



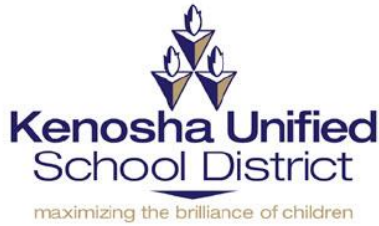
## **REGULAR MONTHLY BOARD MEETING**

**January 27, 2015**

**7:00 PM**

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

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Regular School Board Meeting  
January 27, 2015  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - A. VFW Post 7308 Teachers of the Year
  - B. 2014 Wisconsin State Theatre Festival All-State Award and Ensemble Award Winners
- 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
  - A. National Mentoring Month
- XI. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence,  
Retirements and Resignations
  - B. Consent/Approve 5  
Minutes of 12/9/14 and 12/16/14 Special Meetings and Executive  
Sessions and 12/16/14 Regular Meeting
  - C. Consent/Approve 12  
Summary of Receipts, Wire Transfers and Check Registers
  - D. Consent/Approve 20  
Palmer Foundation Grant Application

XII. Old Business	
A. Discussion/Action	22
School Board Policy 3810 - Employee Use of District Equipment (First Reading)	
B. Discussion/Action	25
School Board Policy 3531.1 - Copyrighted Materials (First Reading)	
C. Discussion/Action	29
School Board Policy 5260 - Open Enrollment - Full-Time (First and Second Reading)	
D. Discussion/Action	33
Four-Year Graduation Rate (Cohort Analysis) School Year 2013-14	
E. Discussion/Action	38
8000 Policy Series - Internal Board Operations (First Reading)	
F. Discussion/Action	62
Student Advisory Council Policy - 8000 Series (First Reading)	
XIII. New Business	
A. Discussion/Action	64
Outdoor Athletic Improvements Referendum Resolutions #307 and #308	
B. Discussion/Action	77
Open Enrollment Allocations - 2015-16 School Year	
C. Discussion/Action	81
Donations to the District	
XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (January-February)	82
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

**Kenosha Unified School District**

**Kenosha, WI**

**January 27, 2015**

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	Braun	Anthony	Washington Middle School	Grade 6 Math	Instructional	12/04/2014	1	\$39,106.00
Appointment	Hoff	Denise	Lance Middle School	Special Education	ESP	01/06/2015	1	\$15.33
Appointment	James	Shay	Lincoln Middle School	Student Support Specialist	Miscellaneous	12/08/2014	1	\$16.26
Appointment	Dean	Kristina	Nash Elementary School	Head Secretary	Secretarial	01/05/2015	1	\$19.10
Appointment	Pecore	Ryan	EBSOLA-Creative Arts	CEIS Preschool	ESP	12/10/2014	1	15.33
Appointment	Finnigan	Mallory	Lincoln Middle School	Math Grade 6	Instructional	01/05/2015	1	\$39,106.00
Appointment	Meehan-Scuglik	Molly	Brompton School	Counselor	Instructional	01/12/2015	0.2	\$8,613.80
Appointment	Wabalickis	Robin	EBSOLA-Dual Language	ESL Teacher	Instructional	01/06/2015	1	\$39,106.00
Appointment	Kochersperger	Trisha	McKinley Elementary/Grant Elementary	Art	Instructional	01/26/2015	1	\$39,106.00
Appointment	Schmidt	Anna	Washington Middle School	Middle School Choir/Performing Arts	Instructional	01/26/2015	1	\$39,106.00
Appointment	Ferger	Trudy	ITA	Special Education - Step West / Infant Lab	ESP	01/20/2015	1	\$14.33
Appointment	Legler	Kristina	Career & Technical Education	Secretary II	Secretarial	01/12/2015	1	\$18.37
Appointment	Timm	Dana	ITA	Technology Education	Instructional	02/02/2015	1	\$41,509.00
Appointment	Panasewicz	Megan	Brompton School	Grade 2	Instructional	01/22/2015	1	\$39,106.00
Appointment	Dennis	Devin	Somers Elementary School	Special Education - Cross Categorical	Instructional	01/23/2015	1	\$39,106.00
Appointment	Bower	Heather	Tremper High School	Special Education - IDEA	ESP	01/26/2015	1	\$15.33
Appointment	Daniels	Zachary	Frank Elementary School	Student Support Specialist	Miscellaneous	01/05/2015	1	\$16.26
Early Retirement	Adamowicz	Susan	Indian Trail Academy	Information/Health Services	ESP	06/11/2015	1	\$23,337.72
Early, Early Retirement	Agnew	Susan	Dept. of Special Education	E.C.	Instructional	06/12/2015	1	\$78,396.00
Resignation	Barnard	Adam	Indian Trail Academy	Security	ESP	01/05/2015	1	\$15.33
Resignation	Glass	Sheronda	Business Services	Executive Director of Business Services	Administration	12/16/2014	1	\$147,309.00
Resignation	Hagen	Bryn	Special Education & Student Support	K-8 Attendance Officer	Instructional	01/07/2015	1	\$45,030.00
Resignation	Clark	Donna	Fine Arts	Elementary Band	Instructional	01/05/2015	0.61	\$45,023.49
Resignation	Pecore	Ryan	Edward Bain School of Language & Art	Student Support Specialist	Miscellaneous	12/10/2014	0.49	\$16.26
Resignation	Planka	Jessica	Dept Of Sp Ed	Special Education	ESP	01/05/2015	1	\$14.33
Retirement	Schonscheck	Juanita	Southport Elementary School	Special Education	ESP	06/11/2015	1	\$17.64
Separation	Burgher	Amy	HR Leave Status	HR Teacher on Leave	Instructional	12/01/2014	1	\$60,497.00
Separation	Tomasello-Nowak	Jamie	HR Leave Status	HR Teacher on Leave	Instructional	12/08/2014	1	\$67,218.00
Separation	Harms	Mary	HR Leave Status	HR Teacher on Leave	Instructional	12/28/2014	1	\$75,467.00
Separation	Boyer	Paul	HR Leave Status	HR Teacher on Leave	Instructional	01/05/2015	1	\$78,396.00

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD DECEMBER 9, 2014

A special meeting of the Kenosha Unified School Board was held on Tuesday, December 9, 2014, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:35 P.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis, Mr. Hamdan, and Attorney Shana Lewis were also present. Mr. Flood was excused.

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

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

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

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

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

1. Personnel: Problems, Position Assignments, Compensation and/or Contracts, and Evaluation Consideration

Board members discussed a personnel matter.

These minutes were composed by notes taken by Mrs. Snyder.

Meeting adjourned at 7:05 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD DECEMBER 16, 2014

A special meeting of the Kenosha Unified School Board was held on Tuesday, December 16, 2014, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:30 P.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. 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 Litigation and Personnel: Evaluation Consideration.

Mr. Kunich moved that the executive session be held. Ms. Stevens seconded the motion.

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

1. Litigation

Board members discussed a legal matter.

Attorney Christopher Krawczyk from Kravit, Hovel & Krawczyk, S.C., Attorney David Rohrer from Boardman & Clark, and Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership, arrived at 5:45 P.M.

Attorney Krawczyk and Attorney Rohrer updated Board members on a litigation matter.

Mr. Flood arrived at 5:56 P.M.

Attorney Krawczyk and Attorney Rohrer answered questions from Board members and sought direction from the Board.

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

Meeting adjourned at 6:47 P.M.

Stacy Schroeder Busby  
School Board Secretary



REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD DECEMBER 16, 2014

A regular meeting of the Kenosha Unified School Board was held on Tuesday, December 16, 2014, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:02 P.M. with the following Board members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Ms. Susan Valeri, Director of Special Education, 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.

Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership, presented the SkillsUSA National Leadership and Skills Conference Awards. Mr. Scott Plank, Coordinator of Fine Arts, presented the Wisconsin School Music Association 2014 Honors Project Participant Awards.

There were no Administrative or Supervisory Appointments.

Mr. Kunich introduced the Student Ambassador, Michael Mieczko, from Bradford High School and he made his comments.

Mr. Bryan gave the Legislative Report.

There were no views and/or comments by the public.

Board members made their responses/comments.

Mrs. Coleman made Board President remarks.

Mrs. Coleman gave the Superintendent's Report in the absence of Dr. Savaglio-Jarvis.

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 11/20/14 Special Meeting, 11/25/14 Special Meeting and Executive Session, and the 11/25/14 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 November 2014 cash receipt deposits totaling \$249,747.56, and cash receipt wire transfers-in totaling \$3,155,150.42, be approved.

Check numbers 515298 through 516369 totaling \$13,954,224.61, and general operating wire transfers-out totaling \$380,984.57, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2014 net payroll and benefit EFT batches totaling \$12,650,158.19, and net payroll check batches totaling \$5,927.85, be approved.”

Consent-Approve item XI-D – School Board Policy 1131 – Memorials and Dedications Within Schools submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Savaglio-Jarvis, excerpts follow:

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

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.

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

Consent-Approve item XI-E – School Board Policy 1950 – Relations With Wisconsin Interscholastic Athletics Association and School Board Policy 6770 – Interscholastic Athletics submitted by Mr. Steven Knecht, Coordinator of Athletics/Physical Education; Mrs. Julie Housaman, Interim Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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.

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

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

Mr. Robert Hofer, Purchasing Agent, presented the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Hofer; Mr. Hamdan; Mrs. Housaman, Dr. Ormseth, 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 November 25, 2014, with approval of the purchasing agent are shown in the database in coral color.

The following contract/agreement has not been added to the Contract Management Database and is being presented for Board Approval. A Purchase/Contract Rationale forms is attached for the vendor.

- CESA 1 - \$38,000; and
- McGraw Hill - \$42,000.”

Mrs. Snyder moved to approve the contracts/agreements with CESA 1 and McGraw Hill as presented. Mr. Wade seconded the motion. Unanimously approved.

Ms. Valeri presented the WASB Proposed Resolutions – 2015 submitted by Dr. Savaglio-Jarvis, excerpts follow:

“The Superintendent and Leadership Council reviewed the 2015 WASB proposed resolutions and make the following recommendations:

- 15-01 – Creation of School Districts - Support
- 15-02 – School Start Date & Pupil Transportation - Support
- 15-03 – School Start Date Waivers & Pupil Transportation–Alignment of Public & Private School Calendars - Support
- 15-04 – Technical Education Teacher Shortage - Support
- 15-05 – State Funding and Flexibility for Course Options Program - Support
- 15-06 – Increase Coordination Between Youth Options and Course Options - Support
- 15-07 – Open Enrollment-Revise Open Enrollment Application Window Period - Support
- 15-08 – Open Enrollment-Decision-Making Under the Alternative Application Process - Allow delegate authority to make decision based on debate at delegate assembly
- 15-09 – Modify Out-of-State Tuition Payment Statute - Support
- 15-10 – Boundary Appeal Board Decisions - Support
- 15-11 – Rehiring Wisconsin Retirement System (WRS) Retirees - Support
- 15-12 – Repeal of “Populous Counties Teacher Tenure” Statute - Support
- 15-13 – Rural School Staff Recruitment and Retention – Do Not Support
- 15-14 – Rehiring Retired Teachers - Support
- 15-15 – Student Achievement Guarantee in Education Program (SAGE) – Support
- 15-16 – Allow School Board Members to Serve as Volunteer Coaches or Student Advisors – Support
- 15-17 – Teacher Shortages & Alternative Licensure Pathways - Support

It is recommended that the School Board provide direction to its delegate relative to the 2015 WASB proposed resolutions and give their delegate discretionary latitude to vote on amendments or other resolutions.”

Mr. Wade moved to approve Administration’s recommendation pertaining to the WASB Proposed Resolutions – 2015. Mr. Flood seconded the motion. Unanimously approved.

Ms. Stevens presented School Board Resolution 306 – National Mentoring Month, which read as follows:

*“WHEREAS*, a number of Kenosha organizations have partnered with the Kenosha Unified School District to offer a variety of mentoring programs that support students; and

*WHEREAS*, relationships with caring individuals offer students valuable support; and

*WHEREAS*, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas; and

*WHEREAS*, mentoring provides the skills needed to build strong, positive relationships with family, friends and community members; and

*WHEREAS*, mentoring programs have shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District does hereby proclaim January 2015 as the annual observance of National Mentoring Month and recognizes those who volunteer their time to help our students reach their full potential.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.”

Mr. Bryan moved to approve School Board Resolution 306 – National Mentoring Month. Mr. Kunich seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 7:27 P.M.

Stacy Schroeder Busby  
School Board Secretary

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Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
January 27, 2015

<b>CASH RECEIPTS</b>	reference	total
<b>December 2014 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 41,796,590.32
Johnson Bank	<i>account interest</i>	99.64
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	109,158.92
Bankcard Services (TicketSpice.com)	<i>fine arts ticket sales receipts (net of fees)</i>	(108.92)
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	6,430.25
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	28,302.88
HHS	<i>head start grant</i>	171,915.82
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	9,950.02
Total Incoming Wire Transfers		\$ 42,122,338.93

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

General operating and food services receipts *(excluding credit cards)* \$ 315,772.49

**TOTAL DECEMBER CASH RECEIPTS** **\$ 42,438,111.42**

<b>CASH DISBURSEMENTS</b>	reference	total
<b>December 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>	\$ 7,154,510.98
WI Department of Revenue	<i>state payroll taxes</i>	492,871.84
WI Department of Revenue	<i>state wage attachments</i>	2,767.33
IRS	<i>federal payroll taxes</i>	2,730,029.49
Diversified Benefits Services	<i>flexible spending account claims</i>	25,845.80
Employee Trust Funds	<i>wisconsin retirement system</i>	1,549,390.48
NVA	<i>vision insurance premiums</i>	11,729.70
Various	<i>TSA payments</i>	431,399.96
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	139,351.44 *
US Bank	<i>purchasing card payment-AP program</i>	54,958.52 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	13,333.33
Johnson Bank	<i>banking fees</i>	1,035.02
Various	<i>returned checks</i>	262.76
Total Outgoing Wire Transfers		\$ 12,607,486.65

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

Net payrolls by paper check *Register# 01025DP, 01026DP* \$ 5,997.26  
*Check# 516370 thru Check# 517460*  
 General operating and food services *(net of void batches)* 7,613,776.42  
 Total Check Registers \$ 7,619,773.68

**TOTAL DECEMBER CASH DISBURSEMENTS** **\$ 20,227,260.33**

\*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending December 15, 2014

Merchant/Vendor	Total Charge (Credit)
HOTEL	\$ 18,721.93
WW GRAINGER	\$ 8,500.73
AIRLINE	\$ 6,960.20
MARK S PLUMBING PARTS	\$ 6,192.47
AMAZON.COM	\$ 4,103.44
INDUSTRIAL CONTROLS	\$ 4,024.41
JOHNSON CONTROLS SP	\$ 3,778.29
RESTAURANTS & CATERING	\$ 3,644.19
MENARDS KENOSHA	\$ 3,585.45
VEHICLE MAINT. & REPAIR	\$ 3,312.98
GETAROOM.COM	\$ 3,184.05
LEARNING FORWARD	\$ 2,971.20
IN *A BEEP, LLC	\$ 2,607.55
AMAZON MKTPLACE PMTS	\$ 2,441.79
PAYPAL *EDTECHTEAM	\$ 2,386.00
3654 INTERSTATE	\$ 2,194.57
EDS ARCHITECTURAL OPENING	\$ 2,130.00
VIKING ELECTRIC - KENOSHA	\$ 1,990.99
L AND S ELECTRIC	\$ 1,856.00
ROTH PUMP CO	\$ 1,848.77
EXPEDIA*	\$ 1,695.81
NELSON ELECTRIC SUPPLY	\$ 1,639.73
CHESTER ELECTRONIC SUPPLY	\$ 1,613.57
GFS MKTPLC #1919	\$ 1,432.01
GOPHER SPORT	\$ 1,410.90
THE TRANE COMPANY	\$ 1,255.76
GOT SOCCER.COM	\$ 1,250.00
ESP*FARMTEK	\$ 1,221.62
DOLRTREE	\$ 1,200.00
HALLMAN LINDSAY PAINTS	\$ 1,175.08
HIGHWAY C SVC	\$ 1,116.32
TOYS R US	\$ 1,086.11
CONNEY SAFETY	\$ 1,083.13
FIRST SUPPLY LLC #2033	\$ 965.30
HAJOCA KENOSHA PC354	\$ 958.09
CLASS 1 AIR INC	\$ 949.16
JOHNSTONE SUPPLY	\$ 920.42
WAL-MART	\$ 901.87
SHERWIN WILLIAMS #3180	\$ 896.41
MAYFAIR RENT A CAR KENO	\$ 877.41
WWW SCHOOLMATE COM	\$ 876.00
SHIFFLER EQUIPMENT SAL	\$ 822.31
HYDRO-FLO PRODUCTS INC	\$ 800.23
WASBO FOUNDATION INC	\$ 775.00
PROVANTAGE LLC	\$ 753.77
QUILL CORPORATION	\$ 730.01
PAYPAL *PURPLDOG	\$ 729.95
QNS*QUEENSBORO SHIRT	\$ 628.15
BESTBUYCOM685992001536	\$ 624.28
FARM & FLEET STURTEVANT	\$ 589.02
BEST BUY	\$ 588.95
UMC CONFER SHORT COURSES	\$ 588.00
ULINE *SHIP SUPPLIES	\$ 580.90



# KUSD Purchasing Card Program - Individual Cardholders

## Transaction Summary by Merchant

Billing Cycle Ending December 15, 2014

Merchant/Vendor	Total Charge (Credit)
HAPPY TURF	\$ 550.00
HESCO INC	\$ 525.35
B&H PHOTO, 800-606-6969	\$ 519.80
IVIE ENTERPRISES INC	\$ 462.99
LOWES #02560*	\$ 452.93
PBD ALA-GRAPH EDITIONS	\$ 452.00
SIMPLEX GRINNELL WEB P	\$ 446.00
WM PORT SUPPLY #400	\$ 438.28
EPLASTICS.COM	\$ 405.48
FREDPRYOR CAREERTRACK	\$ 398.00
AIRGASS NORTH	\$ 387.20
WILLIAMS LOWBUCK TOOLS I	\$ 385.00
ORIENTAL TRADING CO	\$ 361.74
U-HAUL OF KENOSHA	\$ 358.97
KITCHEN CUBES LLC	\$ 335.68
PICK N SAVE	\$ 326.49
PATS SERVICES INC	\$ 325.00
FIRST TO THE FINISH INC	\$ 307.74
CINEMARK THEATRES 244	\$ 307.50
WEBCONNEX.COM/CHARGE	\$ 303.92
BEST WESTERN	\$ 301.24
ABE'S OF MAINE	\$ 299.00
FIRST BOOK	\$ 276.25
THE HOME DEPOT 4926	\$ 266.85
FESTIVAL FOODS	\$ 263.14
PAYPAL *PAPERKS	\$ 258.95
ROC*ROCKLER WDWRK HDWE	\$ 251.86
SKATETOWN	\$ 250.00
WI ASSN SCHOOL BOARDS	\$ 250.00
AED SUPERSTORE	\$ 249.30
ANIMOTO INC	\$ 249.00
FLUID HANDLING INC	\$ 244.32
LAKESHORE LEARNING MATER	\$ 240.26
TARP SUPPLY	\$ 239.07
PATRICK GAAB	\$ 230.00
BATTERIES PLUS KEN	\$ 222.24
TOWN & COUNTRY GLASS CO	\$ 219.63
AT&T*BILL PAYMENT	\$ 213.98
IN THE NEWS INC -	\$ 209.00
ADAFRUIT INDUSTRIES	\$ 206.80
NATL CCL TEACHERS OF MATH	\$ 202.35
AIRSERVER LICENSES	\$ 199.80
ASSOCIATION OF WISC	\$ 199.00
BUS MGMT DAILY BMD AUDI	\$ 197.00
USPS	\$ 182.60
POSITIVE PROMOTIONS INC	\$ 178.34
DEMCO INC	\$ 173.60
WSSCA	\$ 170.00
SECOND LANGUAGE PROMOT	\$ 168.00
MENARDS MILWAUKEE	\$ 167.25
CITY CAB OF ORL	\$ 162.08
NELSON BROS & STROM COMP	\$ 157.84
USA WRESTLING ASSOCIATION	\$ 154.00

# KUSD Purchasing Card Program - Individual Cardholders

## Transaction Summary by Merchant

Billing Cycle Ending December 15, 2014

Merchant/Vendor	Total Charge (Credit)
LENNOX INDUSTRIES	\$ 148.77
VISTAPR*VISTAPRINT.COM	\$ 145.99
COLUMBIA PIPE & SUPPLY	\$ 138.83
ZORO TOOLS INC	\$ 136.98
WM SUPERCENTER #1167	\$ 134.08
BETTYMILLSC	\$ 129.94
DG HARDWARE	\$ 128.11
MPLS CONV CTR LOT	\$ 128.00
SUPER SPORTS FOOTWEAR	\$ 120.00
IN *GAPPA SECURITY SOLUTI	\$ 119.80
SUPERSHUTTLE EXECUCARKCI	\$ 114.00
CURB	\$ 113.97
AMAZONPRIME MEMBERSHIP	\$ 100.96
MOTION INDUSTRIES WI04	\$ 100.57
BROOKSTONE 203	\$ 94.98
PAYPAL *JEVANS2121	\$ 94.50
JCPENNEY.COM	\$ 93.83
CLEAR BAGS	\$ 93.17
SEARS ROEBUCK 2342	\$ 91.96
CROWN TROPHY	\$ 90.00
PLN*TOURS&ATTRACTIONS	\$ 88.00
JADE LEARNING, INC	\$ 85.00
HTP AMERICA, INC.	\$ 82.95
MCMASTER-CARR	\$ 81.13
PARENTSACTION	\$ 78.65
SCHOLASTIC BOOK FAIRS	\$ 74.80
BAUDVILLE INC.	\$ 73.44
MEARS TRANS. AIRPORT	\$ 72.00
SQ *O-TOWN FINEST T	\$ 70.80
NASHVILLE CAB	\$ 67.20
KENOSHA FRESH MARKE	\$ 66.70
ELLIOTT ACE HARDWARE	\$ 66.15
LEGO *SHOP@HOME	\$ 66.00
NEWMARK LEARNING LLC	\$ 65.97
WWW.CVS.COM	\$ 63.30
TRAVEL INSURANCE POLICY	\$ 63.00
DUNN'S SPORTING GOODS	\$ 60.50
SQ *AIR PORTER WORLDWIDE	\$ 60.00
WUFOO.COM/CHARGE	\$ 59.90
FASTENAL COMPANY01	\$ 59.45
VZWRLSS*IVR VN	\$ 58.01
R-K NEWS INC	\$ 55.71
ANIXTER-115687	\$ 55.28
LUDGER LAPOMAREDE	\$ 53.25
POWERWERX/BULK WIRE	\$ 52.69
ZORN COMPRESSOR	\$ 52.46
LAKESIDE SUPERVALU	\$ 51.90
KENOSHA AREA BUSINESS	\$ 50.00
SAFECART SLMCLRPLS	\$ 49.87
SAFECART.COM*DRVUPDATE	\$ 49.87
JOHNSON PLASTICS	\$ 48.89
FEDEX 806180683540	\$ 46.66
IN *LAVELLE PUBLISHING	\$ 45.00

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

Billing Cycle Ending December 15, 2014

Merchant/Vendor	Total Charge (Credit)
MARTINIZING DRY CLEANI	\$ 43.87
BOS TAXI 0536	\$ 43.50
CSC*WHOLESALECOSTUME	\$ 40.79
PAYPAL *SUPPORTINGE	\$ 40.00
MAIL & MORE	\$ 39.06
EDUCATION WEEK	\$ 39.00
NATIONAL SCIENCE TEACH	\$ 37.25
TARGET 00001529	\$ 35.44
WILLIAM V MACGILL & CO	\$ 35.02
MAILCHIMP	\$ 35.00
THE UPS STORE 3860	\$ 34.81
JOANN FABRIC #0576	\$ 33.71
HOLLAND SUPPLY INC	\$ 32.80
YELLOW CAB	\$ 32.00
PAYPAL *LEELEEFILMS	\$ 30.99
HARVEST PRODUCTIONS CO	\$ 30.97
NGS*ONLINE STORE	\$ 30.95
ASOPE INC	\$ 30.00
BOSTON TAXI	\$ 27.30
BARNES & NOBLE #2037	\$ 26.51
SCHOOLSIN.COM	\$ 22.84
CONSUMER CRAFTS	\$ 22.59
ALSOFT INC	\$ 21.90
UPS*1ZTG64321293037107	\$ 20.75
SQ *LOVELADY SCHOOL LEADE	\$ 20.00
TEACHERSPAYTEACHERS	\$ 17.60
BIG LOTS STORES - #0423	\$ 17.50
WALGREENS #3153	\$ 17.46
HOBBY LOBBY #350	\$ 17.38
SKILLSUSA ORG	\$ 13.00
OFFICE MAX	\$ 12.12
CONVENTION STRATEGY GROU	\$ 10.00
HOERNEL LOCK & KEY OF KE	\$ 8.40
CHECKER CAB COMPANY	\$ 7.70
EASYKEYSCOM INC	\$ 6.95
UW MADISON DINING RETAIL	\$ 5.04
PRAIRIE SIDE TRUE VALUE	\$ 2.06
SUDDORA.COM	\$ 2.00
ACTFL AMRCN CNCL TCHNG FR	\$ (5.00)
CROWN LFT TRKS #751	\$ (24.70)
SRVCFEE COM	\$ (24.98)
B&N MEMBERSHIP RENEWAL	\$ (25.00)
RENEGADE SUCCESS	\$ (64.00)
L AND S ELECTRIC INC.	\$ (125.00)
THE VAC SHOP NORTH INC	\$ (190.21)
<b>US Bank Purchasing Card Payment - Individuals</b>	<b>\$ 139,351.44</b>

**KUSD Purchasing Card Program - Accounts Payable**

**Transaction Summary**

Billing Cycle Ending December 15, 2014

Check #	Vendor ID	Vendor Name	Total
99000515	V01124	WIL-KIL PEST CONTROL COMPANY	\$ 1,398.75
99000541	V01058	FIRST STUDENT	\$ 53,559.77
<b>US Bank Purchasing Card Payment - Accounts Payable</b>			\$ 54,958.52

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**Administrative Recommendation**

It is recommended that the December 2014 cash receipt deposits totaling \$315,772.49, and cash receipt wire transfers-in totaling \$42,122,338.93, be approved.

Check numbers 516370 through 517460 totaling \$7,613,776.42, and general operating wire transfers-out totaling \$208,941.07, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the December 2014 net payroll and benefit EFT batches totaling \$12,398,545.58, and net payroll check batches totaling \$5,997.26, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

Heather Kraeuter, CPA  
Accounting & Payroll Manager

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**Palmer Foundation Grant Application**

On November 17, 2014, The Palmer Foundation awarded LakeView Technical Academy a grant for \$77,000 to be used for the purchase of an atomic scanning electron microscope (SEM). The timeline for the grant is 2014/2015 school year. The microscope will be used to visualize objects in the nanometer scale in Biology, Chemistry, Physics and Engineering. This microscope will support the STEM based curriculum at LakeView.

There is no match and the District is caused no financial obligations due to this grant award.

The Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit from Foundation Directors, or other personnel, to observe and discuss the program with our personnel, and review financial and other records and materials connected with the activities financed by this grant. At the completion of the grant period, an evaluation report will be submitted to the Foundation. If grant funds are not expended in full within 10 month, Kenosha Unified must request an extension from The Palmer Foundation.

Although SEM is non-perishable, the materials required to use it, and the cost of maintenance will be an ongoing cost. To address this issue, funding will be provided from the technology budget and Carl Perkins financial allocations.

The total project budget of \$86,040 exceeds the grant amount by \$9,040.00. The difference will be covered using funds from LakeView Technology Academy in the 2015/2016 budget.

**Recommendation**

At its January 13, 2015 meeting, the Audit/Budget/Finance Committee voted to forward this grant to the school board for consideration. Administration recommends that the school board accept the Palmer Foundation Grant in the amount of \$77,000 for the purchase of an atomic scanning electron microscope to support the STEM based curriculum at LakeView Technology Academy.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Dr. Bethany Ormseth  
Assistant Superintendent of  
Secondary School Leadership

William Hittman  
Principal, LakeView Technical Academy

## Fiscal, Facilities and Personnel Impact Statement

**Title:** Palmer Foundation Grant Application

**Budget Year:** 2014/2015

**Department:** LakeView Technology Academy

**Budget Manager:** William Hittman

### REQUEST

School Board approval to accept Palmer Foundation Grant for the purchase of an atomic scanning electron microscope for LakeView Technology Academy.

### RATIONALE/ INSTRUCTIONAL FOCUS

The purchase of this microscope will enhance the rigorous STEM curriculum at LakeView.

### IMPACT

The atomic scanning microscope will allow LakeView students in Biology, Chemistry, Physics and Engineering to visualize objects in the nanometer scale.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$0.00
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$77,000.00
		\$0.00
	<b>TOTAL</b>	<b>\$77,000.00</b>

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

### FUNDING SOURCES

Select Funding Sources: New Funds Requested  
428 1260 751 2558



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**POLICY 3810 – EMPLOYEE USE OF DISTRICT EQUIPMENT**

**Background:**

Policy 3810 is being revised to prohibit employee use of district equipment for personal purposes inside or outside of the district. The current version of the policy allows for personal use provided the employee received prior approval from their immediate supervisor and department head or building administrator or from the superintendent of schools for items valued at over \$1,000.

Since all district equipment is purchased in some manner with public monies, the personal use by employees is not appropriate. In addition, personal use of school district equipment by employees creates an unnecessary potential liability issue in regards to replacement of the equipment if damaged or any injuries that may arise due to the use of the equipment for non-district purposes.

This policy is also being revised to require only building principal or department head approval to use district equipment outside of district owned buildings for district job-related purposes. This more accurately reflects our current practices as superintendent approval is neither necessary nor practical in most cases.

This policy does not apply to technology-related equipment such as laptop computers or cell phones. Use of technology-related equipment is governed by Policy 3535, Technology Acceptable Use.

**Administrative Recommendation:**

At its January 13, 2015 meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 3810 to the school board for consideration. Administration recommends that the school board approve Policy and Rule 3810 – Employee Use of District Equipment as a first reading on January 27, 2015 and a second reading on February 24, 2015.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

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

POLICY 3810  
EMPLOYEE USE OF DISTRICT EQUIPMENT  
(Other Than Technology Equipment)

Employees may use ~~D~~district equipment outside of ~~the D~~district ~~schools-owned buildings~~ for ~~job-related~~ purposes ~~related to KUSD job duties and tasks so long as they acquire with the~~ written **prior** approval of the Superintendent of Schools or designee **their building principal or department head.**

Employees are prohibited from using ~~d~~District equipment for personal purposes inside or outside of the ~~d~~District ~~owned buildings~~, unless written approval is obtained from the Superintendent or designee.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1) [Board duty; care, control and management of district property]  
120.13(17) [Board power; temporary use of school facilities or equipment]

CROSS REF.: 1330 ~~Use of School Facilities and Grounds~~ **Facilities Use**

1350 Use of District Equipment by Community Groups

3535 ~~Electronic Communications~~ **Technology Acceptable Use**

3811 ~~Use of District Owned Technology Equipment by Employees Off District  
Premises~~

ADMINISTRATIVE REGULATIONS: ~~3811 Use of District Owned Technology Equipment Off  
District Premises~~

APPROVED: March 26, 1991

REVISED: October 28, 2003  
December 18, 2007

**RULE 3810**

**EMPLOYEE USE OF DISTRICT EQUIPMENT**  
**(Other Than Technology Equipment)**

An employee wishing to use District equipment outside of the District schools must complete a "Request for Use of District Equipment" form and obtain the appropriate approval signatures from his/her immediate supervisor and the department head or building administrator. Use of equipment with a replacement value of \$1,000 or more must have the written approval of the Superintendent of Schools/designee.

The "Request for Use of District Equipment" form shall provide assurance that the employee making the request for use of District equipment accepts full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost.

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**January 27, 2015**

**SCHOOL BOARD POLICY AND RULE 3531.1—COPYRIGHTED MATERIALS**

**Background**

The current Policy 3531.1—Copyrighted Materials—was last revised in 2007. With technology evolving in the educational world, some components of the policy have become out-dated, and new verbiage needs to be included. Digital technology has changed the way teachers teach and students learn, and copyright law has become a top focus within digital citizenship. Efforts have begun to protect learning and works by identifying the role of copyright in the educational environment. District library media and instructional technology staff provide professional development and learning opportunities regarding copyright guidelines throughout the school year. Communications through social media and video broadcasting will be adhering to appropriate copyright practices as well.

A team of administrators, library media teachers, and instructional technology teachers met in summer 2014 to update Policy 3531.1 and the accompanying Rule 3531.1 (Appendix A).

**Recommendation**

At its January 13, 2015 meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 3531.1 to the school board for consideration. Administration recommends that the school board approve revised Policy and Rule 3531.1 - Copyrighted Materials as a first reading on January 27, 2015 and a second reading on February 24, 2015.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mrs. Tanya Ruder  
Executive Director of Community Partnerships and Media Relations

Mrs. Ann Fredriksson  
Coordinator of Library Media and Instructional Technology

## APPENDIX A

*Kenosha Unified School District No. 1  
Kenosha, Wisconsin*

*School Board Policies  
Rules and Regulations*

### POLICY 3531.1 COPYRIGHTED MATERIALS

The ~~D~~district recognizes and respects intellectual property rights. Therefore, the ~~D~~district shall require all employees and students to comply with copyright laws.

Members of the learning community who choose to use copyrighted materials are individually responsible for making a good faith determination as to whether the use falls within the “fair use” exemption. When necessary, users shall obtain written permission of copyright owners for the use of their work.

Violation of this policy may result in disciplinary action. In addition, employees and students who violate copyright laws ~~may~~ **will** be held individually responsible for infringement and ~~may be~~ subject to civil penalties and/or criminal sanctions.

**The district will not be responsible for any copyright infringement or other costs incurred by the responsible individual.**

LEGAL REFERENCE: Wisconsin Statutes

Section 943.70 {(Computer crimes)}

Federal Copyright Act (Title 17 of the U.S. Code) [~~F~~federal copyright provisions, including “fair use”]

Technology, Education, and Copyright Harmonization Act (TEACH Act)

[~~C~~opyright provisions related to transmissions of performances and displays of copyrighted materials]

Digital Millennium Copyright Act {(Distance education copyright provisions)}

CROSS REFERENCE: 3535,—Electronic Communications

3811,—Use of District-Owned Technology Equipment by Employees Off District Premises

6600,—Instructional Resources

6610,—Selection of Instructional Materials

6620,—Library Resources

6633,—Use of Internet System

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: November 22, 2005

REVISED: December 18, 2007

**February 24, 2015**

RULE 3531.1  
COPYRIGHTED MATERIALS

1. The ~~D~~istrict is committed to complying with all laws pertaining to copyright. In addition to maintaining exclusive rights to creators of protected works, the federal Copyright Act also creates exceptions to those rights. "Fair use" and educational and library uses are permitted when specific criteria are met.
2. ~~"Fair use"~~ Section 107 of the Copyright Act ~~provides~~ **explains** that the ~~"Fair Use"~~ of a copyrighted work is not an infringement of copyright. There are four factors involved in determining whether the use can be considered "fair use," and all four factors must be considered in order to determine the "fair use." The four factors are:
  - A. - The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes-
  - B. - The nature of the copyrighted work-
  - C. - The amount and substantiality of the portion used in relation to the copyrighted work as a whole-
  - D. - The effect of the use upon the potential market for or value of the work-
3. **The district regards academic honesty as vital to the academic, social, and emotional development of all students. Academic honesty requires that all academic work is the legitimate, truthful effort, and product of the student. Plagiarism in any form is not permitted, which is taking someone else's work (idea, image, writing, or multimedia) without giving credit to the source of the work.**
4. ~~3. Use of Copyrighted Materials in Distance Education Courses—The use of certain copyrighted materials in distance education courses, without permission by faculty and students, is permitted According to the Technology, Education and Copyright Harmonization (TEACH) Act (TEACH Act). — It is not copyright infringement for faculty and students of accredited, nonprofit education institutions to transmit performances or display copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material will have to qualify as a "fair use" or, permission from the copyright holder must be obtained.-~~
5. ~~4. Library Use of Copyrighted Materials—Under certain conditions, school libraries may reproduce copyrighted works. Photocopies made for library use are not to be used for any purpose other than private study, scholarship, or research.~~
5. ~~Use of Peer to Peer File Sharing—The District expects all employees and students to use electronic communications and computer resources made available through the District in a responsible way and to comply with copyright laws relative to such use. Peer to peer file sharing is not allowed.~~
6. ~~Computer Operating Systems and, software, and cloud computing services—These are copyright protected and are governed by individual software license agreements that define the conditions of use and restrict the number of copies that may be retained and/or used at a given time. All software loaded on an individual computer or file server must be in compliance with the license agreement. The use of cloud computing services and software on individual devices or servers~~

**must be in compliance with the license agreements.** The person ~~responsible for~~ **assigned to the computer device** is responsible to make certain that no unauthorized software is loaded on the ~~equipment~~ **device, and only authorized cloud computing services are used.**

7. ~~Educational Multimedia~~—“Fair use” guidelines apply to student- or teacher-created multimedia projects incorporating copyrighted works. “Fair use” ends when the multimedia project creator (educator or student) releases the project for general use, such as when others access it over the Internet or on a non-closed circuit distribution system. If broader dissemination occurs, the creator must then obtain permissions for all copyrighted portion and must include on the opening screen of the program that their presentation has been prepared under the “fair use” exemption of the U.S. Copyright Law and is restricted from further use.
8. **Copyrighted material may not be hosted on any district website or used as an attachment or link without permission from the creator. Reproduction or use of copyrighted materials is acceptable either with the written permission of the copyright holder or within the bounds of the “fair use” guidelines provided in the copyright law.**
9. ~~8. Web Page Information~~—Web-based material is copyrighted just as print and ~~audiovisual~~ **multimedia** materials are, and “fair use” guidelines apply.



## KENOSHA UNIFIED SCHOOL DISTRICT

January 27, 2015

### **Policy 5260 – Open Enrollment - Full Time**

Policy 5260 – Open Enrollment - Full Time addresses the state mandate of providing open enrollment opportunities to nonresident students. Currently, the Wisconsin Department of Public Instruction requires non-resident districts to designate regular and special education spaces at the January school board meeting. This timeline has the potential to affect the educational offerings and continued enrollment for students who begin the school year as a resident district student, but become a tuition waiver student due to a move outside of the resident district at some point during the school year. The parents/guardians may apply for a tuition waiver if the family moves outside of the district during a particular school year but would like to continue to attend the district. This rule prevents the district or parent from any tuition costs while the district retains enrollment recognition for state aid reporting purposes for that school year. Tuition waiver students have enrollment rights to remain enrolled for the current year. If the student wishes to continue to attend in future years, he/she must apply and be approved through open enrollment.

Students who become tuition waiver students prior to the open enrollment space allocation would receive preference for any board-approved spaces; however, this does not guarantee these students a designated open enrollment space. This recommended policy revision would guarantee an open enrollment approval for currently enrolled students, including any who may become tuition waiver students, and they submit a valid open enrollment application prior to the start of the upcoming school year. The Department of Public Instruction has revised its resources to allow for a local policy guarantee for currently enrolled/tuition waiver students, but the policy must be in place prior to the space allocation vote in January. Students who receive approval through this process will not impact the board approved open enrollment spaces for other applicants. This guarantee does not overrule the special education, habitually truant, or expulsion criteria that currently exist for denial reasons.

#### **Administrative Recommendation:**

At its January 13, 2015, meeting, the Personnel/Policy Committee voted to forward revised Policy 5260 to the school board for consideration. Subsequent to the committee meeting, some minor typographical and wording placement changes have been made to the revised policy presented tonight due to a review and recommendation from DPI. Administration recommends that the school board approve revised Policy 5260 – Open Enrollment - Full Time as a simultaneous first and second reading at the January 27, 2015, regular school board meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Executive Director of Information & Accountability

POLICY 5260  
OPEN ENROLLMENT – FULL TIME

Nonresident Students Attending School in the District

A nonresident student residing within the State of Wisconsin may apply for full-time enrollment in a Kenosha Unified School District school under the public school open enrollment program in accordance with state law and established procedures. The ~~D~~district shall use the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. The ~~D~~district shall consider the availability of space in the schools and classrooms within the ~~D~~district, student-teacher ratios including educational assistant ratios, and enrollment projections. Space availability decisions shall be made in accordance with ~~D~~district policies and procedures.
2. The ~~D~~district shall not enroll a student if that student was habitually truant **during any semester of attendance** from the nonresident school district ~~during any semester of attendance at the nonresident district~~ in the current or previous school year.
3. The ~~D~~district shall not enroll a student during the term of the student's expulsion from another school district. Further, the ~~D~~district shall not enroll a student who has been expelled from another district during the preceding two school years or has disciplinary proceedings pending for endangering the health, safety, or property of others, conveying or causing to be conveyed any threat made to destroy any school property by means of explosives, or possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after initial acceptance of the student and prior to the beginning of the school year in which the student first enrolls in the Kenosha Unified School District, the student's enrollment shall be denied.
4. A student with special education needs will be considered for enrollment only if the special education program or services described in the student's individual educational program (IEP) are currently available in the ~~D~~district and there is space available in the required program. When determining space availability, consideration shall be given to class size limits, teacher-student ratios and enrollment projections. If a nonresident student's IEP changes after the student begins attending school in the Kenosha Unified School ~~D~~district and the special education program or services required by the IEP are not available in the ~~D~~district or there is no space available in the special education program identified in the IEP, the ~~D~~district shall deny the student's continued enrollment in the ~~D~~district.
5. A student who has been screened for possible disability and need for special education by the student's resident district or who has been identified or reported as a student with a disability and need for special education, but not yet evaluated by an IEP Team in the resident district, shall be considered for enrollment only after the student's resident district completes the evaluation process. Upon completion of the IEP Team evaluation process, the ~~D~~district shall consider the open enrollment application as per item (4) above.

The Kenosha Unified School District shall give preference in accepting full-time open enrollment applications to **the siblings of** nonresident students already attending school in the ~~D~~district ~~and their siblings~~. If the ~~D~~district receives more nonresident student applications for a particular grade, program or school than there are available spaces, students will be accepted for enrollment on a random basis.

OPEN ENROLLMENT FULL TIME

Page 2

Once accepted for enrollment, the ~~D~~district shall assign the nonresident student to a school or program in accordance with ~~D~~district policies and procedures. The ~~D~~district shall give preference in attendance at a school, program, class or grade to resident students who live outside the school's attendance area.

~~No n~~Nonresident open enrollment students **will not be required to reapply more than once, except:** ~~shall be required to reapply more than one time, except for:~~

- All nonresident open enrollment students attending elementary school in the District shall be required to reapply for enrollment prior to admission to middle school.
- All nonresident open enrollment students who come into the district on open enrollment at the middle school level will need to reapply for open enrollment at the high school level.

Student transportation shall be the responsibility of the student's parent(s)/guardian(s) or the adult student except as otherwise required by law.

Nonresident open enrollment students attending a school or program in the ~~D~~district have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Nonresident open enrollment students may have their enrollment terminated due to habitual truancy. The definitions and notifications for open enrolled habitual truant students will be consistent with those of resident students (KUSD Policy 5310). The resident school district of open enrolled students will also receive these notifications.

Nonresident students that attend a school that does not offer WIAA athletics will be assigned, on a lottery basis, a WIAA-eligible school for sports, extra-curricular activities and fine arts.

**The school board shall guarantee open enrollment approval to currently attending Kenosha Unified pupils who submit a completed open enrollment application. Currently attending pupils will not impact the open enrollment space allocations approved by the board.**

Resident Students Attending School Outside of the District

Except as otherwise provided, any student residing in the Kenosha Unified School District shall be allowed to attend public school in another district on a full-time basis if the student has filed the appropriate application with that school district and has been accepted for enrollment. The ~~D~~district shall deny a student's enrollment in another district only under the following conditions:

1. The ~~D~~district shall deny a student from attending school in another district, or continuing to attend school in another district, if the costs of special education services required in the student's IEP would place an undue financial burden on the ~~D~~district. The Kenosha Unified School District will provide an appropriate educational program to meet the student's needs in such cases.

The student's parent(s)/guardian(s) or the adult student shall be responsible for providing student transportation to and from the nonresident district.

A resident student attending school outside the district under open enrollment may not be allowed to take courses or participate in extra curricular activities in the resident district.

**LEGAL REF.:** Wisconsin Statutes

Sections 118.13 (Student discrimination prohibited)  
118.15 (Compulsory school attendance)  
118.16 (School attendance enforcement)  
118.51 (Full-time open enrollment)

**121.84 (Tuition Waiver)**

Chapter 115, Subchapter V (Special education program requirements)

**CROSS REF.:** 4351.1 Teaching Load

5110 Equal Educational Opportunities  
5120 Student Enrollment Reporting  
5200 School Admissions  
5210 Entrance Age  
5220 Nonresident Students (Excluding Open Enrollment)  
5250 Emancipated Minors  
5270 Open Enrollment – Part Time  
5310 Student Attendance  
5320 School Attendance Areas  
5330 Assignment of Students to Schools  
Program and Procedure Manual for Special Education and Student Support

**AFFIRMED:** January 27, 1998  
May 27, 2008  
January 25, 2011  
February 28, 2013

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**FOUR-YEAR GRADUATION RATE – COHORT ANALYSIS**

*(School Year 2013-14 Graduation Class of 2014)*

***Executive Summary***

Administration presented the first cohort analysis of graduation trends to the Kenosha Unified School Board beginning with School Year 1994-95. This cohort analysis is the nineteenth annual report to the Kenosha Unified School Board. It provides a “base cohort” illustrating the progress of students from their initial assignment as a ninth grader on the Official Third Friday Count Day in SY 2010-11 until the end of summer school four school years later in August 2014. Additionally, the graduation “base cohort” of the Class of 2013 was examined in terms of its progress during the year following its designated graduation year (fifth year) along with the Class of 2012 after two years (sixth year).

The cohort graduation rate presented in this report is slightly different than the rate published by the Wisconsin Department of Public Instruction (DPI). Beginning in 2009-10, DPI reported a 4-year cohort graduation rate which includes all students who have been assigned to a *Wisconsin* public school cohort and were last enrolled in KUSD during the 4-year time period, whether or not the student *began* in KUSD in their ninth grade year. Additionally, DPI’s graduation rate is a factor in two priority areas of the new Accountability School and District Report Card: Closing Gaps and On-Track and Postsecondary Readiness. For the school and district report cards, DPI provides data on the 4-year cohort and the 6-year cohort graduation rates. DPI’s WISEDash portal also includes a 5-year rate. This KUSD cohort report will align with the DPI model of presenting a 4-year, 5-year and 6-year graduation rate.

Beginning in SY 2010-11, new federal guidelines regarding student race and ethnicity were implemented. In the past, parents/guardians were required to categorize their child in one of the following ethnic groups: Asian, Black/African American, Hispanic, Native American, and White. The new guidelines apply a two-part question format, first whether or not the student is Hispanic/Latino **and** then selecting one or more of the following races: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. The students of the Class of 2014 will utilize the new race/ethnicity categories whereas previous cohort will use the former categories.

It should be noted that a few changes regarding high school completion were put in place during the recent past. In April 2012, the Kenosha Unified Rule 6456 *Graduation Requirements* was updated. Effective for the Class of 2013 was a change in the high school graduation credit requirement, which reduced the required number of credits from 26 to 23. The minimum credits for Social Studies, Math and Science were each reduced from 4 to 3 credits. Currently, Wisconsin High School Graduation Standards contain a minimum requirement of 3 credits for

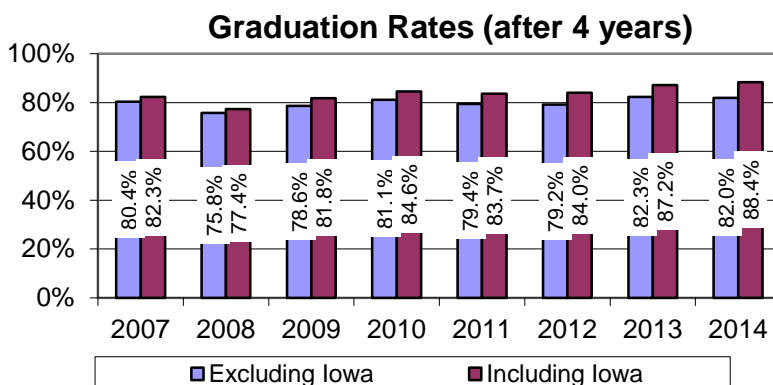
Social Studies, 2 credits each for Math and Science, and 21.5 credits overall. Rule 6456 also added a Community/Service Learning requirement beginning with the Class of 2013 and an Online Learning Experience beginning with the Class of 2016. Another change was implemented in September 2013; the standardized assessment used in the High School Competency Diploma Option transitioned from the paper and pencil Iowa Tests of Educational Development (ITED) to the Iowa Assessment, an on-line version that is aligned to the Common Core Standards.

## **SIGNIFICANT FINDINGS**

### ***Four-Year Cycle (Class of 2014)***

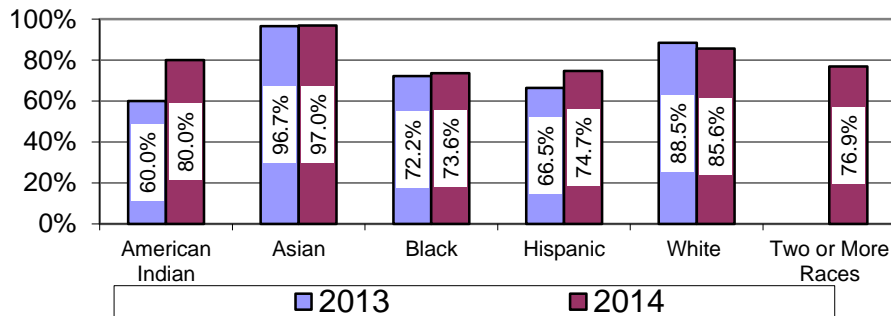
The following is a list of significant findings based on a review of this year's cohort analysis. Please note that the terms "Students with Disabilities", "Economically Disadvantaged", and "Limited English Proficient" are used as defined by No Child Left Behind (NCLB) and the Individuals with Disabilities Education Act (IDEA), as well as the state-approved waiver agreement post-NCLB, and are consistent with DPI reporting.

1. At the end of the four-year cycle, KUSD achieved an overall graduation rate of 88.4%, an increase of 1.2% over last year's rate of 87.2% when including "Iowa" graduates. This rate is also the highest reported since the reporting a 9<sup>th</sup> grade cohort rate. When excluding "Iowa" graduates, the rate was 82.0%, a slight decline from last year's rate of 82.3%.

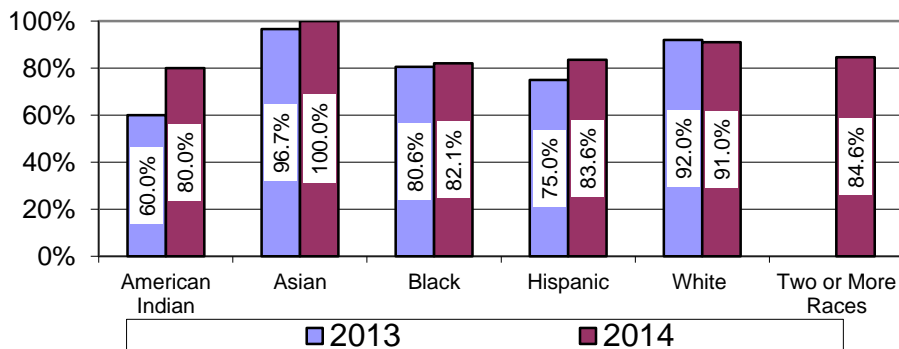


2. As in previous years, Females graduated at higher rates than Males. However, the Class of 2014 males reported a notable increase to 79.5% and 86.9%, respectively, when excluding and including "Iowa" graduates.
3. Asian students reported the highest graduation rates among ethnic groups. The remaining minority ethnic groups continue to graduate at lower levels than their white peers. However, each minority ethnic group reported a rate increase from 2013 to 2014 when excluding and including "Iowa" graduates.
4. Hispanic students reported significant gains from 2013 to 2014. When excluding "Iowa" graduates, the Hispanic graduation rate rose from 66.5% in 2013 to 74.7% in 2014. When including "Iowa" graduates, the rate increased from 75.0% in 2013 to 83.6% in 2014. These increases by Hispanic students caused the gap between Hispanic and White students to decrease by more than half from the previous year.

**Graduation Rates by Ethnicity (Excluding Iowa)**



**Graduation Rates by Ethnicity (Including Iowa)**

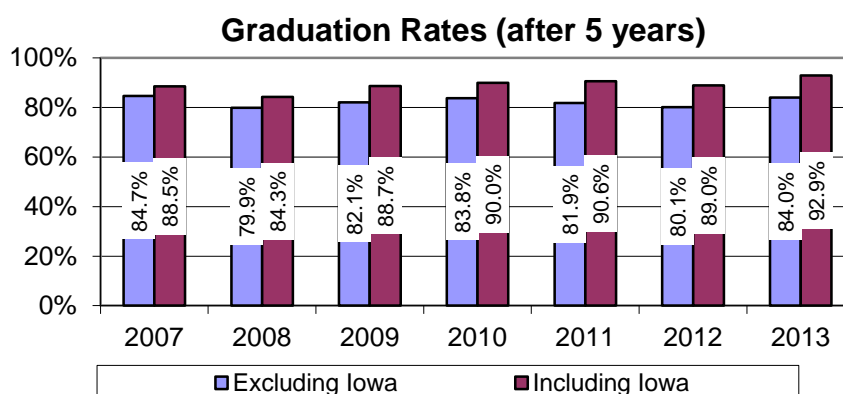


5. The graduation rates for the target groups in the School and District Report Card, “Students with Disabilities”, “Economically Disadvantaged”, and “Limited English Proficient” report graduation rates at a lower rate than their comparison group; however, “Students with Disabilities” and “Economically Disadvantaged” students reported increases from 2013 to 2014.
6. When including “Iowa” graduates, Students with Disabilities reported an increase from 74.6% in 2013 to 78.0% in 2014. This reduced the gap from Students without Disabilities to a low of 11.9%, down from 18.2% in 2012 and 14.4% in 2013.
7. “Economically Disadvantaged” reported an increase when including and excluding Iowa graduates. When excluding “Iowa” graduates, the graduation rate for “Economically Disadvantaged” students was 71.2%, an increase of 1.5% over last year’s rate of 69.7%. The rate increased to 80.8% when including “Iowa” graduates, an increase of 2.1% when compared to last year’s rate of 78.7%.
8. The percent of students that transferred out of Kenosha was 11.3%. The highest rate was from Black students where 20.3% of the original cohort left the district.

9. The dropout rate fell from 2.0% in 2013 to 1.9% in 2014. The greatest disparity in the dropout rate is due to economic status. “Economically Disadvantaged” students dropped out at a rate of 3.4% compared to 0.4% of those “Not Economically Disadvantaged”.
10. The number of “Iowa” graduates in the 2014 Cohort Graduation Class after four years was 97, an increase of 21 students when compared to 76 “Iowa” graduates in the 2013 Cohort Graduation Class.

### *Five-Year Cycle (Class of 2013)*

11. At the end of the five-year period, 1,272 students (84.0%) graduated when excluding “Iowa” graduates and 1,407 students (92.9%) graduated when including “Iowa” graduates, resulting in an additional +1.7% and +5.7% of students, respectively, when compared to the end of the fourth year.



12. The graduation rates for most of the reported student subgroups increased when measured at the end of the fifth year as compared to the rate reported at the end of the fourth year, both when excluding and including “Iowa” graduates, with the exception of no change for Asian students and American Indian students.
13. The percent of “Credit Deficient” students in the 2013 graduation cohort group decreased at the end of the fifth year, from 10.7% to 3.5%; however, the percent of “Dropout” students increased, from 7.0% to 12.5% when including “Iowa” graduates as dropouts and from 2.0% to 3.6% when excluding “Iowa” graduates as dropouts.
14. The number of “Iowa” graduates in the 2013 cohort group after five years was 135 students, an increase of 59 students when compared to the same cohort group after four years.

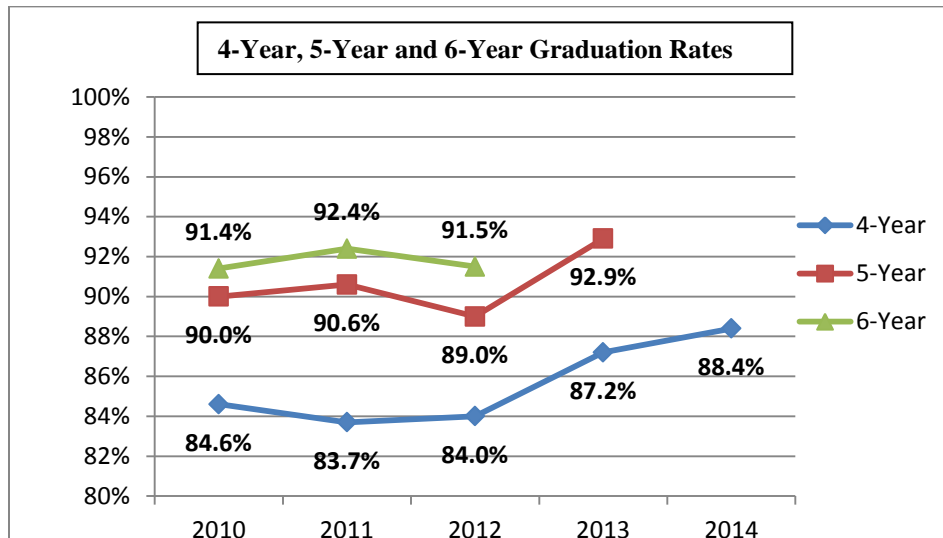
### *Six-Year Cycle (Class of 2012)*

15. At the end of the six-year period, 1,260 students (81.0%) graduated when excluding “Iowa” graduates and 1,423 students (91.5%) graduated when including “Iowa” graduates, resulting in an additional +1.8% and +7.5% of students, respectively, when compared to the end of the fourth year.



### *Cohort Graduation Rates*

16. The Class of 2013 was the first to meet and exceed DPI's Annual Measurable Objective (AMO) for graduation of 85%. The Class of Class of 2014 reported another increase to 88.4%. When examining graduation rates from the past five years, one can observe an improvement of at least five percentage points from the 4-year rate to the 5-year rate. The six-year rates report an additional increase of 2 percentage points to the 5-year rate.



### *Recommendations*

At its January 13, 2015 meeting, the Curriculum /Program Standing Committee reviewed and accepted the 2013-14 Four Year Graduation Rate – Cohort Analysis Report and recommended that it be forwarded to the full School Board for its review and acceptance. Administration recommends that the School Board review and accept the 2013-14 Four Year Graduation Rate - Cohort Analysis Report.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Kristopher Keckler  
Executive Director  
Information and Accountability

Ms. Renee Blise  
Research Coordinator  
Information and Accountability

Link to Complete Report with Appendices:

<http://www.kusd.edu/sites/default/files/document-library/english/cohort.pdf>

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**8000 Policy Series – Internal Board Operations**

Work by board members on the 8000 policy series began in August, 2014, with an anonymous survey created by Dr. Jonas in which board members reviewed each policy and chose to accept, eliminate, and/or change them. The survey input was collected and compiled by Dr. Jonas and then shared with board members.

A special meeting, led by Dr. Jonas, took place on August 25, 2014. This meeting consisted of board members and leadership council. At this meeting, the survey results and an adoption timeline was reviewed. Group work began and suggested policy changes were submitted and compiled by Dr. Jonas. At this meeting it was decided that the 8000 policy series would not need Committee level review due to the fact that they pertained to internal board operations.

The revised 8000 policy series was sent to board members on September 3, 2014, for review, input, and/or feedback which was to be submitted to Dr. Jonas.

A second special meeting, led by Dr. Jonas, took place on November 20, 2014. This meeting also consisted of board members and leadership council. At this meeting, the 8000 policy series was reviewed one policy at a time by the group as a whole. On 12/2/14, the noted changes to the policies from the November 20, 2014, special meeting were sent to board members for their review. Shortly following this meeting, Mr. Flood submitted a draft proposal of a new “Student Advisory Council” policy.

In December, legal counsel at Buelow, Vetter, Buikema, Olson, & Vliet reviewed the revised 8000 policy series and questions brought forward by board members during their review. A copy of the response from the legal counsel is included as Attachment 1. It is suggested that board members review our legal counsel’s responses in red on Attachment 1 and make final decisions on those policies (8510, 8651).

**Recommendation**

It is recommended that the school board review input from legal counsel and approve the 8000 policy series (Attachment 2) as a first reading on January 27, 2015, and as a second reading on February 24, 2015.

Tamarra A. Coleman  
School Board President

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD NOVEMBER 20, 2014

A special meeting of the Kenosha Unified School Board was held on Thursday, November 20, 2014, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Review of the 8000 Series of Board Policies and for Views and Comments by the Public.

The meeting was called to order at 6:01 P.M. with the following members present: Mr. Kunich, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Ms. Stevens was excused and Mr. Flood arrived later. Dr. Jonas, Dr. Savaglio-Jarvis, Dr. Ormseth, Mr. Keckler, Ms. Valeri, Mrs. Ruder, and Mr. Hamdan were also present.

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

Mr. Flood arrived at 6:04 P.M.

Review and discussion took place regarding Board meeting norms, the District's goals, and the District's mission.

Mr. Keckler departed the meeting at 6:19 P.M.

Board members reviewed the 8000 series of Board policies and made the following suggested changes:

There should not be a hyphen in the word Vice-President in Policy 8412.

The title of Policy 8510 should be changed to "School Board Policy Development, Revision and Repeal". The last sentence of the policy and the cross reference noted needs to be double checked by the attorney.

**Attorney Comment: I agree that the use of "repeal" is duplicative, and the second "repeal" should either be deleted, or, alternatively, the Board may wish to make all by-laws that are being adopted, amended, repealed, or suspended subject to a majority vote.**

**Regarding the cross-reference to Wis. Stat. § 120.13, I agree that the reference does not expressly cover all the items listed in the policy, though it is arguably indirectly related. As such, it is not imperative that this cross-reference be included, and it could be deleted.**

The second paragraph of Policy 8530, (e.g. excessive absence, lack of preparation for meetings, etc.) should be changed to (i.e. violating meeting norms).

Policy 8540 should include the suggested language proposed by Mr. Bryan with the changes of “is” to “its” and “keep” to “be kept” in the second sentence of the first paragraph, the removal of “and other concerned groups” in the second paragraph, and the addition of “non partisan” before legislative advocacy program in the second paragraph.

Mr. Keckler returned to the meeting at 7:09 P.M.

The second sentence of policy 8651, which defines immediate family, should be removed. Legal advice should be sought in regards to whether or not Board members, more specifically Mr. Bryan and Mrs. Coleman, would be affected by this policy since they have a family member employed by the District. Research should be done to see if there is a disclosure form which can be provided to Board members in relation to the last sentence of the policy.

**Attorney Comment: Regarding the Board’s first question, Wis. Stat. § 19.59(c) states that no local public official may:**

- (1) “take an official action substantially affecting a matter in which the official, [or] a member of his or her immediately family ... has a substantial financial interest.”
- (2) Use his/her office in a way that “produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official’s immediate family either separately or together, or an organization with which the official is associated.”

**Wis. Stat. § 19.42(7) defines “immediate family” as an individual’s spouse or relative by marriage, lineal descendent or adoption who receives, directly or indirectly, more than one-half of his/her support from the individual or from whom the individual receives more than one-half of his/her support.**

**Additionally, I noted that the Board deleted the definition of an “immediate family member.” It is not clear why that definition was deleted.**

**Also, I did not come across a specific form for disclosure of a conflict of interest. In lieu of a specific pre-drafted form, the policy could be revised to state that the individual would disclose the conflict, which would be recorded in the minutes and made a part of the record, and abstain from discussing and voting on the action that relates to the individual’s conflict. As another option, we could draft a form.**

**As for the second comment relating to submitting a form disclosing financial conflicts upon being elected to the Board, this does not appear to be mandated**

for school board members by statute. Wis. Stat. § 19.43(1) requires that every individual who is “an official required to file shall file with the board ... a statement of economic interest ....” Wis. Stat. § 19.42(10) contains a definition of an “official required to file” and lists specific positions. The statute lists a number of positions, but these positions generally appear to be state offices, which is consistent with the GAB forms that the District sent over.

In Policy 8710, change “two-thirds” to “a majority” in relation to the exception of no new business being taken up after 10 P.M.

Remove the following sentence: “A copy of the agenda shall also be sent to each building principal, to the school attorney and to those employee organizations designated by negotiated agreements” in Policy 8712. Do not number the agenda items when listing the order of business.

Change “two-thirds” to “a majority” in the last sentence of Policy 8720.

Change “lectors” to “electors” in the last sentence of Policy 8750.

Policy 8810 needs to be reviewed by the District attorney as it was inadvertently left out during the attorney’s first review. Change “six” minutes to “three” minutes in number 11 of the policy.

**Attorney Comment: I reviewed this policy and did not have any specific comments/edits.**

In relation to policy 8850, change the last sentence of the first paragraph to read: “A quorum of the committee shall include a minimum of two (2) Board members”. Add “and can only chair one standing committee” to the end of the second sentence of the second paragraph. Remove the last sentence in B(2) regarding meetings being limited to an hour or less. In B(5) change “Robert’s Rules of Order Revised” to “Policy 8810”. Remove B(8). Mrs. Coleman will work on updating Section C of the policy.

There were no views or comments from the public.

Meeting adjourned at 8:55 P.M.

Stacy Schroeder Busby  
School Board Secretary

## Kenosha Unified School District 8000 Policy Series

### POLICY 8300 SCHOOL BOARD LEGAL STATUS

The School Board of the Kenosha Unified School District derives its authority to govern the local schools directly from the Wisconsin Constitution and the state statutes. The District is classified as a common school district and the School Board shall govern it accordingly.

**LEGAL REF.:**      Wisconsin Constitution Article X-Section 3  
                          Wisconsin Statutes  
                          Wis. Stat. 120.01  
                          120.13

**CROSS REF.:**      8500 School Board Power and Duties

### POLICY 8310 SCHOOL BOARD ELECTIONS

Members of the School Board shall be elected at the general spring election each year, following the procedure outlined for such election in state law. An elected Board member's term of office shall commence on the fourth Monday in April. Before taking office, a Board member must take and sign an oath of office administered by the Board Clerk, ~~or Board President designee.~~

**LEGAL REF.:**      Wisconsin Statutes  
                          Wis. Stat. 17.03  
                          19.01  
                          120.06  
                          120.17(10)

### POLICY 8330 FILLING SCHOOL BOARD VACANCIES

Vacancies on the School Board, including resignations and retirements, shall be filled as soon as possible by appointment by the remaining members of the School Board in accordance with state law and established District procedures. Candidates for a vacancy on the School Board shall be appointed at an open meeting. A majority vote shall be required for all appointments to the School Board. The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated on the School Board.

**LEGAL REF.:**      Wisconsin Statutes  
                          Wis. Stat. 17.03  
                          17.035  
                          17.26  
                          120.06

### POLICY 8411 APPOINTMENT OF SCHOOL BOARD OFFICERS

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its membership to serve as officers of the School Board. A School Board Secretary, who need not be a member of the School Board, shall also be appointed. School Board officers shall be elected annually

at the organizational meeting by a majority vote of the School Board. A School Board officer may be removed from office by a majority vote of the full School Board at a publicly held regular or special meeting of the School Board. School Board officer vacancies, including resignations, shall be filled as soon as possible in the same manner as provided for at an organizational meeting, except in case the office of President becomes vacant, the Vice President succeeds as President.

**LEGAL REF.:**        Wisconsin Statutes  
                              Wis. Stat. 120.05(1)

**CROSS REF.:**        8412 School Board Officer Duties  
                              8740 School Board Organizational Meeting

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## POLICY 8412 SCHOOL BOARD OFFICER DUTIES

School Board officers shall be elected each year during the organizational meeting.

### SCHOOL BOARD PRESIDENT

The President shall: 1. Serve as chair of all School Board meetings. He/she shall temporarily relinquish the chair to the Vice President during School Board meetings when the President wishes to introduce or second motions. 2. See that minutes are properly approved. 3. Defend the District from actions brought against it and prosecute actions brought by the District. 4. Perform such other duties as required by law or as directed by the School Board.

### SCHOOL BOARD VICE-PRESIDENT

The Vice-President shall: 1. In the absence of the President or under circumstances outlined above, serve as chair of all School Board meetings. 2. Perform other duties as required by law or as directed by the Board.

### SCHOOL BOARD CLERK

The Clerk shall: 1. Certify the annual tax levy. 2. Sign official reports and documents on behalf of the School Board. 3. Conduct School Board and referendum elections. Specifically, he/she shall arrange to have the necessary election notices published, obtain necessary materials, verify declarations of candidacy, determine positions on ballots, canvass the election returns, and perform other functions as required by state law. If the Clerk is unable to fulfill any of the required functions relating to the elections, the Vice President shall assume these responsibilities. In the absence or illness of the Vice-President, the Treasurer shall assume these responsibilities. 4. Perform such other duties as required by law or as directed by the Board.

### SCHOOL BOARD TREASURER

The Treasurer shall: 1. Receive all money due the District and oversee the deposit and disbursement of all District funds. 2. Be responsible for records of all accounts and disbursements for presentation to the School Board. 3. Supply a surety bond, at District expense, as required by the School Board. 4. Perform such other duties as required by law or as directed by the Board. The person appointed to serve as School Board Secretary shall: (1) record, for the School Board Clerk, the minutes of all regular and special School Board meetings and maintain records of related matters, (2) administer, for the School Board Clerk, regular and special School Board and referendum elections, and (3) assist other School Board officers in the performance of their duties. The secretary for the School Board Standing Committees will be assigned to record the minutes of expulsion hearings.



**LEGAL REF.:**      Wisconsin Statutes  
                                 Wis. Stat. 120.15  
                                 120.16  
                                 120.17

**CROSS REF.:**      8411 Appointment of School Board Officers  
                                 8740 School Board Organizational Meeting

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#### POLICY 8500 SCHOOL BOARD POWERS AND DUTIES

The School Board shall have the possession, care, control and management of the property and affairs of the District and adopt an annual budget to fund the education program and operation. It shall operate within state and federal laws and do all things reasonable to promote the cause of education, including establishing, providing and improving school district programs, functions and activities for the benefit of students. The School Board can take official action only when its' individual members meet together in legal session. The School Board's major role is policy-making. The School Board formulates and adopts School Board policies regarding the employment of staff personnel, educational programs, rules governing pupils, physical plant and equipment, finances and public information. Except as otherwise provided for by School Board action, administration and execution of District policies shall be assigned to the Superintendent of Schools as the chief administrative officer.

**LEGAL REF.:**      Wisconsin Statutes  
                                 Wis. Stat. 120.10  
                                 120.12  
                                 120.13

**CROSS REF.:**      8300 School Board Legal Status  
                                 8510 School Board Policy Development and Revision

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#### POLICY 8510 SCHOOL BOARD POLICY DEVELOPMENT, ~~AND~~ REVISION AND REPEAL

The School Board shall provide policy statements ~~for~~ guides ~~for~~ the operation of the ~~school system~~District. These policy statements shall be adopted or amended only by a majority vote of the School Board at two regular School Board meetings and shall be filed with the School Board Clerk. School Board policies and rules shall be suspended only by two-thirds vote of the full membership of the School Board.

Suggestions by the public and school personnel for revisions or additions to existing District policies are welcomed by the School Board. Such suggestions by school personnel should normally be directed through regular administrative channels to the Superintendent of Schools. Members of the public may convey their ideas by communicating with~~;~~ the School Board or the Superintendent, or by commenting at School Board meetings when public comments are requested. School Board members shall receive written information concerning a proposed policy or amendment at least 48 hours prior to the meeting at which the proposal will be discussed. Board policies shall be reviewed and updated on a regular basis.

The School Board shall also adopt bylaws dealing with Board operating procedures that are in accordance with state law and the needs of the School District. School Board bylaws shall be adopted, ~~or~~ amended, or repealed only by a majority vote of the Board of the School Board meetings and shall be repealed or suspended only by a unanimous vote of the School Board. Board operating procedures shall be contained in Series 8000 of the policy manual.

**LEGAL REF.:**        Wisconsin Statutes  
                                 Wis. Stat. 120.13

**CROSS REF.:**        8500 School Board Powers and Duties

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#### **POLICY 8511 ADMINISTRATIVE LEEWAY IN ABSENCE OF DISTRICT POLICY**

In any situation which arises within the District where the School Board has not adopted policies or other guidelines for administrative action, the Superintendent of Schools or designee shall have the authority to use professional judgment and shall advise the School Board of such lack of policy, the School Board shall proceed with appropriate policy development.

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#### **POLICY 8512 DEVELOPMENT OF ADMINISTRATIVE RULES AND REGULATIONS**

The School Board shall delegate to the Superintendent of Schools the formulation of administrative rules and regulations governing the operations of the School District. Such rules and regulations shall be consistent with policies adopted by the School Board and state and federal law requirements. Any new rule or rule change will be made with School Board approval and will follow all Board appropriate protocols.

**CROSS REF.:**        8500 School Board Powers and Duties  
                                 8510 School Board Policy Development and Revision

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#### **POLICY 8520 BOARD GOAL SETTING**

It is the belief of the School Board that an annual goal setting process will be beneficial to the Board, District, and students. The Board of Education will participate in a goal setting process by July 1<sup>st</sup> annually.

The goal setting process is to assist the Board in fulfilling its primary responsibility of establishing the procedures that will produce the best educational environment for District students. The Board believes that the annual goal setting process could involve: Board, administration, teachers, support staff, students and public.

The purpose of annual goal setting is to achieve the following: 1. Provide the Board, District and Superintendent of Schools a framework from which to place greater emphasis on identified areas. 2. Communicate with the public the major points of emphasis in the coming year(s). 3. Collaborate with all stakeholders to achieve identified goals.

**CROSS REF.:**        8530 Board Self-Assessment

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## POLICY 8530 BOARD SELF-ASSESSMENT

It is the belief of the School Board that conducting a self-assessment is essential to the continued improvement and success of a school district. Therefore, the Board shall plan for and carry through an annual evaluation of its functioning as a board. This evaluation should be based on the broad aspects of education in the District including the tenets of the District's Strategic Plan. The self-assessment tool shall be developed by the Board, with the assistance of the Superintendent of Schools. The timeline set forth in the rule implementing this policy shall be used as a guide in completing the self-assessment process.

The annual self-assessment of the School Board is to focus on the functioning of the Board as a whole and not the performance of individual Board members. While the board conducts a self-assessment on the aspects of education in the ~~d~~District, it should also conduct a self-assessment on how the board conducts itself consistent with norms and established goals. It is the responsibility of the Board President to discuss concerns about the performance of individual Board members (~~e.g. excessive absence, lack of preparation for meetings, etc.~~)(i.e. violating meeting norms) with that Board member privately.

The following timeline shall be used as a guide in completing the annual self-assessment process:

FEBRUARY	Board Meeting: Evaluation instrument distributed and discussed along with previous year's report.
MARCH:	Completed instrument returned to the Superintendent of Schools.
APRIL	Public Relations/Goals/ Summary report of collected data distributed to Public Legislative Committee Relations/Goals/Legislative Committee for preliminary Meeting: review prior to full Board review.
APRIL	Board Meeting: Summary report provided for full Board discussion
MAY	Public Relations/Goals/ Formulation of improvement plans discussed. Legislative Committee
Meeting:	
JUNE	Board Meeting: Presentation and Board adoption of improvement plans.

**CROSS REF.:**      8520 Board Goal Setting

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## POLICY 8540 SCHOOL BOARD LEGISLATIVE PROGRAM (Legislative Liaison)

The Kenosha Unified School Board operates within the bounds of state and federal laws that affect public education. To meet its responsibilities to the residents and students of the community, the Board shall be kept informed of pending legislation and shall actively communicate its concerns and make its positions known to elected representatives at both the state and federal level.

By advocating for the passage of laws that advance the cause of student learning and achievement, of adequate school funding and efficient and effective school operation, the Board shall work with its legislative representatives (both state and federal), and with the Wisconsin Association of School Boards, in developing an active non partisan legislative advocacy program.

The Board will also consider and act on state and federal legislative issues at its regular meetings while conducting an active program of communications with state and federal legislators. The

Superintendent of Schools, the Board President or designee shall regularly communicate information on District goals and needs to state and federal legislators and other government officials.

Finally, a legislative liaison may be appointed annually by the School Board President to inform and represent the School Board on matters of local, state and national concern. Such person shall also receive direction from the School Board on pending legislative matters at a public School Board meeting. Where time does not permit, the legislative liaison may poll the School Board to determine a position on specific matters. Such position shall be confirmed at the next public School Board meeting.

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#### POLICY 8610 SCHOOL BOARD MEMBER AUTHORITY

Individual members of the School Board are a member of a corporate body, representing the community, which makes policy decisions for the District. Accordingly, individual Board members have authority only when acting as a Board legally in session, except as otherwise provided by law or the School Board. ~~The individual participation of School Board members shall take place in regular or special School Board meetings, which is the basic manner in which they fulfill their responsible positions. The method of participation shall be through discussion, deliberation, debate and voting.~~ As a private citizen, a School Board member may express individual, unofficial viewpoints on any School Board action or decision, but does not have the right to make decisions or act or speak for the School Board without the prior authorization of the School Board. The School Board President may speak on behalf of the entire Board. No School Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the District or, as an individual, command the services of any employee of the District.

**CROSS REF.:** 8500 School Board Power and Duties

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#### POLICY 8620 SCHOOL BOARD MEMBER MEMBERSHIPS, ORIENTATION, & DEVELOPMENT.

~~Each new Board member-elect shall be assisted by the School Board and Superintendent of Schools in understanding the Board's functions, policies and procedures before he/she takes office.~~

##### Board Member Candidates

Immediately following the election declaration verification deadline, non-incumbent candidates will be informed that they will be sent School Board meeting agendas and open meeting notices.

##### New Board Members

Upon election, each new School Board member-elect shall be invited to attend regular and special public School Board meetings. Each new Board member-elect shall be assisted by the School Board and Superintendent of Schools in understanding the Board's functions, policies and procedures before he/she takes office.

Orientation sessions to discuss School Board member role and function and District information will be scheduled by the Superintendent of Schools for Board members-elect. These sessions will provide School Board members-elect with priority information to assist in functioning effectively and legally as quickly as possible.

School Board members are encouraged to attend ~~I~~n-service meetings and to avail themselves of other opportunities for development. In-service training for School Board members is important because it helps the Board stay informed of current educational issues and govern the District in the most informed and prudent manner possible. School Board members shall be reimbursed for actual and necessary expenses incurred in attendance at in-service meetings and other professional development activities in accordance with established annual meetings guidelines.

**LEGAL REF.:** Wisconsin Statutes  
Wis. Stat. 120.13(16), (32)

**CROSS REF.:** 8640 School Board Member Compensation and Expenses

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#### POLICY 8640 SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

A School Board member may be paid for each regular or special School Board meeting attended. The amount of the payment shall be determined ~~by~~at the annual school district meeting. Payment of actual and necessary expenses of a School Board member shall be made when traveling in performance of duties as determined ~~annually by~~at the annual meeting. A School Board member shall be allowed reimbursement, not to exceed an amount determined at the annual meeting, for actual loss of earnings, when duties as a School Board member, whether performed within or outside the District, require absence from regular employment. A written statement detailing the necessary expenses or loss of earnings shall be submitted to the School Board Secretary.

**LEGAL REF.:** Wisconsin Statutes  
Wis. Stat. 120.10(3)-(4)  
120.13(16), (32)

**CROSS REF.:** 8620 School Board Member Memberships, Orientation & Development  
8710 Regular School Board Meetings  
8720 Special School Board Meetings

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#### POLICY 8650 SCHOOL BOARD ETHICAL CODE OF CONDUCT

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the School Board ~~of Education~~ to operate under the highest ethical standards. To that end, the Board will strive to render effective and efficient service to their respective communities. The members of the Board subscribe to the following code:

1. A Board member shall honor the high responsibility which his/her membership demands:
  - a. By thinking always in terms of “children first;”
  - b. By understanding that the basic function of the Board is “policymaking” and not “administrative” and by accepting the responsibility of learning to discriminate intelligently between these two functions;
  - c. By accepting the responsibility along with his/her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;
  - d. By refusing to “play politics” in either the traditional partisan, or in any petty sense;
  - e. By representing at all times the entire school community, the actions of the ~~b~~Board will reflect a commitment to diversity, fairness, equality, and excellence.

- f. By accepting and recognizing the responsibility as a ~~school-d~~District official to seek the improvement of education throughout the school district and the state.
2. A Board member shall respect his/her relationships with other members of the Board:
    - a. By recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings, unless he/she is a Board officer carrying out duties authorized by law.
    - b. By recognizing the integrity of his/her predecessors and associates, and the merit of their work;
    - c. By refusing to make promises as to how he/she will vote on any matter which should properly come before the Board as a whole;
    - d. By making decisions only after all facts bearing on a question have been presented and discussed;
    - e. By respecting the opinion of others and by graciously conforming to the principle of “majority rule;”
    - f. By refusing to participate in irregular meetings which are not official and which all members do not have the opportunity to attend.
  3. A Board member shall meet his/her responsibility to his/her community:
    - a. By attempting to appraise fairly both the present and future educational needs of the community;
    - b. By regarding it as a major responsibility of the Board to interpret the aims and the methods of the schools to the community;
    - c. By insisting that all school business transactions be on an open, ethical, and above-board basis;
    - d. By vigorously seeking adequate financial support for the schools;
    - e. By refusing to use his/her position on the Board in any way whatsoever for personal gain or personal prestige;
    - f. By winning the community’s confidence that all is being done in the best interest of school children.
    - g. By being fiscally responsible to the community.
  4. A Board member shall maintain desirable relations with the Superintendent of Schools and his/her staff:
    - a)By acting upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel;
    - b)By following proper Board policy and procedure when dealing with complaints and discussing them only at a regular meeting in accordance with Board policy;
    - c)By presenting personal criticisms of any employee directly to the Superintendent;
    - ~~d)The Board President should be the representative voice of the school board when speaking to the media; however, this does not prohibit individual board members from commenting to the media.~~
    - ~~e)d~~)All requests for reports will be filtered through the Superintendent.
    - ~~f)e~~)Board members should contact the Superintendent before visiting a school.
  5. A Board member shall strive to improve public education and to that end:
    - a. Remember always that his/her first and greatest concern must be the educational welfare of the students attending the public schools.
    - b. Honor all national, state and local laws and regulations.

- c. Attend all regularly scheduled Board/Committee meetings insofar as possible and become informed concerning the issues considered at those meetings.
- d. Recognize that he/she should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- e. Render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- f. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board, students, staff, and all elements of the community.
- g. Seek communications between the Board and middle and high school students on a quarterly basis at the ESC. ~~Principals will advise the Superintendent of Schools if students will be attending.~~
- h. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent.
- i. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
- j. Inform him/herself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by state and national school boards associations.
- k. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.
- l. Avoid being placed in a position of conflict of interest and refrain from using his/her Board position for personal or partisan gain.
- m. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable laws.

**LEGAL REF.:**      Wisconsin Statutes  
    Wis. Stat. 19.59  
    119.66  
    946.10  
    946.12  
    946.13

**CROSS REF.:**      8651 School Board Member Conflicts of Interest

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#### POLICY 8651 SCHOOL BOARD MEMBER CONFLICTS OF INTEREST

School Board members are forbidden from having a private financial interest in District transactions, except to the extent specifically allowed by state law. No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

School Board members are forbidden from voting on any issue before the Board in which they and/or an immediate member of their family is financially affected. ~~For the purposes of this policy, immediate family is defined as: mother, father, brother, brother-in-law, sister, sister-in-law, son, daughter, or spouse.~~ Upon a ~~b~~Board member assuming ~~his~~ office, written disclosure detailing all relevant financial conflicts must be submitted and made public."



<b>LEGAL REF.:</b>	<u>Wisconsin Statutes</u>
	<u>Wis. Stat. 19.59</u>
	<u>119.66</u>
	<u>946.10</u>
	<u>946.12</u>
	<u>946.13</u>

**CROSS REF.:** 8650 School Board Ethical Code of Conduct

#### POLICY 8710 REGULAR SCHOOL BOARD MEETINGS

Annually at the organizational meeting, the School Board shall set the time and place of regular Board meetings. The schedule of regular meetings so made shall remain in effect until the fourth Monday in April of the following year, unless changed by a majority vote of the School Board during the year. The Board may also eliminate scheduled meetings as long as at least one regular School Board meeting is held each calendar month. Regular meetings shall be scheduled to take place on District property. Advanced notice shall be given for all regular Board meetings in accordance with state law and School Board policy. Unless changed by majority vote, the order of business at regular School Board meetings shall follow the agenda. No new items of business shall be taken up after 10:00 pm except by ~~two-thirds~~ a majority vote of those members present at the meeting. If the agenda is not completed another meeting date and time shall be set by a two-thirds vote of the School Board members present. New business not on the regular School Board meeting agenda may not be discussed or acted upon, except for emergency items as allowed by law ~~that may be acted upon~~. The School Board may discuss any matter raised by the public during the public comment period if such period was included in the notice of the meeting.

<b>LEGAL REF.:</b>	<u>Wisconsin Statutes</u>
	<u>Wis. Stat. 19.83</u>
	<u>19.84</u>
	<u>19.85</u>
	<u>120.11</u>

<b>CROSS REF.:</b>	<u>8740 Organizational Meeting</u>
	<u>8711 Public Notification of School Board Meetings</u>
	<u>8712 School Board Meeting Agenda Preparation and Dissemination</u>
	<u>8840 School Board Minutes</u>

#### POLICY 8711 PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

The School Board recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the transaction of Board business. To this end, advance public notice shall be provided for all meetings of the School Board and School Board committees through local news media as required by state law. It shall be the responsibility of the Superintendent of Schools or designee to supervise the execution of this policy, except as otherwise provided by the Board. Public notices shall set forth the time, date, place and subject matter of the meeting (agenda), including that intended for consideration at any contemplated executive session.



SUPPLEMENTS TO THE MEETING NOTICE In the event that a matter arises that is not included on the already distributed meeting agenda notice; the noticed agenda shall be supplemented with the additional matter. The Superintendent shall give public notice of the supplemented agenda matter at least two hours in advance of the meeting. Notice shall be given in the same manner as the original meeting notice, unless such notice is impracticable due to publication deadlines. In such cases, the notice shall be posted in several public locations within the District. All media and/or persons who have filed a written request for Board meeting notification shall receive a copy of the supplemented meeting agenda notice.

**LEGAL REF.:**        Wisconsin Statutes  
                             Wis. Stat. 19.83  
   19.84

**CROSS REF.:**        8710 Regular School Board Meetings  
                             8712 School Board Meeting Agenda Preparation and Dissemination  
                             8720 Special School Board Meetings

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**POLICY 8712 SCHOOL BOARD MEETING AGENDA PREPARATION AND DISSEMINATION**  
The agenda shall be prepared by the Superintendent of Schools under the direction of the Board President. Except as otherwise specifically provided by Board policy or rule, the Board President may require a majority written request or vote of the Board prior to granting agenda requests by individual Board members. Insofar as possible, advance information and recommendations from Administration on matters requiring action shall be supplied to all Board members for study at least 24 hours before the meeting. Complete agendas for regular Board meetings shall be distributed to each Board member, local news medium, division administrator and to those selected administrators requiring agenda information. ~~A copy of the agenda shall also be sent to each building principal, to the school attorney and to those employee organizations designated by negotiated agreements.~~ A copy of the complete meeting agenda shall be available for public inspection at the Superintendent of School's office and each building principal's office prior to the Board meeting, and six copies made available for inspection at the Board meeting itself. Copies of the complete agenda shall be available at the Superintendent's office, on a single meeting basis, for those persons who make application by the day before the meeting. Such reserved copies shall not be distributed but may be picked up at the Superintendent's office 24 hours after they make the application.

The regular School Board meeting agenda shall normally provide for the following order of business:

1. Pledge of Allegiance
2. Roll Call of Members
3. Awards
4. Administrative and Supervisory Appointments
5. Legislative Report
6. Views and Comments by the Public
7. Response and Comments by Board Members
8. Remarks by the President
9. Superintendent's Report
10. Consent Agenda
11. Approval of Minutes of Previous Meeting(s)

- 12. Approval of Lists of Bills
- 13. Old Business
- 14. New Business
- 15. Other Business as Permitted by Law
- 16. Tentative Schedule of Reports and Legal Deadlines for Board
- 17. Predetermined Time and Date of Adjourned Meeting, If Necessary
- 18. Adjournment

**LEGAL REF.:**        Wisconsin Statutes  
                                  Wis. Stat. 19.83  
                                  19.84

**CROSS REF.:**        8710 Regular School Board Meetings  
                                  8720 Special School Board Meetings

## POLICY 8720 SPECIAL SCHOOL BOARD MEETINGS

Special meetings of the School Board shall be held upon written request of any School Board member. The request shall be filed with the School Board Clerk, or in his/her absence, the School Board President. Special meetings shall be scheduled to take place on School District property, except meetings held jointly with other school boards. Each School Board member shall be notified in writing of the time and place of a special School Board meeting at least 24 hours before such meeting, except as otherwise specifically provided by law. Notice shall be delivered to Board members personally or at their place of abode, or by mail. Advanced public notice shall be given for all special Board meetings in accordance with state law and School Board policy. Public comments will be held at Special Board meetings. Comments will follow the same standards set at Regular Board meetings, ~~with the exception as provided to any contradiction to any by Board policy.~~ Business transacted at special Board meetings shall be confined to the purpose(s) for which it was called. The order of business shall be consistent with that of a regular meeting. A majority of School Board members may determine the adjournment time of a special meeting in advance of or at the start of the meeting, this time may not be changed except by ~~two-thirds~~ a majority vote of those School Board members present at the meeting.

~~The regular School Board meeting agenda shall normally provide for the following order of business:~~

- ~~1. Pledge of Allegiance~~
- ~~2. Roll Call of Members~~
- ~~3. Awards~~
- ~~4. Administrative and Supervisory Appointments~~
- ~~5. Legislative Report~~
- ~~6. Views and Comments by the Public~~
- ~~7. Response and Comments by Board Members~~
- ~~8. Remarks by the President~~
- ~~9. Superintendent's Report~~
- ~~10. Consent Agenda~~
- ~~11. Approval of Minutes of Previous Meeting(s)~~
- ~~12. Approval of Lists of Bills~~
- ~~13. Old Business~~

- ~~14. New Business~~
- ~~15. Other Business as Permitted by Law~~
- ~~16. Tentative Schedule of Reports and Legal Deadlines for Board~~
- ~~17. Predetermined Time and Date of Adjourned Meeting, If Necessary~~
- ~~18. Adjournment~~ **LEGAL REF.:** Wisconsin Statutes

Wis. Stat. 19.83

19.84

120.11

**CROSS REF.:** 8711 Public Notification of School Board Meetings  
8712 School Board Meeting Agenda Preparation and Dissemination  
8840 School Board Minutes

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#### POLICY 8730 EXECUTIVE SESSIONS (Closed Sessions)

The School Board may meet in executive session only to discuss subject matter within the scope of state statutes. Executive sessions are meetings from which the public is excluded. No discussions of any matter shall be held and no action taken of any kind, formal or informal, by the School Board while in executive session except as specifically authorized by law. Before the School Board goes into executive session, the School Board President shall announce to those present the nature of the business to be considered at the session and the specific exemption(s) under law by which the executive session is authorized. Executive sessions may be held anywhere in the District. Advance public notice shall be given of all executive sessions in accordance with state law and School Board policy.

**LEGAL REF.:** Wisconsin Statutes  
Wis. Stat. 19.85

**CROSS REF.:** 8710 Regular School Board Meetings  
8711 Public Notification of School Board Meetings  
8720 Special School Board Meetings

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#### POLICY 8740 ORGANIZATIONAL MEETING

The annual organizational meeting of the Kenosha Unified School Board shall be held on the fourth Monday in April, or as close to that date as possible. The School Board shall set the date, time and place of the organizational meeting and name a temporary chair of the meeting. The basic purpose of the organizational meeting is to elect School Board officers and to make other annual appointments and designations as determined by the School Board.

**LEGAL REF.:** Wisconsin Statutes  
Wis. Stat. 120.05(1)

**CROSS REF.:** 8411 Appointment of School Board Officers

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## POLICY 8750 COMMON SCHOOL DISTRICT MEETINGS

An annual meeting shall be called, noticed and conducted in the District. The date of the annual meeting shall be set pursuant to the direction of the electors at a previous annual meeting. The date of the annual budget meeting shall not be held before May 15 or after September 30. An agenda shall be developed that includes items of business authorized by law to be acted on by electors at the annual meeting, including but not limited to approval of the tax levy, board member compensation and expenses and the sale of property no longer needed by the District. Public notice shall be given for the annual meeting in accordance with state law. In addition, electors meetings can be scheduled by a petition of the electorate meeting of the electors can be scheduled with proper notice and the agenda will cover matters consistent with state law governing meetings of the electors.

**LEGAL REF.:**      Wisconsin Statutes  
   Wis. Stat. 19.84  
   120.08  
   120.09  
   120.10

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## POLICY 8810 RULES OF ORDER

The School Board shall conduct all its meetings in accordance with newly revised Robert's Rules of Order, unless otherwise provided below.

1. The School Board president may vote on all matters coming before the School Board. The School Board president has the right to introduce or second motions if another School Board member is given temporary control of the meeting. Temporary control is assigned in the following order: Vice President, Clerk, Treasurer, any other member.
2. A motion to Limit Debate shall be decided by a majority vote.
3. Each regular and special meeting of the School Board shall be considered a "session," unless it is an adjourned meeting as defined by newly revised Robert's Rules of Order.
4. It shall be in order to Postpone Definitely a motion, event or report beyond the next session by a majority vote.
5. A motion to rescind or amend something previously adopted at an earlier session requires a majority vote if prior notice is given outlining the proposed motion. Without this notice, a two-thirds vote is required. This notice may be given by mail or may be given orally at an open meeting or a closed meeting if applicable. (Note: In any event, the provisions of the Open Meeting Law and School Board Policy apply). The School Board President shall require a majority written request or vote for placement on an agenda if the member did not vote on the prevailing side of the motion to be rescinded or amended. The provisions and requirements of this section shall expire ninety (90) days from the date of the last School Board action and, therefore, agenda requests and motions may be offered on the issue as if new.
6. A motion to rescind or amend something previously adopted instead of reconsidering action taken at the same session shall require a two-thirds vote. If a motion to reconsider fails, it shall not be in order to move to rescind or amend something previously adopted at that same session.

7. A motion may be unilaterally withdrawn by the maker prior to any vote being cast. Similarly, a motion may be modified without the permission of the second; however, the second may withdraw.
8. A member, while speaking on a motion, may not move the previous question.
9. Discussion is permitted when no motion is pending. To close discussion when no motion is pending, a member may request to proceed. No second is required. It is not debatable, it is not in order when another has the floor, and requires a majority vote if the request is objected to but no member immediately offers a motion. After a request to proceed, the chair shall ask if there is an objection or a motion and, if hearing none, the School Board will proceed with the agenda.
10. Except as adopted by a unanimous vote to suspend this Bylaw, the following motions shall not be in order:
  - a. Create a Special Order
  - b. Call for the Orders of the Day
  - c. Reconsider and Enter on the Minutes
  - d. Lay on the Table
  - e. Take from the Table
11. School Board members' response to citizen comments shall be limited to ~~six~~ three minutes.
12. Time allowed for debate on motions during regular meetings shall be limited to one five minute discussion period followed by one three minute rebuttal period per person. Another three minute rebuttal time is allowed during special meetings. The use of another member's time is allowed at the discretion of the chair under the following provisions:
  - a. another member must consent to waive his/her time;
  - b. the ruling of the chair shall apply to all members;
  - c. discretion to use another member's time expires once a vote has occurred; and
  - d. a member can use another member's time only once per motion.

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#### POLICY 8820 QUORUM

The School Board can legally transact business and take legally binding action only when a quorum (majority of the total membership) of the School Board is present at the start of and through a meeting. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, or to take a recess.

**LEGAL REF.:**        Wisconsin Statutes  
                              Wis. Stat. 120.11(1)  
   990.001(8m)

**CROSS REF.:**        8710 Regular School Board Meetings  
                              8720 Special School Board Meetings

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#### POLICY 8840 SCHOOL BOARD MINUTES

The School Board Secretary shall take the minutes of regular and special School Board meetings on behalf of the School Board Clerk. The minutes shall constitute the official record of proceedings of the School Board and should include: 1. A record of all actions taken by the School Board, including the vote thereon. 2. A record of all transactions, orders, procedures and motions in full. Minutes of regular and special School Board meetings shall be published in a newspaper with general circulation in the District as required by state law. Official copies of the School Board minutes shall be stored in a fire-resistant safe or vault with other District records. Digital copies may be used as substitutes. Except as otherwise provided, copies of the official minutes shall be made available to interested citizens upon request during regular office hours. The public may have access to executive session minutes to the extent authorized by state law.

**LEGAL REF.:** Wisconsin Statutes  
Wis. Stat. 19.88  
120.11

**CROSS REF.:** 8710 Regular School Board Meetings  
8720 Special School Board Meetings

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#### POLICY 8850 SCHOOL BOARD COMMITTEES

The School Board believes committees can be useful in the decision-making process and in the conducting of Board business. By using a Board committee structure, the Board is able to conduct its business in an efficient and effective manner, study issues facing the District more in depth, and take more ownership in things happening in the District. The committee structure is designed to assist the Board in the conducting of Board business; it is not intended to take away a Board member's opportunity to ask questions or to be involved in the decision-making process. The Board shall have four standing committees: (1) Audit, Budget and Finance, (2) Curriculum and Program, (3) Planning, Facilities and Equipment, and (4) Personnel and Policy. Each standing committee shall consist of three Board members. A quorum of the committee shall be include a minimum of two (2) Board members.

The Board President shall appoint Board members to standing committees in accordance with established procedures. No Board member may serve on more than three standing committees and can only chair one standing committee. The Board President shall select the committee chair. The committee chair may seek six qualified community members and two students to serve on the committee. Every attempt will be made to have these committees reflect the diversity of the District. Community member appointments shall be made in accordance with established procedures. The term of appointment to a standing committee will be for two years for community and student members, with option of renewal at the chair's discretion. Whenever possible, terms will be staggered. It is expected that all committee members will attend at least 80% of the meetings of the standing committee to which they have been appointed. Consistent with Board policy concerning Board officers, the chair of each committee may not serve as committee chair for more than two consecutive years.

The Board may establish other standing and temporary ad-hoc committees from time to time as needed. The Board President shall make such committee appointments in the same manner as other standing committee appointments. The Board President shall serve as an ex-officio member of all standing and temporary committees of the Board. The function of all Board committees should be

fact-finding, deliberating and advising, but not legislating or policymaking. Standing Board committees may not act or speak for the Board unless authorized by the Board. Each Board committee shall be assigned specific duties. All policymaking actions taken by a Board committee shall be subject to ratification and approval of the Board. For policy-related items, the Board will have a first and second reading of the recommended policy before final policy adoption. The policy readings shall occur at separate Board meetings. Public notice shall be given for all Board committee meetings in accordance with state law and Board policy.

#### A. Committee Appointment Process

1. The Board President shall appoint Board members to standing committees immediately following the School Board's annual organizational meeting. Such appointments shall be made, in order, as follows:

- a. by seeking volunteers and making appointments based on Board member interest
- b. by direct appointment of Board members to specific committees

2. Community members may be appointed to serve as members on standing committees as outlined in Board policy. Such appointments shall be made, in order, as follows:

- a. by encouraging volunteers that reflect the diverse student population
- b. by seeking volunteers and making appointments based on citizen interest
- c. by direct appointment of the committee chair with approval of the Board President
- d. by appointment of the Board President

#### B. Standing Committee Operating Procedures

1. Whenever possible, policy items to be considered by the Board shall be introduced to the standing committee at a monthly committee meeting. Any item referred to a standing committee must come back to the full Board within 30 days, unless a motion by the standing committee to further review the item is determined.

2. Standing committees, unless canceled by the committee Chair or Board President shall meet once each month. Additional meetings will be scheduled by the chair as necessary. ~~Meetings shall be limited in length to one hour or less.~~

3. The committee chairs, the Superintendent of Schools and designated administrators shall meet to establish meeting agendas for standing committees. This process will ensure the orderly flow of information and the effective operation of the Board and committees. Committee agenda items are limited to those referred by the Board President, committee chairs and designated administrators. Meeting agendas must be published at least five working days prior to a scheduled meeting.

4. Administrators and other District staff, as appropriate, will be requested to serve in an advisory capacity to standing committees and/or to provide necessary support resources.

5. Committee meetings shall be conducted in accordance with ~~Robert's Rules of Order Revised~~ Policy 8810.

6. Any Board member or citizen may attend a standing committee and may speak to any item on the agenda. However, only committee members may vote on agenda items.



7. Minutes shall be kept of all standing committee meetings. The minutes shall be distributed to all Board members in order to keep the full Board informed of matters discussed at committee meetings. Committee meeting minutes shall also be made available for inspection by the public in accordance with state law and the Board's policy on access to public records.

~~8. Standing Committee updates will be included as an agenda item for all regular Board meetings.~~

9. Motions that have come from committee shall appear on a regular meeting agenda, and shall contain the committee's recommendation, and include comments of dissent, in addition to Administration's recommendation. ~~*Kenosha Unified School District School Board Policies Kenosha, Wisconsin Rules and Regulations*~~

### C. Specific Duties of Standing Committees

#### BOARD OF EDUCATION ORGANIZATIONAL CHART – COMMITTEES

<p>Audit, Budget and Finance Committee</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in the preparation and development of the Board and District's annual budget</li> <li><input type="checkbox"/> Review all monthly budget expenditures and all budget modifications, changes, etc., throughout the year</li> <li><input type="checkbox"/> Review all budgets related to grants submitted and/or awarded</li> <li><input type="checkbox"/> Review all proposed Board policies related to budget and finance matters</li> <li><input type="checkbox"/> Assist in the planning and completion of the District's management, financial, and program audits, including the AASA audit</li> <li><input type="checkbox"/> Review any audit findings and prepare recommended action plans</li> <li><input type="checkbox"/> Strategic Plan– Strategic planning will have a financial impact as the plan proceeds toward implementation. The Audit, Budget and Finance Committee will review the strategic planning budget and implications to overall District budget.</li> </ul>	<p>Curriculum and Program Committee</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review all matters related to existing or new curriculum and programs</li> <li><input type="checkbox"/> Review survey, test and evaluation results of the District</li> <li><input type="checkbox"/> Monitor curriculum adoption and implementation schedule</li> <li><input type="checkbox"/> Review all grant proposals in terms of program components</li> <li><input type="checkbox"/> Review teaching materials, book selections, etc.</li> <li><input type="checkbox"/> Review all proposed Board policies related to education, teaching or support programs</li> <li><input type="checkbox"/> Review comprehensive staff development plan and implementation</li> <li><input type="checkbox"/> Strategic Plan– Many initiatives of Strategic Plan will have significant curriculum implications. As initiatives are identified and implemented, it is appropriate that the Curriculum and Program Committee be kept apprised of their process.</li> </ul>	<p>Planning, Facilities and Equipment Committee</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in the preparation and updating of the District's five-year capital improvement budget</li> <li><input type="checkbox"/> Review the implementation of all expenditures related to facilities and equipment</li> <li><input type="checkbox"/> Assist in establishing of building standards for each type of educational facility</li> <li><input type="checkbox"/> Review and update the District's comprehensive technology and administrative computer plan</li> <li><input type="checkbox"/> Work with community groups to develop a financial plan to accommodate the implementation of the District's physical plant plans</li> <li><input type="checkbox"/> Review all proposed Board policies related to planning facilities and equipment</li> <li><input type="checkbox"/> Strategic Plan– A portion of the strategic plan that involves facilities or accommodations within facilities will be reviewed by this committee.</li> </ul>
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<p>Personnel and Policy Committee</p> <p><input type="checkbox"/> All employment of staff and related issues concerning staff would be addressed through this committee</p> <p><input type="checkbox"/> <del>Bargaining of Labor Contracts—</del> <del>All contracts that are bargained would be reviewed with recommendations forwarded to the full Board</del></p> <p><input type="checkbox"/> Review all personnel transactions, job descriptions, hiring, etc.</p> <p><input type="checkbox"/> Prepare and update annual student enrollment projections</p> <p><input type="checkbox"/> Policy Development— All policy development would receive first readings through Personnel and Policy Committee</p> <p><input type="checkbox"/> Strategic Plan— Any issues of personnel or policy that may come out of plan will be reviewed by this committee. Those issues endorsed by this committee would be forwarded to the full Board for approval.</p>	<p>Ad-Hoc Committee</p> <p><input type="checkbox"/> Ad-hoc committee(s) are formed by a majority vote of the School Board.</p> <p><input type="checkbox"/> Their responsibilities are based on the task(s) for which they are assigned</p> <p><input type="checkbox"/> Ad-hoc committees are not standing committees and have a limited term</p> <p><input type="checkbox"/> A Board Member should serve as Chair to any Ad-Hoc Committee.</p>
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**LEGAL REF.:**      Wisconsin Statutes  
Wis. Stat. 19.84  
19.85

**CROSS REF.:**      8712 School Board Meeting Agenda Preparation and Dissemination  
8840 School Board Minutes  
8850 School Board Committees

## POLICY 8860 CITIZEN ADVISORY COMMITTEES

The School Board recognizes that citizen advisory committees provide a method for the participation of the general public in matters of educational planning and school operation. Citizen advisory committees shall be appointed by the School Board and/or Superintendent of Schools for specific purposes and shall be representative of the entire School District. Members of the minority community shall be actively recruited and encouraged to participate on citizen advisory committees to ensure that the needs of minority students are being met. The charge to citizen advisory committee members shall include the scope, time limit and responsibilities of their particular committee assignment. The Superintendent shall assign District personnel as resource persons to citizen advisory committees. The Board President shall appoint up to two Board members to all ~~C~~itizen ~~A~~advisory ~~C~~committees. Citizen advisory committees shall be limited to making recommendations and suggestions for Board or administration consideration. No citizen committee shall be empowered to make decisions that are the legal responsibility of the Board or administration. Public notice shall be given of citizen advisory committee meetings as required by state law and Board policy.

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## POLICY 8870 PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The School Board, as a representative body of the District, wishes to provide an avenue for any citizen to express interest in and concerns for the schools. Meetings of the Board shall be open to the public, except executive sessions, and the public shall be cordially invited to attend Board meetings any regular or special session of the Board. ~~Board meetings are conducted for the purpose of carrying on the business of the District.~~ Citizens wishing to present requests or views directly to the Board shall be afforded the privilege during the "Views and Comments" portion of the agenda at each regular Board meeting, and at special Board meetings as appropriate. Consistent with the Board's responsibility for conducting the business of the District in an orderly and efficient manner, public presentations may be regulated. Citizen comments and questions at any Board meeting may deal with any topic related to District issues or concerns and/or the Board's agenda. However in public session, the Board shall not hear irrelevant, repetitive, or abusive speech that causes disruption to the orderly conduct of the meeting. The Board also shall not hear discussion of confidential personnel disputes or grievances involving individual school employees that do not implicate issues of public concern, or individual student disciplinary matters, as there are other channels available in the District that provide for consideration and disposition individuals of such matters. The Board president may set administrative requirements as appropriate on the public's participation at Board meetings. In lieu of speaking during the "Views and Comments" portion of the agenda, timely received written communication shall be read and/or noted in the Board meeting minutes upon the specific request of a citizen. Also, citizens may write to the Board to ask questions, express concerns and make proposals or comments for consideration by the Board. Written communication to the Board should normally be addressed to the Board President. Citizen Comments will be limited to three minutes per person and conclude after 45 minutes unless otherwise determined by a motion to extend speaking time approved by a majority vote.

**LEGAL REF.:**      Wisconsin Statutes  
                                 Wis. Stat. 19.83(2)  
                                 19.84(2)

**CROSS REF.:**      8710 Regular School Board Meetings  
                                 8720 Special School Board Meetings

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## POLICY 8880 AUDIO RECORDING OF BOARD MEETINGS

The District shall audio record all School Board and Board committee meetings, excluding executive sessions unless otherwise instructed. The audio recordings shall be maintained in accordance with provisions of the Public Records Law and shall be accessible to the public in accordance with state law requirements and District procedures.

**LEGAL REF.:**      Wisconsin Statutes  
                                 Wis. Stat. 19.21  
                                 19.90

**CROSS REF.:**      8710 Regular School Board Meetings  
                                 8720 Special School Board Meetings

Kenosha Unified School District  
Kenosha, Wisconsin

January 27, 2015

**STUDENT ADVISORY COUNCIL POLICY – 8000 SERIES**

School board member Kyle Flood proposed creation of a new school board policy which would require creation of a Student Advisory Council. His proposed policy wording was forwarded to legal counsel for review and their suggested changes are noted in red on the attached draft policy.

The proposed student advisory council policy is brought forward for school board consideration.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

## POLICY \_\_\_\_\_ STUDENT ADVISORY COUNCIL

The School Board recognizes that students are the largest stakeholders in all district decision-making and therefore believes it is necessary to present multiple opportunities for the student voice to be heard. The Board will work with Student Advisory Council (the “Council”) to discuss student concerns.

The ~~Student Advisory~~ Council will be made up of two students from every KUSD high school that are elected by the student body of that student’s high school. Each school must elect a sophomore and a junior for the two seats on the Council. It will be the responsibility of the School Principal and/or designee to work with the School’s Student Government to organize the election. In the event that two students are not elected, the President of the School’s Student Government may appoint the needed student(s) to the council with approval from the School Principal or designee. Elections should be held in late April or early May of every year.

The Board President will annually appoint a Board member as ~~Student Advisory~~ Council liaison (the “Liaison”) to attend and chair the meetings of the ~~Student Advisory~~ Council. The Liaison must also present a report to the full Board on each of these meetings.

The ~~Student Advisory~~ Council will meet four times a year, once per academic quarter. Members of the Council are required to attend all meetings. In the event that a student misses a meeting and is unexcused they will be removed from the Council and their Student Government President will appoint a new student to the Council with Principal or designee approval.

The Council may discuss and take an advisory vote on any item concerning the district. This includes Board policy, district curriculum, finances, facilities, etc. The Council may vote on items for advisory purposes only. Every member of the Council may request items to be placed on the agenda for their meetings. Board members and the Superintendent may also place items on the agenda for the purpose of getting student feedback. Agendas must be finalized by the Superintendents office and distributed to all members of the Council and Board of Education at least two weeks in advance of the meeting.

~~Student Advisory~~ Council meetings will be open to the public. The Superintendent must be in attendance.

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**OUTDOOR ATHLETIC IMPROVEMENTS REFERENDUM  
RESOLUTIONS #307 and #308**

At the November 25, 2014 regular school board meeting of the Kenosha Unified School District, the board voted unanimously to approve the proposed plan for an outdoor athletic improvements referendum. With the guidance of Quarles & Brady LLP, acting as bond counsel for the district, administration also provided the referendum question language that will appear on the April 7, 2015 ballot, which was also included in the approved plan.

The next step in the process is to adopt two resolutions required to authorize the financing to support the plan. The initial resolution authorizes the district to borrow an amount not to exceed \$16,700,000 to finance the plan by issuing general obligation bonds. The second resolution provides for a referendum election that allows the electors to vote on the plan and related financing.

**Administrative Recommendation**

Administration recommends school board adoption of resolution #307 (attachment 1) and #308 (attachment 2) as contained in this report.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

INITIAL RESOLUTION  
AUTHORIZING GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$16,700,000

BE IT RESOLVED by the School Board of the Kenosha School District No. 1, Kenosha County, Wisconsin that there shall be issued 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.

Adopted and recorded January 27, 2015.

\_\_\_\_\_  
Tamarra Coleman  
District President

ATTEST:

\_\_\_\_\_  
Kyle Flood  
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM ELECTION  
ON THE QUESTION OF THE APPROVAL  
OF AN INITIAL RESOLUTION AUTHORIZING  
THE ISSUANCE OF GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$16,700,000

WHEREAS, the School Board of the Kenosha School District No. 1, Kenosha County, Wisconsin (the "District"), has heretofore duly adopted a resolution entitled: "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$16,700,000" (the "Initial Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the question approved in the Initial Resolution to the electors for approval or rejection at the regularly scheduled election to be held on April 7, 2015.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on April 7, 2015 for the purpose of submitting to the qualified electors of the District the proposition of whether the Initial Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in the Kenosha News within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in the Kenosha News in the issue published the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in the Kenosha News in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed, if it has not already been so filed, with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 25 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Section 120.115(1), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with a copy of the Initial Resolution within 10 days after the adoption of the Initial Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded January 27, 2015.

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Tamarra Coleman  
District President

ATTEST:

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Kyle Flood  
District Clerk

(SEAL)



EXHIBIT A

NOTICE TO THE ELECTORS  
OF  
KENOSHA SCHOOL DISTRICT NO. 1  
KENOSHA COUNTY, WISCONSIN

NOTICE IS HEREBY GIVEN that the School Board of the above-named School District, at a meeting duly called, noticed, held and conducted on January 27, 2015, adopted an initial resolution entitled:

INITIAL RESOLUTION  
AUTHORIZING GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$16,700,000

Said Initial Resolution was adopted pursuant to the provisions of Chapter 67 of the Wisconsin Statutes to authorize a borrowing in an amount not to exceed \$16,700,000 through the issuance of general obligation bonds of the District 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.

Copies of said Initial Resolution and a detailed breakdown of the school improvement program to be financed with the proceeds of the proposed Bond issue are on file in the District Office located at Educational Support Center, 3600 52nd Street, Kenosha, Wisconsin 53144 and may be inspected weekdays except holidays, between the hours of 9:00 a.m. and 4:00 p.m.

The School Board has called for a referendum election on the Initial Resolution to be held on April 7, 2015.

Dated January 27, 2015.

BY ORDER OF THE  
SCHOOL BOARD

Kyle Flood  
District Clerk

EXHIBIT B

NOTICE OF ELECTION  
KENOSHA SCHOOL DISTRICT NO. 1  
APRIL 7, 2015

NOTICE IS HEREBY GIVEN, that at an election to be held in the Kenosha School District No. 1 on Tuesday, April 7, 2015 the following question will be submitted to a vote of the people:

"Shall the Kenosha 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?"

A copy of the entire text of the resolution directing submission of the question set forth above to the electorate and information concerning District boundaries can be obtained at the School District offices located at Educational Support Center, 3600 52nd Street, Kenosha, Wisconsin 53144.

Persons with questions regarding the referendum election should contact Dr. Sue Savaglio-Jarvis, District Administrator.

Done in the Kenosha School District No. 1  
on March 10, 2015  
Kyle Flood  
District Clerk

EXHIBIT C

NOTICE OF REFERENDUM  
KENOSHA SCHOOL DISTRICT NO. 1  
APRIL 7, 2015

NOTICE IS HEREBY GIVEN, that at an election to be held in the Kenosha School District No. 1 on April 7, 2015, the following proposed Initial Resolution of the School Board will be submitted to a vote of the people:

INITIAL RESOLUTION  
AUTHORIZING GENERAL OBLIGATION BONDS  
IN AN AMOUNT NOT TO EXCEED \$16,700,000

BE IT RESOLVED by the School Board of the Kenosha School District No. 1, Kenosha County, Wisconsin that there shall be issued 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.

The question will appear on the ballot as follows:

"Shall the Kenosha 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?"

EXPLANATORY STATEMENT AND EFFECT OF VOTE

The referendum election ballot will ask District electors to vote "yes" or "no" on the referendum election question as set forth above.

A "yes" vote on the question is in favor of the Initial Resolution set forth above and is a vote to approve the borrowing of \$16,700,000 by the Kenosha School District No. 1 through the issuance of general obligation bonds for the 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.

A "no" vote on the question is opposed to the Initial Resolution set forth above and is a vote to deny the Kenosha School District No. 1 the authority to borrow \$16,700,000 through the issuance of general obligation bonds for the 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.

In the event a majority of the electors voting vote "yes" on the question set forth above, the District will be authorized to undertake the school improvement program described above and borrow not in excess of \$16,700,000 therefor; if a majority vote "no" on the question set forth above, the District will not be so authorized.

#### LOCATION AND HOURS OF POLLING PLACES

[Information as to the location of the polling places is available in the District Office at Educational Support Center, 3600 52nd Street, Kenosha, Wisconsin 53144.]

*If the information below is not included in the publication, it should be completed and made available in the District Office.*

[At the election to be held on April 7, 2015 in the Kenosha School District No. 1 the following polling place locations will be used for the municipalities and/or wards indicated:

School District Electors <u>Residing in</u>	<u>Vote at</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ALL POLLING PLACES WILL BE OPEN AT 7:00 A.M. AND WILL CLOSE AT 8:00 P.M.**

If you have any questions concerning your polling place, contact the municipal clerk:

(Name of Municipal Clerk)  
(Address)  
(Telephone)  
(Office Hours)

(Name of Municipal Clerk)  
(Address)  
(Telephone)  
(Office Hours)

**All polling places are accessible to elderly and disabled voters.<sup>1</sup>**

**INFORMATION TO ELECTORS<sup>2</sup>**

Upon entering the polling place, an elector shall state his or her name and address and sign the poll book before being permitted to vote. Where ballots are distributed to electors, the initials of two inspectors must appear on the ballot.<sup>3</sup> Upon being permitted to vote, the elector shall retire alone to a voting booth or machine and cast his or her ballot except that an elector who is a parent or guardian may be accompanied by the elector's minor child or minor ward. An election official may inform the elector of the proper manner for casting a vote, but the official may not in any manner advise or indicate a particular voting choice.

On referendum questions, where **paper ballots** are used, the elector shall make a cross (X) in the square next to "yes" if in favor of the question, or the elector shall make a cross (X) in the square next to "no" if opposed to the question.

When using a *tactile ballot marking device (Vote-PAD)* to mark a paper ballot, the elector shall obtain from the inspectors, the assistive device and any audio or dexterity aids if required. On referendum questions, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

On referendum questions, where **optical scan** voting systems are used, the elector shall fill in the oval or connect the arrow next to "yes" if in favor of the question, or the elector shall fill in the oval or connect the arrow next to "no" if opposed to the question.

<sup>1</sup> THIS NOTICE MUST CONTAIN A STATEMENT ABOUT THE ACCESSIBILITY TO THE ELDERLY AND DISABLED FOR EACH POLLING PLACE. IF ANY POLLING PLACES ARE NOT ACCESSIBLE OR IN COMPLIANCE WITH FEDERAL LAW, CONTACT THE GOVERNMENT ACCOUNTABILITY BOARD.

<sup>2</sup> This section should be adapted depending upon what type of voting procedure is used.

<sup>3</sup> Remove this sentence if only touch screen voting system(s) are used.

When using an electronic ballot marking device ("Automark") to mark an optical scan ballot, the elector shall touch the screen at "yes" if in favor of the question, or the elector shall touch the screen at "no" if opposed to the question.

On referendum questions, where **touch screen** voting systems are used, the elector shall touch the screen next to "yes" if in favor of the question, or the elector shall touch the screen next to "no" if opposed to the question.

The vote should not be cast in any other manner. Not more than five minutes' time shall be allowed inside a voting booth or machine. Unofficial ballots or a memorandum to assist the elector in marking his or her ballot may be taken into the booth and copied. The sample ballot shall not be shown to anyone so as to reveal how the ballot is marked.

If the elector spoils a **paper** or **optical scan** ballot, he or she shall return it to an election official who shall issue another ballot in its place, but not more than three ballots shall be issued to any one elector. If the ballot has not been initialed by two inspectors or is defective in any other way, the elector shall return it to the election official, who shall issue a proper ballot in its place.<sup>4</sup> After casting his or her vote, the elector shall leave the voting machine or booth, properly deposit the ballot and promptly leave the polling place.

After an official **paper ballot** is marked, it shall be folded so the inside marks do not show, but so the printed endorsements and inspectors' initials on the outside do show. The elector shall leave the booth, deposit the folded ballot in the ballot box, or deliver the ballot to an inspector for deposit in the box, and shall leave the polling place promptly.

After an official **optical scan** ballot is marked, it shall be inserted in the security sleeve so the marks do not show. After casting his or her vote, the elector shall leave the booth, insert the ballot in the voting device and discard the sleeve, or deliver the ballot to an inspector for deposit. If a central count system is used, the elector shall insert the ballot in the ballot box and discard the sleeve, or deliver the ballot to an inspector for deposit. The elector shall leave the polling place promptly.

After an official **touch screen** ballot is cast, the elector shall leave the polling place promptly.

An elector may select an individual to assist in casting his or her vote if the elector declares to the presiding official that he or she is unable to read, has difficulty reading, writing or understanding English or that due to disability is unable to cast his or her ballot. The selected individual rendering assistance may not be the elector's employer or an agent of that employer or an officer or agent of a labor organization which represents the elector.

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<sup>4</sup> Remove this sentence if only touch screen voting system(s) are used.

The following is a sample of the official ballot:

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.**

If you desire 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.

---

Shall the Kenosha 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

☐

---

Persons with questions regarding the referendum election should contact Dr. Sue Savaglio-Jarvis, District Administrator.

Done in the Kenosha School District No. 1  
on April 6, 2015  
Kyle Flood  
District Clerk



EXHIBIT D

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.

---

Shall the Kenosha 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

☐



(Reverse Side of Ballot)

---

OFFICIAL REFERENDUM BALLOT

April 7, 2015

for

Kenosha School District No. 1, Wisconsin

Polling Place: \_\_\_\_\_

---

Ballot issued by

\_\_\_\_\_  
Initials of Inspectors of Election

---

Absent Voter's Ballot issued by

\_\_\_\_\_  
Initials of Municipal Clerk or  
Deputy Clerk

---

Certification of Elector Assistance

I certify that this ballot was marked by me for an elector who is authorized under the law to have assistance, upon request, and as directed by the elector.

\_\_\_\_\_  
(Signature of assisting individual)

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

**Open Enrollment Allocations – 2015-16 School Year**

The Wisconsin Department of Public Instruction (DPI) stipulates that a district must allocate open enrollment spaces during their January board meetings. The Open Enrollment period for the state runs from February 2 to April 30, 2015. Along with the posted 3-month open enrollment window, applicants can also apply to a non-resident district using an Alternative Open Enrollment Application during the current school year if the applicant can demonstrate that he/she meets certain criteria.

Attached in Appendix A is a listing by grade of available open enrollment regular education spaces for School Year 2015-16. Appendix A also includes a historical reference regarding combined allocated seats and those that were filled on the Official Third Friday Count Day for that respective school year. DPI has clarified that the District's affirmation must specifically delineate both regular education seats by specific grade level and special education seats by program and/or service type. The special education seats only need to be separated by cluster (elementary, middle, high) rather than by specific grade level. Appendix B provides the special education availability by program and service type as determined by current district resources.

DPI moved the Board allocation approval process from March to January starting in January of 2013. In prior years, district administration and the School Board would have a count of applications and requests to review before allocating spaces. The numbers of available spaces recommended are a noticeable increase over the past several years, due mainly to enrollment projections and realized room at certain grade levels.

KUSD policy requires that a current open enrolled student re-apply just once, which is during the transition from elementary to middle school, or if they first enrolled during middle school, then they must reapply during the transition from middle school to high school. Also, tuition waiver students (those who start the year in KUSD but move out of district) have a right to complete the current year and apply for open enrollment the following year. Even though these are current KUSD students, they are counted as new applications for our state reporting. The proposed change to Policy 5260 Full Time Open Enrollment would remove the currently negative potential of tuition waiver students impacting new Open Enrollment applications.

The Offices of Educational Accountability, School Leadership, and Teaching and Learning (Special Education/Student Support and Early Education) met on multiple occasions to gather, delineate and refine information in regard to the

number of available spaces for School Year 2015-16 within the Kenosha Unified School District. After review of the available data and enrollment projections, this collaborative team with the endorsement of the Superintendent of Schools makes the recommendation contained in Appendix A and Appendix B to the School Board for formal affirmation. The affirmation is only applicable to space availability for School Year 2015-16.

Administrative Recommendation:

Administration recommends that the Kenosha Unified School Board affirm and approve the space availability for open enrollment students (both regular and special education) as noted herein for School Year 2015-16.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Executive Director  
of Information & Accountability

Dr. Floyd Williams  
Assistant Superintendent  
of Elementary School Leadership

Dr. Bethany Ormseth  
Assistant Superintendent  
of Secondary School Leadership

Susan Valeri  
Director of Special Education  
and Student Support

Belinda Grantham  
Director of Early Education Programs

Renee Blise  
Research Coordinator

**APPENDIX A**  
**Number of Regular Education Open Enrollment Spaces**  
**School Year 2015-16**

<b>Grade Level</b>	<b>Regular Education</b>
Pre-K	20
Kindergarten	99
Grade 1	22
Grade 2	0
Grade 3	0
Grade 4	0
Grade 5	14
Grade 6	104
Grade 7	0
Grade 8	113
Grade 9	49
Grade 10	32
Grade 11	4
Grade 12	0
Total	457

**Historical Open Enrollment Allocations & Confirmed Enrollments**

<b>School Year</b>	<b>Board Allocated Seats</b>	<b>New Open Enrollment Students</b>	<b>Total Open Enrollment Students (3<sup>rd</sup> Friday)</b>	<b>Alternative Application Enrollments</b>
2014-15	37	24	69	13
2013-14	65	15	51	3
2012-13	111	14	55	1
2011-12	53	15	52	NA
2010-11	71	10	51	NA

**APPENDIX B**  
**Number of Special Education Open Enrollment Spaces**  
**School Year 2015-16**

KUSD has a district-wide average of 12% for students with disabilities, with some variances of that percentage among the schools. KUSD is disproportionate in the identification of students with specific learning disabilities and emotional behavior disabilities. For these reasons, the following table represents the recommended special education open enrollment spaces for SY 2015-16.

<b>Program/Service Type</b>	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
Speech or Language Impairment	20	20	0
Autism	5	5	0
Other Health Impaired	5	5	0
Orthopedically Impairment	5	5	0
Visually Impairment	0	0	0
Hearing Impairment	0	0	0
Specific Learning Disability	0	0	0
Emotional Behavior Disability	0	0	0
Severe Developmental Delay	20	0	0
Cognitive Disability	1	2	0
Traumatic Brain Injury	0	0	0



January 27, 2015

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Stephen Barasch donated \$5,000.00 to the Fine Arts Department to be used to purchase orchestra instruments used in our scholarship program for low income families.
2. American Chemical Society donated \$500.00 to Dimensions of Learning. This donation is to be used to purchase science education resources and experiences.
3. Harbor Machining, Inc. donated \$350.00 to Bradford Wrestling Team.
4. Elizabeth Romanek donated \$150.00 for the 2014 Grant Elementary Adopt-A-Family Program.
5. The Catholic Woman's Club donated 57 pairs of gloves, 20 hats, 6 scarves and 1 headband to the students of Kenosha Unified School District.

### Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

January 27, 2015

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

**January**

- January 13, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- January 19, 2015 – Dr. Martin Luther King Day Observance – No school for students or staff
- January 23, 2015 – End of Second Quarter/Teacher Workday – No school for students
- January 27, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

**February**

- February 10, 2015 – Standing Committee Meetings
- February 24, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

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