



REGULAR MONTHLY BOARD MEETING

October 28, 2014

7:00 PM

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

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Regular School Board Meeting
October 28, 2014
Educational Support Center
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - A. School First/K-8 Attendance Support
 - B. Summer Student Art Show Collection Awards
- 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
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 - B. Consent/Approve 5
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Kenosha Unified School District
Kenosha, WI
October 28, 2014

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Braden	Jamie	Kids Castle / Early Education	4K Teacher	Instructional	08/29/2014	0.5	\$19,553.00
Appointment	Allotey	Dolly	Lincoln Middle School	Special Education	ESP	09/09/2014	1	\$15.33
Appointment	Cooper	Clare	Almost Home / Early Education	4K Teacher	Instructional	09/03/2014	0.5	\$19,553.00
Appointment	Kessler	Andrea	Tremper High School	Special Education	ESP	09/22/2014	1	\$15.33
Appointment	Robinson	Jennifer	Southport Elementary School	LAP	Instructional	09/11/2014	0.4	\$29,121.20
Appointment	Tobalsky	Heidi	Prairie Lane Elementary School	Grade 5	Instructional	09/15/2014	1	\$39,106.00
Appointment	Miller	Ambrial	Brass Community School	Special Education	ESP	09/17/2014	1	\$15.33
Appointment	Kirchmeier	Leticia	Jefferson Elementary School	Health Information Clerk	ESP	09/29/2014	0.57	\$14.33
Appointment	Weber	Sarah	Brass Community School	Grade 4	Instructional	09/22/2014	1	\$43,069.00
Appointment	Collova	Jay	Lincoln Middle / Frank Elementary	Night Custodian - Second Shift	Service	09/17/2014	1	\$20.32
Appointment	LeMay	Katelyn	Bose Elementary School	Kindergarten	Instructional	09/22/2014	1	\$39,106.00
Appointment	Hill	Stephanie	Grant Elementary School	Grade 3	Instructional	09/22/2014	1	\$51,591.00
Appointment	Fox	Rebecca	Title I Programs	Secretary 1 - 12 Months	Secretarial	09/24/2014	1	\$17.32
Appointment	Eisenhaur	Kelly	Wilson Elementary School	Multi Age 2/3	Instructional	09/29/2014	1	\$39,106.00
Appointment	Mahant	Arnav	ITA	Math	Instructional	09/22/2014	0.5	\$35,258.50
Appointment	Szabo	Andria	KTEC	Student Support Specialist	Miscellaneous	09/29/2014	1	\$16.26
Appointment	Merritt	Robert	Information Services	Technology Support Technician	Miscellaneous	09/29/2014	1	\$20.22
Appointment	Bailey	Joseph	Tremper High School	Special Education	ESP	09/29/2014	1	\$15.33
Appointment	Monson	Stacy	Special Education & Student Support	STEP East Boys & Girls Club	ESP	10/06/2014	1	\$15.33
Appointment	Lofton	Rachel	McKinley Elementary School	Head Start	ESP	09/29/2014	0.5	\$15.44
Appointment	Bedford	Dennis	Lincoln Middle School	Student Support Specialist	Miscellaneous	10/06/2014	1	\$16.26
Appointment	Jones	Tyra	Brass Community School	ESP-Classroom	ESP	10/16/2014	1	\$15.33
Appointment	Garcia	Angelina	Teaching and Learning	Bilingual Student Family & Community Support Specialist	Miscellaneous	10/20/2014	1	\$16.25
Appointment	Swank	Kelly	Grant Elementary School	Special Education-LD	Instructional	10/20/2014	1	\$39,702.00
Appointment	Kuzelka	Karen	Indian Trail Academy	Special Education - CDS	ESP	10/21/2014	1	\$14.33
Early Retirement	Westland	Melissa	Bradford High School	Attendance	ESP	01/04/2015	1	\$16.60
Resignation	Harris	Lenae	Tremper High School	Cross Categorical	Instructional	09/12/2014	1	\$67,218.00
Resignation	Quevedo-Torrero	Jesus	Indian Trail Academy	Math	Instructional	09/12/2014	0.5	\$78,396.00
Resignation	Nicklas	Matthew	Information Services	Technology Support Technician	Miscellaneous	09/29/2014	1	\$20.22
Resignation	Mahant	Arnav	ITA	Math	Instructional	09/29/2014	0.5	\$35,258.50
Resignation	Reich	Abbey	Bradford High School	Cross Categorical	Instructional	10/07/2014	1	\$52,057.00
Resignation	Bedford	Dennis	Lincoln Middle School	Student Support Specialist	Miscellaneous	10/08/2014	1	\$16.26
Resignation	Stone	Mark	Indian Trail Academy	Intervention Specialist	Instructional	10/16/2014	1	\$72,803.00
Separation	Elmblad	Susan	Tremper High School	Secretary 1 (12 Month)	Secretarial	09/22/2014	1	\$19.28
Separation	Humphres	Kathleen	HR Leave Status	HR Service Employee on Leave	Service	09/10/2014	1	\$18.75

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 23, 2014

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 23, 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 5:51 P.M. with the following members present: Mr. Kunich, Mr. Flood, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens and Mr. Bryan 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 discussing litigation.

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

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

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

Ms. Stevens arrived at 5:54 P.M.

Mr. Bryan arrived at 5:55 P.M.

1. Litigation

Attorney JoAnn Hart from Boardman & Clark, LLP arrived at 5:56 P.M and updated Board members on a litigation matter.

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

Meeting adjourned at 6:32 P.M.

Stacy Schroeder Busby
School Board Secretary

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

A regular meeting of the Kenosha Unified School Board was held on Tuesday, September 23, 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 7:02 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 2014 Badger Boys State Superintendent Award and the Bronze Wisconsin School Health Award. She indicated that the SkillsUSA National Leadership Conference awards were being postponed until December.

There were no Administrative or Supervisory Appointments.

There was not a Student Ambassador present.

Mr. Bryan gave the Legislative Report.

There were views and comments by the public.

There were no Board member responses/comments.

Mrs. Coleman made Board President remarks.

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

The Board considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations as contained in the agenda.

Consent-Approve item XI-B – Minutes of the 8/13/14 and 8/26/14 Special Meeting and Executive Sessions, 8/26/14 Regular Meeting, 9/10/14 Annual Meeting of Electors, and the 8/25/14 and 9/10/14 (2) Special Meetings.

Consent-Approve item XI-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 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.”

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

Mr. Kristopher Keckler, Executive Director of Information & Technology, presented School Board Policy 6440 – Course Options Enrollment submitted by Mrs. Marsha Nelson, Career and Technical Education Coordinator; Mr. Keckler; Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mrs. Snyder moved to approve Policy and Rule 6440 - Course Options Enrollment as a first reading and move to a second reading on October 28, 2014. Mr. Wade seconded the motion.

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

Dr. Savaglio-Jarvis presented Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys submitted by Mr. Keckler and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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

Mr. Flood moved to approve Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys as a first reading this evening and as a second reading at the October 28, 2014, regular school board meeting. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy and Rule 1131 – Memorials/Dedications Within Schools submitted by Mr. Patrick Finnemore, Director of Facilities Services; Mrs. Sheronda Glass, Executive Director of Business; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mrs. Snyder moved to 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. Mr. Flood seconded the motion. Unanimously approved.

Mrs. Julie Housaman, Interim Assistant Superintendent of Teaching and Learning, introduced the Talent Development Program Update submitted by Mr. David Tuttle, Coordinator of Talent Development; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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.

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 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.

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.”

Mr. Tuttle was present and gave a PowerPoint presentation which provided information on the following topics: what is gifted?, definition of gifted, federal definition, who is gifted, characteristics of gifted children, what are the major ideas for developing gifted education plans in Wisconsin?, gifted funding in Wisconsin, gifted funding comparison, where does the support come from?, DPI recommendations, what does KUSD’s plan look like?, and next steps. Mr. Tuttle also distributed an information sheet noting the differences between a bright child and a gifted learner and an information sheet entitled “A Gifted Child’s Bill of Rights”.

Mr. Tuttle answered questions from Board members.

Mr. Hofer, Purchasing Agent, presented the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Hofer; Mr. Hamdan; Mr. Robert Neu, Interim Director of Title I/CLC Programs; Mrs. Glass; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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. The total cost is \$54,720.00. The funding source is Title I and Title IIA.
- Boys & Girls Club – Program Management for CLC programs at Grant and Jefferson, and afterschool sports programs at Frank, Grant, Jefferson, Vernon, and Wilson. The funding sources are the 21st Century Community Learning Center Grant - \$134,282.90 and Fund 85 CLC Reserves - \$7700.00.”

Mr. Kunich moved to approve the contracts/agreements that have been added to the Contract Management Database subsequent to August 26, 2014, with approval of the purchasing agent that are shown in the database in coral color. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Glass was present and answered questions from Board members related to the cultural competency training.

The Board requested a report from Administration pertaining to the District’s plan and direction in relation to diversity training.

Mr. Kunich moved to approve the contract/agreement with Pacific Education for cultural competency training and have it added to the contract management database. Mrs. Snyder seconded the motion.

Roll Call: Ayes: None. Noes: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, and Mr. Wade. Abstainers: Mrs. Coleman. Motion failed.

Ms. Stevens moved to approve the contract/agreement with the Boys & Girls Club for program management for CLC programs at Grant and Jefferson and afterschool sports programs at Frank, Grant, Jefferson, Vernon, and Wilson and have it added to the contract management database. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Classification, Compensation, and Personnel Policy Updates for Non-Represented, Non-Supervisory, Miscellaneous Employees submitted by Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations; Mrs. Annie Petering, Human Resources Specialists; Mr. Rade Dimitrijevic, Human Resource Coordinator; Ms. Judy Rogers, Human Resources Coordinator; Mrs. Glass; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mr. Kunich moved to 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. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Handbook Policy Updates and Changes submitted by Mrs. Ruder, Mrs. Petering, Mr. Dimitrijevic, Ms. Rogers, Mrs. Glass, and Dr. Savaglio-Jarvis, excerpts follow:

“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: 1310, 4110, 4221, 4224, and 4271.

Content and Grammatical Changes: 3623, 3643, 4111, 4112, 4231, 4233, 4240, 4260, 4280, 4323.1, 4331, 4361, 4362, and 4380.

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

Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson & Vliet, LLC was present and answered questions from Board members.

Board members discussed and/or suggested the following policy revisions:

- Rule 4110 – change “Director of Personnel” to “Office of Human Resources”. Check other policies and rules to make this revision consistent throughout the policies.

- Policy 4271 – look at language and/or the possibility of coming up with either a “mutually agreed upon IHO” or a list of IHO’s.
- Rule 3643 – under procedure 3, specify what employee groups have the two snow days built into the academic calendar.
- Policy 4112 – Does the first sentence of the third paragraph capture the scenario of employees spreading rumors?
- Policy 4362 – In relation to employee discipline, should the arbitrary or capacious wording be kept, should wording be changed to just cause, or should alternative language be used? The reference to the “employee handbook” in the last sentence should reference “Policy 4270 – General Employee Complaints”.

Mr. Kunich moved to approve the updated policies as a first reading. Mr. Wade seconded the motion. Motion carried. Ms. Stevens, Mr. Flood, and Mr. Bryan dissenting.

The Board recessed at 10:11 P.M. and reconvened at 10:15 P.M.

Mrs. Coleman introduced the Proposed ACT Assessment Suite Schedule and Plan submitted by Mr. Keckler, Dr. Ormseth, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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

Mr. Keckler was presented and answered questions from Board members.

Ms. Stevens moved to approve the proposed calendar adjustment to the 2014-15 high school calendar to accommodate the new demands of state wide assessments. Mr. Wade seconded the motion. Unanimously approved.

Mr. Keckler presented the Start Plan Sequence for the 2015-2016 School Year submitted by Mr. Keckler; Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership; Dr. Ormseth; and Dr. Savaglio-Jarvis, excerpts follow:

“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 - 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)

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.”

Mrs. Snyder moved to approve the starting sequence for the 2015-16 school year. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Keckler presented the District School Report Card Summary submitted by himself and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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.”

Mrs. Snyder 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. Kunich seconded the motion. Unanimously approved.

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

Meeting adjourned at 10:24 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
October 28, 2014

CASH RECEIPTS	reference	total
September 2014 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 21,699,484.50
Johnson Bank	<i>account interest</i>	164.21
US Treasury	<i>interest refund - various bond issues</i>	259,840.00
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	167,426.75
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	31,037.85
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	23,376.61
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	5,283.50
Total Incoming Wire Transfers		\$ 22,186,613.42
September 2014 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 492,329.28
TOTAL SEPTEMBER CASH RECEIPTS		\$ 22,678,942.70

CASH DISBURSEMENTS	reference	total
September 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>	\$ 7,144,711.26
WI Department of Revenue	<i>state payroll taxes</i>	397,002.47
WI Department of Revenue	<i>state wage attachments</i>	1,141.31
IRS	<i>federal payroll taxes</i>	2,825,830.73
Diversified Benefits Services	<i>flexible spending account claims</i>	13,477.38
Employee Trust Funds	<i>wisconsin retirement system</i>	401,151.85
NVA	<i>vision insurance premiums</i>	12,171.56
Various	<i>TSA payments</i>	146,578.78
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	213,066.65 *
US Bank	<i>purchasing card payment-AP program</i>	11,845.56 *
Aegis	<i>workers' compensation payment</i>	100,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	17,453.54
Johnson Bank	<i>banking fees</i>	247.15
Various	<i>returned checks</i>	3,446.00
Total Outgoing Wire Transfers		\$ 11,288,124.24
September 2014 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01018DP, 01918DP, 01019DP, 01919DP</i>	\$ 23,404.61
General operating and food services	<i>Check# 512815 thru Check# 513779 (net of void batches)</i>	6,591,546.81
Total Check Registers		\$ 6,614,951.42
TOTAL SEPTEMBER CASH DISBURSEMENTS		\$ 17,903,075.66

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending September 15, 2014

Merchant/Vendor	Total Charge (Credit)
HOTEL	\$ 13,503.68
AMAZON.COM	\$ 12,384.28
RESTAURANTS & CATERING	\$ 10,616.21
WW GRAINGER	\$ 8,780.45
MAYFAIR RENT A CAR KENO	\$ 8,257.98
CLASS 1 AIR INC	\$ 8,041.18
MENARDS	\$ 7,792.11
HAJOCA KENOSHA PC354	\$ 5,270.76
3654 INTERSTATE	\$ 5,265.81
ULINE *SHIP SUPPLIES	\$ 5,186.85
REI*GREENWOODHEINEMANN	\$ 5,155.00
MCKINNEY SINGER SE	\$ 4,782.00
AC RADIO SUPPLY INC	\$ 4,271.96
AMAZON MKTPLACE PMTS	\$ 4,234.37
MARK S PLUMBING PARTS	\$ 3,735.46
NELSON ELECTRIC SUPPLY	\$ 3,721.40
BROOKES PUBLISHING	\$ 3,659.16
BARNES&NOBLE*COM	\$ 3,615.77
HALLMAN LINDSAY PAINTS	\$ 3,509.80
AIRLINE	\$ 3,413.80
VIKING ELECTRIC - KENOSHA	\$ 3,386.03
MOORE OIL COMPANY INC	\$ 2,890.31
BETTYMILLSC	\$ 2,726.17
LOWES #02554*	\$ 2,579.92
JOHNSTONE SUPPLY	\$ 2,561.74
IDENTICARD	\$ 2,418.76
OFFICE MAX	\$ 2,263.59
GLEASON REDI MIX	\$ 2,185.01
EXPEDIA*183866745306	\$ 2,180.40
PACIFIC EDUCATIONAL GR	\$ 1,990.00
CHESTER ELECTRONIC SUPPLY	\$ 1,770.02
SETON IDENTIFICATION PRD	\$ 1,766.16
VEHICLE MAINT. & FUEL	\$ 1,731.00
THE TRANE COMPANY	\$ 1,694.81
QUILL CORPORATION	\$ 1,607.99
PALMEN BUICK GMC CAD	\$ 1,514.77
WM SUPERCENTER #1167	\$ 1,509.32
HIGHWAY C SVC	\$ 1,440.69
HALOGEN SUPPLY COMPANY	\$ 1,440.00
EB *MIDWEST SUMMIT FEA	\$ 1,325.00
BARNES & NOBLE #2037	\$ 1,313.70
USPS	\$ 1,251.74
IN *A BEEP, LLC	\$ 1,230.74
WAL-MART #1167	\$ 1,166.55
HESCO INC	\$ 1,091.36
INDUSTRIAL CONTROLS	\$ 1,014.51
FIRST SUPPLY LLC #2033	\$ 980.63
BROADWAY IN CHICAGO	\$ 950.00
FLORIDA VIRTUAL SCHOOL	\$ 919.50
FASTENAL COMPANY01	\$ 901.54
GFS MKTPLC #1919	\$ 897.73
SHERWIN WILLIAMS #3180	\$ 890.40

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

Billing Cycle Ending September 15, 2014

Merchant/Vendor	Total Charge (Credit)
CONNEY SAFETY	\$ 853.44
KROMER CO. LLC	\$ 756.85
MONOPRICE INC	\$ 730.23
ROBOTSHOP.COM	\$ 726.00
SQ *TECH HELP	\$ 719.00
DASH MEDICAL GLOVES	\$ 715.00
4IMPRINT	\$ 701.65
LAKESHORE LEARNING MATER	\$ 682.80
GOPHER SPORT	\$ 665.02
RGS PAY*	\$ 663.48
WUFOO.COM/CHARGE	\$ 637.80
MCMASTER-CARR	\$ 635.33
SHIFFLER EQUIPMENT SAL	\$ 632.26
IN *B AND L OFFICE FURNIT	\$ 615.00
SEARS ROEBUCK 2342	\$ 599.98
J W PEPPER	\$ 557.99
THE HOUSE OF RICE	\$ 537.00
PROFESSIONAL SERVICES	\$ 525.00
WASDA	\$ 520.00
ACTFL AMRCN CNCL TCHNG FR	\$ 509.00
PICK N SAVE	\$ 489.66
SQ *MICHAEL GONZALEZ	\$ 485.50
INSTY-PRINTS	\$ 476.00
BATTERIES PLUS KEN	\$ 466.98
LEE RECREATION LLC	\$ 449.00
BADGER TRUCK - MILW	\$ 438.76
EMA*EMMA EMAIL MARKETING	\$ 432.00
TRAVELOCITY.COM	\$ 431.04
WSPRA	\$ 425.00
ANIXTER-115687	\$ 424.72
ORIENTAL TRADING CO	\$ 413.91
HARBOR FREIGHT TOOLS 358	\$ 412.37
IN *GLACIER STONE	\$ 408.00
HARBOR FREIGHT CATALOG	\$ 396.84
BORZYNSKIS FARM/FLORAL	\$ 370.55
STATE OF WI DPI REGONLINE	\$ 360.00
IVIE ENTERPRISES INC	\$ 345.83
CUSTOM LANYARDS	\$ 343.20
TOWN & COUNTRY GLASS CO	\$ 339.12
HOLLAND SUPPLY INC	\$ 332.70
PATS SERVICES INC	\$ 325.00
PP*MILWEB1 LLC	\$ 312.00
HAJOCA ABLE DIST 353	\$ 306.12
HOBBY LOBBY #283	\$ 301.74
WISCONSIN TAXPAYERS ALLIA	\$ 300.00
UMX INC (800)921-5523	\$ 294.88
L AND S ELECTRIC	\$ 290.00
IN *GAPPA SECURITY SOLUTI	\$ 283.30
HALF PRICE BOOKS #051	\$ 276.69
JOANN FABRIC #0576	\$ 275.92
HITECH WIRELESS.COM	\$ 270.00
PIGGLY WIGGLY #004	\$ 264.52

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending September 15, 2014

Merchant/Vendor	Total Charge (Credit)
NSPRA	\$ 260.00
LRP PUBLICATIONS	\$ 259.50
BEST BUY	\$ 253.16
DIETZ ELECTRIC CO INC	\$ 247.42
CREATIVE ADVERTISING	\$ 228.38
AT&T*BILL PAYMENT	\$ 213.64
ACT*WATG	\$ 210.00
AMAZONPRIME MEMBERSHIP	\$ 201.92
SQ *JUMPNJAX (BARBARA COL	\$ 200.00
DG HARDWARE	\$ 195.08
PAYPAL *BIGSHOESNET	\$ 195.00
STENHOUSE PUBLISHERS	\$ 193.63
PARTY CITY	\$ 192.83
SQ *TEACHER'S PLANNING PA	\$ 189.50
AIRGASS NORTH	\$ 184.38
MIDSCI	\$ 181.58
TARGET 00022517	\$ 180.64
REINDERS - BRISTOL	\$ 177.28
OSI*UNITEDSTATESFLAG	\$ 175.00
WI DHFS LEAD AND ASBESTOS	\$ 175.00
AED SUPERSTORE	\$ 170.09
STU*STUMPS	\$ 164.37
NAFME	\$ 164.00
JOHNSON PLASTICS	\$ 163.87
GATEWAY-KENOSHA BKST #531	\$ 152.00
IN *BOOMERANG PROJECT (83	\$ 150.00
PODS #58	\$ 149.00
HMCO *BOOKS	\$ 148.90
FESTIVAL FOODS	\$ 148.11
COSTCO.COM *ONLINE	\$ 146.63
GOLF TEAM PRODUCTS	\$ 146.00
SHINERETROF	\$ 146.00
SCHOOL TECH INC	\$ 139.59
JANWAY COMPANY USA INC	\$ 139.45
IKEA CHICAGO	\$ 132.27
LAMINATION DEPOT	\$ 131.50
SUCCESSORIES	\$ 130.83
SCRIPPS SPELLING BEE	\$ 130.00
PAYPAL *HOME DEPOT	\$ 124.02
FOLLETT SCHOOL SOLUTIONS	\$ 112.20
WALGREENS	\$ 100.30
WSRA	\$ 100.00
WWWGAMEBIBSCOM	\$ 98.36
BUS MGMT DAILY EXEC LEA	\$ 96.00
DICKS SPORTING GOODS#753	\$ 94.92
REPAIRCLINIC.COM	\$ 92.95
GOLF GEAR LTD	\$ 87.00
EDS ARCHITECTURAL OPENING	\$ 86.70
A AND R DOOR SERVICE I	\$ 85.00
HOMETOWN MEATS	\$ 84.61
WINDY CITY NOVELTIES	\$ 83.10
DOLRTREE 661 00006619	\$ 80.00

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

Billing Cycle Ending September 15, 2014

Merchant/Vendor	Total Charge (Credit)
TLF FLOWERSHOPPING COM	\$ 78.11
LEARNING RESOURCES	\$ 74.97
AMERICAN PUBLISHING IN	\$ 74.90
COREY OIL	\$ 72.00
HYDRO-FLO PRODUCTS INC	\$ 66.84
UNIVERSAL MERC EXCHNGE	\$ 65.00
CVS #2933	\$ 63.29
STAPLES DIRECT	\$ 63.29
MC SPORTS 176	\$ 59.98
FARM & FLEET STURTEVANT	\$ 58.67
EASYKEYSCOM INC	\$ 57.21
ISTOCK *INTERNATIONAL	\$ 54.90
U-HAUL OF KENOSHA	\$ 54.19
PARKSIDE TRUE VALUE	\$ 50.94
MAILCHIMP	\$ 50.00
CARSON DELLOSA	\$ 48.46
VANS GAS	\$ 48.18
BANNERSONTHECHEAP.COM	\$ 45.35
CREATIVE BRICK & CONCR	\$ 41.80
LINCOLN CONTRACTOR	\$ 41.66
SHOPKO 00200311	\$ 40.99
SOUTHPORT VACUUM	\$ 40.75
THE LEARNING SHOP	\$ 39.71
ASSOC SUPERV AND CURR	\$ 37.98
EDHELPER	\$ 35.98
IN *STERLING ROPE COMPANY	\$ 34.50
HOERTEL LOCK & KEY	\$ 33.95
VIKING ELECTRIC-CREDIT DE	\$ 30.48
TECH REVIEW	\$ 29.95
OXFORD UNIVERSITY PRESS	\$ 29.70
MUSIC CENTER INC.	\$ 29.54
DOLLARTREE.COM	\$ 29.03
PRAIRIE SIDE TRUE VALUE	\$ 27.96
MOUSER ELECTRONICS DIS	\$ 26.10
STEIN GARDENS & GIFTS 14	\$ 24.95
FAMILY DOLLAR #10987	\$ 21.00
TRAVEL INSURANCE POLICY	\$ 21.00
AP BOOKSTORE.COM	\$ 20.00
KENOSHA FRESH MARKE	\$ 19.99
IUL *RODGERS&HAMMERSTEI	\$ 16.00
PAYPAL *WISCONSINED	\$ 15.00
TRILLING TRUE VALUE HARDW	\$ 13.64
KMART 3088	\$ 11.45
AMAZON SERVICES-KINDLE	\$ 9.99
MICHAELS STORES 6709	\$ 7.86
SUPER MIX OF WISCONSIN	\$ (20.86)
BRANDNEX.COM PROMOS	\$ (93.83)
SAMS ITALIAN DELI	\$ (239.91)
US Bank Purchasing Card Payment - Individuals	\$ 213,066.65

KUSD Purchasing Card Program - Accounts Payable

Transaction Summary

Billing Cycle Ending September 15, 2014

Check #	Vendor ID	Vendor Name	Total
99000488	V01058	FIRST STUDENT	\$ 11,845.56
US Bank Purchasing Card Payment - Accounts Payable			\$ 11,845.56

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, WI

October 28, 2014

Administrative Recommendation

It is recommended that the September 2014 cash receipt deposits totaling \$492,329.28, and cash receipt wire transfers-in totaling \$22,186,613.42, be approved.

Check numbers 512815 through 513779 totaling \$6,591,546.81, and general operating wire transfers-out totaling \$346,058.90, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2014 net payroll and benefit EFT batches totaling \$10,942,065.34 and net payroll check batches totaling \$23,404.61, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

Heather Kraeuter, CPA
Accounting & Payroll Manager

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 28, 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

The School Board approved revisions to Policy and Rule 1110 as a first reading on September 23, 2014, and it is recommended that the School Board approve the revisions to Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys as a second reading at its October 28, 2014 meeting.

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

October 28, 2014

Handbook Policy Updates and Changes

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

For ease of viewing, the policies have been broken into three categories and will be considered for a second reading on October 28, 2014:

No changes from September 23, 2014	Grammatical/name changes from September 23, 2014	Language/content changes from September 23, 2014
1. 1310 2. 4221 3. 4224 4. 3623 5. 4231 6. 4233 7. 4240 8. 4260 9. 4323.1 10. 4331 11. 4361 12. 4380	1. 4110 – Updated to Office of HR 2. 4111 – Updated to Office of HR 3. 4280 – Fixed outline sequence	1. 3643 – Clean up procedure 3 and added language for more than two days 2. 4112 – Violence in Workplace & spreading rumors added 3. 4271 – Mutual IHO considered and just cause language added 4. 4362 – Just cause

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

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No changes from September 23, 2014

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**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 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 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 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

1. Employee Assistance Program Personnel Appointment and Duties

- a. 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

a. Self-Referral

- i. 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. 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.

b. Supervisory Referrals

- i. 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.
- ii. Supervisory referrals shall include a conference with the employee. The conference should be restricted to the issue of the work situation or particular incident.
- iii. The employee retains the right to accept or reject involvement in the program.
- iv. 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.
- v. 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.
- vi. 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.~~
- vii. 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.

c. Family Referral

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

~~1. Union Referral~~

~~1. An official representative of the union may refer an employee to the EAP.~~

~~2.1. 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.**

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 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.

Grammatical changes from September 23, 2014

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POLICY 4110
EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION

The ~~d~~District is an equal opportunity employer. Personnel administration in the ~~d~~District 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 ~~d~~District.

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 ~~d~~District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the ~~Director~~ Office 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~~**Office** of Human Resources is responsible for coordinating compliance with state and federal nondiscrimination laws and the ~~d~~District'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 ~~d~~District'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 ~~d~~District policy.

INFORMAL PROCEDURE

The ~~d~~District 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~~**Office** 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~~**Office** 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~~**Office** 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 ~~from~~**of the Director of Personnel****Office of Human Resources**, he/she may submit a written appeal to the ~~s~~Superintendent of ~~s~~Schools 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 ~~s~~Superintendent 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 ~~s~~Superintendent 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 ~~s~~Superintendent, he/she may file the complaint with the ~~b~~Board of ~~e~~Education by submitting a written appeal to the ~~s~~Superintendent within 10 working days after receipt of the ~~s~~Superintendent's answer. The ~~b~~Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The ~~b~~Board shall give a written answer to the complaint within 10 working days following the

completion of the hearing.

RULE 4110
EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURE
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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. ~~1-~~The name of the complainant and his/her title or status-
2. ~~2-~~The date the complaint was filed-
3. ~~3-~~The specific allegation made and any corrective action requested by the complainant-
4. ~~4-~~The name(s) of the respondents-
5. ~~5-~~The levels of processing followed, and the resolution, date and decision-making authority at each level-
6. ~~6-~~A summary of facts and evidence presented by each party involved-
7. ~~7-~~A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

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 Office of Human Resources or, in the alternative, the sSuperintendent/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 Office of Human Resources/designee is designated as the complaint officer and is responsible for responding to harassment complaints.

Step 1: The dDistrict 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 sSuperintendent 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 dDistrict 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 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.
 - d. **Employees must**~~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 ~~district policies and, rules and applicable collective bargaining agreements.~~ 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. Calling in sick or tardy after the scheduled start time; and
 - e. Absences the day before or the day of "hunting" season.

Language/content changes from September 23, 2014

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POLICY 3643
EMERGENCY SCHOOL CLOSINGS
(Inclement Weather)

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

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

The same announcement, when made, shall specify whether all ~~d~~District personnel are expected to report to work at their regularly scheduled time. The ~~s~~Superintendent 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, supervisory and technical staff. Two potential school closings are built into the academic calendar for: teachers, education support professionals, interpreters, 10-month and 12-month secretaries and miscellaneous employees.

If there are more than two school closings, 10-month secretaries will have the school year extended for the purpose of making up the day(s). Twelve (12) month secretaries, education support professionals, interpreters and miscellaneous employees may report to work, use vacation or personal time, or take unpaid time (deduct).

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 4112
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,” spreading rumors, 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 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~~-Office 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~~-Office of Human Resources (or designee) will meet with the grievant within ~~ten~~(10) days of receipt of the written grievance. The aAdministration will provide a written response within ~~ten~~(10) days of the meeting. The aAdministration's written response to the grievance must contain:
 - A statement of the date the meeting between the aAdministration and grievant was held;

POLICY 4271
EMPLOYEE COMPLAINT (GRIEVANCE)
PAGE 3

- A decision as to whether the grievance is sustained or denied; and
- 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~~ **supported by just cause**. ~~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~~ **supported by just cause** 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 **supported by just cause** 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

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 without just cause. 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 **Policy 4270 – General Employee Complaints**. ~~the 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 sSuperintendent of sSchools, copy to employee's cCentral oOffice 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 sSuperintendent or designee.
3. Only the sSuperintendent or designee is authorized to suspend an employee with or without pay.
4. The sSuperintendent may impose all appropriate forms of discipline, except for discharge, of regularly employed certified employees. The sSuperintendent may discharge non-certified employees and substitute teachers.
5. Discharge of regularly employed certified employees requires formal action by the sSchool bBoard and shall be in accordance with established procedures and state law.

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 28, 2014

SPORTS ADVISORY COMMITTEE REPORT

Background:

In fall of 2000 the school board authorized the formation of a Sports Advisory Committee to evaluate all aspects of the Kenosha Unified School District athletics program. One of the four primary subcommittees formed as part of the sports advisory effort focused on athletic facilities. The subcommittee evaluated the KUSD athletic facilities extensively and that effort was the primary driver of two major initiatives:

1. The inclusion of a high school competition track as part of the design and construction of Mahone Middle School
2. The successful 2005 referendum, which included athletic additions to both Bradford and Tremper High Schools. These additions focused on the interior athletic facilities as the subcommittee determined that this was a higher priority than outdoor facilities at that time.

Since that time great strides have been made in improving the outdoor athletic facilities through a combination of general fund dollars, fundraising, donations, and the Indian Trail referendum project. A brief list of the outdoor athletic facility improvements includes:

Bradford

- Created Wavro Field for baseball—including dugouts, press box, bullpens, fencing, and infield construction through major donations and some district financial support.
- Major upgrades to the softball field including fencing, scoreboard, bullpens, and infield work through donations and some district financial support.
- Added an irrigation system for all game and practice fields funded by district operational funds.
- Created three practice football fields north of the ravine through district operational funds.

- Resurfaced the tennis courts through district operational funds.

Tremper

- Created a new varsity softball field at Anderson Park—including fencing, infield work, batting cage, and dugouts through major donations and some district financial support.
- Relocated the practice football fields to allow the baseball field to become the varsity game field with addition of fencing, dugouts, scoreboard, and warning tracks through major donations and some district financial support.
- Added an irrigation system for all game and practice fields funded by district operational funds.
- Resurfaced the tennis courts through district operational funds.

In addition, the Indian Trail referendum funded Jaskwhich Stadium as well as all of the competition and practice facilities at Indian Trail High School. Finally, the sale of the old Bain Elementary School led to the installation of synthetic turf at Ameche Field.

These improvements have been dramatic to the landscape of the athletic facilities but have also spurred on the community to expect even more. They have helped fuel the discussion for having a full complement of facilities for each of the three boundary high schools.

One example of this is the relatively recent (2012) success of the Bradford High School football team, which spurred greater interest in Bradford having a football stadium of its own. One other looming need is the replacement of the bleachers and press box at Ameche Field. The bleachers and press box were constructed by the city over 30 years ago and are both a safety concern and a pending major maintenance need.

In response to the growing interest to improve our exterior athletic facilities, a small team of facilities and athletics personnel toured and evaluated the exterior athletic facilities of the district's high schools in 2013. This team came up with a conceptual plan for possible long-term improvements.

The conceptual plan was presented to the board committees and the full board in January of this year. The board approved the formation of a new Sports Advisory Committee for the purpose of evaluating and making recommendations related to the outdoor athletic facilities at the three boundary high schools with the majority of attention being focused on Bradford and Tremper.

2014 Sports Advisory Committee

The committee, which is chaired by Steve Knecht, was formed shortly after Board approval and the membership includes a general committee as well as subcommittees for each of the three comprehensive high schools. Committee members were solicited in a number of ways and include athletic directors, coaches, principals, parents, community members, Board members, and other elected officials. A full list of the Sports Advisory Committee Roster is provided below.

Sports Advisory Committee Members

Name	School Affiliation	Title
Adam Sulko	Bradford	Athletic Director
Andrew Baumgart	Bradford	Principal - Bullen Middle School
Andy Maki	Tremper	Assistant Baseball Coach
Ashley Vanderhoef	Indian Trail	Track/Cross Country
Brad Fortney	Bradford	Head Girls Track/Assistant Football Coach
Brian Vanderhoef	Indian Trail	Track/Cross Country
Bryan Mogensen	Bradford	Assistant Boys Basketball
Carl Bryan	KUSD	School Board Member
Carol Higgins	KUSD	District Athletic Secretary
Chris Tindall	Tremper	Head Boys Soccer Coach
Chuck Bradley	Tremper	Head Cross Country & Boys Track Coach
Dave Paff	KUSD	City of Kenosha Alderman
David Naylor	Bradford	Head Girls' Soccer Coach
Denise Hoff	KUSD	Ameche Stadium Manager
Dominic Giannini	Bradford	Head Custodian
Doug Townsend	Tremper	Head Softball Coach
Drew Baker	Indian Trail	Head Girls Soccer Coach
Eric Corbett	Indian Trail	Athletic Director
Ernest Llanas	Bradford	Retired KUSD Principal
Jackie Valeri	Tremper	Phy Ed Teacher/Assistant Girls Golf Coach
Jeff Laurent	Indian Trail	Boys Soccer
Jeff Reget	Bradford	Head Boys Soccer Coach
Jeff Valeri	Tremper	Citizen
Jered Kotarak	Bradford	Assistant Principal
Jim Heiring	Bradford	Kenosha Police Liaison
Jim Kreuser	KUSD	Kenosha County Executive
John Matera	Tremper	Athletic Director/Head Baseball Coach
John Ramey	Bradford	Head Boys' Tennis Coach
John Ruffolo	Bradford	Head Softball Coach

Sports Advisory Committee Members (continued)

Name	School Affiliation	Title
John Sykora	Bradford	Citizen
Kevin Griffin	Tremper	Booster Club
Kris Jensen	Tremper	Booster Club
Kurt Sinclair	Bradford	Principal
Lynda Smith	Bradford	Bradford Athletic Secretary
Maria Kotz	Indian Trail	Principal
Mark Aslakson	Bradford	Head Cross Country & Boys Track Coach
Matt LaBuda	Bradford	Head Baseball Coach
Matt Rizzo	Bradford	Head Football Coach
Megan Vassos	Indian Trail	Softball
Mike Schmidt	Indian Trail	Baseball
Mike Wade	Tremper	Booster Club
Mona Sykora	Bradford	Citizen
Nick Perrine	Bradford	Head Girls Tennis Coach
Pat Finnemore	KUSD-Facilities	Co-Chair Sports Advisory Committee
Rebecca Stevens	KUSD	School Board Member
Richard Aiello	Tremper	Principal
Rocco LaMacchia	KUSD	City of Kenosha Alderman
Scott Lindgren	KUSD	Retired Coord. of Ath, PE, Health, Rec
Steve Knecht	KUSD-Athletics	Co-Chair Sports Advisory Committee
Tom Stone	Bradford	Booster Club
Trisha Roach	Indian Trail	Booster Club
William Aiello	Bradford	Citizen and Bradford Parent

Proposed Plans and Cost Estimate:

The Sports Advisory Committee with a great deal of help from Partners in Design Architects and Camosy Construction has developed detailed conceptual site plans and associated cost estimates which are provided as attachments to this report. The Committee made several changes to the original conceptual plans provided by staff at the start of the process which was expected and desired. It was important to identify and develop plans that balance the needs of each of the sports and schools as well as take into consideration how the community will view the final proposal. Not every idea was incorporated into the final proposal as the Committee recognized that it was important to develop a plan that was both comprehensive and fiscally responsible.

Some of the more significant ideas brought forward by Committee members that were incorporated into the final conceptual plans include:

- Locating the Bradford football/soccer/track stadium on the Bradford campus instead of the property adjacent to Bullen Middle School. There are some cost saving opportunities with this related to site preparation. Referendum funds would be used to replace and expand the aging Bradford parking lot instead of building a new parking lot at Bullen and still having to replace the Bradford lot. This requires the relocation of the tennis courts, softball field and practice soccer fields to the Bullen site. The tennis courts would need to be completely rebuilt with whatever option we had chosen.
- Installing synthetic turf for the infields of the varsity baseball and softball fields at all three comprehensive high schools to reflect a growing trend nationally and in the State. The primary driver for this recommendation is to minimize the weather-related restrictions related to traditional infields, but we will also realize some operational and maintenance savings and greater opportunity for use of the fields by the public.
- Constructing 9 lane tracks instead of 8 for the proposed new tracks at Bradford and Tremper. 9 lane tracks are required to host a WIAA Regional or Sectional meet which should be a goal for the District once the new facilities are completed.
- Resurfacing of the track at Indian Trail. The track was constructed in the spring of 2002 as part of the Mahone Middle School project and has a standard Seal-Flex type rubberized surface. The manufacturers recommend resurfacing tracks every 7-10 years for optimal performance. As with many manufacturers' recommendations, this is a little more frequent than what most users experience, and the general rule of thumb for schools is resurfacing in the 10-15 year range. It has been 12 years since the track was first surfaced and we are starting to have flaking issues on the track. The track will need to be resurfaced in the next couple of years with or without a referendum.

The scope of work identified by the Committee was evaluated by estimators from Camosy Construction at no cost and with no obligations. The estimate which includes architectural and engineering costs and a reasonable contingency is \$16,685,000. The breakdown by school is:

- Bradford \$9,587,000
- Indian Trail \$620,000
- Tremper \$6,478,000

The Bradford costs include the improvements made both on the Bradford and Bullen sites and are as expected the highest because of the construction of the new stadium versus just a renovated stadium in the case of Tremper. The 2005

sports referendum funding was approximately 75% for Tremper and 25% for Bradford based on the interior facilities needs of the two schools; as identified by the prior Sports Advisory Committee.

The costs at Indian Trail are limited to three items:

- Installing a synthetic turf infield at the varsity baseball field.
- Installing a synthetic turf infield at the varsity softball field.
- Resurfacing of track as mentioned earlier.

The Committee feels comfortable with these three improvements even though the school was just constructed a few years ago because the track was constructed 12 years ago and does need to be resurfaced as explained earlier, and the use of synthetic turf for infields was not something considered in the design because there were no high schools in the State at that time that had synthetic turf infields. A lot has changed in the last three years and the weather the past two springs has ramped up the number of school districts installing or planning to install synthetic turf infields. This is consistent to what we experienced in the early and mid-2000's with football/soccer fields. When KUSD installed synthetic turf at Ameche Field, we were one of the first in the State; now synthetic turf is the standard for new construction and renovations for football/soccer fields.

There were other items identified by the Committee that would be more appropriately paid for by funding sources other than a referendum. One example would be adding water to the concession area at Jaskwhich Stadium. These items have been and will continue to be funded by athletics or facilities operating budgets, booster clubs, or other fundraising methods. There are a couple of items that could be funded by the Major Maintenance budget or through the referendum depending on the preference of the school board, these items include: the parking lot project at Bradford and the track resurfacing at Indian Trail (currently in the estimated total), as well as a parking lot replacement project at Anderson/Ameche (currently listed as an alternate and not included in the estimated total).

The potential major maintenance items listed above as well as some of the other scope items will need to be done with or without a referendum within the next five years. Specifically, a total of \$4,080,000 of the costs estimated in the attachment will need to be incurred whether or not we have a successful referendum. These projects include the parking lot projects, Indian Trail track resurfacing, replacement of the home and away bleachers at Ameche Field, replacement of the tennis courts at Bradford and Tremper, and removal of the tracks at Bullen and Tremper. If these projects were funded as part of major maintenance they would account for all of the available funding over the next three years which

would come at the expense of all of the other needs that exist in the district. In reality these projects would need to be spread over several more years and numerous concessions would need to be made with other pressing maintenance needs.

Committee Recommendation and Next Steps:

The Sports Advisory Committee recommends that a referendum question be placed on the ballot in 2015 for the scope and associated cost estimate provided in this report. Discussions with the City of Kenosha Clerk indicate that 2015 is a light year for elections with the only confirmed election date being April 7, 2015 (Note that there may be a February primary associated with the April election depending on the number of candidates for those offices on the ballot in April). The following schedule is based on a referendum question being placed on the April ballot:

- October 28, 2014 – School Board review and approval of Sports Advisory Committee Recommendations
- November 11, 2014 – Review of proposed April Referendum Plan including referendum language, financial analysis by our financial advisor, and other related information by PFE and ABF Committees
- November 25, 2014 – School Board review and approval of proposed April Referendum Plan
- December through April – Referendum informational community outreach effort
- April 7, 2015 – Public vote on referendum

This report was reviewed at the October 14, 2014, joint meeting of the Audit/Budget/Finance and the Planning/Facilities/Equipment Committees, and the combined committees voted unanimously to forward this report onto the Board for consideration.

Administration Recommendation:

Administration recommends Board approval of the plan developed by the Sports Advisory Committee as described in this report.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

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

Mr. Steven Knecht
Coordinator of Athletics/Physical Education



Bradford Site

Kenosha Unified School District - 2014 Sports Advisory Committee

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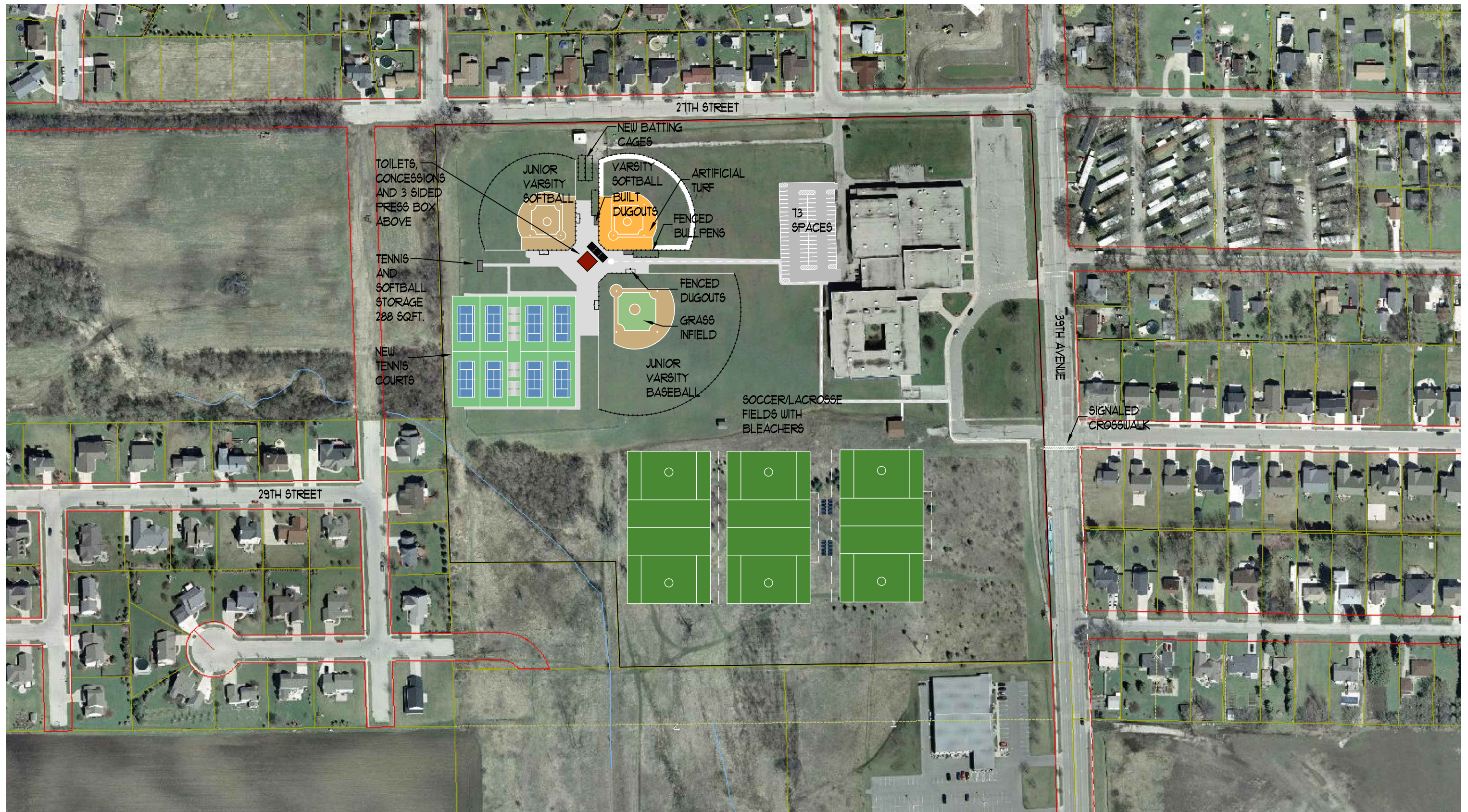
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Bullen Site

Kenosha Unified School District - 2014 Sports Advisory Committee

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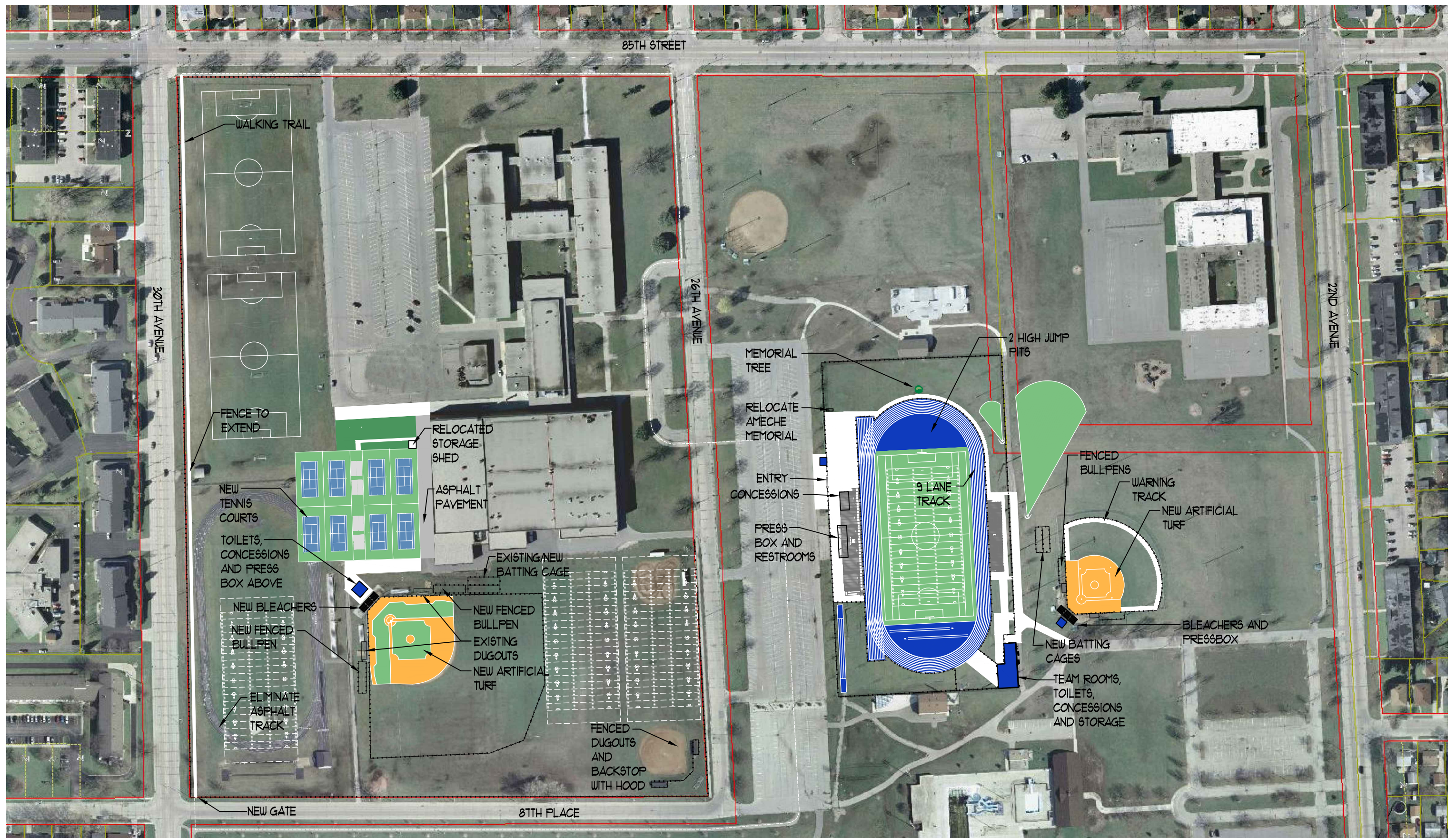
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Tremper Site

Kenosha Unified School District - 2014 Sports Advisory Committee

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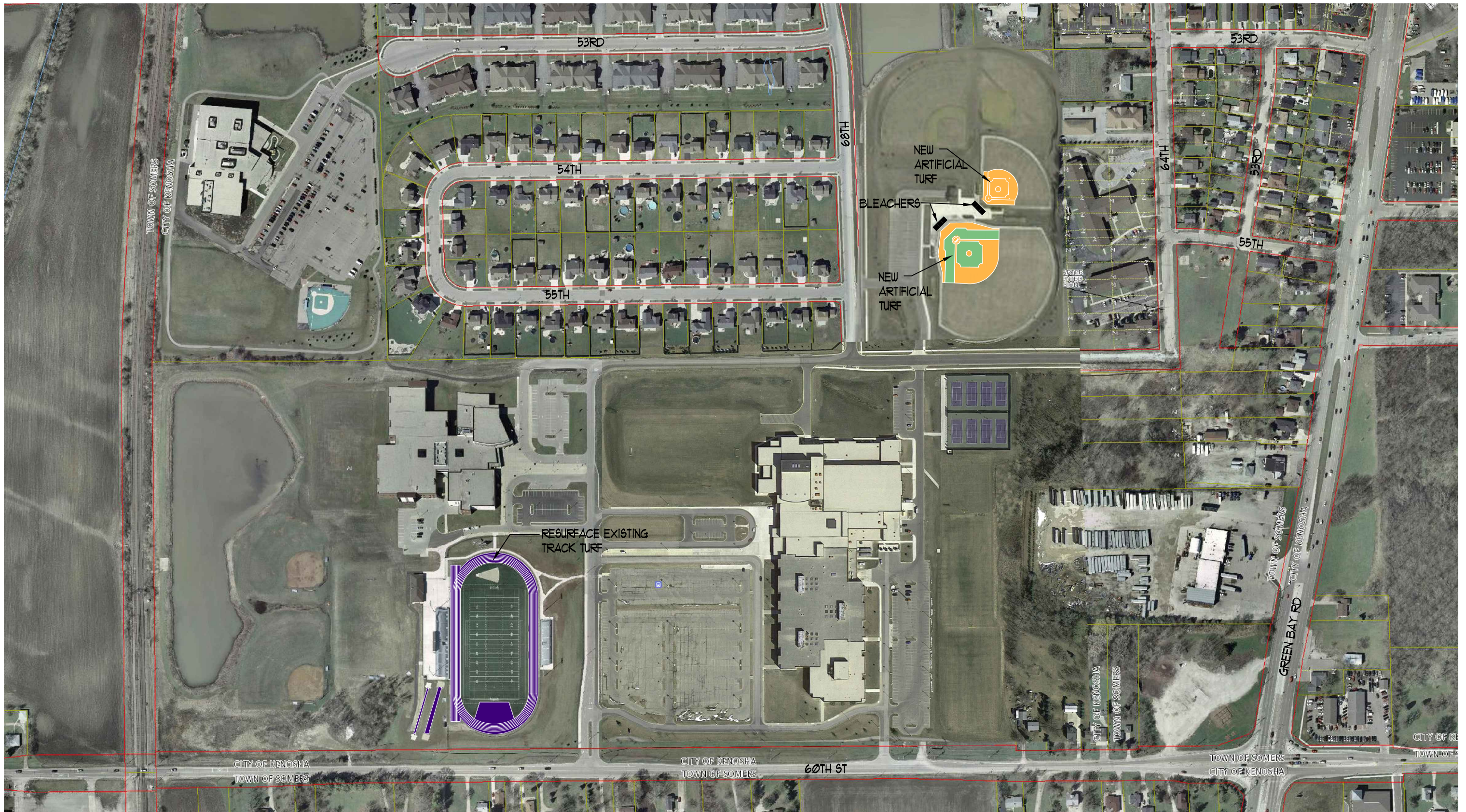
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Indian Trail Site

Kenosha Unified School District - 2014 Sports Advisory Committee

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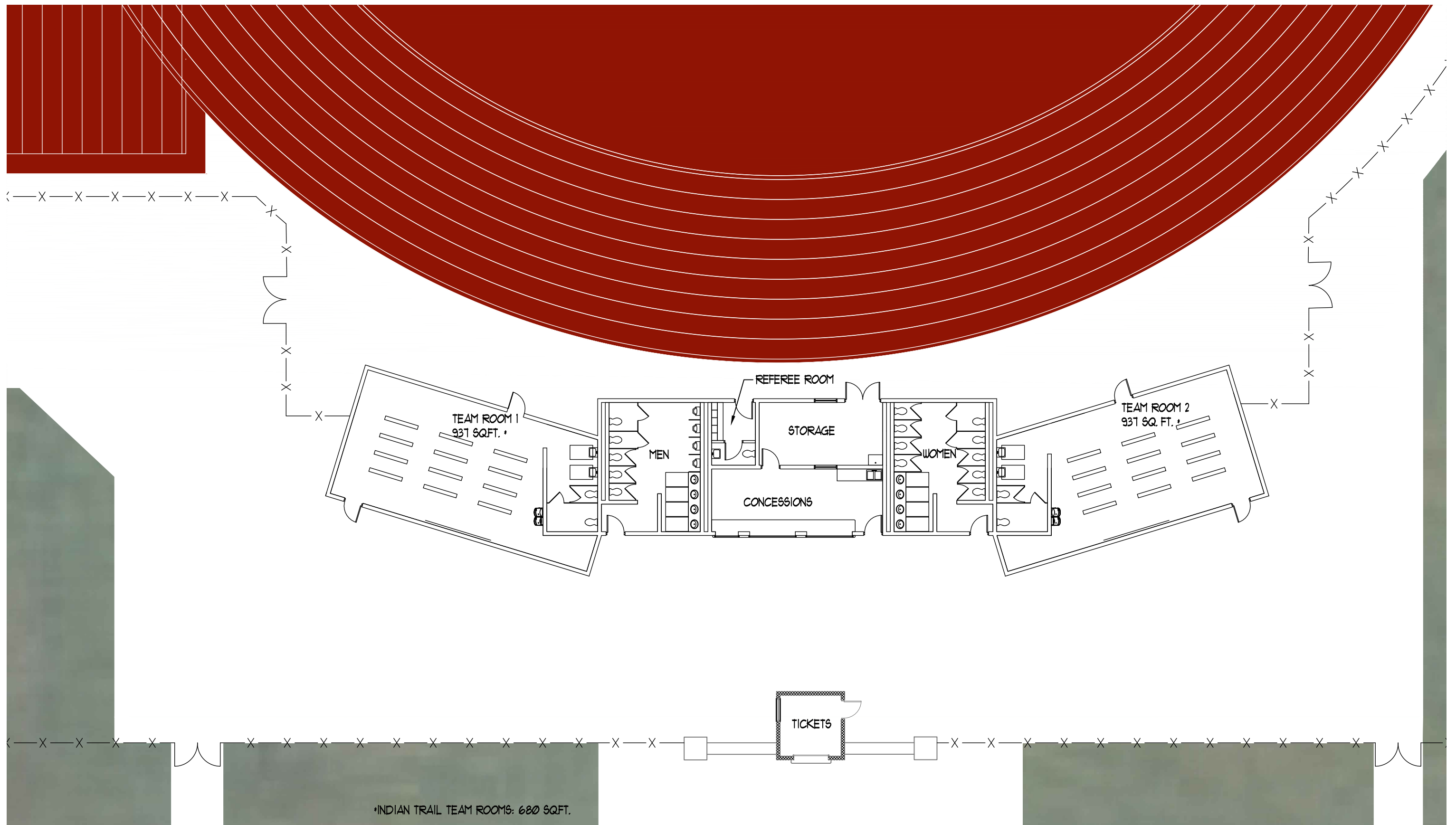
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Bradford Site - Team Building

Kenosha Unified School District - 2014 Sports Advisory Committee



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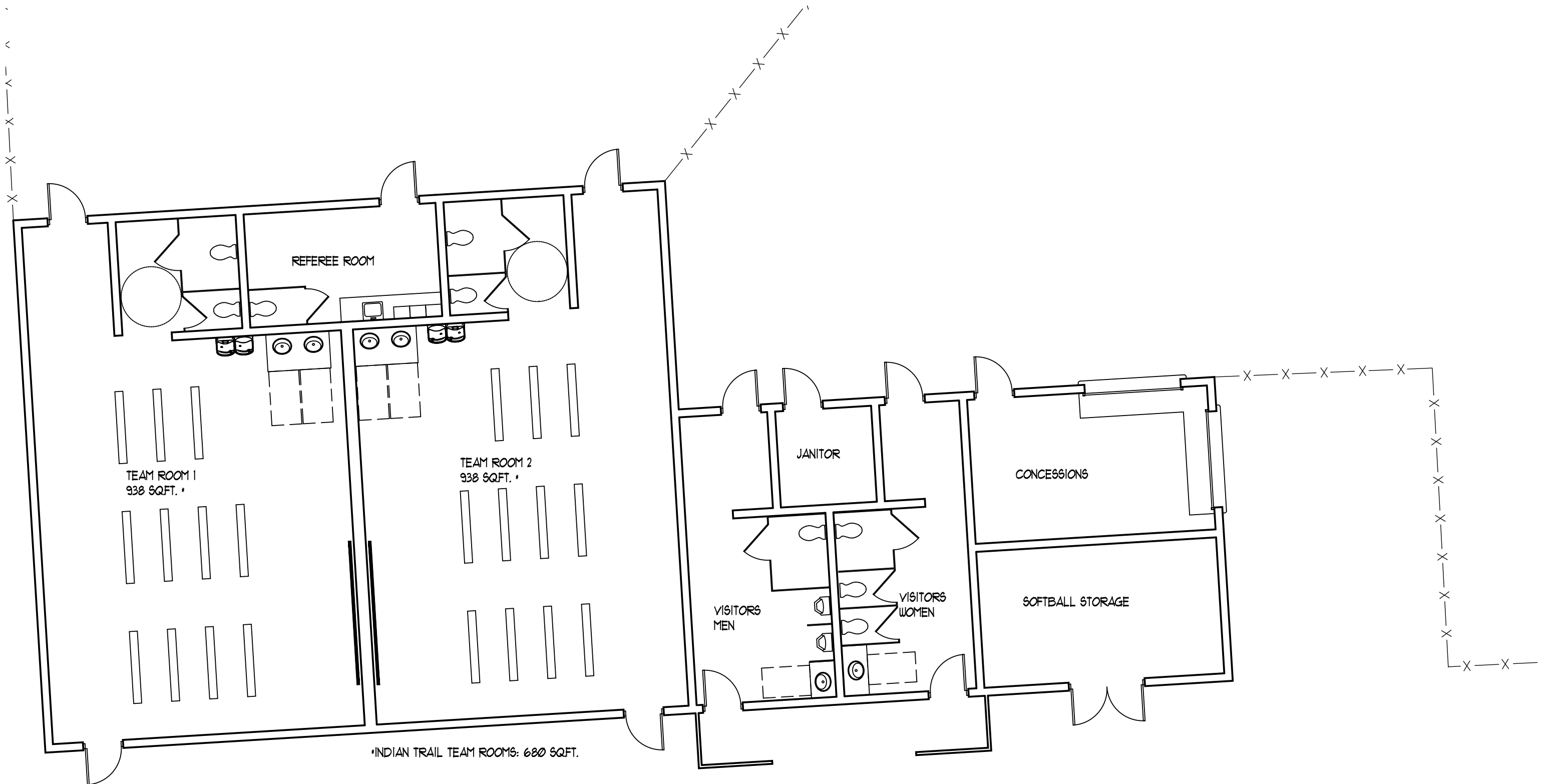
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Tremper Site - Team Building

Kenosha Unified School District - 2014 Sports Advisory Committee

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Riverwoods, IL

Kenosha Unified School District
Sports Fields
Referendum Budget



RECAP

23-Sep-14

ITEM	DESCRIPTION	Total
Bradford High School Sports Fields		
	Bradford Site	\$6,697,000
	Bullen Site	\$2,890,000
Tremper High School Sports Fields		\$6,478,000
Indian Trail High School Sports Fields		\$620,000
Totals		\$16,685,000

Excludes Ameche Field Parking Lot Improvements Add \$450,000.00

Kenosha Unified School District
Bradford High School Sports Fields
Referendum Budget



RECAP

23-Sep-14

ITEM	DESCRIPTION		Total
Bradford Site			
	New Football Stadium with Colored Urethane Track		\$3,700,000
	New Home & Away Bleachers		\$1,050,000
	New Concession / Restroom / Team Building		\$670,000
	New 415 Space Parking Lot	26,647 SY	\$675,000
	New Shotput / Discus / Long Jump		\$150,000
	New Synthetic Baseball Infield & Bleachers		\$275,000
	New Perimeter Fence	2030 LF	\$92,000
	New Walking Paths	4900 LF	\$85,000
Totals			\$6,697,000
Bullen Site			
	New Tennis Court Facility	8 EA	\$465,000
	New Varsity Softball Field with Synthetic Infield & Dugouts		\$460,000
	New JV Softball Field with Dirt Infield		\$355,000
	New JV Baseball Field with Dirt & Grass Infield		\$375,000
	New Irrigated Turf Practice Multi Purpose Fields	3 EA	\$750,000
	New Restroom Concession /Press Box		\$350,000
	New Concrete Walkways	18500 SF	\$135,000
Totals			\$2,890,000

Kenosha Unified School District
Tremper High School Sports Fields
Referendum Budget



RECAP

23-Sep-14

ITEM	DESCRIPTION	Total
New Football Stadium with Colored Urethane Track		\$2,600,000
New Home & Away Bleachers with Restrooms		\$1,150,000
New Concession / Restroom / Team Building		\$875,000
New Shotput / Discus / Long Jump		\$150,000
New Synthetic Baseball Infield with Small Press Box		\$560,000
New Synthetic Softball Infield & Bleachers /Press Box		\$335,000
New Tennis Court Facility	8 EA	\$465,000
JV Football Field Improvements including Old Track Demo		\$100,000
New Perimeter Fence	3900 LF	\$175,000
New Asphalt Walking Paths	1900 LF	\$68,000
Totals		\$6,478,000

Alternate The additive cost to mill in place the existing 18,900 SY Ameche
 Lot & Pave with new binder coarse, finish coarse & restripe. \$450,000

Kenosha Unified School District
Indian Trail High School Sports Fields
Referendum Budget



RECAP

23-Sep-14

ITEM	DESCRIPTION	Total
	New Synthetic Baseball Infield & Bleachers	\$225,000
	New Synthetic Softball Infield & Bleachers	\$155,000
	Remove existing 14 yr old Track surface & replace with New Colored Urethane Coated surface	\$240,000
Totals		\$620,000

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Kenosha Unified School District
Kenosha, Wisconsin

October 28, 2014

SCHOOL BOARD POLICY 5433—TOBACCO USE BY STUDENTS

Background

On September 9, 2014, school board member, Carl Bryan, requested a review of Policy 5433.

Mr. Bryan asked for the following changes:

- Add the words “electronic cigarette” to the policy.
- Add three definitions to the policy that were provided by the Public Health Law Center for use in Wisconsin. Definitions included tobacco products, electronic cigarette, and tobacco-related devices.

The revised policy can be found in Appendix A.

Recommendation

At its October 14, 2014 meeting, the Personnel/Policy Committee did not have a quorum present. It is the recommendation of administration that the Board approve updated Policy 5433—Tobacco Use by Students for a first reading this evening and a second reading on November 25, 2014.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Susan Valeri
Director of Special Education and Student Support

POLICY 5433
TOBACCO USE BY STUDENTS

Smoking and the use of tobacco/nicotine in any form by students is expressly prohibited in the schools, on school property, at school-sponsored activities, and on school buses. Students are also prohibited from possessing tobacco products, lighters, matches, **electronic cigarettes**, or any nicotine delivery device. Only smoking cessation products with a physician's prescription would be allowed with the KUSD Medication Authorization Form on file.

Definitions for the Purposes of this Policy

Tobacco product: This is any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Examples include but are not limited to cigarettes, cigars, little cigars, dry snuff, moist snuff/chewing tobacco, snus, dissolvables, hookah, and blunt wraps.

Electronic cigarette: This is any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured; distributed; marketed; or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Tobacco-related devices: These are ashtrays; cigarette papers; pipes for smoking; or any components, parts, accessories, or electronic cigarettes (including cartridges).

Students violating this policy shall be subject to disciplinary action.

LEGAL REF.: Wisconsin Statutes
 Sections: 48.983
 101.123 Clean indoor air
 120.12(20) Prohibition of tobacco
 120.13 School board powers

CROSS REF.: 5430, Student Conduct and Discipline
 5473, Student Suspensions
 5474, Student Expulsion
 5475, Discipline of Students with Disabilities

ADMINISTRATIVE REGULATIONS:

AFFIRMED: August 13, 1991

REVISED: September 9, 1997
 August 25, 2009

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 28, 2014

Policy 6210 – School Day/Year/Calendar

Policy 6210 – School Day/Year/Calendar is recommended for revision as the state mandates have changed. In April of 2014 Governor Walker approved Act 257. This act removed the traditional 180-day minimum instructional day requirement. The historical minute requirement was not changed. Kenosha Unified has a past practice of including the equivalent of two full days of instruction for potential school closings.

The school calendar will be developed and approved at least 16 months prior to the start of the respective school year to allow for adequate planning and preparation. Due to potential school closings, late adjustments will be made in the best interests of instructional practice while still meeting the DPI requirements.

Certain district programs such as the extended year schools, alternative schools, and approved charter schools may continue to develop alternative calendars that best meet the needs of their students and program formats.

Administrative Recommendation

At its October 14, 2014 meeting, the Personnel/Policy Committee did not have a quorum present. Administration recommends that the Board approve proposed revisions of Policy 6210 School Day/Year/Calendar as a first reading this evening and a second reading at the November 25, 2014 regular school board meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Executive Director of Information & Accountability

POLICY 6210
SCHOOL DAY/YEAR/CALENDAR

The school year in the ~~Dd~~district shall consist of at least the minimum number of **instructional minutes/hours** days required by state law. The school calendar for each ensuing school year shall be established by the School Board and ~~the Kenosha Education Association~~ consistent with ~~provisions of the current employee agreement and~~ state law. The school calendar shall be posted in all ~~Dd~~district buildings.

The length of the school day shall be established by the School Board in accordance with state law. The amount of time students spend in school shall comply with or exceed the minimum ~~time~~ **instructional minutes/hours** mandated by the state law and regulations.

The school ~~year calendar day hours~~ shall be presented and approved by the ~~Bb~~Board ~~Annually~~. **Reasonable effort will be used to present and approve future calendars at least 16 months prior to the respective start date. Calendar adjustments due to unforeseen events will be made as necessary.**

LEGAL REF.: Wisconsin Statutes

Sections 115.01(10) [School day definition]

120.12(15) [School board duty; establish school hours/~~school term~~]

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

121.02(1)(f)1 [Minimum number of **direct pupil days** of instruction-~~standard~~]

Wisconsin Administrative Code

PI 8.01(2)(f) [Minimum **hours** ~~number of days~~ of instruction rules]

CROSS REF.: 2720, Shared Decision Making

3643, Emergency School Closings (Inclement Weather)

6211, Year-Round School

~~Current Employee Agreements~~ **Handbook**

Emergency and Safety Preparedness Manual

~~KEA Agreement~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: January 29, 2002


Official Third Friday _____ ENROLLMENT REPORT

_____ School Year 2014 - 15



Information & Accountability
Kristopher Keckler, Executive Director

October 28, 2014



Kenosha Unified
School District

maximizing the brilliance of children

Kenosha Unified School District
Kenosha, Wisconsin

October 28, 2014

OFFICIAL THIRD FRIDAY ENROLLMENT REPORT

(School Year 2014-15)

OVERVIEW

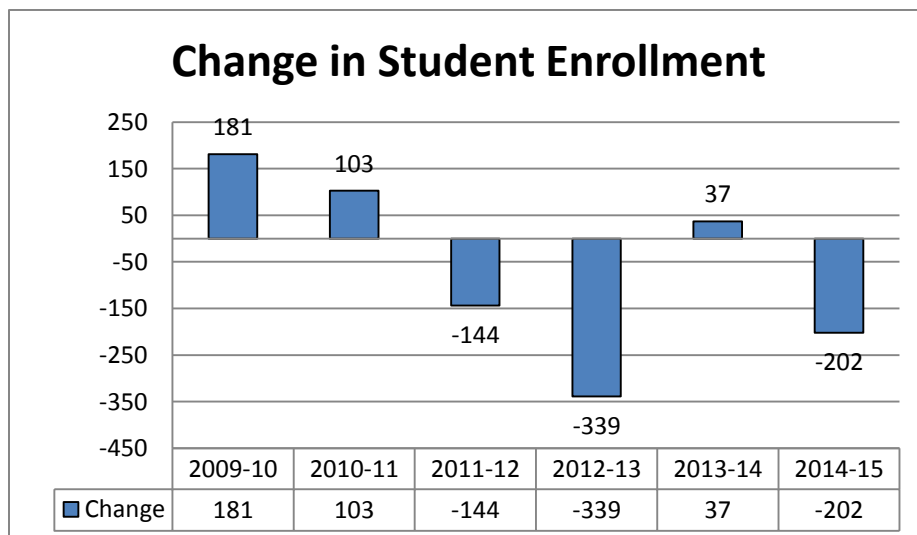
Annually, Administration provides the Kenosha Unified School Board with the District's *Official Third Friday Enrollment Report*. The data contained in this report are also reported to the Wisconsin Department of Public Instruction (DPI) in its designated format. The School Board should note that this report contains only *enrollment* data and does not contain student membership data that are used to develop revenue projections and budgetary planning documents.

GENERAL FINDINGS

1. District-wide, enrollment decreased from 22,676 students in 2013-14 to 22,474 students in 2014-15. This decrease was expected in part as the effects of a declining birthrate are now present at the pre-kindergarten levels. The Kenosha community had 209 fewer births in 2010 when compared to 2009. The District's enrollment for the past six (6) years is shown below.

	<i>2009-10</i>	<i>2010-11</i>	<i>2011-12</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>
KUSD Enrollment	23,019	23,122	22,978	22,639	22,676	22,474

2. The following chart illustrates the changes in overall student enrollment for School Years 2009-10 to 2014-15.



3. The District reported a decrease of -445 students in the elementary schools, though this decrease was mainly due to the KTEC expansion (grades PK-5) to a second campus. Middle school enrollment decreased by -121 students, and high school enrollment increased by +111 students.
4. The total enrollment for the Special Schools, which included all charter schools, Chavez Learning Station, Kenosha 4 Year Old Kindergarten, Hillcrest, and the Phoenix Project, reported an increase of 253 students. The number of community-based child care centers at Kenosha 4 Year Old Kindergarten was reduced from 10 in 2013-14 to 9 in 2014-15 due to the increased participation rate with the KUSD universal K4 program in the traditional elementary schools.
5. The following special schools reported increases in enrollment when compared to last year: KTEC increased by +299 students and Hillcrest increased by +9 students.
6. Grades 1, 2, 3, 4, 6, 10, and 12 exhibited increases in enrollment when compared to the previous year, with +8, +32, +8, +5, +84, +163, and +312 students, respectively.
7. Pre-Kindergarten, kindergarten, and grades 5, 7, 8, 9, and 11 reported decreases in student enrollment when compared to the previous school year, with -95, -5, -114, -156, -48, -251, and -145 respectively.
8. It should be noted that the dramatic enrollments swings at grades 9 through 12 are due to the modification in cohort designation of high school students. To align for the new DPI mandated multi-year assessments at the high school level, students are now promoted based on their cohort year, and not the result of credit acquisition (i.e., 5.5 credits to advance from grade 9 to grade 10).
9. Elementary schools with increases in student enrollment included Brass, Grant, Nash, and Wilson with gains of +47, +29, +4, and +3 students respectively.
10. All comprehensive middle schools experienced a decrease in enrollment. Bullen, Lance, Lincoln, Mahone, and Washington decreased by -31, -13, -45, -4, and -28 students, respectively.
11. Bradford, Indian Trail High School and Academy, LakeView, and Tremper reported an increase of +75, +57, + 8, and +6 students, respectively. Reuther experienced a decrease in student enrollment with -35 students.

12. The number of ESL students increased +85 from 1,811 students in 2013-14 to 1,896 students in 2014-15. However, bilingual students decreased -19 from 193 in 2013-14 to 174 this reporting period. *Please note that the Bilingual category includes only those students who are enrolled in the Dual Language Program at Edward Bain – Dual Language or Bullen and are not English proficient. All other students who are not English proficient are identified as ESL.*
13. The enrollment for “students with disabilities” (as defined by NCLB-No Child Left Behind) and IDEA-Individuals with Disabilities Act) increased +58 from 2,599 in 2013-14 to 2,657 in 2014-15.
14. Overall, the percent of enrollment represented by Hispanic students continues to increase each year, while the percent represented by White students continues to decrease. The enrollment distribution for Asian, Black or African American, and Native Hawaiian/Pacific Islander remains comparatively constant. In 2009-10, ethnic categories were expanded by the U.S. Department of Education/Wisconsin Department of Public Instruction to include “Native Hawaiian/Pacific Islander” and “Two or more Races”. The chart below reports the changes in the distribution of each ethnic category for the past six years.

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Asian	439 (1.9%)	384 (1.7%)	382 (1.7%)	356 (1.6%)	335 (1.5%)	325 (1.4%)
Black or African American	3,828 (16.6%)	3,636 (15.7%)	3,599 (15.7%)	3,526 (15.5%)	3,508 (15.4%)	3,427 (15.2%)
Hispanic of any Race	4,843 (21.0%)	5,202 (22.5%)	5,347 (23.3%)	5,562 (24.5%)	5,819 (25.6%)	5,947 (26.5%)
American Indian or Alaska Native	101 (0.4%)	78 (0.3%)	63 (0.3%)	50 (0.2%)	57 (0.2%)	95 (0.4%)
White	13,772 (59.8%)	13,277 (57.4%)	12,933 (56.3%)	12,353 (54.7%)	12,056 (53.3%)	11,674 (51.9%)
Native Hawaiian/ Pacific Islander	6 ($< .1\%$)	15 (0.1%)	20 (0.1%)	24 (0.1%)	24 (0.1%)	21 (0.1%)
Two or More Races	30 (0.1%)	530 (2.3%)	634 (2.8%)	768 (3.4%)	877 (3.9%)	985 (4.4%)
DISTRICT	23,019	23,122	22,978	22,639	22,676	22,474

NOTE: In 2009-10, ethnic categories were expanded by U.S. Department of Education and the Wisconsin Department of Public Instruction to include “Native Hawaiian/Pacific Islander” and “Two or More Races”.

15. The average class sizes for students in traditional elementary schools were relatively stable from 2013-14 to 2014-15. Kindergarten reported a slight increase of +0.1, from 22.7 in 2013-14 to 22.8 in 2014-15. Grades 1-3 and grades 4-5 showed decreases of 0.4 and 0.2, respectively. The largest decrease was in K4, with an average decline of 1.4 students, from 16.1 in 2013-14 to 14.7 in 2014-15. The special programs of Dual Language reported an average decrease 4.1, from 26.0 to 21.9. Enrichment had a slight increase of 0.3, from 21.0 to 21.3.
16. Middle schools reported an average class size of 27.0 students for the overall academic area, a decrease of 0.9 when compared to last year's average of 27.9. Elective courses showed the large decrease (-2.5) at the middle school level, from 24.2 in 2013-14 to 21.7 in 2014-15. Activity (physical education and music) reported the largest average of 29.2, but this is down from 29.4 students in 2013-14. The Dual Language/ESL average of 20.2 is representative of the Bullen Dual Language Program. Since ESL is integrated in the classroom this year there were no self-contained ESL classes included in the average as compared to past years.
17. The average class size in the overall academic areas at the high schools increased 1.1 students, from 25.3 in 2013-14 to 26.4 in 2014-15. Elective courses reported another slight increase (+0.6) from 23.1 to 23.7 students. The activity category showed the largest increase of +4.2, reaching an average of 39.5 students. This is mainly attributed to the increase in class sizes in music courses.
18. Class averages are based on teachers with established classrooms as recorded in the student information system. The averages do not incorporate additional teachers who support classroom teachers (i.e. Instructional Coaches, ESL teachers, Interventionists, etc).

The following sections are included in the Appendices:

APPENDIX 1 – Official Enrollment School Year 2014-15

- District enrollment by grade span
- District enrollment by grade level
- Total enrollment by school

Historical information is also included from the five (5) prior school years, beginning with School Year 2009-10.

APPENDIX 2 – Total Enrollment by School

- Enrollment by building, category, and grade level, grouped by elementary, middle, high, and special schools
- Summary recapitulation by category and grade span, with six (6) years of data

APPENDIX 3 – Class Size Averages by School

- Average class sizes for district elementary programs (middle and high school program averages are currently unavailable).
- Summary of average class sizes by elementary grade span and program, with six (6) years of data

Administrative Recommendation

At its October 14, 2014 meeting, the School Board Joint Audit/Budget/Finance & Personnel/Policy Standing Committee reviewed the 2014-15 Official Third Friday Enrollment Report and recommended that it be forwarded to the full School Board. Administration recommends that the School Board review the 2014-15 Official Third Friday Enrollment Report, which is an informational item.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Executive Director
Information and Accountability

Ms. Renee Blise
Research Coordinator

Ms. Lorien Thomas
Research Analyst

APPENDIX 1

Official Enrollment
School Year 2014-15

KENOSHA UNIFIED SCHOOL DISTRICT

Official Third Friday Enrollment Report for the 2014-15 School Year

I. DISTRICT ENROLLMENT

DISTRICT ENROLLMENT BY GRADE SPAN							
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15 Difference
Elementary Schools	9,970	10,063	9,998	9,729	9,998	9,553	-445
Middle Schools	4,499	4,588	4,734	4,521	4,338	4,217	-121
High Schools	6,623	6,518	6,309	6,246	6,269	6,380	+ 111
Special Schools	1,927	1,953	1,937	2,143	2,071	2,324	+ 253
District Total	23,019	23,122	22,978	22,639	22,676	22,474	-202

DISTRICT ENROLLMENT BY GRADE LEVEL							
GRADE LEVEL	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15 Difference
Pre-kindergarten	1,143	1,238	1,151	1,172	1,502	1,407	-95
Kindergarten	1,580	1,603	1,612	1,600	1,586	1,581	-5
1	1,689	1,592	1,619	1,567	1,587	1,595	+ 8
2	1,571	1,667	1,606	1,584	1,535	1,567	+ 32
3	1,703	1,615	1,690	1,567	1,546	1,554	+ 8
4	1,675	1,723	1,608	1,685	1,530	1,535	+ 5
5	1,726	1,691	1,691	1,566	1,645	1,531	-114
6	1,647	1,693	1,688	1,630	1,517	1,601	+ 84
7	1,528	1,661	1,711	1,687	1,640	1,484	-156
8	1,634	1,538	1,645	1,694	1,686	1,638	-48
9	1,919	1,904	1,785	1,868	1,982	1,731	-251
10	1,764	1,723	1,735	1,571	1,576	1,739	+ 163
11	1,882	2,058	1,918	1,937	1,855	1,710	-145
12	1,558	1,416	1,519	1,511	1,489	1,801	+ 312
District Total	23,019	23,122	22,978	22,639	22,676	22,474	-202

II. ENROLLMENT BY SCHOOL

ENROLLMENT BY ELEMENTARY SCHOOLS							
SCHOOL	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15 Difference
Bose EL	356	385	410	419	381	368	-13
Brass Community	426	469	461	443	455	502	+ 47
Brompton School	102	106	109	199	216	216	+ 0
Chavez Learning Station	390	297	164	166	171	162	-9
Columbus EL	235	278	NA	NA	NA	NA	NA
Dimensions of Learning Academy	213	210	217	226	226	225	-1
Edward Bain School of Language & Art	771	807	877	NA	NA	NA	NA
Edward Bain - Creative Arts	NA	NA	NA	528	541	517	-24
Edward Bain - Dual Language	NA	NA	NA	348	338	328	-10
Forest Park EL	458	476	466	473	465	435	-30
Frank EL	435	429	457	472	510	436	-74
Grant EL	280	252	245	270	272	301	+ 29
Grewenow EL	348	345	392	384	411	377	-34
Harvey EL	390	357	358	311	283	280	-3
Jefferson EL	334	325	299	289	305	289	-16
Jeffery EL	364	357	344	336	343	329	-14
Kenosha 4 Year K	225	235	255	246	139	137	-2
KTEC	418	449	462	467	470	769	+ 299
KTEC East	NA	NA	NA	NA	NA	431	NA
KTEC West	NA	NA	NA	NA	NA	338	NA
McKinley EL	274	261	344	331	367	342	-25
Nash EL	620	647	645	641	664	668	+ 4
Pleasant Prairie EL	573	573	622	595	665	609	-56
Prairie Lane EL	487	488	477	494	437	420	-17
Roosevelt EL	364	395	464	442	482	454	-28
Somers EL	470	469	497	448	480	463	-17
Southport EL	483	501	475	453	464	431	-33
Stocker EL	535	571	573	512	548	493	-55
Strange EL	513	502	512	503	569	537	-32
Vernon EL	436	422	388	381	357	338	-19
Whittier EL	560	516	482	445	461	433	-28
Wilson EL	258	238	210	211	200	203	+ 3

II. ENROLLMENT BY SCHOOL

ENROLLMENT BY SECONDARY SCHOOLS							
SCHOOL	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15 Difference
Bullen MS	741	802	830	874	847	816	-31
Lance MS	907	925	912	1,060	989	976	-13
Lincoln MS	689	653	661	779	765	720	-45
Mahone MS	970	990	1,070	1,188	1,149	1,145	-4
McKinley MS	581	618	656	NA	NA	NA	NA
Paideia Academy	66	69	74	NA	NA	NA	NA
Washington MS	611	600	605	620	588	560	-28
Bradford HS	2,232	2,003	1,720	1,645	1,476	1,551	+ 75
Harborside Academy	332	433	447	606	607	590	-17
Hillcrest School	70	48	69	57	58	67	+ 9
Indian Trail HS & Academy	1,013	1,312	1,581	1,911	2,167	2,224	+ 57
Indian Trail Academy	1,013	973	942	867	733	678	-55
Indian Trail HS	NA	339	639	1,044	1,434	1,546	+ 112
Kenosha eSchool	90	90	90	141	151	133	-18
Kenosha STEP	NA	NA	27	NA	NA	NA	NA
LakeView Technology Academy	376	357	391	421	427	435	+ 8
Phoenix Project	21	16	23	35	33	25	-8
Reuther HS	572	546	534	450	428	393	-35
Tremper HS	2,430	2,300	2,083	1,819	1,771	1,777	+ 6
DISTRICT	23,019	23,122	22,978	22,639	22,676	22,474	-202

APPENDIX 2

Total Enrollment by School
School Year 2014-15

KENOSHA UNIFIED SCHOOL DISTRICT

Official Enrollment Statistics for 2014-15 School Year

As of September 19, 2014

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

Bose									Brass									
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	
Pre-K					4	19	27	50	Pre-K						7	0	50	57
K	49	0	9	0	12	0	0	67	K	54	0	16	0	11	0	0	80	
1	39	0	6	0	8	0	0	52	1	54	0	15	0	9	0	0	77	
2	41	0	4	0	7	0	0	52	2	46	0	14	0	3	0	0	63	
3	48	0	1	0	6	0	0	55	3	47	0	14	0	8	0	0	68	
4	42	0	2	0	4	0	0	47	4	68	0	12	0	11	0	0	91	
5	34	0	5	0	6	0	0	45	5	50	0	9	0	8	0	0	66	
K-3	177	0	20	0	33	0	0	226	K-3	201	0	59	0	31	0	0	288	
4-5	76	0	7	0	10	0	0	92	4-5	118	0	21	0	19	0	0	157	
1-5	204	0	18	0	31	0	0	251	1-5	265	0	64	0	39	0	0	365	
TOTAL	253	0	27	0	47	19	27	368	TOTAL	319	0	80	0	57	0	50	502	

Edward Bain - Creative Arts									Edward Bain - Dual Language									
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	
Pre-K					13	0	71	84	Pre-K						0	0	0	0
K	54	0	21	0	8	0	0	79	K	32	25	0	0	4	0	0	59	
1	43	0	26	0	9	0	0	76	1	24	30	0	0	2	0	0	55	
2	49	0	18	0	10	1	0	73	2	15	35	0	0	3	0	0	50	
3	42	0	16	0	3	0	0	60	3	20	37	0	0	5	0	0	60	
4	49	0	22	0	6	0	0	76	4	37	13	0	0	3	0	0	53	
5	44	0	19	0	7	2	0	69	5	39	10	0	0	3	0	0	51	
K-3	188	0	81	0	30	1	0	288	K-3	91	127	0	0	14	0	0	224	
4-5	93	0	41	0	13	2	0	145	4-5	76	23	0	0	6	0	0	104	
1-5	227	0	101	0	35	3	0	354	1-5	135	125	0	0	16	0	0	269	
TOTAL	281	0	122	0	56	3	71	517	TOTAL	167	150	0	0	20	0	0	328	

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

Forest Park									Frank								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					10	0	22	32	Pre-K					7	0	58	65
K	50	0	11	0	2	0	0	63	K	50	0	8	0	11	0	0	69
1	50	0	9	0	5	0	0	63	1	41	0	16	0	6	0	0	62
2	46	0	15	0	9	0	0	69	2	35	0	20	0	8	0	0	60
3	61	0	6	0	6	0	0	73	3	48	0	11	0	7	0	0	64
4	54	0	9	0	3	0	0	66	4	33	0	13	0	13	0	0	56
5	59	0	7	0	5	0	0	69	5	35	0	12	0	14	0	0	60
K-3	207	0	41	0	22	0	0	268	K-3	174	0	55	0	32	0	0	255
4-5	113	0	16	0	8	0	0	135	4-5	68	0	25	0	27	0	0	116
1-5	270	0	46	0	28	0	0	340	1-5	192	0	72	0	48	0	0	302
TOTAL	320	0	57	0	40	0	22	435	TOTAL	242	0	80	0	66	0	58	436

Grant									Grewenow								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					6	0	24	30	Pre-K					7	0	35	42
K	38	0	4	0	4	0	0	46	K	47	0	6	0	10	0	0	61
1	31	0	13	0	7	0	0	51	1	43	0	4	0	7	0	0	54
2	27	0	9	0	9	0	0	44	2	47	0	7	0	7	0	0	61
3	35	0	8	0	6	0	0	48	3	41	0	5	0	9	0	0	54
4	32	0	5	0	5	0	0	42	4	40	0	5	0	5	0	0	50
5	36	0	2	0	2	0	0	40	5	39	0	4	0	14	0	0	55
K-3	131	0	34	0	26	0	0	189	K-3	178	0	22	0	33	0	0	230
4-5	68	0	7	0	7	0	0	82	4-5	79	0	9	0	19	0	0	105
1-5	161	0	37	0	29	0	0	225	1-5	210	0	25	0	42	0	0	274
TOTAL	199	0	41	0	39	0	24	301	TOTAL	257	0	31	0	59	0	35	377

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

<i>Harvey</i>									<i>Jefferson</i>								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					9	0	19	28	Pre-K					8	0	25	33
K	34	0	7	0	2	0	0	42	K	25	0	9	0	5	0	0	38
1	30	0	6	0	6	0	0	41	1	30	0	13	0	14	0	0	55
2	27	0	5	0	8	0	0	40	2	26	0	7	0	1	0	0	34
3	31	0	4	0	11	0	0	46	3	23	0	15	0	3	0	0	40
4	26	0	3	0	6	0	0	34	4	26	0	7	0	6	0	0	39
5	43	0	2	0	4	0	0	49	5	37	0	11	0	3	0	0	50
K-3	122	0	22	0	27	0	0	169	K-3	104	0	44	0	23	0	0	167
4-5	69	0	5	0	10	0	0	83	4-5	63	0	18	0	9	0	0	89
1-5	157	0	20	0	35	0	0	210	1-5	142	0	53	0	27	0	0	218
TOTAL	191	0	27	0	46	0	19	280	TOTAL	167	0	62	0	40	0	25	289

<i>Jeffery</i>									<i>McKinley</i>								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					8	0	26	34	Pre-K					13	0	38	51
K	38	0	1	0	3	0	0	42	K	42	0	6	0	6	0	0	54
1	48	0	3	0	11	0	0	62	1	42	0	12	0	6	0	0	59
2	34	0	6	0	7	0	0	46	2	34	0	10	0	5	0	0	49
3	38	0	7	0	5	0	0	49	3	27	0	8	0	6	0	0	40
4	39	0	3	0	4	0	0	45	4	36	0	5	0	2	0	0	43
5	45	0	1	0	6	0	0	51	5	39	0	5	0	2	0	0	46
K-3	158	0	17	0	26	0	0	199	K-3	145	0	36	0	23	0	0	202
4-5	84	0	4	0	10	0	0	96	4-5	75	0	10	0	4	0	0	89
1-5	204	0	20	0	33	0	0	253	1-5	178	0	40	0	21	0	0	237
TOTAL	242	0	21	0	44	0	26	329	TOTAL	220	0	46	0	40	0	38	342

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

Nash									Pleasant Prairie									
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	
Pre-K					8	0	51	59	Pre-K						12	0	51	63
K	82	0	0	0	6	0	0	88	K	70	0	12	0	10	0	0	91	
1	77	0	18	0	7	0	0	102	1	68	0	12	0	6	0	0	84	
2	86	0	9	0	5	0	0	100	2	74	0	11	0	9	0	0	93	
3	94	0	11	0	10	0	0	114	3	77	0	10	0	10	0	0	97	
4	88	0	9	0	7	0	0	103	4	80	0	6	0	8	0	0	94	
5	92	0	3	0	8	0	0	102	5	78	0	4	0	7	0	0	87	
K-3	339	0	38	0	28	0	0	404	K-3	289	0	45	0	35	0	0	365	
4-5	180	0	12	0	15	0	0	205	4-5	158	0	10	0	15	0	0	181	
1-5	437	0	50	0	37	0	0	521	1-5	377	0	43	0	40	0	0	455	
TOTAL	519	0	50	0	51	0	51	668	TOTAL	447	0	55	0	62	0	51	609	

Prairie Lane									Roosevelt									
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/HS/ EC Peers	TOTAL	
Pre-K					13	0	35	48	Pre-K						8	0	24	32
K	53	0	1	0	10	0	0	64	K	45	0	6	0	8	0	0	59	
1	59	0	5	0	7	0	0	70	1	37	0	9	0	6	0	0	51	
2	62	0	5	0	5	0	0	71	2	53	0	9	23	7	0	0	88	
3	45	0	8	0	7	0	0	58	3	41	0	5	26	4	0	0	75	
4	44	0	1	0	5	0	0	50	4	42	0	6	22	6	0	0	75	
5	53	0	2	0	4	0	0	59	5	49	0	4	14	8	0	0	74	
K-3	219	0	19	0	29	0	0	263	K-3	176	0	29	49	25	0	0	273	
4-5	97	0	3	0	9	0	0	109	4-5	91	0	10	36	14	0	0	149	
1-5	263	0	21	0	28	0	0	308	1-5	222	0	33	85	31	0	0	363	
TOTAL	316	0	22	0	51	0	35	420	TOTAL	267	0	39	85	47	0	24	454	

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

Somers									Southport								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					7	0	47	54	Pre-K					8	0	38	46
K	56	0	7	0	13	0	0	74	K	44	0	13	0	16	0	0	69
1	58	0	9	0	5	0	0	71	1	54	0	6	0	12	0	0	70
2	55	0	2	0	7	1	0	65	2	40	0	20	0	14	0	0	69
3	60	0	4	0	9	2	0	75	3	34	0	10	0	10	0	0	54
4	58	0	6	0	8	0	0	70	4	51	0	8	0	9	0	0	67
5	48	0	1	0	4	1	0	54	5	40	0	6	0	10	0	0	56
K-3	229	0	22	0	34	3	0	285	K-3	172	0	49	0	52	0	0	262
4-5	106	0	7	0	12	1	0	124	4-5	91	0	14	0	19	0	0	123
1-5	279	0	22	0	33	4	0	335	1-5	219	0	50	0	55	0	0	316
TOTAL	335	0	29	0	53	4	47	463	TOTAL	263	0	63	0	79	0	38	431

Stocker									Strange								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/H/S/ EC Peers	TOTAL
Pre-K					15	0	41	56	Pre-K					12	0	49	61
K	61	0	4	0	8	0	0	72	K	62	0	21	0	7	0	0	89
1	52	0	11	0	10	1	0	72	1	37	0	22	0	9	0	0	67
2	62	0	9	0	6	0	0	77	2	41	0	29	0	11	0	0	77
3	56	0	9	0	11	1	0	77	3	49	0	15	0	7	0	0	70
4	52	0	8	0	7	0	0	66	4	55	0	22	0	6	0	0	78
5	59	0	8	0	10	0	0	73	5	69	0	15	0	12	0	0	95
K-3	231	0	33	0	35	2	0	298	K-3	189	0	87	0	34	0	0	303
4-5	111	0	16	0	17	0	0	139	4-5	124	0	37	0	18	0	0	173
1-5	281	0	45	0	44	2	0	365	1-5	251	0	103	0	45	0	0	387
TOTAL	342	0	49	0	67	2	41	493	TOTAL	313	0	124	0	64	0	49	537

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

I. TOTAL ENROLLMENT: ELEMENTARY SCHOOLS

Vernon									Whittier								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/Hs/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/Hs/ EC Peers	TOTAL
Pre-K					15	0	29	44	Pre-K					8	15	29	52
K	38	0	3	0	6	0	0	47	K	40	0	5	0	6	0	0	50
1	40	0	6	0	9	0	0	54	1	57	0	8	0	8	0	0	73
2	41	0	5	0	6	0	0	51	2	54	0	5	0	3	0	0	62
3	35	0	6	0	10	0	0	50	3	47	0	7	0	4	0	0	58
4	28	0	4	0	5	0	0	37	4	63	0	0	0	9	0	0	72
5	42	0	3	0	10	0	0	55	5	58	0	1	0	8	0	0	66
K-3	154	0	20	0	31	0	0	202	K-3	198	0	25	0	21	0	0	243
4-5	70	0	7	0	15	0	0	92	4-5	121	0	1	0	17	0	0	138
1-5	186	0	24	0	40	0	0	247	1-5	279	0	21	0	32	0	0	331
TOTAL	224	0	27	0	61	0	29	338	TOTAL	319	0	26	0	46	15	29	433

Wilson									ELEMENTARY RECAPITULATION								
Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/Hs/ EC Peers	TOTAL	Grade Level	Regular Ed	Bilingual	ESL	Enrichment	Special Ed - Inclusion	Special Ed - Self-contained	4 Yr K/Hs/ EC Peers	TOTAL
Pre-K					4	0	21	25	Pre-K					202	34	810	1,046
K	17	0	9	0	5	0	0	30	K	1,081	25	179	0	173	0	0	1,433
1	24	0	8	0	3	0	0	35	1	1,038	30	237	0	172	1	0	1,456
2	18	0	11	0	1	0	0	29	2	1,013	35	230	23	151	2	0	1,423
3	16	0	9	0	0	0	0	25	3	1,015	37	189	26	157	3	0	1,410
4	19	0	8	0	2	0	0	29	4	1,062	13	164	22	140	0	0	1,383
5	19	0	9	0	2	0	0	30	5	1,107	10	133	14	157	3	0	1,402
K-3	75	0	37	0	9	0	0	119	K-3	4,147	127	835	49	653	6	0	5,722
4-5	38	0	17	0	4	0	0	59	4-5	2,169	23	297	36	297	3	0	2,785
1-5	96	0	45	0	8	0	0	148	1-5	5,235	125	953	85	777	9	0	7,074
TOTAL	113	0	54	0	17	0	21	203	TOTAL	6,316	150	1,132	85	1,152	43	810	9,553

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

II. TOTAL ENROLLMENT: MIDDLE SCHOOLS

<i>Bullen</i>						<i>Lance</i>						<i>Lincoln</i>					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
6	232	14	9	18	272	6	293	31	0	10	331	6	201	37	0	24	257
7	200	26	8	22	251	7	257	28	0	9	292	7	184	21	0	21	225
8	223	42	7	32	293	8	308	34	0	16	353	8	179	32	0	32	238
TOTAL	655	82	24	72	816	TOTAL	858	93	0	35	976	TOTAL	564	90	0	77	720

<i>Mahone</i>						<i>Washington</i>					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
6	338	36	0	15	387	6	137	31	0	23	188
7	312	45	0	15	369	7	133	29	0	19	178
8	303	57	0	34	389	8	149	28	0	21	194
TOTAL	953	138	0	64	1,145	TOTAL	419	88	0	63	560

<i>MIDDLE SCHOOL RECAPITULATION</i>					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
6	1,201	149	9	90	1,435
7	1,086	149	8	86	1,315
8	1,162	193	7	135	1,467
TOTAL	3,449	491	24	311	4,217

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

III. TOTAL ENROLLMENT: HIGH SCHOOLS

Bradford						Indian Trail						LakeView Technolgy					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
9	293	43	0	32	365	9	489	72	0	51	604	9	107	9	0	1	117
10	297	53	0	34	376	10	493	63	0	36	583	10	100	8	0	0	108
11	320	54	0	34	400	11	475	54	0	15	541	11	108	7	0	0	115
12	327	68	0	22	410	12	413	64	0	24	496	12	87	8	0	0	95
TOTAL	1,237	218	0	122	1,551	TOTAL	1,870	253	0	126	2,224	TOTAL	402	32	0	1	435

Reuther						Tremper					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL	Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
9	28	11	0	11	49	9	383	47	0	38	463
10	50	11	0	7	67	10	401	59	0	12	466
11	75	14	0	5	93	11	345	55	0	10	406
12	151	19	0	16	184	12	375	64	0	9	442
TOTAL	304	55	0	39	393	TOTAL	1,504	225	0	69	1,777

HIGH SCHOOL RECAPITULATION					
Grade Level	Regular Education	Special Education	Bilingual	ESL	TOTAL
9	1,300	182	0	133	1,598
10	1,341	194	0	89	1,600
11	1,323	184	0	64	1,555
12	1,353	223	0	71	1,627
TOTAL	5,317	783	0	357	6,380

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

IV. TOTAL ENROLLMENT: SPECIAL SCHOOLS

Chavez Learning Station				
Grade Level	Regular Education	Special Education	ESL	TOTAL
Preschl	153	9	0	162
TOTAL	153	9	0	162

Head Start (All Schools)				
Grade Level	Regular Education	Special Education	ESL	TOTAL
Preschl	320	21	0	341
TOTAL	320	21	0	341

Kenosha 4 Yr Kindergarten				
Grade Level	Regular Education	Special Education	ESL	TOTAL
Preschl	135	2	0	137
TOTAL	135	2	0	137

Brompton School				
Grade Level	Regular Education	Special Education	ESL	TOTAL
K	20	1	2	22
1	21	1	0	22
2	17	2	3	22
3	21	1	2	24
4	22	0	2	24
5	22	1	1	24
6	23	2	1	26
7	25	1	1	27
8	24	0	1	25
TOTAL	195	9	13	216

Dimensions of Learning				
Grade Level	Regular Education	Special Education	ESL	TOTAL
K	20	2	0	22
1	22	0	2	24
2	21	2	3	26
3	20	1	5	26
4	23	1	2	26
5	26	0	0	26
6	24	2	1	27
7	24	1	1	26
8	21	1	0	22
TOTAL	201	10	14	225

KTEC				
Grade Level	Regular Education	Special Education	ESL	TOTAL
Preschl	59	3	0	62
K	85	8	9	102
1	77	4	7	88
2	74	5	9	88
3	80	5	9	94
4	86	9	10	102
5	74	4	0	78
6	48	4	1	53
7	45	4	2	51
8	45	6	0	51
TOTAL	673	52	47	769

Harborside Academy				
Grade Level	Regular Education	Special Education	ESL	TOTAL
6	46	7	1	54
7	48	3	0	51
8	41	4	5	50
9	102	10	5	116
10	99	6	1	106
11	100	12	0	112
12	94	7	1	101
TOTAL	530	49	13	590

Hillcrest				
Grade Level	Regular Education	Special Education	ESL	TOTAL
6	0	0	0	0
7	3	2	1	6
8	6	2	1	8
9	5	4	1	10
10	9	4	0	13
11	3	11	1	14
12	6	10	0	16
TOTAL	32	33	4	67

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

IV. TOTAL ENROLLMENT: SPECIAL SCHOOLS

<i>Kenosha eSchool</i>				
Grade Level	Regular Education	Special Education	ESL	TOTAL
K	2	0	0	2
1	4	1	0	5
2	6	2	0	8
3	0	0	0	0
4	0	0	0	0
5	1	0	0	1
6	6	0	0	6
7	6	1	1	8
8	13	0	2	15
9	4	2	1	7
10	18	2	0	20
11	23	3	0	26
12	32	3	0	35
TOTAL	115	14	4	133

<i>Phoenix Project</i>				
Grade Level	Regular Education	Special Education	ESL	TOTAL
9	0	0	0	0
10	0	0	0	0
11	1	2	1	3
12	14	8	0	22
TOTAL	15	10	1	25

<i>Special Schools Recapitulation</i>				
Grade Level	Regular Education	Special Education	ESL	TOTAL
Preschl	347	14	0	361
K	127	11	11	148
1	124	6	9	139
2	118	11	15	144
3	121	7	16	144
4	131	10	14	152
5	123	5	1	129
6	147	15	4	166
7	151	12	6	169
8	150	13	9	171
9	111	16	7	133
10	126	12	1	139
11	127	28	2	155
12	146	28	1	174
TOTAL	2,049	188	96	2,324

V. DISTRICT ENROLLMENT: SPECIAL EDUCATION

SPECIAL EDUCATION	
Elementary (includes Preschool)	1,195
Middle Schools	491
High Schools	783
Special Schools	188
TOTAL	2,657

NOTE: Total counts by school may not add up horizontally because students may be counted in multiple columns.

VI. SUMMARY RECAPITULATION: TOTAL ENROLLMENT

Elementary	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Regular Education Kindergarten	1,226	1,218	1,187	1,129	1,100	1,081
Regular Education Grades 1-5	5,997	5,989	5,951	5,780	5,668	5,235
Bilingual	330	127	147	149	157	150
ESL	803	961	967	1,008	1,032	1,132
Enrichment	110	100	74	85	84	85
Pre-Kindergarten Special Education	235	197	251	250	243	236
4 Yr K/Head Start/EC Peers	335	479	452	479	917	810
Special Education K-5	1,112	1,127	1,105	977	906	959
ELEMENTARY SCHOOL TOTAL	9,970	10,063	9,998	9,729	9,998	9,553
Middle School	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Regular Education Grades 6-8	3,533	3,566	3,721	3,621	3,524	3,449
Bilingual	70	72	65	59	36	24
ESL	389	444	431	385	345	311
Special Education	563	587	599	532	494	491
MIDDLE SCHOOL TOTAL	4,499	4,588	4,734	4,521	4,338	4,217
High School	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Regular Education Grades 9-12	5,427	5,311	5,150	5,157	5,203	5,317
Bilingual	0	0	0	0	0	0
ESL	412	402	412	362	354	357
Special Education	837	855	809	795	788	783
HIGH SCHOOL TOTAL	6,623	6,518	6,309	6,246	6,269	6,380
Special Schools	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Chavez Learning Station	390	297	164	166	171	162
Head Start Program	368	381	388	389	396	341
Kenosha 4 Yr Old K (off-site centers)	225	235	255	246	139	137
Charters	1,221	1,357	1,399	1,639	1,670	1,933
Hillcrest	70	48	69	57	58	67
Kenosha STEP	NA	NA	27	NA	NA	NA
Phoenix Project	21	16	23	35	33	25
Special Education	182	188	193	183	168	188
ESL	44	44	59	80	80	96
SPECIAL SCHOOLS TOTAL	1,927	1,953	1,937	2,143	2,071	2,324
DISTRICT ENROLLMENT	23,019	23,122	22,978	22,639	22,676	22,474

APPENDIX 3

Class Size Averages by School School Year 2014-15

KENOSHA UNIFIED SCHOOL DISTRICT
Official Class Size Statistics for the 2014-15 School Year
As of September 19, 2014

I. CLASS SIZE AVERAGES: ELEMENTARY SCHOOLS

School	K*	1-5*	1-3*	4-5*	K-3*	K-5*	Dual Lang	Enrich.	Pre-Schl (HS, EC, K4)	Pre-Schl (Speech Impact)
Bose	22.3	25.1	26.5	23.0	25.1	24.5	NA	NA	15.5	6.3
Brass	26.7	24.3	23.4	25.4	24.3	24.7	NA	NA	14.3	NA
Edward Bain - Creative Arts	26.3	21.9	23.1	20.4	23.9	22.6	NA	NA	21.0	NA
Edward Bain - Dual Language	19.7	22.4	20.6	26.0	20.4	21.9	21.9	NA	NA	NA
Forest Park	21.0	22.7	22.8	22.5	22.3	22.4	NA	NA	8.0	NA
Frank	23.0	20.1	20.7	19.3	21.3	20.6	NA	NA	16.3	NA
Grant	23.0	25.0	25.8	25.3	25.1	24.6	NA	NA	15.0	NA
Grewenow	20.3	24.9	24.1	26.3	23.0	23.9	NA	NA	14.0	NA
Harvey	21.0	23.3	21.2	27.7	21.1	22.9	NA	NA	14.0	NA
Jefferson	19.0	21.8	21.5	22.3	20.9	21.3	NA	NA	16.5	NA
Jeffery	21.0	23.0	22.4	24.0	22.1	22.7	NA	NA	17.0	NA
McKinley	21.7	22.3	22.3	22.3	22.4	22.4	NA	NA	17.0	NA
Nash	22.0	26.1	26.3	25.6	25.3	25.4	NA	NA	14.8	NA
Pleasant Prairie	22.8	23.9	24.9	22.6	24.3	23.7	NA	NA	15.8	NA
Prairie Lane	21.3	22.0	22.1	21.8	21.9	21.9	NA	NA	12.0	NA
Roosevelt	19.7	25.3	23.6	28.3	22.4	24.1	NA	21.3	16.0	NA
Somers	24.7	23.6	23.1	24.6	23.5	23.8	NA	NA	13.5	NA
Southport	23.0	22.6	21.4	24.6	21.8	22.6	NA	NA	15.3	NA
Stocker	24.0	24.2	24.9	23.2	24.7	24.2	NA	NA	14.0	NA
Strange	29.7	25.8	23.8	28.8	25.3	26.4	NA	NA	15.3	NA
Vernon	23.5	24.7	25.8	23.0	25.3	24.5	NA	NA	14.7	NA
Whittier	25.0	23.6	24.1	23.0	24.3	23.8	NA	NA	12.3	5.0
Wilson	21.7	22.3	23.8	19.7	23.8	22.3	NA	NA	12.5	NA
OVERALL AVERAGE	22.8	23.6	23.4	23.8	23.3	23.4	21.9	21.3	14.7	5.7

* Includes multi-age classrooms

NOTE: Pre-Schl (HS, EC, K4) averages reflect HS (Headstart), EC (Early Childhood) and K4 (4Yr Kindergarten) blended classrooms.

II. CLASS SIZE AVERAGES: MIDDLE SCHOOLS

	Bullen	Lance	Lincoln	Mahone	Washington	Overall
English	25.6	26.6	23.9	31.3	24.3	26.6
Math	26.7	26.6	23.9	31.1	24.1	26.8
Science	27.1	26.6	23.8	31.6	24.5	27.1
Social Studies	27.1	26.6	21.4	31.5	25.4	27.6
Academic Average	26.6	26.6	23.6	31.4	24.4	27.0
Art	31.5	23.0	29.7	25.4	20.2	25.5
Performing Arts	18.5	20.5	19.8	20.3	29.0	20.8
Tech & Engineering (STEM)	27.8	16.2	23.7	20.5	19.7	20.8
World Language	17.5	21.5	18.2	18.7	18.3	18.8
Elective Average	24.3	20.2	23.1	21.6	20.4	21.7
Music	26.2	37.9	22.9	36.0	22.6	29.8
Physical Education/Health	22.8	25.1	30.5	22.8	23.8	24.5
Activity Average	39.5	30.7	26.4	28.3	23.2	29.2
21st Century Learning	25.3	18.7	19.2	26.5	13.7	20.7
Dual Language/ESL	20.2	Integrated*	Integrated*	Integrated*	Integrated*	Integrated*
Special Education*	10.9	10.4	7.8	12.6	12.7	10.6

*NOTES

Special education class sizes are based on case loads.

Integrated: Support provided in regular classrooms.

III. CLASS SIZE AVERAGES: HIGH SCHOOLS

	Bradford	Indian Trail	LakeView Technology	Reuther	Tremper	Overall
English	27.6	25.4	29.3	18.2	28.7	26.6
Math	27.7	27.4	23.5	23.7	27.9	27.1
Science	28.2	23.8	17.9	20.2	28.1	25.5
Social Studies	28.2	24.6	28.1	17.1	29.5	26.6
Academic Average	27.9	25.2	24.6	19.9	28.6	26.4
Art	23.8	19.6	NA	13.3	27.4	22.2
Business Education	26.1	24.6	NA	15.3	31.1	26.1
Dance	22.6	NA	NA	NA	NA	22.6
Family and Consumer	24.6	21.7	NA	15.0	23.8	22.4
Publications	16.5	13.5	23.0	NA	30.0	20.4
Technology Education	21.0	22.0	17.8	NA	26.3	21.9
Theatre Arts	27.6	18.6	NA	NA	29.4	24.9
World Languages	26.7	23.0	NA	NA	28.0	25.1
Elective Average	24.4	21.9	18.1	14.7	27.5	23.7
Music	35.7	60.6	NA	12.0	57.5	49.4
Physical Education	40.4	38.3	21.5	19.0	31.4	33.8
Activity Average	38.5	46.9	21.5	16.4	42.0	39.5
Bilingual/ESL	*Integrated	*Integrated	*Integrated	*Integrated	*Integrated	*Integrated
Health	31.0	30.6	NA	NA	31.7	31.0
*Special Education	10.0	12.0	16.5	7.1	10.8	10.6

*NOTES

Special education class sizes are based on case loads.

Integrated: Support provided in regular classrooms.

IV. CLASS SIZE AVERAGES: SPECIAL SCHOOL

HILLCREST SCHOOL AVERAGE	6.4
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V. CLASS SIZE AVERAGES: CHARTER SCHOOLS

Brompton	24.0
Dimensions of Learning Academy	25.0
KTEC	22.6
Harborside Academy	22.8
OVERALL CHARTER SCHOOL AVERAGE (does not include Kenosha eSchool)	22.9

VI. CLASS SIZE AVERAGES: SPECIAL PRE-SCHOOL

Chavez Learning Station	14.7
Kenosha 4 Yr Kindergarten (off site centers)	13.7
OVERALL SPECIAL PRE-SCHOOL AVERAGE	14.2

VII. CLASS SIZE AVERAGES: RECAPITULATION

Elementary Schools		Middle Schools		High Schools	
Kindergarten	22.8	Academics	27.0	Academics	26.4
1 - 5	23.6	Electives	21.7	Electives	23.7
1 - 3	23.4	Activities	29.2	Activities	39.5
4 - 5	23.8	Special Education	10.6	Special Education	10.6
Kindergarten - 3	23.3	Dual Language	20.2	Bilingual/ESL	Integrated
Kindergarten - 5	23.4				
Dual Language	21.9				
Enrichment	21.3				
Pre-Schl (HS,EC,K4)	14.7				
Pre-Schl (Speech Impact)	5.7				
Special Schools					
Hillcrest	6.4	Charter Schools	22.9	Special Pre-Schools	14.2

VIII. CLASS SIZE AVERAGES: SUMMARY RECAPITULATION

Cluster/Classroom Type	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2014-15 Difference
Elementary School Enrollment	9,970	10,063	9,998	9,729	9,998	9,553	-445
Grade K	16.9	17.6	22.1	25.6	22.7	22.8	+0.1
Grades 1-5	20.2	20.3	25.0	28.0	23.8	23.6	-0.2
Grades 1-3	18.7	18.9	24.3	27.7	23.8	23.4	-0.4
Grades 4-5	22.8	22.7	26.0	28.8	24.0	23.8	-0.2
Grades K-3	18.2	18.6	23.8	27.2	23.6	23.3	-0.3
Grades K-5	19.5	19.8	24.5	27.6	23.7	23.4	-0.3
Dual Language/ESL	15.1	17.2	22.8	26.8	26.0	21.9	-4.1
Enrichment	15.7	16.7	18.5	28.3	21.0	21.3	+0.3
Pre-kindergarten (Reg. Ed)	10.0	11.5	13.2	13.2	16.1	14.7	-1.4
Pre-kindergarten (Special Ed)		8.7	7.3	7.2	5.8	5.7	-0.1
Middle School Enrollment	4,499	4,588	4,734	4,521	4,338	4,217	-121
Academic	24.6	24.5	25.9	30.0	27.9	27.0	-0.9
Elective	23.1	23.1	24.4	26.5	24.2	21.7	-2.5
Activity	27.1	27.4	30.0	31.2	29.4	29.2	-0.2
Dual Language/ESL	20.2	24.8	19.0	18.8	14.6	20.2	+5.6
Special Education*	6.9	7.1	6.6	4.1	10.7	10.6	-0.1
High School Enrollment	6,623	6,518	6,309	6,246	6,269	6,380	+111
Academic	23.8	23.3	24.9	27.1	25.3	26.4	+1.1
Elective	21.8	21.8	21.5	24.4	23.1	23.7	+0.6
Activity	36.3	36.7	36.9	38.5	35.3	39.5	+4.2
Special Education*	10.5	10.4	10.6	8.7	11.2	10.6	-0.6
Special School Enrollment	1,927	1,953	1,937	2,143	2,071	2,324	+253
Hillcrest	7.8	5.3	6.2	6.3	6.8	6.4	-0.4
Charter Schools	24.2	23.8	22.8	25.6	23.6	22.9	-0.7
Special Pre-Schools	12.3	12.7	15.5	15.8	14.8	14.2	-0.6
District Enrollment	23,019	23,122	22,978	22,639	22,676	22,474	-202

*NOTE: 2013-14 AND 2014-15 special education class sizes were calculated based on case loads.
In prior years, Zangle scheduling was used to calculate special education class sizes.

Kenosha Unified School District
Kenosha, Wisconsin

October 28, 2014

2013-2014 Budget Carryovers to the 2014-2015 Budget

Historically, Kenosha Unified School District (KUSD) has prohibited the carryover of any utilized budget authority from one fiscal year to the next. Starting in the 2002-2003 budget year, the Board approved the elimination of all carryover dollars from site budgets.

Occasionally, purchases that were authorized but not fully paid for by the close of the respective fiscal year lead to a request to carry budget dollars over to the next year to cover those expenses.

In addition, there are several exceptional items that are potentially carried over from year to year. Administration is requesting to carryover the following to the 2014-2015 fiscal year budget:

Site Requested Carryover	\$ 1,097,406
Donation and Mini-Grant Carryover	\$ 121,606
	<hr/>
	<u>\$1,219,012</u>

Site Requested Carryovers

This year we have a major carryover request due to the authorized purchases related to the new math curriculum adoption during the 2013-14 budget year that were processed after the fiscal year was closed and therefore recorded as 2014-15 expenditures. The purchases were authorized with the intent of the expenditures being offset by additional Medicaid revenues in the 2013-14 fiscal year. The total being requested for this item is \$1,074,256.

The Department of Secondary School Leadership is also requesting carryover to cover a late arriving invoice related to ACT Explore preparation services provided by Sylvan Learning Center. Due to the length of time needed to administer the test and compile the data, the invoice was received after the fiscal year was closed. The total being requested for this item is \$23,150.

Donations and Mini-Grants

During the 2013-2014 school year, several schools/departments received cash donations or mini-grants from outside organizations, most notably from the Education Foundation of Kenosha. Not all of the donated funds were completely spent by the end of the school year; therefore they have requested that these funds be carried over to the next year so that they can be used to complete the programs intended by the donors.

Charter Schools

The Charter Schools are allowed carryover of any unspent General Fund dollars, as stipulated in their individual contracts with the District. This is necessitated due to the unique funding of the schools, the responsibility they have for their entire budget, and their responsibility for future major maintenance issues or technology replacement not funded by the District. Starting fiscal year 2013, Charter School carryovers were accounted for as assigned portions of the General Fund Balance rather than be added as additional amounts in expense budgets as in the past. This method provides for more accurate year to year budgeting while preserving the Charter School's access to their surplus funds. The schedule at the bottom of Attachment A shows the total balance in the Charter Fund Balance Reserve accounts as \$1,242,188 as of June 30, 2014.

Administrative Recommendation

At its October 14, 2014 meeting, the Audit/Budget/Finance Committee voted to forward this report to the School Board for approval. Administration recommends that the School Board approve the 2013-2014 Budget Carryovers to the 2014-2015 Budget so that these carryover dollars can be incorporated into the adopted 2014-2015 budget.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

Kenosha Unified School District No. 1
Carryover Requested from the 2013-2014 to 2014-2015 Budget

Loc #	Location	Site Requested Carryover	Site Donation and Mini- Grant Budget Carryover	Total of Carryover from 2013-2014 for 2014-2015
145	Forest Park	\$ -	\$ 351	\$ 351
146	Frank	-	\$ 918	\$ 918
147	Grant	-	\$ 693	\$ 693
150	Harvey	-	\$ -	\$ -
153	Jefferson	-	\$ 4,983	\$ 4,983
155	McKinley	-	\$ 2,659	\$ 2,659
156	Pleasant Prairie	-	\$ -	\$ -
157	Prairie Lane	-	\$ 3,458	\$ 3,458
158	Roosevelt	-	\$ 2,797	\$ 2,797
160	Somers	-	\$ 177	\$ 177
161	Southport	-	\$ 2,592	\$ 2,592
162	Strange	-	\$ -	\$ -
163	Grewenow	-	\$ 14	\$ 14
164	Vernon	-	\$ 296	\$ 296
165	Brass	-	\$ 2,460	\$ 2,460
166	Whittier	-	\$ 2,185	\$ 2,185
167	Wilson	-	\$ 3,347	\$ 3,347
168	Bose	-	\$ 3,218	\$ 3,218
169	Stocker	-	\$ 3,129	\$ 3,129
170	Jeffery	-	\$ 2,092	\$ 2,092
173	EBSOLA-Creative Arts	-	\$ 2,393	\$ 2,393
175	EBSOLA-Dual Language	-	\$ 633	\$ 633
178	Nash	-	\$ 2,353	\$ 2,353
Elementary Subtotal		\$ -	\$ 40,747	\$ 40,747
330	Lance	-	\$ 217	\$ 217
331	Lincoln MS	-	\$ 3,322	\$ 3,322
333	Washington	-	\$ 3,004	\$ 3,004
334	Bullen	-	\$ 12,317	\$ 12,317
337	Mahone	-	\$ 802	\$ 802
Middle School Subtotal		\$ -	\$ 19,661	\$ 19,661
424	Indian Trail	-	\$ 4,716	\$ 4,716
425	Bradford	-	\$ 824	\$ 824
426	Tremper	-	\$ 2,689	\$ 2,689
427	Reuther	-	\$ 613	\$ 613
428	Lakeview	-	\$ 1,010	\$ 1,010
High School Subtotal		\$ -	\$ 9,852	\$ 9,852
102	Brompton	-	\$ -	\$ -
112	DOL	-	\$ -	\$ -
113	KTEC	-	\$ 112	\$ 112
272	4K Program	-	\$ -	\$ -
421	E-School	-	\$ 26	\$ 26
422	Harborside	-	\$ -	\$ -
852	Hillcrest	-	\$ 153	\$ 153
871	Headstart	-	\$ 272	\$ 272
Other Schools Subtotal		\$ -	\$ 564	\$ 564
Total Schools		\$ -	\$ 70,824	\$ 70,824

Loc #	Location	Site Requested Carryover	Site Donation and Mini-Grant Budget Carryover	Total of Carryover from 2013-2014 for 2014-2015
801	Board of Education	-	\$ -	\$ -
802	Superintendent	-	\$ 2,038	\$ 2,038
803	Special Projects	-	\$ -	\$ -
804	Human Resources	-	\$ 3,008	\$ 3,008
805	Information Services	-	\$ -	\$ -
806	Exec. Director of Business	-	\$ -	\$ -
807	Facilities Department	-	\$ -	\$ -
808	Finance Department	-	\$ -	\$ -
809	School To Career	-	\$ 395	\$ 395
810	Athletics/PE/Health	-	\$ -	\$ -
811	Dept. of Instruction	1,074,256	\$ 1,264	\$ 1,075,520
812	Fine Arts	-	\$ 16,705	\$ 16,705
815	Special Ed Instruction	-	\$ -	\$ -
816	Title 1/P-5/Bilingual	-	\$ -	\$ -
817	Instructional Media Center	-	\$ -	\$ -
818	Student Services	-	\$ 627	\$ 627
819	Staff Development	-	\$ -	\$ -
820	Purchasing	-	\$ -	\$ -
822	Transportation & Safety	-	\$ -	\$ -
823	Distribution and Utilities	-	\$ -	\$ -
824	Food Service	-	\$ -	\$ -
825	Copy Center	-	\$ -	\$ -
837	Community & Parent Relations	-	\$ 10,760	\$ 10,760
838	Public Information	-	\$ 13,000	\$ 13,000
839	School Leadership Middle & High	23,150	\$ 2,984	\$ 26,134
840	Student Engagement Office	-	\$ -	\$ -
841	School Leadership Elementary	-	\$ -	\$ -
851	Educational Accountability	-	\$ -	\$ -
874	Education Support Center	-	\$ -	\$ -
880	Recreation	-	\$ -	\$ -
999	Summer School	-	\$ -	\$ -

Total Departments	\$ 1,097,406	\$ 50,781	\$ 1,148,187
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Grand Total	\$ 1,097,406	\$ 121,606	\$ 1,219,012
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Charter Fund Balance Reserves (Assignments) 2014-2015

	102-Brompton	112-Dimensions	113-KTEC	422-Harborside	Totals
2014 Beginning Balance	52,618.91	241,525.00	736,578.08	488,678.04	1,519,400.03
2014 Net Rev(Exp)	83,517.70	12,907.57	(530,063.61)	156,426.21	(277,212.13)
2014 Ending Balance	136,136.61	254,432.57	206,514.47	645,104.25	1,242,187.90



Wisconsin School Board Appreciation Week October 5-11, 2014

WHEREAS, an excellent public education system is vital to the quality of life of our community and to the economic development of our state; and

WHEREAS, the members of the Kenosha Unified School District Board of Education are dedicated to children, learning and community, and devote many hours of service to public education as they continually strive for improvement, excellence and progress in education; and

WHEREAS, the district appreciates the vital role played by the local school board, which establishes policies to ensure an efficient, effective school system; and

WHEREAS, school board members are charged with representing our local education interests to state and federal government and ensuring compliance with state and federal law; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our school children and community's future.

NOW, THEREFORE, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Board of Education by proclaiming October 5-11, 2014, as Wisconsin School Board Appreciation Week.

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be printed in the school district's official newspaper of record.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 303
October 28, 2014*

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National Bullying Prevention Month 2014

WHEREAS, bullying is unwanted physical, verbal, written, indirect and electronic behaviors that involve an observed or perceived power imbalance and may be repeated multiple times or is highly likely to be repeated; and

WHEREAS, bullying occurs in neighborhoods, playgrounds, schools and through technology, such as the internet and cell phones; and

WHEREAS, children who witness bullying often feel less secure, more fearful and intimidated; and

WHEREAS, families, schools, youth organizations, colleges, workplaces, places of worship and other groups are responsible for empowering and protecting their members and for promoting cultures of caring, respect and safety for everyone; and

WHEREAS, it is time to Stand Up Kenosha.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim October as the annual observance of National Bullying Prevention Month as a symbol of our commitment to the year-round struggle against bullying.

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be printed in the school district's official newspaper of record.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 304
October 28, 2014*

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American Education Week 2014

November 16 - 22

Raise Your Hand for Student Success

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping Kenosha's youth with both practical skills and broader intellectual abilities, we give them hope for, and access to, a productive future; and

WHEREAS, education employees work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools encourage community, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim November 16–22 as the annual observance of American Education Week.

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be printed in the school district's official newspaper of record.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 305
October 28, 2014*

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Kenosha Unified School District
Kenosha, Wisconsin

October 28, 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 September 23, 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. Purchase/Contract Rationale forms are attached for each vendor.

- **Education Elements – \$43,900**
- **Boys and Girls Club – \$50,000**

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Sheronda Glass
Executive Director of Business Services

Dr. Bethany Ormseth
Assistant Superintendent of School Leadership – Secondary

Dr. Floyd Williams
Assistant Superintendent of School Leadership – Elementary

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: Education Elements

Purchased Good/Program: Learner Management System and Professional Development Visit and ongoing implementation calls with Education Elements

Start Date/Date: July 1, 2014 for first semester and December 15, 2014 for second semester

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

Reuther Central H.S. has been working with a learner management system, an electronic platform for integrating multiple instruction software programs with a single sign-on for students and teachers. Data on student activity can be reviewed by teachers to assist in their planning support for students. Professional development is also provided by the company for "blended learning" instruction that helps develop rotations for small group, digital and collaborative learner stations. Both purposes are supported by this purchase.

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

\$43,900 for 12 mos. (21,950 was paid for first 6 months semester I)

Funding source: Title I

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?

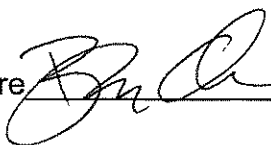
Blended Learning instruction practices and software tools result in more time in differentiated instruction, increasing student engagement and achievement.

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

This is the second school year of a process and plan that was started in 2013-14. There is an annual cost for these items with Education Elements. An initial school review of vendors and approaches resulted in a proposal and plan in Spring 2013. Over 90% of Reuther teachers agreed to continue our Blended Learning approach when surveyed at the end of

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

Appropriate Leadership Signature



Date 10/22/14

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 and Girls Club of Kenosha

Purchased Good/Program: Gang Prevention Education

Start Date/Date Needed: November 2014-June 2015

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

The purpose of this proposed partnership is to work in collaboration with the Boys and Girls Club of Kenosha to address issues of gang involvement and delinquency throughout KUSD and in our community. This partnership provides the Boys and Girls Club of Kenosha with the support they need to monitor, supervise, and mentor youth in gang prevention groups throughout KUSD. The youth served will remain in groups for approximately six months while working on anger management, team building, job skill development, gang resistance, and social and delinquency issues.

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

Total Cost: \$50,000
Fund 83: Community Service Funding
Account #: 803-2329-083

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?

- Youth that participate in the program for at least three months will improve their academic achievement.
- Families will participate in at least two group activities or two one-to-one sessions per quarter.
- Youth that participate in the program for at least three months will improve school attendance.
- Youth will reduce or maintain their gang risk assessment score from program intake to completion.
- Youth will not commit a new offense while in the program.

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

November 2014-June 2015

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

Appropriate Leadership Signature

A handwritten signature in black ink, appearing to be 'JL', written over a horizontal line.

Date

10/17/14

Kenosha Unified School District No. 1
Kenosha, Wisconsin

October 28, 2014

**Resolution to Exceed Revenue Limit on Non-Recurring Basis
(Debt Service Payments on Energy Efficiency Measures)**

At the June 25, 2013, Board meeting the Board voted to approve a resolution authorizing the sale of general obligation bonds not to exceed \$17,000,000 in order to finance the Energy Efficiency Project, also previously approved by the Board. The Project involves energy efficiency and operational savings projects at District Buildings, including HVAC system upgrades, HVAC control system improvements, lighting improvements, roof, window and wall repairs and replacement, and constructing vestibules at building entrances.

Section 121.91(4)(o)1. of the Wisconsin Statutes provides that, upon the adoption by a school board of a resolution to do so, the District's revenue limit may be increased by the amount spent in that school year on a project to implement energy efficiency measures or to purchase energy efficiency products, including the payment of debt service on bonds or notes issued to finance an Energy Efficiency Project. The Board must pass a resolution to exceed revenue limit for the net debt service amount each and every year of the debt service.

Administrative Recommendation

Administration requests that the Board approve the attached resolution to exceed revenue limit for the 2014-2015 fiscal year, on a non-recurring basis, for the purpose of servicing debt issued to finance the current Energy Efficiency Project.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim CFO

Heather Kraeuter, CPA
Accounting & Payroll Manager

RESOLUTION TO EXCEED REVENUE LIMIT ON NON-RECURRING BASIS
(Debt Service Payments on Energy Efficiency Measures)

WHEREAS, the Kenosha Unified School District No.1 (the “District”) has approved a performance contract under Section 66.0133 of the Wisconsin Statutes with **Performance Services, Inc.** (the “Performance Contract”);

WHEREAS, the Performance Contract sets forth an Energy Efficiency Project for the District (the “Project”) designed to result in the avoidance of, or reduction in, energy costs or operational costs; and

WHEREAS, the District has elected to finance the cost of the Project with proceeds of Bonds issued in an amount of \$16,690,000, that have a maturity not exceeding twenty years.

BE IT RESOLVED that the School Board of the Kenosha Unified School District No.1 hereby exercises its authority under s. 121.91(4)(o), Wis. Stats., to exceed the revenue limit on a non-recurring basis by an amount the district will spend on principal and interest payments for calendar year 2015 for debt issued for new energy efficiency measures and renewable energy products for the 2014-2015 school year. The debt issued was the \$16,690,000 G.O. Corporate Purpose Bond Series 2013, dated September 17, 2013. The amount to be levied and expended is \$567,660.

The board has identified the following required performance indicators that will measure the energy savings and/or energy cost avoidance in an amount equal to the exemption request and will include a timeline:

1. Bose Elementary School – Hot water boiler replacement, HVAC control system upgrades and improvements, lighting retrofits, vestibule door installation and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 91,612 Kilowatt-hour savings, 15,011 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$22,661 (operational savings TBD) • Projected Payback Period: TBD Years
2. Forest Park Elementary School – Steam boiler replacement, hot water piping installation, multi-zone air handling unit replacement with VAV system, HVAC control system upgrades and improvements, T-12 lighting replacement and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 49,736 Kilowatt-hour savings, 19,930 therm savings • Timeline: October, 2013

- October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$17,662 (operational savings TBD) • Projected Payback Period: TBD Years
3. Grant Elementary School – Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 31,193 Kilowatt-hour savings, 9,925 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$9,972 (operational savings TBD) • Projected Payback Period: TBD Years
 4. Grewenow Elementary School – Constant speed hot water pump replacement, HVAC control system upgrades and improvements, T-12 lighting replacement and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 91,612 Kilowatt-hour savings, 15,011 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$22,661 (operational savings TBD) • Projected Payback Period: TBD Years
 5. Harvey Elementary School – Steam boiler replacement, hot water piping installation, HVAC control system upgrades and improvements, constant volume air handling unit system conversion to VAV, lighting retrofits, window replacement and vestibule door installation • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 11,206 Kilowatt-hour savings, 11,675 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$8,241 (operational savings TBD) • Projected Payback Period: TBD Years
 6. Jefferson Elementary School – Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 30,727 Kilowatt-hour savings, 10,722 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost

Savings: \$10,441 (operational savings TBD) • Projected Payback Period: TBD Years

7. Jeffery Elementary School – Hot water boiler replacement, HVAC control system upgrades and improvements, vestibule door installation and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 33,199 Kilowatt-hour savings, 7,190 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$9,588 (operational savings TBD) • Projected Payback Period: TBD Years
8. Roosevelt Elementary School – Steam boiler replacement, hot water piping installation, unit ventilator replacement, HVAC control system upgrades and improvements, lighting retrofits, window replacement and roof replacement • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 52,098 Kilowatt-hour savings, 12,990 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$14,994 (operational savings TBD) • Projected Payback Period: TBD Years
9. Vernon Elementary School – Steam boiler replacement, hot water piping installation, HVAC control system upgrades and improvements, constant volume air handling unit system conversion to VAV, lighting retrofits, window replacement and vestibule door installation • Projected Cost: \$TBD • Performance Indicator (based on preliminary study data): 116,618 Kilowatt-hour savings, 26,907 therm savings • Timeline: October, 2013 – October 2015 • Consultant: Performance Services, Energy Control & Design • Projected Annual Energy Cost Savings: \$31,938 (operational savings TBD) • Projected Payback Period: TBD Years

An evaluation of the energy performance indicators will be included as an addendum in the required 2015-2016 published budget summary document per s. 65.90, Wis. Stats., and in the school district's newsletter or in the published minutes of the school board meeting.

Motion by _____,
Seconded by _____ to adopt Resolution
Ayes _____ Nays _____

Kenosha Unified School District No. 1
Kenosha, Wisconsin

October 28, 2014

Formal Adoption of the 2014-2015 Budget

On July 22, 2014 the Board approved the preliminary 2014-2015 Budget with assumptions that were used as the guide to create the 2014-15 Budget (see Attachment A).

The Public Hearing of the 2014-2015 Budget and the Annual Meeting of Electors was held on Wednesday, September 10, 2014 in the auditorium of Indian Trail High School and Academy. The Board of Education has reviewed the District's budget assumptions, received public input at their meetings, and has provided the direction to form the budget.

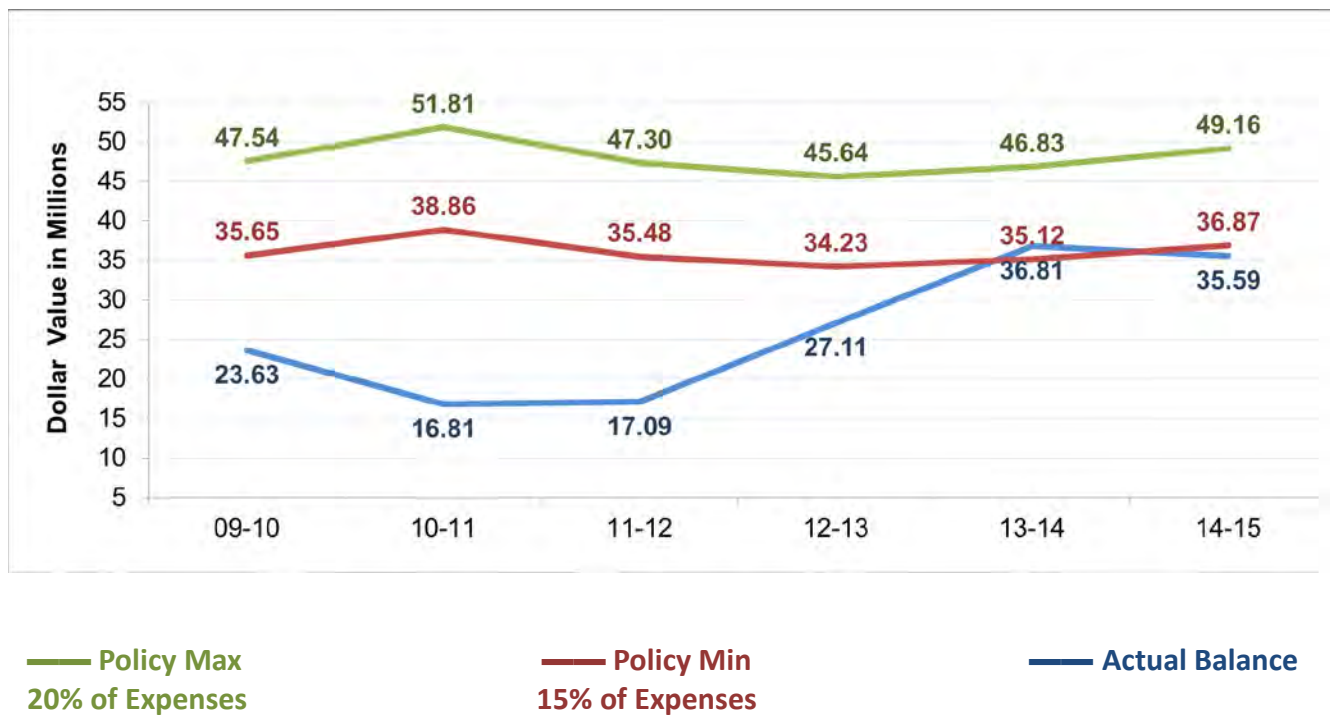
Since the Public Hearing and Annual Meeting, administration has updated the budget to reflect key variables such as student membership, equalized property valuations, certified state aid, and tax levies. The State has provided KUSD with the official October 15 General Aid Certification that provided an additional \$4,175,027 of state aid which resulted in a reduction of our tax levy.

	2013-14 DPI Certified Aid	2014-15 (KUSD Estimate for Annual Meeting)	\$ Change From Prior Year	% Change From Prior Year	2014-15 (DPI October 15 Actual Certification)	\$ Change From Prior Year	% Change From Prior Year
General State Aid	\$146,490,566	\$150,297,857	\$3,807,291	2.60%	\$150,665,593	\$4,175,027	2.85%

Fund Balance – General Fund

The 2014-2015 General Fund is being budgeted as a balanced budget in which expenditures are projected to equal revenues, however administration is also presenting a request to carryover spending authority for an additional \$1.2 million that would be a one-time authorized use of fund balance reserves; therefore, the budget will show a deficit equal to the amount of carryover allowed. General Fund balance reserves are currently greater than 10% of budgeted expenditures; therefore, the portion of School Board Policy 3323 that requires a one million dollar budgeted surplus (if the fund balance is below the 10% threshold) will not be applicable for 2014-15.

General Fund Ending Fund Balance



Certification of the Tax Levy

The 2014-15 Budget will include the following proposed tax levy of \$89,307,794:

Fund	FY 2013-14	FY 2014-15	\$ Change	% Change
General	\$75,664,429	\$72,788,341	\$-2,876,088	-3.80%
Debt Service	16,152,697	15,019,453	-1,133,244	-7.02%
Community Service	1,500,000	1,500,000	0	0%
Total Tax Levy	\$93,317,126	\$89,307,794	\$-4,009,332	-4.30%

The proposed tax levy for the General Fund is the maximum amount allowable within State law without going to referendum. The overall 4.30% decrease in total tax levy equates to \$4,009,332 less in tax dollars for the Kenosha Unified School District as compared to the previous year.

The total mill rate per \$1,000 of equalized valuation is \$11.22, a 7.46% decrease as compared to the prior year. The Equalized Property Values increased by 3.42% from last year which contributed to the overall mill rate decrease. Attachment B delineates this tax levy scenario and the last 10 years of equalized property values, tax levies, and mill rates. Please note that the 2014-2015 mill rate decrease is the first decrease since 2005-2006.

Recommendation

It is requested that the Board of Education accept the following recommendations:

1. Formally adopt the District's 2014-2015 Budget using the accompanying Budget Adoption Motion (Attachment C).
2. Direct Administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment D).
3. Approve the property tax levy to be collected from the municipalities within the School District in the amount of \$72,788,341 for the General Fund, \$15,019,453 for the Debt Service Fund, and \$1,500,000 for the Community Service Fund. The Board must approve levy amounts on or before November 1st each year, per Wis. Stats. 120.12 (3)(a).
4. Direct the District Clerk to certify and deliver the Board approved tax levy to the Clerk of each municipality on or before November 10, 2014.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

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Kenosha Unified School District
Kenosha, Wisconsin

July 22, 2014

Fiscal 2014-2015 Preliminary Budget

Per Board Policy 3100, Annual Operating Budget, the Kenosha Unified School District Administration is currently in the process of developing a preliminary budget incorporating assumptions based on information from the State of Wisconsin biennial budget and the Department of Public Instruction guidance.

- Revenue
 - Increase in \$75 per pupil funding for revenue limit
 - Increase of \$75 per pupil categorical aid (\$75 FY14, \$150 FY15)
 - Estimated decrease of 178 student membership FTE
- Major Expense Reductions
 - Reduced unemployment budget
 - Elimination of Rosetta Stone program
 - One-time 2013-14 stipend/bonus
 - Boundary school student/staff shift to KTEC charter
 - ESC department budget reductions
 - Reduction in Leave of Absence positions
 - Reinstatement of position vacancy budget line
- Major Expense Additions
 - 1.9% salary increases for all employees
 - 9% health insurance premium increase
 - 4% dental insurance premium increase
 - 10% teacher longer term care insurance premium increase
 - KTEC charter school per pupil budget expansion
 - Various operational and staffing requests (see attached budget assumption sheet for detailed items being requested)

The initial budget projections were built based on conservative estimates and first presented to the Audit/Budget/Finance Committee in April of 2014. Since that time Administration has continued to analyze budget variables, made adjustments for additional identified reductions, and is pleased to present a preliminary balanced budget that includes a 1.9% salary increase for all staff groups.

These next few months are critical to the District in ensuring a timely implementation to meet the budget timeline, and preparation for the 2014-2015 school year. The state budget is finalized so the parameters are in place. However, further adjustments will be made as we learn more about enrollment changes and the coinciding staffing impact.

The Kenosha Unified School District's proposed budget for 2014-2015 will be prepared in accordance with the budgeting and financial operations policies for the District and will be prepared to conform to existing State of Wisconsin requirements. It is the desire of Administration to present the Board of Education an appropriate balanced budget, taking into consideration the beliefs, parameters and objectives of the Board of Education as well as the ongoing instructional and fiscal responsibilities of Administration. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our students.

Attached to this report is the updated detailed budget assumptions list initially presented to the Audit/Budget/Finance committee on April 8, 2014.

Administrative Recommendation

Administration requests that the Board of Education reviews the list of preliminary 2014-2015 budget assumptions and approve the recommended items to be incorporated into the adopted budget.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Interim Chief Financial Officer

KENOSHA UNIFIED SCHOOL DISTRICT
FY15 PRELIMINARY BUDGET ASSUMPTIONS
SCHOOL BOARD MEETING
7/22/14

INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
1	REVENUE CHANGES	DISTRICT	FINANCE	\$1,322,530	REVENUE LIMIT AUTHORITY	FUND 10	YES-DIST LOCAL	PRELIMINARY REVENUE LIMIT INCLUDES \$75 PP INC
2	REVENUE CHANGES	DISTRICT	FINANCE	\$1,657,125	SPECIAL CATEGORICAL AID	FUND 10	YES-DIST LOCAL	FY15 \$150 PP REPLACES FY14 \$75 PP
REVENUE CHANGES (DISTRICT LOCAL)				\$2,979,655				
3	UNEMPLOYMENT BUDGET	DISTRICT	HR	-\$200,000	ADJUST BUDGET TO REFLECT CHANGES	FUND 10	YES-DIST LOCAL	
4	ELIMINATE ROSETTA STONE	T&L	DR. SUE	-\$200,000		FUND 10	YES-DIST LOCAL	
5	2013-14 AST STIPEND/BONUS			-\$111,180	\$850 PER AST PLUS 20% BENES ASSOCIATED WITH SALARY (NON CHARTER OR GRANT FUNDED)	FUND 10/27	YES-DIST LOCAL	
6	2013-14 TEACHER STIPEND/BONUS			-\$1,931,160	\$1100 PER TEACHER PLUS BENES ASSOCIATED WITH SALARY (NON CHARTER OR GRANT FUNDED)	FUND 10/27	YES-DIST LOCAL	
7	STAFFING REDUCTIONS	HR	SHERONDA GLASS	-\$1,170,000	13 FTE (REDUCTION)	FUND 10	YES-DIST LOCAL	PRIMARILY DUE TO KTEC EXPANSION
8	ESC DEPT BUDGET REDUCTIONS			-\$695,868	VARIABLE % PER DEPARTMENT	FUND 10	YES-DIST LOCAL	
9	LEAVE OF ABSENCE POSITIONS	HR	SHERONDA GLASS	-\$810,000	9.0 FTE (REDUCTION)	FUND 10	YES-DIST LOCAL	POSITIONS HELD FOR LONG TERM LEAVES
9b	REINSTATE VACANCY BUDGET LINE			-\$1,000,000		FUND 10/27	YES-DIST LOCAL	
EXPENSE REDUCTIONS (DISTRICT LOCAL)				-\$6,118,208				

Already Approved

Priority Item Pending Decision

Estimated Variable Subject to Change

KENOSHA UNIFIED SCHOOL DISTRICT
FY15 PRELIMINARY BUDGET ASSUMPTIONS
SCHOOL BOARD MEETING
7/22/14

INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
10	TRANSPORTATION-FIRST STUDENT	TRANSPORTATION	JEFF MARX	\$130,000	2.5% CONTRACT INCREASE	FUND 10/27	HOLD	
11	TRANSPORTATION-CITY TRANSIT	TRANSPORTATION	JEFF MARX	\$110,000	ESTIMATED INCREASE IN PRICE OF BUS PASSES	FUND 10	HOLD	
12a	AST STEP INCREASES	HR/FINANCE		\$181,195	ESTIMATED STEP INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	
12b	AST STEP INCREASES	HR/FINANCE		\$4,383	ESTIMATED STEP INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	
12c	AST STEP INCREASES	HR/FINANCE		\$11,405	ESTIMATED STEP INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	
13a	AST SALARY INCREASES	HR/FINANCE		\$238,306	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
13b	AST SALARY INCREASES	HR/FINANCE		\$14,173	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	1.90%
13c	AST SALARY INCREASES	HR/FINANCE		\$8,891	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
14	CARPENTER/PAINTER SALARY INCREASES	HR/FINANCE		\$12,745	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	ALL FUNDS	YES-DIST LOCAL	1.90%
15a	ESP SALARY INCREASES	HR/FINANCE		\$92,521	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
15b	ESP SALARY INCREASES	HR/FINANCE		\$987	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	1.90%
15c	ESP SALARY INCREASES	HR/FINANCE		\$21,237	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
16a	INTERP SALARY INCREASES	HR/FINANCE		\$7,111	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
16b	INTERP SALARY INCREASES	HR/FINANCE		\$739	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
17a	TEACHER SALARY INCREASES	HR/FINANCE		\$2,079,037	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
17b	TEACHER SALARY INCREASES	HR/FINANCE		\$152,171	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	1.90%
17c	TEACHER SALARY INCREASES	HR/FINANCE		\$70,606	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%

KENOSHA UNIFIED SCHOOL DISTRICT
FY15 PRELIMINARY BUDGET ASSUMPTIONS
SCHOOL BOARD MEETING
7/22/14

INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
18a	MISC SALARY INCREASES	HR/FINANCE		\$37,581	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
18b	MISC SALARY INCREASES	HR/FINANCE		\$13,735	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	1.90%
18c	MISC SALARY INCREASES	HR/FINANCE		\$14,635	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
19a	SEC SALARY INCREASES	HR/FINANCE		\$96,470	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
19b	SEC SALARY INCREASES	HR/FINANCE		\$1,799	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-CHARTER	1.90%
19c	SEC SALARY INCREASES	HR/FINANCE		\$3,413	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
20a	SERVICE SALARY INCREASES	HR/FINANCE		\$169,244	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,27	YES-DIST LOCAL	1.90%
20b	SERVICE SALARY INCREASES	HR/FINANCE		\$1,261	ESTIMATED CPI INCREASE (PLUS 20% BENES ASSOCIATED WITH SALARY)	FUND 10,25,27	YES-GRANT	1.90%
21a	HEALTH INSURANCE INCREASES	HR/FINANCE		\$2,860,724	EST WEA HEALTH PREMIUM INC	FUND 10,27	YES-DIST LOCAL	9%
21b	HEALTH INSURANCE INCREASES	HR/FINANCE		\$179,011	EST WEA HEALTH PREMIUM INC	FUND 10,27	YES-CHARTER	9%
21c	HEALTH INSURANCE INCREASES	HR/FINANCE		\$156,696	EST WEA HEALTH PREMIUM INC	FUND 10,27	YES-GRANT	9%
22a	DENTAL INSURANCE INCREASES	HR/FINANCE		\$88,214	EST DENTAL PREMIUM INC	FUND 10,27	YES-DIST LOCAL	4%
22b	DENTAL INSURANCE INCREASES	HR/FINANCE		\$5,700	EST DENTAL PREMIUM INC	FUND 10,27	YES-CHARTER	4%
22c	DENTAL INSURANCE INCREASES	HR/FINANCE		\$4,705	EST DENTAL PREMIUM INC	FUND 10,27	YES-GRANT	4%
23	LONG TERM CARE INCREASES			\$180,000	EST LTC PREMIUM INC	FUND 10,27	YES-DIST LOCAL	10%
24	KTEC EXPANSION ENROLLMENT SHIFT			\$1,944,960	CHARTER SCHOOL EXPANSION WILL COME AT A COST TO BOUNDARY SCHOOLS BECAUSE OF THE CHARTER FUNDING MODEL AND IMBALANCED COST SHIFTING (IMPACT WILL BE DETERMINED WITH STAFFING)	FUND 10	YES-DIST LOCAL	SHIFT 240 STUDENT FTE TO CHARTER (KTEC EXPANSION) COST OF INCREASED 3RD FRIDAY COUNT * 80% OF PER PUPIL REVENUE

KENOSHA UNIFIED SCHOOL DISTRICT
FY15 PRELIMINARY BUDGET ASSUMPTIONS
SCHOOL BOARD MEETING
7/22/14

INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
25	WEB FILTERING	I/S	KRIS KECKLER	\$76,800	NEW 5 YEAR AGREEMENT WITH LIGHTSPEED (\$384,000 TOTAL)	FUND 10	YES-DIST LOCAL	REQUIRED TO COMPLY WITH CHILDREN'S INTERNET PROTECTION ACT (CIPA)
26	DISASTER RECOVERY	I/S	KRIS KECKLER	\$100,000	NEW 3 YEAR AGREEMENT WITH ALLIANCE TECH (YR1 \$100K INCLUDES HARDWARE, YR2/3 \$15K MAINTENANCE EACH YR	FUND 10	YES-DIST LOCAL	APPROVED 3/29/14
27	TECHNOLOGY SUPPORT TECHNICIANS	I/S	KRIS KECKLER	\$140,317	REALIGN TST ALLOCATIONS, EXPANDING THE DISTRICT ALLOCATION BY 2.0 FTE	FUND 10	YES-CHARTER	COST NEUTRAL TO DISTRICT BUDGET AS CHARTERS WILL ABSORB ADDITIONAL EXPENSES
28	SPED ESPS	SPED	SUE VALERI	\$206,341	5.0 FTE	FUND 27	HOLD	
29	PSYCHOLOGIST	SPED	SUE VALERI	\$73,350	1.0 FTE	FUND 27	YES-DIST LOCAL	
30	SOCIAL WORKER	SPED	SUE VALERI	\$21,133	.5 FTE	FUND 27	HOLD	RELIEVE WASHINGTON MS FROM HAVING TO USE TITLE I FOR THIS POSITION
31	PROGRAM SUPPORT TEACHER	SPED	SUE VALERI	\$150,400	1.5 FTE	FUND 27	YES-GRANT	
32	SPED TEACHERS	SPED	SUE VALERI	\$343,300	5.0 FTE	FUND 27	YES-DIST LOCAL	LOWER CASE LOADS (POSSIBLY ADDED EC POSITIONS)
33	SPEECH THERAPIST	SPED	SUE VALERI	\$146,700	2.0 FTE	FUND 27	YES-DIST LOCAL	LOWER CASE LOADS (CURRENTLY 50+)
34	HISPANIC AND LATINO STUDENT, FAMILY, AND COMMUNITY LIAISON	SUP	DR. MANGI	\$125,000	1.0 FTE	FUND 10	YES-DIST LOCAL	ADD NEW 1.0 FTE ADMIN POSITION
35	PERSONALIZED LEARNING CONTRACT	ELEM LEADERSHIP	DR. WILLIAMS	\$75,000	CONTINUE CONTRACT WITH CESA#1 TO IMPLEMENT PERSONALIZED LEARNING	FUND 10	YES-GRANT	SITES INCLUDE NASH, SOUTHPORT, STOCKER, AND PRAIRIE LANE (NEW)
36	FINE ARTS FUNDING	T&L	SCOTT PLANK	\$30,000	PROVIDE TREMPER AND INDIAN TRAIL FUNDING FOR THEATRE PROGRAMS	FUND 10	YES-DIST LOCAL	ADD TO OPERATIONAL BUDGETS SIMILAR TO BRADFORD
37	COORDINATOR OF SYSTEM WIDE CURRICULUM AUDIT	T&L	DR. SUE	\$12,000	1.0 FTE	FUND 10	HOLD	COST OF CONVERTING PREVIOUSLY APPROVED VACANT INSTR COACH POSITION INTO NEW COORDINATOR POSITION
38	PHOENIX PROJECT OPERATING BUDGET	SECONDARY LEADERSHIP	DR. ORMSETH	\$10,700	CREATE AN OPERATING BUDGET TO SUPPORT THE PHOENIX PROJECT (COMPASS LEARNING)	FUND 10	YES-DIST LOCAL	CURRENTLY ONLY FUNDED THROUGH MINIMAL TITLE I-D GRANT
39	STAFFING ADDITIONS	HR	SHERONDA GLASS	\$756,000	8.4 FTE	FUND 10	HOLD-COVERED BY VACANT POSITIONS	VARIOUS STAFFING NEEDS (SEE ATTACHED) THESE ARE APPROVED, HOWEVER HR IS NOT REQUESTING NEW AUTHORIZED FTE BECAUSE THEY WILL BE REASSIGNING VACANT FY14 POSITIONS
EXPENSE ADDITIONS (DISTRICT LOCAL)				\$8,893,958				

NET REVENUES OVER EXPENSES (DISTRICT LOCAL)-ADMIN RECOMMENDATION	\$203,905
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	Already Approved
	Priority Item Pending Decision
	Estimated Variable Subject to Change

KENOSHA UNIFIED SCHOOL DISTRICT
FY15 PRELIMINARY BUDGET ASSUMPTIONS
SCHOOL BOARD MEETING
7/22/14

INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
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WISH LIST ITEMS								
LC INDEX	TITLE	DEPT	DEPT LEAD	BUDGET REQUEST	DESCRIPTION	FUNDING	ADMINISTRATION RECOMMENDATION	NOTES
40	CTE COORDINATOR	T&L	DR. SUE/MARK HINTERBERG	\$63,700	.5 FTE	FUND 10	HOLD	ADD ADDITIONAL .5 FTE TO CREATE FULL TIME POSITION
41	LIBRARY MEDIA TEACHERS	ELEM LEADERSHIP	DR. WILLIAMS	\$370,000	4.0 FTE	FUND 10	HOLD	ADD .5 FTE TO GRANT, JEFFERSON, HARVEY, JEFFERY, MCKINLEY, SOUTHPORT, AND WILSON
42	MEASURES OF ACADEMIC PROGRESS (MAP)	ELEM LEADERSHIP	DR. WILLIAMS	\$36,524	PROVIDE MAP ASSESSMENT TO 1,586 KINDERGARTEN STUDENTS AND 1,590 1ST GRADE STUDENTS FOR 2014-15 SY	FUND 10	HOLD	READING AND MATH ASSESSMENT TOOL
43	CENTRAL ENROLLMENT SECRETARY	I/S	KRIS KECKLER	\$66,000	1.0 FTE	FUND 10	HOLD	HIRE 1.0 FTE SECRETARY II (12 MONTH) TO SHIFT ENROLLMENT TASKS TO A CENTRALIZED LOCATION
44	MYON READER RENEWAL	ELEM LEADERSHIP	DR. WILLIAMS	\$126,740	PROVIDE MYON READER ACCESS TO ALL ELEMENTARY SCHOOLS	FUND 10	HOLD	2 YEAR RENEWAL = \$253,480 ; 1 YEAR RENEWAL = \$143,638 (\$16,898 DIFF OF 11.76%)
45	BRADFORD MANUFACTURING LAB	CTE DEPT / BRADFORD HS	MARSHA NELSON, MARK HINTERBERG, DR. SINCLAIR, DR. ORMSETH	\$149,683	RENOVATE BRADFORD HS TECH ED CLASSROOM WITH PAXTON PATTERSON MACHINERY AND ACCESSORIES (WELDING, MILLING, GRINDING, LATHING, AND CNC MACHINES)	FUND 10	HOLD	TOTAL PROJECT COST IS \$277,628 (\$127,945 BUDGETED IN FEDERAL CARL PERKINS GRANT, REQUEST FOR DISTRICT TO FUND THE REST)
46	TALENT DEVELOPMENT ITINERANT TEACHERS	T&L	DAVID TUTTLE	\$486,036	4.0 FTE	FUND 10	HOLD	REINSTATE POSITIONS THAT WERE INTRODUCED IN 2010-11 TO REPLACE THE 4 MAGNET ENRICHMENT PROGRAM POSITIONS FROM HARVEY THAT HAVE SINCE BEEN ELMINATED DUE TO BUDGET CONSTRAINTS
47	ADDITIONAL SECONDARY STAFF REQUESTED	HR/SECONDARY SCHOOL LEADERSHIP	DR. ORMSETH	\$2,842,200	35.33 FTE	FUND 10	HOLD	(27.83 TEACHER, 7.5 ESP) THESE ARE ADDITIONAL POSITIONS REQUESTED BY PRINCIPALS
48	ADDITIONAL ELEMENTARY STAFF REQUESTED	HR/ELEMENTARY SCHOOL LEADERSHIP	DR. WILLIAMS	\$970,000	11.0 FTE	FUND 10	HOLD	(10.0 TEACHER, 1.0 MISC) THESE ARE ADDITIONAL POSITIONS REQUESTED BY PRINCIPALS
APPROVED WISH LIST ITEMS (DISTRICT LOCAL)				\$0				

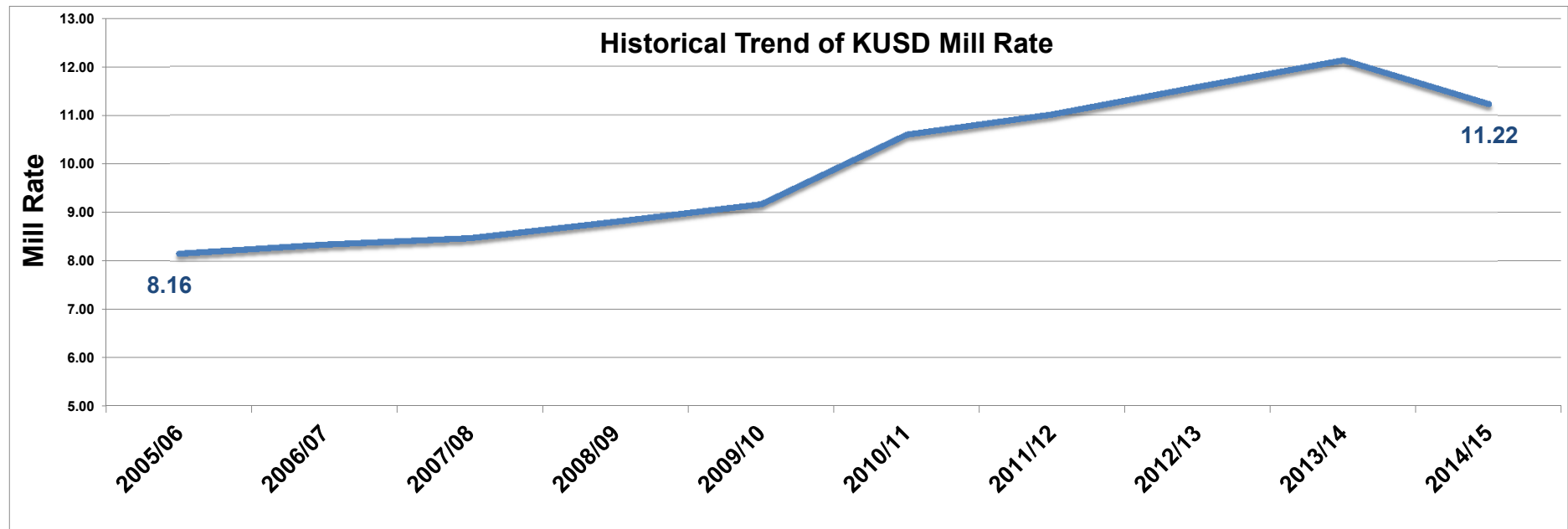
NET REVENUES OVER EXPENSES (DISTRICT LOCAL)-INCLUDING WISH LIST ITEMS	\$203,905
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KENOSHA UNIFIED SCHOOL DISTRICT TAX LEVY COMPARISON

School Year	Equalized Valuation	% Change	Fund 10 Levy	Fund 10 Chargeback Levy	Mill Rate	Fund 30 Debt Service Levy	Mill Rate	Fund 80 Community Service Levy	Mill Rate	Total Levy	Total Mill Rate	% Tax Levy Change	% Mill rate Change
2005/06	8,158,321,427	10.09%	54,800,909	19,431	6.720	10,590,066	1.2981	1,142,626	0.1401	66,553,032	8.1577	-0.87%	-9.95%
2006/07	8,948,360,876	9.68%	61,386,666	15,075	6.862	11,611,911	1.2977	1,653,564	0.1848	74,667,216	8.3442	12.19%	2.29%
2007/08	9,499,722,109	6.16%	66,465,447	7,369	6.997	12,323,576	1.2973	1,714,513	0.1805	80,510,905	8.4751	7.83%	1.57%
2008/09	9,628,413,923	1.35%	70,705,971	18,570	7.345	12,264,373	1.2738	1,881,240	0.1954	84,870,154	8.8146	5.41%	4.01%
2009/10	9,510,858,704	-1.22%	73,218,329	6,733	7.699	12,168,871	1.2795	1,881,240	0.1978	87,275,173	9.1764	2.83%	4.10%
2010/11	8,931,500,985	-6.09%	79,133,470	29,422	8.863	13,520,354	1.5138	1,981,240	0.2218	94,664,486	10.5989	8.47%	15.50%
2011/12	8,503,804,152	-4.79%	77,070,827	-	9.063	14,625,987	1.7199	1,981,240	0.2330	93,678,054	11.0160	-1.04%	3.94%
2012/13	7,982,932,601	-6.13%	74,684,161	64,333	9.364	15,626,547	1.9575	2,050,267	0.2568	92,425,308	11.5779	-1.34%	5.10%
2013/14	7,693,298,078	-3.63%	75,664,429		9.835	16,152,697	2.0996	1,500,000	0.1950	93,317,126	12.1297	0.96%	4.77%
2014/15	7,956,343,824	3.42%	72,788,341		9.148	15,019,453	1.8877	1,500,000	0.1885	89,307,794	11.2247	-4.30%	-7.46%

Tax on \$100,000 Property	
13/14 Property Tax	\$ 1,212.97
14/15 Property Tax	\$ 1,122.47
Increase (Decrease)	\$ (90.49)
% Increase (Decrease)	-7.46%

2014/15	
Equalized Valuation	\$7,956,343,824
% Change in Valuation	3.42%
Total Levy	\$89,307,794
Total Mill Rate	\$11.22
% Tax Levy Change	-4.30%
% Mill rate Change	-7.46%



Kenosha Unified School District No. 1
Kenosha, Wisconsin

October 28, 2014

2014-2015 Budget Adoption Motion

_____ move that the 2014-2015 Budget for Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary be adopted as set forth below.

	Tax Levy	Other Revenues	Total Revenue	Expenditures	Variance
General Fund (10)	\$ 72,788,341	\$ 171,808,219	\$ 244,596,560	\$ 245,815,572	\$ (1,219,012)
Special Projects Fund (20)	-	52,932,337	52,932,337	52,932,337	-
Debt Service Fund (30)	15,019,453	1,546,456	16,565,909	17,617,572	(1,051,664)
Capital Projects Fund (40)	-	10,000	10,000	12,735,000	(12,725,000)
Food Service Fund (50)	-	8,299,373	8,299,373	8,299,373	-
Community Service Fund (80)	1,500,000	79,125	1,579,125	1,606,078	(26,953)
	\$ 89,307,794	\$ 234,675,510	\$ 323,983,304	\$ 339,005,933	\$ (15,022,629)

_____ second the motion.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

2014-2015 BUDGET PUBLICATION

GENERAL FUND (FUND 10)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	17,090,004 ⁽¹⁾	27,109,475	36,805,631
Ending Fund Balance	27,109,475	36,805,631	35,586,620
REVENUES AND OTHER FINANCING SOURCES			
Operating Transfer-In (Source 100)	0	0	0
Local Sources (Source 200)	77,070,376	77,962,264	74,986,852
Inter-district Payments (Source 300 & 400)	351,557	341,003	350,000
Intermediate Sources (Source 500)	25,950	17,117	20,383
State Sources (Source 600)	150,545,880	151,689,893	157,347,130
Federal Sources (Source 700)	9,236,820	12,856,960	11,610,843
All Other Sources (Source 800 & 900)	967,262	966,515	281,352
TOTAL REVENUES & OTHER FINANCING SOURCES	238,197,845	243,833,752	244,596,560
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100000)	118,928,648	119,361,262	126,804,777
Support Services (Function 200000)	74,175,854	80,737,477	83,220,380
Non-Program Transactions (Function 400000)	35,073,872	34,038,857	35,790,414
TOTAL EXPENDITURES & OTHER FINANCING USES	228,178,374	234,137,596	245,815,572

SPECIAL PROJECTS FUND (FUND 20)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	0	0	0
Ending Fund Balance	0	0	0
REVENUES & OTHER FINANCING SOURCES	48,453,590	46,851,487	52,932,337
EXPENDITURES & OTHER FINANCING USES	48,453,590	46,851,487	52,932,337

DEBT SERVICE FUND (FUND 30)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	24,177	950,971	3,278,974
Ending Fund Balance	950,971	3,278,974	2,227,310
REVENUES & OTHER FINANCING SOURCES	18,020,066	26,387,109	16,565,909
EXPENDITURES & OTHER FINANCING USES	17,093,271	24,059,106	17,617,572

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

2014-2015 BUDGET PUBLICATION

CAPITAL PROJECTS FUND (FUND 40)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	341,397	0	13,490,260
Ending Fund Balance	0	13,490,260	765,260
REVENUES & OTHER FINANCING SOURCES	334,130	16,699,169	10,000
EXPENDITURES & OTHER FINANCING USES	675,527	3,208,908	12,735,000

FOOD SERVICE FUND (50)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	560,079	1,646,432	2,763,872
Ending Fund Balance	1,646,432	2,763,872	2,763,872
REVENUES & OTHER FINANCING SOURCES	8,550,443	8,300,239	8,299,373
EXPENDITURES & OTHER FINANCING USES	7,464,090	7,182,799	8,299,373

COMMUNITY SERVICES FUND (FUND 80)	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
Beginning Fund Balance	277,738	1,564,679	2,033,025
Ending Fund Balance	1,564,679	2,033,025	2,006,071
REVENUES & OTHER FINANCING SOURCES	2,231,892	1,584,523	1,579,125
EXPENDITURES & OTHER FINANCING USES	944,952	1,116,177	1,606,078

TOTAL EXPENDITURES AND OTHER FINANCING USES			
ALL FUNDS	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
GROSS TOTAL EXPENDITURES - ALL FUNDS	302,809,804	316,556,073	339,005,933
Interfund Transfers (Source 100) - ALL FUNDS	32,416,742	31,286,266	33,064,914
Refinancing Expenditures (Fund 30)	0	6,616,812	0
NET TOTAL EXPENDITURES - ALL FUNDS	270,393,061	278,652,995	305,941,018
PERCENTAGE CHANGE FROM PRIOR YEAR	-7.86%	3.05%	9.79%

PROPOSED PROPERTY TAX LEVY			
FUND	Audited 2012-2013	Unaudited 2013-2014	Budgeted 2014-2015
General Fund	74,748,494	75,664,429	72,788,341
Referendum Debt Service Fund	12,740,424	12,299,413	11,596,806
Non-Referendum Debt Service Fund	2,886,123	3,853,284	3,422,647
Capital Expansion Fund	0	0	0
Community Service Fund	2,050,267	1,500,000	1,500,000
TOTAL SCHOOL LEVY	92,425,308	93,317,126	89,307,794
PERCENTAGE INCREASE FROM PRIOR YEAR	-1.34%	0.96%	-4.30%

⁽¹⁾ Audited 2012-2013 beginning fund balance as restated

Note: Subtotals contain calculated fields and formulas which may result in rounded values

Dated this 28th day of October, 2014

Kyle Flood
District Clerk

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October 28, 2014

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Bill and Karolyn O'Toole donated a Vito E6 Alto Saxophone with case and mouthpiece and a B6 Soprano Clarinet with case. The value of this donation is \$1,040.00.
2. TCF Bank donated \$1,000.00 to the Bradford High School Football Team. Bradford was nominated for this donation by Jesus Villalobos.
3. Kid's Castle Before & After School Program donated \$226.50 to KUSD to purchase school supplies.

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

October 28, 2014

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

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
- October 31, 2014 – First Quarter Ends – No School for Students

November

- November 11, 2014 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- November 25, 2014 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- November 26, 2014 – ½ Day for Students & Staff
- November 27-28, 2014 – Thanksgiving Recess

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