

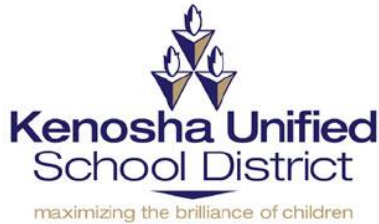


## **REGULAR MONTHLY BOARD MEETING**

**November 25, 2014**

**7:00 PM**

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



Regular School Board Meeting  
November 25, 2014  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - A. Golf Coaches Association of Wisconsin Academic All-State Honorees
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence,  
Retirements and Resignations
  - B. Consent/Approve 5  
Minutes of 10/28/14 Special Meeting and Executive Session and  
10/28/14 Regular Meeting
  - C. Consent/Approve 19  
Summary of Receipts, Wire Transfers and Check Registers
  - D. Consent/Approve 26  
School Board Policy 5433 Tobacco Use by Students  
(Second Reading)
  - E. Consent/Approve 28  
School Board Policy 6210 - School Day/Year/Calendar  
(Second Reading)
- XII. Old Business

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G. Discussion/Action	113
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H. Discussion/Action	118
Reuther Central High School - Bradford High School Athletic Cooperative Agreement	
I. Discussion/Action	120
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J. Discussion/Action	133
Change to the Fiscal Year 2013-14 Adopted Budget	
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A. Discussion/Action	136
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B. Discussion/Action	139
Donations to the District	
XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (November-December)	140
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

**Kenosha Unified School District**

**Kenosha, WI**

**November 25, 2014**

The Human Resources recommendations regarding the following actions:

<b>ACTION</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SCHOOL/DEPT</b>	<b>POSITION</b>	<b>STAFF</b>	<b>DATE</b>	<b>FTE</b>	<b>SALARY</b>
Appointment	Allotey	Dolly	Indian Trail Academy	Math	Instructional	10/22/2014	0.5	\$17,029.83
Appointment	Koslica	Michael	Tremper High School	Special Education-Cross Categorical	Instructional	10/27/2014	1	\$39,106.00
Appointment	Tuttle	Jessica	Office of Communications	Communications Support Specialist	Miscellaneous	11/03/2014	1	\$42,000.00
Appointment	Loomis	Jamie	Tremper High School	Secretary 1 - 12 Months	Secretarial	10/22/2014	1	\$17.32
Appointment	Bednar	Rebecca	Bullen Middle School	Parent Liaison	Miscellaneous	10/27/2014	0.49	\$14.47
Appointment	Muhlenbeck	Shauna	Southport Elementary School	ESP-Special Education	ESP	11/10/2014	1	\$15.33
Appointment	Prondzinski	Amy	Grewenow Elementary School	Grade 2	Instructional	11/10/2014	1	\$47,638.00
Appointment	Van EE	Alison	Lincoln Middle School	ESP - Special Education	ESP	11/04/2014	1	\$15.33
Appointment	Cervantes	Antonio	Washington Middle School	Night Custodian - Second Shift	Service	11/06/2014	1	\$20.32
Appointment	Bredok	Joseph	Washington Middle School	Night Custodian - Second Shift	Service	11/06/2014	1	\$20.32
Early Retirement	Rogers	Laura Lee	Somers Elementary School	E.C.	Instructional	06/12/2015	1	\$78,396.00
Early Retirement	Swaton	Susan	Teaching & Learning - Career & Tech E	Secretary 11 (12 month)	Secretarial	01/16/2015	1	\$20.76
Early Retirement	Cutter	Julie	Nash Elementary School	Head Secretary (10 Month)	Secretarial	12/31/2014	1	\$21.78
Resignation	Banaszynski	Scott	Southport Elementary School	Special Education	ESP	10/24/2014	1	\$14.97
Resignation	Cheeks	Serita	Brass Community School	Special Education	ESP	10/24/2014	1	\$15,344.00
Resignation	Nieman	Milissa	Frank Elementary School	Grade 2	Instructional	11/14/2014	1	\$43,069.00
Resignation	Iliadis	Christine	Brompton School	Guidance	Instructional	11/07/2014	1	\$43,069.00
Resignation	Ragalie	Donna	Lincoln Middle School	Science/Social Studies	Instructional	11/13/2014	1	\$39,106.00
Resignation	Vaughn	Kimberly	Lance Middle School	Special Education	ESP	01/05/2015	1	\$15.44
Retirement	Armstrong	Sandra	HR Leave Status	HR Teacher on Leave	Instructional	10/31/2014	1	\$78,396.00



SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD OCTOBER 28, 2014

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 28, 2014, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:21 P.M. with the following members present: Mr. Kunich, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens and Mr. Flood arrived later.

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

Mrs. Coleman announced that an executive session had been scheduled to follow this special meeting for the purpose of Reviewing the Findings/Order by an Independent Hearing Officer and for Items Related to Students Requiring Confidentiality By Law.

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

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

Mr. Flood arrived at 6:22 P.M.

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

1. Review of Findings/Order by Independent Hearing Officer

Mr. Daniel Tenuta, Principal at Kenosha eSchool, arrived at 6:23 P.M. and presented an expulsion recommendation, an expulsion modification request, and a request for acceptance of an out of state expulsion.

Ms. Stevens arrived at 6:32 P.M.

Dr. Savaglio-Jarvis and Mr. Tenuta were excused at 6:39 P.M.

Mr. Bryan moved to concur with the recommendation of the hearing officer with respect to the expulsion. Mr. Flood seconded the motion. Unanimously approved.

Mr. Wade moved to approve Administration's recommendation with respect to the expulsion modification request. Ms. Stevens seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Administration's recommendation with respect to the request for acceptance of an out of state expulsion. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis returned to the meeting at 6:45 P.M.

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

Meeting adjourned at 6:45 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD OCTOBER 28, 2014

A regular meeting of the Kenosha Unified School Board was held on Tuesday, October 28, 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 7:00 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 School First/K-8 Attendance Support Awards. Mr. Scott Plank, Coordinator of Fine Arts, presented the Summer Student Art Show Collection Awards.

There were no Administrative or Supervisory Appointments.

Ms. Stevens introduced the Student Ambassador, Carly Brnak, from Reuther Central High School and she made her comments.

There was no Legislative Report.

There were views and comments by the public.

There were no Board member responses/comments.

Mrs. Coleman made a Board President remark.

Dr. Savaglio-Jarvis presented the Superintendent's Report which included a Stand Up Kenosha pledge video.

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 9/23/14 Special Meeting and Executive Session and the 9/23/14 Regular Meeting.

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 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.”

Consent-Approve item XI-D – Policy and Rule 1110 – Parent/Guardian/Caregiver Surveys submitted by Mr. Kristopher Keckler, Executive Director of Information & Accountability, 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.

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.”

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

Dr. Savaglio-Jarvis presented the Handbook Policy Updates and Changes submitted by Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations; Mrs. Annie Petering, Human Resources Specialist; Mr. Rade Dimitrijevic, Human Resources Coordinator; Ms. Judy Rogers, Human Resources Coordinator; Mrs. Sheronda Glass, Executive Director of Business Services; and Dr. Savaglio-Jarvis, excerpts follow:

“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, and language/content changes from September 23, 2014.

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.

Attorney Aziere distributed and presented sample “good and sufficient reason” policy language pertaining to employee discipline as an alternative to the “just cause” or “arbitrary or capricious” policy language.

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

Mr. Patrick Finnemore, Director of Facilities, and Mr. Steven Knecht, Coordinator of Athletics/Physical Education, presented the Sports Advisory Committee Report submitted by Mr. Knecht, Mr. Finnemore, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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 potential major maintenance items listed 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. 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.

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.

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

Mr. Finnemore distributed and presented a sample athletic facilities referendum information sheet and Board members made the following suggestions relating to it:

- Mrs. Coleman suggested that #8 of the FAQs clearly state that Bradford would not get a stadium if the referendum does not pass;
- Mr. Bryan suggested that the information sheet state that the new athletic facilities would increase tourism; and
- Mr. Wade suggested that a survey be conducted to try to predict the success of the referendum.

Mr. Finnemore and Mr. Knecht answered questions from Board members.

Mr. Kunich moved to approve the plan developed by the Sports Advisory Committee as described in the report. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Policy 5433 – Tobacco Use by Students submitted by Ms. Susan Valeri, Director of Special Education and Student Support; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Ms. Valeri was present and answered questions from Board members.

Mr. Wade moved to approve School Board Policy 5433 – Tobacco Use by Students for a first reading. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Policy 6210 – School Day/Year/Calendar submitted by Mr. Keckler and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

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

Ms. Stevens moved to approve School Board Policy 6210 – School Day/Year/Calendar for a first reading. Mrs. Snyder seconded the motion. Unanimously approved.

Mr. Keckler presented the Official Third Friday Enrollment Report – School Year 2014-15 submitted by Mrs. Lorien Thomas, Research Analyst; Ms. Renee Blise, Research Coordinator; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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 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.

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

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

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.”

There were no questions from Board members.

This was an information item for discussion purposes only; therefore, no action was taken.

Dr. Savaglio-Jarvis presented the 2013-2014 Budget Carryovers to the 2014-2015 Budget submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“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	<u>\$ 121,606</u>
	\$1,219,012

#### 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.

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."

Mr. Hamdan was present to answer questions from Board members but there were none.

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

Mr. Kunich left the meeting at 8:32 P.M.

Mrs. Coleman presented School Board Resolution 304 – National Bullying Prevention Month 2014 which read as follows:

*“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.”

Mr. Bryan moved to approve Resolution 304 – National Bullying Prevention Month 2014 as presented. Ms. Stevens seconded the motion. Unanimously approved.

Mrs. Snyder presented School Board Resolution 305 – American Education Week November 16-22, 2014 which read as follows:

*“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."

Mr. Kunich returned to the meeting at 8:34 P.M.

Ms. Stevens moved to approve Resolution 305 – American Education Week November 16-22, 2014 as presented. Mr. Flood seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Resolution 303 – Wisconsin School Board Appreciation Week October 5-11, 2014 which read as follows:

*"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."

Ms. Stevens moved to approve Resolution 303 – Wisconsin School Board Appreciation Week October 5-11, 2014 as presented. Mr. Bryan seconded the motion. Unanimously approved.

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 September 23, 2014, with approval of the purchasing agent are shown in the database in coral color.

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.”

There were no questions from Board members.

Mrs. Snyder moved to approve the contracts/agreements with Education Elements and the Boys and Girls Club and have them added to the contract management database. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Hamdan presented the Resolution to Exceed Revenue Limit on Non-Recurring Basis (Debt Service Payments on Energy Efficiency Measures) presented by Ms. Kraeuter, Mr. Hamdan, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mr. Hamdan answered questions from Board members.

Ms. Stevens moved to approve the 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. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Hamdan presented the Formal Adoption of the 2014-2015 Budget submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“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. 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.

The 2014-15 Budget will include a proposed tax levy of \$89,307,794. 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.

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.”

Mr. Hamdan presented a PowerPoint presentation which covered the following topics: the 2014-15 proposed budget – general fund (10), the general fund ending balance, the fund balance analysis (DPI data as of 6/30/13), budget variables, KUSD enrollment trend (revenue limit membership FTE), the allowable per member revenue increase/decrease, the revenue limit, the 2014-2015 revenue limit calculation, the revenue limit history, KUSD fund structure, the total tax levy history, the tax levy changes, the Mill rate, and the 2014-2015 budget timeline.

There were no questions from Board members.

Mr. Kunich moved to approve the 2014-2015 budget for Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary; that Administration prepare a class one legal notice and it be published publicly within ten days of the adoption; 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, and that the District Clerk certify and deliver the Board approved tax levy to the Clerk of each municipality on or before November 10, 2014. Ms. Stevens seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 8:59 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
November 25, 2014

<b>CASH RECEIPTS</b>	reference	total
<b>October 2014 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 33,877.39
Johnson Bank	<i>account interest</i>	137.66
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	162,885.70
Bankcard Services (TicketSpice.com)	<i>fine arts ticket sales receipts (net of fees)</i>	324.00
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	20,067.13
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	22,245.73
HHS	<i>head start grant</i>	206,585.40
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	15,406.68
Total Incoming Wire Transfers		\$ 461,529.69

**October 2014 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts *(excluding credit cards)* \$ 258,632.74

**TOTAL OCTOBER CASH RECEIPTS** \$ 720,162.43

<b>CASH DISBURSEMENTS</b>	reference	total
<b>October 2014 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>payroll &amp; benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 10,759,521.16
WI Department of Revenue	<i>state payroll taxes</i>	743,747.64
WI Department of Revenue	<i>state wage attachments</i>	1,447.11
IRS	<i>federal payroll taxes</i>	4,144,632.67
Diversified Benefits Services	<i>flexible spending account claims</i>	16,382.86
Employee Trust Funds	<i>wisconsin retirement system</i>	1,531,806.56
NVA	<i>vision insurance premiums</i>	11,583.58
Various	<i>TSA payments</i>	576,170.32
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	216,102.00 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	17,460.88
Johnson Bank	<i>banking fees</i>	1,365.33
Various	<i>returned checks</i>	780.35
Total Outgoing Wire Transfers		\$ 18,021,000.46

**October 2014 Check Registers - All Funds:**

Net payrolls by paper check *Register# 01020DP, 01820DP, 01021DP,  
01821DP, 01022DP* \$ 17,988.86

General operating and food services *Check# 513780 thru Check# 515297  
(net of void batches)* 9,701,885.29

Total Check Registers \$ 9,719,874.15

**TOTAL OCTOBER CASH DISBURSEMENTS** \$ 27,740,874.61

*\*See attached supplemental report for purchasing card transaction information*

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

Billing Cycle Ending October 15, 2014

Merchant/Vendor	Total Charge (Credit)
VIKING ELECTRIC	\$ 14,492.15
HOTEL	\$ 11,154.13
MENARDS	\$ 10,053.17
MAYFAIR RENT A CAR KENO	\$ 9,530.51
DAKOTA SECURITY SYSTEMS	\$ 8,812.57
KITCHEN CUBES LLC	\$ 8,060.00
AIRLINE	\$ 7,787.60
WW GRAINGER	\$ 7,270.10
MARK S PLUMBING PARTS	\$ 7,009.34
HALLMAN LINDSAY PAINTS	\$ 5,686.59
IN *A BEEP, LLC	\$ 4,954.50
AMAZON MKTPLACE PMTS	\$ 4,796.86
HIGHWAY C SVC	\$ 4,336.44
CLASS 1 AIR INC	\$ 3,946.51
NELSON ELECTRIC SUPPLY	\$ 3,643.16
CHESTER ELECTRONIC SUPPLY	\$ 3,506.15
3654 INTERSTATE	\$ 3,347.46
SOLUTION TREE INC	\$ 3,145.00
USPS	\$ 3,133.70
JOHNSTONE SUPPLY	\$ 3,000.51
FITNESS FINDERS INC	\$ 2,778.66
VEHICLE MAINT. & FUEL	\$ 2,777.86
HAJOCA KENOSHA PC354	\$ 2,746.17
ULINE *SHIP SUPPLIES	\$ 2,730.59
SCRIPPS SPELLING BEE	\$ 2,730.00
RHOMAR INDUSTRIES	\$ 2,637.78
SHIFFLER EQUIPMENT SAL	\$ 2,461.79
AMAZON.COM	\$ 2,349.43
ACT*WATG	\$ 2,280.00
NCTM REG 3	\$ 2,238.00
RESTAURANTS & CATERING	\$ 2,237.82
NORTHEAST FOUNDATION F	\$ 2,100.00
CONVENTION STRATEGY GROU	\$ 1,984.00
GFS MKTPLC #1919	\$ 1,952.85
INDUSTRIAL CONTROLS	\$ 1,824.66
AMERICAN TIME	\$ 1,713.61
SPORT NGIN	\$ 1,590.00
FIRST SUPPLY LLC #2033	\$ 1,416.06
N AMER COUNCIL FR ONLN	\$ 1,054.00
FASTENAL COMPANY01	\$ 1,051.45
TCT*ANDERSON'S	\$ 951.70
BEACON ATHLETICS	\$ 949.00
SIEMENS INDUSTRY INC	\$ 920.00
DASH MEDICAL GLOVES	\$ 910.00
STU*STUMPS	\$ 904.29
EXPEDIA	\$ 871.81
OMNI SERVICES	\$ 851.88
TRADESHOW-STUFF	\$ 840.56
REINDERS T&I - KEYED	\$ 800.35
PAYPAL *ULTIMATEATH	\$ 800.00
WI SCHOOL PR ASSOC	\$ 796.00
BATTERIES PLUS KEN	\$ 766.67
SHINERETROF	\$ 726.68



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

Billing Cycle Ending October 15, 2014

Merchant/Vendor	Total Charge (Credit)
IN *GAPPA SECURITY SOLUTI	\$ 720.65
BUREAU OF EDU & RESEARCH	\$ 687.00
WAL-MART	\$ 642.57
FESTIVAL FOODS	\$ 633.48
JACKS SMALL ENGINES & GEN	\$ 622.91
TEACHER'S DISCOVERY	\$ 598.00
L AND S ELECTRIC	\$ 597.00
EF EDUCATION FIRST	\$ 570.00
LINCOLN CONTRACTOR	\$ 569.63
HOBBY LOBBY #350	\$ 557.93
HAPPY TURF	\$ 550.00
RGS PAY*	\$ 540.67
DICKOW CYZAK TILE CARP	\$ 531.00
ATHLETICS 2000	\$ 518.80
HYDRO-FLO PRODUCTS INC	\$ 505.80
BETTYMILLSC	\$ 486.23
MCMASTER-CARR	\$ 483.34
4IMPRINT	\$ 473.94
CROWN LFT TRKS #751	\$ 473.70
LOWES #02560*	\$ 471.95
HARBOR FREIGHT TOOLS	\$ 467.98
SIGN DEPOT	\$ 450.00
SOUTHLAND AUTOMATION LLC	\$ 446.26
CDW GOVERNMENT	\$ 441.26
AED SUPERSTORE	\$ 435.00
AIELLO MIDTOWN FLORIST	\$ 430.00
LAPTOP SCREEN.COM	\$ 419.90
TARGET 00022517	\$ 419.67
NIAAA	\$ 415.00
WINDY CITY NOVELTIE	\$ 410.00
MICHIGAN COMPANY	\$ 408.00
DECKER INC	\$ 394.92
WHOLESALE VENDING P	\$ 393.00
UPS FRT SERVICES	\$ 392.36
WASHINGTON COUNTY GOLF CO	\$ 365.98
BIG K CAR SERVICES	\$ 359.00
CONNEY SAFETY	\$ 355.47
MINVALCO INC	\$ 353.38
FOLLETT SCHOOL SOLUTIONS	\$ 351.00
COLOSSEUM GAMES	\$ 350.85
BADGER THERMAL UNLIMITED	\$ 348.84
FARM & FLEET STURTEVANT	\$ 339.93
PAYPAL *CESA 2	\$ 330.00
PATS SERVICES INC	\$ 325.00
THE MIDWEST CLINIC	\$ 315.00
SHERWIN WILLIAMS #3180	\$ 309.17
TOWN & COUNTRY GLASS CO	\$ 308.22
BEST BUY 00011916	\$ 304.91
IVIE ENTERPRISES INC	\$ 303.54
WI DHFS LEAD AND ASBESTOS	\$ 300.00
ALTOUR	\$ 297.50
PAYPAL *MILESTONE	\$ 294.77
WATG	\$ 288.00

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

Billing Cycle Ending October 15, 2014

Merchant/Vendor	Total Charge (Credit)
IMPRINT COM	\$ 280.52
SQ *TECH HELP	\$ 280.00
COASTAL BUSINESS SUPPLIES	\$ 271.92
STAPLES DIRECT	\$ 270.18
IN *BECKER BOILER CO., IN	\$ 260.29
AIRGASS NORTH	\$ 250.90
SETON IDENTIFICATION PRD	\$ 249.72
PERFORATEDPAPERCOM	\$ 246.30
EDS ARCHITECTURAL OPENING	\$ 245.00
MATHCOUNTS	\$ 240.00
WI ASSOC OF SCHOOL PERS	\$ 238.00
ZEP SALES AND SERVICE	\$ 230.31
INSTITUTE FOR EDU	\$ 229.00
WASDA	\$ 225.00
BARNES&NOBLE*COM	\$ 224.87
AUER STEEL & HEATING SUPP	\$ 222.44
SEARS ROEBUCK 2342	\$ 221.00
DS DOMINATION	\$ 218.95
MOORE OIL COMPANY INC	\$ 217.16
ORIENTAL TRADING CO	\$ 214.95
AT&T*BILL PAYMENT	\$ 214.17
KRANZ INC	\$ 212.86
SQ *JUMPNJAX (BARBARA COL	\$ 210.00
ERN WEBINARS	\$ 204.50
WM SUPERCENTER #1167	\$ 199.68
FREDPRYOR CAREERTRACK	\$ 198.00
WI ASSN SCHOOL BOARDS	\$ 187.76
NASCO RETAIL STORE	\$ 182.20
BARNES & NOBLE #2037	\$ 173.52
SQ *MICHAEL GONZALEZ	\$ 167.40
PENSKE MAYFAIR RENT A CA	\$ 164.86
WSRA	\$ 160.00
PAYPAL *CLARKASSOCI	\$ 159.99
GIGAPARTS (INTERNET)	\$ 156.06
READ NATURALLY INC	\$ 151.80
KENOSHA CHAMBER OF COMMER	\$ 150.00
PODS #58	\$ 149.00
VZWRLSS*IVR VN	\$ 147.67
OFFICE MAX	\$ 146.98
WISCONSIN MUSIC EDUCATORS	\$ 144.00
MORRIS COMMUNICATIONS/INT	\$ 143.29
WWW.SHIRTCHAMP.COM	\$ 138.32
ACT*WISCONSIN ART EDUC	\$ 135.00
STEIN GARDENS & GIFTS	\$ 132.81
HEAT & POWER PRODUCTS INC	\$ 131.83
SEARS.COM 9301	\$ 129.95
ATLAS PEN & PENCIL LLC	\$ 129.05
BULBCONNECTIONCOM	\$ 127.59
JOHN WILEY & SONS, INC	\$ 122.60
SCHOLASTIC BOOK CLUB	\$ 120.00
PRAIRIE SIDE TRUE VALUE	\$ 116.72
JOHNSON PLASTICS	\$ 103.10
MONROE EQUIPMENT INC	\$ 100.42

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

Billing Cycle Ending October 15, 2014

Merchant/Vendor	Total Charge (Credit)
EB *11TH ANNUAL SYSTEM	\$ 100.00
EB *THE SEVEN ESSENTIA	\$ 100.00
NATIONALGEO	\$ 100.00
PAYPAL *AEBUSINESSS	\$ 100.00
LOVE AND LOGIC INSTITUTE	\$ 99.00
A&B HARDWARE & LOCK SH	\$ 97.04
AVI SYSTEMS INC	\$ 96.95
UW EAU CLAIRE	\$ 90.00
PICK N SAVE	\$ 87.71
KENOSHA AREA BUSINESS	\$ 85.00
NATL ART EDU ASSOC	\$ 85.00
HOLLAND SUPPLY INC	\$ 84.03
PAYPAL *WCPPA	\$ 80.00
QUIZLET.COM	\$ 80.00
FIRST BOOK	\$ 79.20
KMART	\$ 78.96
NATIONAL AUTISM RESOURCE	\$ 78.28
GATEWAY-KENOSHA BKST #531	\$ 76.00
G2 PRINTING	\$ 75.73
A SUMMERS GARDEN FLORIST	\$ 75.00
PP*MILWEB1 LLC	\$ 71.28
EPS	\$ 70.50
SIGNWAREHOUSE.COM	\$ 69.59
INT*FRIENDS OF WEHR NATUR	\$ 68.04
DG HARDWARE	\$ 67.22
ELLISON EDUCATION.COM	\$ 66.00
WERNER ELEC SUP KE	\$ 61.56
WALGREENS	\$ 61.55
PAYPAL *SCREENCASTO	\$ 60.00
EDUCATION WEEK	\$ 59.94
WUFOO.COM/CHARGE	\$ 59.90
POSITIVE PROMOTIONS INC	\$ 53.90
REPAIRCLINIC.COM	\$ 53.80
PIGGLY WIGGLY	\$ 52.67
GIH*GLOBALINDUSTRIALEQ	\$ 52.36
CROWN TROPHY	\$ 52.00
FTD*PERSONAL TOUCH BY	\$ 50.00
MAILCHIMP	\$ 50.00
CERTIFIEDBACKGROUND.COM	\$ 45.00
CINEMARK THEATRES 244	\$ 45.00
NSBA	\$ 39.00
PARTY CITY	\$ 36.06
EVERLAST CLIMBING INDUSTR	\$ 34.25
FACTORY DIRECT PARTY	\$ 33.18
PACETTIS MAESTRO MUSIC	\$ 33.00
DOVER FLAG & MAP LLC	\$ 31.69
TEACHERSPAYTEACHERS	\$ 30.07
PAYPAL *ASOPE INC	\$ 30.00
UWW CAMPS AND CONFERENCES	\$ 30.00
WEBCONNEX.COM/CHARGE	\$ 29.00
SHOPLET.COM	\$ 26.40
WEHR NATURE CENTER	\$ 23.00
DA-MILW 100	\$ 22.41

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

Billing Cycle Ending October 15, 2014

<b>Merchant/Vendor</b>	<b>Total Charge (Credit)</b>
AMAZON SERVICES-KINDLE	\$ 21.49
THE HOME DEPOT 4926	\$ 19.97
TRAVELOCITY.COM	\$ 19.00
TENUTAS	\$ 18.31
SQ *SOWAILM	\$ 17.55
ISTOCK *INTERNATIONAL	\$ 15.00
PARKSIDE TRUE VALUE	\$ 13.69
RVT*KENOSHA UNIFIED SD	\$ 12.75
MOTION INDUSTRIES WI04	\$ 11.01
PETSMART INC 1636	\$ 7.68
UPS*2959C4D06SJ	\$ 6.05
LEES RENT IT	\$ 6.00
KENOSHA FRESH MARKE	\$ 1.99
PAYPAL *HOME DEPOT	\$ (6.02)
LEARNING A-Z	\$ (15.06)
TECH REVIEW	\$ (29.95)
NSPRA	\$ (260.00)
PACIFIC EDUCATIONAL GR	\$ (1,790.00)
<b>US Bank Purchasing Card Payment - Individuals</b>	<b>\$ 216,102.00</b>

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

November 25, 2014

**Administrative Recommendation**

It is recommended that the October 2014 cash receipt deposits totaling \$258,632.74, and cash receipt wire transfers-in totaling \$461,529.69, be approved.

Check numbers 513780 through 515297 totaling \$9,701,885.29, and general operating wire transfers-out totaling \$235,708.56, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the October 2014 net payroll and benefit EFT batches totaling \$17,785,291.90 and net payroll check batches totaling \$17,988.86, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

Heather Kraeuter, CPA  
Accounting & Payroll Manager

Kenosha Unified School District  
Kenosha, Wisconsin

November 25, 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**

The school board approved revisions to Policy 5433 as a first reading on October 28, 2014, and it is recommended that the school board approve the revisions to Policy 5433 - Tobacco Use by Students as 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

November 25, 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**

The School Board approved revisions to Policy 6210 as a first reading on October 28, 2014, and it is recommended that the School Board approve the revisions to Policy 6210 – School Day/Year/Calendar as a second reading at its November 25, 2014 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

Kenosha Unified School District  
Kenosha, Wisconsin

November 25, 2014

## **2013-2014 Financial Audit Report**

The DPI requires districts to be audited annually and to submit the audited financial statements no later than December 1, 2014.

The District's Auditor, Schenck SC, has concluded their financial audit of the District's financial statements and major federal and state programs. The Audit, Budget and Finance Committee reviewed the audited financial reports at the November 11, 2014, meeting, and had the opportunity to ask questions. Ms. Lisa Salo from Schenck was on hand to answer questions and provided a Management Communications report to the Committee. It was the opinion of Schenck that the District's financial statements "...present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America." The full Annual Financial Report is available on the District's website on the Finance Department web page or by connecting through this link: [http://kusd.edu/sites/default/files/document-library/english/FY14\\_AFR.pdf](http://kusd.edu/sites/default/files/document-library/english/FY14_AFR.pdf)

Representatives from Schenck SC will be available for questions or discussion at the November 25, 2014 School Board meeting.

## **Administrative Recommendation**

Administration recommends that the school board move to receive the audited 2013-2014 Annual Financial Report.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

Heather Kraeuter, CPA  
Accounting & Payroll Manager

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

November 25, 2014

**OTHER POST- EMPLOYMENT BENEFITS ACTUARIAL STUDY**

Organizations may offer benefits to their employees that are earned during their years of service, but are not due until after their employment ends through retirement. These benefits, other than pensions, are referred to as other post-employment benefits (OPEB). Kenosha Unified offers benefits such as health insurance, dental insurance and long term care insurance for eligible employees from the date of retirement until age 65 or Medicare eligibility.

In 2004, the Governmental Accounting Standards Board (GASB) established Statement 45 to provide more complete and reliable financial reporting regarding OPEB. This accounting rule had been in place for private sector companies for many years; however public entities were not previously required to report these long term obligations.

An actuarial valuation under GASB 45 must be performed for plans with a total membership of 200 or more at least biennially. In order to comply with this requirement, KUSD administration requested that Milliman, Inc. prepare an updated report.

Attached is the new actuarial valuation report as of July 1, 2014. The report shows a significant reduction in total liabilities as compared to the last report just two years ago. Most of the reductions can be attributed to changes in the medical plan and the fact that future retirees will now pay a larger portion of the total premium (up to 12%). Administration has invited a representative from Milliman, Inc. to answer any questions and address the assumptions that were used.

This report was reviewed at the November 11, 2014, meeting of the Audit/Budget/Finance Committee, and the committee voted unanimously to forward this report to the school board for consideration.

[Link to Other Post-Employment Benefits Actuarial Study](#)

**Administrative Recommendation**

Administration recommends that the school board move to receive the Other Post-Employment Benefits Actuarial Study as delivered by Milliman, Inc.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

November 25, 2014

**OUTDOOR ATHLETIC IMPROVEMENTS REFERENDUM**

**Introduction:**

This report consists of two main sections; the first section is from the October 28, 2014 board report and is included in this report for the purpose of having one complete document on the subject. The second section is a combination of updated and new information related to the transition needed to convert the Sports Advisory Committee recommendations into a facilities project referendum.

**Section 1 – Background Information**

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**

<b>Name</b>	<b>School Affiliation</b>	<b>Title</b>
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

***Sports Advisory Committee Members (continued)***

<b>Name</b>	<b>School Affiliation</b>	<b>Title</b>
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
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).

## **Section 2 – Updated and New Information**

This section contains information from the October 28<sup>th</sup> report that has been updated as well as new information related to the referendum specifics or in response to questions from board or committee members.

### Maintenance and Safety Projects:

As mentioned earlier, the proposed referendum scope of work includes several major maintenance items that 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.

### Middle School Tracks:

One of the questions asked at the October 14<sup>th</sup> committee meeting was in regards to the long-term plan for the asphalt track at Lance Middle School. The current short-term plan is to continue to maintain the track at Lance until a decision is made in regards to the long-term needs. The short-term actions have included complete crack filling maintenance this fall. If this referendum is successful, the long-term decision for the Lance track will be made after the new tracks at Ameche and Bradford have been completed and in use for at least one year. The intent is to hold the middle school track meets at the three high school tracks. There would still be a benefit to Lance to continue to have a track on site for practice purposes as the proximity of Lance to Ameche is not as convenient as that of Mahone to Jaskwhich and Bullen to Bradford. The fact that Lincoln and Washington Middle Schools do not have tracks will also be considered in the decision. If the referendum is not successful, a long-term decision for the tracks at both Lance and Bullen would need to be made. If the two 6 lane asphalt tracks were replaced in-kind, the estimated total cost would be \$270,000. The track at Bullen is beyond reasonable repair and would need to be addressed sooner than the track at Lance.

### Operating Budget Impact:

Unlike most referendum projects, this referendum would have minimal impact on the district's operating budget. These projects would not require any additional

staffing, nor will there be any measurable impact on utility costs. There will be a relatively minor savings related to field preparation time for the varsity baseball and softball infields of approximately 20 hours per field as well as some irrigation and fertilization savings moving from natural grass to synthetic on the baseball infields. The utility costs from the lighting related to the new stadium at Bradford would be offset by the energy and maintenance savings due to the new lighting at Ameche Field.

#### Expected Life of Synthetic Turf:

When we installed the synthetic turf at Ameche Field in 2006, much of the manufacturer literature provided a life expectancy estimate of 8 years. It was felt at the time that we would most likely realize a longer life than that, although it was not certain how much longer. Since that time there have been significant improvements in all phases of the manufacturing and installation methods used for synthetic turf and the life expectancies for the fields have increased because of this. The quality of the turf installed at Jaskwhich Stadium only two years later in the summer of 2008 was a major improvement in quality over the turf at Ameche, and still looks new 6 years later. The newest generation of synthetic turf fields being installed now have over 7 times the durability of the turf fields the age of the field of Ameche. It is premature to quantify the expected life of this newest generation of fields, but it would appear to be significant based on the improvements in the two years between the installations at Ameche and Jaskwhich.

#### Other Benefits:

At the October 28<sup>th</sup> board meeting, several board members brought up other benefits to the district and/or community if the referendum is successful. Some of the items mentioned were:

- The potential positive impact on tourism in the area. It is a little early to quantify what the impact might be, but members of the Sports Advisory Committee are actively evaluating what opportunities may result from this project and the overall impact of those opportunities.
- That a project this size will help employ numerous people in the construction industry both locally and regionally. KUSD has hired local construction manager/general contractors on all of our referendum type projects for the past 10 years.
- The expansion and upgrade of the Bradford parking lot related to the construction of the proposed new stadium will benefit the school and community for other events and activities outside of just athletics.

### Tax Impact:

The timing of this project is designed to align with the KUSD debt schedule in order to minimize the tax impact. KUSD will be experiencing a drop in debt payments starting in the 2016-2017 fiscal year. The drop in debt payments is related to the borrowings that funded past projects such as the construction of EBSOLA Elementary School and Mahone Middle School finally being paid off.

Acting as the Financial Advisors to KUSD; PMA Securities has produced an example financing plan showing that changes in the debt schedule would potentially translate into the borrowing power of approximately \$85 million dollars over the next 20 years (Attachment 3A) without raising the mill rate. The proposed \$16.7 million dollar project would only take up a portion of this debt replacement capacity; therefore there would be no effective tax increase.

In terms of actual mill rate impact, the \$16.7 million dollar borrowing itself, would average out over the twenty year term to \$.10 per every thousand dollars of property value (Attachment 3B). For the owner of a two-hundred thousand dollar home, that would be approximately \$20 per year.

### Referendum Language:

Referendum language provided by Quarles and Brady is shown as Attachment 5.

### Informational Referendum Campaign:

It is important to understand that any KUSD efforts related to educating the public about referendum must be informational in nature and not direct or make recommendations on how the public should vote. Obviously, by moving forward with this referendum we are expressing to the community a desire to implement these improvements; however we must follow the appropriately strict rules related to referendum campaigns. We have followed these rules very closely in our past referenda, and strongly believe in the democratic process that the rules support.

Our informational campaign will employ a variety of methods to help educate the public on the proposed projects. One example is the flier that is attached to this report. Additional fliers and other forms of communication such as presentations to groups will occur throughout the process. One item that was raised by the board at the October 28<sup>th</sup> meeting was an interest in polling or surveying the public sometime prior to the election. We did use a survey in advance of the 2008 referendum for the Indian Trail expansion and benefitted from the feedback from that survey. We will identify the best means to receive this type of feedback from the public for the outdoor athletics referendum and implement something between the time the informational campaign starts and the election.

### Timeline:

The Sports Advisory Committee recommended 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:

- 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 November 11, 2014, joint meeting of the Audit/Budget/Finance and the Planning/Facilities/Equipment Committees, and the combined committees voted unanimously to forward this report to the school board for consideration.

### **Administration Recommendation:**

Administration recommends school board approval to place the Outdoor Athletic Improvements Referendum on the April 7, 2015 ballot as described in this report.

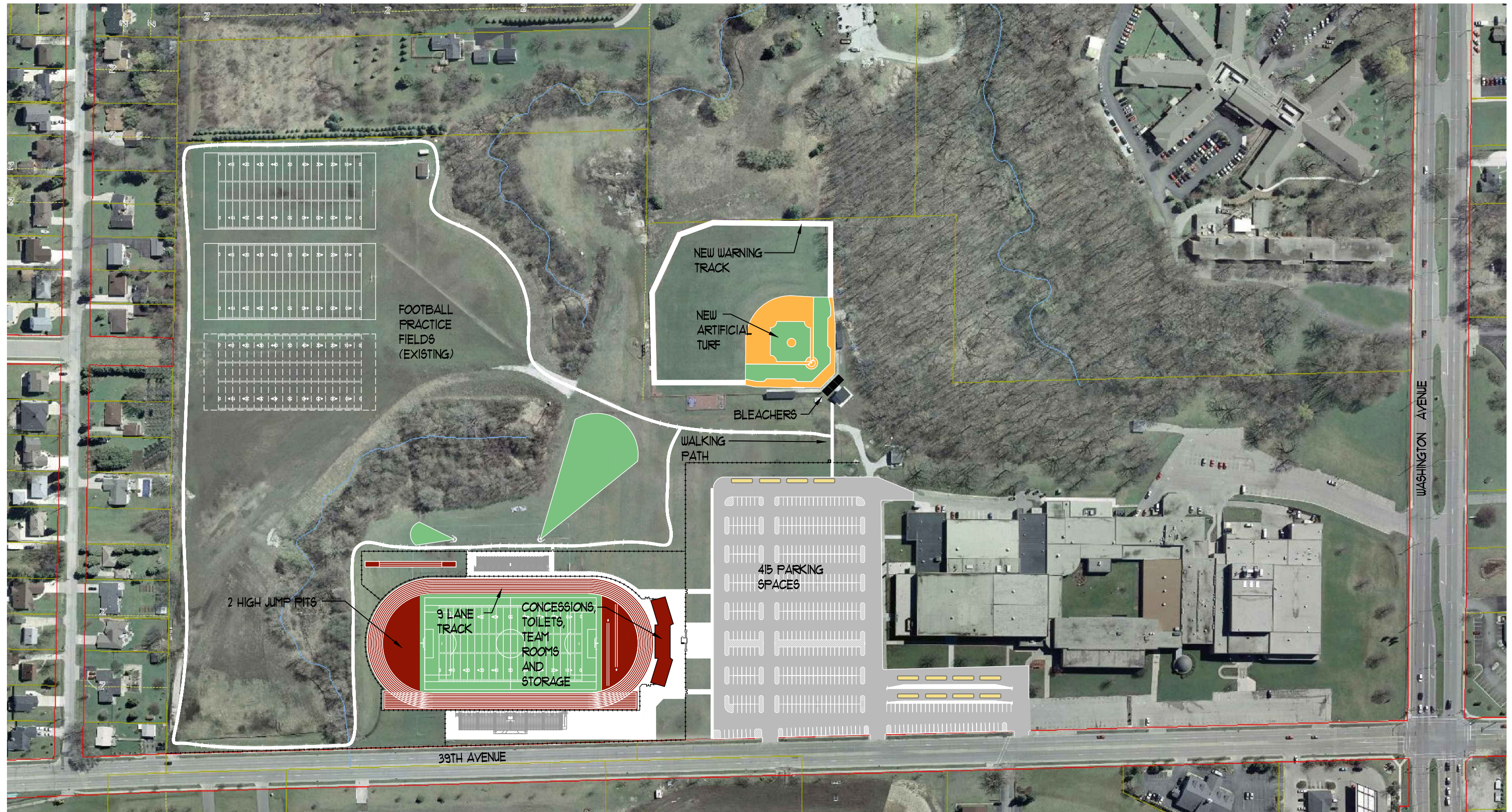
Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Tarik Hamdan  
Interim Chief Financial Officer

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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Kenosha, WI  
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09.23.14

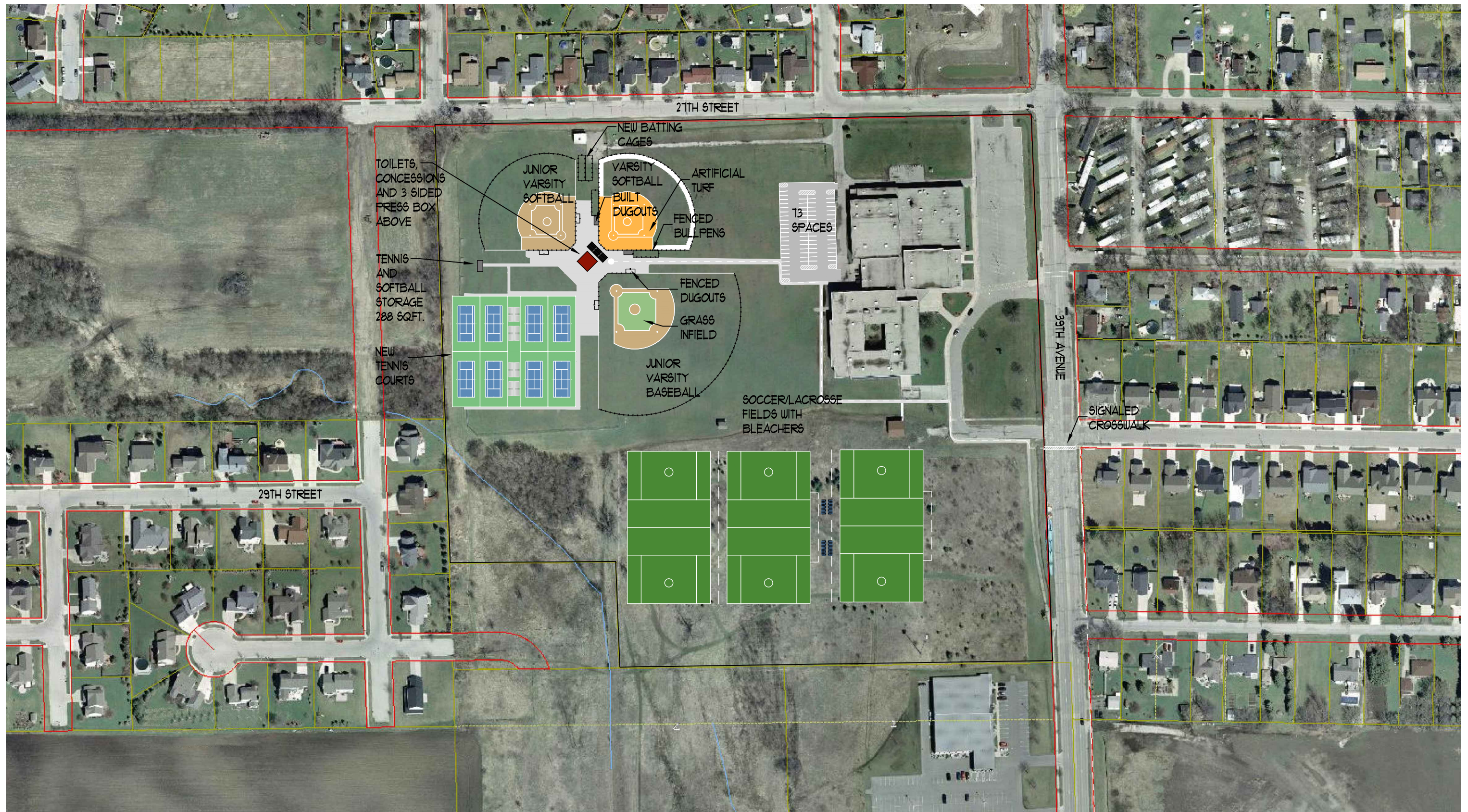


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Riverwoods, IL





## Bullen Site

Kenosha Unified School District - 2014 Sports Advisory Committee

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Kenosha, WI  
1"=200'-0"  
09.23.14

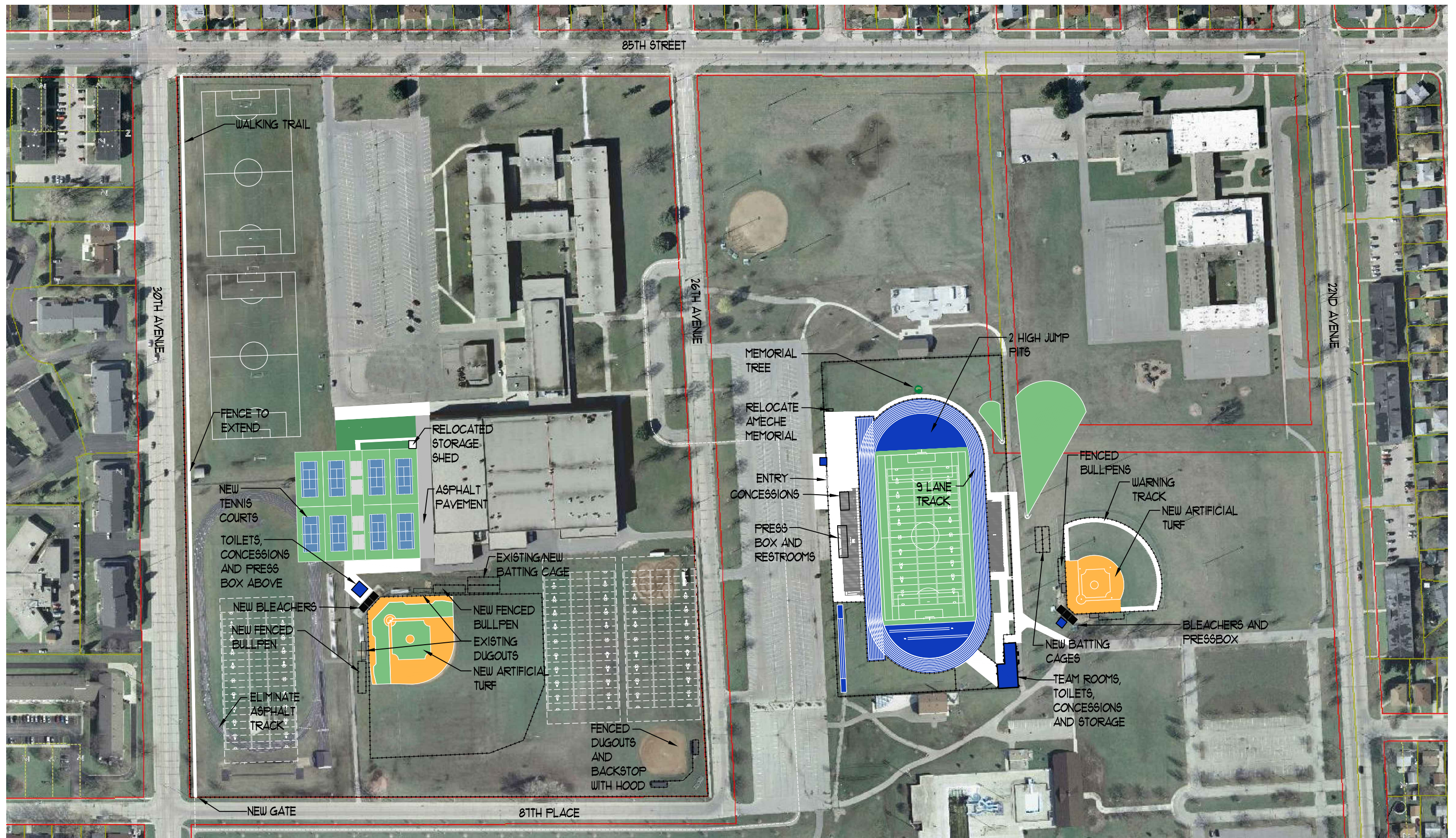


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## Tremper Site

Kenosha Unified School District - 2014 Sports Advisory Committee



Kenosha, WI  
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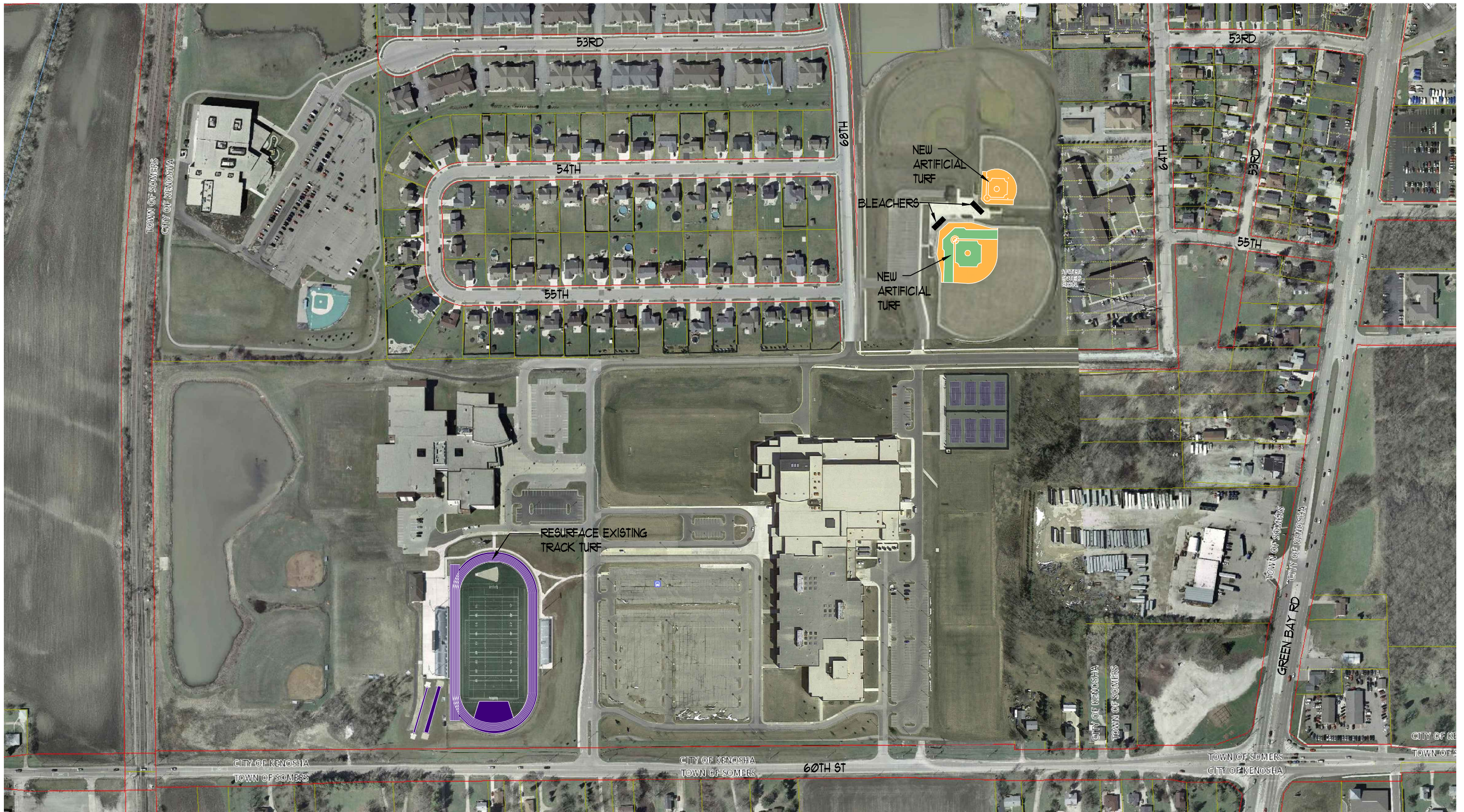


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# Indian Trail Site

Kenosha Unified School District - 2014 Sports Advisory Committee



Kenosha, WI  
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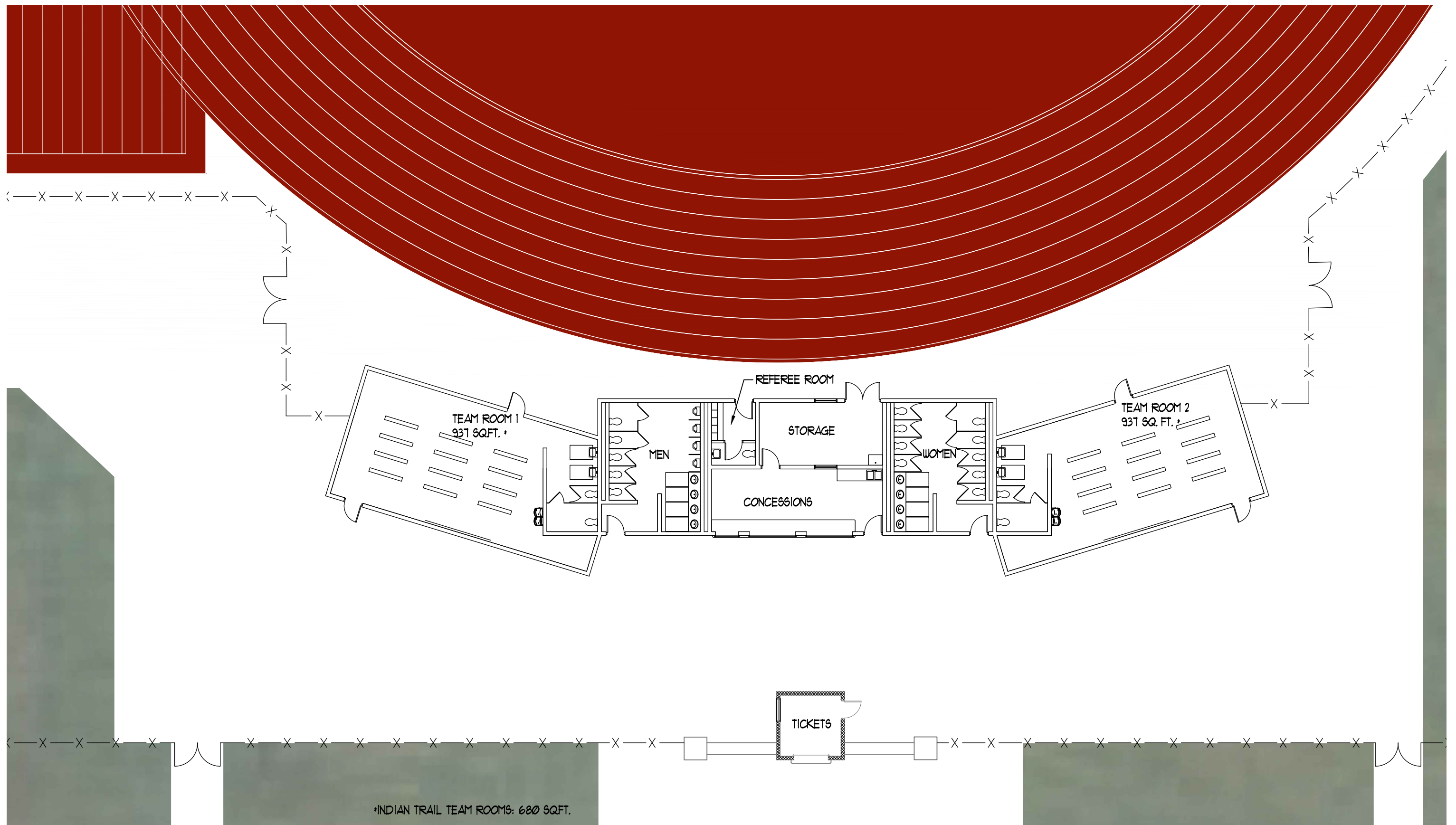


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## Bradford Site - Team Building

Kenosha Unified School District - 2014 Sports Advisory Committee



NORTH

Kenosha, WI

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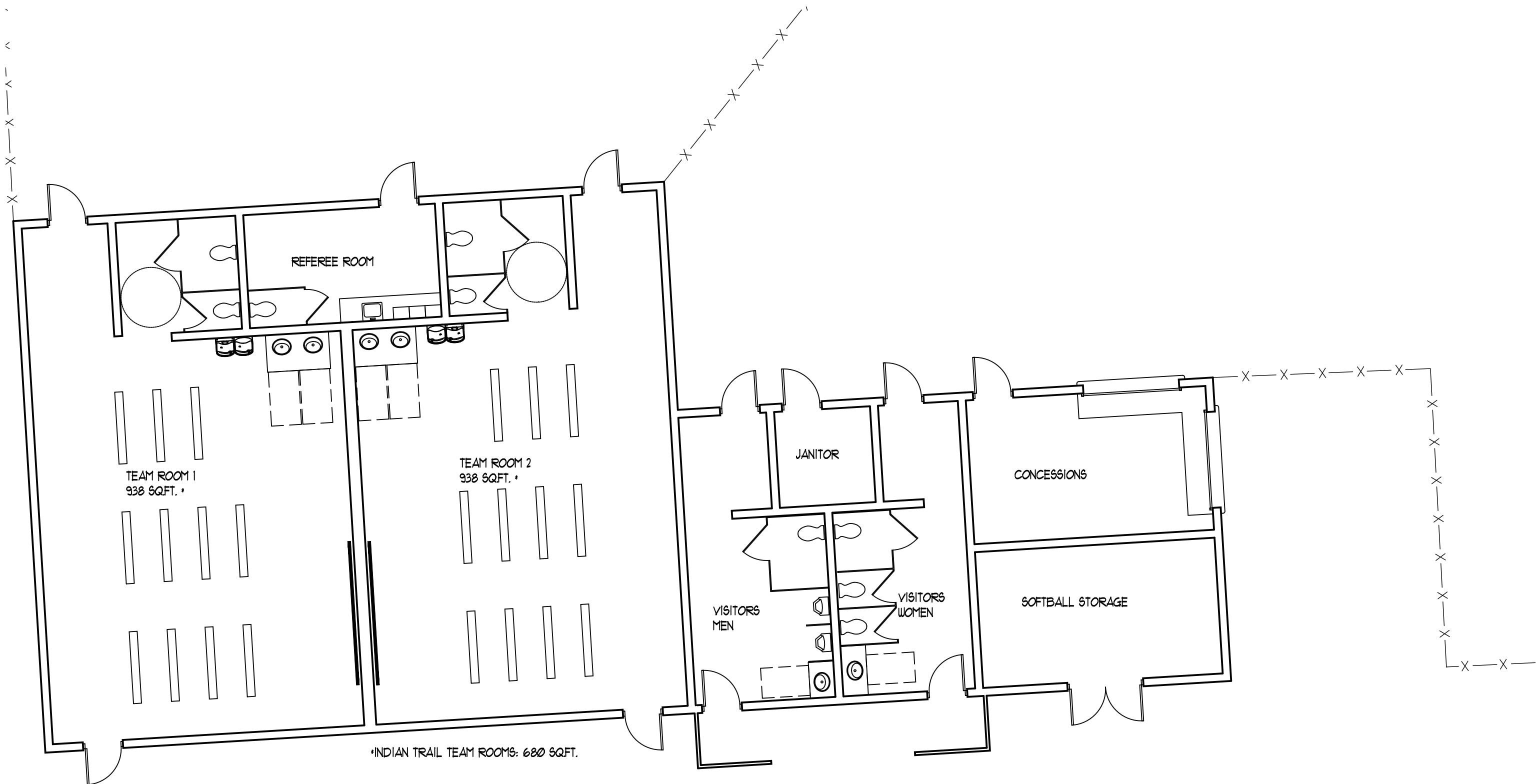
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## Tremper Site - Team Building

Kenosha Unified School District - 2014 Sports Advisory Committee

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1/8"=1'0"  
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***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
<b>Bradford Site</b>		
	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
<b>Totals</b>		<b>\$6,697,000</b>
<b>Bullen Site</b>		
	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
<b>Totals</b>		<b>\$2,890,000</b>



***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

# Kenosha Unified School District No. 1

## EXAMPLE FINANCING PLAN

LEVY YEAR	YEAR DUE	EXISTING FUND 39+EE DEBT SERVICE (net of premium & subsidies)	<b>\$85,000,000</b> <b>G.O. SCHOOL IMPROVEMENT BONDS</b> Dated July 1, 2016 (First interest 4/1/17)			STATE AID IMPACT ON NEW DEBT (A)	NET COST (Factoring Aid)	NET MILL RATE (B)	FUND 39+EE DEBT LEVY EXISTING PLUS NEW	COMBINED COST (Factoring Aid)	COMBINED MILL RATE (B)
			PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) AVG= 4.75%	TOTAL						
2014	2015	\$12,424,686							\$12,424,686	\$12,424,686	\$1.56
2015	2016	\$12,609,726							\$12,609,726	\$12,609,726	<b>\$1.57</b>
2016	2017	\$7,717,165		\$5,046,875	\$5,046,875	\$0	\$5,046,875	\$0.62	\$12,764,040	\$12,764,040	<b>\$1.57</b>
2017	2018	\$7,706,599	\$2,040,000	\$3,989,050	\$6,029,050	(\$1,074,682)	\$4,954,368	\$0.60	\$13,735,649	\$12,660,967	\$1.54
2018	2019	\$7,701,218	\$2,985,000	\$3,869,706	\$6,854,706	(\$2,156,905)	\$4,697,801	\$0.57	\$14,555,925	\$12,399,020	\$1.50
2019	2020	\$7,694,008	\$3,130,000	\$3,724,475	\$6,854,475	(\$2,457,895)	\$4,396,580	\$0.53	\$14,548,483	\$12,090,587	\$1.45
2020	2021	\$7,693,501	\$3,285,000	\$3,572,119	\$6,857,119	(\$2,459,036)	\$4,398,083	\$0.52	\$14,550,620	\$12,091,584	\$1.43
2021	2022	\$7,692,333	\$3,445,000	\$3,412,281	\$6,857,281	(\$2,461,280)	\$4,396,001	\$0.52	\$14,549,614	\$12,088,333	\$1.42
2022	2023	\$7,695,851	\$3,610,000	\$3,244,725	\$6,854,725	(\$2,462,687)	\$4,392,038	\$0.51	\$14,550,576	\$12,087,890	\$1.40
2023	2024	\$7,693,911	\$3,785,000	\$3,069,094	\$6,854,094	(\$2,463,170)	\$4,390,924	\$0.50	\$14,548,005	\$12,084,834	\$1.39
2024	2025	\$7,687,173	\$3,970,000	\$2,884,913	\$6,854,913	(\$2,464,421)	\$4,390,491	\$0.50	\$14,542,085	\$12,077,664	\$1.37
2025	2026	\$5,653,702	\$4,165,000	\$2,691,706	\$6,856,706	(\$2,466,271)	\$4,390,435	\$0.49	\$12,510,408	\$10,044,137	\$1.13
2026	2027	\$5,610,536	\$4,365,000	\$2,489,119	\$6,854,119	(\$2,468,551)	\$4,385,567	\$0.49	\$12,464,655	\$9,996,104	\$1.11
2027	2028	\$5,564,586	\$4,580,000	\$2,276,675	\$6,856,675	(\$2,469,319)	\$4,387,356	\$0.48	\$12,421,261	\$9,951,942	\$1.10
2028	2029	\$5,515,942	\$4,805,000	\$2,053,781	\$6,858,781	(\$2,472,038)	\$4,386,743	\$0.48	\$12,374,724	\$9,902,685	\$1.08
2029	2030	\$1,319,581	\$5,035,000	\$1,820,081	\$6,855,081	(\$2,474,682)	\$4,380,399	\$0.47	\$8,174,663	\$5,699,980	\$0.62
2030	2031	\$1,320,313	\$5,280,000	\$1,575,100	\$6,855,100	(\$2,475,308)	\$4,379,792	\$0.47	\$8,175,413	\$5,700,105	\$0.61
2031	2032	\$1,316,900	\$5,540,000	\$1,318,125	\$6,858,125	(\$2,477,379)	\$4,380,746	\$0.46	\$8,175,025	\$5,697,646	\$0.60
2032	2033	\$1,320,638	\$5,810,000	\$1,048,563	\$6,858,563	(\$2,480,645)	\$4,377,918	\$0.46	\$8,179,200	\$5,698,555	\$0.60
2033	2034		\$6,090,000	\$765,938	\$6,855,938	(\$2,483,076)	\$4,372,862	\$0.45	\$6,855,938	\$4,372,862	\$0.45
2034	2035		\$6,385,000	\$469,656	\$6,854,656	(\$2,484,504)	\$4,370,152	\$0.45	\$6,854,656	\$4,370,152	\$0.45
2035	2036		\$6,695,000	\$159,006	\$6,854,006	(\$2,486,536)	\$4,367,470	\$0.45	\$6,854,006	\$4,367,470	\$0.45
2036	2037					(\$2,488,918)	(\$2,488,918)			(\$2,488,918)	
		<u>\$121,938,368</u>	<u>\$85,000,000</u>	<u>\$49,480,988</u>	<u>\$134,480,988</u>	<u>(\$47,727,303)</u>	<u>\$86,753,685</u>	<b>AVERAGE \$0.50</b>	<u>\$256,419,355</u>	<u>\$208,692,052</u>	<b>IMPACT \$0.00</b>

(A) State aid based on prior fiscal debt service at the following aid levels (14-15 October certification):

Tertiary Aid Percentage..... 35.49%

(B) Mill rate based on 2014 Equalized Valuation (TID-OUT) of \$7,956,343,824 with annual growth of 1.00%.



# Kenosha Unified School District No. 1

## EXAMPLE FINANCING PLAN

LEVY YEAR	YEAR DUE	EXISTING FUND 39+EE DEBT SERVICE (net of premium & subsidies)	<b>\$16,700,000</b> <b>G.O. SCHOOL IMPROVEMENT BONDS</b> Dated April 1, 2016 (First interest 4/1/17)			STATE AID IMPACT ON NEW DEBT (A)	NET COST (Factoring Aid)	NET MILL RATE (B)	FUND 39+EE DEBT LEVY EXISTING PLUS NEW	COMBINED COST (Factoring Aid)	COMBINED MILL RATE (B)
			PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) AVG= 4.75%	TOTAL						
2014	2015	\$12,424,686							\$12,424,686	\$12,424,686	\$1.56
2015	2016	\$12,609,726							\$12,609,726	\$12,609,726	<b>\$1.57</b>
2016	2017	\$7,717,165		\$1,189,875	\$1,189,875	\$0	\$1,189,875	\$0.15	\$8,907,040	\$8,907,040	<b>\$1.10</b>
2017	2018	\$7,706,599	\$555,000	\$780,069	\$1,335,069	(\$281,524)	\$1,053,544	\$0.13	\$9,041,667	\$8,760,143	\$1.07
2018	2019	\$7,701,218	\$580,000	\$753,113	\$1,333,113	(\$478,494)	\$854,619	\$0.10	\$9,034,331	\$8,555,837	\$1.03
2019	2020	\$7,694,008	\$610,000	\$724,850	\$1,334,850	(\$478,010)	\$856,840	\$0.10	\$9,028,858	\$8,550,847	\$1.02
2020	2021	\$7,693,501	\$640,000	\$695,163	\$1,335,163	(\$478,880)	\$856,283	\$0.10	\$9,028,664	\$8,549,784	\$1.01
2021	2022	\$7,692,333	\$670,000	\$664,050	\$1,334,050	(\$479,244)	\$854,806	\$0.10	\$9,026,383	\$8,547,139	\$1.00
2022	2023	\$7,695,851	\$705,000	\$631,394	\$1,336,394	(\$479,102)	\$857,292	\$0.10	\$9,032,245	\$8,553,143	\$0.99
2023	2024	\$7,693,911	\$735,000	\$597,194	\$1,332,194	(\$480,229)	\$851,965	\$0.10	\$9,026,105	\$8,545,876	\$0.98
2024	2025	\$7,687,173	\$775,000	\$561,331	\$1,336,331	(\$478,991)	\$857,340	\$0.10	\$9,023,504	\$8,544,513	\$0.97
2025	2026	\$5,653,702	\$810,000	\$523,688	\$1,333,688	(\$480,796)	\$852,891	\$0.10	\$6,987,389	\$6,506,593	\$0.73
2026	2027	\$5,610,536	\$850,000	\$484,263	\$1,334,263	(\$480,153)	\$854,109	\$0.10	\$6,944,799	\$6,464,645	\$0.72
2027	2028	\$5,564,586	\$890,000	\$442,938	\$1,332,938	(\$480,694)	\$852,243	\$0.09	\$6,897,523	\$6,416,829	\$0.71
2028	2029	\$5,515,942	\$935,000	\$399,594	\$1,334,594	(\$480,561)	\$854,033	\$0.09	\$6,850,536	\$6,369,975	\$0.70
2029	2030	\$1,319,581	\$980,000	\$354,113	\$1,334,113	(\$481,528)	\$852,584	\$0.09	\$2,653,694	\$2,172,165	\$0.24
2030	2031	\$1,320,313	\$1,025,000	\$306,494	\$1,331,494	(\$481,737)	\$849,757	\$0.09	\$2,651,806	\$2,170,069	\$0.23
2031	2032	\$1,316,900	\$1,075,000	\$256,619	\$1,331,619	(\$481,187)	\$850,432	\$0.09	\$2,648,519	\$2,167,332	\$0.23
2032	2033	\$1,320,638	\$1,130,000	\$204,250	\$1,334,250	(\$481,653)	\$852,597	\$0.09	\$2,654,888	\$2,173,235	\$0.23
2033	2034		\$1,185,000	\$149,269	\$1,334,269	(\$483,050)	\$851,219	\$0.09	\$1,334,269	\$851,219	\$0.09
2034	2035		\$1,245,000	\$91,556	\$1,336,556	(\$483,520)	\$853,036	\$0.09	\$1,336,556	\$853,036	\$0.09
2035	2036		\$1,305,000	\$30,994	\$1,335,994	(\$484,838)	\$851,156	\$0.09	\$1,335,994	\$851,156	\$0.09
2036	2037					(\$485,144)	(\$485,144)			(\$485,144)	
		<u>\$121,938,368</u>	<u>\$16,700,000</u>	<u>\$9,840,813</u>	<u>\$26,540,813</u>	<u>(\$9,419,335)</u>	<u>\$17,121,478</u>	<b>AVERAGE \$0.10</b>	<u>\$148,479,180</u>	<u>\$139,059,846</u>	<b>IMPACT (\$0.47)</b>

(A) State aid based on prior fiscal debt service at the following aid levels (14-15 October certification):

Tertiary Aid Percentage..... 35.49%

(B) Mill rate based on 2014 Equalized Valuation (TID-OUT) of \$7,956,343,824 with annual growth of 1.00%.



KENOSHA UNIFIED SCHOOL DISTRICT

# ATHLETIC FACILITIES REFERENDUM

## LET THE PUBLIC DECIDE

Let's ask Kenosha for permission to enhance  
Kenosha Unified School District's athletic  
facilities on April 7, 2015



16.7 MILLION = TOTAL



9.6 MILLION = BRADFORD



6.5 MILLION = TREMPER



670,000 = INDIAN TRAIL



OVER \$4 MILLION



Over \$4 million  
will be spent for required  
maintenance and/or safety  
issues whether or not the  
district pursues this  
referendum.



Kenosha Unified  
School District  
maximizing the brilliance of children



# KENOSHA UNIFIED SCHOOL DISTRICT ATHLETIC FACILITIES REFERENDUM FAQ

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## 1. What is a revenue limit?

According to the Wisconsin Department of Public Instruction, a district's revenue limit is the maximum amount of revenue that may be raised through state general aid and property tax for the General, Non-Referendum Debt (authorized after August 12, 1993) and Capital Expansion Funds, also referred to as Funds 10, 38 and 41 respectively.

## 2. What is a referendum?

According to the Wisconsin Association of School Boards, a referendum is a direct vote in which an entire school district electorate is asked to either accept or reject a particular proposal.

## 3. There are two types of referendums: Recurring and Non-recurring. What is the difference?

Recurring referendums ask the public to levy an additional tax above the revenue limit indefinitely to help cover on-going expenses.

Non-recurring referendums ask the public to levy an additional tax above the revenue limit for a set period of time. This is the type of referendum needed for athletic updates in Kenosha Unified.

## 4. Why not hire teachers with the \$16.7 million instead?

The \$16.7 million currently does not exist. This is the amount Kenosha Unified needs to borrow through a non-recurring referendum in order to update athletic facilities.

In order to hire teachers, Kenosha Unified would have to propose a recurring referendum to ask voters to allow the district to permanently increase the budget by exceeding the revenue limit indefinitely. This would also increase taxes permanently.

## 5. Will this increase taxes for residents?

With the timing of this project, Kenosha Unified will be experiencing debt retirement from past projects, so this new debt will not increase taxes, it will simply replace the retiring debt.

\* If school board approves this request, the district will provide actual numbers showing the impact to taxpayers.

## 6. Why synthetic turf for the football, soccer, baseball and softball fields?

This is the trend for athletic fields throughout Wisconsin, and nationwide. Each year, more synthetic turf fields are constructed. This allows student athletes to play and practice their desired sport(s) without the challenges of natural outdoor surfaces, such as bad weather and overuse. For example, fewer competitions will be cancelled due to the lack of playable conditions and/or field availability.

## 7. Why update Indian Trail High School and Academy (ITHSA), it's not that old?

Soon after the completion of ITHSA, high schools around the state began using synthetic turf on baseball and softball fields. If the board approves going to referendum and public passes it, synthetic turf will be used on the Bradford and Tremper baseball and softball fields. In order to provide equality to all students, the Sports Advisory Committee felt that the ITHSA baseball and softball fields should also be converted to synthetic turf.

The other project at ITHSA includes resurfacing the track, which was constructed as part of the Mahone Middle School project in 2002. In general, manufacturers suggest resurfacing tracks every 7-10 years, however, districts tend to do so every 10-15 years. The track falls in this range and will be resurfaced as part of the general maintenance if the referendum does not pass.

## 8. What happens if the referendum fails?

The district will spend \$4 million from the general operational funds over the next five years to cover necessary maintenance and/or safety issues at various locations, and Bradford High School will not get a stadium.

OFFICIAL REFERENDUM BALLOT

April 7, 2015

**NOTICE TO ELECTORS: THIS BALLOT MAY BE INVALID UNLESS INITIALED BY TWO (2) ELECTION INSPECTORS. IF CAST AS AN ABSENTEE BALLOT, THE BALLOT MUST BEAR THE INITIALS OF THE MUNICIPAL CLERK OR DEPUTY CLERK.**

To vote on the question, make a cross (X) in the square at the **RIGHT** of "YES" if in favor of the question or make a cross (X) in the square at the **RIGHT** of "NO" if opposed to the question.

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Shall the Kenosha Unified School District No. 1, Kenosha County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$16,700,000 for the public purpose of paying the cost of constructing and improving outdoor athletic facilities for Bradford High School, Indian Trail High School and Academy, and Tremper High School, including constructing a new stadium for Bradford High School and renovating the stadium at Tremper High School, and acquiring furnishings, fixtures and equipment necessary to support the facilities?

YES

☐

NO

☐

Kenosha Unified School District  
Kenosha, Wisconsin

November 25, 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 November 25, 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. 4112 – Violence in Workplace & spreading rumors added 4. 4280 – Fixed outline sequence	1. 3643 – <b>Clean up procedure 3 and added language for more than two days – Glass</b> 2. 4112 – <b>Violence in Workplace &amp; spreading rumors added</b> 3. 4271 – <b>Mutual IHO considered?</b> 4. 4362 – <b>Just cause?</b>

At the October 28, 2014, regular school board meeting, this report and the updated policies were presented for board consideration as a second reading. However, a motion to approve the revised handbook, instead of the policies, was approved unanimously. The appropriate motion should have been to approve the updated policies as a second reading since the policies, not the handbook, were listed in the regular board meeting agenda for approval that evening.

**Recommendation:**

It is the recommendation of the administration that the board of education approve the updated policies presented in the agenda as a second reading on November 25, 2014.

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

**No changes from September 23, 2014**

POLICY 1310  
TOBACCO USE

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

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# ***ADMINISTRATIVE REGULATION***

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## **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.



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# ~~ADMINISTRATIVE REGULATION~~

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## ~~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.~~

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# ~~ADMINISTRATIVE REGULATION~~

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## ~~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.

<b>LEGAL REF.:</b>	Wisconsin Statutes	
	Sections 111.31 (Fair employment standards — employee nondiscrimination)	
	111.345	(Marital status discrimination exceptions)
<b>CROSS REF.:</b>	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**

POLICY 4110  
EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION

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

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

Any applicant or employee who believes he/she has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the dDistrict's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the ~~Director~~ 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  
Page 2

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

**MAINTENANCE OF COMPLAINT RECORDS**

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

1. ~~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 ~~s~~Superintendent/designee. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law.

POLICY 4111  
EMPLOYEE HARASSMENT  
PAGE 2

**LEGAL REF:** Wisconsin Statutes

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

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

**ADMINISTRATIVE REGULATIONS:** None

**AFFIRMED:** April 22, 1991

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

RULE 4111  
EMPLOYEE HARASSMENT

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

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

**Step 2:** The begin the formal complaint process, Anya complaint shall be presented in writing to the complaint officer. If reporting to this person would not be appropriate under the circumstances, the complainant may submit a complaint directly to the ~~s~~Superintendent or Assistant ~~s~~Superintendent. 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**

**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](http://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.

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# *ADMINISTRATIVE REGULATION*

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## 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 WIKE (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 ~~a~~Administration will provide a written response within ~~ten (10)~~ days of the meeting. The ~~a~~Administration's written response to the grievance must contain:
  - A statement of the date the meeting between the ~~a~~Administration and grievant was held;

POLICY 4271  
EMPLOYEE COMPLAINT (GRIEVANCE)  
PAGE 3

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

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

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

Standard of Review: The IHO will adhere to specific guidelines set forth by the ~~d~~District regarding hearing procedures. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the ~~a~~Administration was ~~arbitrary or capricious~~ **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

November 25, 2014

**Final handbook Adoption**

The administration and Buelow Vetter attorneys, along with the board of education, have reviewed and updated a number of policies and essential non-policy items in the handbook since August 2014. By working together, a number of policies have been updated to provide a more solid foundation for the employees of Kenosha Unified. The goal was to develop an employee handbook that accurately communicates state and federal statutes and the employment policies of the board of education while serving as a decision-making guide for district staff. In addition, the administration invited all employees to participate in a series of focus groups that were held in October 2014. A total of 30 employees attended the four meetings that were held. The focus group participants received a draft copy of the handbook to review for clarity and their input was taken into consideration as the handbook was finalized for board review.

For ease of viewing, the items approved at the August, September and October board of education meetings are listed on the left side of the table below. The items that have yet to be reviewed and approved by the board are listed on the right.

Reviewed/approved by the board	Still needing review/approval	
1. 1310	1. Intro	24. Travel Pay Policy
2. 4221	2. Common Terms and Definitions	25. Required Medical Documentation: Non-Certified Staff
3. 4224	3. Other Definitions	26. Required Transcripts, Certification and Medical Documentation for Certified Staff
4. 3623	4. Disclaimer Statement	27. Licensure
5. 4231	5. Management Responsibilities and Employee Expectations	28. Absence Reporting/AESOP Procedures
6. 4233	6. Technology Acceptable Use	29. Accident Reports
7. 4240	7. Use of Telephones/Mobile Phones/Pagers	30. Reporting Work Related Injuries
8. 4260	8. Use of Camera, Video and Audio Recording Devices	31. Light Duty
9. 4323.1	9. Online Forum	32. Employee Dress and Grooming
10. 4331	10. Termination of Employment by the District	33. Drug Testing: Reasonable Suspicion
11. 4361	11. Teacher Resignation Forfeiture	34. Employee Right to Know: Toxic Substances and Infections Agents
12. 4380	12. School Year/Hours of the Day/Workday	35. Employee Training and Professional Development
13. 4110	13. Lunch Periods	36. New Employee Introductory Period
14. 4111	14. Emergency Closings	37. Layoff & Reduction and Workforce
15. 4280	15. Job Postings	38. General Rules of Conduct
16. 3643	16. Employment ID	39. Staff Misconduct Reporting
17. 4112	17. Facility Visitors	40. Leadership Called Meetings
18. 4271	18. Personnel Data Changes	41. Teacher Planning and Collaboration Time
19. 4362	19. Worker's Compensation	42. Employee Information Boards
20. Long-term Leave of Absence without Pay	20. Compensation	43. Anti-graffiti
21. Maternity Leave	21. Illness on Holiday or During Vacation	44. Searches
22. KUSD Medical Leave	22. Benefits	
23. Sick Leave	23. Retirement in Wisconsin Retirement System	
24. Military Leave		
25. Funeral Leave		
26. Personal Leave		
27. Jury Duty		
28. Vacation		
29. Holidays		
30. Tuition Reimbursement		

**Recommendation:**

It is the recommendation of the administration that the board of education adopt the updated Kenosha Unified School District Employee Handbook in its entirety effective November 26, 2014.

[Link to KUSD Employee Handbook](#)

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Judy Rogers  
Human Resources Coordinator

Annie Petering  
Human Resources Specialist

Sheronda Glass  
Executive Director, Business Services

Rade Dimitrijevic  
Human Resources Coordinator

Tanya Ruder  
Executive Director of Community  
Partnerships and Media Relations



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

November 25, 2014

**Policy 1131 – MEMORIALS AND DEDICATIONS WITHIN SCHOOLS**

At the August 12, 2014, Personnel/Policy Standing Committee meeting proposed revisions to Policy 1131 – Memorials/Dedications Within Schools were offered by school board member Kyle Flood. The committee voted to forward Policy 1131 to the school board for a first and second reading as proposed by Mr. Flood.

At the September 23, 2014, Regular School Board meeting, administration recommended that school board Policy 1131 - Memorials/Dedications Within Schools be referred 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.

After reviewing the policy with Mr. Flood, the following changes are recommended to Policy and Rule 1131 - Memorials and Dedications Within Schools:

- Change the name from Memorials/Dedications to Memorials.
- Remove the term dedication plates. Recommend using the term plaques.
- Provide clarification that memorials are for the deceased.
- Recommend removing approval by the school board to be consistent with past practice which has been to seek approval from the superintendent.
- Eliminate rule “b” as it is not clear.
- Add language related to maintaining or relocating memorials in the event of a major building project.

At its November 11, 2014 meeting, the Personnel/Policy Standing Committee voted to forward Policy 1131 to the school board for a first and second reading.

### **Recommendation**

Administration recommends that the school board approve Policy and Rule 1311 – Memorials Within Schools as a first reading on November 25, 2014 and a second reading on December 16, 2014.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Sheronda Glass  
Executive Director of Business Services

Patrick Finnemore  
Director of Facilities

POLICY 1131

MEMORIALS/~~DEDICATIONS~~ WITHIN SCHOOLS

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

LEGAL REF.: Wisconsin Statutes  
Section 120.12(1) (Board duty; care, control and management of school property)

CROSS REF.: 7400, Naming or Renaming School Buildings or Facilities  
7410, Naming an Area Within or on a District Site

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: June 10, 1991

REVISED: December 8, 1998  
February 25, 2003  
December 19, 2006

RULE 1131

MEMORIALS/~~DEDICATIONS~~ WITHIN SCHOOLS

The following procedures shall be used in establishing memorials ~~and conducting dedications~~ within ~~D~~district schools:

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

**Kenosha Unified School District  
Kenosha, Wisconsin**

**November 25, 2014**

**POLICY 1950—RELATIONS WITH WISCONSIN  
INTERSCHOLASTIC ATHLETICS ASSOCIATION AND  
POLICY 6770—INTERSCHOLASTIC ATHLETICS**

There are Kenosha Unified School District Board of Education policies related to interscholastic athletics that require changes to clarify each policy.

**Relations with Wisconsin Interscholastic Athletics Association Policy 1950**

Policy 1950, Relations with Wisconsin Interscholastic Athletics Association, describes the relationship Kenosha Unified School District has with the Wisconsin Interscholastic Athletic Association. At the June 24, 2014, regular school board meeting, Kenosha Unified School District Board of Education voted to break ties with the Wisconsin Interscholastic Athletic Association at the middle school level. Therefore, middle school athletics needs to be stricken from the policy. (Recommended changes appear in Appendix A.)

**Interscholastic Athletics Policy 6770**

Policy 6770, Interscholastic Athletics, contains a set of rules titled “Guidelines for Interscholastic Athletics.” Rule 3 needs clarity as to who is eligible to compete on athletic teams in the Kenosha Unified School District. Adding the phrase “full-time Kenosha Unified School District” to this rule clarifies the interpretation of Rule 3 and illustrates that the privilege of participation in athletics shall be awarded to Kenosha Unified School District students. (Recommended changes appear in Appendix B.)

On November 11, 2014 the joint Curriculum/Program and Personnel/Policy Standing Committees voted to forward Policies 1950 and 6770 to the school board for a first and second reading.

### **Administrative Recommendation**

Administration recommends that the school board approve Policy 1950 – Relations With Wisconsin Interscholastic Athletics Association and Policy 6770 – Interscholastic Athletics as a first reading on November 25, 2014 and a second reading on December 16, 2014.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mr. Steven Knecht, CAA  
Coordinator of Athletics/Physical Education

## POLICY 1950

## RELATIONS WITH WISCONSIN INTERSCHOLASTIC ATHLETICS ASSOCIATION

The ~~D~~district recognizes the Wisconsin Interscholastic Athletic Association (WIAA) as a regulatory organization for high school ~~and middle school~~ athletics and shall pursue an active voice in WIAA deliberations through an official representative to WIAA membership meetings.

The ~~S~~superintendent of ~~S~~schools shall appoint the ~~D~~district's WIAA representative annually in April, and the representative shall report periodically to the ~~S~~superintendent on WIAA business and developments. Replies to all WIAA surveys shall be approved by the ~~S~~superintendent before being returned to the WIAA.

Prior to membership meetings of the WIAA, the ~~D~~district's WIAA representative shall report to the ~~S~~superintendent on WIAA Board of Control nominees and other issues to be voted upon at the WIAA membership meeting. The ~~S~~superintendent and the ~~D~~district's WIAA representative shall decide the ~~D~~district's position on issues pending before the WIAA meeting, and the representative shall vote accordingly. Representatives are authorized to vote only as consistent with the ~~S~~superintendent's direction.

The ~~S~~superintendent shall report ~~their~~ **his/her** recommendations to the ~~S~~school ~~B~~board.

**LEGAL REF:**   None

CROSS REF.:   6770, Interscholastic Athletics

ADMINISTRATIVE REGULATIONS: None

AFFIRMED:     May 25, 1993

REVISED       June 25, 1996  
                   February 25, 2003

## APPENDIX B

*Kenosha Unified School District  
Kenosha, Wisconsin*

*School Board Policies  
Rules and Regulations*

### POLICY 6770 INTERSCHOLASTIC ATHLETICS

The ~~S~~school ~~B~~board recognizes the role that interscholastic athletics plays in the total educational program. Interscholastic athletics is an outgrowth of the physical education and intramural programs and should provide opportunities for participation in a wide variety of sports.

Interscholastic athletics shall provide an educational example of the worth of hard work, physical conditioning, discipline, teamwork, competition and sportsmanship. Students will come to understand through participation in interscholastic athletics that any endeavor worth undertaking is worth doing to the best of one's ability. Students shall be encouraged to develop their respective skills to the maximum of their abilities. Athletes shall be ever mindful that the athlete is also a student, and athletic endeavors shall not supplant other needs of the students such as satisfactory academic achievement.

It is the responsibility of the ~~D~~district to provide students who are interested in competitive athletics with appropriate coaching and facilities. Interscholastic athletic programs in the ~~D~~district shall be conducted under the general rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

The ~~D~~district shall not discriminate in student athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the district from placing a student in a program or activity based on objective standards of individual performance, providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the ~~D~~district, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be process in accordance with established procedures.

#### LEGAL REF.: Wisconsin Statutes

- Sections 118.3 (Student discrimination prohibited)
- 120.12(23) (Board duty; encourage full participation of ~~K-8 kindergarten~~ **through eighth grade** students in extracurricular and recreational activities)
- 120.13 (Board power to do all things reasonable for the cause of education)
- 120.13(1)(a) (Board power to establish rules of conduct)

#### Wisconsin Administrative Code

- PI 9.03(1) (Interscholastic athletics policy required to include nondiscrimination statement)

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

5430, Student Conduct and Discipline

~~6110, Instructional Program Mission and Beliefs~~

**6100, Mission, Principles, Goals, Results**

6700, Extracurricular Activities and Programs

*Athletic Code of Conduct*

WIAA Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: January 29, 2002



POLICY 6770  
GUIDELINES FOR INTERSCHOLASTIC ATHLETICS

1. Interscholastic athletic programs shall be conducted in such a fashion that the physical welfare and safety of the participants are a primary objective.
2. Middle level athletics are an extension of the total educational process. The mission of middle level athletics is to provide an enjoyable educational experience for young adolescents based on their developmental characteristics and needs, rather than the emphasis being placed on producing winning teams. The development of the young adolescent's self-esteem, citizenship, responsibility and skill in cooperation and leadership behaviors are positive outcomes of appropriate middle level athletic programs.
3. District secondary schools shall provide to all full-time **Kenosha Unified School District** students residing within their attendance area the opportunity to participate in all sports programs offered at their schools. The District athletic programs shall follow all Wisconsin Interscholastic Athletics Association (WIAA) rules and regulations and shall be in compliance with state and federal legal requirements, including Title IX regulations.
4. Interscholastic athletic programs shall be subject to the same administrative control as the total education program.
5. The personnel selected to conduct the athletic programs shall be individuals having proper training, emotional maturity, and a clear understanding of the objectives and values to be derived from the program.
6. A year-round athletic training code shall be in effect for all secondary schools.
7. Good sportsmanship shall be demonstrated on and off the field by athletes and coaches.
8. Students involved in athletics should be ever mindful that their athletic endeavors should not supplant their academic needs.
9. Spectators are an integral part of the athletic program and as such shall exhibit good sportsmanship.

**Kenosha Unified School District  
Kenosha, Wisconsin**

**November 25, 2014**

**REUTHER CENTRAL HIGH SCHOOL-BRADFORD HIGH SCHOOL  
ATHLETIC COOPERATIVE AGREEMENT**

Approval is being sought to apply for a cooperative membership between Reuther Central High School and Bradford High School.

**Background**

Reuther Central High School and Bradford High School are both members of the Wisconsin Interscholastic Athletic Association (WIAA) and provide opportunities for students to play sports at their school. When a school becomes a member of the WIAA and has at least one sport that it sponsors that school has then dedicated its athletic program as a stand-alone membership. Therefore, athletes at member schools are only eligible at the school that they attend.

In 1982 the WIAA made an amendment to their constitution, bylaws, and rules of eligibility which permitted member schools to have cooperative teams. Cooperative teams permitted member schools to join together and support an athletic program in order to have a team exist.

To date, Reuther participates with no other school on a cooperative team and provides only a boys' and a girls' basketball program for its students. Over the past three years, more students at Reuther are becoming interested in participating in sports other than basketball, and no other opportunity is available to them for participation. In order to provide its students with extra-curricular opportunities beyond basketball, Reuther administration is requesting a cooperative agreement with Bradford in all sports other than boys' and girls' basketball.

**Rationale**

Every high school student in the Kenosha Unified School District has the opportunity to participate in any athletic program the district offers, except for students attending Reuther. Providing a cooperative team opportunity with Bradford in all sports, except for girls' and boys' basketball, would provide all of the district's high school students with athletic opportunities.

The Reuther principal has brought the idea of cooperative team expansion to her colleagues, and they agreed that the best school to partner with in the district is Bradford. Currently, when considering the three comprehensive high schools, Bradford has the lowest

population of students in its school; and a cooperative team partnership with Reuther would not only provide an opportunity for Reuther students to participate but it would increase the participation numbers on the teams at Bradford.

At its November 11, 2014 meeting, the Curriculum/Program Standing Committee voted for forward this report to the school board for consideration.

### **Recommendation**

Administration recommends that the school board approve the request to apply for a cooperative membership between Reuther Central High School and Bradford High School for all sports except for boys' and girls' basketball.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mr. Steven Knecht  
Coordinator of Athletics/Physical Education

Dr. Kurt Sinclair  
Principal, Bradford High School

Ms. Karen Walters  
Principal, Reuther Central High School

**Kenosha Unified School District  
Kenosha, Wisconsin**

**November 25, 2014**

**SUMMER SCHOOL 2014 UPDATE AND  
SUMMER SCHOOL 2015 PROGRAM RECOMMENDATIONS**

**Program Overview**

The goal of the Summer School program was to provide interventions and enrichment consistent with the approved curriculum of the Kenosha Unified School District. In the programs at the elementary and middle school levels, the objective was to provide opportunities for personalized learning in reading and math that encompassed collaboration, creativity, critical thinking, and communication around meaningful learning targets. At the high school level, the objective was to provide high school students credit recovery opportunities and to improve the graduation rate. In addition, Summer School provided learning opportunities in the areas of music, theater, and Recreation Department Summer Activities for Children programs.

The district continued to use a regional site partner school plan at the elementary level. Elementary schools either held Summer School at their site or used the partner school plan.

Middle level programs were held at each of the buildings and included future sixth graders enrolled in the Forward Progress program. High school programs were offered at Bradford High School, Indian Trail High School and Academy, Reuther Central High School, and Tremper High School. The high school program included future ninth graders enrolled in the Early Start program.

**ELEMENTARY SCHOOL PROGRAM**

The objective at the elementary level was to provide opportunities for personalized learning in reading and math that encompass collaboration, creativity, critical thinking, and communication around meaningful learning targets. The Regional Site Partner School Plan is continuing at the elementary level. The following elementary schools hosted the summer program at their sites: Jefferson, Nash, Pleasant Prairie, Somers, Southport, Stocker, Strange and Whittier Elementary Schools as well as Brass Community School and Edward Bain School of Language and Art. (See Appendix A for regional sites.)

**Getting Ready For Kindergarten**

Getting Ready for Kindergarten classes were available for students at Bose Elementary School, Brass Community School, Edward Bain School of Language and Art, Jefferson Elementary School, Somers Elementary School, Southport Elementary School, Stocker Elementary School, Strange Elementary School, and Whittier Elementary School. The

curriculum was based on state standards used in kindergarten math, reading, and language arts as well as physical development, readiness skills, conduct, and work habits.

### **Getting Ready For First Grade**

Getting Ready for First Grade classes were available for all students entering first grade. The curriculum was based on state standards used in first grade math, reading, and language arts as well as physical development, readiness skills, conduct, and work habits.

### **Grades 2 Through 5**

Summer reading and math programs for elementary were available to students entering grades 2 through 5. Summer School attendance was open to all students but was highly encouraged for students who met the identification criteria set by the school.

The elementary program focused on personalized learning in math and literacy. It was up to each site to provide engaging, high quality programs which addressed Common Core State Standards for English language arts and math based on student need. A variety of resources were used for instruction.

The addition of inquiry-based learning units was new in 2014. Essential questions to help drive the inquiry were identified by curriculum coordinators. Summer School teachers participated in professional development on the use of inquiry circles. (See Appendix B for inquiry essential questions.)

### **Resources**

- Primary Comprehension Toolkit (kindergarten through second grade)
- Comprehension Toolkit (third through fifth grade)
- Compass Learning Pathways
- Moving with Math—Extensions
- Summer Success: Reading
- Journeys
- Everyday Math
- Fraction Nation
- FASTT Math
- MathXL

- Accelerated Reader
- myON
- Manipulative kits
- Kenosha Unified School District online resources for students
- Math Work Stations: Independent Learning You Can Count On (kindergarten through second grade)
- Minds on Mathematics: Using Math Workshop to Develop Deep Understanding (third through fifth grade)
- Teaching the Qualities of Writing: Getting Started with Teaching the Qualities of Writing (third through fifth grade)

## **Staff**

The number of classroom teachers varied by site based on enrollment averages for the past three years. Recommended class size was an 18-to-1 student-to-teacher ratio. In 2014 an interventionist position was added to each elementary site. The interventionist provided focused interventions to individual students and small groups. Additionally, the interventionist worked with teachers on developing intervention strategies for the classroom teacher and helped with assessments and data reviews. Also new in 2014 was the addition of a library media teacher to each elementary site. The library media teacher's primary role was to help students locate, evaluate, and use resources for their inquiry processes as well as assist students in selecting appropriate independent choice reading books. The library media teacher worked as an instructional partner with teachers during the inquiry-based learning units.

## **MIDDLE SCHOOL PROGRAM**

Reading and math programs were held at Bullen, Lance, Lincoln, Mahone, and Washington Middle Schools for students entering sixth through eighth grade. Summer School attendance was open to all students but was highly encouraged for students who met the identification criteria set by schools. Mahone, Harborside, and Bullen Middle Schools added a course completion component to their program similar to that offered at the high school level. Students entering seventh and eighth grade who did not earn passing grades in core classes completed work to show mastery of current grade level state standards.

Middle school reading focused on meeting the Common Core standards for literacy. This included developing the most essential strategies used by good readers and writers, including making connections, asking questions, making predictions, summarizing both fiction and nonfiction texts, and building reading stamina. Instruction was provided to accommodate the

student's skill level and learning style and incorporated a variety of media and teaching strategies while using a balance of nonfiction and fiction texts.

The middle school math program focused on Common Core State Standards aimed at improving student skills in computation, number sense, and problem solving through a variety of activities. Personalized learning opportunities were provided for students through the use of Compass Learning, Study Island, and Moby Math.

Middle schools also incorporated problem-based learning into the summer curriculum, allowing students to gain knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem, or challenge. Problem-based learning units were created by a planning team at each site to address the interest and needs of the students.

The number of classroom teachers varied by site based on enrollment from the averages for the past three years. Recommended class size was a 20-to-1 student-to-teacher ratio. New in 2014 was the addition of a library media teacher to each middle school site. The library media teacher's primary role was to help students locate, evaluate, and use resources for problem-based learning units as well as assist students in selecting appropriate independent choice reading books. The library media teacher worked as an instructional partner with teachers during the problem-based learning process.

## **HIGH SCHOOL PROGRAM**

High school programs were offered at Bradford High School, Indian Trail High School and Academy, Reuther Central High School, and Tremper High School. Students had the opportunity to recover credits, thus improving the graduation rate. Bradford, Harborside, Indian Trail, Reuther, and Tremper ran credit recovery classes. In addition to credit recovery classes, the high schools offered physical education and health for credit for students entering grades 9 through 12. Early Start Math and English Language Arts were available to incoming ninth graders.

### **Early Start Math and English Language Arts**

Early Start Math and English Language Arts provided students with the opportunity to improve skills they need to be successful in high school, including algebra, geometry, nonfiction reading, writing, and study techniques. The literacy component focused on nonfiction strategies, note taking, study skills, and vocabulary strategies. The math portion focused on problem solving and vocabulary. Students also had the opportunity to become familiar with high school procedures. These classes were open to all students, but attendance was highly encouraged for students who did not master current grade-level standards. Students who successfully completed both portions of the course received a .5 elective credit.

## **High School Credit Recovery**

The credit recovery program used district-developed curriculum and an on-line learning platform called Compass Learning Odyssey. Credits for recovery were available in English language arts, math, science and social studies. Once students successfully completed the course of study, they were awarded credit for the failed course. Training was provided for high school credit recovery teachers on Compass Learning Odyssey.

## **Employability Skills Programs**

In collaboration among Kenosha Unified School District, the Boys and Girls Club, and the Kenosha County Division of Children and Family Services, the Employability Skills program provided at-risk children with opportunities that linked academic and occupational standards to workplace skills and experiences. The course included six weeks of classroom instruction on work readiness skills, including money and banking, social, higher education, resume writing and interviewing, conflict management, job seeking, safety in the workplace, and employer expectation. Students were employed for 20 hours a week for 8 weeks at the Kenosha County Park System and other work sites. Students who successfully completed the program earned a .5 elective credit.

## **LIFE, LEARNING, AND LEISURE PROGRAM**

The Life, Learning, and Leisure Program is designed for students with significant developmental needs. Students whose Individual Education Plans (IEPs) indicated extended school year services, enrolled in Life, Learning, and Leisure. Students participated in activities that focused on the skills that related to each student's IEP. Students were bussed to the school sites.

## **FINE ARTS PROGRAMS**

### **Instructional Music**

Instructional music labs were available for orchestra students entering grades 4 through 12. Five hundred seventy-six students attended the summer orchestra music labs. All four strings groups held a final concert.

#### Strings Groups

1. Beginning Strings (grades 3 through 6)
2. Intermediate Strings (grades 5 through 6)
3. Middle School Strings (grades 7 through 9)
4. High School Strings (grades 10 through 12)



Music instruction was offered for band students entering grades 6 through 12. Three hundred fifty students enrolled in the summer band program. The bands rehearsed and performed at various venues throughout the summer.

### Bands

1. K-L Band (grade 6)
2. Continental Band (grade 7)
3. American Band (grade 8)
4. Rambler Band (grade 9)
5. Band of the Black Watch (grades 10 through 12)

### **Theater Arts**

The Kenosha Youth Performing Arts Company (KYPAC) theater arts programs involved 197 students in kindergarten through twelfth grade. KYPAC presented *Joseph and the Amazing Technicolor Dream Coat*.

## **RECREATION DEPARTMENT SUMMER ACTIVITIES FOR CHILDREN**

Recreation Department Summer Activities for Children offered swimming, tennis, soccer, baseball/softball, and basketball. Certified teaching staff developed lessons, and instruction was provided in each of these areas following the guidelines established in the physical education curriculum.

### **Enrollment**

See Appendix C for student enrollment figures.

### **Summer School Advisory Groups**

Advisory groups made up of principals, Teaching and Learning coordinators, and the teacher consultant: instructional coaches and summer school reviewed information from the 2013 Summer School program to help plan for the 2014 Summer School program year. The group made the following enhancements to the 2013 Summer School program:

#### Elementary School

- Add an inquiry-based learning component.
- Add an interventionist in each school.
- Add a library media specialist in each school.

### Middle School

- Add a library media specialist in each school.
- Add a course completion component at some sites.

### High School

- Use Compass Learning Odyssey at all schools for credit recovery courses.

## **Budget**

The total amount budgeted for Summer School was \$1,241,336. The decentralized Summer School budget gave sites and departments control of their own budgets. The budget amount was based on each school's Summer School attendance from the previous year. It was up to each site administrator to determine how much to allocate for salaries and benefits for both certified and noncertified staff, supplies, and purchased services.

## **2015 Summer School Program Administrative Recommendations**

### **CALENDAR**

It is proposed that elementary and middle schools continue to run on a 24-day schedule, and high schools offer 2 sessions of 15 days each.

- Teacher workday: June 19, 2015
- Elementary and middle school: June 22, 2015, through July 24, 2015
- High school Session 1: June 22, 2015, through July 13, 2015
- High school Session 2: July 14, 2015, through August 3, 2015
- No school for staff or students: July 3, 2015

### **Program Updates**

In order to meet the growing needs in the Life, Learning, and Leisure classroom, an additional ten educational support personnel positions are requested. This staffing request will ensure that the same support provided for students with special needs (including medically fragile students) throughout the school year is maintained during the summer program. The total amount requested for this proposal is \$12,000.

Strange Elementary School and McKinley Elementary School have provided summer programs through the Regional Site Partner School Plan, and Strange has been the host school. Both schools have requested to provide programming at their individual sites for the 2015 summer session. Students at both schools are walking distance from their respective sites, and offering summer programs at each school will ensure that all students have equal access to summer programs.

## **BUDGET**

It is proposed that the 2015 Summer School budget be increased by \$12,000 for a total of \$1,253,336. With this amount schools will be able to continue to offer summer programs that are personalized meeting the needs of all learners.

### **Administrative Recommendation**

At its November 11, 2014 meeting, the Curriculum/Program Standing Committee voted to forward the proposed dates and budget for Summer School 2015 to the school board for consideration.

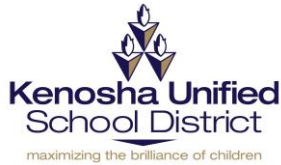
Administration recommends that the school board approve the proposed dates and budget for Summer School 2015 as presented in the Summer School 2014 Update and Summer School 2015 Program Recommendations.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mrs. Jennifer Navarro  
Coordinator of Organizational Training and Development

Mrs. Debra Giorno  
Assistant Principal, Bullen Middle School



## APPENDIX A

### Teaching and Learning Organizational Training and Development

#### SUMMER SCHOOL ELEMENTARY REGIONAL SITES 2014

HOST SCHOOL	PARTNER SCHOOL(S)
<ul style="list-style-type: none"> <li>Edward Bain School of Language and Art—Creative Arts</li> </ul>	<ul style="list-style-type: none"> <li>Edward Bain School of Language and Art—Dual Language</li> </ul>
<ul style="list-style-type: none"> <li>Brass Community School</li> </ul>	<ul style="list-style-type: none"> <li>Roosevelt Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Jefferson Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Grant Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Nash Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<ul style="list-style-type: none"> <li>Pleasant Prairie Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<ul style="list-style-type: none"> <li>Somers Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Bose Elementary School</li> <li>Harvey Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Southport Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Grewenow Elementary School</li> <li>Vernon Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Stocker Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Forest Park Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Strange Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>McKinley Elementary School</li> </ul>
<ul style="list-style-type: none"> <li>Whittier Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>Jeffery Elementary School</li> <li>Prairie Lane Elementary School</li> </ul>

**Teaching and Learning  
Organizational Training and Development**

**SUMMER SCHOOL  
ELEMENTARY INQUIRY ESSENTIAL QUESTIONS  
2014**

<b>STUDENTS ENTERING</b>	<b>LIFE SCIENCE ESSENTIAL QUESTIONS</b>	<b>PHYSICAL SCIENCE ESSENTIAL QUESTIONS</b>	<b>SOCIAL STUDIES ESSENTIAL QUESTIONS AND SUPPORTING QUESTIONS</b>
<b>Grade 2</b>	<p>How do plants and insects in the world around me use and provide resources?</p> <ul style="list-style-type: none"> <li>▶ Needs of plants and animals</li> <li>▶ Human interaction with plants and animals</li> </ul>	<p>How does heating and cooling affect materials found in the world around me?</p> <ul style="list-style-type: none"> <li>▶ Changes in materials</li> <li>▶ Weather</li> <li>▶ Forces caused by heating and cooling air</li> </ul>	<p>How does location impact how I live?</p> <p><u>Supporting Questions</u></p> <ul style="list-style-type: none"> <li>• What physical attributes and resources make up our community?</li> <li>• How does Lake Michigan impact our community?</li> <li>• What part(s) of our environment help me?</li> </ul>
<b>Grade 3</b>	<p>How do animals use and provide resources in the world around me?</p> <ul style="list-style-type: none"> <li>▶ Needs of animals</li> <li>▶ Human interaction with other animals</li> </ul>	<p>How can pushes and pulls help me get work done?</p> <ul style="list-style-type: none"> <li>▶ Simple machines</li> </ul>	<p>How do I gather information about my community and world?</p> <p><u>Supporting Questions</u></p> <ul style="list-style-type: none"> <li>• How does my environment define me?</li> <li>• How are children around the world (selected locations) like me? different from me? I wonder what it is like to live there?</li> </ul>

STUDENTS ENTERING	LIFE SCIENCE ESSENTIAL QUESTIONS	PHYSICAL SCIENCE ESSENTIAL QUESTIONS	SOCIAL STUDIES ESSENTIAL QUESTIONS AND SUPPORTING QUESTIONS
Grade 4	<p>How do people use water and earth's materials?</p> <ul style="list-style-type: none"> <li>▶ Natural resource use and conservation</li> </ul>	<p>How are forces related to motion and energy?</p> <ul style="list-style-type: none"> <li>▶ Collisions, magnets, electricity, and sound</li> </ul>	<p>How do I gather information about the region where I live and compare that information to another region in the country?</p> <p><u>Supporting Questions</u></p> <ul style="list-style-type: none"> <li>• What are our regions dominant physical features?</li> <li>• How does our climate and weather affect how we live?</li> <li>• How do the region's resources affect our economic activity?</li> </ul>
Grade 5	<p>How do people affect the environment in which they live?</p> <ul style="list-style-type: none"> <li>▶ Human impact on environments and other living things</li> </ul>	<p>How can I design investigations to measure and record the motion and actions of objects?</p> <ul style="list-style-type: none"> <li>▶ Experiments and variables</li> </ul>	<p>How does my ancestry affect the way I live (customs, beliefs, and norms)?</p> <p><u>Supporting Question</u></p> <ul style="list-style-type: none"> <li>• I wonder what it was like when my grandfather was my age.</li> </ul>

**Teaching and Learning  
Organizational Training and Development**

**SUMMER SCHOOL  
ENROLLMENTS BY SITE  
2014**

<b>ELEMENTARY SCHOOL</b>			
<b>Host School</b>	<b>Partner School(s)</b>	<b>2013 Student Enrollment</b>	<b>2014 Student Enrollment</b>
• Brass	• Roosevelt	208	115
• Bain	NA	125	218
• Jefferson	• Grant	86	84
• Nash	NA	79	146
• Pleasant Prairie	NA	56	62
• Somers	• Bose • Harvey	150	155
• Southport	• Grewenow • Vernon	137	165
• Stocker	• Forest Park	193	157
• Strange	• McKinley	222	142
• Whittier	• Jeffery • Prairie Lane	103	117
• Life, Learning, and Leisure (Stocker)		28	35
<b>STUDENT TOTALS</b>		<b>1,387</b>	<b>1,396</b>

<b>MIDDLE SCHOOL</b>		
<b>School</b>	<b>2013 Student Enrollment</b>	<b>2014 Student Enrollment</b>
• Bullen	122	203
• Lance	107	114
• Lincoln	74	66
• Mahone	93	80
• Washington	99	81
• Life, Learning, and Leisure (Mahone)	53	60
<b>STUDENT TOTALS</b>	<b>548</b>	<b>604</b>
<i>Information based on Zangle data, unduplicated count</i>		

<b>HIGH SCHOOL</b>		
<b>School</b>	<b>2013 Student Enrollment</b>	<b>2013 Student Enrollment</b>
• Bradford	537	477
• Indian Trail	420	594
• Reuther/Harborside	176	148
• Kenosha eSchool	83	0
• Tremper	487	848
<b>STUDENT TOTALS</b>	<b>1,703</b>	<b>2,067</b>

<b>FINE ARTS AND INSTRUCTIONAL RECREATIONAL OFFERINGS</b>		
<b>Area</b>	<b>2012 Student Enrollment</b>	<b>2013 Student Enrollment</b>
<b>Fine Arts</b>		
• Band	384	350
• Orchestra	546	576
• Theater	207	197
<b>Instructional Recreation Classes</b>		
• Swimming	1119	1108
• Baseball/softball	218	164
• Basketball	238	201
• Tennis	342	279
• Soccer	231	196
<b>STUDENT TOTALS</b>	<b>3,285</b>	<b>3,071</b>



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

November 25, 2014

**CHANGE IN THE FISCAL YEAR 2013-14 ADOPTED BUDGET**

The Board of Education adopted the 2013-2014 budget on November 4, 2013, as prescribed by Wisconsin State Statute 65.90. From time to time there is a need to modify or amend the adopted budget for a variety of reasons. State Statute requires that official modifications to the adopted budget be approved by two-thirds (2/3) majority of the Board of Education and that there be a publication of a Class 1 notice within ten (10) days of board approval. This document identifies budget modifications to the 2013-2014 Budget.

Below is a delineation of the actual budget modifications by fund and project:

Fund	Project	Revenue Change	Expenditure Change
<b>10</b>	0-Local Funding	1,961	-20,138
	140-Neglected/Delinquent	3,487	3,487
	141-Title 1	752,290	752,290
	145-Title I Supplemental	84,000	84,000
	322-Bilingual/Bicultural		18,993
	341-IDEA Flow Thru	69,872	69,872
	347-IDEA Pre-School	4,674	4,674
	391-Title 3	7,775	7,775
	412-Infant Child Lab		1,684
	430-Carl Perkins	30,415	30,415
	583-Educator Effectiveness	118,320	118,320
	601-Head Start – Fed	-3,758	-3,758
	604-Eisenhower Grant	150,542	150,542
	702-Secondary School Support		482
	704-AIS		975
	707-21st Century CLC		-35
	750-Donations	87,988	87,988
	751-New School Grant	76,800	76,800
<b>10 Total</b>		<b>1,384,365</b>	<b>1,384,365</b>
<b>20</b>	0-Local Funding	-130,536	
	11-Aided Costs		-136,338
	19-Non-Aided Costs		5,802
	341-IDEA Flow Thru	2,133,032	2,133,032
	347-IDEA Pre-School	136,786	136,786
	601-Head Start - Fed	-67,250	-66,403
	611-Head Start - Fed		-847
<b>20 Total</b>		<b>2,072,032</b>	<b>2,072,032</b>
<b>30</b>	0-Local Funding	1,324,793	0
<b>30 Total</b>		<b>1,324,793</b>	<b>0</b>
<b>50</b>	0-Local Funding	7,350	155,485
	376-Fruits & Veggies	-7,350	-155,485
<b>50 Total</b>		<b>0</b>	<b>0</b>

The majority of the changes are the result of notifications of carryover funds determined to be available for various grants after the budget was formally adopted. Other grant awards (i.e. Ed Foundation, mini-grants) were also received after the adoption of the budget. These grant awards conform to existing board policy and have been previously shared with the Board of Education through the approval of the grant as well as grant summary reports submitted to the Audit/Budget/Finance Committee.

Since State Statutes authorize the budget to be adopted by function; administration also requests approval of additional budget modifications that did not add or subtract dollars to the overall budget, but may have changed the function or purpose of the funding.

These budget modifications include:

- Transferred budgets and expenditures from one salary account to another salary account resulting from a review of position control. Reclassifying the salary and benefit dollars from one account to another does not change the overall amount of the budget.
- Transferred operational line item budget dollars from one budget account to another as a result of ongoing review and monitoring of budgets. Reclassifying budget dollars from one account to another account does not change the overall amount of the budget.
- Transferred grant budgets to the appropriate function or object based on formal DPI grant modifications. Since the budget was formally adopted, some grant managers have requested that expenditure budget dollars be reassigned to the function or object where the dollars were expended. The grant budgets have been revised and the resulting modifications may have changed the function or object of the expenditures, but they did not change the total amount of the grant.

Attached is a copy of the Notice of Change in Adopted Budget in the proper State approved format that will need to be published in the Kenosha News after the Board has approved these budget modifications.

This report was reviewed at the November 11, 2014, meeting of the Audit/Budget/Finance Committee, and the committee voted unanimously to forward this report to the school board for consideration.

### **Administrative Recommendation**

Administration recommends school board approval of the 2013-2014 budget modifications as described, and that the attached Class 1 notice be published within ten (10) days of the official board approval.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

**NOTICE OF CHANGE IN ADOPTED 2013-2014 BUDGET  
KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Kenosha Unified School District No.1, on November 25, 2014 adopted the following changes to previously approved budgeted 2013-2014 amounts.

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
<b>Fund 10 - General</b>				
<b>Anticipated Revenue:</b>	<b>Source</b>			
Operating Transfer	100	0	0	0
Local Sources	200	77,724,093	77,871,883	147,790
Other School Districts within Wisconsin	300 & 400	350,000	350,000	0
Intermediate Sources	500	24,376	39,376	15,000
State Sources	600	151,496,515	151,616,796	120,281
Federal Sources	700	9,346,928	10,446,225	1,099,297
Other Financing Sources	800 & 900	646,996	648,993	1,997
<b>Total Anticipated Revenue</b>		<b>239,588,908</b>	<b>240,973,273</b>	<b>1,384,365</b>
<b>Expenditure Appropriations:</b>	<b>Function</b>			
Instruction	100000	122,455,211	122,801,077	345,866
Support Services	200000	84,902,914	84,520,244	(382,670)
Non-Program Transactions	400000	32,230,783	33,651,953	1,421,170
<b>Total Expenditure Appropriations</b>		<b>239,588,908</b>	<b>240,973,273</b>	<b>1,384,365</b>
<b>Beginning Fund Balance</b>	930000	27,109,475	27,109,475	0
<b>Anticipated Ending Fund Balance</b>	930000	27,109,475	27,109,475	0
<b>Fund 20 - Special Projects</b>				
Beginning Fund Balance		0	0	0
Anticipated Ending Fund Balance		0	0	0
Total Revenues & Other Financing Sources	Total	47,439,334	49,511,366	2,072,032
Expenditures & Other Financing Use	Total	47,439,334	49,511,366	2,072,032
<b>Fund 30 - Debt Service</b>				
Beginning Fund Balance		950,971	950,971	0
Anticipated Ending Fund Balance		1,940,641	3,265,434	1,324,793
Total Revenues & Other Financing Sources	Total	25,048,776	26,373,569	1,324,793
Expenditures & Other Financing Use	Total	24,059,106	24,059,106	0
<b>Fund 40 - Capital Projects</b>				
Beginning Fund Balance		0	0	0
Anticipated Ending Fund Balance		12,352,000	12,352,000	0
Total Revenues & Other Financing Sources	Total	16,702,000	16,702,000	0
Expenditures & Other Financing Use	Total	4,350,000	4,350,000	0
<b>Fund 50 - Food Service</b>				
Beginning Fund Balance		1,646,432	1,646,432	0
Anticipated Ending Fund Balance		1,646,432	1,646,432	0
Total Revenues & Other Financing Sources	Total	8,500,000	8,500,000	0
Expenditures & Other Financing Use	Total	8,500,000	8,500,000	0
<b>Fund 80 - Community Service</b>				
Beginning Fund Balance		1,564,679	1,564,679	0
Anticipated Ending Fund Balance		1,564,679	1,564,679	0
Total Revenues & Other Financing Sources	Total	1,587,125	1,587,125	0
Expenditures & Other Financing Use	Total	1,587,125	1,587,125	0

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

Dated this 25th day of November 2014  
Kyle Flood, School Board Clerk

Kenosha Unified School District  
Kenosha, Wisconsin

November 25, 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 October 28, 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.

- **Compass Learning – \$33,725**

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Sheronda Glass  
Executive Director of Business Services

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: Compass Learning

Purchased Good/Program: Compass Hybride

Start Date/Date Needed: January 1, 2015

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

Compass Learning will serve Grant Elementary as a comprehensive assessment process used in every second through fifth grade classroom as a method of intervention in response to RtI. Coupled with MAP diagnostic assessments, Compass Hybride will create individual learning paths that will assess and pinpoint skill gaps. It accurately provides students with instructional lessons that individually address skills they need to develop. Students will be able to utilize the program during their daily computer time as well as an intervention during centers work time. Teacher schedules have blocked intervention times for literacy and math on a daily basis. Compass Learning assessments are aligned with our District Everyday Math and Houghton Mifflin Journeys textbooks. Assessment results will enable teachers to assess student learning after each unit taught. Compass Learning will then assign lessons and activities based on the individual student's assessment results to ensure individual academic progress.

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

\$33,725 will be funded out of Title I dollars. A purchasing commitment agreement that outlines the payment arrangement and commitments from both parties has been arranged between Compass Learning and KUSD to take advantage of an \$8,300 savings. Two payments will be made: one in 2014-2015 and one in 2015-2016.

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

YES ☐

☒

NO

If no, please request an RFP packet

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

The educational outcome for this program is supported by a tiered intervention model.

Benchmarking, tier 1 students who generally make good progress often experience temporary or minor instructional difficulties. This program will engage and reteach skills to ensure continual growth and advancement of the students, while providing teachers immediate feedback through monitoring tools and reports.

Strategic, tier 2 students who are functioning below grade-level standards will receive additional systematic and explicit support based on their individual learning gaps and skills needed.

Intensive, tier 3 students who are at risk of not meeting grade level standards and have demonstrated chronically low performance will receive support on multiple measures of instructional proficiency, systematic support based on individual needs, and explicit instructional support for all levels of deficiency in reading and math.

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

The anticipated start date is January 1, 2015. Grant Elementary teachers will be trained on the use of the program to ensure fidelity.

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

Appropriate Leadership Signature  Date 10/31/14



November 25, 2014

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Marc Hujik has donated office furniture to the district. The approximate value of the donation is \$25,395.00.
2. Kenosha County Deputy Sheriff's Association has donated \$750.00 to Bradford's Cross Country Team.
3. Rust-oleum donated \$500.00 to the Bradford Baseball Team's annual spaghetti dinner.
4. Lee Plumbing donated PVC piping to LakeView Technology Academy for construction of ladder golf ball games. The value of this donation is \$415.00.
5. Educators Credit Union donated \$200.00 to Bradford's FBLA Chapter. The donation is to be used for activities and equipment.
6. Casa Capri donated \$100.00 to the Bradford Girls Basketball Team.
7. Paul and Maria Jeanmaire donated \$100.00 to the Bradford Girls Basketball Team.
8. Kid's Castle After School Program donated \$100.00 to the Bradford Girls Basketball Team.
9. Turning Point Life Church donated \$100.00 to the Bradford Girls Basketball Team.
10. Uline donated \$100.00 to the Bradford FBLA Chapter. The donation is to be used for activities.
11. Tammy Fort held a fundraiser for school supplies and clothing. The items collected were donated to Forest Park Elementary School. The value of this donation is unknown.

### Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

November 25, 2014

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

**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
- November 27-28, 2014 – Thanksgiving Recess

**December**

- December 2, 2014 – Standing Committee Meetings **Canceled**
- December 16, 2014 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- December 20, 2014 – January 4, 2015 – Winter Recess

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