achievement for all students in the Kenosha Unified School District (KUSD) by prioritizing and implementing the recommendations from the Curriculum Audit and addressing the achievement gap. This summit will provide staff an opportunity to build internal capacity for training and development of all staff in our efforts to address the achievement gap. It will also provide a unique platform for collaborative exploration of the knowledge and skills needed to eliminate racial educational disparities. It will also help educators in our district to work toward meeting the recommendations outlined in the Curriculum Audit as it relates to the racial achievement gap (AR: #6 and 7).

2. What is the total cost of purchase and the funding source?

The total cost is \$54,720.00. The funding source is Title I and Title IIA

3. What is the educational outcome of this purchase?

As stated in the Curriculum Audit, in order for Kenosha Unified School District to increase academic achievement for all students and address the achievement gap, we must provide opportunities for teachers and administrators to develop their abilities to examine their own cultural values, develop an understanding of the values of their students, and apply what they learn about cultural differences to the improvement of classroom practices.

Research has shown that schools consistently working on improving their building cultures, classroom environments, and implementing interventions are increasing achievement and engagement for all students. Professional learning surrounding cultural competency provides all staff with the knowledge, skills, and ability to reach and teach all students in multiple environments.

4. When is the anticipated start date?

The anticipated start date is October 25, 2014

Boys & Girls Club – Program Management for CLC programs at Grant and Jefferson, and Afterschool Sports Programs at Frank, Grant, Jefferson, Vernon, and Wilson

1. What is the purpose of the proposed purchase?

To provide programming at Kenosha Unified Community Learning Center programs.

2. What is the total cost of purchase and the funding source?

The 21st Century Community Learning Center Grant - \$134,282.90

Fund 85 CLC Reserves - \$7700

3. What is the educational outcome of this purchase?

The CLC programs identify students that will benefit from additional support in math and/or reading for participation in this extended day program. The programs provide academic enrichment opportunities, youth development activities, chess, nutrition, mentoring and sports programs. CLC data has shown that students who regularly attend CLC programs have increased school attendance and engagement in the classroom.

5. When is the anticipated start date?

CLC programs open in September

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Sheronda Glass
Executive Director of Business Services

Robert Neu
Interim Director of Title I/CLC Programs

Mr. Tarik Hamdan
Interim Chief Financial Officer

Mr. Robert Hofer
Purchasing Agent

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Pacific Education Group

Purchased Good/Program: Cultural Competency Training

Start Date/Date Needed: October 25, 2014

1. **PURPOSE** – What is the purpose of the proposed purchase?

To assist with addressing Kenosha Unified School District's (KUSD) Goal #1: Increase academic achievement for all students in the Kenosha Unified School District by prioritizing and implementing the recommendations from the Curriculum Audit and addressing the achievement gap. This summit will provide staff an opportunity to build internal capacity for training and development of all staff in our efforts to address the achievement gap. It will also provide a unique platform for collaborative exploration of the knowledge and skills needed to eliminate racial educational disparities. It will also help educators in our district to work toward meeting the recommendations outlined in the Curriculum Audit as it relates to the racial achievement gap (AR:#6 and 7).

2. **FUNDING** – What is the total cost of purchase and the funding source?

\$54,720 – Title I and Title IIA

3. **REQUEST FOR PROPOSAL (RFP)** – indicate if an RFP has been completed

YES ☐

NO ☐

If no, please request an RFP packet

4. **EDUCATIONAL OUTCOME** – What is the educational outcome of this purchase?

As stated in the Curriculum Audit, in order for KUSD to increase academic achievement for all students and address the achievement gap, we must provide opportunities for teachers and administrators to develop their abilities to examine their own cultural values, develop an understanding of the values of their students, and apply what they learn about cultural differences to the improvement of classroom practices.

Research has shown that schools consistently working on improving their building cultures, classroom environments, and implementing interventions are increasing achievement and engagement for all students. Professional learning surrounding cultural competency provides all staff with the knowledge, skills and ability to reach and teach all students in multiple environments.

5. START DATE – When is the anticipated start date?

October 25, 2014

Your response does not establish approval of either a contract or a purchase order.

Appropriate Leadership Signature Shironda Glass Date 9/5/14

Cost of Summit for Courageous Conversation 2014

1. Conference Information

Summit for Courageous Conversation 2014

Pre-Summit: Saturday, October 25, 2014 and Sunday, October 26, 2014

Summit: Monday, October 27, 2014 through Wednesday October 29, 2014

New Orleans, Louisiana

2. Purpose for attending the Summit for Courageous Conversations

Kenosha Unified School District's Board of Education Goal # 1 is to increase academic achievement of all students in KUSD by prioritizing and implementing the recommendations from the Curriculum Audit and addressing the achievement gap. The Curriculum Audit specifically states in Recommendation A.7.10 – Incorporate into a multi-year professional development plan training and support for teachers and administrators to develop their abilities to examine their own cultural values, develop an understanding of the values of their students, and apply what they learn about cultural differences to the improvement of classroom practices. In order for KUSD to address the achievement gap, we must ensure our professional learning focuses on creating culturally sensitive and proficient classrooms and increasing our schools' capacity to meet the needs of all students. This summit brings together dedicated leaders from across the nation to engage in a deepened conversation about systemic racism and its impact on the outcomes, opportunities and academic achievement of all students. The Summit for Courageous Conversations also provides a unique platform for collaborative exploration of the knowledge and skills needed to eliminate racial educational disparities and address gaps in student outcomes and achievement.

3. How many people will be attending? 21

Title I Funded	Title II A Funded
EBSOLA-CA: 4 Lincoln Middle School: 6	Sheronda Glass-Executive Director of Business Services Beth Ormseth-Asst. Superintendent of Secondary Schools Floyd Williams-Asst. Superintendent of Elementary Schools Jennifer Navarro – Coordinator of Organizational Training & Development (OTD) Paris Echoles-Coordinator of Diversity and Student/Family Engagement EBSOLA-CA Representative EBSOLA-DL Representative

<p>*Travel arrangements made by Specific Buildings</p>	<p>Lincoln Middle School Representative Washington Middle School Representative Tremper High School Representative</p> <p>*Travel arrangements made by Office of OTD</p>
--	--

4. Where will they stay?

- Sheraton New Orleans Hotel
500 Canal Street
New Orleans, LA 70130
Tel: (504) 525-2500
Fax: (504) 595-5552
<http://www.sheratonneworleans.com/>

5. Registration Cost

- Pre-Summit and Summit: \$995.00 per person
 - i. Title I: 10 People x \$995.00= \$9,950.00
 - ii. Title II A: 10 People x \$995.00= \$9,950.00
- Summit Only \$645.00 per person
 - i. \$0

Total: \$19,900.00

6. Estimated Travel Cost

- Airfare and Ground Transportation: \$500.00 per person
 - Title I: 10 People x \$500.00= \$5,000.00
 - Title II A: 10 People x \$500.00= \$5,000.00

Total: \$10,000.00

7. Estimated Hotel Cost

- Sheraton New Orleans Hotel: \$199.00 per night
 - i. Title I: 10 People(\$199.00/night x 5 nights)= \$9,950.00
 - ii. Title II A: 10 People(\$199.00/night x 5 nights)= \$9,950.00

Total: \$19,900.00

8. Estimated Meals

- \$41.00/day per person
 - i. Title I: 10 People(\$41.00/day x 6 days)= \$2,460.00
 - ii. Title II A: 10 People(\$41.00/day x 6 days)= \$2,460.00

Total: \$4,920.00

Estimated Total Cost:

Building Title I: \$27,360.00

Title II A: \$27,360.00

Grand Total: \$54,720.00

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Boys & Girls Club

Purchased Good/Program: Program Management for CLC programs at Grant and Jefferson, and Afterschool Sports Programs at Frank, Grant, Jefferson, Vernon, Wilson

Start Date/Date Needed: September 2014 – May 2015

1. **PURPOSE** – What is the purpose of the proposed purchase?

To provide programming at Kenosha Unified Community Learning Center programs.

2. **FUNDING** – What is the total cost of purchase and the funding source?

The 21st Century Community Learning Center Grant - \$134,282.90

Fund 85 CLC Reserves - \$7700

3. **REQUEST FOR PROPOSAL (RFP)** – indicate if an RFP has been completed

YES ☐

NO ☒

If no, please request an RFP packet

4. **EDUCATIONAL OUTCOME** – What is the educational outcome of this purchase?

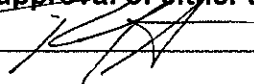
The CLC programs identify students that will benefit from additional support in math and/or reading for participation in this extended day program. The programs provide academic enrichment opportunities, youth development activities, chess, nutrition, mentoring and sports programs. CLC data has shown that students who regularly attend CLC programs have increased school attendance, and engagement in the classroom.

5. **START DATE** – When is the anticipated start date?

CLC programs open in September.

Your response does not establish approval of either a contract or a purchase order.

Appropriate Leadership Signature



Date 9/11/14

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Kenosha Unified School District
Kenosha, Wisconsin

September 23, 2014

**Classification, Compensation and Personnel Policy Updates for
Non-represented, Non-supervisory, “Miscellaneous” Employees**

In order to provide clarity and equity to our employees, updates to the Classification, Compensation and Personnel Policy for Non-represented, Non-supervisory, “Miscellaneous” Employees are suggested. Included in this report are the suggested updates noted in bold.

Background:

- Per the minutes from the November 19, 2013, special board meeting the following was recommended and approved unanimously by the Board of Education:
“Regarding the Classification, Compensation and Personnel Policy for Non-Represented, Non-Supervisory, “Miscellaneous” Employees, it is recommended that the Board adopts language as outlined in the 2009-11 policy, other than employee benefits as acted upon by the Board of Education on May 21, 2013, and any other changes as dictated by law.”
- On January 3, 2014, the Office of Human Resources sent out an incorrect version of the miscellaneous policy.
- Upon receipt in January 2014, miscellaneous employees voiced their concerns about the potential loss of non-health benefits and the late notice at which they received the notice.
- Due to inconsistencies that were voiced by the miscellaneous employees earlier in the year, administration began working to align the miscellaneous policy with the changes approved on August 26 for the essential non-policy items in the forthcoming employee handbook.
- On September 23, 2014, a final updated version of the policy will be presented to the board of education.

Recommendation:

It is the recommendation of the administration that the board of education approve the Classification, Compensation and Personnel Policy for Non-represented, Non-supervisory, “Miscellaneous” Employees for the period of July 1, 2013, through June 30, 2015.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Sheronda Glass
Executive Director, Business Services

Judy Rogers
Human Resources Coordinator

Rade Dimitrijevic
Human Resources Coordinator

Annie Petering
Human Resources Specialist

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

For BOE to consider at 9/23/2014 board meeting

**KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
KENOSHA, WISCONSIN**

**CLASSIFICATION, COMPENSATION AND PERSONNEL POLICY
FOR
NON-REPRESENTED, NON-SUPERVISORY, "MISCELLANEOUS" EMPLOYEES
July 1, 2013 through June 30, 2015**

I. Application and Effective Date of Operation

The policy herein set forth and detailed shall be effective July 1, 2013 through June 30, 2015 and shall govern the classification, compensation and working conditions of all non-represented, non-supervisory, "miscellaneous" employees (hereinafter identified as miscellaneous employees). This policy shall specifically exclude all administrative, supervisory and technical employees, **those formerly** covered by a collective bargaining agreement and any position classified as "part-time" or "temporary" **non-benefit eligible**.

II. Adoption of This Policy

In the adoption of this policy, the School Board expresses the plan that it shall follow in compensating and classifying its miscellaneous employees. It is understood that the School Board reserves the right from time to time to make adjustments in this policy to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The policy contained herein shall, at a minimum of two years, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being recommended to the Board of Education.

III. Basis for Determination of Salary Policy and Other Working Conditions

Recognition is made of the fact that only qualified individuals who meet the qualifications identified in the position's job description will be appointed to positions herein specified based on the approved job description for the position.

IV. Wage and Salary Administration

A. Annual Salary Adjustment

1. Salary percentage increases for miscellaneous employees shall be considered and determined by the Board based upon a written recommendation of the Superintendent of Schools.
2. The Superintendent of Schools shall make written recommendations to the Board of Education concurrent with the budget development process.

3. For the purposes of salary administration, miscellaneous employees will be classified into two categories, **Exempt and Non-exempt/Hourly 10-month Employees (see Appendix A) or Exempt and Non-exempt/Hourly 12-month Employees (see Appendix B).**

B. Payment Method - All miscellaneous employees will be paid biweekly.

C. Unsatisfactory Performance

1. The base pay plus raises and increments is provided for individuals who satisfactorily perform their duties according to the job description, evaluation, and assignments made by their supervisors.
2. Individuals who do not provide satisfactory service are not eligible for any salary increases and may be subject to discipline and/or termination.
3. The salary schedules for miscellaneous employees are set forth in Appendix C.

D. Salary Status as a Result of Transfer Appointment or Position Reclassification

Persons in the District transferred from miscellaneous position to another position, will be placed at a salary level based upon qualifications and experience at the discretion of the Superintendent of Schools. Such transfer could result in an increase or decrease in salary.

V. Fringe Benefits

A. Vacation

Non-exempt/Hourly 12-month Employees

(Employees currently receiving a greater benefit will retain that benefit)

After Six Months	Prorated
After First Year	2 weeks
After Second Year	3 weeks
After Third Year	4 weeks

1. New employees will not be allowed to take vacation during the first six months of employment.
2. Vacation is earned on a July 1 fiscal year basis, and taken on a January 1 calendar year basis. Vacation will be accrued at a 1/12 per month basis. For the purpose of computing vacation credits, any calendar month within the "Normal Work Year" in which the employee received compensation for two or more weeks, full vacation credit will be given. Employees receiving compensation for less than two weeks will receive no vacation credit for the month.

3. Vacations for all personnel shall be completed prior to December 31 and shall be arranged subject to prior approval of the employee's supervisor.
4. Employees will be allowed to "carry-over" up to 5 vacation days with the approval of their immediate supervisor. Vacation carry-over days must be used by **June 30** of the following calendar year.

B. Group Health Insurance – Full-Time & Part-Time 12-Month Employee

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

C. Group Dental Insurance – Full-Time 12-Month Employees

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

D. Retirement Plan

For eligible staff, the district will pay an amount as determined by the Employee Trust Fund board and the employee will be responsible for the remainder.

E. Tax Sheltered Annuity

The District shall provide the opportunity to participate in a tax sheltered annuity program by way of a voluntary payroll deduction. The employee may choose from a variety of TSA programs.

F. Group Life Insurance

The District will provide life insurance at one times the employee's annual salary to all full time and part time greater than 20 hours per week. Additional units may be purchased at employee's expense.

G. Sick Leave – Full-Time 10 & 12-Month Employees

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

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

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

Employees who work 10 months will receive 10 paid days per year and those who work 12 months will receive 12 paid days per year up to a maximum of 90 days. Any benefit-eligible employee regularly scheduled to work less than full-time will be eligible for sick leave on a pro-rated basis. Temporary (part-time/non-benefit eligible) employees will not accrue sick leave.

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

Sick time will not be paid out upon separation from the district.

H. Long-term Disability

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

I. Workers Compensation

Employees covered by this agreement shall be eligible for Workers' Compensation coverage consistent with Wisconsin State Statutes.

J. Personal Leave

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

K. Jury Duty

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

The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation. Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time may be used for these instances.

L. Funeral Leave

Funeral leave may be utilized up to six (1-6) paid days for immediate family members (including spouse, mother, father, sister, brother, child, son-in-law, daughter-in-law, father-in-law, mother-in-law, domestic partner or any other person whom the employee stands in a mutually acknowledged relation of parent or child) and up to three (1-3) paid days for grandparents, grandchildren, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, stepmother or stepfather.

M. Paid Holidays

Non-exempt/Hourly 12-month Employees

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Exempt and Non-exempt/Hourly 10-month Employees

Labor Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Additional Holiday Information

The district will establish the preceding Friday or the following Monday as the holiday if the holiday falls on a Saturday or Sunday.

All 12-month employees, both exempt and non-exempt (hourly workers), will Receive Winter Recess as paid time off. These dates are designated by the district calendar.

Supervisors have the option of adjusting schedules of those employees who may Have to work due to the needs of the district.

Ten-month employees are off the day after Thanksgiving, during Spring Break and Winter Recess, however, these are unpaid days except the holidays referenced above.

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

N. Snow Days

The first two snow days of the school year will be forgiven. The Superintendent shall determine whether schools shall be closed for inclement weather.

VI. Duration

- 1. If any portion of this policy is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this policy, the entire policy shall become null and void and shall be reassessed at that time by the School Board.**
- 2. This policy shall be effective starting July 1, 2011 through June 30, 2015 and shall remain in force until such time as it is amended, modified or terminated by the Board of Education.**

VII. Evaluation

All individuals covered herein shall be annually evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

VIII. Transfer

The Superintendent shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Superintendent, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive compensation appropriate for such position.

189-Day Calendar
(10-Month Miscellaneous, Interpreter, ESP)
2014-2015

August 29 (Friday)	189-Day Employees Report
September 1 (Monday)	Labor Day
September 2 (Tuesday)	Students Report
October 31 (Friday)	First Quarter Ends/No Students/189-Day Employees Off
November 26 (Wednesday)	½ Day for Students/Full Workday for 189-Day Employees
November 27-28 (Thursday-Friday)	Thanksgiving Recess
December 20 (Saturday)	Winter Recess Begins/No Students/No Staff Report
January 5 (Monday)	Students and Staff Report
January 19 (Monday)	Dr. Martin Luther King, Jr. Day/No Students/No Staff Report
January 23 (Friday)	Second Quarter Ends/No Students/189-Day Employees Off
March 27 (Friday)	Third Quarter Ends/No Students/189-Day Employees Off
April 3 (Friday)	Spring Recess Begins/No Students/189-Day Employees Off
April 13 (Monday)	Students Report/189-Day Employees Report
May 22 (Friday)	½ Day for Students/Full Workday for 189-Day Employees
May 25 (Monday)	Memorial Day
June 11(Thursday)	Last Day for Students/Last Day for 189-Day Employees

The school schedules take into consideration that two (2) inclement weather/other emergencies days have already been built into the schedule. In the event school is closed beyond the two days due to inclement weather or other emergencies, the remaining calendar period will be reviewed. If the closures result in a shortage of the required instructional time, the calendar will be adjusted and communicated as necessary.

Prior to the end of each school year, calculations will be done to determine if every school in the District meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A thirty-minute student lunch period will be scheduled into each full day daily schedule.

Open House schedules will be established and Communicated by each building prior to the beginning of the school year.

215-Day Calendar
(10-Month Miscellaneous, 10-Month Secretary)
2014-2015

August 11 (Monday)	215-Day Employees Report
September 1 (Monday).....	Labor Day
September 2 (Tuesday).....	Students Report
October 31 (Friday)	First Quarter Ends/No Students/Full Workday for 215-Day Employees
November 26 (Wednesday)	½ Day for Students/Full Workday for 215-Day Employees
November 27-28 (Thursday-Friday)	Thanksgiving Recess
December 20 (Saturday)	Winter Recess Begins/No Students/No Staff Report
January 5 (Monday)	Students and Staff Report
January 19 (Monday)	Dr. Martin Luther King, Jr. Day/No Students/No Staff Report
January 23 (Friday) .	Second Quarter Ends/No Students/Full Workday for 215-Day Employees
March 27 (Friday)	Third Quarter Ends/No Students/Full Workday for 215-Day Employees
April 3 (Friday)	Spring Recess Begins/No Students/215-Day Employees Off
April 13 (Monday)	Students Report/215-Day Employees Report
May 22 (Friday)	½ Day for Students/Full Workday for 215-Day Employees
May 25 (Monday)	Memorial Day
June 11(Thursday)	Last Day for Students
June 12 (Friday)	Staff Workday
June 24 (Wednesday)	Last Day for 215-Day Employees

The school schedules take into consideration that two (2) inclement weather/other emergencies days have already been built into the schedule. In the event school is closed beyond the two days due to inclement weather or other emergencies, the remaining calendar period will be reviewed. If the closures result in a shortage of the required instructional time, the calendar will be adjusted and communicated as necessary.

Prior to the end of each school year, calculations will be done to determine if every school in the District meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A thirty-minute student lunch period will be scheduled into each full day daily schedule.

Open House schedules will be established and Communicated by each building prior to the beginning of the school year.

Kenosha Unified School District
Miscellaneous Salary Schedule
July 1, 2014

Appendix C

LEVEL	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
1	BILINGUAL COMM LIAISON	21.77									
2	INSTRUCTIONAL TECHNICIAN	24.70									
3	FAMILY/COMMUNITY COORD (FT260)	20.69									
4	FACILITIES SPECIALIST (RUETHER)	13.20									
	FACILITIES MANAGER	22.14									
	MANAGER II (DOL)	26.14									
5	FAMILY SERVICE PROVIDER (FSP)	14.73	14.73	14.73	15.17	15.17	15.49	15.49	15.49	15.49	16.26
6	FSP-ASSOCIATES DEGREE	14.89	14.89	14.89	15.34	15.34	15.63	15.63	15.63	15.63	16.44
7	FSP-BACHELOR DEGREE	15.03	15.03	15.03	15.49	15.49	15.78	15.78	15.78	15.78	16.60
9	HOME/SCHOOL PARENT LIAISON	14.47									
10	PARENT COORDINATOR/LIAISON	14.47									
12	PGM DIRECTOR SR CITIZENS CNTR	26.67									
13	STUDENT EMP PROG CLERK (PT)	16.26									
14	SPCL ED TECH SUPPORT ANALYST	23.67									
15	STUDENT SUPPORT SPECIALIST	16.26	23.07	25.21							
16	STUDENT SUPPORT SPECIALIST	16.26									
18	SUPPORT TECHNICIAN	14.09									
19	COMPUTER SPECIALIST (LAKEVIEW)	23.26									
20	TECHNOLOGY ED/LAB SPECIALIST	15.19									
21	PRE-SCHOOL ASSOCIATES (PSA)	17.25	17.25	17.25	17.77	17.77	18.14	18.14	18.14	18.14	19.06
22	PSA-ASSOCIATES DEGREE 1ST YEAR	17.44	17.44	17.44	17.95	17.95	18.31	18.31	18.31	18.31	19.24
23	PSA-BACHELOR DEGREE 1ST YEAR	17.77	17.77	17.77	18.30	18.30	18.68	18.68	18.68	18.68	19.63
24	MAINTENANCE SPECIALIST	19.16									
25	COMPUTER TECH SUPPORT TRAINER	26.20									
27	COMPUTER SUPPORT TECH 2	20.22									
28	LAKEVIEW TECH COMP SPEC	22.49									
32	AIMS SPECILAIST 2	14.48									
33	AIMS SPECIALIST 3	14.73									
34	SERVICE LEARNING FACILIATOR	21.77									
35	MEDICAID/ACCTG SPECIALIST	21.00									
36	ACCOUNTS PAYABLE SPECIALIST	48,619.16									
37	ACCOUNTS RECEIVABLE	48,619.16									
38	TEACHING & LEARNING SUPP CLERK	14.18									
41	TECHNOLOGY SUPPORT TECH II	26.74									
42	EXECUTIVE SUPPORT SPECIALIST	20.00									
45	MEDIA PRODUCTION MANAGER	56,756.26									
46	BILINGUAL ST SUP & FAM SPEC	16.25									
47	SPED IDEA RECORDS CLERK	20.04									
50	PAYROLL SPECIALIST	50,444.58									
M00	STUDENT ENGAGEMENT SPECIALIST	46,114.00									

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Kenosha Unified School District
Kenosha, Wisconsin

September 23, 2014

Handbook Policy Updates and Changes

In order to ensure accurate policies are included in the forthcoming employee handbook, administration and Buelow Vetter attorneys have reviewed and updated the following policies to be considered by the board of education for a first reading on September 23, 2014:

Grammatical Changes	Content and Grammatical Changes
1. 1310	1. 3623
2. 4110	2. 3643
3. 4221	3. 4111
4. 4224	4. 4112
5. 4271	5. 4231
	6. 4233
	7. 4240
	8. 4260
	9. 4280
	10. 4323.1
	11. 4331
	12. 4361
	13. 4362
	14. 4380

Recommendation:

It is the recommendation of the administration that the board of education approve the updated policies listed above.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Sheronda Glass
Executive Director, Business Services

Judy Rogers
Human Resources Coordinator

Rade Dimitrijevic
Human Resources Coordinator

Annie Petering
Human Resources Specialist

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

Grammatical Changes

**POLICY 1310
TOBACCO USE**

Smoking and the use of tobacco products in any form, by anyone, is prohibited on ~~d~~District premises. "Premises" is defined as all property owned by, rented by or under the control of the ~~d~~District, including grounds, schools, offices, work areas, school buses and other school vehicles.

LEGAL REF.: Wisconsin Statutes

Sections 101.123 [Smoking prohibited]

120.12(20) [Board duty; prohibit tobacco use on school premise]

No Child Left Behind Act of 2001 [Section 4303 – No smoking policy for children's services]

CROSS REF.: 5433, Tobacco Use by Students

~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

APPROVED: February 25, 2003

**REVISED: December 19, 2006
September 23, 2014**

POLICY 4110
EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION

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

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

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

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

LEGAL REF.: Wisconsin Statutes

Sections 111.31-111.395 (Fair employment standards - employment discrimination)
118.195 (Handicapped teacher discrimination)
118.20 (Teacher discrimination, including sexual harassment)
Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal
Employment Opportunity Act of 1972 (Race, color, national origin
Title IX, Education Amendments of 1972 (Sex discrimination)
Section 504, Rehabilitation Act of 1973 (Handicap discrimination)
Age Discrimination Act of 1975 (Age discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth, or related medical conditions
discrimination)
Immigration Control and Reform Act of 1986 (Citizenship discrimination)
Americans with Disabilities Act of 1990 (Disability discrimination)
Civil Rights Act of 1991 (Penalties for discrimination law violations)

CROSS REF.: Policy 4111, Employee Harassment

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: January 26, 1993
March 22, 1994
March 9, 1999
June 27, 2000
September 23, 2014

RULE 4110
EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

The Director of Human Resources is responsible for coordinating compliance with state and federal nondiscrimination laws and the dDistrict's equal employment opportunity and affirmative action policy.

Any employee or applicant for employment who believes he/she has been discriminated against in violation of state and federal nondiscrimination laws or the dDistrict's equal employment opportunity policy may file a complaint as outlined below. If it is determined that a violation has occurred, appropriate steps shall be taken to ensure compliance with state and federal nondiscrimination laws and dDistrict policy.

INFORMAL PROCEDURE

The dDistrict promotes the voluntary resolution of problems at the level of government closest to their source and, as such, encourages informal resolution of employment discrimination complaints. If a complaint cannot be solved informally, the complainant may initiate a formal complaint as outlined below. An informal resolution of a complaint does not prohibit the filing of a formal complaint at any time.

FORMAL COMPLAINT PROCEDURE

The timelines governing the resolution of the formal complaint do not go into effect until the written complaint is received.

Step 1: The complaint shall be presented in writing to the Director of Human Resources and shall include the specific nature of the alleged discrimination, the facts (including specific details and corresponding dates), and the name, address, and phone number of the complainant.

The Director of Human Resources shall thoroughly investigate the complaint, notify the employees who have been accused of discrimination and permit them to respond to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 15 working days after receipt of the written complaint, if deemed necessary. The Director of Human Resources shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Step 2: If the complainant is not satisfied with the answer of the Director of Personnel, he/she may submit a written appeal to the sSuperintendent of sSchools or designee indicating with particularity the nature of disagreement with the answer. The appeal must be filed within 15 working days after the receipt of the answer in Step 1. The sSuperintendent shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The sSuperintendent shall give a written answer to the complainant's appeal within 15 working days.

Step 3: If the complainant is not satisfied with the answer of the sSuperintendent, he/she may file the complaint with the bBoard of eEducation by submitting a written appeal to the sSuperintendent within 10 working days after receipt of the sSuperintendent's answer. The bBoard shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The bBoard shall give a written answer to the complaint within 10 working days following the completion of the hearing.

RULE 4110

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE

Page 2

Nothing in these procedures shall preclude persons from filing a complaint directly, or on appeal with designated agencies as authorized by state and federal law (e.g., U.S. Office of Civil Rights, State Superintendent of Public Instruction, Equal Rights Division of the Department of Workforce Development) and/or with courts having proper jurisdiction.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all employment discrimination complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

POLICY 4221

ALCOHOL AND DRUG-FREE WORKPLACE

The dDistrict recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the dDistrict's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on dDistrict premises or while conducting dDistrict business off premises is absolutely prohibited by the dDistrict. **Employees are prohibited from reporting to work with alcohol or non-prescription controlled substances in their system.**

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

Employees shall be given a copy of this policy as required by law.

LEGAL REF.: Wisconsin Statutes

111.35 (Use of lawful products during working and non-working hours)
125.09 (Alcohol possession prohibited on school grounds)
Chapter 961 (Controlled Substances Act)
Drug-Free Workplace Act of 1988

CROSS REF.:

4223 - Staff Misconduct
4231 - Staff Physical Examinations
4233 - Employee Assistance Program
4362 - Employee Discipline
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

REVISED: September 23, 2014
June 27, 2000

RULE 4221

**PROCEDURES FOR IMPLEMENTING
ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

1. Employees are expected and required to report to work on time and in an alcohol and other drug free condition and to remain that way while at work.
2. The dDistrict recognizes alcohol and other drug dependency as an illness and a major health problem. Employees needing help in dealing with controlled substances are encouraged to use the dDistrict's Employee Assistance Program. Conscientious efforts to seek such help will not jeopardize an employee's job, and self-referrals will not be noted in any personnel record. Supervisory referrals will be noted in the employee's personnel record.
3. Violations of the dDistrict's alcohol and other drug-free workplace policy will result in disciplinary action up to and including termination, and may have legal consequences.
4. Employees must report any conviction under a criminal drug statute for policy violations occurring on or off dDistrict premises while conducting dDistrict business. A report of a conviction -must be made within five days after the conviction to the Office of the Superintendent—of—Schools/designee. The sSuperintendent or designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug conviction involving an employee engaged in the performance of a federal grant.

POLICY 4224
EMPLOYEE CODE OF ETHICS

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

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

Employees shall use confidential **and privileged** information appropriately and with respect for the rights of individuals. **Confidential and/or p**Privileged information shall not be used for personal gain or to the detriment of the ~~d~~District.

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

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

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

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

LEGAL REF.: Wisconsin Statutes
Sections 118.12(2) (Sale of goods or services at school)
118.125 (Confidentiality of student records)
946.10 (Bribery of public employees)
946.12 (Misconduct in public office)
946.13 (Private interests in public contracts)
Chapter 19, Subchapter II (Access to public records)
Chapter 19, Subchapter III (Code of ethics for public officials)

CROSS REF.: ~~3420340~~ Purchasing
4223 Staff Misconduct Reporting
4330 Staff Recruitment and Hiring
4331 Conflicts of Interest (Nepotism)
4362 Employee Discipline
4391 Limitations on Outside Employment

POLICY 4224
EMPLOYEE CODE OF ETHICS
Page 2

~~Current Employee Agreements~~
~~District Organizational Chart~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

1. Definitions.

a. "Days" as used in this policy is defined as any day that the ~~the~~ District's Business Office is open.

b. "Employee Termination" as used in this policy section, shall not include the following:

- Layoffs;÷
- Workforce reduction activities;÷
- Voluntary termination including, without limitation, quitting or resignation;÷
- Job abandonment;÷
- End of employment due to disability, lack of qualification or licensure or other inability to perform job duties;÷
- Retirement;÷ or
- Any other cessation of employment not involving involuntary termination.

c. "Employee discipline" as used in this policy shall include any employment action that results in disciplinary action, which typically involves any four (4) steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.

"Employee discipline," as used in this policy, shall not include the following:

- Plans of correction or performance improvement;
- Performance evaluations or reviews;
- Documentation of employee acts and/or omissions in an employment file;
- Administrative suspension with pay pending investigation of alleged misconduct or nonperformance;
- Non-disciplinary wage, benefit or salary adjustments;
- Other non-material employment actions;
- Counseling meetings or discussions or other pre-disciplinary action; or
- Demotion for reasons other than discipline, transfer or change in assignment.

The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)
PAGE 2

2. Time Limits-

Failure of the eEmployee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied. The eEmployee may advance a grievance to the next step of the process if a response is not provided within the designated timeframes. The Director of Human Resources may advance a grievance to the next step at the request of either the employee or the employee's supervisor.

3. Procedure-

- a. Informal Grievance Resolution: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five (5) days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.
- b. Formal Grievance Submission: The employee must file a written grievance with the ~~District~~ Superintendent (or designee) within ~~ten (10)~~ days of termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:
 - Name of Grievant;
 - A statement of the pertinent facts surrounding the nature of the grievance;
 - The date the alleged incident occurred;
 - The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
 - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
 - The specific requested remedy.
- c. Administrative Response: The Director of Human Resources (or designee) will meet with the grievant within ~~ten (10)~~ days of receipt of the written grievance. The ~~a~~Administration will provide a written response within ~~ten (10)~~ days of the meeting. The ~~a~~Administration's written response to the grievance must contain:
 - A statement of the date the meeting between the ~~a~~Administration and grievant was held;

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)
PAGE 3

- A decision as to whether the grievance is sustained or denied; an
- In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

d. Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer (**IHO**) by giving written notice to the ~~District~~ Superintendent within five (5) days of the issuance of the Administrative Response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary unless a hearing is required under the procedures established by the district in a different applicable policy. The ~~a~~Administration will work with the ~~Impartial Hearing Officer~~ **IHO** and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The ~~a~~Administration shall select the ~~Impartial Hearing Officer (IHO)~~. The IHO shall not be an employee of the district. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the district.

Standard of Review: The IHO will adhere to specific guidelines set forth by the ~~d~~District regarding hearing procedures. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the ~~a~~Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the district. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the ~~a~~Administration.

~~Impartial Hearing Officer~~ **IHO** Response: The ~~Impartial Hearing Officer~~ **IHO** shall file a written response within ~~thirty (30)~~ days of the hearing date or the date of the submission of written documents.

The ~~Impartial Hearing Officer~~ **IHO**'s written response to the grievance must contain:

- A statement of the pertinent facts surrounding the nature of the grievance.
- A decision as to whether the grievance is sustained or denied, with the rational for the decision.
- A statement outlining the timeline to appeal the decision to the ~~s~~School ~~b~~Board.
- The IHO must sustain or deny the decision of the ~~a~~Administration. The IHO has no authority to modify the ~~a~~Administration's decision and may not grant in whole or in part the specific request of the grievant.

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)
PAGE 4

- e. Review by the sSchool bBoard: The non-prevailing party may file a written request for review of the IHO's decision by the sSchool bBoard within ~~ten (10)~~ days of receipt of the ~~Impartial Hearing Officer~~IHO Response.

The sSchool bBoard shall not take additional testimony or evidence; it may only decide whether the IHO reached an arbitrary or capricious decision based on the information presented to the IHO. The sSchool bBoard will review the record and make a decision. A Written decision will be made within ~~thirty (30)~~ days of the filing of the appeal.

The sSchool bBoard's written decision regarding the grievance must contain:

- A decision as to whether the grievance is sustained, denied or modified.

The sSchool bBoard shall decide the matter by a majority vote and the decision of the sSchool bBoard is final and binding and is not subject to further review.

- f. General Requirements:

- Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- Granting the requested or agreed upon remedy at any step in the process resolves the grievance

LEGAL REF.: Wisconsin Statutes

Sections 19.81 – 19.88 [Open Meetings Laws]

66.0509(1m) [Civil service protection and grievance procedures]

CROSS REF.: 2810 Incident Reporting

3600 School Safety

3631 Accident Reports

AFFIRMED: October 25, 2011

REVISED: September 23, 2014

Content and Grammatical Changes

POLICY 3623

LOSS OR DAMAGE OF PERSONAL PROPERTY ON DISTRICT PREMISES

The ~~d~~District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on ~~d~~District premises, but assumes no responsibility for such loss as a ~~d~~District.

Any exception to this policy requires the approval of the ~~s~~Superintendent of ~~s~~Schools, upon recommendation by of the ~~Executive Director of Business Services~~**Office of Human Resources**.

LEGAL REF.: Wisconsin Statutes
Section 895.035 [Parental liability for acts of minor child]

CROSS REF.: 5439 ~~Care of School/Personal Property~~ **Damage/Theft**
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: October 28, 2003
December 18, 2007
September 23, 2014

POLICY 3643
EMERGENCY SCHOOL CLOSINGS
(Inclement Weather)

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

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

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

LEGAL REF.: Wisconsin Statutes

Sections 115.01(10) [School day definition]

121.02(1)(f) [School district standard; minimum number of school days and hours of instruction/authority to close schools for inclement weather]

121.56 [Safe student transportation]

CROSS REF.: 3511 Transportation
6210 School Day/Year/Calendar
Current Employee Agreements
Crisis Response Manual
Emergency Operations Plan
~~Elementary Handbook ???~~

ADMINISTRATIVE REGULATIONS: ~~3643 Emergency School Closings (Inclement Weather)~~

AFFIRMED: September 24, 1991

REVISED: **September 23, 2014**
January 29, 2002
October 28, 2003
December 18, 2007

RULE 3643
EMERGENCY SCHOOL CLOSING
(Inclement Weather)

Kenosha Unified School District (KUSD) puts student safety first when determining whether to close schools due to extreme weather. Several factors are taken into consideration, including:

- Is there a sustained wind chill of -34° or lower? (automatic closure)
- Is there a sustained temperature of -20° or lower? (automatic closure)
- Will the wind chill stay that low for an extended period of time?
- Is there blowing and driving snow with winds of 20 miles per hour?
- Is there or will there be a heavy accumulation of snow, especially during the typical travel times to and from school?
- Are streets and sidewalks clear?
- Are buses unable to run due to extreme cold or unplowed streets?
- Are driving conditions hazardous?
- Are there power or phone outages?

In the event our schools are closed or the arrival/dismissal time is changed due to severe weather, an announcement will be made via: local television stations, radio stations, the KUSD website (www.kusd.edu), KUSD Channel 20, Facebook.com/kenoshaschools, Twitter.com/KUSD and 359-SNOW (7669).

If schools are to be closed for the day, KUSD will make every effort to release this information via the aforementioned avenues by 6 a.m. If school is closed, all after school activities in the district, including sports and evening events will also be canceled. Also, when KUSD schools are closed, no transportation will be provided to private and parochial schools.

Please instruct your child in what to do, whom to contact, and where to go if school is dismissed early. School personnel will not leave buildings until all students are transported home and walkers are dismissed.

THREE PROCEDURES TO LOOK/LISTEN FOR

Unless notified otherwise, Procedure 1 is in effect.

Procedure 1:

All schools in KUSD will be open today. Students and personnel are expected to attend.

Procedure 2:

All schools in KUSD will open two hours late, and buses that transport students will be running approximately two hours late. There will be no AM or PM Early Childhood, Speech Impact or Four-Year-Old Kindergarten classes. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time.

RULE 3643
EMERGENCY SCHOOL CLOSING
(Inclement Weather)
Page 2

Procedure 3:

All schools in KUSD will be closed and no students are expected to report. The Senior Citizen Center will be closed. KUSD Employees required to report to work are: full-time custodial employees; full-time food service workers; maintenance personnel; carpenters and painters; warehouse personnel; administrative and supervisory staff. Those who have the option to use a vacation day, a personal day or take a pay deduct are: secretaries, and technical employees. Two snow days are built into the academic calendar for: teachers, education support professionals and miscellaneous employees.

INDOOR/OUTDOOR GUIDELINES

1. General guidelines: 10° and below; wind chill factor of 0° or below; and rain/drizzle/blizzard = indoor recess, indoor noon recess and early entrance to door areas/hallways.

2. Administrator's responsibilities: Principals are responsible for the timely implementation of the guidelines; reasonable supervision of students under all circumstances; and informing parents each year of the district's expectations regarding indoor periods due to weather conditions.

ADMINISTRATIVE REGULATION

3643 EMERGENCY SCHOOL CLOSINGS (Inclement Weather)

The following procedures shall apply when deciding whether buses will run and if schools will be closed because of inclement weather:

1. ~~Early in the morning, on days of inclement weather, the Supervisor of Transportation shall drive the streets and roads in the District checking to see if they are safe for buses to travel. He/she shall also check official weather forecasts with the County Highway Department, the Sheriff's Department, the Police Department, the school bus company (First Student, Inc.), and with the City Transit Office.~~
2. ~~The Director of Facilities /designee shall check to see that all school parking lots can be plowed or made safe by the time staff members are scheduled to arrive, and shall report his/her findings and recommendations to the Supervisor of Transportation.~~
3. ~~The Supervisor of Transportation shall call the Superintendent of Schools by 5 a.m. and a determination shall be made as to which of the four set inclement weather procedures outlined below will be followed by the District that day. Student and staff safety is the primary consideration in the decision to close schools.~~
 - ~~Procedure 1: "All schools in the Kenosha Unified School District will be open today. Students and personnel will be expected to attend as normally scheduled."~~
 - ~~Procedure 2: "All schools in the Kenosha Unified School District will be open today, but no school bus transportation will be furnished to or from school. School personnel are expected to report as normally scheduled. Classes will be held for students. Parent discretion in sending children to school is advised."~~
 - ~~Procedure 3: "All schools in the Kenosha Unified School District will be open one hour later this morning and buses that transport students will be running approximately one hour late. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time."~~
 - ~~Procedure 4: "All schools in the Kenosha Unified School District will be closed and no students are expected to report. The Senior Citizens Center will be closed. Secretaries should not report to work, with the exception of secretaries assigned to the Educational Support Center and the Department of Recreation, Health and Physical Education who may report to work. The only persons required to report to work today are: full time custodial employees, full time food service workers, maintenance personnel, carpenters and painters, warehouse personnel, and administrative, supervisory and technical personnel."~~

~~The District uses as a guideline for closing schools due to extreme temperatures, the following: a sustained temperature of minus 20°F or a sustained wind chill of minus 34°F or lower.~~

4. ~~Radio stations WLIP (1050 AM), WHIL (95.1 FM) and WGTD (91.1 FM) shall be notified as to the procedure to be followed. If the stations are not contacted by District personnel, it means Procedure 1 is in effect—that schools are open as normally scheduled. If schools are closed as per Procedure 4, radio stations WISN, WLTQ, WKKV, WTMJ, WMIL, WOKY, WMYX, WEMP, WLUM and Sunny 104.7 shall be contacted, as well as, Milwaukee television stations WTMJ (Channel 4), WITI (Channel 6), WISN (Channel 12), Kenosha's WHKE (Channel 55), and Time Warner Cable's Channel 34. The inclement weather procedure that is being followed shall also be placed on the Cable Channel 20 message bulletin board. Cable Channel 20 is available to local Time Warner Cable subscribers. A message outlining the inclement weather procedure shall also be available by calling 359-6356 after 6:00 a.m.~~

POLICY 4111
EMPLOYEE HARASSMENT

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

All new employees will receive a copy of the employee harassment policy and other harassment educational information as a part of the initial employment process and at other times as appropriate and necessary.

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

- physical or mental abuse;
- **offensive or derogatory comments to any person, either directly or indirectly, based on the person's membership in any protected class;**
- racial, ethnic or religious insults or slurs;
- unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status;
- sexual comments, jokes, or display of sexually offensive materials;
- sex-oriented name-calling or bullying;
- inappropriate staring at another individual or touching of his/her clothing, hair, or body;
- asking personal questions about another individual's sex life; and
- repeatedly asking out an employee who has stated that he/she is not interested.

These activities are offensive and are inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the ~~d~~District but also for each individual in the ~~d~~District. It is the responsibility of the administration and all employees to ensure that these prohibited activities do not occur. An employee or supervisor may be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under state or federal law.

Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge. **Any employee who witnesses or otherwise becomes aware of harassment or similar unacceptable behavior has an affirmative duty to report said conduct to his or her supervisor, or to the Administration.**

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

POLICY 4111
EMPLOYEE HARASSMENT
PAGE 2

LEGAL REF: Wisconsin Statutes

Sections 111.31-111.395 (Fair employment standards - employment discrimination)
118.195 (Handicapped teacher discrimination)
118.20 (Teacher discrimination, including sexual harassment)
Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (Race, color, national origin discrimination; general employment discrimination)
Title IX, Education Amendments of 1972 (Sex discrimination)
Section 504, Rehabilitation Act of 1973 (Handicap discrimination)
Age Discrimination Act of 1975 (Age discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth or related medical conditions discrimination)
Immigration Control and Reform Act of 1986 (Citizenship discrimination)
Americans with Disabilities Act of 1990 (Disability discrimination)
Civil Rights Act of 1991 (Penalties for discrimination law violations)
Equal Employment Opportunities Commission Guidelines (29 C.F.R. - Part 1604.11)
(Employee sexual harassment)

CROSS REF.: 4110 Equal Employment Opportunity and Affirmative Action
4260 Personnel Records
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: March 11, 1997
March 9, 1999
June 27, 2000
September 23, 2014

RULE 4111
EMPLOYEE HARASSMENT

The Director of Human Resources/designee is designated as the complaint officer and is responsible for responding to harassment complaints.

Step 1: The ~~d~~District will allow a complainant the opportunity to resolve discrimination or harassment complaint on an informal basis, if the complainant asks to do so. Upon such request by the complainant, the building principal (or person designated by the ~~s~~Superintendent if no principal is available) will facilitate a meeting between the complainant and the alleged harasser/discriminator. If the parties resolve the matter, the principal shall prepare a written statement outlining the resolution. If the complainant is not satisfied with the outcome of the meeting, the ~~d~~District will formally investigate the complaint.

Step 2: The begin the formal complaint process, Anya complaint shall be presented in writing to the complaint officer. ~~If reporting to this person would not be appropriate under the circumstances, the complainant may submit a complaint directly to the sSuperintendent or Assistant sSuperintendent.~~ The complaint ~~It~~ should include the specific nature of the harassment and corresponding date; names of those who may have witnessed the alleged harassment, and the name, address and phone number of the complainant. The complaint may be dictated to the complaint officer and signed by the complainant upon review of the written complaint. The complaint officer shall acknowledge in writing the receipt of the complaint. The complaint officer shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation. If the complaint officer deems appropriate, he/she will arrange a private meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint. The complaint officer shall give a written answer to the complainant within fifteen (15) working days after receipt of the complaint. **The written answer shall only include a statement as to whether there was a finding of a policy violation and that appropriate remedial action has been implemented.**

~~**Step 2:** If the complainant is not satisfied with the answer of the complaint officer, he /she may submit a written appeal to the Superintendent/designee indicating the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the complaint officer's answer. The Superintendent or designee shall arrange a private meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The Superintendent or designee shall give a written answer to the complainant's appeal within ten (10) working days.~~

Nothing in these procedures shall preclude persons from filing a complaint directly, or on appeal, with designated agencies as authorized by state and federal laws (e.g., U.S. Office of Civil Rights, Equal Rights Division of the Department of Workforce Development) and/or with courts having proper jurisdiction.

POLICY 4???
VIOLENCE IN THE WORKPLACE

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

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

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

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

The district will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the district may suspend employees, either with or without pay, pending investigation.

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

LEGAL REF.: Wisconsin Statutes
111.31-111.395 (Fair employment standards - employment discrimination)
118.195 (Handicap teacher discrimination)
118.20 Teacher discrimination, including sexual harassment
940.25 (Battery to school district officers and employees)
947.0125 (Unauthorized use of computerized communication systems)
947.013 (Harassment)
948.605 (Gun free school zones)
948.61 (Dangerous weapons other than firearms on school premises)
Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal
Employment Opportunity Act of 1972 (Race, color, religion, sex or national
origin
discrimination; general employment discrimination)
Title IX, Education Amendments of 1972 (Sex discrimination)

**Section 504, Rehabilitation Act of 1973 (Handicap discrimination)
Age Discrimination Act of 1975, as amended by the Older Workers Benefit Protection Act of 1991 (Age discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth or related medical conditions discrimination)
Americans with Disabilities Act of 1990 (“ADA”), as amended by the ADA Amendments of 2008 (Disability discrimination)
Equal Employment Opportunities Commission Guidelines (29 C.F.R. - Part 1604.11)
(Employee sexual harassment)
Gun-Free Schools Act of 1994**

**CROSS REF.: 4110 – Equal Employment Opportunity and Affirmative Action
 4111 – Employee Harassment
 4223 – Staff Misconduct Reporting
 4270 – General Employee Complaints
 4362 – Employee Discipline**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 23, 2014

POLICY 4231
STAFF PHYSICAL EXAMINATIONS

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

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

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

LEGAL REF.: Wisconsin Statutes

- Sections 103.15 (Restrictions on use of test for HIV or antibodies to HIV)
- 118.25 (Employee health examination requirements; freedom from tuberculosis)
- 121.52(3) (Bus driver health examinations)
- 146.81-146.83 (Access to and confidentiality of patient health care records)
- 252.15 (Restrictions on use of HIV test)
- 252.18 (Health status of food handlers)

Americans with Disabilities Act of 1990 (“ADA”), as amended by the ADA Amendments of 2008 -(Disability discrimination; includes information on medical examinations)

Wisconsin Fair Employment, Wis. Stats. 111.31-111.325, 111.34, 111.372.

CROSS REF.: 4110 Equal Opportunity Employment and Affirmative Action
4232.1 Employee Human Immunodeficiency Virus (HIV) Infection
4260 Personnel Records
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
January 26, 1993
June 27, 2000

RULE 4231

STAFF PHYSICAL EXAMINATION GUIDELINES

1. Evidence of the physical examination, including chest x-ray or tuberculin test, and freedom from tuberculosis shall be submitted on forms provided by the dDistrict, except where other certifications of health from licensed physicians or health agencies contain all the information required by the dDistrict.
2. Personnel who fail to furnish the required physical examination evidence according to a prescribed schedule, or the appropriate affidavit exemption, may be suspended without pay until such evidence or affidavit is presented.
3. Medical records will be kept confidential and maintained in a file separate from general personnel records.

POLICY 4233
EMPLOYEE ASSISTANCE PROGRAM

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

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

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

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

The program will operate within the following guidelines:

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

POLICY 4233
EMPLOYEE ASSISTANCE PROGRAM
Page 2

CROSS REF.: 4221 Alcohol and Drug Free Workplace
4260 Personnel Records
4362 Employee Discipline
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 21, 1991

REVISED: September 23, 2014
June 27, 2000

RULE 4233

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

A. Employee Assistance Program Personnel Appointment and Duties

1. The Superintendent of Schools shall appoint an Employee Assistance Program (EAP) resource person. The duties of the EAP resource person will include coordinating and publicizing the program, providing information to employees, and maintaining liaison with the agency awarded the EAP contract.

2. EAP Referrals

1. Self-Referral

- a. An employee or member of an employee's family who desires information about the program or consultation may speak to the EAP resource person or may contact the contracted EAP agency directly.
2. Self-referral information will be kept confidential. No identifying information will be made available to the administration ~~or unions~~ unless requested by the employee. No record of self-initiated contacts with the EAP agency will be made in the individual's personnel file.

2. Supervisory Referrals

1. The immediate supervisor will refer individuals to the EAP where there is either:
 - (1) Sub-standard work performance or attendance on the part of the employee and the employee is unwilling or unable to rectify the situation.
 - (2) A particular on-the-job incident which indicates the need for disciplinary action and/or professional assistance.
2. Supervisory referrals shall include a conference with the employee. The conference should be restricted to the issue of the work situation or particular incident.
3. The employee retains the right to accept or reject involvement in the program.
4. If the employee accepts involvement in the program, the supervisor will assist the employee in making contact with the EAP resource person or the contracted EAP agency.
5. An employee's future evaluations will be made strictly upon performance and will not be affected by whether the employee was enrolled in the EAP.
6. Nothing in this section shall limit the Board's right to take disciplinary action against an employee in any manner consistent with District policy ~~or limit the employee's access to contractual grievance procedures.~~
7. Job performance and attendance records will continue to be documented in the employee's personnel file. The only EAP information that will be entered into the individual's personnel file will be the fact that a supervisor's referral for assistance has been made.

RULE 4233

EMPLOYEE ASSISTANCE PROGRAM GUIDELINES

Page 2

3. Family Referral

1. A member of the employee's family may self-refer and/or refer the employee to the EAP.
2. Family referrals will be treated as self-referrals in regard to confidentiality as stated in section B-1b above.

~~4. Union Referral~~

- ~~1. An official representative of the union may refer an employee to the EAP.~~
- ~~1. Union referrals will be treated as self-referrals in regard to confidentiality as stated in section B-1b above.~~

POLICY 4240
STAFF GIFTS

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

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

LEGAL REF.: Wisconsin Statutes
Section 118.12 (Sales and solicitations at school)

CROSS REF.: ~~13141500~~ ~~Soliciting Solicitations/Fundraising Funds from School Personnel~~
~~1324—Soliciting Funds from Students~~
~~1325.2—Fund Raising by Members of the Public~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: September 23, 2014
June 27, 2000

POLICY 4260
PERSONNEL RECORDS

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

LEGAL REF.: Wisconsin Statutes

Sections 103.13 (Records open to employees)
103.15 (Restrictions on use of test for HIV or antibodies to HIV)
146.81 - 146.83 (Access to and confidentiality of patient health care records)
252.15 (Restrictions on use of HIV test)
Chapter 19, Subchapters II and IV (Access to public records; access to records containing personally identifiable information)
Americans with Disabilities Act of 1990 ("ADA"), as amended by the **ADA Amendments of 2008** (Disability discrimination; maintenance of employee medical examinations)

CROSS REF.: ~~1170—Public Records~~

~~1170.1 Public Access to Records~~

~~1170.2 Limitations on the Right to Access~~

~~1171—Destruction of Records~~

4231 Staff Physical Examination
4232.1 Employee Human Immunodeficiency Virus (HIV) Infection
4330 Recruiting, Selecting and Hiring Staff
4332 Pre-Employment Criminal Background Checks
~~Current Employment Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

RULE 4260

GUIDELINES FOR MAINTENANCE OF PERSONNEL RECORDS

1. Personnel records may be examined in the presence of the ~~Director of Personnel or designee and ordinarily only by appointment~~ **Office of Human Resources personnel**.
2. Materials shall not be removed from personnel files without permission of the ~~Director of Personnel~~ **superintendent** or designee.
3. The ~~Personnel~~ **Office of Human Resources** may duplicate post-employment file materials for the employee and the individual employee will pay the cost.
4. Transcripts and licenses may, if requested, be returned to individuals upon termination of employment provided a receipt is signed.
5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supplying agency only.
6. Personnel files will not be available to former employees, except to the extent authorized by law.
7. Employee information may be made available to anyone to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, the assignment, the dates of employment and compensation.
8. **An employee may request the source of any material placed in his/her file.**
9. **Any written complaint about an employee, or written material that the employee's principal or other supervisor deems derogatory, will be called to the employee's attention within 48 hours. The employee may respond; his/her response will be reviewed by the administrator, attached to the complaint or written material and included in the employee's personnel file.**
- 7.10. **In instances where parents have oral complaints about an employee, the affected employee will be notified if/when they are addressed by the administrator in writing. The employee will also be given a meaningful opportunity to provide input for the response.**

POLICY 4280
EMPLOYEE ATTENDANCE AND PUNCTUALITY

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

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

CROSS REF.: Policy 4110, Equal Opportunity Employment and Affirmative Action
Policy 4231, Staff Physical Examinations
Policy 4323.1, Family and Medical Leave
Policy 4340, Substitute Personnel Employment
Current Employee Agreements

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: **September 23, 2014**
July 25, 2006

RULE 4280

EMPLOYEE ATTENDANCE AND PUNCTUALITY

1. An employee is responsible for notifying the automated substitute assignment system and/or his/her supervisor of his/her absence no later than 60 minutes prior to the employee's work starting time.
 - a. The employee must indicate the reason for the absence and advise when he/she will report back to work.
 - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
 - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.
 - ~~e.d.~~ **Employees must follow additional department guidelines where appropriate.**

~~— Employees should follow additional department guidelines where appropriate.~~
2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive corrective action. Any disciplinary action taken shall be consistent with ~~d~~District policies ~~and~~, rules ~~and applicable collective bargaining agreements~~.
 - a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
 - b. An employee is considered tardy if he/ she reports to work after the scheduled start time (unexcused).
3. Department managers and principals will develop and communicate work schedules to reflect a start and end time ~~that is in compliance with applicable collective bargaining agreements~~.
4. Supervisors are to give special attention to absence patterns such as:
 - a. Absences before or after the weekend;
 - b. Absences the day before and/or the day after a scheduled holiday or day off;
 - c. Calling in sick as rapidly as sick time is accrued;
 - ~~d.e.~~ Calling in sick or tardy after the scheduled start time; and
 - ~~e.f.~~ Absences the day before or the day of "hunting" season.

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 4323.1 FAMILY AND MEDICAL LEAVE NOTICE OF RIGHTS

Eligible employees will be allowed leaves in accordance with the state and federal Family and Medical Leave Acts. Allowed leave is generally up to a combined 12 work weeks of unpaid leave during a calendar year as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is suffered by the employee or the employee's parents(s), son, daughter or spouse or domestic partner, or for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status. An employee may qualify for FMLA of up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. This leave will be run concurrently with any other leave which is available to the employee under other district leave and absence policies or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines will not be used against an employee in any employment decision, including in the determination of raises or discipline.

These are the guidelines for taking family and/or medical leave by employees of the Kenosha Unified School District:

1. ELIGIBILITY FOR LEAVE

The district shall provide employees with family or medical leave if they have worked for at least 12 months with the district and have completed 1,000 hours of employment in the 12-month period prior to the time leave begins.

2. AMOUNT OF LEAVE AVAILABLE

Employees are generally entitled to 12 work weeks of unpaid leave during a calendar year, considering both state and federal law, for any one or combination of the following reasons, i.e., time off under 1, 2, 3 and/or 4:

1. Birth or Placement for Adoption or Foster Care of a Son or Daughter

Unpaid leave may be taken by an eligible employee on the birth or placement for adoption or foster care of a child with the employee. Other than during the 16 weeks before or after a birth or adoption, during which leave may be taken on an intermittent basis, leave must be taken all at once. Any accrued leave, as defined under the applicable district policy or employee handbook, may be required to be used, for this otherwise unpaid time. Any substituted paid time used will not be available later.

2. Serious Health Condition of Employee

Unpaid leave may be taken by an eligible employee in the event the employee experiences a "serious health condition." A "serious health condition" will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or when the employee experiences a disabling physical or mental condition and receives outpatient care which requires continuing treatment by a health care provider. Medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job. An employee must provide the district with a "Health Care Provider Certification" completed by the treating health care provider no later than 15 days of the employee's request for leave. "Health Care Provider Certification" forms are

available from the Office of Human Resources. Any accrued leave, as defined under the applicable district policy or the employee handbook, that the employee may

have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all or a portion of the otherwise paid leave period. If the leave is required due to a work-related injury, workers' compensation leave will run concurrently with the leave an employee is entitled to under the law to the extent permitted. Any substituted paid leave used will not be available later.

3. **Serious Health Condition of Parent, Spouse, Child, Domestic Partner**
Unpaid leave may be taken by an eligible employee in the event the employee's parent, spouse, child or domestic partner experiences a "serious health condition." A "serious health condition" will generally occur when the individual receives inpatient care at a hospital, hospice or nursing home or when the individual experiences a disabling physical or mental condition and receives outpatient care which requires continuing treatment by a health care provider. Medical leave may be taken all at once or in smaller increments as medically necessary. An employee must provide the district with a "Health Care Provider Certification" completed by the treating health care provider no later than 15 days of the employee's request for leave. "Health Care Provider Certification" forms are available from the Office of Human Resources. Accrued leave, as defined under the applicable district policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal or state law, for all or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.

4. Qualifying Exigency.

Unpaid leave may be taken for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status. An employee may be required to provide certification of the need for exigency leave. Accrued leave, as defined under the applicable district policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.

5. Military Medical Leave

Unpaid leave may be taken to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. An employee may be required to provide certification of the need for exigency leave. Accrued leave, as defined under the applicable district policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as

permitted under federal law, for all or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.

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

1. **Leave Entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable district policies.
2. **Medical Certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the district with a medical certification ("Health Care Provider Certification") prepared by the health provider. This certification must be provided to the district within 15 days of the request for leave, including in cases of a medical emergency or unforeseen circumstances. If you fail to provide a timely certification, your leave request, or your continuation for leave, may be denied or delayed until the required certification is provided.
3. **Additional Certification.** If the district has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the district's expense, by a health care provider selected by the district. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
4. **Re-certification.** On a periodic basis, you must provide the district with subsequent re-certifications that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.
5. **Intent to Return to Work.** You must provide the district with a periodic report on your status and intent to return to work.
6. **Fitness for Duty.** If you are on medical leave because of your own serious health condition, you must provide the district with a medical release, "Fitness for Duty Certification" signed by your health care provider before you can return to work. If you fail to provide the district with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
7. **Substitution.** You may be paid by the district, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the district's applicable leave policies. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

- 8. Maintenance of Insurance Coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the district requires the substitution of paid leave, your share of premiums, if any, will be paid through the district's normal payroll deduction method. Otherwise, the district will designate a method for collecting premiums when your leave is unpaid.
- 9. Employment Protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the district if you had not taken leave.

In the case of instructional employees, your re-employment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Office of Human Resources for additional information on your reinstatement rights.

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

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 4323.1 FAMILY AND MEDICAL LEAVE NOTICE OF RIGHTS

The Kenosha Unified School District received your request for family and medical leave. The following information concerns your rights and obligations under the family and medical leave laws, and District policy and guidelines, and will explain to you the consequences of your failure to meet these obligations. Please read this information carefully, and if you have any questions, please contact your supervisor or the Personnel Department.

1. **Leave Entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your 12 work weeks of unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies or employee agreement.
2. **Medical Certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse or parent, you must provide the District with a medical certification ("Health Care Provider Certification") prepared by your health provider. This certification must be provided to the District within 15 days of the request for leave, including in cases of a medical emergency or unforeseen circumstances. If you fail to provide a timely certification, your leave request, or your continuation for leave, may be denied or delayed until the required certification is provided.
3. **Additional Certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
4. **Re-certification.** On a periodic basis, you must provide the District with subsequent re-certifications that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.
5. **Intent to Return to Work.** You must provide the District with a periodic report on your status and intent to return to work.
6. **Fitness for Duty.** If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, "Fitness for Duty Certification," signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
7. **Substitution.** You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment for at time of your leave under the District's applicable leave policies or employee agreement. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 4323.1

FAMILY AND MEDICAL LEAVE

NOTICE OF RIGHTS

Page 2

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

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

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

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

POLICY 4331
CONFLICTS OF INTEREST
(Nepotism)

In order to ensure sound management policies and procedures and in order to avoid actual or potential conflicts of interest, no close relative of any employee of the ~~d~~District or a member of the ~~b~~Board of ~~e~~Education shall be appointed to and/or assigned to a position having a conflicting interest with a position held by a close relative.

Conflicting interest is defined as having a direct responsibility involving power to recommend appointment, dismissal, promotion and demotion or for supervision and evaluation of close relatives. For purposes of this policy, close relatives shall be defined as spouse, parent, **mother-in-law, father-in-law**, son, daughter, sister, brother, brother-in-law, sister-in-law, daughter-in-law, ~~or son-in-law, niece, nephew or first cousin.~~

Positions of conflicting interest are defined as follows:

1. Any administrative or supervisory position having immediate or partial supervisory responsibilities on other than an occasional basis. (For purposes of applying this section of the policy, the quasi- supervisory positions of the following sections shall not be viewed as immediate supervisory positions.)
2. Any teaching position having quasi-supervisory responsibilities such as a teacher consultant or department chairperson, or any teaching position having an educational assistant position.
3. Any secretarial position having supervisory responsibility within a given school or department.
4. Any building service employee having supervisory responsibilities such as head custodian, assistant head custodian, foreman or head cook.
5. Any Recreation Department position having supervisory responsibility within any program.

~~In addition, employment of the following relatives of the members of the sSchool bBoard is not to be considered: (1) father and father in law, (2) mother and mother in law, (3) brother and brother in law, (4) sister and sister in law, (5) son and son in law, and (6) daughter and daughter in law.~~

In addition to any statutory requirements regarding conflicts of interests of board members, no board member shall participate in a decision regarding the employment or discipline of a close relative.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the ~~d~~District.

LEGAL REF.:	Wisconsin Statutes	
	Sections 111.31 (Fair employment standards — employee nondiscrimination)	
	111.345	(Marital status discrimination exceptions)
CROSS REF.:	2210	Recruitment and Appointment of Superintendent
	2211	Recruitment and Appointment of Administrative, Supervisory, and Technical Personnel

POLICY 4331
CONFLICTS OF INTEREST
(Nepotism)
Page 2

4110 Equal Opportunity Employment and Affirmative Action
4224 Employee Code of Ethics
4330 Staff Recruitment and Hiring
4350 Instructional Staff Assignments and Transfers
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

RULE 4331

**GUIDELINES FOR IMPLEMENTATION OF
CONFLICTS OF INTEREST POLICY**

1. Each person seeking employment in the dDistrict shall state on the application any relationship to persons employed in the dDistrict. If, after appointment of an applicant it is found that information of relationship was withheld or falsely given, the applicant will be subject to immediate dismissal.
2. Any cases of potential conflict of interest existing prior to the adoption of this conflict of interest policy, or resulting from subsequent marriage shall be reviewed by the sSuperintendent of Schools who will make an effort to eliminate conflicting positions through reassignment and transfer.

POLICY 4361
EMPLOYEE RESIGNATION/RETIREMENT

Employee resignations/retirements shall be made in writing to the sSuperintendent of sSchools and shall be in accordance with **applicable individual** contracts and agreements. Resignations shall contain a specified effective date and should include a reason for termination.

~~Resignations that are not in accordance with dDistrict policy may be accepted for administrative purposes only.~~
shall be approved by the board of education during a school board meeting.

LEGAL REF.: Wisconsin Statutes
Section 111.33 (Age discrimination)
Age Discrimination Act of 1975

CROSS REF.: 4223 Staff Misconduct Reporting
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

POLICY 4362
EMPLOYEE DISCIPLINE

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

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

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

Discipline will follow the procedures outlined in the Progressive Discipline/Termination Procedures when appropriate and will not be imposed arbitrarily or capriciously. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate. Steps in the progressive discipline process may be skipped when warranted by the nature of the infraction. Discipline should be imposed only after a thorough investigation sufficient to determine the facts.

Employees who have been disciplined have access to ~~either the general employee complaint procedure in the employee handbook. policy manual or grievance procedures specified in employee bargaining agreements.~~

LEGAL REF.: Wisconsin Statutes

Section 118.22 (Non-renewal of teacher contract)

CROSS REF.: 4223 Staff Misconduct Reporting
4260 Personnel Records
4270 General Employee Complaints
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

RULE 4362
EMPLOYEE DISCIPLINE PROCEDURES

Copies of a written employee reprimand will be distributed as follows: original to employee, copy to Superintendent of Schools, copy to employee's central office personnel file and a copy to employee's immediate supervisor.

Disciplinary measures, when warranted, may be implemented as follows:

1. All administrators and supervisors are authorized to reprimand in either oral or written form, or both.
2. All administrators are authorized to recommend employee suspensions to the Superintendent or designee.
3. Only the Superintendent or designee is authorized to suspend an employee with or without pay.
4. The Superintendent may impose all appropriate forms of discipline, except for discharge, of regularly employed certified employees. The Superintendent may discharge non-certified employees and substitute teachers.
5. Discharge of regularly employed certified employees requires formal action by the School Board and shall be in accordance with established procedures and state law.

POLICY 4380
EMPLOYEE EVALUATIONS

Personnel shall be evaluated periodically and recommendations for further employment shall be made by the Superintendent of Schools or designee. Employee evaluations shall be conducted in accordance with applicable state laws, ~~provisions of current employee bargaining agreements~~ and established District procedures.

LEGAL REF.: Wisconsin Statutes

Section 121.02(1)(q) (Certified staff evaluations)

PI 8.01(2)(q) Wisconsin Administrative Code (Certified staff evaluation requirements)

CROSS REF.: 4260 Personnel Records
4310 ~~Instructional Staffing Procedures~~
~~Current Employee Agreements~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: September 23, 2014
June 27, 2000

RULE 4380
EMPLOYEE EVALUATION GUIDELINES

1. The ~~Personnel~~ Office of **Human Resources** shall establish the evaluation period for all employees, including the necessary evaluation schedule, forms, processes and filing.
2. Students may evaluate the performance of their secondary teachers using established evaluation forms and in accordance with established procedures. The evaluation forms shall be kept confidential until after course grades are assigned by the teacher and then become the teacher's property.

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

Proposed ACT Assessment Suite Schedule and Plan

With the start of the 2014-15 school year, the state of Wisconsin has executed a new assessment model for all public high schools. Previously, only students in grade ten were assessed with the WKCE once a year. New state accountability practices expand this to a measured ACT Assessment Suite for grades nine, ten, and eleven.

Grades nine and ten will take the new ACT Aspire online assessment. Grade nine students will take both a fall and spring assessment while grade ten students have only a spring assessment. While both grade nine and ten assessments allow for an expanded window, the grade 11 paper-based ACT Plus Writing assessments follow state-mandated assessment days. March 3, 2015 is the designated ACT Plus Writing portion assessment and March 4, 2015 is the WorkKeys assessments.

Due to high security protocols and the state-wide contract with ACT, the state of Wisconsin grade eleven students are required to attempt the ACT Plus Writing assessment on March 3, 2015 and the WorkKeys assessments on March 4, 2015. There are no options to deviate from this schedule. Wisconsin designates make-up days, March 17 and March 18, 2015 respectively for each assessment.

Currently both March 3 and March 4 are listed as normal instructional days at all schools. Due to the testing implementation time of over 5 hours for the ACT Plus Writing assessments and over 2.5 hours for the ACT WorkKeys, as well as the logistics of assessing grade eleven on a single day, the following high schools are proposing a more accommodating adjustment to the 2014-15 calendar. The proposal is to accommodate and properly support this state initiative for the following high schools: Bradford, Harborside, Indian Trail High School and Academy, Reuther, and Tremper.

- Designate March 3, 2015 as a non-instructional early release day just for grade eleven students at Bradford, Harborside, Indian Trail High School and Academy, Reuther, and Tremper. Students at these schools in grades nine, ten, and twelve will not attend this day. The remaining high schools will have all students arrive as usual, assessing their respective grade eleven students, and coordinate an early release for all students.
- Designate March 4, 2015 as a delayed start instructional day for grades nine, ten, and twelve. Grade eleven students will arrive at their normal time and attempt the WorkKeys. Again this modification would be just for Bradford, Harborside, Indian Trail High School and Academy, Reuther, and Tremper. All remaining high schools will have all students attend at the normal start time for a full instructional day.
- These adjustments allow for all applicable schools to meet their Department of Public Instruction (DPI) state instructional minute requirement, as well as securing the equivalent of two full instructional days for possible school closings.
- March 17 and 18 (make-up days) will remain full instructional days for everyone; with adjustments made for only those students who have to attempt either assessment.

Proposed high school calendar adjustments:

	March 3, 2015 (ACT Plus Writing)	March 4, 2015 (ACT WorkKeys)
Bradford, Harborside, ITHSA, Reuther, & Tremper	<ul style="list-style-type: none">• Only grade 11 students attend• Grade 9,10,12 do not attend• Non-instructional day• Early release	<ul style="list-style-type: none">• Normal start for grade 11• Delayed start for grades 9,10,12• Delayed instructional day
Remaining High Schools	<ul style="list-style-type: none">• Normal start for all students• Instructional day• Early release	<ul style="list-style-type: none">• Normal start for all students• Instructional day

Based on the available resources and student enrollments at grade eleven, the larger high schools have greater logistics and proctoring needs and will greatly benefit from having only grade eleven students attend during these designated assessments. The remaining high schools have a greater capacity to manage a quality-proctoring environment based on their size, available staff, and accessible technology.

Recommendation

Administration recommends approval of the proposed calendar adjustment to the 2014-15 high school calendar to accommodate the new demands of state wide assessments.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kris Keckler
Executive Director of Information
& Accountability

Dr. Bethany Ormseth
Assistant Superintendent of
Secondary School Leadership

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

Start Plan Sequence for the 2015-16 School Year

Looking ahead and processing an appropriate start plan sequence for the 2015-2016 school year, it was noted that Labor Day is on Monday, September 7, 2015. Historically, students returned the following school day after Labor Day. If Kenosha Unified School District continued this practice, students would return on Tuesday September 8, 2015.

It would be appropriate to review this late date and plan now to adjust to a more reasonable student return date of September 1, 2015; avoiding such a late start for the students and families of Kenosha Unified School District. The proposed sequence (below) has students returning on September 1, 2015, which is the earliest possible start date per Department of Public Instruction (DPI) guidelines.

KUSD departments, schools, and professional development planning will benefit from having these dates secured well in advance. Frank and Wilson calendars will not be affected by this adjustment.

Please note the start plan sequence for the 2015-2016 school year

Tuesday, August 25, 2015	All staff return Building Professional Learning Day
Wednesday, August 26, 2015	District Professional Learning Day
Thursday, August 27, 2015	Teacher Workday and Elementary Open House
Friday, August 28, 2015	Teacher Workday
Monday, August 31, 2015	Optional Teacher Workday
Tuesday, September 1, 2015	First day of school
Monday, September 7, 2015	Labor Day (No School)

Recommendation

Administration recommends approval of the proposed starting sequence for the 2015-16 school year. A proposed full school year calendar for 2015-16 will come before the school board in March-April 2015 for consideration and approval.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kris Keckler
Executive Director of Information & Accountability

Dr. Bethany Ormseth
Assistant Superintendent of
Secondary School Leadership

Dr. Floyd Williams Jr.
Assistant Superintendent of Elementary School
Leadership

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

District & School Report Card Summary

The annual district and school report cards for all Wisconsin districts and public schools were publically released on September 16, 2014. Additional report card resources can be found online at <http://reportcards.dpi.wi.gov/>. This is the second year for the district report cards and the third year for the school report cards. Each school and district receives an overall score and category rating. Depending on the type of school, these scores incorporate recent and historical values in multiple priority areas: student achievement, student growth, closing of gaps, and on-track and postsecondary readiness. District and schools are also expected to meet certain student engagement indicators: test participation, student absenteeism, and dropout rates.

As the Department of Public Instruction (DPI) works to refine the various data points, the recent report card calculation has yet another adjustment to the closing gap formula. This is the third consecutive year that the closing gap formula has changed. Previously, one target subgroup of a school was first equated to the school comparison group and then revised to the state comparison group, with greater weight given to the most recent year of the last three years. Upon review of scores over the last two years, DPI removed the annual weights and will now attempt to establish a trend line (slope) using up to five years of data. It is difficult to realize what affect the calculation change has on the particular score, and what affect is based on student achievement.

The other noticeable change this year is that schools with an alternative designation from DPI have now received an overall rating. Schools may be labeled alternative if they do not have the necessary data to calculate standard report card scores. These include:

- New schools (as designated by DPI standards)
- Schools with fewer than 20 full academic year student enrolled in tested grades
- Schools without tested grades
- Schools exclusively serving at-risk students
- K-2 school without a direct feeder pattern

Some of the noticeable points regarding the 2013-14 KUSD report cards:

- The overall district score increased from 65.0 to 65.9
 - Increased in student achievement, student growth, and on-track & postsecondary readiness
- 16 district schools increased their overall score
- 5 district schools increased their overall rating
- 9 district schools received a rating of "Exceeds Expectations"
- All 4 of the district schools labeled as alternative received a "Satisfactory" rating (which is the highest rating for alternative report cards)
- Only 1 district school received a deduction for the absenteeism engagement area, which is down from 2012 when 3 district schools received this deduction.
 - Preliminary figures show continued improvement in this area and potential removal of any future deductions.

Wisconsin is in the middle of a multi-year transition for academic and instructional accountability. The report cards have a large reference towards assessments that will change this school year (2014-15). Annual school and district objectives and proficiency levels will be reviewed and possibly revised in the coming months. It is unclear what effect this change may have on the annual goals for student expectations and achievement.

This report includes a summary of the 2013-14 school report cards for each school, and the district, as well as a comparison of the 2012-13 and 2013-14 scores and ratings.

This report is for informational purposes only.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kris Keckler
Executive Director of Information &
Accountability

**KENOSHA UNIFIED SCHOOL DISTRICT
2013-14 School and District Report Cards**

	<u>Student Achievement</u>	<u>Student Growth</u>	<u>Closing Gaps</u>	<u>On-Track & Postsecondary Readiness</u>	<u>Student Engagement Indicators</u>	<u>Overall Score</u>	<u>Overall Rating Category</u>
<u>K-5 Schools</u>							
Bose	49.4	61.9	53.9	83.4	0	62.1	Meets Few Expectations
Brass	35.5	60.5	55.2	79.4	0	57.7	Meets Few Expectations
Edward Bain Creative Arts	36.0	59.4	51.1	77.8	0	56.1	Meets Few Expectations
Edward Bain Dual Language	48.0	69.7	NA	82.5	0	64.8	Meets Expectations
Forest Park	55.7	59.6	43.6	85.0	0	61.0	Meets Few Expectations
Frank	35.0	59.1	58.0	80.1	0	58.1	Meets Few Expectations
Grant	42.8	63.4	57.0	79.8	0	60.8	Meets Few Expectations
Grewenow	56.4	80.5	50.9	82.9	0	67.7	Meets Expectations
Harvey	62.5	67.0	40.0	83.7	0	63.3	Meets Expectations
Jefferson	38.2	52.4	48.6	80.1	0	54.8	Meets Few Expectations
Jeffery	70.7	54.3	79.2	87.7	0	73.0	Exceeds Expectations
McKinley	39.7	73.8	81.2	77.7	0	68.1	Meets Expectations
Nash	76.9	73.4	73.8	88.3	0	78.1	Exceeds Expectations
Pleasant Prairie	70.6	66.1	55.7	88.1	0	70.1	Meets Expectations
Prairie Lane	78.1	75.9	65.5	88.7	0	77.1	Exceeds Expectations
Roosevelt	74.4	76.6	59.5	89.1	0	74.9	Exceeds Expectations
Somers	79.4	73.9	62.3	88.0	0	75.9	Exceeds Expectations
Southport	55.8	68.9	42.3	84.4	0	62.9	Meets Few Expectations
Stocker	65.1	60.9	56.3	87.2	0	67.4	Meets Expectations
Strange	46.0	54.3	58.2	82.4	0	60.2	Meets Few Expectations
Vernon	53.0	60.4	72.2	83.5	0	67.3	Meets Expectations
Whittier	67.7	61.7	70.9	88.9	0	72.3	Meets Expectations
Wilson	32.2	50.9	62.7	78.8	0	56.2	Meets Few Expectations
K-5 State Score	66.8	67.8	66.9	86.9	NA	NA	NA
<u>K-8 Schools</u>							
Brompton	72.4	66.8	NA	92.1	0	75.2	Exceeds Expectations
Dimensions of Learning	84.4	67.0	62.6	93.6	0	76.9	Exceeds Expectations
KTEC	79.9	70.0	63.4	91.5	0	76.2	Exceeds Expectations
K-8 State Score	67.1	62.7	66.6	88.3	NA	NA	NA
<u>6-8 Schools</u>							
Bullen	51.5	51.4	53.3	84.8	0	60.3	Meets Few Expectations
Lance	66.8	49.9	51.1	88.7	0	64.1	Meets Expectations
Lincoln	46.8	49.6	50.7	83.7	0	57.7	Meets Few Expectations
Mahone	67.5	55.7	65.0	90.5	0	69.7	Meets Expectations
Washington	47.7	52.5	54.1	83.3	0	59.4	Meets Few Expectations
6-8 State Score	67.3	55.7	66.5	89.3	NA	NA	NA
<u>6-12 Schools</u>							
Harborside	65.4	56.6	77.3	87.3	0	71.6	Meets Expectations
6-12 State Score	67.7	55.7	66.4	84.9	NA	NA	NA
<u>9-12 Schools</u>							
Bradford	55.4	NA	66.6	78.3	-5	60.3	Meets Few Expectations
Indian Trail	60.5	NA	66.5	79.6	0	67.5	Meets Expectations
LakeView	84.5	NA	75.5	88.5	0	82.1	Exceeds Expectations
Reuther	NA	NA	NA	NA	NA	AR*	Satisfactory Progress
Tremper	62.6	NA	68.3	82.8	0	69.8	Meets Expectations
9-12 State Score	69.1	NA	67.5	83.5	NA	NA	NA
<u>Other Schools</u>							
Hillcrest	NA	NA	NA	NA	NA	AR*	Satisfactory Progress
Kenosha eSchool	NA	NA	NA	NA	NA	AR*	Satisfactory Progress
Phoenix Project	NA	NA	NA	NA	NA	AR*	Satisfactory Progress
District	58.2	57.8	65.5	82.3	0	65.9	Meets Expectations
State Score	66.4	62.4	66.3	85.3	NA	NA	NA

Overall Rating Category:

0 - 52.9 = Fails to Meet Expectations

53.0 - 62.9 = Meets Few Expectations

63.0 - 72.9 = Meets Expectations

73.0 - 82.9 = Exceeds Expectations

83.0 - 100 = Significantly Exceeds Expectations

*Alternate Ratings: Satisfactory Progress
Needs Improvement

KENOSHA UNIFIED SCHOOL DISTRICT
School and District Report Cards
2012-13 and 2013-14

	Student Achievement		Student Growth		Closing Gaps		On-Track & Postsecondary Readiness		Student Engagement Indicators		Overall Score		Overall Rating Category	
	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14
<u>K-5 Schools</u>														
Bose	52.8	49.4	53.7	61.9	57.5	53.9	85.2	83.4	0	NA	62.3	62.1	Meets Few	Meets Few
Brass	38.6	35.5	50.3	60.5	54.5	55.2	79.3	79.4	0	NA	55.7	57.7	Meets Few	Meets Few
Edward Bain Cr Arts	41.8	36.0	56.2	59.4	53.8	51.1	79.8	77.8	0	NA	57.9	56.1	Meets Few	Meets Few
Edward Bain Dual Lang	NA	48.0	NA	69.7	NA	NA	NA	82.5	NA	NA	NA	64.8	Not Rated**	Meets
Forest Park	61.0	55.7	56.8	59.6	43.4	43.6	86.5	85.0	0	NA	61.9	61.0	Meets Few	Meets Few
Frank	36.4	35.0	48.4	59.1	54.1	58.0	79.5	80.1	0	NA	54.6	58.1	Meets Few	Meets Few
Grant	46.6	42.8	60.9	63.4	60.7	57.0	82.1	79.8	0	NA	62.6	60.8	Meets Few	Meets Few
Grewenow	58.9	56.4	58.8	80.5	44.5	50.9	83.9	82.9	0	NA	61.5	67.7	Meets Few	Meets
Harvey	67.8	62.5	70.1	67.0	39.4	40.0	86.1	83.7	0	NA	65.9	63.3	Meets	Meets
Jefferson	44.4	38.2	61.6	52.4	56.8	48.6	81.4	80.1	0	NA	61.1	54.8	Meets Few	Meets Few
Jeffery	70.9	70.7	61.1	54.3	70.0	79.2	87.9	87.7	0	NA	72.5	73.0	Meets	Exceeds
McKinley	40.7	39.7	63.1	73.8	69.1	81.2	78.6	77.7	0	NA	62.9	68.1	Meets Few	Meets
Nash	75.4	76.9	66.3	73.4	74.8	73.8	88.5	88.3	0	NA	76.3	78.1	Exceeds	Exceeds
Pleasant Prairie	73.3	70.6	63.9	66.1	60.3	55.7	88.6	88.1	0	NA	71.5	70.1	Meets	Meets
Prairie Lane	78.0	78.1	63.1	75.9	56.6	65.5	90.4	88.7	0	NA	72.0	77.1	Meets	Exceeds
Roosevelt	74.2	74.4	74.6	76.6	54.0	59.5	88.8	89.1	0	NA	72.9	74.9	Meets	Exceeds
Somers	79.9	79.4	73.3	73.9	62.2	62.3	89.2	88.0	0	NA	76.1	75.9	Exceeds	Exceeds
Southport	60.2	55.8	53.6	68.9	39.1	42.3	84.5	84.4	0	NA	59.4	62.9	Meets Few	Meets Few
Stocker	67.9	65.1	61.5	60.9	59.3	56.3	87.9	87.2	0	NA	69.2	67.4	Meets	Meets
Strange	47.9	46.0	63.4	54.3	66.0	58.2	82.8	82.4	0	NA	65.0	60.2	Meets	Meets Few
Vernon	56.1	53.0	73.0	60.4	76.6	72.2	83.1	83.5	0	NA	72.2	67.3	Meets	Meets
Whittier	68.1	67.7	65.8	61.7	74.3	70.9	88.3	88.9	0	NA	74.1	72.3	Exceeds	Meets
Wilson	34.3	32.2	54.0	50.9	68.1	62.7	81.4	78.8	0	NA	59.5	56.2	Meets Few	Meets Few
K-5 State Score	66.5	66.8	65.7	67.8	65.6	66.9	87.1	86.9	NA	NA	NA	NA	NA	NA
<u>K-8 Schools</u>														
Brompton	70.4	72.4	69.4	66.8	NA	NA	92.2	92.1	0	0	75.5	75.2	Exceeds	Exceeds
Dimensions of Learning	84.0	84.4	68.0	67.0	68.2	62.6	93.6	93.6	0	0	78.5	76.9	Exceeds	Exceeds
KTEC	77.9	79.9	75.1	70.0	62.5	63.4	90.7	91.5	0	0	76.6	76.2	Exceeds	Exceeds
K-8 State Score	67.0	67.1	60.9	62.7	65.4	66.6	88.1	88.3	NA	NA	NA	NA	NA	NA

*This school is not rated because it is new, is an alternative school or it has too few students for accountability determinations.

Overall Rating Category: 0 - 52.9 = Fails to Meet Expectations
 53.0 - 62.9 = Meets Few
 63.0 - 72.9 = Meets Expectations
 73.0 - 82.9 = Exceeds Expectations
 83.0 - 100 = Significantly Exceeds Expectations

*Alternate Ratings: Satisfactory Progress
 Needs Improvement

KENOSHA UNIFIED SCHOOL DISTRICT
School and District Report Cards
2012-13 and 2013-14

	Student Achievement		Student Growth		Closing Gaps		On-Track & Postsecondary Readiness		Student Engagement Indicators		Overall Score		Overall Rating Category	
	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2013-14</u>
<u>6-8 Schools</u>														
Bullen	55.6	51.5	43.4	51.4	54.1	53.3	85.8	84.8	0	0	59.7	60.3	Meets Few	Meets Few
Lance	70.1	66.8	47.9	49.9	51.4	51.1	90.7	88.7	0	0	65.0	64.1	Meets	Meets
Lincoln	50.5	46.8	52.3	49.6	54.6	50.7	85.1	83.7	0	0	60.6	57.7	Meets Few	Meets Few
Mahone	68.7	67.5	51.1	55.7	65.1	65.0	90.3	90.5	0	0	68.8	69.7	Meets	Meets
Washington	49.3	47.7	44.3	52.5	52.4	54.1	84.2	83.3	0	0	57.6	59.4	Meets Few	Meets Few
6-8 State Score	67.4	67.3	53.7	55.7	64.5	66.5	88.8	89.3	NA	NA	NA	NA	NA	NA
<u>6-12 Schools</u>														
Harborside	63.7	65.4	NA	56.6	60.3	77.3	89.9	87.3	0	0	69.0	71.6	Meets	Meets
6-12 State Score	67.4	67.7	53.7	55.7	66.5	66.4	84.4	84.9	NA	NA	NA	NA	NA	NA
<u>9-12 Schools</u>														
Bradford	53.5	55.4	NA	NA	62.3	66.6	75.4	78.3	-5	-5	57.3	60.3	Meets Few	Meets Few
Indian Trail	58.5	60.5	NA	NA	69.5	66.5	80.0	79.6	0	0	68.0	67.5	Meets	Meets
LakeView	82.4	84.5	NA	NA	72.7	75.5	91.5	88.5	0	0	81.0	82.1	Exceeds	Exceeds
Reuther	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	AR*	Not Rated**	Satisfactory
Tremper	61.6	62.6	NA	NA	65.8	68.3	81.1	82.8	-5	0	63.1	69.8	Meets	Meets
9-12 State Score	67.5	69.1	NA	NA	67.1	67.5	83.0	83.5	NA	NA	NA	NA	NA	NA
<u>Other Schools</u>														
Hillcrest	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	AR*	Not Rated**	Satisfactory
Kenosha eSchool	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	AR*	Not Rated**	Satisfactory
Phoenix Project	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	AR*	Not Rated**	Satisfactory
District	59.6	58.2	54.3	57.8	64.8	65.5	81.1	82.3	0	0	65.0	65.9	Meets	Meets
State Score	66.1	66.4	60.6	62.4	66.8	66.3	84.9	85.3	NA	NA	NA	NA	NA	NA

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Overall Rating Category: 0 - 52.9 = Fails to Meet Expectations
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*Alternate Ratings: Satisfactory Progress
Needs Improvement

**Wisconsin Public School Districts - Top 5 Enrollments
District Report Cards
2013-14**

<u>District</u>	<u>Student Achievement</u>	<u>Student Growth</u>	<u>Closing Gaps</u>	<u>On-Track & Postsecondary Readiness</u>	<u>Student Engagement Indicators</u>	<u>Overall Score</u>	<u>Overall Rating Category</u>
Green Bay Area	56.1	57.9	63.5	80.7	0	64.5	Meets Expectations
Kenosha	58.2	57.8	65.5	82.3	0	65.9	Meets Expectations
Madison Metropolitan	62.8	68.3	65.1	83.0	0	69.8	Meets Expectations
Milwaukee	37.1	55.7	63.0	68.7	-5	51.1	Fails to Meet Expectations
Racine Unified	47.0	57.0	69.6	74.8	0	62.1	Meets Few Expectations
State Score	66.4	62.4	66.3	85.3	NA	NA	NA

Overall Rating Category:

- 0 - 52.9 = Fails to Meet Expectations
- 53.0 - 62.9 = Meets Few Expectations
- 63.0 - 72.9 = Meets Expectations
- 73.0 - 82.9 = Exceeds Expectations
- 83.0 - 100 = Significantly Exceeds Expectations



September 23, 2014

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Gregory Leech donated \$2,000.00 to the Bradford Boys' Basketball team. The donation is to be used to purchase uniforms.
2. Brandon Fitch donated \$1,000.00 to the LakeView Sailing Club. The donation is to be used for sailing equipment and teaching.
3. Nicolet DeRose donated \$500.00 to the Bradford Band. The donation is to be used to purchase band equipment.
4. Justin Meyer donated school supplies to the students of Kenosha Unified. The value of this donation is unknown.

The District would like to recognize the following entities:

1. The Kenosha Today Show with Scott Barter, Charlie V's Kids Foundation, WLIP and Casey Family Options held a school supply fundraiser that raised \$2,250.00 to purchase school supplies for the students of Kenosha Unified.
2. The Walgreens stores in Kenosha held school supply drives for the students of Kenosha Unified.
3. Associated Bank held a school supply drive for the students of Kenosha Unified.

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. Sue Savaglio-Jarvis
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 23, 2014

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board
September-October**

September

- September 2, 2014 – First Day of School for Students
- September 9, 2014 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- September 10, 2014 – Public Hearing on Budget/Annual Meeting of Electors – 7:00 P.M. in Indian Trail High School & Academy Auditorium
- September 23, 2014 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

October

- October 14, 2014 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- October 28, 2014 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

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